

**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT NO. 1215
"HELP WANTED – APPOINTED BODIES"**

BOARD OF SUPERVISORS' RESPONSE

FINDINGS – *California Penal Code Section 933.5(a) requires a response to the designated findings of the Grand Jury.*

1. The large number of vacancies in the County's appointed bodies, sometimes exceeding 50% of membership, makes it difficult for them to fulfill their missions.

Response: Partially Disagree. Many advisory bodies are able to complete their unique mission with a certain level of vacancies at any given time. However, those bodies that have a higher volume of seat vacancies have difficulty meeting requirements for a quorum from time to time. This, in some cases, impacts an appointive body's ability to fulfill their mission. In addition, it is important to note that service on County advisory bodies is voluntary and ultimately dependent on the interest and availability of citizens within the County.

2. In some cases, the lack of accurate and complete information on available websites, especially accomplishments, makes it difficult for those interested to find out about an appointed body.

Response: Partially Disagree. Staff contact information for each appointed body is available on the County website and in the Clerk of the Board's office. In cases where information for a specific body may appear dated or incomplete, the staff contact is available to answer any questions that interested parties may have, including recent accomplishments and opportunities to serve. Also, the Clerk of the Board is able to answer general questions regarding Board appointments and can help direct interested parties to appropriate County staff for additional information.

3. The absence of easily accessible information about these bodies may make it more difficult to recruit and appoint volunteers.

Response: Agree.

4. The County's current efforts at recruiting candidates for appointed bodies leave too many positions unfilled.

Response: Disagree. The County and District Supervisors currently use several methods to connect with citizens who may be interested in serving on appointed bodies including electronic mail, social media, town hall meetings, municipal advisory councils, newsletters, Contra Costa Television (CCTV), postings at all County Libraries and press releases. It is important to note that many vacancies occurring throughout the year are "unscheduled", which are typically due to the resignation or death of an incumbent prior to finishing their term of office. For example, in calendar year 2011, the Board of Supervisors declared vacant thirty seats on various appointed bodies prior to the end incumbent's term of office.

5. Supervisor town hall meetings as well as job fairs could provide opportunities to recruit citizens for appointed bodies.

Response: Agree. District Supervisors actively recruit interested citizens in the course of their duties for appointment to appointed bodies.

RECOMMENDATIONS - *California Penal Code Section 933.05(b) requires a response to the designated recommendations of the Grand Jury.*

1. The County should identify funds within the current budget to create a basic website template for its appointed bodies.

Response: The recommendation has been implemented. In March 2012, the County issued a Request for Proposals (RFP) for a Citizen Document Access system, which would, *inter alia*, provide for a standardized web platform for County appointive bodies. Specifically, the solution would include a template for appointive bodies to include information such as mission, membership, agendas, records of action, etc. and be accessible via the Internet to interested parties. Funding for this system is included in the fiscal year 2012/13 budget.

2. The County should identify funds to require each appointed body to post its membership, membership requirements, agenda, minutes, annual report, meeting schedule, mission, and accomplishments on a single location.

Response: The recommendation has been implemented. In March 2012, the County issued a Request for Proposals (RFP) for a Citizen Document Access system, which would, *inter alia*, provide for a standardized web platform for County appointive bodies. Specifically, the solution would include a template for appointive bodies to include information such as mission, membership, agendas, records of action, etc. and be accessible via the Internet to interested parties. Funding for this system is included in the fiscal year 2012/13 budget.

3. The County should use additional means for recruiting members for appointed bodies, such as town hall meetings and job fairs.

Response: The recommendation has been implemented. The County and District Supervisors currently use several methods to connect with citizens who may be interested in serving on appointed bodies including electronic mail, social media, town hall meetings, municipal advisory councils, newsletters, Contra Costa Television (CCTV), postings at all County Libraries and press releases.