

GO COMMITTEE #3
July 8, 2013

MEMORANDUM

July 3, 2013

TO: Government Operations and Fiscal Policy Committee
FROM: ^{JCA} Jean C. Arthur, Legislative Analyst
SUBJECT: Status Report – Report of Committee Evaluation and Review Board

On March 6, 2012, in Resolution 17-366, the County Council approved the County Executive's appointments to the Committee Evaluation and Review Board. See ©1. Montgomery County Code Sec. 2-146 (c) (2) requires that the Committee submit an interim report within six months of appointment and a final report within twelve months:

Sec. 2-146 Terms of committees.

(c) Committee Evaluation and Review Board.

(2) The Committee must review the committee system and each then-existing committee and report to the Executive and Council its recommendations for changes in individual committees and the committee system as a whole. The Committee must submit an interim report to the Executive and Council within 6 months of appointment and submit a final report within 12 months of appointment.

The CERB submitted an interim report on September 21, 2012. See ©2-6. On February 28, 2013 the CERB co-chairs informed the Council and the Executive that it would not meet the March 6, 2013 deadline for its final report and requested an extension to September 30, 2013. See ©7. On March 8, 2013 Council President Navarro requested the CERB to complete its report quickly as possible to enable the Council to begin its review. See ©8-9. On March 15, 2013 the CERB's co-chairs set forth the reasons for the delay in meeting the deadline. The co-chairs further said that a September date for submission of the report is "most practical and likely." See ©10-11. At this meeting the Committee can discuss next steps with co-chairs.

Resolution No.: 17-366
Introduced: March 6, 2012
Adopted: March 6, 2012

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: County Executive's Appointments to the Committee Evaluation and Review Board

The County Council for Montgomery County, Maryland approves the following resolution:

The County Executive's appointments to the Committee Evaluation and Review Board are confirmed.

Type of Position: Public
Carole Brown
Gaithersburg
(New Position—First Term)

Type of Position: Public
Andrew DaSilva
Derwood
(New Position—First Term)

Type of Position: Public
Qi Duan
Clarksburg
(New Position—First Term)

Type of Position: Public
Janice Freeman
Boys
(New Position—First Term)

Type of Position: Public
Bruce Goldensohn
Gaithersburg
(New Position—First Term)

Type of Position: Public
Barry Gorman
Rockville
(New Position—First Term)

Type of Position: Public
Kim Jones
Silver Spring
(New Position—First Term)

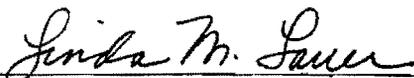
Type of Position: Public
Richard Jones II
Germantown
(New Position—First Term)

Type of Position: Public
Benjamin Peck
Rockville
(New Position—First Term)

Type of Position: Public
Odessa Shannon
Silver Spring
(New Position—First Term)

Type of Position: Public
Tomiesenia Wiles
Silver Spring
(New Position—First Term)

This is a correct copy of Council action.


Linda M. Lauer, Clerk of the Council

BCE

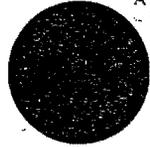
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MONTGOMERY COUNTY
COUNCIL

070188



COMMITTEE EVALUATION AND REVIEW BOARD

MEMORANDUM

September 21, 2012

TO: Isiah Leggett, County Executive
 Roger Berliner, Council President

FROM: Bruce Goldensohn, Co-Chair *Bruce Goldensohn*
 Odessa Shannon, Co-Chair *Odessa Shannon*

SUBJECT: Committee Evaluation and Review Board Interim Report

As required by Montgomery County Code §2-146(c)(2), the Committee Evaluation and Review Board (CERB) presents the attached **Interim Report**. The CERB will provide a final report in March 2013. Please let us know if you have any comments or questions on the contents of the report. Thank you.

