



County of Santa Cruz

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
18 W. Beach Street, Watsonville, CA; P.O. Box 1300, Santa Cruz, CA 95061
(831) 454-4036 FAX: (831) 763-8906

Notice of Public Meeting and Agenda

IHSS Advisory Commission

Date: Friday, August 25, 2023
Time: 1:00PM to 3:00PM
Location: 1400 Emeline AVE, Building K, Room 206. Santa Cruz, CA

The use of facemasks is recommended for all attendees of the IHSS Advisory Commission meeting

Agenda

1. Call to Order
2. Roll Call
 - a. Welcome new Commissioner – Christine Kiebert-Boss
3. Agenda Review
4. Consent Agenda
 - a. Approval of Meeting Minutes
 - i. June 23, 2023 Meeting.....Page 3.
 - b. Commission Vacancies
 - i. One (1) – Consumer Representative
 - ii. One (1) – Representative of Advocate Organization
5. Oral Communications and Announcements: *Anyone wishing to address the commission on any item within the jurisdiction of the Commission and not listed on the agenda may do so at this time. Comments are limited to three (3) minutes in duration.*
6. Guest Speaker: San Andreas Regional Center
7. Regular Agenda – Action Items
 - a. By-Laws/County Code Review Changes.....Page 7.
8. Regular Agenda – Information Items
 - a. Updates/Housekeeping
 - i. Reminders from the Chair
 - ii. Topics & Speakers
 - b. Discussion: Caregiver Shortages
 - c. IHSS Providers
 - d. IHSS Program and Public Authority Updates

The County of Santa Cruz complies with the Americans with Disabilities Act. This meeting room is accessible for people with disabilities. If you wish to discuss reasonable modifications or accommodations, please call 454-4036 prior to the meeting. For the comfort of those with allergies and chemical sensitivities, please do not wear perfume or scented products to the meeting.

e. Subcommittee Reports

- i. Legislative/Advocacy (Molesky)
- ii. Website (Taylor/Andersen)
- iii. CICA Conference Calls (Campbell)
- iv. Technology (vacant)

9. Adjournment

Next Regular Meeting: September 22 2023, 1:00PM – 3:00PM @ 1400 Emeline AVE, Building K, Room 206. Santa Cruz, CA



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IHSS Advisory Commission

Meeting Minutes

Date: Friday, June 23, 2023
Time: 1:00PM to 3:00PM
Location: 1400 Emeline AVE, Building K, Room 206. Santa Cruz, CA
Present: Michael Molesky (Consumer, Chair), Lois Sones (Seniors Commission, Vice-Chair), Foster Andersen (Consumer), Jozette Irgang (Consumer), Rebecca Jordan (Relative of Consumer), Patricia Fohrman (Provider), Maria Arreola (Provider)
Excused: Linda Campbell (Consumer), Becky Taylor (Commission on Disabilities)
Absent: None
Guests: Yesenia Cerna (Program Coordinator, Human Services Department)
Staff: Juan Magaña (Program Manager, IHSS and Public Authority)

Agenda

1. Call to Order
 - a. Meeting called to order at 1:03PM; a quorum was present
2. Roll Call
3. Agenda Review
 - a. Agenda reviewed; no changes were made.
4. Consent Agenda
 - a. Approval of Meeting Minutes
 - i. May 26, 2023 Meeting
 - b. Commission Vacancies
 - i. Two (2) – Consumer Representatives
 - c. Motion to approve consent agenda called by:
 - i. First/Second: Fohrman/Sones
 - ii. Ayes: Molesky, Sones, Jordan, Andersen, Irgang, Fohrman, Arreola
 - iii. Noes: None
 - iv. Abstain: None
 - v. Absent: Campbell, Taylor
 - d. Motion carried unanimously
5. Oral Communications and Announcements:
 - a. Andersen reported that the 29th annual Day at the Beach will be held on July 15th.

