



**Contra
Costa
County**

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: May 17, 2022

Subject: TRIENNIAL ADVISORY BODY REVIEW - PHASE II REPORT AND RECOMMENDATIONS

RECOMMENDATION(S):

1. ACCEPT the 2021/22 Triennial Review Phase II Report and specific recommendations summarized below:

- a. DIRECT the County Administrator to continue implementation of Phase III of the third cycle of the Triennial Review process for the remaining advisory bodies.
- b. CONSIDER referring minor suggestions about supplemental material access agenda language and disclosures to the following advisory bodies:
 - i. Contra Costa Planning Commission
 - ii. Contra Costa Council on Homelessness
 - iii. East Richmond Heights Municipal Advisory Council
 - iv. El Sobrante Municipal Advisory Council
 - v. Mental Health Commission
- c. CONSIDER referring minor suggestions about disability access agenda language and disclosures to the following advisory bodies:
 - i. Contra Costa Planning Commission
 - ii. Contra Costa Council on Homelessness
 - iii. Bay Point Municipal Advisory Council
 - iv. East Richmond Heights Municipal Advisory Council
 - v. El Sobrante Municipal Advisory Council
- d. RECOMMEND that the following independent or quasi-independent bodies consider posting agendas on the AgendaCenter section of the county website to increase transparency and ease of access to information for the public:
 - i. First 5 Contra Costa Children and Families Commission
 - ii. In-Home Supportive Services Public Authority Advisory Committee
- e. DIRECT the following advisory bodies to post agendas to the AgendaCenter section of the county website to comply with Resolution

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/17/2022** ☒ 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: May 17, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Lauren Hull (925)
655-2007

cc: Clerk of the Board, CAO (Enea)

✓ No. 2020/1:
i. Diablo Municipal Advisory Council

RECOMMENDATION(S): (CONT'D)

- DIRECT the Clerk of the Board's Office to work with the following advisory bodies to develop ways to increase recruitment efforts to address membership challenges and high seat vacancy rates:
 - i. Family and Children's Trust Committee
 - ii. In-Home Supportive Services Public Authority Advisory Committee
 - iii. Local Planning and Advisory Council for Early Care and Education

FISCAL IMPACT:

None.

BACKGROUND:

Following the Triennial Review approved in 2019, three previously included bodies in Phase II were sunset, specifically County Service Area M-16 (Clyde) Citizens Advisory Committee, County Service Area R-10 (Rodeo) Citizens Advisory Committee, and Contra Costa Centre Municipal Advisory Council.

FINDINGS

Summary of Findings for Phase II

Staff to bodies included in Phase II were asked to complete a survey which was reviewed and signed by the advisory body Chairperson. Staff from the Clerk of the Board then reviewed the materials and surveys submitted by the advisory body staff and chairs. In addition to the survey materials, Clerk of the Board staff also went online to confirm whether the bodies are posting agendas online and to review the contents of the agendas for compliance with several additional policies, such as including information about disability access and access to supplemental materials, and opportunities for public comment. The Clerk of the Board also reviewed the agendas for whether the agenda descriptions were adequate for a layperson or outsider to understand what would be discussed at the meeting. The County Administrator's Office also reviewed the submissions.

Unless highlighted in the recommendations, no changes to bylaws, membership requirements, or seat structure are recommended for the bodies included in Phase II. This report includes a description of advisory bodies in the Phase II review, along with a summary of comments or recommendations from the Clerk of the Board and the County Administrator's Office.

Mandatory Bodies

Contra Costa Planning Commission

The Planning Commission was established under state law to implement the planning power of the county. The Planning Commission develops or approves land use plans, development initiatives, planning programs, and permit applications, among other duties. The Planning Commission was established in the County Ordinance Code, Section 26-2, pursuant to Chapters 3 and 4 of Title 7 of the California State Government Code.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access supplemental materials.