INTERIM REPORT

COMMITTEE EVALUATION AND REVIEW BOARD

Members

Bruce Goldensohn, Co-Chair Odessa Shannon, Co-Chair

Carole Brown
Qi Duan
Enas Elhanafi

Janice Freeman
Barry Gorman
Richard Jones II

Tomiesenia Wiles

Staff

Constantia Latham, Special Assistant to the County Executive
Beth Gochrach, Administrative Specialist

September 19, 2012

INTERIM REPORT

COMMITTEE EVALUATION AND REVIEW BOARD

Introduction

This document is the Interim Report of the Committee Evaluation and Review Board (CERB) as required by Montgomery County Bill No. 32-11.

Origin of the CERB

The Montgomery County Council amended the Montgomery County Code (Chapter 2, Administration, Section 2-146) on November 8, 2011, with the adoption of Bill No. 32-11. This Bill created a new edition of the Committee Evaluation and Review Board (CERB), an action required approximately every ten years. The Bill was signed by the County Executive on November 21, 2011, and an effective date of February 20, 2012, was established.

The Act contained the following four requirements:

- (1) Establish a deadline for the CERB to issue its report to the County Executive and County Council;
- (2) Require the Board to consider scenarios to reduce County staff time supporting boards, committees, and commissions;
- (3) Require the Board to review and make recommendations on certain advisory boards, committees, and commissions that request continuation; and
- (4) Generally amend County law regarding the membership, structure, and function of boards, committees, and commissions.

CERB Membership

The County Code requires that the CERB be comprised of at least 11 members. Initially, a group of 11 candidates was selected by the County Executive, and their names were submitted to the County Council for approval. The Council accepted the proposed members at their regular meeting on March 6, 2012. Since then, the number of members has varied following resignations and appointments. Two members were designated as co-chairs by the County Executive.

CERB Task

The CERB was tasked to review, analyze and evaluate the entire board, committee and commission (BCC) system and evaluate each of the existing committees, focusing particularly on the advisory boards, per Bill 32-11. The evaluative process may result in recommendations for changes to the overall system as well as specific committees. The enabling legislation requires the CERB to submit to the County Executive and County Council an interim report within six months, and a final report within 12 months of appointment. The CERB was also tasked to develop scenarios for reduction of County staff time used to support the committees, and to include a discussion of member workloads to reduce the costs of the BCCs. The County Council is looking for reasonable means to reduce that number.

Schedule

In order to meet the report deadlines, and for efficiency of operations, CERB members decided to meet regularly on the second Thursday of each month. For the initial start of the review, all 47 advisory boards annotated in Bill 32-11 were requested to provide a report on their groups' operations within 60 days.

Methodology Used

The 47 advisory boards were tasked with providing the following information, as outlined in Bill 32-11:

- (1) A description of the work the advisory board does;
- (2) Justification for why the advisory board should be continued;
- (3) A list of accomplishments from the prior 2 years, including any direct service provided by volunteers to residents;
- (4) A discussion of advisory board member workload;
- (5) A 2-year work program; and
- (6) An explanation of the amount of government resources used, including County staff time, and a plan to reduce those resources.

All requested reports have been received.

Visits to BCC Meetings

In order to ensure a fair review, the CERB agreed that at least one member would visit each of the 47 advisory boards at one of their public meetings. To the extent physically possible, this has been done. There are three groups that are still scheduled for a visit; there are two others not yet scheduled. There are four that will not be visited, primarily because they either do not meet on a regular basis, or meet on only on a few widely spaced dates. At a bare minimum, to ensure complete coverage, the CERB members will talk directly with the appropriate staff liaisons.

A result of this visitation program has been the development of a consensus within the CERB membership that the County has hundreds of dedicated hardworking volunteers and staff members supporting the BCC system.

Interviews with Department Directors

In an effort to ensure the broadest possible perspective of the BCC system, the CERB co-chairs met with all of the County department directors individually to discuss the BCCs under their control. The meetings lasted two full days, and provided helpful information that will assist in generating detailed suggestions for the final report.

The discussions included financial data needed to more accurately analyze the real cost of the BCC system. It should be noted that all of the participants were cooperative and candid in their comments and suggestions.