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- b. Jordan reported that she attended the Housing Element public meeting for District 1 (under Supervisor Koenig). Jordan informed that the next public meeting will be on Wednesday June 28th, 2023 from 5:30 – 7:00pm at 275 Main Street in Watsonville, food will be provided. Commissioner Jordan encouraged all commissioners to participate in these meetings.
- c. Molesky provided the following documents, to be added to the correspondence folder:
 - i. “Living with Disabilities”, AARP Bulletin May 2023
 - ii. “California: Special Phones”, AARP Bulletin August 2009
 - iii. “Expanded Supper for Family Caregivers”, AARP Bulletin June 2023
 - iv. “The Worth of Family Caregivers”, AARP Bulletin May 2023
 - v. “Speech to Speech Service”, California Relay Service pamphlet

6. Presentation: Medi-Cal

- a. Yesenia Cerna, Program Coordinator with the Employment and Benefits Services Division of the Human Services Department presented an overview of the Medi-Cal program. Information presented included:
 - i. General overview of the Medi-Cal program, including Modified Adjusted Gross Income (MAGI) and Non-MAGI (classic) Medi-Cal;
 - ii. Eligibility requirements for MAGI and Non-MAGI Medi-Cal
 - iii. Recent program changes: increase to asset limits; redeterminations
 - iv. Future changes: elimination of asset limits
- b. Cerna also informed that the department will be transitioning to a new benefits system on July 3, 2023. In preparation for the transition, there will be limited lobby/phone hours from 06/26/2023 – 07/14/2023; hours will be 10am – 12pm and 1pm to 3pm.

7. Regular Agenda – Action Items

- a. CICA Membership Renewal – FY 23-24
 - i. The commission discussed renewing its membership to the California IHSS Consumer Alliance (CICA)
 - ii. Commissioners felt that CICA provides historical/foundational information for new commission members, but minimal information for members who have been appointed for multiple terms. Additionally, some commission members felt that their requests for information are not responded to timely.
 - iii. A motion to not renew the CICA membership for FY 23-24 was called by:
 - 1. First/Second: Sones/Fohrman
 - 2. Ayes: Molesky, Sones, Jordan, Andersen, Irgang, Fohrman, Arreola
 - 3. Noes: None
 - 4. Abstain: None
 - 5. Absent: Campbell, Taylor

iv. Motion carried unanimously

8. Regular Agenda – Information Items

a. Updates/Housekeeping

i. Reminders from the Chair

1. Molesky reminded the commission of its responsibility to meet with their local representatives to inform them of the IHSS program. Molesky asked staff to compile a listing of the contact info for local representatives and send to the commission.

ii. Topics & Speakers

1. Molesky reported that he attended the community needs assessment steering committee meeting and met with Sven Stafford from the CAO's office. Molesky would like to invite Sven to the commission meeting so he can talk about the work he is doing on making public meetings more accessible.
2. Molesky would also like to revisit the dual-mode delivery of IHSS for this county.
3. Molesky also requested that a representative from the regional center be invited to present at a future IHSS advisory commission meeting.

b. Discussion: Consumer Survey

- i. Molesky informed the commission that he would like to conduct a survey of IHSS consumers in Santa Cruz County. Molesky stated that this item will be added to the agenda in August and asked the commission to start thinking of what questions and data they would like to see from the survey.

c. IHSS Providers

- i. Fohrman stated that she would like to get data on IHSS providers, thinks a survey for providers would also be beneficial.
- ii. Arreola stated she has received several calls from Spanish speaking providers requesting assistance with the new Electronic Visit Verification (EVV) requirement.
 1. Fohrman stated the union has been offering trainings on EVV.
 2. Jordan stated she will be forwarding information on EVV that she received from CICA.

d. IHSS Program and Public Authority Updates

i. Magana provided the following information

1. IHSS Program – the steering committee for the community needs assessment held its first meeting. More information will be provided as the group continues to meet.
2. Public Authority – there are 195 providers on our registry; only 65 are available to take on additional work. We continue to work on recruitment for our registry, focusing our efforts on providers

currently working less than 40 hours per week. These efforts have resulted in an increase in applications for our registry.

e. Subcommittee Reports

i. Legislative/Advocacy (Molesky)

1. Molesky reported that we are currently at the end of the legislative cycle; he also reported that he, along with commissioner Fohrman, are part of the steering committee for the community needs assessment.

ii. Website (Taylor/Andersen)

1. Andersen asked if the SOC 426A could be added to the website.
2. Molesky requested that this subcommittee be cancelled as we now have a technology subcommittee.

iii. CICA Conference Calls (Campbell)

