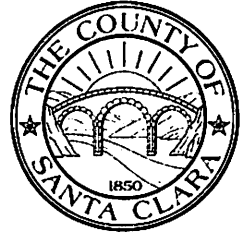


County of Santa Clara

Office of the Clerk of the Board of Supervisors

County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110-1770
(408) 299-4321 FAX 208-8460 TDD 993-8272
Web site <http://claraweb.co.santa-clara.ca.us/clerk/clrkhome.htm>

27



Phyllis A. Perez
Clerk of the Board

MEMORANDUM

Date: January 25, 1999
To: Honorable Board of Supervisors
From: Phyllis A. Perez, Clerk of the Board *P.A.*
Subject: **ADVISORY BOARDS AND COMMISSIONS RESTRUCTURE**

RECOMMENDED ACTION:

A. Accept status report on activities related to restructure of Advisory Boards and Commissions. (See Attachment A)

B. Adopt Ordinance No. NS 300.623, repealing Chapter XI of Division A6 sunsetting the Justice System Advisory Board. (Attachment B)

C. Adopt Ordinance No. NS 300.622, repealing Chapter VII of Division A6 sunsetting the Commission on Youth and amending Section A6-54, Chapter IV, adding a Youth Task Force to the Powers and Duties of the Human Relations Commission. (Attachment C)

D. Approve reporting structure of advisory Boards and Commissions to Board Committees as recommended. (See Attachment D)

FISCAL IMPLICATIONS:

No impact to General Fund.

REASON FOR RECOMMENDATION:

As a result of a previous Board action, County Counsel was directed to prepare several ordinances to implement modifications to some Boards and Commissions. Adoption of these ordinances will provide the enabling legislation to meet Board direction. Approval of the recommended reporting relationship from the advisory boards and commissions through the various Board committees will provide direction for these groups and commission activities will be supported in a more timely and effective manner.

ORIGINAL

FFR 9 1999

Acceptance of the status report provides an update on activities currently underway in the Office of the Clerk of the Board and the Office of the County Counsel to complete the many procedural and structural improvements related to advisory boards and commissions.

BACKGROUND:

In 1998, the Board of Supervisors approved several recommendations from a Board subcommittee to redesign the structure of boards and commissions. Through this process, a method and timeline was approved to more effectively align the commissions with the Board Committees. In addition, the Clerk of the Board and the County Counsel were directed to respond to several follow-up steps and return to the Board for consideration and action.

The recommendations in this transmittal are the first of several follow-up actions necessary to complete the approved restructure.

CONSEQUENCES OF NEGATIVE ACTION:

Boards and Commissions will not receive the level of support and direction as approved in a previous Board action and the ordinance code will not accurately reflect the decisions of the Board.

SUPPORTIVE MATERIAL ATTACHED:

- A. Status report on activities related to boards and commissions restructure.
- B. Ordinances NS 300.622 and NS 300.623.
- C. Recommended reporting structure between board committees and advisory boards and commissions.

ATTACHMENT A

STATUS REPORT ON ADVISORY BOARDS AND COMMISSION RESTRUCTURE

In February, 1998, the Board of Supervisors approved several actions to redesign and streamline processes to better support and direct Advisory Boards and Commissions.

These actions included:

1) Approval to establish a Health Advisory Commission by combining the policy areas of Commission on HIV/AIDS, Alcohol and Drug Advisory Commission, Emergency Medical Care Commission, and Maternal Child and Adolescent Health Advisory Board.

Status:

The first meeting of the Health Advisory Planning Committee was held on September 16, 1998. Committee membership consisted of two representatives each from the Commission on HIV/AIDS, Alcohol and Drug Advisory Commission, Emergency Medical Care Commission, and Maternal Child and Adolescent Health Advisory Board. Other members of the four commissions, however, were invited to attend and participate in the various activities that the Planning Committee would be focusing on. Dr. Guadalupe Olivas was asked to work with the Planning group, and a Deputy County Counsel, Chief Deputy Clerk of the Board and a Deputy Clerk of the Board also participated.

To date, six meetings have been held and the following has been approved by the Committee:

- A proposed General Statement*
- Commission Membership Composition*
- Draft ordinance establishing the Health Advisory Commission*
- Transition plan for combining four commissions into one commission*

Activities currently underway are a polling of currently appointed members of the four original commissions to determine interest in serving on the new commission and the preparation of the transmittal to accompany the ordinance establishing the commission.

Anticipated date for Board consideration of ordinance and other related issues to establish the new commission is March 23, 1999.

If the ordinance is adopted on March 23, the Health Advisory Commission would become effective on April 30, 1999. The first meeting would be scheduled following that date.

2) Approval to Sunset the Justice System Advisory Board (JSAB).

Status:

Ordinance presented to Board of Supervisors on February 2, 1999 to sunset Justice System Advisory Board. (JSAB).

3) Approval to reduce number of regular business meetings of Animal Advisory Commission to bi-annually, and Fish and Game Commission and National Guard and Veteran's Affairs to quarterly.

Status:

Ordinances prepared for submittal to Board for adoption in March 23, 1999 (to accompany ordinance establishing Health Advisory Commission)

4) Approval to Sunset the Youth Commission and establishing a Youth Task Force under the Human Relations Commission. (HRC).

