



COMMITTEE EVALUATION AND REVIEW BOARD

September 30, 2013

Honorable Isiah Leggett
County Executive
101 Monroe Street
Rockville, Maryland 20850

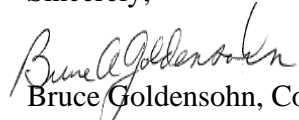
Honorable Nancy Navarro
President, Montgomery County Council
100 Maryland Avenue
Rockville, Maryland 20850

Dear Mr. Leggett and Ms. Navarro:

The Committee Evaluation and Review Board has completed its review of Montgomery County's Boards, Committees, and Commissions. The final report is presented to you pursuant to Section 2-146(c) of the Montgomery County Code.

We look forward to future discussions regarding the recommendations contained in our report.

Sincerely,


Bruce Goldensohn, Co-Chair


Odessa Shannon, Co-Chair

Members

Carole Brown
Qi Duan
Enas Elhanafi
Janice Freeman
Barry Gorman
Richard Jones, III
Cristian Mirancea
Lyn Schaefer
George Tarrico
Tomiesenia Wiles

COMMITTEE EVALUATION AND REVIEW BOARD

*Review and Evaluation of Montgomery County's
Board Committees, and Commissions*

FINAL REPORT 2012 – 2013

Members

Bruce Goldensohn, Co-Chair
Odessa Shannon, Co-Chair
Carole Brown
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September 2013
Office of the County Executive, Rockville, Maryland 20850

COMMITTEE EVALUATION AND REVIEW BOARD FINAL REPORT

EXECUTIVE SUMMARY

Montgomery County's boards, committees, and commissions (BCC) system operates at a relatively low cost; involves more than 1,200 county residents and dozens of community groups through their participation and assistance in the functions of the County government. These people, the vast majority of whom are uncompensated volunteers, save hundreds of County staff hours through their expertise, research, and analysis of data needed to advise the County Executive and the County Council. It is quite clear to the Committee Evaluation and Review Board (CERB) that the County staff hours saved far and above exceed the relatively few staff hours expended to support the BCC system. With any large and complex system, there will always be the need for oversight, review, and modification. As our society changes, the technology that supports it grows. As the County's needs change, the County must be able to adapt, both technologically and organizationally, but should always seek to solicit citizen involvement and participation.

The recommendations made for BCC modification and change will fine-tune this well-running system. Recommendations include expanding the County Executive BCC staff, which would result in greater efficiency, and expediting the numerous processes involved in managing the BCCs. Other recommendations include automating the member application and recruitment process, enhancing BCC staff liaison and member training, and reviewing various aspects of the BCC program, from compliance with existing policies to adding new features, such as member exit surveys and BCC required workplans.

It has become apparent to CERB that a review every ten years is not sufficient. It is suggested, therefore, that the County consider other options rather than planning for another CERB in 2022. CERB would be better able to provide the County Executive and County Council with more timely data on a shorter reporting cycle, perhaps every five to six years. At this time, CERB recommends a reduction of approximately 10% of the BCCs, and modification of approximately 14%. A more frequent review of BCCs might result in fewer changes, and ensure that BCCs are working efficiently.

The real challenge to the BCC system is to ensure that this necessary and popular program continues to be effective at minimal costs, and that the citizens of the County have a dedicated and convenient means of involvement in County issues to help County leaders govern intelligently. To this end, CERB recommends formally recognizing the hundreds of BCC volunteers with a group event to express appreciation for the individuals that are the core of this program.

ACKNOWLEDGEMENTS

The members of CERB could not have accomplished their task without the excellent support of Connie Latham, Special Assistant to the County Executive, and Beth Gochrach, Administrative Specialist. Their invaluable assistance, countless hours, and dedication to supporting CERB were the keys to the members understanding their task, and the efficient collection, interpretation, and analysis of data. This high level of support was provided by Connie and Beth in addition to their regular duties and responsibilities.

CERB also wishes to thank the dozens of board, committee, and commission (BCC) staff liaisons and BCC members who assisted in the process whereby CERB members attended meetings of all of the BCCs under review. In addition, our thanks to the department heads and senior staff (listed on the following page) who met individually with CERB to discuss their BCCs, the use of the BCCs to support their activities, and their needs. We also want to acknowledge the legal advice provided by the County Attorney's Office through the County Executive BCC staff, which was essential to the task.

**Montgomery County Department Heads and Senior Staff
Who Provided Information and Assistance to CERB**

<u>DIRECTOR</u>	<u>DEPARTMENT</u>
Bruce Adams	Community Engagement Cluster
Uma Ahluwalia	Dept. of Health & Human Services
Gabe Albornoz	Dept. of Recreation
Rich Bowers	Fire and Rescue Service
Robert Cobb	Ethics Commission
David Dise	Dept. of General Services
Miti Figueredo	Community Engagement Cluster
Eric Friedman	Office of Consumer Protection
George Griffin	Dept. of Liquor Control
Parker Hamilton	Public Libraries
Kenneth Hartman	Community Engagement Cluster
Arthur Holmes	Dept. of Transportation
Bob Hoyt	Dept. of Environmental Protection
Diane Jones	Dept. of Permitting Services
Fariba Kassiri	Assistant Chief Administrative Officer, Offices of the County Executive
J. Thomas Manger	Dept. of Police
Catherine Matthews	Community Engagement Cluster
Keith Miller	Revenue Authority
Richard Nelson	Dept. of Housing & Community Affairs
Darren Popkin	Sheriff's Office
Reemberto Rodriguez	Community Engagement Cluster
Harash (Sonny) Segal	Dept. of Technology Services
Steve Silverman	Dept. of Economic Development
James Stowe	Office of Human Rights
Michael Subin	Offices of the County Executive
Ana Van Balen	Community Engagement Cluster
Judith Vaughan-Prather	Community Engagement Cluster