1. Campbell was not present at meeting; Jordan provided the following information:
 - a. There was a lot of discussion about EVV, lots of concerns on how this will pan out.
 - b. CICA also discussed AB 1672 – not in favor of this bill, as well as legislation on the Brown Act – CICA is in support.
 - c. CICA is looking to update its Binder (has not been updated in 15 years), requests Public Authorities to send samples of their binders.

iv. Technology (vacant)

1. Molesky appointed commissioner Jordan to this subcommittee.

9. Adjournment

- a. Meeting was adjourned at 3:01PM

Next Regular Meeting: August 25, 2023, 1:00PM – 3:00PM @ 1400 Emeline AVE, Building K, Room 206. Santa Cruz, CA

COUNTY OF SANTA CRUZ
IN-HOME SUPPORTIVE SERVICES ADVISORY COMMISSION BY-LAWS

UPDATED: May 2021

1. **POWERS AND DUTIES OF THE COMMISSION** (as defined by Santa Cruz County Board of Supervisors' Ordinance #4655 adding Chapter 2.124 of the Santa Cruz County Code entitled "The In-Home Supportive Services Advisory Commission of the County of Santa Cruz").
 - A) Serve in an advisory capacity to the Board of Supervisors, as the governing board of the IHSS Public Authority, and any administrative body in the County related to the delivery and administration of the IHSS;
 - a. Review policies related to the delivery of in-home supportive services and make recommendations to the Board of Supervisors regarding any proposed changes;
 - b. Review Pending state and federal legislation that may impact the IHSS program, consumers, and/or providers and make recommendations to the Board of Supervisors regarding any proposed changes;
 - c. Stay informed and educated on in-home supportive services and public authority issues;
 - d. Provide a forum for consumers and providers of personal assistance services, advocates and other interested parties to participate in IHSS policy and program development.

2. MEETINGS AND AGENDAS

- a. There will be ten (10) scheduled meetings of the IHSS Advisory Commission per year.
- b. At a minimum, the following items should be mailed to each Commission member one week prior to each meeting:
 - i. An agenda
 - ii. Any written material to be discussed at the meeting
 - iii. Action Minutes from previous meeting
- c. One week prior to each meeting, an agenda for the regular meeting shall also be mailed to the Santa Cruz County Board of Supervisors, representatives of the local news media and each other person who has submitted a written request to the Commission for notification of meetings, and the agenda shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly

respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County after the agenda was posted.

- d. Special meetings may be scheduled in accordance with Brown Act requirements.
- e. At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least twenty-four (24) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.
- f. No meeting of this Commission shall be held in any facility that prohibits the admittance of any person or persons on the basis of race, religion, color, national origin, ancestry, sex, sexual preference, gender identity, gender expression, age or any other protected characteristic. Meetings shall not be held in any facility that is inaccessible to persons with disabilities, or where members of the public may not be present without making payment or purchase.
- g. Public participation in Commission meetings shall be allowed as follows:
 - i. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
 - ii. In addition, the agenda will provide for community oral communication on items not on the agenda that are within the subject matter jurisdiction of the Commission at the beginning of each regular meeting agenda, subject to a time limit of three (3) minutes for each speaker.
 - iii. The Chair of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.
- h. A person shall not be required to register his/her name or fulfill any other obligation as a condition of attendance at any meeting of this Commission,

but may volunteer such information for inclusion in the Commission's minutes.

- i. The meetings will generally be conducted in accordance with Robert's Rules of Order Revised, unless otherwise specified by the authorizing legislation or by-laws of this Commission.

3. VOTING

- a. All official acts of the Commission shall comply with the Santa Cruz County Code, Section 2.38.150.
- b. A Commission member will abstain from voting or influencing the vote where a Conflict of Interest exists as defined in the Conflict of Interest Code for Santa Cruz County.

4. OFFICERS

- a. The officers of the Commission are the Chair and the Vice Chair.
- b. The duties of the Chair are to preside over meetings, discuss agendas with Commission staff, represent the Commission, and be responsible for communication with the Board of Supervisors. A Vice-Chair shall assume these same duties in the absence of the Chair.
- c. Officers shall be elected annually at the April meeting.

5. SUBMISSION OF AGENDA ITEMS BY COMMISSION MEMBERS

Commission members who wish to place items on the agenda shall give those items to the Chair of the Commission and/or Commission staff at least ten (10) days in advance of the meeting.

