



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: October 23, 2018

Subject: New Membership Structure for the Alcohol and Other Drugs Advisory Board

RECOMMENDATION(S):

1. RECONSTITUTE the Alcohol and Other Drugs Advisory Board from the current 15 District seats (3 per Supervisorial District) and 3 At Large seats, to 5 District seats (1 per Supervisorial District) and 6 At Large seats, plus 3 Alternates.
2. ADOPT the revised Alcohol and Other Drugs Advisory Board bylaws to reflect the new advisory board composition.
3. DIRECT the Clerk of the Board to work with each Supervisor's Office to obtain direction as to which seats his/her representatives shall be reassigned.

FISCAL IMPACT:

No fiscal impact.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY

☒ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/23/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V 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.

ATTESTED: October 23, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea
(925) 335-1077

By: Stephanie Mello, Deputy

cc:

FISCAL IMPACT: (CONT'D)

BACKGROUND:

On February 12, 2018, Internal Operations approved the Phase I Triennial Report, which included a review of the Alcohol and Other Drugs (AOD) Advisory Board.

In this report, the AOD Advisory Board (AB) indicated that they had experienced difficulty filling vacant seats and attaining quorum. As of January 19, 2018, 9 of the 18 seats were vacant. Additionally, 7 meetings were canceled during 36-month Triennial Review period specifically due to lack of a quorum. During the review period, the AODAB was undergoing a bylaw update to change their subcommittee composition and to clarify quorum requirements, as directed by the 2015 Triennial Review, but was unable to address their membership structure.

Since the completion of the Triennial Review, the AODAB filled many of their vacant seats. As of August 23, 2018, 5 seats are vacant. However, even with additional seats filled, many members do not attend the meetings. Currently, AODAB finds it difficult to achieve quorum and is, therefore, unable to meet to determine the best seat structure. As a result, the Internal Operations Committee was asked to examine and determine the most suitable new membership structure in order to allow AODAB to attain a quorum and meet again.

Current Structure

The current structure of the Alcohol and Other Drugs Advisory Board includes eighteen (18) authorized voting seats. In order to attain a quorum, the AODAB must have a minimum of ten (10) members present at meetings, which can be difficult with weekday meetings. Additionally, fifteen (15) of the AODAB seats represent supervisorial districts. In the current structure, each District Supervisor must find three individuals who are willing and able to serve on the AODAB, which constrains the ability of the AODAB to fill some of the seats. Only three (3) of the 18 seats are At-Large appointees. Adding further challenge to attaining quorum, there are no authorized Alternate seats that would allow another appointee to vote in lieu of an absent member.

Current Appointees

As of September 18, 2018, there are 13 appointees out of 18 authorized, voting seats. The current AODAB bylaws allow for members with four (4) or more unexcused absences to be removed from their position of the Board. Based on the attendance records provided by the AODAB, one member has four unexcused absences in 2018, which means that there are currently only 12 members in good standing.

The Clerk of the Board's Office, on October 8, proposed some optional AODAB seat configurations for the Internal Operations Committee to consider. The IOC preferred Option B plus Alternates, and recommends that option to the Board of Supervisors. The IOC also recommends that the Clerk of the Board's Office work with each Supervisor's Office to determine which current District representatives shall be reassigned to At Large seats to effect the new composition.

Option Name	District Supervisor Appointee Seats	At-Large Seats (appointed through FHS)	Alternates	Total Authorized Seats (alternate and voting)	Authorized Voting Seats	Number needed to Attain Quorum
Current	15 (3 per district)	3	0	18	18	10
A	10 (2 per district)	3	0	13	13	7
A + Alternates	10 (2 per district)	3	3	16	13	7

B	5 (1 per district)	6	0	11	11	6
B + Alternates RECOMMENDED	5 (1 per district)	6	3	14	11	6

ATTACHMENTS

Alcohol and Other Drugs Advisory Board Bylaws_October 2018

Alcohol and Other Drugs Advisory Board Bylaws_October 2018_REDLINE