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COMMITTEE EVALUATION AND REVIEW BOARD (CERB) Final Report

September 30, 2013

I. Introduction

The Montgomery County Code, Section 2-146(c)(1) provides for the existence of the Committee Evaluation and Review Board (CERB). In November 2011, County Council Bill 32-11 was enacted. This section of the County Code was revised, and a new CERB was convened with additional new responsibilities added. Under this revised section, the “County Executive must appoint and convene every ten years, subject to confirmation by the Council, a citizens review committee comprised of at least 11 members.” In subsection 2-146(c)(2) of the County Code, the committee is tasked to “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 CERB convened in March 2012, after the appointment of 11 members, on March 6, 2012. The current CERB is actually the second such group; the first operated between 2002 and 2004, following the Committee on Committees, which was established as an ad hoc committee in 1977 to study the existing boards. Since March, 2012, CERB has experienced two resignations. The County Executive BCC staff advertised and replaced those members and added one additional member as allowed by legislation.

The members of the CERB are:

Carole Brown, Qi Duan, Enas Elhanafi, Janice Freeman, Bruce Goldensohn (Co-Chair), Barry Gorman, Richard Jones II, Cristian Mirancea, Lyn Schaefer, Odessa Shannon (Co-Chair), George Tarrico, and Tomiesenia Wiles.

They are supported by Special Assistant to the County Executive, Connie Latham, and Administrative Specialist, Beth Gochrach, as selected by the County Executive per legislation.

II. CERB Mandate

The functions of each of the County's Boards, Committees, and Commissions (BCCs) were reviewed by CERB members. Utilizing the results of a survey created and conducted by CERB and personal observations, CERB was looking for evidence of compliance with the following nine criteria:

1. The board has clear goals and actions resulting from relevant and realistic strategic planning.
2. The board assists in the outreach to solicit applicants for appointment.
3. Board meetings facilitate focus and progress on important organizational plans and community matters.
4. The board conducts meetings in accordance with Robert's Rules of Order, the Open Meetings Act of the State of Maryland, and the County's policies and procedures.
5. The Board regularly reports its meeting dates and major activities through the County-BCC online calendar, which is also mandated by the Maryland Open Meetings Act.
6. Written agendas and materials relating to significant decisions, and previous meeting minutes are given to the Board in advance of meetings.
7. New board members are oriented to the board, its mission, bylaws (if applicable), policies, and programs, as well as their individual roles and responsibilities as members of the board.
8. Members exhibit commitment, diligence, and the willingness to take the necessary time and make the necessary effort to fulfill their responsibilities. They will also work to build consensus and resolve conflicts.
9. Members tackle "real community issues" and are significant contributors to the process while following appropriate protocol.

CERB found that with few exceptions, the BCCs met the nine criteria; however, CERB has made some recommendations and suggestions that would be beneficial to the functioning of the various BCCs.

III. Process of Evaluating the BCCs

The basic data for all BCCs was provided by staff, or obtained from the individual BCC website, the listing of BCCs on the County website, BCC annual reports, enabling legislation and other documentation. The list of the BCCs selected for review (47 organizations) were those listed in County Council Bill 32-11. The additional BCCs (40 organizations) are mandated in one form or another by federal or state law, public/private partnerships, or exist by Executive Order or Council resolution. The legal basis establishing each BCC determines its mission, duties, membership, functions, and binding authority.

Additional data for the study was collected by the CERB's individual BCC surveys and direct interviews. A specific detailed survey for all of the BCCs listed in Bill 32-11 was distributed (**Attachment A**) in March 2012. A modified version of the survey (**Attachment B**) was sent to all of the other BCCs in August 2012. All BCCs cooperated, and responded in a complete and timely manner.

As required in Bill 32-11, each BCC was tasked to provide the following:

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 two years, including any direct service provided by volunteers to residents;
4. A discussion of the advisory board workload;
5. An explanation of the amount of government resources, including County employee staff time used, and a plan to reduce the use of those resources.

Responses to the surveys provided a comprehensive overview of each BCC. For a more in-depth assessment, CERB members conducted direct contact sessions and made observations. In pursuit of this additional data, CERB members visited all 87 BCCs on the review list. In addition, more data and valuable insights were collected through confidential interviews with the department heads of all affected County departments (see list on page 2) (Robert Cobb, Executive Director,

Ethics Commission, and James Stowe, Director, Office of Human Rights, were unable to attend but sent written comments), and by attending the County Executive's annual meetings with BCCs.

Comparisons are frequently made among the various jurisdictions in the Washington, D.C. metropolitan area. CERB members are aware that similar citizens' advisory committees exist in surrounding counties (Arlington, Fairfax, Prince Georges, Frederick, and Howard). Data comparison in these other counties was not explored further as CERB felt that the Montgomery County system, process, and goals had been designed and developed specifically over time, by elected County officials, for Montgomery County's active, vocal, and highly educated residents.

