



Board of Supervisors

Overview of Committees and Commissions

March 2015

Today's Purpose

- Board Direction on January 27, 2015
- Definitions and current figures
- Mandated and Discretionary Committees
- Process for Notice of Vacancy
- Recurring areas of concern
- Policy Considerations and Next Steps

Committee Defined

- A Committee is “a person, or an assembly or board of persons, to whom the consideration, determination, or management of any matter is committed or referred.”
- No authority to exercise jurisdiction

Commission Defined

- A Commission is “a warrant...from the government...empowering a person or persons named to do certain acts, or to exercise jurisdiction, or to perform the duties and exercise the authority of an office.”

Committees Today

- **Active: 78**
- **Inactive: 10**
- Number of Committees or other Organizations Board members are appointed to: **45**

Mandated vs. Discretionary

- Mandated = Created by State Law* or County Ordinance
- Discretionary = Created by Board Resolution or other action

*Various committees are described in State law **directing** counties to create a certain committee by using the term “**shall.**” In some cases State law gives counties the **option** to create certain committees by using the term “**may.**”

Sample of *Mandated* Committees

Assessment Appeals Board		Commission on Aging
Agricultural Commission	Mental Health Commission	
Planning Commission		Transportation Commission
Veterans Affairs Commission	Parks and Recreation Commission	Commission on Aging
Children and Families First Commission (First 5)		

Sample of *Discretionary* Committees

Building Industry Advisory Committee	
River Management Advisory Committee	Community and Economic Development Advisory Committee
Cemetery Advisory Committee	Airport Advisory Committees*
Ad-Hoc Committees	Joint Power Agreement (JPA) Boards/Committees

*Established by Board Policy I-4

Notice of Vacancy for Non-District Specific Vacancies*

- Clerk of the Board notified of vacancy
- Posted online and made available in the Clerk of the Board's office
- Notifications via email (subscription)
- Clerk prepares agenda item

*The Clerk will publish a Notice of Vacancy for a District specific appointment at the request of a Board member

Clerk of the Board Support

- Clerk of the Board staff maintain:
 - Original Applications
 - Adopted Bylaws and Resolutions (website)
 - Member Database
 - Correspondence
- Bylaws, Resolutions and other relevant document references are available on the [Board Committees](#) webpage

Joint Power Authority (JPA)

- Abandoned Vehicle Abatement Service - Resolution 349-2004
- Capital Southeast Connector – Resolution 432-2006
- Folsom City/El Dorado County – Resolution 197-91
- Rural Counties' Environmental Services – (Researching)
- Sacramento-Placerville Transportation Corridor – Resolution 330-91
- South Lake Tahoe Recreation Facilities – Resolution 120-2000

Persistent Challenges – Board Designated Committees

- Lack of Standardization
- Undefined roles and responsibilities
 - Member training
 - Support staff training
 - Committee scope/purpose over time
- Inconsistent communication
- Evidence of committee's governing document(s)
- Varied methodology applied in establishing committees

**SEE ATTACHMENT
LABELED
“2B-PROPOSED NEXT
STEPS”**

Proposed Motion

Direct the Clerk of the Board to:

- 1) Perform an analysis of appropriate Board committees using the parameters shown on Attachment 2B related to the Analysis Track
- 2) Engage with committee members and support staff, the CAO's office and County Counsel as needed to develop a **draft** policy and committee member training guide using the parameters shown on Attachment 2B related to the Policy Track; and
- 3) Return to the Board on or before June 23, 2015 for consideration of the draft policy