

11. Committees

Purpose/ Background:

The Board of Supervisors authorized committees for First 5 Butte County Children and Families Commission pursuant to Section 130145 of the California Health and Safety Code. The purpose of this policy is to establish a committee structure for the Commission.

The function of committees is to contribute to the efficient operation of the Commission, by providing key information and assisting with the decision-making process.

Additionally, advisory committees are established to inform the Commission of community need and to provide input and context to Commission investments.

The Prop 10 statute states that each county commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the act (see California Health and Safety Code, Section 130145).

Policy:

The Commission must take formal action to:

- establish any committees (standing or ad hoc);
- approve committee membership; and
- approve the Chair and Vice Chair of each committee.

The committee structure will include the following:

1. Executive Committee

The purpose of this committee is to streamline Commission activities by reviewing and preparing information and policy recommendations to take to the full Commission for further action. Activities include:

- Reviewing and approving Commission meeting agendas developed by staff
- Developing budget and policy recommendations to the Commission
- Providing oversight of Commission investments; receiving quarterly grantee performance reports
- Reviewing and recommending action on all funding requests, including contracts and related fiscal issues

2. Strategic Plan & Evaluation Advisory Committee (SPEAC)

This advisory committee convenes community members for the purposes of receiving information about program evaluation and outcomes, and making recommendations and reports to the Commission. Activities include:

	<ul style="list-style-type: none"> • Developing a draft Strategic Plan for the Commission every five years that guides its initiatives, activities, funding priorities, and desired outcomes • Conducting the annual review of the strategic plan and recommending revisions to the Commission, if necessary • Evaluating population outcomes in relation to the Commission’s Strategic Plan <p>In addition to the two standing committees above, the Commission may establish additional committees to suit its priorities.</p>
<p>Procedure:</p>	<p>Membership The Executive Committee consists of the current Commission Chair and Vice Chair, the Director of Public Health <u>Department of Employment and Social Services</u> and the Board of Supervisors representative on the Commission. The Commission Chair and Vice Chair will assume parallel roles on the Executive Committee. <u>In the event that the Chair and/or Vice Chair position are held by another required committee member, the Commission shall elect another member(s) to maintain a 4 member committee.</u></p> <p>The Strategic Plan & Evaluation Advisory Committee (SPEAC) consists of two Commissioners serving as Chair and Vice Chair of the committee, plus additional members drawn from the community. Interested Commissioners will submit their names for approval by the Commission. Interested community members will submit applications for approval by the Commission.</p> <p>Ad hoc committees each consist of one or two Commissioners and one or more community members, as appropriate to the situation. The Commission will approve a Commissioner to serve as Chair.</p> <p>Term Committee assignments are for a one-year period, with the option to be reappointed. Appointments will be made at the last Commission meeting of the fiscal year, or as soon thereafter as possible. If a Commissioner resigns from the Commission during the term, other interested Commissioners may submit their names for consideration to fill the committee vacancy through the end of the term. The Commission will fill the vacancy as soon as possible.</p> <p>Brown Act As legislative bodies created by formal action of the Commission, committees are subject to the Brown Act and will adhere to its provisions as they pertain to public notice, open meetings and other requirements.</p>

Effective Date:	February 25, 2022
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