6. SUB-COMMITTEES OF THE COMMISSION

- a. Sub-committees may be appointed, as needed, by the Chair with the majority approval of the Commission. The Chair, with the majority approval of the Commission, shall terminate each sub-committee when its function is no longer necessary.
- b. The Commission Chair shall report the name, purpose, and membership of each standing sub-committee established to assist the Commission for longer than six (6) months. (Santa Cruz County Code, Section 2.38.230)
- c. Ad hoc committees may be appointed by the Chair.
- d. All sub-committees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws, except for sub-committees composed solely of less than a quorum of the members of the Commission which are not standing sub-committees of the Commission with either a continuing subject jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

7. REPORTS

Regular reports on the status of the Commission will be provided to the County Board of Supervisors according to a schedule directed by the Board.

8. MEMBERSHIP

The Commission shall consist of no more than eleven (11) at-large voting members, residents of the County, appointed by the Board of Supervisors. Membership shall include:

- a. Six (6) current or former users of personal assistance services paid for through public or private funds;
- b. Two (2) current or former providers of In-Home Supportive Services;
- c. Three (3) at-large members from any of the following:
 - i. A representative of an organization that advocates for people with disabilities or seniors; and/or
 - ii. A representative who also concurrently holds a seat on either the Santa Cruz County Seniors Commission or the Commission on Disabilities.
 - iii. If any at-large member seat above is vacant and not able to be filled by a qualified representative for a minimum period of 3 months, then an additional current or past individual user, or a family member of a user, of personal assistance services may be appointed to fill any vacant at-large seat.
- d. A quorum for the Commission shall be one person more than one-half of the appointed members.

9. TERM OF OFFICE

The term of office for Commission members shall be four (4) years commencing on June 1st of the year of appointment.

10. ATTENDANCE REQUIREMENTS

- a. Any Commission member who is absent without good cause for three successive regular meetings will have his/her seat automatically vacated. This vacancy shall be reported in writing by the Commission Chair, to the Board of Supervisors, Clerk of the Board, and member vacating his/her seat.
- b. An excused absence is one about which the Commission member to be absent has notified the Chair or Commission staff in advance of the meeting. Attendance shall be reported to the Board of Supervisors on an annual basis.

11. APPROVAL OF BY-LAWS

These by-laws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.

12. AMENDMENTS TO BY-LAWS

Amendments to the by-laws may be recommended to the Board of Supervisors by a majority vote of the Commission.

APPROVED BY THE IHSS ADVISORY COMMISSION ON May 28, 2021.
APPROVED BY THE BOARD OF SUPERVISORS ON September 28, 2021.



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MICHAEL MOLESKY, CHAIR

Santa Cruz County Code Chapter 2.124

IN-HOME SUPPORTIVE SERVICES ADVISORY COMMISSION

Sections:

- 2.124.010** Established—Statutory authority.
- 2.124.020** Definitions.
- 2.124.030** Purpose.
- 2.124.040** Membership.
- 2.124.050** Term of office.
- 2.124.060** Organization and procedures.
- 2.124.070** Powers and duties.

2.124.010 Established—Statutory authority.

The In-Home Supportive Services Advisory Commission of the County of Santa Cruz is established under the authority of Welfare and Institutions Code Sections [12301.3](#) and [12301.6](#). [Ord. 5278 § 29, 2018; Ord. 4655 § 1, 2002].

2.124.020 Definitions.

The following words and phrases, whenever used in this chapter, shall have the meanings set forth in this section:

“IHSS” means In-Home Supportive Services of the County of Santa Cruz.

“Provider” means a person who provides in-home supportive services to a recipient.

“Recipient” means a person eligible and authorized to receive in-home supportive services under Welfare and Institutions Code Section [12300](#) et seq. [Ord. 5278 § 29, 2018; Ord. 4882 § 1, 2007; Ord. 4655 § 1, 2002].

2.124.030 Purpose.

The purpose of the Commission shall be to provide ongoing advice and recommendations regarding IHSS to the Board of Supervisors and any County administrative body that is concerned with the delivery and administration of IHSS. [Ord. 5278 § 29, 2018; Ord. 4655 § 1, 2002].