Status:

Ordinance presented to Board of Supervisors on February 2, 1999 to sunset Youth Commission and establish Youth Task Force under Human Relations Commission.

5) Approved addition of two Board Clerk positions in the Office of the Clerk of the Board.

Status:

Positions have been added to Clerk of the Board Office and filled by two highly skilled individuals.

6) Directed all advisory boards and commissions to prepare annual work plans for review by Board Committees for final approval by the Board of Supervisors.

Status:

Workplans have been completed by eighteen (18) groups and will be submitted to committees following action by the Board of Supervisors on February 2, 1999 to identify reporting relationships between committees and commissions.

7) Directed County Counsel to update and revise all ordinances and bylaws for approval by the Board of Supervisors.

Status:

Process has begun. No specific date for completion has been set.

8) Directed County Counsel and Clerk of the Board to develop formal reporting procedures (rules) to communicate commission activities to the Board of Supervisors.

Status:

Clerk and County Counsel have begun process. No specific date for completion has been set.

9) Directed Clerk of the Board to revise and update Boards and Commissions Handbook for approval by the Board of Supervisors.

Status:

Clerk is utilizing San Jose State intern to provide services to research and gather data. Date for completion is anticipated to be late summer 1999.

10) Directed County Counsel and Clerk of the Board to develop policy on filing Oaths and the enforcements of the filing requirements of the Statement of Economic Interest forms (Form 700)

Status:

Clerk and County Counsel have met and the Statement of Economic Interest filing period has commenced. A date for completion of this assignment has not been set.

11) Adopted policy restricting meetings to no more than six per year; authorizing Committee-of-the-whole during non-regular meeting months; requiring that all commission actions must be approved at a regular, legally noticed meeting; directing that an annual meeting schedule be adopted for each advisory board and commission; and adopted a policy that requires requests for special meetings of advisory boards and commissions be approved by the Clerk of the Board to ensure meeting room and staff availability.

Status:

Clerk and commissions are working cooperatively to adhere to Board policies and directives.

ORDINANCE NO. NS - 300.622

**AN ORDINANCE REPEALING CHAPTER VII OF DIVISION A6 OF THE SANTA CLARA
COUNTY ORDINANCE CODE RELATING TO THE COMMISSION ON YOUTH,
AND AMENDING SECTION A6-54, CHAPTER IV, RELATING TO THE
POWERS AND DUTIES OF THE HUMAN RELATIONS COMMISSION**

The Board of Supervisors of the County of Santa Clara, State of California, ordains as follows:

- Section 1:** Chapter VII of Division A6 of the Santa Clara County Ordinance Code, commencing with Section A6-80 through A6-85, is repealed in its entirety.
- Section 2:** Section A6-54 of Division A6, Chapter IV, of the Santa Clara County Ordinance Code is amended by adding the following to the **Powers and duties** of the Human Relations Commission:
- (k) To form a Youth Task Force to encourage the participation of youth and to consult and advise the board of supervisors on youth-oriented areas.


PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara,

State of California, on FEB 09 1999 by the following vote:

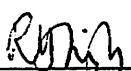
AYES: Supervisors **ALVARADO, BEALL, GAGE, MCHUGH, SIMITIAN**

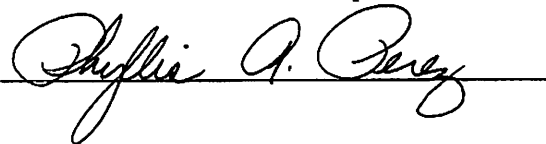
NOES: Supervisors **NONE**

ABSENT: Supervisors **NONE**


PETE McHUGH, Chairperson
Board of Supervisors

APPROVED AS TO FORM AND LEGALITY: ATTEST: PHYLLIS A. PEREZ, Clerk
Board of Supervisors

 1/26/99
Rima H. Singh, Deputy County Counsel



S:\HumanServices\Singh\ORDINANCES\R-Youth.Ord

HAL
ORIGINAL

FEB 09 1999
~~FEB 2 1999~~

ORDINANCE NO. NS 300.623

AN ORDINANCE REPEALING CHAPTER XI OF DIVISION A6 OF THE
SANTA CLARA COUNTY ORDINANCE CODE RELATING TO THE
COUNTY JUSTICE SYSTEM ADVISORY BOARD

The Board of Supervisors of the County of Santa Clara, State of California, ordains as follows:

Section 1. Chapter XI of Division A6 of the Santa Clara County Ordinance Code, commencing with Section A6-140 through Section A6-146, is repealed in its entirety.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, on FEB 09 1999, by the following vote:

AYES: Supervisors **ALVARADO, BEALL, GAGE, MCHUGH, SIMITIAN**

NOES: Supervisors **NONE**

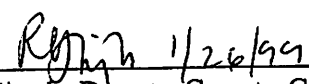
ABSENT: Supervisors **NONE**




PETE McHUGH, Chairperson
Board of Supervisors

APPROVED AS FORM AND LEGALITY:

ATTEST: Phyllis A. Perez, Clerk
Board of Supervisors



Rima H. Singh, Deputy County Counsel



Phyllis A. Perez