First 5 Contra Costa Children and Families Commission

The First 5 Commission works to support early childhood development through a strategic plan developed pursuant to the California Children and Families First Act of 1998, an initiative Constitutional Amendment approved by the voters as Proposition 10. Contra Costa County established the First 5 Children and Families Commission with Board Resolution No. 98/46.

Staff Comments/Recommendations

Staff for the First 5 Commission notes that the ongoing decline of Proposition 10 revenue due to the decreased consumption of tobacco products in California is one of the biggest challenges the commission faces in sustaining ongoing efforts for early childhood services and systems. Staff for the Clerk of the Board's Office recommends that First 5 staff post agendas to the AgendaCenter on the county's website, in addition to posting on the First 5 website. Since First 5 is an independent body, this is not required as it is for other advisory bodies. However, doing so would increase transparency and ease of access for the public.

In-Home Support Services Public Authority Advisory Committee

This body serves as an advisory council to the In-Home Support Services (IHSS) Public Authority, which is administered by the Employment and Human Services Department (EHSD). IHSS provides specialized support services to residents who are frail, elderly, blind, or disabled. Public Authority has an advisory committee whose membership is composed of individuals who are current or past users of personal assistance services paid for through public or private funds and professional representatives from the community.

Staff Comments/Recommendations

Staff for the IHSS Public Authority Advisory Committee reports that they have had trouble filling seats. Half of their meetings in the past 36 months were cancelled due to a lack of quorum. Staff for the Clerk of the Board's Office recommends that the body work with county staff to increase outreach and recruitment efforts to help fill vacant positions. Staff for the Clerk of the Board's Office also recommends that agendas be posted to the AgendaCenter on the county's website, in addition to posting on the Public Authority's website. Since the IHSS Public Authority Advisory Committee is a quasi-independent body, this is not required as it is for other advisory bodies. However, doing so would increase transparency and ease of access for the public.

Local Planning and Advisory Council for Early Care and Education

The mission of the Contra Costa County Local Planning and Advisory Council for Early

Care and Education (LPC) is to promote quality childcare through community assessment, advocacy, resource development, and collaboration with other organizations. The LPC coordinates programs and services affecting early childcare and education, including recommendations for the allocation of federal funds to local early childcare and education programs.

Staff Comments/Recommendations

Staff for the LPC reports that the council has had difficulty filling the four Child Care Consumer Seats, though they will continue with strong recruitment efforts and targeted outreach. The LPC also reports that “a lack of comprehensive county data regarding the demographics of the early education workforce continues to be an issue.” The LPC would benefit from county specific information that could inform and influence recommendations. The LPC appears to be functioning as intended and in compliance with the county’s administrative policies. Staff for the Clerk of the Board’s Office does not recommend any changes to the Local Planning Council at this time.

Mental Health Commission

The Contra Costa County Mental Health Commission was established by order of the Board of Supervisors on June 22, 1993, pursuant to the Welfare & Institutions Code Section 5604, also known as the Bronzan-McCorquodale Act. The primary purpose of the commission is to serve in an advisory capacity to the Board of Supervisors and to the Mental Health Division and its staff. Commissioners are appointed by members of the Board of Supervisors from each of the five districts for a term of three years. Each district has a consumer of mental health services, family member, and an at-large representative on the commission. The Board of Supervisors established the Mental Health Commission in actions taken on June 22, 1993 (Board Agenda Item 06/22/93_I.O.5).

Staff Comments/Recommendations

Staff for the Clerk of the Board’s Office recommends minor changes to the current agendas to ensure that they include information about supplemental materials.

Discretionary Bodies

County Service Area Citizen Advisory Committees

Alamo Polices Services Advisory Committee (County Service Area P-2B Citizens Advisory Committee)

The Alamo Polices Services Advisory Committee advises the Board of Supervisors and the Sheriff’s Department on the needs of the Alamo community for police services.

