



## Solano Local Agency Formation Commission

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### Staff Report

DATE: August 11, 2014

TO: Local Agency Formation Commission

FROM: Elliot Mulberg, Interim Executive Officer

SUBJECT: **Committee Appointments for Fiscal Year 2014-2015**

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#### Recommendation:

It is recommended the Chair make committee appointments for fiscal year 2014-15.

#### Background:

The Commission's Bylaws provide that the Chair or Vice Chair make committee appointments. In FY2013/14 the commission had the following four standing committees:

- Fire Protection District - Purpose: to focus on fire district consolidation issues
- Policy and Procedures – Purpose: to review and update policies as needed that could include the standards and procedures document, fee schedule, purchasing policies
- Personnel - Purpose: to address any personnel issues that could include the EO evaluation, EO contract, and amendments to the personnel resolution
- Finance/Budget – Purpose: to work with staff on the budget

In 2013/14 the committees had the following make-up:

Fire- Commissioners Batchelor, Saunderson, Vasquez, and Thomson

Policy – Commissioners Batchelor, Shopay, and Spering

Personnel-Commissioners Price, Shopay, and Spering

Finance/Budget- Commissioners Spering, Batchelor, and Vasquez

As standing committees, meetings are subject to the Brown Act. That means they must be noticed and that Commissioners not on the committee may only come to observe. The question was raised about having more than two on a committee. Generally a committee will make recommendations to the board. However, if there are three or more on a committee the

agenda will only include informational items so that no action can be taken before the full Commission has a chance to review the committee's recommendations. Larger committees allow for greater participation, however the Commission may want to consider reducing the committees to two members.

Last year the Finance Committee was the most active, the Policy Committee reviewed the fee schedule, and the Personnel Committee conducted evaluations and reviewed staff's duty statements. It is anticipated this coming year that the others will be active as well.

Recommendation: It is recommended the Chair ask if any of the Commissioners desire a change in committee assignments or solicit volunteers for each committee.