

County of Santa Clara Animal Advisory Commission



DATE: January 10, 2019, Regular Meeting
TIME: 6:30 PM
PLACE: Conference Room 157
County Government Center – 70 W. Hedding Street, 1st Floor
San Jose, CA 95110

AGENDA

In compliance with the Americans with Disabilities Act and the Brown Act, those requiring accommodations in this meeting should notify the Clerk of the Animal Advisory Commission no less than 24 hours prior to the meeting at 408-299-5001, or TDD (408) 993-8272.

Please note: To contact the Commission and/or to inspect any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to all or a majority of the Board of Supervisors (or any other commission, or board or committee) less than 72 hours prior to that meeting, visit our website at <http://www.sccgov.org> or contact the Clerk at 408-299-5001 or 70 West Hedding Street, 10th Floor, East Wing, San Jose, CA 95110, during normal business hours.

Persons wishing to address the Commission on a regularly scheduled item on the agenda are requested to complete a request to speak form and give it to the Deputy Clerk. (Government Code Section 54953.3.) Individual speakers will be called by the Chairperson and are requested to limit their comments to two minutes. Groups of speakers on a specific item are asked to limit their total presentation to a maximum of twenty minutes for each side of the issue.

COMMUTE ALTERNATIVES: The Board of Supervisors encourages the use of commute alternatives including public transit, bicycles, carpooling, and hybrid vehicles.

For public transit trip planning information, contact the VTA Customer Service Department at (408) 321-2300 Monday through Friday between the hours of 6:00 a.m. to 7:00 p.m., and on Saturday from 7:30 a.m. to 4:00 p.m. Schedule information is also available on the web at www.vta.org.

Bicycle parking racks are available in the James McEntee, Sr., Plaza in front of the County Government Center building. If this Board or Commission does not meet in the County Government Center, please contact VTA for related routes.

Opening

1. Call to Order/Roll Call.
2. Public Comment.

This item is reserved for persons desiring to address the Council on any matter within the subject matter jurisdiction of the Council that is not on this agenda. Members of the public who wish to address the Council on any item not listed on the agenda should complete a request to speak form and give it to the Deputy Clerk. The Chairperson will call individuals to speak in turn.

Speakers are limited to the following: three minutes if the Chairperson or designee determines that five or fewer persons wish to address the Council; two minutes if the Chairperson or designee determines that between six and fourteen persons wish to address the Council; and one minute if the Chairperson or designee determines that fifteen or more persons wish to address the Council.

The law does not permit Council action or extended discussion of any item not on the agenda except under special circumstances. If Council action or response is requested, the Council may place the matter on a future agenda.

Regular Agenda - Items for Discussion

3. Approve minutes of the November 8, 2018 Regular Meeting.
4. Discuss Animal Advisory Commission Work Plan for Fiscal Year July 1, 2019 through June 30, 2020 (FY 2020) and Accomplishments for FY 2019, to be submitted to the Clerk of the Board by April 1, 2019, and subsequently forwarded to the Board of Supervisors through the Housing, Land Use, Environment, and Justice Committee. (ID# 94816)
5. Receive report relating to the status of new shelter reports provided at the Housing, Land Use, Environment, and Transportation Committee meetings or at the Board of Supervisors meetings. (Lewis)
6. Discuss and approve forwarding a recommendation letter directly to the Board of Supervisors relating to scheduling regular community outreach meetings regarding the new animal shelter, collaborative efforts with stakeholder groups, and partnering with community groups regarding aligning the shelter with community needs, and authorize a Commissioner to prepare and submit the letter on behalf of the Commission. (Vigil) (ID# 94845)
7. Consider recommendations relating to regular monthly Commission meetings. (Vigil) (ID# 94152)

Possible action:

- a. Discuss and approve submitting a letter to the Board of Supervisors requesting an exemption to the regular meeting requirement in County Ordinance Code Section A6-3 subject to Board direction, and to authorize a Commissioner to prepare and submit the letter on behalf of the Commission.

