

County of Santa Clara

Office of the Clerk of the Board of Supervisors

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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

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

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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 - _____

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 _____ by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

BLANCA ALVARADO, Chairperson
Board of Supervisors

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

Rima H. Singh 4/17/98
Rima H. Singh, Deputy County Counsel

Santa Clara County Human Relations Commission
Youth Task Force

Background

The Youth Task Force of the SCC/HRC is a new addition to the Commissions' roster of projects. The County Board of Supervisors eliminated the existing Youth Commission early in 1998, after recommendations from the County Clerks office on restructuring and consolidation of boards and commissions indicated that the Youth Commission was failing to meet quorum due to poor attendance. Not wanting to completely eliminate a tool for input from youth on development of policies affecting youth, the Board assigned the task of creating a more effective program to the HRC. The HRC put together a commissioner work group in April, 1998 to explore the structure and mandate of such a task force. They would identify potential partners and topic areas for the formation of the YTF. After such research, the YTF would begin preliminary meetings in the Fall of 1998.

Potential Partners

Discussions have occurred with the following groups during the research stage of the project. All have indicated support and a desire to participate with the YTF:

Filipino Youth Coalition
Violence Prevention Council
Alliance for Community Care/ARC Youth Program
Asian Youth Conference
Youth representatives from America's Promise-1998 Silicon Valley Summit With Youth

Identified Potential YTF Issues/Topics

In discussions with young people about what would enhance the successful implementation of the YTF, the following points were raised and need to be addressed:

What would be the exact nature of the involvement of youth? It would be important that youth be given the task of leading/directing the YTF. Youth would be assisted in developing skills dealing with leadership, advocacy, group process, team-building.

Monies should be developed/made available to the YTF for allocations for youth projects by youth volunteers. The following three models will be examined for YTF consideration and development:

The Community Foundation Silicon Valley Youth In Philanthropy Program/ San Jose, Ca. Youth committee members, ages 13 to 25, award grants ranging from \$375 to \$1,000 from a \$20,000 fund.

The Pine Crest Community Foundation/Pine Crest, Florida Only community foundation to be founded and run by teenagers. Established in 1994, its leaders raise money and make grants to local charities. To date, \$21,000 has been raised

Oakland Fund for Children and Youth/Oakland, Ca. 1998 \$1 million set-aside for first of its kind program to test funding of programs designed by youth for youth. Youth oversight committee will control youth-to-youth grantmaking.

Since involving youth in leadership, decision-making and problem-solving have been identified in studies as a key violence prevention strategy which contributes to the development of healthy and responsible youth, an added component to the success of the YTF is to provide youth leadership training in conflict resolution and violence prevention.