IV. Financial Summary of BCCs

The discussions held during the promulgation of Bill 32-11 amended the duties, and reconvened the CERB. The total figure of \$1.4 million was presented as the estimated cost of the BCC system. The financial data was obtained from various departments in response to Council member inquiries. An analysis of this data by CERB indicates that the numbers are based on staff estimates and may not reflect the reality of the costs.

The financial data that was provided follows:

\$1,103,186.90 – for County Staff who support or are assigned to BCCs,

\$939,292.45 for Non-Charter,

\$5,582.92 required by Charter,

\$158,311.53 as required by Federal or State law.

\$171,548.30 for County officials/employees appointed to BCCs

\$150,334.00 for the recruitment process and,

\$23,000 for reimbursements to participants.

The total costs listed above are \$1,448,069.20; this report, prepared by Montgomery County's Chief Administrative Officer, dated April 19, 2011, was based on 2010 data.

CERB analyzed the financial report, and notes that the recommendations will cause a slight reduction in the total dollar amount. However, CERB also arrived at two important conclusions which suggest that the actual cost of support may have been overstated: (1) the dollars and time of BCCs that are programs of a department, such as the Commission on People with Disabilities, with regular salaried employees who devote nearly 100% of their time managing them should not be included in the computation of the cost of sustaining the BCCs; (2) the dollars and time of BCCs that are separate organizations with their own budgets and staff, such as the Commission for Women, should not be included in the computation of the cost of sustaining the BCCs. Since salaries may already be included in the budgeted salary for the employee, they should not be included a second time under the umbrella of BCC costs. An effective way to accurately determine the actual personnel costs of a particular activity would be to use carefully designated cost-center references on an individual's time sheet.

For these programs, the BCCs provide valuable assistance and resources to the single employee responsible for managing them. Without this assistance, additional staff would have to be hired to provide the same level of service and to prevent the termination of these programs.

There are several BCCs which are self-sustaining, have paid staff and revenue producing authority and are, in fact, agencies or offices actually included in the County budget. While the cost of these BCCs is reported separately, the staff hours and dollars are primarily for directors, administrators, executive directors and higher level managers who provide oversight for the primary mission of the agency. These salaries are included in the overall budget, and should not, therefore, appear as additional costs of the BCC.

CERB recommends that there be a separate financial review of the actual cost of supporting BCCs. This detailed financial review should be done by a team of professional financial experts and accountants. We believe that the benefits of having BCCs far outweigh the costs, which are in reality a very small percentage of the total County budget.

CERB was able to collect data directly from staff and from the BCC survey responses. CERB attempted to calculate the actual costs of the BCC system. Those numbers include estimated

direct quantifiable staff costs, supplies, printing, member reimbursements, and facility charges. The outcome of the CERB effort has resulted in some recommended adjustments to the operations of several BCCs, the merger of some BCCs, and the elimination of others. To varying degrees, all of these suggested changes would result in lowering the cost of BCCs. The desired conclusion is to determine the real costs of a BCC, and how much of those costs, if any, would be recovered if that BCC were eliminated.

As CERB reviewed the financial data, several points became clear. First, the majority of staff time devoted to a BCC is an indirect cost that does not go up or down due to the existence of the BCC. This fact strongly suggests that the earlier estimates of the cost of operating the BCC system were too high. As stated earlier, some BCCs are supported by staff who provide almost 100% of their time to the group. Their costs are already counted in the County budget, and without cost-center verification, could very well result in a double count.

Another financial item that affects the total costs is the salary expenses for ex officio members of the BCCs. The list of ex officio members includes a variety of people in official or senior positions, including department heads and members of the County Council. In many cases, their responsibilities are delegated to staff members on a routine basis and, again, all such costs are already accounted for within the budget.

CERB also discovered that support costs for most BCCs have been reduced in recent years. These expenses include those for travel and dependent care reimbursement, meeting space, office supplies, and the preparation of meeting minutes. BCC membership and BCC staff liaisons are fully aware of the need to trim costs, and have increasingly looked for ways to do so. For example, many BCC members have voluntarily agreed not to seek reimbursement for travel or dependent care, to prepare their BCC's meeting minutes, and to distribute those minutes by e-mail. In fact, there are a few BCCs that actually have no reportable support expenses.

V. Recommended Adjustments to the BCC System – General

Restoring County Executive BCC Staff:

The BCC system succeeds only if it is supported by the County Executive BCC staff, the department heads and their staff, the assigned BCC staff liaisons, and the efforts of hundreds of community volunteers. The future stability and reliability of the system was challenged in 2010 when County Executive Office staff supporting BCCs was decreased by 40% in compliance with mandatory budgetary reductions, while their responsibilities increased due to changes and cuts in other County department programs. This often caused delays in the process of keeping approximately 1,200 BCC volunteer positions filled and assisting BCC staff liaisons and members with daily issues that arise. A critical first step in ensuring the future success of the BCC system would be the restoration of the original staff level and, perhaps, even increasing the number of staff.

Streamline the Application Process:

The recruitment process has been criticized as slow and time-consuming. This is a result of both the reduction in County Executive BCC staff, and a lack of automation in the basic application process. The current system requires individual staff review of every application, which must then be manually entered into the database. An online application system, perhaps patterned after the County's existing human resources system, would increase efficiency, save staff time, and increase production levels. This automated system could also accumulate and maintain useful data required for reports which is now collected manually.