2.124.040 Membership.

The Commission shall consist of 11 at-large voting members and shall include the following representation:

- (A) Six current or former users of personal assistance services paid for through public or private funds;
- (B) Two current or former providers of in-home supportive services;
- (C) Three members from any of the following:
 - (1) A representative from an organization that advocates for people with disabilities or seniors; and/or
 - (2) A current voting member appointed by the Santa Cruz County Board of Supervisors seated on either the Santa Cruz County Seniors Commission or the Commission on Disabilities.

If any member seat in this subsection (C) is vacant for a minimum period of three months, then an additional current or former individual user of personal assistance services, or an immediate family member of such an individual user, may be appointed to fill any vacant seat. [Ord. 5380 § 1, 2021; Ord. 4882 § 2, 2007; Ord. 4655 § 1, 2002].

2.124.050 Term of office.

The majority of the members shall serve for a term of four years, commencing on April 1st of the year in which the Fourth District Supervisor begins a full term. The remaining members of the Commission shall serve for a term of four years commencing on April 1st of the year in which the Fifth District Supervisor begins a full term. [Ord. 4655 § 1, 2002].

2.124.060 Organization and procedures.

- (A) General Organization. The Commission shall comply in all respects with SCCC [2.38.110](#) through [2.38.250](#) unless otherwise provided herein.
- (B) Quorum. A quorum for the Commission shall be one person more than one-half of the appointed members.
- (C) Staff Support. The Director of the Human Services Department or their designated representative shall serve as the Administrative Secretary to the Commission. The Administrative Secretary shall provide staff support for the Commission. The Administrative Secretary shall provide copies of all reports and recommendations submitted to the Board of Supervisors, prepare and mail the agendas, take minutes at each meeting, and perform other duties as directed by the Commission. [Ord. 5278 § 29, 2018; Ord. 4882 § 3, 2007; Ord. 4655 § 1, 2002].

2.124.070 Powers and duties.

The Commission shall exercise the following responsibilities in its efforts to obtain the highest quality and most effective in-home supportive services within the County:

- (A) Serve in an advisory capacity to the Board of Supervisors, as the governing body of the IHSS Public Authority, and any administrative body in the County concerned with the delivery and administration of IHSS;

- (B) Review policies related to the delivery of in-home supportive services and make recommendations to the Board of Supervisors regarding any proposed changes;
- (C) Review pending State and Federal legislation that may impact the IHSS program, consumers, and/or providers and make recommendations to the Board of Supervisors regarding any proposed changes;
- (D) Stay informed and educated on in-home supportive services and public authority issues;
- (E) Provide a forum for consumers and providers of personal assistance services, advocates and other interested parties to participate in IHSS policy and program development. [Ord. 5278 § 29, 2018; Ord. 4655 § 1, 2002].



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MICHAEL MOLESKY, CHAIR

Santa Cruz County Code Chapter 2.38

Boards, Commissions, Committees and Department Advisory Groups Generally

Sections Pertaining to IHSS Advisory Commission:

Sections:

2.38.110	Compliance with Brown Act.
2.38.120	Officers.
2.38.130	Meetings.
2.38.140	Bylaws.
2.38.150	Quorum.
2.38.160	Minutes of meetings.
2.38.170	Reports.
2.38.180	Expenses.
2.38.190	County staff support.
2.38.200	Vacancies.
2.38.230	Subcommittee establishment or dissolution.
2.38.240	Additional regulations.
2.38.250	Exceptions.

2.38.110 Compliance with Brown Act.

- (A) Each commission and committee shall comply with the Ralph M. Brown Act (Government Code Section 54950 et seq.).
- (B) A department advisory group shall comply with the procedures specified in the notification provided to the Board of Supervisors pursuant to SCCC 2.38.071(A)(5). [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(a)].

2.38.120 Officers.

- (A) Each commission and committee shall elect its chairperson and vice-chairperson. Commission officers shall be elected during the commission's first meeting after the commission is established at which a majority of the members are present, and thereafter shall be elected during the first meeting in April of each year. Committee officers shall be elected during the committee's first meeting at which a majority of the members are present and shall serve for the life of the committee.
- (B) An agency or department head may appoint one or more officers of a department advisory group. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; prior code § 3.01.080(e)].