OR

- b. Discuss and approve forwarding a formal recommendation to the Board of Supervisors, through the Housing, Land Use, Environment, and Transportation Committee, requesting an exemption to the regular meeting requirement in County Ordinance Code Section A6-3 subject to Board direction, and to authorize a Commissioner to prepare and submit a written recommendation on behalf of the Commission.

OR

- c. Discuss and approve including a recommendation to separately accompany in the transmittal to the Board associated with the Commission's annual report of

activities to the Board a request to exempt the regular meeting requirement in County Ordinance Code Section A6-3 subject to Board direction.

8. Receive report relating to Town of Los Gatos ordinance regarding feeding feral cats. (Kamiya)
9. Consider Verbal Reports:
 - a. Receive verbal report relating to Spay/Neuter Program.
 - b. Receive verbal report relating to Shelter Statistics.
 - c. Receive verbal report relating to Disaster Preparedness for Animals.
 - d. Receive verbal report relating to Dog Bite Prevention.
 - e. Receive report from Consumer Environmental Protection Agency.
 - f. Receive verbal report from Friends of San Martin Animal Shelter.

Announcements

10. Announcements and correspondence:
 - a. Chairperson's announcements.
 - b. Commissioners' announcements.
 - c. There is currently one vacancy on the Commission. For Internet access to the vacancies list and applications visit <http://www.sccgov.org/sites/bos/bnc/>.
 - d. The County of Santa Clara provides reimbursement to appointed Commissioners for family care expenses incurred during the time spent performing their official County duties. For additional information please contact the Office of the Clerk of the Board at (408) 299-5001.

Adjourn

11. Adjourn to the next regular meeting on Thursday, March 14, 2019, at 6:30 p.m. in Room 157, County of Government Center, 70 West Hedding Street, San Jose.

County of Santa Clara
Animal Advisory Commission



DATE: November 8, 2018, Regular Meeting
TIME: 6:30 PM
PLACE: Conference Room 157
 County Government Center – 70 W. Hedding Street, 1st Floor
 San Jose, CA 95110

MINUTES

Opening

1. Call to Order/Roll Call.

Chairperson Vigil called the meeting to order at 6:35 p.m. A quorum was present.

Attendee Name	Title	Status	Arrived
Jerry Burge	Commissioner	Present	
Sharon Clute	Vice Chairperson	Present	
Katherine Dettmer	Commissioner	Absent	
Cristie Kamiya	Commissioner	Present	
Julia Lewis	Commissioner	Absent	
Sandra Lee Petersen	Commissioner	Present	
Chris Vigil	Chairperson	Present	

2. Public Comment.

No public comments were received.

Regular Agenda - Items for Discussion

3. Approve minutes of the September 13, 2018 Regular Meeting.

3 RESULT: APPROVED [5 TO 0]
MOVER: Jerry Burge, Commissioner
SECONDER: Sandra Lee Petersen, Commissioner
AYES: Burge, Clute, Kamiya, Petersen, Vigil
ABSENT: Dettmer, Lewis

4. Approve Animal Advisory Commission Calendar Year 2019 meeting schedule.

(ID# 94073)

4 RESULT:	APPROVED [5 TO 0]
MOVER:	Sandra Lee Petersen, Commissioner
SECONDER:	Jerry Burge, Commissioner
AYES:	Burge, Clute, Kamiya, Petersen, Vigil
ABSENT:	Dettmer, Lewis

5. Consider recommendations relating to regular monthly Commission meetings.

(Vigil) (ID# 94152)

Possible action:

- a. Discuss and approve submitting a letter to the Board of Supervisors requesting an exemption to the regular meeting requirement in County Ordinance Code Section A6-3 subject to Board direction, and to authorize a Commissioner to prepare and submit the letter on behalf of the Commission.

