



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

County Counsel

DATE: June 4, 2002

BOARD MEETING DATE: June 18, 2002

TO: Honorable Board of Supervisors

FROM: Thomas F. Casey III, County Counsel

SUBJECT: Boards and Commissions

Recommendation

1. Adopt resolutions clarifying the functioning of the following county advisory boards, commissions and committees:

- Confined Animal Technical Advisory Committee
- Commission on Disabilities
- Domestic Violence Council
- Drug and Alcohol Advisory Board
- In-Home Supportive Services (IHSS) Advisory Committee
- Mental Health Board
- Commission on the Status of Women
- Workforce Investment Board

2. Adopt a resolution transferring responsibility for the Treasury Oversight Committee to the County Treasurer/Tax Collector.

Background

On January 15, 2002, your board approved a template resolution to be used in connection with advisory boards, commissions and committees that report to the Board of Supervisors. We have already used the template to prepare resolutions for several county advisory bodies.

Discussion

We have used the new template to prepare resolutions that clarify the functioning of several additional advisory groups. Each of these resolutions has been prepared according to the template and has been reviewed by the staff liaison and the group itself. Input has been considered and incorporated, and the following specific concerns of each group were addressed.

The Commission on Disabilities has requested that the **terms of their members be three years rather than four**. This is based on the demographics of that commission, and your board has already approved a similar modification that already has been approved for the Commission on Aging.

The Workforce Investment Board was created in January 2000 and is subject to detailed federal regulatory requirements. The resolution regarding this board simply refers to the former resolution, and makes several clarifications. **The most significant is that the terms, which were originally set at two years, will be increased to three years**. This will avoid the need to make 14 appointments to the WIB every year. Because the majority of members must be from the private sector, Human Services Agency staff believe it would be difficult to obtain four year commitments.

The In-Home Supportive Services Advisory Committee is required to include a majority of members who are current or past users of personal assistance services paid for through public or private funds or recipients of In-Home Supportive Services. Of the six (6) users of services, one (1) consumer shall be designated by the Commission on Aging and one consumer shall be designated by the Commission on Disabilities. **The proposed resolution contains a definition of "user of services," as either the recipient of services or a member of the recipient's household who provides services to the recipient**. While that term was not previously defined, it was interpreted rather broadly. The representative of the Commission on Aging represented the interests of consumers of health care services in general, rather than being an actual consumer of IHSS services or a family member who would otherwise provide services. Because the new definition reflects a change from past practice, it is not proposed to go into effect until January 2003.

The Commission on the Status of Women has requested that it **nominate its own youth members**, with participation on the selection panel by the administration of the Youth Commission. After they have been appointed, the youth members of the Commission on the Status of Women will be **liaisons** to the San Mateo County Youth Commission.

We have prepared a resolution transferring responsibility for the Treasury Oversight Committee to the County Tax Collector/Treasurer. Although this Committee was created by the Board of Supervisors, it is advisory to the Tax Collector/Treasurer. The Committee has input into the County Investment policy, which is submitted to the Board of Supervisors for approval.

Anticipated Future Action

We have deferred preparation of resolutions for several groups that advise your board, as follows:

- The Community Development Committee and the HOME Program Review Committee are expected to be revamped this summer as part of the 5-Year Consolidated Planning process that is required by HUD for funding of services provided by the Housing Division.
- The liaisons to the Emergency Medical Care Committee and the Agricultural Advisory Committees have requested that the board defer action on those resolutions for several months, in order to give the groups the opportunity for review and input.
- The resolution creating the Local TANF Planning Council was adopted in 2000, and contains most of the features in the template. Therefore, we recommend deferring preparation of a new resolution.

Our next group of resolutions will address the three municipal advisory councils for Pescadero, Mid-Coast and North Fair Oaks.

As the result of our review, we have recommended that several of the groups on the Clerk of the Board's roster be switched from "advisory" to "decision making." These include the Assessment Appeals Board, the Health Commission, the Hospital Board of Directors, the Juvenile Justice/Delinquency Prevention Commission, the Children and Families First Commission, the Board of Building Permit Appeals, the Civil Service Commission, the Design Review Committee, the Park and Recreation Commission and the Planning Commission. As these groups are not advisory, we have not prepared revised resolutions for them at this point.

Vision Alignment

The Resolutions keep the commitment of realizing the potential of our diverse population, and goal number two (2), "civic engagement- including voting, public service, charitable giving, volunteerism and participation in public discussions of important issues- is uniformly high among the diverse population." The resolutions contributes to this commitment and goal by providing opportunities for a broad and diverse group of residents to participate in local government in ways that are both effective and meaningful.

Fiscal Impact

There is no fiscal impact.

THOMAS F. CASEY III, COUNTY COUNSEL

TFC:DPB/sw

cc: John L. Maltbie, County Manager