Interview with Administrative Staff

The CERB co-chairs also met with the County administrative staff that had assisted in collecting the data used to analyze the direct and indirect costs of the BCCs. The purpose of this meeting was to ensure that the CERB membership had an accurate understanding of the process and the results.

General Observations

The entire BCC activity is a positive aspect of citizen participatory government in the County. To maintain the original intent of the BCC process, the functionality and scope of the system may require modifications.

Process Improvement Suggestions

The final report of the CERB will contain recommendations for improving the BCC process. The recommendations will range from how BCC members are selected, to how procedural recommendations are implemented.

Scope of Adjustments

Further analysis is required to determine if there should be any consolidation or elimination of existing BCCs. There will also be consideration of any possible cost-saving measures that can be made without seriously jeopardizing the positive effect of the system.

There appears to be a need to revise or update supporting legislation, to adjust the number of support staff, and to identify the true costs of the BCCs.

Remaining Work to be Done

The CERB members will continue their efforts to visit the approximately 40 remaining BCCs, which have also been asked to provide written reports on their operations. Each of these groups will also be the subject of a general review and analysis for possible recommendations for any needed operational adjustments.

The CERB will review and weigh all data on the advisory and other BCCs, collected from reports received, interviews conducted, and meetings attended. Observations and recommendations presented by BCC members, department directors and staff will also be considered as part of the analysis. The last project for the CERB members will be to submit a final report to the County Executive and the County Council.

Targeted Completion of Task

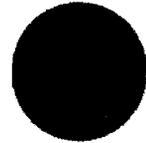
March 2013.

BCC

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071736



COMMITTEE EVALUATION AND REVIEW BOARD

MEMORANDUM

February 28, 2013

TO: Isiah Leggett, County Executive
Nancy Navarro, Council President

FROM: Bruce Goldensohn, Co-Chair

Odessa Shannon, Co-Chair

SUBJECT: Committee Evaluation and Review Board
Final Report Extension Request

RECEIVED
MONTGOMERY COUNTY

FEB 29 - 1 PM 12:13

The Committee Evaluation and Review Board (CERB) respectfully requests an extension of the due date of their final report as set forth in the County Code, Section 2-146, until September 30, 2013.

The visits to Boards, Committees and Commissions, report analysis, and the required overall review and assessment of their structure and that of the county process, has required much more intensive time and work than was anticipated. We note that the previous CERB was tasked with completing its work over a two year period, which is double the current timeframe.

While we are requesting only a six month extension, we will make every effort to complete the project earlier.

We appreciate your understanding in this matter.



MONTGOMERY COUNTY COUNCIL
ROCKVILLE, MARYLAND

OFFICE OF THE COUNCIL PRESIDENT

MEMORANDUM

March 8, 2013

TO: Bruce Goldensohn, Co-chair
Odessa Shannon, Co-Chair

FROM: Nancy Navarro, Council President *NY*

SUBJECT: Committee Evaluation and Review Board
Final Report Extension Request

Thank you for the work you have done so far in your review of the boards, committees and commissions working under the auspices of the Montgomery County government.

I understand that your work has taken more time than you expected and that the previous CERB took two years to complete its work. However, the Council adopted the one-year deadline specifically because it was concerned that CERB work in the past had taken too long.

As you know, Montgomery County Code Sec. 2-146 (c) (2) requires that the committee submit a final report within twelve months of appointment. This committee was appointed on March 6, 2012.

Sec. 2-146 Terms of committees.

(c) Committee Evaluation and Review Board.

(2) The Committee must review the committee system and each then-existing committee and report to the Executive and Council its recommendations for changes in individual committees and the committee system as a whole. The Committee must submit an interim report to the Executive and Council within 6 months of appointment and submit a final report within 12 months of appointment.

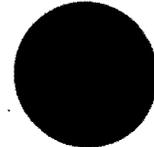
We encourage you to complete your final report as expeditiously as possible. In the interim, we have scheduled a discussion of this subject at the Government Operations & Fiscal Policy Committee on April 1, 2013 at 2 p.m. In preparation for that meeting, please submit to the Council by March 15 an update and interim report of your findings thus far.