OR

- b. Discuss and approve forwarding a formal recommendation to the Board of Supervisors, through the Housing, Land Use, Environment, and Transportation Committee, requesting an exemption to the regular meeting requirement in County Ordinance Code Section A6-3 subject to Board direction, and to authorize a Commissioner to prepare and submit a written recommendation on behalf of the Commission.

OR

- c. Discuss and approve including a recommendation to separately accompany in the transmittal to the Board associated with the Commission's annual report of activities to the Board a request to exempt the regular meeting requirement in County Ordinance Code Section A6-3 subject to Board direction.

Chairperson Vigil expressed his desire for monthly Commission meetings due to the planning and building of the new shelter. Discussion ensued, and the item was held to January 10, 2019.

5 RESULT:	HELD [5 TO 0]	Next: 1/10/2019 6:30 PM
MOVER:	Sandra Lee Petersen, Commissioner	
SECONDER:	Cristie Kamiya, Commissioner	
AYES:	Burge, Clute, Kamiya, Petersen, Vigil	
ABSENT:	Dettmer, Lewis	

Minutes Acceptance: Minutes of Nov 8, 2018 6:30 PM (Regular Agenda - Items for Discussion)

6. Receive report relating to the status of new shelter reports provided at the Housing, Land Use, Environment, and Transportation Committee meetings. (Lewis) (ID# 94268)

Considered concurrently with Item No. 7.

One individual addressed the Commission.

The Deputy Clerk distributed a report relating to the new shelter provided at the October 18, 2018 Housing, Land Use, Environment, and Transportation Committee meeting.

Commissioner Peterson suggested adding five-foot mesh wire inside the horse stalls into the current design plan for the new shelter.

Discussion ensued related to the 1995 San Martin Integrated Design Plan.

6 RESULT: RECEIVED

7. Discuss and approve forwarding a recommendation letter directly to the Board of Supervisors relating to scheduling a community meeting regarding the new shelter, and authorize a Commissioner to write and submit the letter. (Vigil) (ID# 94128)

Considered concurrently with Item No. 6.

One individual addressed the Commission.

Discussion ensued relating to concerns from the San Martin Neighborhood Alliance organization regarding the level of incorporation of the 1995 San Martin Integrated Design Plan (SMIDP). In response to an inquiry by Chairperson Vigil, Lisa Jenkins, Program Manager, Animal Care and Control, Consumer and Environmental Protection Agency (CEPA), and Jo Zientek, Director, CEPA, stated that according to shelter architects, the SMIDP design guidelines were adhered to. Discussion further ensued relating to input from the San Martin Planning Advisory Committee and South County Joint Planning Advisory Committee regarding the design of the new shelter; and, the California Environmental Quality Act process, compliance, and public input regarding the new shelter.

The Commission authorized Chairperson Vigil to write and submit a letter directly to the Board of Supervisors relating to scheduling a community meeting regarding the new shelter.

7 RESULT: APPROVED [5 TO 0]
MOVER: Sandra Lee Petersen, Commissioner
SECONDER: Jerry Burge, Commissioner
AYES: Burge, Clute, Kamiya, Petersen, Vigil
ABSENT: Dettmer, Lewis

Minutes Acceptance: Minutes of Nov 8, 2018 6:30 PM (Regular Agenda - Items for Discussion)

8. Receive report relating to Town of Los Gatos ordinance regarding feeding feral cats. (Kamiya)

Commissioner Kamiya reported that the ordinance was adopted, and discussion ensued relating to enforcement. Chairperson Vigil requested this topic as a standing agenda item.

8 RESULT: RECEIVED

9. Consider Verbal Reports:

- a. Receive verbal report relating to Spay/Neuter Program.

Ms. Jenkins reported that 504 cats have been spayed, consisting of 125 domestic and 379 feral; and that 301 dogs have been neutered, consisting of 220 small breed and 81 large breed.

9.a RESULT: RECEIVED

- b. Receive verbal report relating to Shelter Statistics.

Ms. Jenkins reported a 93.6 percent save rate for Fiscal Year 2018.

