



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: January 7, 2020

Subject: Advisory Boards & Commissions

RECOMMENDATION(S):

ADOPT Resolution No. 2020/1 to amend governing requirements and policies for making appointments to advisory bodies to the Board of Supervisors, and to supersede Resolution No. 2011/497.

FISCAL IMPACT:

No direct fiscal impact associated with this action.

BACKGROUND:

In 2011, the Board of Supervisors approved Resolution Nos. 2011/497 and 2011/498. Resolution No. 2011/497 pertains to Board advisory bodies, and Resolution No. 2011/498 applies to independent bodies. Resolution No. 2011/497, updated the policy governing procedures for making appointments to advisory bodies to the Board of Supervisors, in its various capacities, and affirmed a variety of governing policies that apply to advisory bodies to the Board of Supervisors. Resolution No. 2011/497 superseded an earlier policy, Resolution No. 2002/377.

Resolution Nos. 2011/497 and 2011/498 provided a critical reference document on various

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/07/2020** ☒ 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: January 7, 2020

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

By: June McHuen, Deputy

Contact: Emlyn Struthers,
925-335-1919

cc:

policies for advisory and independent bodies. The Resolutions delineate the appointments process for District and At-Large seats. The resolution references key policies defined elsewhere, such as open meeting and ethics policies. The resolution also aggregates various reporting requirements, such as the Annual Report and Triennial Review. The policies outlined in these resolutions form the basis for other instructional resources, such as the advisory body handbook. Maintaining accurate policies and governing documents is critical to transparency and public participation in County government.

Since their adoption over eight years ago, changes in County policy have affected the guidance communicated in Resolution Nos. 2011/497 and 2011/498. Over time, the lists of applicable bodies in both Resolutions have evolved, with numerous newly established bodies, and several that have been dissolved. In addition to conforming changes, staff suggests several policy changes intended to conform with, or improve upon, existing practice.

On October 21, 2019, the Internal Operations Committee (IOC) reviewed numerous proposed changes to Resolution Nos. 2011/497 and 2011/498, pursuant to referral IOC 19/5. The Internal Operations Committee provided additional direction and recommended that the following changes included in Resolution 2020/1, attached, be adopted by the

Board of Supervisors.

Five main changes are included in Resolution No. 2020/1, as compared to Resolution 2011/497:

- 1.

BACKGROUND: (CONT'D)

Online Agenda Posting: All advisory bodies will be required to post agendas online, in addition to the physical posting requirements, effective March 2, 2020. The Clerk of the Board will be responsible for communicating this requirement to advisory body staff, and for producing associated information on how to comply.

2. At-Large Appointments Process: Advisory bodies will generally be permitted to conduct their own interviews for At-Large appointments, with three exceptions: the County Planning Commission, the Contra Costa County Fire Protection District Advisory Commission, and the Treasury Oversight Committee. Board Standing Committees will continue to review all nominations for appointments to At-Large seats and may conduct interviews for At-Large appointments to any advisory body at the Standing Committee's discretion.

3. List of Applicable Advisory Bodies: The list of applicable bodies has been changed to reflect bodies that have been newly created and discontinued since the adoption of Resolution No. 2011/497.

4. Enhanced Section on Ethics: Resolution No. 2020/1 references existing board policies around ethics and conflict of interest to improve understanding, awareness, and enforcement.

5. Online Maddy Book Posting: The Board Appointive List or "Maddy Book" (in reference to the original sponsoring Senator, Kenneth L. Maddy) will be posted online, as provided for in California's Local Government Omnibus Act of 2017, in addition to a public viewing copy on display at the Clerk of the Board office.

On October 21, 2019, the IOC approved the changes to Resolution No. 2011/497 in its entirety, and recommended that the updated resolution (Resolution No. 2020/1) be adopted by the Board of Supervisors. Additional legislative history and justification can be found in the IOC Subcommittee Report published October 21, 2019. Attached to this action, and included as Exhibit A to Resolution No. 2020/1, is a list of applicable bodies, and a redline demonstrating the changes made to Resolution No. 2011/497 by Resolution No. 2020/1.

ATTACHMENTS

Resolution 2020/1

Redline - Proposed Changes to Res. 2011/497

Exhibit A - List of Applicable Advisory Bodies