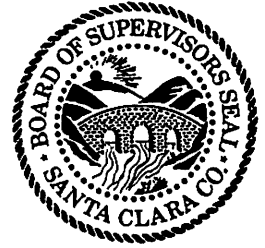


County of Santa Clara

Office of the Board of Supervisors

County Government Center, East Wing
70 West Hedding Street, 10th Floor
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James T. Beall, Jr.
Supervisor, Fourth District

MEMORANDUM

DATE: December 18, 1996

TO: Members, Board of Supervisors

FROM: Supervisor James T. Beall, Jr. *Jim Beall*

SUBJECT: Restructuring the Board of Supervisors' Committee System

Recommendation:

Approve restructuring of the Board of Supervisors' Committee System, and direct Administration to prepare the appropriate amendments to the Rules of the Board.

Background and Reasons for Recommendation:

As incoming Chair of the Board of Supervisors, I propose a major restructuring of the Board of Supervisors' Committee system.

As our County prepares for legislative changes and looming budget shortfalls, I would like to see our committee system provide a venue for a comprehensive review of major policy issues. In addition, I believe our committee system would benefit from some consolidation, wherein Board members could effectively focus and provide leadership on specific policy areas.

My vision for a new committee structure includes 5 major policy committees. Each Board member would serve as Chair of one committee and Vice-Chair of another, with specific committee assignments forthcoming in a separate memorandum. The policy areas would be consolidated as follows:

- Health and Hospital System
- Children and Families
- Housing, Land Use, Environment, and Transportation
- Public Safety and Justice
- Finance

☒ Approved ☐ Accepted ☐ Adopted ☐ Denied ☐ Presented

BY THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CLARA

Phyllis A. Parag, Clerk of the Board

By *E. J. [Signature]*

Deputy Clerk

JAN 1 1997

ORIGINAL

Each committee would be charged with developing an annual workplan, focusing on the major policy issues in each area and detailing specific goals and objectives, including those related to CPM. Committees would also review key policy-related agenda items before they are sent to the full Board of Supervisors for approval. Committees should work in an interdisciplinary, collaborative manner, with each committee chair developing the committee's membership so the appropriate individuals are represented. The Chair of each committee should also work with the Administration to assign staffing and coordinate meetings so overlap does not occur.

Each committee would be given the following responsibilities:

Health and Hospital System: Much like the current Health Systems Joint Conference Committee, the Health and Hospital Committee would continue to review major policy and budgetary items. The committee would continue to meet twice a month, alternating between issues related to Santa Clara Valley Health and Hospital System and issues related to the Health Departments (Mental Health, Drug and Alcohol, Public Health).

The Health and Hospital Committee will continue to address major items such as Medi-Cal Managed Care, potential legislative changes, re-engineering, and significant fiscal issues in the upcoming year.

Social Services: As I indicated in a previous memorandum to the Board of Supervisors, I believe that the Social Services Agency and related social concerns deserve serious attention. I propose that a Social Services committee be formed to address both routine matters involving the Social Services Agency (review of General Fund Contracts, issues related to the Children's Shelter, matters pertaining to our General Assistance program) as well as major social policy considerations, such as welfare reform or the provision of In-Home Supportive Services.

I would suggest that the Social Services committee divide its time the way that the Health and Hospital Committee might: one meeting a month would be dedicated towards "Family and Children's Issues," including many of the issues previously considered by the Children and Youth Joint Conference Committee. The Committee should build upon the comprehensive, multi-disciplinary agenda of CYJCC, and move to include other major policy issues related to families and children.

The second monthly meeting would be devoted towards other social services issues Aging and Adult Services, Employment and Training, Income Maintenance, and the Public Guardian's office. The committee could also

consider issues related to domestic violence, senior issues, and welfare reform.

Housing, Land Use, Environment and Transportation: This committee would consolidate the work currently performed by the Land Use and Environment Committee and the Transportation Joint Conference Committee. I envision this committee working on long-range, strategic planning in the area of land use, which should flow hand-in-hand with our environmental programs and transportation planning.

Aside from critical work around land use and environmental issues, the committee would review general transportation issues, including those related to the Roads and Airport Department, perform oversight for the Measure B tax revenue Strategic Plan, and review transportation programs and fiscal policies. Given the housing crisis in Santa Clara County, and the potential formation of a Housing Trust Fund, I also believe this topic deserves a higher profile when considering our overall planning strategies.

Law and Justice: Based on the existing Crime Task Force, this committee would address important issues in the area of criminal justice. The committee would continue to examine policy matters such as criminal justice costs, crimes related to drugs and alcohol, jail capacity issues, and juvenile justice. The Law and Justice Committee would also provide a venue for discussion of matters related to the court system, such as Trial Court Funding and court consolidation.

Finance: The proposed Finance Committee would perhaps represent the biggest change from our current committee structure. The Finance Committee would consolidate the work of the existing Budget, Technology, Audit, Capital and CPM Committees into one body. I would suggest the Finance Committee meet once a month on audit-related issues, and at least once a month to discuss the remaining areas.