9.b RESULT: RECEIVED

- c. Receive verbal report relating to Disaster Preparedness for Animals.

Ms. Jenkins reported that the Animal Care and Control Department is now managing the animal disaster planning function from the Emergency Medical Services Agency, and updating the informational disaster plan materials.

9.c RESULT: RECEIVED

- d. Receive verbal report relating to Dog Bite Prevention.

Ms. Jenkins reported the first class was held on November 7, 2018, and more classes are scheduled for the next few months.

9.d RESULT: RECEIVED

- e. Receive report from Consumer Environmental Protection Agency. (CEPA)

Ms. Zientek reported that the County Animal Services website and the internal program software have been updated, and that CEPA published the first County Animal Services newsletter, sent to over 10,000 supporters and customers. She further introduced the Commission to Zhenzhen Jiang, Associate Management Analyst, CEPA, who was hired in October to focus on public outreach, community engagement, program support, and fundraising for Animal Care and Control. She finally introduced the Commission to Roger Ross, Management Analyst, CEPA,

who will also work on public outreach and community engagement for the new shelter.

9.e RESULT: RECEIVED

- f. Receive verbal report from Friends of San Martin Animal Shelter.

No report was received.

Announcements

10. Announcements and correspondence:

- a. Chairperson's announcements.

No announcements were made.

- b. Commissioners' announcements.

No announcements were made.

- c. There are currently no vacancies on the Commission. For Internet access to the vacancies list and applications visit <http://www.sccgov.org/sites/bos/bnc/>.

- d. The County of Santa Clara provides reimbursement to appointed Commissioners for family care expenses incurred during the time spent performing their official County duties. For additional information please contact the Office of the Clerk of the Board at (408) 299-5001.

Adjourn

11. Adjourn to the next regular meeting on Thursday, January 10, 2019 at 6:30 p.m. in Room 157, County of Government Center, 70 West Hedding Street, San Jose.

Chairperson Vigil adjourned the meeting at 8:01 p.m.

Respectfully submitted,

Stephanie Simunic
Deputy Clerk

Minutes Acceptance: Minutes of Nov 8, 2018 6:30 PM (Regular Agenda - Items for Discussion)

County of Santa Clara
Animal Advisory Commission



94816

DATE: January 10, 2019
TO: Animal Advisory Commission
FROM: Stephanie Simunic, Board Clerk I
SUBJECT: 2020 Work plan

RECOMMENDED ACTION

Discuss Animal Advisory Commission Work Plan for Fiscal Year July 1, 2019 through June 30, 2020 (FY 2020) and Accomplishments for FY 2019, to be submitted to the Clerk of the Board by April 1, 2019, and subsequently forwarded to the Board of Supervisors through the Housing, Land Use, Environment, and Justice Committee.

ATTACHMENTS:

- Work Plan Instructions (PDF)
- Animal Advisory Commission Fiscal Year 2018-2019 Work Plan (PDF)

Instructions for Completion of Annual Boards & Commissions Work Plans and Prior Year Accomplishments

A committee comprised of Board Policy Aides and the Office of the Clerk of the Board have developed a standard template for use by Boards and Commissions in completing their annual work plans. A significant change is that work plans will be based on a fiscal year rather than a calendar year. The new work plans are to be completed by each Board and Commission and approved at a regular Board or Commission meeting no later than April 1 of each year. The Clerk's Office will then transmit the work plans to the appropriate Board Committee for review in May of each year and to the Board of Supervisors for approval in June.

Please use the following instructions when completing the work plans:

Cover Sheet (Page 1)

This area should include the name of the Board or Commission, the timeframe covered by the work plan (i.e. Fiscal Year 2007 July 1, 2006 – June 30, 2007) members' names, chair's name, and vacancies as of April 1. Do not put commissioner addresses or phone numbers on the work plan. The Board offices have access to that information if necessary. This page will need to be updated each year.