Member Recruitment

CERB recommends that a more vigorous approach be used in the recruitment of new volunteers, expanding the process to include BCC staff liaisons and current BCC members in the search. New members should be chosen for their skills and community interest, and should reflect the diversity of the population in Montgomery County. One way to assist in this improvement effort is to assign more resources to the tasks of recruitment and outreach into the community.

Member Orientation and Education:

In the current process, orientation manuals are prepared and presented to all new members of BCCs. Some of the practices, such as adherence to Robert's Rules of Order, BCC policies and procedures, attendance requirements, quorum numbers, and appropriate decorum at meetings, should be periodically re-emphasized and enforced by the BCC staff liaisons. Such material is regularly shared, reviewed, and revisited in the Information Exchange training sessions provided by County Executive BCC staff to BCC staff liaisons.

Member Exit Surveys:

Among the numerous BCCs there are different turnover rates for board membership. Some BCCs have greater attrition than others. Each departing board member should be required to complete an exit survey form. An exit survey would help the County Executive BCC staff better understand why these differences exist. By asking pertinent questions, the staff could understand why on some boards, members always serve their full term and even request reappointment; while on others constant recruitment is required. Additional information could also help improve the BCC experience. This tool could also be used to confirm that appropriate board members have filed their exit financial disclosure forms. The survey should be administered by BCC staff liaisons as soon as they are aware of a member's intent to resign, or the when member's term is expiring.

Staff Liaison Training:

The County Executive BCC staff regularly conducts Information Exchange training sessions, which provide an opportunity for BCC staff liaisons to ask questions and discuss concerns and successes. In addition to the regular sessions for BCC staff liaisons, other training includes orientation, and County Ethics and Maryland Open Meetings Act training. Training should continue, and attendance at these sessions should be mandatory. This attendance provision would require strong support by the department directors with whom the BCC staff liaisons and BCCs are affiliated. County Executive BCC staff work directly with individual BCCs and BCC staff liaisons to address their problems and concerns. However, BCC staff liaisons must familiarize themselves with the enabling legislation of their BCCs to ensure continued compliance with the stated mission.

Work Plans and Annual Reports:

To assist the staff and any future CERB, the submission of BCC work plans should be mandatory. CERB strongly recommends that work plans be required for all BCCs. The evaluation of these plans could form the basis for change or modification of the mission, scope, composition, and lifespan of BCCs, and should be included as part of the annual report. At this time, the BCCs have different due dates for the annual reports. Some have no specific dates by which they must be submitted. CERB recommends that BCCs submit their annual reports to the County Executive by November 30. This date would allow BCCs time to review their status and determine any budgetary issues and requests prior to the beginning of the County's budget preparation.

Sunset Provisions:

In a number of cases, the enabling legislation for a BCC includes a sunset provision. This actually designates the length of time a particular board should exist. It is sometimes difficult to determine whether, in fact, the sunset has occurred, or if the BCC lifespan has been extended. CERB recommends an ongoing review of current sunset provisions to ensure that the correct status of the BCC is reflected in official documents and indicated on BCC websites. In the future, if a BCC is established to achieve a specific task or function, it should be established only as a committee per our recommended terminology, rather than as a board or commission, and dissolved when the task or function has been completed. Records should be adjusted and reflect the change immediately.

Meetings - Public Access:

Per the Maryland Open Meetings Act, BCC meetings are usually open to the public, and meeting dates, times, and places must be easily obtained. It is essential that all BCCs be listed on the County government's website, that the calendar of meetings be kept up-to-date, and that a working link be established and maintained to access further information on BCCs. The practice, while extensive, is not currently complete, especially for providing links to additional BCC information. Additional County Executive BCC staff and the cooperation of the various departments, including the Office of Public Information and Department of Technology Services, should alleviate this problem.

Member Decorum and Meeting Procedures:

Observations by CERB members at BCC meetings revealed several problems that could have a negative effect on BCC productivity. Although most BCC meeting activities may be conducted informally, BCCs are required to adhere to Robert's Rules of Order, in that a quorum (a simple majority of voting members) must be present for an official meeting to begin and for the BCC to conduct a formal vote. However, if a member leaves the room, the quorum is not maintained and voting cannot take place. Conversely, CERB noted occasional meetings where BCC members were oversensitive to Robert's Rules of Order and slowed down the progress of a meeting in order to follow the rules "to the letter." CERB also noted several instances where BCC members were texting or "playing games" on their electronic devices. To address these situations, CERB suggests that the BCC staff liaison work with the chair to maintain order and appropriate decorum and behavior. The County Executive BCC staff can offer assistance with such issues and any other BCC issues that may arise.

VI. Membership:

Board Size:

The BCCs do not all have the same number of members. Some are appropriately small with three to five members. Others are quite large in order to adequately address the issues covered by the BCC in the affected communities they serve. Some BCCs reach into the 30+ range. A general observation is that some are just too big, which causes difficulty in maintaining order and managing activities.

Under the provisions of Section 2-146(b) of the County Code, any BCC formed since 2006, should have from five to 15 voting members. CERB strongly agrees with this provision, and notes that it is being implemented with new BCCs. However, some already established BCCs have more than 15 members. They should be analyzed, reassessed, and, when appropriate, reduced through legislation that lowers the number for all BCCs to no more than 15 voting members.

