Board of Supervisors

From: INTERNAL OPERATIONS COMMITTEE

Date: March 21, 2017

To:

Subject: Advisory Body Triennial Review - Phase II Report and Recommendations



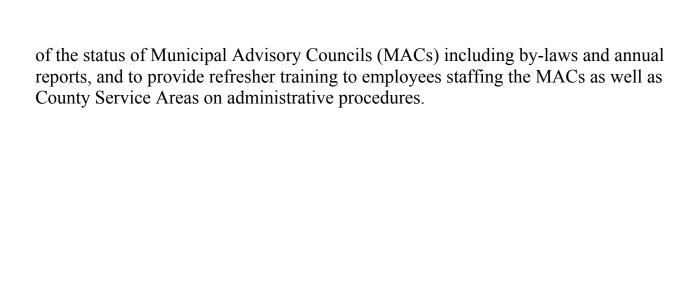
Contra Costa County

RECOMMENDATION(S):

- 1. ACCEPT the Phase II Triennial Advisory Body Review report, attached, as prepared by the County Administrator's Office.
- 2. DIRECT staff to report back by May 2017 with a plan to increase outreach for filling vacant Board committee and commission seats that includes working with each Board office to advertise District seat openings with a goal of encouraging diverse representation on these bodies.
- 3. REQUEST the First Five Commission update its by-laws and make a recommendation regarding the number of designated alternates.
- 4. DIRECT the Equal Employment Opportunity Officer to work with the Advisory Council on Equal Employment Opportunity to update its by-laws to redefine its mission.
- 5. DIRECT staff to report back to the IOC by July 2017 with a more detailed assessment

| ✓ APP | PROVE | OTHER | | | |
|--------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| REC | COMMENDATION OF CNTY | ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE | | | |
| Action of Board On: 03/21/2017 APPROVED AS RECOMMENDED OTHER | | | | | |
| Clerks Notes: | | | | | |
| VOTE OF SUPERVISORS | | | | | |
| | | | | | |
| AYE: | Candace Andersen, District II Supervisor | | | | |
| | Diane Burgis, District III Supervisor | I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown. | | | |
| | Federal D. Glover, District V Supervisor | ATTESTED: March 21, 2017 | | | |
| ABSENT: | John Gioia, District I Supervisor | , County Administrator and Clerk of the Board of Supervisors | | | |
| | Karen Mitchoff, District IV Supervisor | By: Stephanie Mello, Deputy | | | |
| Contact: Julie DiMaggio Enea (925) | | | | | |

335-1077



FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Board of Supervisors is the governing authority for a large number of boards, commissions and committees serving a variety of governmental functions, both mandatory and advisory. The Board approved Resolution Nos. 2012/497 and 2012/498, which formalized a "triennial sunset review process" of these bodies so that a third of these bodies are reviewed annually. The Board approved Phase I of this review on December 5, 2016.

The Internal Operations Committee reviewed and discusses the Phase II findings and recommendations prepared by Chief Assistant County Administrator Allison Picard, who presented the report at the IOC's regular meeting of March 13, 2017. The IOC concurs with the staff recommendations, which are forwarded to the Board today for consideration along with the staff report, attached hereto. Following is a summary of the recommendations:

| IHSS Public Authority Advisory Cte | No follow-up actions are |
|-----------------------------------------------|-------------------------------|
| 11133 I dolle Additiontly Advisory Cic | recommended. |
| County Planning Commission | No follow-up actions are |
| County I familing Commission | recommended. |
| | Recommendation to update |
| | by-laws and develop a |
| First 5 Children & Families Commission | recommendation regarding |
| | the number of alternate |
| | members. |
| Local Planning and Adv Council for Early Care | No follow-up actions are |
| and Education | recommended. |
| Mental Health Commission | No follow-up actions are |
| Wichtai Heatth Commission | recommended. |
| Equal Employment Opportunity Adv Council | Recommendation to update |
| Equal Employment Opportunity Adv Council | by-laws and clarify mission. |
| Family & Children's Trust Committee | No follow-up actions are |
| Family & Children's Trust Committee | recommended. |
| Council on Homelessness | No follow-up actions are |
| Council on Homelessness | recommended. |
| | Recommendation for staff to |
| | report back in July and to |
| Municipal Advisory Councils | provide refresher training on |
| | administrative and fiscal |
| | policies and procedures. |

| County Service Areas | Recommendation for staff to report back in July and to provide refresher training on administrative and fiscal policies and procedures. | |
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| <u>ATTACHMENTS</u> | | |
| Phase II Triennial Advisory Body Review - Report and Recommendations | | |