2.38.130 Meetings.

- (A) Open and Public. Each commission and committee meeting shall be open and public. All commissions and committees shall hold regular meetings, the time and place for which shall be determined by a majority of the members, as specified in the commission's or committee's bylaws, and approved by the Board of Supervisors. All commission and committee meetings shall be held at locations which are accessible to the public and which are functional for, usable, and accessible to persons with a disability.
- (B) Executive Sessions. No commission or committee shall hold an executive session, or any meeting excluding the public, without first receiving written authorization from the County Counsel to hold such a session or meeting. The County Counsel shall be represented at all executive sessions held by any commissions or committees.
- (C) A department advisory group shall comply with the meeting procedures specified in the notification provided pursuant to SCCC 2.38.071(A)(5). All department advisory group meetings shall be held at locations which are functional for, usable, and accessible to persons with a disability. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 3567 § 1, 1984; Ord. 2378, 1977; Ord. 2225, 1976; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.080(b)].

2.38.140 Bylaws.

- (A) Procedures for the conduct of business by each commission or committee, not specified in the commission's authorizing ordinance or the committee's authorizing resolution, shall be contained in bylaws adopted by the commission or committee and submitted to the Board of Supervisors for final approval.
- (B) Procedures for the conduct of business by a department advisory group, not otherwise specified in the notification provided to the Board of Supervisors pursuant to SCCC 2.38.071(A)(5), may, at the discretion of the agency or department head, be set forth in written bylaws promulgated by the agency or department head. If written bylaws are not promulgated, the agency or department head shall be responsible for determining all matters necessary for the conduct of business of a department advisory group. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(c)].

2.38.150 Quorum.

A majority of the membership of each commission or committee shall constitute a quorum, and no act of any commission or committee shall be valid unless at least a majority of those members constituting a quorum concur therein; provided, however, that for five-member commissions or committees an affirmative vote of at least three of the voting members of the commission or committee shall be required. Any act of any commission or committee shall be accomplished by a roll call vote when such a vote is requested by any member in attendance. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2387, 1977; Ord. 2122, 1975; Ord. 2078, 1974; prior code § 3.01.080(d)].

2.38.160 Minutes of meetings.

- (A) Official minutes recording the motions entertained and actions taken at each commission or committee meeting shall be prepared and submitted by each

commission and committee to the Board of Supervisors, the Clerk of the Board, and the County Administrative Office.

- (B) Minutes of a department advisory group shall be prepared and maintained by the agency or department head, or their designee. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; prior code § 3.01.080(g)].

2.38.170 Reports.

- (A) A report shall be submitted by each board or commission according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the board or commission and shall utilize the following report format:
 - (1) Role(s) of the board or commission;
 - (2) Meeting dates, time and location;
 - (3) Board or commission structure;
 - (4) Board or commission staff (designated staff or staff assigned through department);
 - (5) Attendance;
 - (6) Goals and accomplishments during the reporting period (goals and attainment of those goals; summary of activities including special projects and workshops or seminars that members have attended, if applicable);
 - (7) Future goals; and
 - (8) Recommendations (public and/or private sector actions to advance the goals of the board or commission).
- (B) A final report, containing a summary of activities and projects undertaken by the committee, any final committee recommendations to the Board of Supervisors, and any other information requested by the Board, shall be submitted by each committee to the Board before expiration of the committee's life.
- (C) A report shall be issued by each department advisory group to the agency or department head according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the group and shall utilize the following report format:
 - (1) Role(s) of the department advisory group;
 - (2) Meeting dates, time and location;
 - (3) Attendance;

2.38.180 Expenses.

- (A) The members of each commission and committee may receive reimbursement for traveling and other expense incurred while on official business of the County when such reimbursement is approved in advance by the Board of Supervisors.

- (B) The members of a department advisory group shall not be entitled to reimbursement for traveling and other expense. [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.080(m)].

2.38.190 County staff support.

- (A) The Board of Supervisors shall, when feasible, provide that each commission and committee be assisted by the County department most closely related to the function of such commission or committee, and may designate as administrative secretary to such commission or committee the head of such department; the department head may designate their representative to serve as administrative secretary.
- (B) An agency or department head may, at their discretion, designate staff to assist a department advisory group. [Ord. 5279 § 8, 2018; Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(f)].

2.38.200 Vacancies.

- (A) Reporting Unscheduled Vacancies.

