

## First 5 Commission of San Diego County

April 13, 2015

### Technical and Professional Advisory Committee Review

#### Request

The request before the Commission is to accept the staff recommendation to change the structure of the Technical and Professional Advisory Committee (TPAC) from a “standing committee” to an “ad hoc committee”.

#### Background

The California Health and Safety Code (Section 130145) states, “*The state commission and each county commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purpose that will be beneficial in accomplishing the purposes of this act. Each advisory committee shall meet and shall make recommendations and reports as deemed necessary or appropriate.*” The San Diego County Code of Administrative Ordinances (Article IIIp Sec. 84.106) declares, “*The Commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purpose that will be beneficial in accomplishing the purposes of the Children and Families First Act of 1998.*” The First 5 Commission of San Diego Bylaws (Section 9, A., 1., a.) defines TPAC as a standing committee that “*advise(s) the Commission concerning the County’s Children and Families First Strategic Plan, policies concerning programs to be implemented and supported under the Strategic Plan, community needs assessment, program evaluation and other tasks and issues as assigned by the Commission.*”

Characteristics of TPAC are:

- Up to 11 members with specialized knowledge and experience in the areas of community needs assessment, health and social services program evaluation or child care, education, health and social services program administration
  - Five of the members are nominated by the Board of Supervisors - one from each district
  - Up to six members are recommended by a Sub-Committee of the Commission
- Brown Act requirements
- Stringent conflict of interest requirements
- Volunteer membership, except for reimbursements for reasonable expenses incurred as a result of their responsibilities as directed by the Commission or the Chair
- Established in 1998

#### Commission History

- February 9, 2015, Commission directed staff to review the structure and future role of the TPAC.

#### Review Process

Staff reviewed TPAC activities for calendar years 2011 through 2014 with following results:

- There were 14 scheduled meetings.
  - Out of the 14 scheduled meetings, three (3) were cancelled and two (2) did not meet quorum requirements, resulting in 11 meetings.
  - Only four (4) of the 14 scheduled meetings contained agenda items that recommended an action by TPAC (a recommendation to the Commission). One (1) meeting was canceled, resulting in three (3) meetings with an action item.
    - One (1) of the three (3) meetings did not have a quorum and could not proceed with their recommendation to the Commission.
  - The agendas of the remaining meetings contained only presentations with discussion items and resulted in no recommendations to the Commission.

Staff also reviewed the advisory committee structures of First 5 Commissions statewide and found that the most effectively utilized form of technical and professional advisory committees were those that were convened as an ad hoc committee to perform a specific activity or objective for a designated period of time as directed by the Commission. The structure of these ad hoc committees range from three to five members that have the technical and professional expertise that is beneficial in accomplishing their directed purposes.

#### **Link to the Strategic Plan**

Throughout the development of the First 5 San Diego (F5SD) Strategic Plan 2010-2015, TPAC was presented draft components and their comments and suggestions were incorporated into the final draft submitted for Commission approval. TPAC's main duty as described in the current Commission ByLaws (Section 9, A., 1., a.) is to advise the Commission concerning the Strategic Plan.

#### **Link to *Live Well San Diego***

The Commission's TPAC supports *Live Well San Diego* by focusing on a variety of strategies that promote the County's vision for healthy, safe and thriving communities.

#### **Staff Recommendations**

Staff recommends that the Commission utilize an ad hoc committee structure formed for (1) revising and updating the strategic plan as needed, and (2) completing a specific task or objective. The committee would be dissolved after the completion of the task or objective. The F5SD Strategic Plan 2015-2020 has no new initiatives that would require the expertise of the existing committee in an on-going manner. Any ad hoc committees formed would consist of persons with specialized knowledge and experience in the areas of community needs assessment, health and social services program evaluation or child care, education, and health and social services program administration.

By direction of the Commission, the Executive Director will form ad hoc committees for a specific task or objective and the Executive Director will report the findings and/or recommendations of the committees to the Commission.

Upon approval, staff will:

- 1) Change the structure of the TPAC from a "Standing Committee" to an "Ad Hoc Committee".
- 2) Change the Commission's Bylaws to remove references to TPAC and add Ad Hoc Committee.
- 3) Revise all Commission policies to change from "TPAC" to "Ad Hoc Committee".

#### **Fiscal impact**

None.