Staff Comments/Recommendations

The Alamo Police Services Advisory Committee appears to be functioning as intended, and

in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

County Service Area P-2A (Blackhawk) Citizens Advisory Committee

The County Services Area (CSA) P-2A Citizens Advisory Committee advises the Board of Supervisors on the needs of the Blackhawk community for extended police services which shall include, but not be limited to, enforcement of the State Vehicle Code, crime prevention, litter control, and other issues.

Staff Comments/Recommendations

Staff for the CSA P-2A Citizens Advisory Committee reports that they are currently working on drafting bylaws for the committee. The committee appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

County Service Area P-5 (Roundhill) Citizens Advisory Committee

The County Service Area P-5 Citizens Advisory Committee advises the Board of Supervisors regarding community concerns about public protection within the district boundaries, which lie within the Roundhill area of the unincorporated community of Alamo.

Staff Comments/Recommendations

The County Service Area P-5 Citizens Advisory Committee appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

County Service Area P-6 (Discovery Bay) Citizens Advisory Committee

The County Service Area P-6 Citizen Advisory Committee creates reports and recommendations to the Board of Supervisors on extended police protection services which includes, but is not limited to, enforcement of the State Vehicle Code where authorized by law, crime prevention, and litter control.

Staff Comments/Recommendations

The County Service Area P-6 Citizens Advisory Committee appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Municipal Advisory Councils (MACs) and Town Advisory Council (TAC)

Alamo Municipal Advisory Council

The Alamo Municipal Advisory Council (MAC) advises the Board of Supervisors on

issues and concerns related to county services provided to the unincorporated area of Alamo.

Staff Comments/Recommendations

The Alamo MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Bay Point Municipal Advisory Council

The Bay Point MAC advises the Board of Supervisors or other local government agencies on issues and concerns related to the unincorporated area of Bay Point.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access.

Bethel Island Municipal Advisory Council

The Bethel Island MAC advises the Board of Supervisors or other local government agencies on issues and concerns related to the unincorporated area of Bethel Island.

Staff Comments/Recommendations

The Bethel Island MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Byron Municipal Advisory Council

The Byron Municipal Advisory Council advises the Board of Supervisors on issues and concerns related to the unincorporated area of Byron.

Staff Comments/Recommendations

The Byron MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Diablo Municipal Advisory Council

The Diablo MAC's purpose is to advise the Board of Supervisors, County Planning Commission, and the Zoning Administrator on land use issues and other concerns affecting the unincorporated community of Diablo.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends that, in addition to posting on the Diablo Community Services District website, agendas be posted to the county website under

the AgendaCenter section to comply with Resolution No. 2020/1.

East Richmond Heights Municipal Advisory Council

The East Richmond Heights MAC was created to advise the Board of Supervisors or other local government agencies on issues and concerns related the unincorporated community of East Richmond Heights.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access supplemental materials.

El Sobrante Municipal Advisory Council

The El Sobrante MAC provides input to the Board of Supervisors, the County Planning Commission, and the Zoning Administrator on land use issues and other concerns affecting the unincorporated community of El Sobrante.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access supplemental materials.

Kensington Municipal Advisory Council

The Kensington MAC advises the Board of Supervisors, County Planning Commission, and the Zoning Administrator on land use issues and other concerns affecting the unincorporated community of Kensington.

Staff Comments/Recommendations

Staff to the Kensington MAC notes that there is difficulty filling seats and that the council would benefit from regular trainings on the Kensington Planning Ordinance. Staff also notes that most duties fall to the Chair of the council and they should be distributed more evenly. Staff for the Clerk of the Board's Office recommends that the council review the role of officers in their bylaws to distribute the workload more evenly.

Knightsen Town Advisory Council

The Knightsen TAC advises the Board of Supervisors on land use and planning matters affecting the community of Knightsen and may represent the Knightsen community before the Board of Supervisors, the East County Regional Planning Commission, the Zoning Administrator and the Local Agency Formation Commission on proposed boundary changes affecting the community. Effective February 26, 2019, the Board of Supervisors has separated the Knightsen TAC members from the Knightsen Community Services District (Resolution No. 2019/58).