- (1) An unscheduled vacancy shall exist whenever a commission or committee member fails to attend three consecutive regular meetings without good cause, as documented in the minutes of the commission or committee.
- (2) Any unscheduled vacancy caused by the death, incapacitation, termination, or voluntary resignation of a commission or committee member shall be reported in writing by the commission or committee chairperson to the Board and the Clerk of the Board. Where a vacancy has occurred as set forth in subsection (A)(1) of this section, the member vacating their seat shall be copied on the reporting correspondence.
- (3) Whenever the Board receives knowledge of an unscheduled vacancy, from whatever source, it shall proceed to fill the vacancy pursuant to subsection (B) of this section.

- (B) Filling Unscheduled Vacancies.

- (1) Whenever any unscheduled vacancy occurs in any commission or committee, whether due to removal, resignation, death, termination, or other causes, a special notice of vacancy shall be posted in the office of the Clerk of the Board, and no appointment to fill such vacancy shall be made until at least 10 working days have passed after the posting of such notice, except as provided herein.
- (2) If the vacancy is for an appointment to be made by an individual Supervisor, the appointing Supervisor may make a nomination to fill such vacancy at any time after the 10-day period has expired, by placing a letter recommending a person for appointment on the Board's consent agenda.
- (3) When an unscheduled vacancy is for an appointment to be made by the Board as a whole, on an at-large basis, the special notice of vacancy shall be placed on the consent agenda of the Board within 20 days after the vacancy occurs. Nominations for appointment to fill any such at-large vacancy may be made at any meeting held at least two weeks after the date that the notice of vacancy appears on the Board's consent agenda, and the final appointment to fill such at-

large vacancy shall be made at the next succeeding meeting of the Board, or at any later meeting, as an item on its regular agenda. Notwithstanding the above, when there is only one at-large nomination forwarded by a public agency, community organization or other designated sponsor for appointment by the Board of Supervisors, the nomination may be placed on the Board's consent agenda.

- (4) Notwithstanding the foregoing, the Board may, if it finds that an emergency exists, fill any vacancy immediately by appointing a person to serve on an acting basis until a final appointment is made, pursuant to this section and subsection (C) of this section. Except for emergency appointments, all vacancies shall be filled by personnel appointed by the Board to serve for the remainder of the unexpired term. The commissions' or committees' recommendations concerning successors may be submitted to the Board of Supervisors.
- (5) For the purpose of this section, a vacancy shall exist from the date of removal, resignation, death, termination or other completion of the term.

(C) Filling Scheduled Vacancies.

- (1) On or before December 31st of each year, the Clerk of the Board of Supervisors shall prepare an appointment list of all regular and ongoing commissions and committees, which shall contain the following information:
 - (a) A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.
 - (b) A list of all commissions and committees whose members serve at the pleasure of the Board of Supervisors and the necessary qualifications for each position.
- (2) Scheduled vacancies shall be filled in compliance with the provisions of SCCC 2.38.080(B). [Ord. 5279 § 8, 2018; Ord. 4608 § 1, 2001; Ord. 4573 § 1, 1999; Ord. 3285 § 1, 1982; Ord. 3044, 1981; Ord. 2390, 1977; Ord. 2078, 1974; prior code § 3.01.080(j)(1)].

2.38.230 Subcommittee establishment or dissolution.

- (A) The establishment and dissolution of all subcommittees shall be reported in writing to the board by the commission or committee which appointed the subcommittee. Members of any subcommittee need not be commission or committee members, except that the commission or committee chairperson shall designate a commission or committee member to serve on the subcommittee.
- (B) For the purpose of SCCC 2.38.110 through 2.38.250 only, "subcommittee" means any subsidiary study group appointed by a commission or committee to assist that commission or committee for longer than six months. [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.080(i)].

2.38.240 Additional regulations.

Each commission or committee shall observe any additional provision deemed necessary by the Board of Supervisors and included in the commission's authorizing ordinance or the

committee's authorizing resolution. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(k)].

2.38.250 Exceptions.

To the extent that any provision of SCCC 2.38.100 or 2.38.110 through 2.38.250 may be demonstrated to be unfeasible in their application to a particular commission or committee, an exception to SCCC 2.38.100 or 2.38.110 through 2.38.250 may be granted by the Board only after the exceptions are specified as "exceptions" in the commission's authorizing ordinance or the committee's authorizing resolution. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(l)].