



**Agenda Item No. 5
January 5, 2011 Meeting**

DATE: December 15, 2010

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director

A handwritten signature in black ink, appearing to read "Michael M. Ruane", is written over the printed name in the "FROM:" field.

SUBJECT: Commission Advisory Committee Structure

SUMMARY:

In June 2010, the Children and Families Commission of Orange County approved a plan to restructure the Commission Technical Advisory Committee, with the goals of maximizing the time and expertise of the members, meeting as necessary, and providing high quality, strategic advice on priority programs and issues. Since that time, an ad-hoc working group of Commissioners has also provided input to the development of a new structure and bylaws, and recommendations for appointments based on expertise in health, education and evaluation/research. This report outlines the new structure and positions for the Commission Advisory Committee.

Commission Advisory Committee Structure

The Commission seeks experts and community leaders to advise the Commission regarding emerging research and issues pertinent to the health and development of young children, best practices and catalytic investments. To that end, three primary areas for the redesigned Commission Advisory Committee include health, education, and evaluation/research. The following further delineates the proposed appointments within each of these primary focus areas.

1. Health

Within this area of expertise, up to three representatives are recommended: two from the Pediatric Health Services Committee (the County Health Officer and a private pediatric practitioner), and one medical foundation health funder.

2. Education

Up to four representatives are proposed within this area of expertise: the Orange County Department of Education Superintendent of Schools, and one representative from each of the communities that are the focus of the Commission's place-based initiatives (Anaheim, Garden Grove, and Santa Ana).

3. Evaluation and Research

Two representatives are recommended: one from each of the research universities in Orange County: University of California, Irvine, and California State University, Fullerton.

Appointments and Terms of Service

A matrix showing the proposed Advisory Committee positions based on areas of expertise is included as Attachment 1. Half of these individuals will serve a three-year term (selected

randomly), and half will serve a two-year term. Thereafter, all Advisory Committee members will serve two-year terms with vacancies filled by the Commission. The Advisory Committee or subsets thereof will meet on an as-needed basis, and all will serve voluntarily without compensation. Proposed bylaws for the Commission Advisory Committee are included as Attachment 2.

Recognizing Current TAC Members

With the approval of the restructured Advisory Committee, the service of current TAC members will conclude. Certificates of Appreciation will be presented to TAC members for their efforts on behalf of young children and families in Orange County.

STRATEGIC PLAN & FISCAL SUMMARY:

There is no funding request for this item.

PRIOR COMMISSION ACTIONS:

- June 2010 – Approved proposed restructuring plan for the Commission Technical Advisory Committee and directed staff to implement the plan.

RECOMMENDED ACTION:

Approve the proposed Commission Advisory Committee structure, appointment categories and bylaws; and direct to return to the Commission with a slate of candidates for the restructured Commission Advisory Committee.

ATTACHMENTS:

1. Commission Advisory Committee Proposed Structure and Positions
2. Commission Advisory Committee Bylaws

Contact: Kim Goll

COMMISSION ADVISORY COMMITTEE PROPOSED STRUCTURE AND POSITIONS

AREA OF EXPERTISE	POSITIONS / NOMINATING ORGANIZATIONS
Health	<ol style="list-style-type: none"> 1. County of Orange Health Officer (Pediatric Health Services Committee Member) 2. Medical / Health Expert (Pediatric Health Services Committee Member) 3. Health Foundation - Orange County or Statewide
Education	<ol style="list-style-type: none"> 4. Superintendent, Orange County Department of Education 5. Santa Ana - Education, or Community Representative 6. Garden Grove - Education, or Community Representative 7. Anaheim - Education, or Community Representative
Evaluation/Research	<ol style="list-style-type: none"> 8. University of California, Irvine 9. California State University, Fullerton

**CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY
COMMISSION ADVISORY COMMITTEE**

ARTICLE I

This Children and Families Commission of Orange County Committee; formerly known as the “Technical Advisory Committee”, officially established by the Children and Families Commission of Orange County on February 16, 2000, shall be known as the Commission Advisory Committee.