CC: Isiah Leggett, County Executive
Connie Latham, Special Assistant to the County Executive

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COMMITTEE EVALUATION AND REVIEW BOARD

MEMORANDUM

March 15, 2013

TO: Nancy Navarro, Council President

FROM: Bruce Goldensohn, Co-Chair *Bruce Goldensohn*
 Odessa Shannon, Co-Chair *Odessa M. Shannon*

SUBJECT: Committee Evaluation and Review Board (CERB)
 Final Report Extension Request

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MONTGOMERY COUNTY

2013 MAR 15 PM 12:30

We are writing in response to your memorandum of March 8, 2013. While we agree that we should all meet to discuss the issue of the CERB extension request, it might be helpful if we listed a few pertinent facts to consider.

When the Council approved the appointment of the CERB, several important facts were not adequately reviewed. First, although the appointments were approved on March 6, 2012, that did not mean the Board was instantly able to function. Second, the one year program concept was faulty. We all know that the previous CERB existed for two years, and provided an exceptionally comprehensive and professional report. The idea that a group of dedicated volunteers could properly review and analyze all of the County's 86 individual boards, committees, and commissions (BCCs) and the BCC process and practices, in "less than" 12 months was flawed. Third, no one anticipated that it would be extremely difficult for the reduced Executive staff supporting the BCC process (only 1.5 staff members, reduced by 1 fulltime staff person, due to budget reductions) to complete their normally heavy workload for the 86 BCCs, and still give adequate support to the CERB. As it turns out, much of our progress to this point is due to the diligence and extraordinary effort put in by Connie Latham and Beth Gochrach.

The CERB members decided at their first meeting that it was essential to prepare a report for the Council that was complete, accurate, and fully addressed the need for, the benefits of, and the costs of each of the 86 BCCs. We requested that each BCC provide data and statistics about their operation. We quickly realized that to be successful, and to be fair to all, we would need more than answers to a questionnaire. The members decided to attend at least one of the meetings of each BCC. This has been done, and in some cases CERB members visited more than one of these meetings. We are now in the process of reviewing each BCC separately, and making a preliminary call for our recommendation. Our next step is to justify whatever the

recommendation is—whether it is to “continue as is”, “continue with modifications”, “merge with other(s)”, or disband and eliminate. These decisions must not be made lightly, and they must be carefully thought out and explained to the Council and the Executive for possible formal action.

In addition to evaluating the BCCs, the CERB members are also charged with evaluating the system and how it works. This will ensure the County’s continued strong commitment to citizen participation with a more efficient and effective process in the future, in the best interest of the people of Montgomery County. To this end, we have met individually with the heads of all of the departments, members of the finance office, Executive staff members, committee liaisons, and have contacted neighboring jurisdictions in Maryland and Virginia.

Have we been busy? – Absolutely.

Have we made progress? – Definitely.

Are we finished? – NO.

The CERB members are all volunteers and none are staff members. We are determined to provide the Council and the Executive with a quality report, one that is not submitted simply to comply with a specific date, but because it is professional, thoughtful and comprehensive. We have, therefore, respectfully requested an extension for submitting the final report. The rationale for requesting six months (until September 30, 2013) was based on several ideas – First, we absolutely did not want to have to ask for another extension. Second, with the Council’s summer recess and others on vacation, a date in July or August seemed useless. Third, we would like to have the report sooner, but want to keep the September date because it is most practical and likely.

In response to your letter to us and your subsequent e-mail to Connie Latham, we are looking forward to meeting with the Government Operations & Fiscal Policy Committee, and will work with your office to reach a mutually agreeable date. Since we are not available on April 4, 2013, we suggest April 15, 2013, as an alternate date.

As stated above, we are determined to give you the most complete report possible. Thank you for your consideration.

cc: Isiah Leggett, County Executive
Connie Latham, Special Assistant to the County Executive