The Finance Committee would meet year-round to consider federal and state funding decisions, and to create an even more effective budget process for the Board. In the arena of technology, the Finance Committee will be charged with developing a Master Plan for the County's technology needs, and allocating resources accordingly. In addition, the Committee would assign and review audits, and track the implementation of audit recommendations. In addition, the Committee would assess the County's capital needs and develop Master Plans for major capital projects. Lastly, the Finance Committee would monitor the overall implementation of Comprehensive Performance Management (CPM), so that the mission statement and goals developed for the County through the CPM process are reflected in our fiscal approach.

Legislation: In addition to the five policy committees, I would propose that our Legislative Committee continue to monitor bills, receive updates on our legislative priorities, develop strategies and pursue legislation of interest to Santa Clara County.

Linking our Boards and Commissions: On a closely related matter, I am working with Supervisor Alvarado and the Clerk of the Board to revise the Boards and Commissions of the Board of Supervisors. This process will consolidate our Boards and Commissions, and more clearly define the relationship between the Boards and Commissions and the Board of Supervisors. This revision will not only give the Boards and Commissions a clear mission, but will make these bodies more functional in their capacity as advisors to the Board of Supervisors.

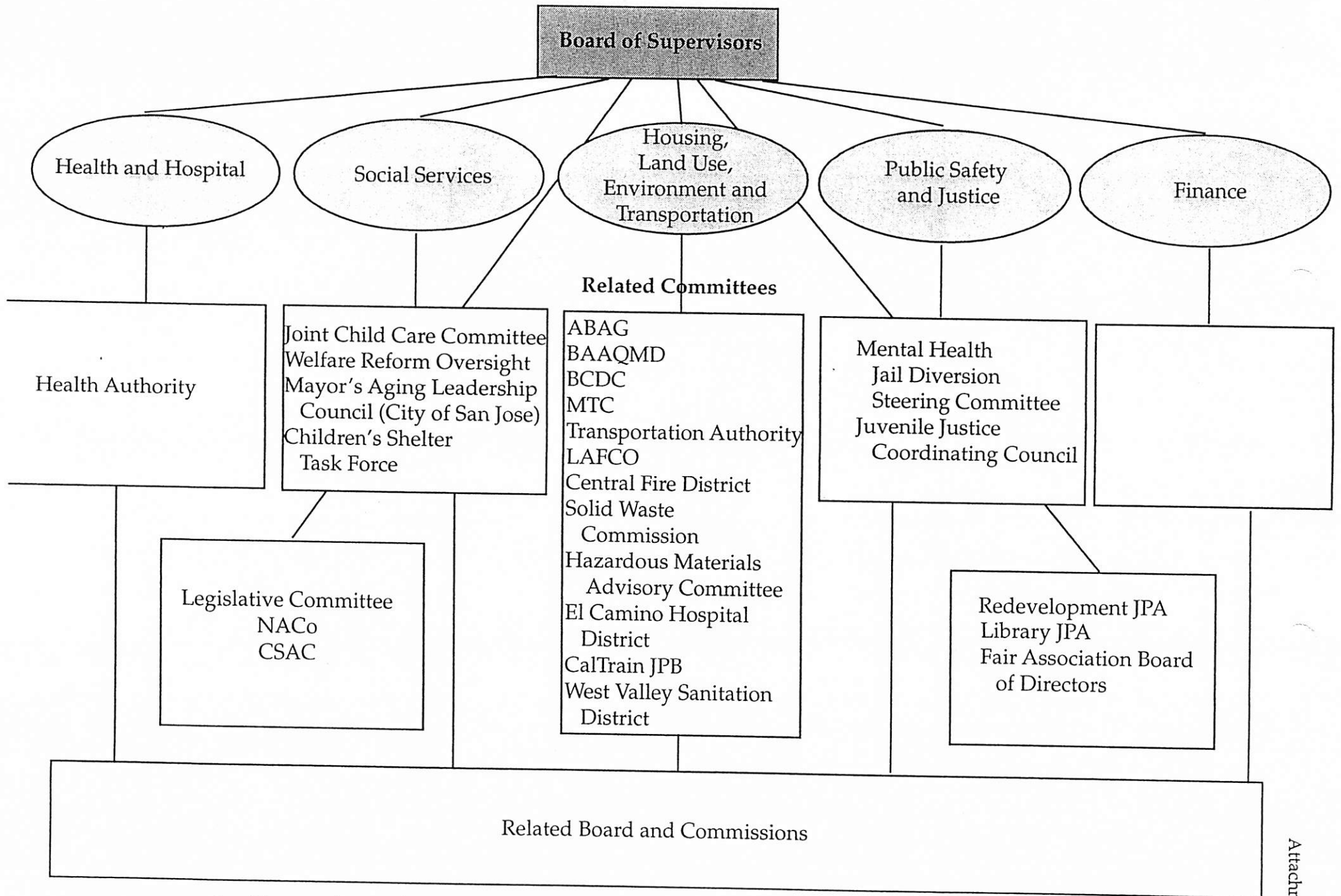
Conclusion:

Attached is a depiction of the proposed committee structure, including 'related committees' that must continue to exist. **Specific committee assignments will be announced in a forthcoming memo; however, serving as the Chair or Vice-Chair of a policy committee will not prevent participation on a 'related committee' in another policy area.** The attachment also demonstrates how the newly defined Boards and Commissions might report back to a specific policy committee, and then back to the entire Board of Supervisors.