ARTICLE II

Purpose

The Commission Advisory Committee (CAC) is organized to provide the Children and Families Commission of Orange County (Commission) with technical and professional expertise and support for any purpose that will be beneficial in accomplishing the purposes of the California Children and Families First Act of 1998 (Act), including issues related to the promotion of healthy, early childhood development for children prenatal to five (0 – 5) years of age. The CAC, with Commission staff support, works cooperatively with the Commission in furthering early child development to serve Orange County’s population of 0-5 children.

ARTICLE III

Membership and Voting

Section 1 - Representation on the Committee

The CAC shall be comprised of experts or opinion leaders in one or more of the following categories:

1. Health (up to three representatives)
2. Education (up to four representatives)
3. Evaluation/Research (up to two representatives)

Section 2 – Appointments

1. All regular CAC member appointments must be approved by a majority vote of the appointed voting members of the Commission.
2. CAC members serve at the pleasure of the Commission.
3. The CAC shall consist of not less than five (5) and not more than nine (9) members.
4. CAC members shall serve without compensation.

Section 3 – Meetings

1. The CAC shall meet on an as-needed basis to review, discuss, make recommendations, produce reports and/or provide information by topic-of-interest area as determined by Commission staff.
2. The “Rules of Procedure” of the Children and Families Commission of Orange County shall be the guide for all matters of procedure for the CAC not specifically covered in these by-laws.

Section 4 – Terms

1. CAC member appointment terms shall be staggered.

2. With the exception of initial CAC appointments, CAC members shall serve two-year terms, and may serve up to three consecutive terms.
3. At least half of the first CAC members shall serve 3 year terms as follows:
 - a. If five members are appointed, three members shall serve three-year terms and two members shall serve two-year terms.
 - b. If six members are appointed, three members shall serve three-year terms and three members shall serve two-year terms.
 - c. If seven members are appointed, four members shall serve three-year terms and three members shall serve two-year terms.
 - d. If eight members are appointed, four members shall serve three-year terms and four members shall serve two-year terms.
 - e. If nine members are appointed, five members shall serve three-year terms and four members shall serve two-year terms.
4. Initial CAC members serving three-year terms shall be selected randomly.

Section 5 – Conflict of Interest

Any CAC member who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the CAC, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the CAC to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Section 6 – Statement of Economic Interests

1. Each CAC member is required to file a Fair Political Practices Commission Form 700 – Statement of Economic Interests with the County of Orange.
2. CAC members shall file Form 700 by April 1st of each year with the Clerk of the Commission.

Section 7 – Absences, Removal, and Resignations

1. The Commission may remove any member of the CAC at any time without cause.
2. CAC members may resign their appointment at any time by submitting a letter of resignation to the Commission.

Section 8 – Vacancies

1. Vacancies shall be filled by Commission action.
2. If a vacancy results in a roster of less than five (5) active CAC members, temporary appointments of an appropriate representative(s) as defined in Article III, Section 1 above may be made by the Commission's Executive Director. The term of a temporary CAC appointment shall not exceed twelve (12) consecutive calendar months. A temporary CAC member may subsequently serve as a regular CAC member upon approval by the Commission
3. CAC member candidates may be proposed by current CAC members, Commission staff, members of the Commission, or the public at large.

**ARTICLE IV
Meeting Records**

1. A representative from the Commission staff shall attend all meetings and keep minutes of all CAC meetings.
2. A representative from the Commission staff shall be custodian of the CAC records.

**ARTICLE V
Amendments**

Amendments, modifications, additions, and/or revisions to these bylaws may be proposed in the following manner:

- 1 A vote of two-thirds of the members of the Commission present at any regular or special meeting called for that purpose.
- 2 A quorum must be present at the meeting.
- 3 Written notice of all proposed amendments and the nature thereof shall have been given to the members of the Commission at least two weeks prior to the date of the meeting at which the amendment(s), modifications, additions, and/or revisions are to be considered.

BYLAWS OF THE COMMISSION ADVISORY COMMITTEE

These Bylaws were approved at a meeting of the Children and Families Commission of Orange County on January 5, 2011.