Mission Statement: (Page 2)

This area of the work plan should clearly state the mission of the Board or Commission. This information may be extracted from the enabling legislation (i.e. Ordinance, Board action, Resolution) that formed the Board or Commission or may be a purpose statement approved by the Board or Commission and derived from the enabling legislation. This section may also contain the roles and responsibilities of the Board or Commission. This page may not need to be updated each year.

Historical Background: (Page 2)

This area should provide the reader with some historical information about the Board or Commission (i.e. when it was formed, issues of focus in years' past, significant outcomes of work by the Board or Commission. NOTE: Accomplishments from the previous year should not be discussed here – there is another area on the work plan where this is done. This page may not need to be updated each year.

Fiscal Year Work Plan: (Page 3)

This area should provide the goals/objectives (no more than 5) of the work plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.

Prior Year Accomplishments: (Page 4)

This area should address the prior year work plan accomplishments including the goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.

Ongoing Projects: (Page 5)

This area provides the Board or Commission with an opportunity to inform the reader of ongoing projects that the Board or Commission is continuing to work on. This page may not need to be updated each year.



**COUNTY OF SANTA CLARA
ANIMAL ADVISORY COMMISSION
FISCAL YEAR 2018-2019 WORK PLAN
AND
2017-2018 ACCOMPLISHMENTS**

Members:

- Sharon Clute*
- Chris Vigil*
- Sandra Peterson*
- Jerry Burge*
- Katherine Dettmer*
- Julia Lewis*

MISSION STATEMENT:

To promote community awareness of responsible care, humane treatment and respect for ALL animals, through Trap-Neuter-Return and affordable spay/neuter pet population control programs, humane education and other endeavors, of which it will apprise and advise the Board of Supervisors.

HISTORICAL BACKGROUND:

The Animal Advisory Commission was established by Ordinance NS.300.393 on March 26, 1985. The Commission was established for the purpose of advising the Board of Supervisors on matters which relate to animal care, welfare and control. The powers and duties of the commission shall include: (a) to aid in coordinating and promoting pet population control measures; (b) to work with the county Office of Education on curriculum for humane education and responsible pet ownership/guardianship in the schools; (c) to investigate and find alternative ways of achieving an animal shelter at minimum cost to taxpayers; to make suggestions to the staff of the environmental management agency to strengthen the county animal control program; (e) to serve as an information and referral source on animals by working with the public and private animal welfare groups; (f) to educate the public about the seriousness of the animal control problem; (g) to advise the Board of Supervisors on any matters concerning animal control which may be referred to the Commission by the Board; and (h) to render to the Board of Supervisors at least once each calendar year a report or reports of its activities.

FISCAL YEAR 2018-2019 WORK PLAN

GOAL/OBJECTIVE	PROPOSED ACTIVITIES	PRIORITY RANKING	TIMELINE FOR COMPLETION
<p>1. Monitor progress/status of proposed county shelter and adjust expectations as required.</p>	<ul style="list-style-type: none"> • Review regular updates at bi-monthly meetings. • Contribute to additional requirements/needs to include funding/marketing methods if needed. • Make additional recommendations to the BOS where relevant. 	<p>2</p>	
<p>2. Identify and develop methods to benefit county Animal Care and Control (ACC) Projects.</p>	<ul style="list-style-type: none"> • Increase public awareness/involvement via social media. • Identify POCs and partner with cities in the county. • Take the lead in programs that benefit county wide programs. • Engage and work with rescue/non-profits when mutually beneficial. 	<p>3</p>	
<p>3. Create areas of opportunity to engage the public.</p>	<ul style="list-style-type: none"> • Identify underserved areas of the community. • Utilize social media to seek public comment and involvement. • Assure all county residents are afforded the same considerations. 	<p>5</p>	
<p>4. Develop additional social media outreach</p>	<ul style="list-style-type: none"> • Review social media channels currently in place • Identify areas of opportunity to increase outreach/feedback communications and promote animal activities. • Suggest methods to exploit underutilized communication channels. 	<p>4</p>	