Member Classification:

The commonly used classification system is to have regular voting members, with possibly some number of alternate members. The current system also provides for the appointment of ex officio members; however, sometimes these members have voting rights (thereby affecting the quorum) and sometimes they do not. There does not appear to be any legal justification for the different voting status among ex officio members. CERB suggests that the ex officio status of designated members be reviewed and a determination made as to whether these members are appropriately designated as voting or nonvoting members, and best serve the board and its mission. Further, if an ex officio is a voting member, the ex officio (or the ex officio's organization when appropriate) should name a designee to vote in the ex officio's absence in order to maintain the quorum.

Member Term Length:

There is a variance in the length of terms for BCC members, with some terms as long as five years, and others as short as two or even one year. CERB could not determine an obvious reason for the difference. A longer term can be justified when the member classification is one that is hard to fill, due to unusual qualification requirements, or requires specific knowledge and experience. Most BCCs do, however, have three year terms.

Member Term Limits:

In most cases, BCC members may serve two consecutive terms on a BCC, and may then serve on the same BCC after one year has elapsed, if nominated by the County Executive and confirmed by the County Council. The enabling legislation of a few BCCs provides that members serve for a specific maximum number of years. Some BCC membership positions, such as ex officio positions, have no term limits; the members serve indefinitely while holding office. Also in some cases, public agency positions have no term limits which, while a possible convenience for the affiliated agency or department, does not foster the infusion of new ideas and perspectives. Although a standardized policy regarding term limits might help reduce confusion, due to the various types of agency positions and organizations, standardization may not be attainable.

In addition, while policy allows for most BCC members to serve until replaced (or reappointed), many members and BCC chairs were unaware of this. This may result in confusion regarding a BCC's quorum during the member recruitment period when outgoing members may be asked to serve past their term end date. During such times those members awaiting replacement or reappointment remain members in good standing, maintain their voting rights, and count towards the BCC's quorum. Continuing education of BCC staff liaisons regarding this and other policies and procedures through the regular Information Exchange training sessions and other means will help to ensure that BCC staff liaisons fulfill their responsibilities by disseminating this information to their BCC members.

Member Compensation and Operational Costs:

The majority of the BCC members serve without compensation, but almost all are eligible for reimbursement for transportation and dependent care. Those that are compensated are generally serving in an adjudicative or licensing status, often for an extensive number of hours, to conduct hearings or formal reviews. The compensation for these individuals varies from board to board, and is not subject to a uniform adjustment process. Some gain increases by formal Executive or Council action, while others are tied to automatic adjustments triggered by changes in the Consumer Price Index. Due to the various budget sources it appears there can be no standardization of procedures when adjusting the compensation.

VII. BCC Identification

Terminology – Naming Conventions:

There does not appear to be any consistency in how BCCs are named. There are advisory boards, commissions, committees, and several advisory groups. CERB endeavored to determine what the differences are among each designation. When the County Attorney was asked for an opinion, he advised that there is no legal or other consistent basis for the assignment of names. For clarity and understanding of the hierarchy, scope, and authority of the BCCs, CERB recommends that the County Executive and County Council establish and adhere to a naming convention which definitively describes all of the various names. When this is completed, it will justify a name change for many existing BCCs.

The following suggested definitions from the Maryland Municipal League may be used as guidelines:

Board – A semi-autonomous body established by federal, state or local ordinance. A board is a formal committee with structure, duties and powers established by ordinance. A board usually performs as a quasi-judicial or adjudicative function such as licensing or regulation. Actions of a board are usually appealable to designated courts of law.

Commission – A body established by local ordinance to study and recommend action to the Executive or Council. Commissions are formal, standing Committees with structure, duties and powers established by ordinance. A Commission often has an administrative or functional responsibility, such as reviewing land use plans or studying the supply of low and moderate priced housing.

Committee – A body appointed with a specific task or function. Recommendations are made and forwarded for appropriate action. A committee is advisory in nature and can be either a formal (standing) committee established by ordinance or resolution, or an informal (ad hoc) committee. The committee may oversee and advise in service areas, such as housing and transportation, or it may advise the Executive and/or Council on issues and recommend policy direction.*

Task Force – A body appointed to study or work on a particular subject or problem. A Task Force ceases to exist upon completion of its charge.

A second naming issue is that there is no consistency as to whether the word Board/Committee/Commission/Group comes first, or the subject matter words come first. This creates unnecessary confusion when seeking information from the BCC listings. For example, alphabetically the Commission on Health does not immediately precede the Historic Preservation Commission since it is listed under the letter "C" rather than "H."

*As noted on Page 9 CERB recommends that committees, like task forces, should cease to exist upon completion of their assigned duties or task.

This will be corrected by always using the subject word (in this case: “Health”) first, and the BCC type (in this case "Commission") last. With this application, the Commission on Health becomes the Health Commission, and will be in its proper alphabetical order, just ahead of the Historic Preservation Commission.

Advisory Groups Without Legal Authority:

There are a number of advisory groups that are directly affiliated with specific departments and have no legal basis or authority. Their mission and membership is not mandated by either the County Executive or the County Council. They exist with no connection to the BCC system and have no set terms; however, they were established by the current or a previous County Executive. These groups include the three ethnic advisory groups (only two are active at this time) reporting to the Police Department, and the seven advisory committees for the various ethnic communities that are supported by the Office of Community Partnerships. CERB reviewed the purpose and scope of these groups and believes they do provide an important avenue of communication between the community and the County government. CERB did not further examine these groups as they are not within CERB’s official mission; however, staff time and support is provided to each of them.