Staff Comments/Recommendations

The Knightsen TAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

North Richmond Municipal Advisory Council

The North Richmond MAC advises the Board of Supervisors on issues and concerns affecting the unincorporated community of North Richmond.

Staff Comments/Recommendations

The North Richmond MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Pacheco Municipal Advisory Council

The purpose of the Pacheco MAC is to advise the Board of Supervisors on services which are or may be provided to the community by the county or other government agencies.

Staff Comments/Recommendations

The Pacheco MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Rodeo Municipal Advisory Council

The Rodeo MAC makes recommendations to the Board of Supervisors on issues and concerns related to county services provided to the unincorporated area of Rodeo.

Staff Comments/Recommendations

The Rodeo MAC appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of the Board's Office does not recommend any changes.

Other Discretionary Bodies

Advisory Council on Equal Employment Opportunity

The Advisory Council on Equal Employment Opportunity assists with the implementation of the County's Equal Employment Opportunities and Contracting Programs and serves as an advisory committee to the Board of Supervisors.

Staff Comments/Recommendations

The Advisory Council on Equal Employment Opportunity appears to be functioning as intended and in compliance with the county's administrative policies. Staff for the Clerk of

the Board's Office does not recommend any changes.

Council on Homelessness

The Contra Costa Council on Homelessness, appointed by the Board of Supervisors, provides advice and input on the operations of homeless services, program operations, and program development efforts in the county. Further, the Council on Homelessness establishes the local process for applying, reviewing, and prioritizing project applications for funding in Homeless Assistance Grant Competitions, including the Continuum of Care Program and the Emergency Solutions Grant Program. The Contra Costa Council on Homelessness provides a forum for the Continuum of Care to communicate about the implementation of strategies to prevent and end homelessness. The purpose of the forum is to educate the community on homeless issues, and advocate on federal, state, county, and city policy issues that affect people who are homeless or at-risk of homelessness.

Staff Comments/Recommendations

Staff for the Council on Homelessness reports that "COVID-19 introduced considerable challenges to our homeless system of care and Council on Homelessness. While additional funds coming from the state and federal government are creating new opportunities, many of these funding sources are offered as one-time sources." Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access supplemental materials.

Family & Children's Trust Committee

The Board of Supervisors oversees and appoints members to approximately seventy-six (76) advisory boards, commissions, and committees (bodies). These advisory bodies serve numerous governmental functions, some mandatory and others discretionary. In 2012, the Board of Supervisors adopted a regular, ongoing sunset review process, formalized by Resolution No. 2012/261. This resolution was designed to ensure that every three years each advisory body is reviewed for compliance with a variety of policies.

Since the Triennial Review process was installed in 2012, two full rounds of review have been completed. The publishing of this Phase II, Cycle 3 report, marks the middle of the third round of the Triennial Review. This report represents the findings of the third round of Triennial Sunset Reviews for advisory bodies included in Phase II.

Summary of Cycle 3 Triennial Review Phases

Phase	Completion Date	Number of Bodies Included
I	2021	17

II	2022	24
III	2023	18
Excluded		17
Total Bodies Listed in Maddy Book		76

A list of the seventeen (17) bodies excluded from the Triennial Review process is included on the next page. Most excluded bodies are not reviewed due to full governing independence from the county, such as the East Bay Regional Park District's own Parks Advisory Committee. A rationale is noted if the body is not independent and/or is not explicitly explained in Resolution No. 2012/261. In those cases, the body was either an ad hoc (temporary) body or was not a true "Maddy" body. A body that is indicated below as "Not Maddy" is a body to which the Board of Supervisors does not make appointments but is listed in the Boards & Commissions Database (Maddy Book) to improve public awareness and access to the body's meetings.