<p>5. Review internal County Shelter /Animal Control (A.C.) policies.</p>	<ul style="list-style-type: none"> • Reconcile the County ordinance and internal County Shelter/AC policies/procedures with State laws/regulations. Identify, review and evaluate internal County Shelter/AC policies and procedural steps. • Draft proposed policies/procedures, changes or improvements to procedures/steps for implementation by County Shelter/AC for approval by County Board of Supervisors. Adjust Commission ordinance/by-laws as necessary to accommodate changes made to County/AC policies and procedures. • Set a yearly review of Shelter/AC policies by the Commission. 	<p>1</p>	
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2017-2018 ACCOMPLISHMENTS AND ONGOING PROJECTS

GOAL/OBJECTIVE	ACTIVITIES SUPPORTING GOAL	STATUS
<p>1. Ordinance/By law-Revision</p>	<p>Commissioner’s reviewed/discussed current by-laws that are agreeably outdated creating a chronic open position on the Commission. Requirements for appointed Commissioners and term limit allowances were drafted and sent to County Counsel/BOS for review and approval.</p>	<p>Pending update to revision by the Commission and County Counsel and BOS approval.</p>
<p>2. New County Shelter project</p>	<p>Held additional working meetings where Commissioners took under consideration two HLUET studies on constructing a new county animal shelter resulting in a strong recommendation to the BOS for approval.</p> <p>Continuing to monitor shelter community information meetings as well as taking public comment at Commission meetings to provide feedback and input to the Board of Supervisor.</p>	<p>Approved by BOS at February 7, 2016 BOS meeting. Pending FY17-18 budget line item approval.</p>



**County of Santa Clara
Animal Advisory Commission**

94845

DATE: January 10, 2019

TO: Animal Advisory Commission

FROM: Stephanie Simunic, Board Clerk I

SUBJECT: Discuss and approve forwarding a recommendation letter related to new animal shelter

RECOMMENDED ACTION

Discuss and approve forwarding a recommendation letter directly to the Board of Supervisors relating to scheduling regular community outreach meetings regarding the new animal shelter, collaborative efforts with stakeholder groups, and partnering with community groups regarding aligning the shelter with community needs, and authorize a Commissioner to prepare and submit the letter on behalf of the Commission. (Vigil)

**County of Santa Clara
Animal Advisory Commission**



94152

DATE: January 10, 2019
TO: Animal Advisory Commission
FROM: Stephanie Simunic, Board Clerk I
SUBJECT: Monthly meetings

RECOMMENDED ACTION

Consider recommendations relating to regular monthly Commission meetings. (Vigil)

Possible action:

- a. Discuss and approve submitting a letter to the Board of Supervisors requesting an exemption to the regular meeting requirement in County Ordinance Code Section A6-3 subject to Board direction, and to authorize a Commissioner to prepare and submit the letter on behalf of the Commission.

OR

- b. Discuss and approve forwarding a formal recommendation to the Board of Supervisors, through the Housing, Land Use, Environment, and Transportation Committee, requesting an exemption to the regular meeting requirement in County Ordinance Code Section A6-3 subject to Board direction, and to authorize a Commissioner to prepare and submit a written recommendation on behalf of the Commission.

OR

- c. Discuss and approve including a recommendation to separately accompany in the transmittal to the Board associated with the Commission's annual report of activities to the Board a request to exempt the regular meeting requirement in County Ordinance Code Section A6-3 subject to Board direction.