Recommendations for Categorizing Individual BCC Status

With the goal of reviewing the purpose, function, and cost of BCCs, the CERB analysis grouped the BCCs into three recommendation areas – NO CHANGE, MODIFY, or ELIMINATE. Each BCC is placed into one of these areas. A complete listing of all BCCs with CERB’s recommendation is shown on the following tables. The details and characteristics of each BCC appear on the individual Data Sheets contained in Section VIII, as well as comments and suggested adjustments.

The majority of the BCCs that were reviewed were categorized as NO CHANGE. To qualify for this category, the BCC must have met certain criteria: It has a clear mission, is community supported, is County staff supported, performs duties as assigned, is politically necessary and appropriate, and is required by County Code, Executive order, Council resolution, Maryland law or Federal law.

When CERB recommended NO CHANGE to a BCC, it means that the BCC is functioning well and is meeting one or more of the characteristics stated above. When CERB voted to put a BCC in this group, it endorsed the decision that this BCC should continue into the future.

A recommendation to MODIFY indicates that CERB agrees that the BCC is still needed, but that it can function more effectively if certain changes or adjustments are made to its membership, scope, or other characteristic. Among the common recommendations are to reduce or increase membership numbers, add specific groups to the membership make-up, add or eliminate a function, modify reporting procedures, or change some other operational activity.

In some cases, the MODIFY recommendation includes a suggestion for a merger or consolidation. CERB suggests that in these cases cost reductions and operational effectiveness will be achieved by a merger of two or more existing BCCs. There are only a few BCCs in this category, and it should be noted that the suggestions were frequently first raised by the membership of the affected BCCs.

The recommendation for the ELIMINATION of a BCC means that it has either outlived its stated purpose, its justification has disappeared, or it simply has no work or activity to warrant its continued existence. The decision to eliminate a BCC was not taken lightly, and the following four additional questions were asked for each of the recommendations:

1. Will the elimination of this BCC save money?
2. Will the elimination of this BCC save staff time?
3. Will the elimination of this BCC be politically supportable?
4. Will the elimination of this BCC affect the community negatively?

A summary of the CERB recommendations for BCC status changes are shown in Table 1 - Modification and in Table 2 – Elimination.

Table 1 - Modification

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>MEMBERS</u>	<u>32-11</u>	<u>CERB VISIT</u>	<u>ACTION DATE</u>	<u>RECC</u>
12	Board of Investment Trustees	13	NO	YES	1/16/2013	Continue - Modify
16	Cable and Communications Advisory Committee	15	YES	YES	4/4/2013	Continue - Modify
21	Commission on Aging	18+	YES	YES	11/29/2012	Continue - Modify
22	Commission on Child Care	18+, 5-7nv ex-officios	YES	YES	11/29/2012	Continue - Modify
24	Commission on Common Ownership Communities	15, & 6 nv ex-officios	NO	YES	2/14/2013	Continue - Modify
28	Commission on People with Disabilities	25, & 5 nv ex-officios	YES	YES	10/11/2012	Continue - Modify
29	Commission on Veterans Affairs	16, & 1 Congress	YES	YES	10/11/2012	Continue - Modify
35	County-wide Recreation Advisory Board	24	YES	YES	10/11/2012	Continue - Modify
41	Dr. Martin Luther King, Jr. Advisory Committee	25, & 15 non-voting	NO	YES	1/16/2013	Continue - Modify
55	Library Board	12 & 1 School Bd.	YES	YES	10/11/2012	Continue - Modify
83	Western Montgomery County Citizens Advisory Board	19	YES	YES	10/11/2012	Continue - Modify
85	Wheaton Urban District Advisory Board	13	YES	YES	5/2/2013	Continue - Modify

Table 2 - Elimination

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>MEMBERS</u>	<u>32-11</u>	<u>CERB VISIT</u>	<u>ACTION DATE</u>	<u>RECC.</u>
30	Committee for Ethnic Affairs*	26	YES	YES	2/24/2013	Eliminate
40	Down County Recreational Advisory Board	9 & 2 Alt.	YES	YES	10/11/2012	Eliminate
43	East County Recreation Advisory Board	9 & 2 Alt.	YES	YES	10/11/2012	Eliminate
60	Mid-County Recreation Advisory Board	9 & 2 Alt.	YES	YES	10/11/2012	Eliminate
75	Sustainability Working Group	26	YES	NO	INACTIVE	Eliminate
76	Taxicab Services Advisory Committee	9 & 2 nv ex-officios	YES	NO	INACTIVE	Eliminate
77	Tech Investment Fund Loan/Grant (Interagency Technology Fund)	7	YES	NO	INACTIVE	Eliminate
79	Up County Recreation Advisory Board	9 & 2 Alt.	YES	YES	10/11/2012	Eliminate
84	Wheaton Redevelopment Advisory Committee (NOT Council approved!)	22-25	NO	YES	5/2/2013	Eliminate

*Note: The Committee for Ethnic Affairs (CERB ID No. 30) will be eliminated, but a new ethnic committee should be developed to address current cultural and diversity issues.