Bodies Excluded from Triennial Review Cycle 3

	Rationale
1 Ad Hoc Census Committee	ad hoc
2 Assessment Appeals Board	
3 Community Advisory Board (CAB) on Public Safety Realignment	Not Maddy
4 Community Corrections Partnership	
5 Community Corrections Partnership - Executive Committee	
6 Contra Costa County Employees Retirement Association	
7 Contra Costa Transportation Authority (CCTA) Citizens Advisory Committee	
8 CCTA Bicycle and Pedestrian Advisory Committee	
9 County Connection Citizens Advisory Committee	
10 Countywide Redevelopment Oversight Board	
11 Developmental Disabilities Council	Not Maddy
12 East Bay Regional Park District Park Advisory Committee	
13 Housing Authority	
14 Mosquito & Vector Control District Board of Trustees	
15 Regional Measure 3 Independent Oversight Committee	
16 Tri-Delta Transit Authority Board of Directors	
17 Western Contra Costa Transit Authority Board of Directors	

LIST OF ADVISORY BODIES IN PHASE II

Twenty-four (24) bodies are included in Phase II, which was last completed in 2019. These advisory bodies are divided between five (5) mandatory bodies and nineteen (19) discretionary bodies.

Mandatory Commissions or Committees

Mandatory commissions are those required under state or federal law. The following five advisory bodies are considered mandatory and must be operated:

- Contra Costa County Planning Commission
- First 5 Contra Costa Children and Families Commission
- In-Home Supportive Services Public Authority Advisory Committee
- Local Child Care & Development Planning Council
- Mental Health Commission

Discretionary Commissions or Committees

Discretionary commissions are created by the Board of Supervisors on a voluntary basis. Many discretionary bodies were created to address community needs and solicit further resident engagement. The bulk of discretionary bodies included in this review cycle fall into two categories: citizen advisory committees for County Service Areas and Municipal Advisory Councils that provide representation for unincorporated communities. These bodies were established by the Board of Supervisors pursuant to the authority granted by Section 31010 of the California Government Code. Additionally, three bodies in this phase fall into other categories, and are listed below under “Other Discretionary Bodies”.

County Service Area Citizen Advisory Committees

- County Service Area P-2A (Blackhawk) Citizens Advisory Committee
- County Service Area P-2B (Alamo) Citizens Advisory Committee (Alamo Police Services Advisory Committee)
- County Service Area P-5 (Roundhill) Citizens Advisory Committee
- County Service Area P-6 (Discovery Bay) Citizen Advisory Committee

Municipal Advisory Councils (MACs) and Town Advisory Council (TAC)

- Alamo Municipal Advisory Council
- Bay Point Municipal Advisory Council
- Bethel Island Municipal Advisory Council
- Byron Municipal Advisory Council
- Diablo Municipal Advisory Council
- East Richmond Heights Municipal Advisory Council
- El Sobrante Municipal Advisory Council
- Kensington Municipal Advisory Council
- Knightsen Town Advisory Council
- North Richmond Municipal Advisory Council
- Pacheco Municipal Advisory Council
- Rodeo Municipal Advisory Council

Other Discretionary Bodies

- Advisory Council on Equal Employment Opportunity
- Council on Homelessness
- Family & Children's Trust Committee

The Family and Children’s Trust Committee (FACT) was established in 1985 by the Board of Supervisors to make funding recommendations on the allocation of specific funds for the prevention and treatment of child abuse and neglect and supportive services for families and children. Funding for FACT supported projects derive from federal and state program legislation, and donations to the county’s Family and Children’s Trust Fund.

Staff Comments/Recommendations

Staff for FACT reports that while there have been membership challenges, they are hopeful that new recruitment efforts by the Employment and Human Services Department and the Board of Supervisors will remedy this. They also report that they have experienced challenges conducting the comprehensive needs assessment for funding prioritization as required by the FACT bylaws. The next needs assessment will be expected to occur in 2024. FACT appears to be functioning as intended and in compliance with the county’s administrative policies. Staff for the Clerk of the Board’s Office does not recommend any

changes