ATTACHMENTS:

- Board Policy resolution relating to Commissions' Meeting Frequency (PDF)
- Board Policy resolution relating to Commissions' Meeting Frequency (PDF)

HISTORY:

11/08/18 Animal Advisory Commission
 01/10/19

HELD

Next:



94625

DATE: December 18, 2018

TO: Board of Supervisors

FROM: James R. Williams, County Counsel
Megan Doyle, Clerk of the Board

SUBJECT: Board Policy relating to Exemption Requests to Commissions' Meeting Frequency

RECOMMENDED ACTION

Adopt Board Policy Resolution adding Board of Supervisors' Policy Manual section 3.69 relating to Requirements for Boards' and Commissions' Exemption Regarding Frequency of Meetings, and direct the Clerk of the Board to include Policy in Board of Supervisors' Policy Manual. (Roll Call Vote)

FISCAL IMPLICATIONS

Approval of the recommended action will not impact the General Fund. Approval of requests pursuant to the policy may result in additional costs, such as added positions or overtime needs for Clerk of the Board or other department staff. The responsible departments will address costs when submitting exemption requests to the Board.

REASONS FOR RECOMMENDATION

Section 506 of the Charter of the County of Santa Clara provides in part that “[e]ach board or commission shall hold regular meetings as are required by ordinance and such special meetings as it may require.” In 1993, the Board of Supervisors adopted County Ordinance Code section A6-3, which provides that regular meetings of boards or commissions established pursuant to Charter section 506 (“commissions”) shall be held no more frequently than once every two months unless specifically exempted from this requirement by the Board of Supervisors (“Board”). In addition to regular meetings, a commission may set a special meeting when necessary, in compliance with the Brown Act and County policies. Both a regular and special meeting require a quorum of the commission to be present for a commission meeting to proceed. A frequency of bi-monthly regular meetings was established to allow tasks to be completed in an efficient manner while being considerate of commissioners’ time, as well as facilities’ availability and staff time, and avoiding meetings having to be cancelled due to a lack of quorum after departmental staff and members of the public have arrived at the scheduled meeting time.

There is currently no policy providing a process under which a commission may seek an exemption to have regular meetings more frequently than bi-monthly. The Clerk of the Board and the Office of the County Counsel have prepared the attached Board Policy to provide the process for commissions to submit an exemption request to the Board. The Policy provides that exemptions may be granted for any of the following grounds:

- 1) The commission has a legal requirement to meet more frequently based on the opinion of the County Counsel;
- 2) The commission serves a quasi-judicial function for the County and/or holds hearings as part of a quasi-judicial County process; or
- 3) The commission has a specific task the Board approved on the commission's annual workplan that must be completed within the next 12 months, and that cannot be accomplished through the combined use of subcommittees and the schedule of regular meetings as provided in the Ordinance Code.

When adopting Ordinance Code section A6-3 in 1993, the Board previously approved exemptions for the following current commissions which hold hearings as part of a quasi-judicial County process: Assessment Appeals Board, Personnel Board, and Planning Commission. The Office of the County Counsel has reviewed and confirmed that there is a legal requirement for these three commissions to have regular meetings more frequently than bi-monthly and to continue under their current exemption approval.

CHILD IMPACT

The recommended action will have no/neutral impact on children or youth.

SENIOR IMPACT

The recommended action will have no/neutral impact on seniors.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

BACKGROUND

Due in part to the need to balance County staffing and facility resources, the Board amended Ordinance Code section A6-3 to establish the default frequency of commission meetings as not-to-exceed bi-monthly regular meetings, with special meetings to be held on an as needed basis. The Ordinance Code allows the Board to specifically exempt commissions from this requirement, and the Board has previously done so for the Assessment Appeals Board, Personnel Board, and Planning Commission. The proposed Board Policy would provide a process for commissions to make such requests to the Board.

CONSEQUENCES OF NEGATIVE ACTION

The County will not have a policy relating to exemptions for the frequency of commissions' regular meetings.

STEPS FOLLOWING APPROVAL

The Clerk of the Board shall add the Board Policy into the Board Policy Manual.

The Clerk of the Board and the Office of the County Counsel shall notify commissions established pursuant to Charter section 506 of the adopted Policy.

ATTACHMENTS:

- Resolution Adding Board Policy 3.69 (PDF)