CERB has noted that there are at least three BCCs that function as non-profit corporations. It would make sense to group these three into a new separate category to reflect their unique structure. The groups are the Strathmore Hall Foundation, Inc. Board of Directors, the Bethesda Urban Partnership, Inc. Board of Directors, and the Glen Echo Park Partnership for Arts & Culture, Inc. Board of Directors.

A listing of all recommendations made by CERB (No Change – Modify – Eliminate) is attached as follows:

Group 1 – BCCs Listed in Bill 32-11 (**Attachment C**)

Group 2 –BCCs Not Listed in Bill 32-11 (**Attachment D**)

Group 3 – Other [non-BCC] Groups Reviewed (**Attachment E**)

Process for Change:

Some of the suggested changes to BCCs can be accomplished quickly through simple administrative adjustments, such as streamlining the application system or engaging the BCC staff liaisons in the recruitment process. Others will require specific legislation to implement, which could result in changes to the County Code. There are a few that can be made by issuing an Executive Order or Council Resolution.

VIII. BCC Data Sheet Description

The Data Sheets for each BCC contain all of the pertinent data that CERB considered. Our final recommendations are listed on The Data Sheets on pages 18-128.

1 - ADVISORY COMMITTEE ON CONSUMER PROTECTION

<u>Created:</u>	Montgomery County Code Section 11-3.
<u>Department:</u>	Office of Consumer Protection
<u>Purpose:</u>	The Committee must advise the Office of Consumer Protection (OCP) in carrying out its duties and functions under Chapter 11, and may hold public hearings on any topic related to consumer protection.
<u>Membership:</u>	Nine members, which must reflect a cross-section of consumer and business interests. Of the members appointed at least two must be from the Better Business Bureau, Montgomery County Chamber of Commerce or a local chamber of commerce or another County-wide or local association of merchants; at least two must be from the Community Action Board (one member of and one recommended by the CAB), and five from the community at large.
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Three years. No compensation
<u>Comments:</u>	<p>The Committee coordinates with OCP in researching and investigating categories of consumer complaints. It then advises OCP on corrective action. The Committee may also advise OCP on preventive actions (e.g., conducting a financial seminar for low-income people). Overall, the Committee performs a valuable service for OCP and by extension the community.</p> <p>Well documented activities which are often cited in the various media. Costs are proportionate with value received.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

2 - ADULT PUBLIC GUARDIANSHIP REVIEW BOARD

<u>Created:</u>	Maryland Annotated Code, Family Law, Section 14-402 (a).
<u>Department:</u>	Department of Health and Human Services
<u>Purpose:</u>	Responsible for reviewing each public guardianship in the County at least every 6 months, including a review of the place of residence and health status of the ward, the guardian's plan for preserving and maintaining the future well-being of the ward, the need for continuation or cessation of the guardianship or for any plans in altering the powers of the guardian, and the most recent dates of visits by the guardian or the guardian's designee. Public guardianship is provided to adults who lack the physical or mental capacity to care for their basic daily living needs. Public officials are appointed as guardian of the person only if an alternative does not exist to ensure access to and provision of needed professional services sufficient to protect health, safety, and welfare. Each time that the review board reviews a guardianship, the review board submits a recommendation to the Circuit Court that the guardianship be continued, modified, or terminated.
<u>Membership:</u>	11 members - a professional from the Department of Health and Human Services; two physicians, including one psychiatrist from the Department of Health and Human Services; a representative of the Commission on Aging; a professional from a local non-profit social service organization; a public health nurse; an attorney; a professional in the field of disabilities; and a person with a physical disability. There are also two representatives from the public-at-large.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation
<u>Comments:</u>	None.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or function.

3 - AGRICULTURAL ADVISORY COMMITTEE

<u>Created:</u>	Council Resolution No. 8705
<u>Department:</u>	Department of Economic Development
<u>Purpose:</u>	To advise the County Executive and the County Council on all matters affecting agriculture in Montgomery County.
<u>Membership:</u>	15 members. Twelve members shall be bona fide farmers selected so as to be representative of the total farm community and three members shall have no direct financial interest in farming. At least one farm economist and one conservationist shall be included in the committee membership.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Farmers, Three years; Non-farmers, One year. No compensation.
<u>Comments:</u>	<p>There is no clear rationale for the non-farmer representatives to serve only 1-year terms. Due to the limited numbers of farmers in the County, there are, unfortunately, on a small number available to serve on the various agricultural committees.</p> <p>Some reviews thought there may be enough overlap to warrant a merger with the Agricultural Preservation Advisory Board. A factor to consider is that the Agricultural Advisory Committee (AAC) serves as almost a central organization bringing together all County organizations that have an imbedded interest in agriculture and farming. There is however, an argument for NOT combining the two groups. While the Preservation group works to “preserve and protect” farmland, the Advisory group covers everything agricultural. For example, they have provided comments and advice on proposed changes to the agricultural uses allowed in all zones of the county.</p> <p>AAC also has some unique functions as they are dealing with some inter-county issues related to agriculture. In addition, some of the issues they are discussing could have potential direct impacts on a large portion of non-agricultural residents in the county. It becomes clear that the scope of the committee is much wider than its name suggests.</p> <p>Suggest all members serve three year terms.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