This memorandum represents an attempt to streamline our Board's committee system. I welcome your thoughts and comments on this recommendation, and look forward to implementing an improved committee process in the upcoming year.

attachment

c: Supervisor Elect Joe Simitian
Supervisor Elect Pete McHugh
Richard Wittenberg, County Executive



Specific committee assignments will be announced shortly; serving on a 'Policy Committee' will not prevent participation on a 'Related Committee' in another policy area.

MEMORANDUM

COUNTY of SANTA CLARA	TO: Richard Wittenberg County Executive	FROM: Erlene Jones <i>ej</i> Deputy Clerk of the Board of Supervisors
	SUBJECT: ITEM NO. 61 FROM THE BOARD OF SUPERVISORS MEETING OF 1/14/97 RELATING TO RESTRUCTURE OF BOARD OF SUPERVISORS COMMITTEE SYSTEM	DATE: February 19, 1997

At its regularly scheduled meeting of January 14, 1997 the Board of Supervisors took the following action with regard to Item No. 61:

Approved restructure of Board of Supervisors committee system and directed Administration to prepare appropriate amendments to Rules of the Board. (Beall)

A copy of the "approved" memorandum is attached for your information.

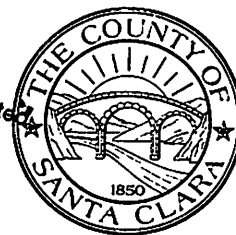
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County of Santa Clara

Office of the County Executive

County Government Center, East Wing
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San Jose, California 95110
(408) 299-2424

Approved ☒ Accepted ☐ Adopted ☐ Denied ☐ Presented ☐
BY THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CLARA
Phyllis A. Perez, Clerk of the Board
By S. Hammerzyk
Deputy Clerk
Date: JUN 24 1997



Prepared by:

Mary Lou Fitzpatrick

Reviewed by:

George Newell
Assistant County Executive

June 12, 1997

TO: The Board of Supervisors

FROM: Richard Wittenberg, County Executive

SUBJECT: Countywide Mission and Goals

RECOMMENDED ACTIONS

It is recommended that the Board adopt the new Countywide Mission Statement and the mission and goals statements from the five areas of County government as recommended by the Board Policy Committees.

FISCAL IMPLICATIONS

There are no fiscal impacts which will result from adopting the recommended actions.

CONTRACT HISTORY

Non applicable.

REASONS FOR RECOMMENDATION

Adoption of the Countywide Mission will create an updated mission statement which reflects the missions and goals of all county departments and agencies. These statements are to be considered a work in progress. The statements will be distributed to all County employees through their departments and programs, with the request that they be reviewed and discussed during the next 12 month period so that a similar submission will be presented to the Board next June. As is true with the Comprehensive Performance Management (CPM) process the review of missions and goals is an annual procedure. This assures that County services are responding to the needs of the community and to the direction of the Board. The Countywide Mission Statement was reviewed by the Board of Supervisors at their June 10th meeting and recommendations for changes were made. Those changes are included in this transmittal packet.

BACKGROUND

During its Fall workshop on CPM the Board of Supervisors adopted the recommendation of Supervisor Beall to direct the Administration to develop a process for the Board to review and update its mission and goals. Supervisor Beall pointed out that an annual review was required by both the County Charter [Article III, Section 301 (a)], and the CPM process.

As a part of the CPM process the Countywide Mission Statement when taken with the five area mission and goal statements defines in very broad terms the mission of County Government, "what we do", and the goals or results we hope to achieve through the services we provide to the community. These missions and goals are linked to the actual services we provide through the departmental and then the program mission and goals in a Strategic Framework where theoretically any County employee can see what they do reflected in the Countywide Mission and Goals Statement.

This is the first year where the Board will have adopted a County Mission and Goals Statement which was developed based on the services it provides and the outcomes it hopes to achieve. To accomplish this, the Board approved a process where Board Policy Committees reviewed the mission and goals of the departments in their service areas and developed a service area mission and goals statement which would both reflect the type of services provided and the quality of outcomes desired. The Policy Committees review service areas as follows:

- Finance Committee - General Government
- Public Safety & Justice Committee - Public Safety & Justice
- Children and Families Committee - Social Services
- Joint Conference Health & Hospital Committee - Health & Hospital
- Housing, Land Use, Environment, Transportation Committee - Environmental Resources/Roads and Airports

Each Policy Committee has now submitted their recommended mission and goals statements to be adopted as part of the Countywide Mission and Goals Statements.

CONSEQUENCES OF NEGATIVE ACTION

The County will continue to operate with a mission statement which was developed in 1989 and which does not reflect the changes that have occurred or the current goals of the County.

STEPS FOLLOWING APPROVAL

Provide one executed copy of the transmittal to the Office of the County Executive. The Office of the County Executive will then forward the Countywide Mission and Goals Statement to all departments and agencies.