4 - AGRICULTURAL PRESERVATION ADVISORY BOARD

<u>Created:</u>	Section 2-504.1 of the Agriculture section of the Maryland Annotated Code 1977 and Sec. 2B-2 (b) of the Montgomery County Code
<u>Department:</u>	Department of Economic Development
<u>Purpose:</u>	To advise the County Executive and County Council with respect to the establishment of agricultural districts and the approval of purchases of easements; to review the status of agricultural districts and land under easement; to promote preservation of agriculture.
<u>Membership:</u>	Five members - at least three of whom shall be owner-operators of commercial farms who earn 50 percent or more of their income from farming. All must be county residents. No member may serve for more than two consecutive full terms.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Five years. No compensation.
<u>Comments:</u>	There was consideration that there might be enough overlap to warrant a merger with the Agricultural Advisory Committee. After a great deal of discussion it became evident that this should not happen. Evidence shows that the two groups have different, but complementary functions.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

5 - AIRPARK LIAISON COMMITTEE

<u>Created:</u>	Montgomery County Council Resolution 11-1826. The County Council extended the term of the Airpark Liaison Committee to 7/15/2016 by Resolution No. 17-846, adopted 7/17/2012.
<u>Department:</u>	Montgomery County Council
<u>Purpose:</u>	To provide a forum for the identification of issues, the airing of conflicting views, and communication among interested groups and individuals concerned with the operations of Montgomery County Airpark.
<u>Membership:</u>	5 residential interests; 2 residents from the East Village Community; 1 Montgomery County Airpark Management; 1 Montgomery County Airpark Users Association; 2 businesses located at Airpark; 1 business located outside Airpark; 1 Up-County Citizens Advisory Board; 1 pilot; 1 Executive branch; 1 Revenue Authority; 1 County Council; 1 Montgomery County Planning Board.
<u>Financial Disclosure:</u>	Confidential financial disclosure required.
<u>Terms:</u>	Members serve a nominal 4-year term – current members will serve until sunset date for the Committee on July 15, 2016. No Compensation.
<u>Comments:</u>	<p>There are 18 positions for this committee – this appears excessive since the Committee meets only on an infrequent basis. While all listed groups have an interest, not all necessarily need to be formal members.</p> <p>For example, the Planning Board should be kept informed, but does not really need to have membership. The Executive Branch and Council could be retained as Ex officio members. In this manner they can be kept informed and shown as having an official interest in the committee’s activities.</p> <p>This BCC is an example of one that should have sunset on a given date, and no timely action occurred. An extension was eventually passed on 7/17/12.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

6 - ALCOHOL AND OTHER DRUG ABUSE ADVISORY COUNCIL

<u>Created:</u>	Montgomery County Code, Sec. 24-41
<u>Department:</u>	Department of Health and Human Services
<u>Purpose:</u>	To identify local alcohol and other drug abuse program needs; review the state alcohol and other drug abuse plan; assist in the development of an annual County alcohol and other drug abuse plan; recommend appropriate allocation of funds to support alcohol and other drug abuse programs after considering other available funding sources; promote alcohol and other drug abuse programs; conduct or participate in one or more public forums each year concerning alcoholism and other drug abuse; and issue an annual report to the County Executive, the County Council, and the Director of the Department of Health and Human Services by October 1 of each year.
<u>Membership:</u>	The Council consists of 16 voting members and 9 nonvoting Ex officio members. The voting members include: four members of the general public that reflect the geographic diversity of the County; an individual who is recovering from alcoholism or other drug abuse; a professional who treats alcoholism or other drug abuse; a professional who provides care to prevent alcoholism or other drug abuse; a person of high school age or younger; a person who represents the multi-cultural diversity of the County; a practicing physician; a pharmacist; a relative of an individual who is receiving care for alcoholism or other drug abuse; a member of the clergy; a member of the legal profession; a member of the County parent-teachers associations; and a member of the business community. The 9 nonvoting Ex officio members are designated by (1) the County Executive, (2) the County Council, (3) the Health and Human Services Department, (4) the Police Department, (5) the Montgomery County Public School system, (6) the Board of License Commissioners, (7) the Department of Corrections and Rehabilitation, (8) the Mental Health Advisory Committee, and (9) the Victim Services Advisory Board.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation
<u>Comments:</u>	Consider eliminating or reducing the number of Ex officio members. If these positions are not routinely filled by the designated agencies, then they should be dropped from the required membership.
<u>Recommendation:</u>	After careful analysis and consideration of available information, The CERB recommends that this Council continue with no changes to its scope or functions.

7 - ALCOHOLIC BEVERAGES ADVISORY BOARD

<u>Created:</u>	State of Maryland Annotated Code, Article 2B, Section 15-201 (c)(7)
<u>Department:</u>	Department of Liquor Control
<u>Purpose:</u>	The Alcoholic Beverages Advisory Board is responsible for reporting at least quarterly to the County Executive on recommendations for the improvement of alcoholic beverage control and enforcement activities in the County. The Board also advises on the operation of the Montgomery County retail liquor stores and the method of alcoholic beverage distribution from the standpoint of efficiency, service and convenience to the public.
<u>Membership:</u>	Eight Members. Five members shall be residents of Montgomery County and registered voters, and only one shall be a bona fide holder of either a Class B or C beer, wine and liquor license in Montgomery County and only one shall be a bona fide license holder of any other class license in Montgomery County. The remaining three members shall be non-license holders. There are also three Ex officio members: Director of Dept. of Liquor Control, Chief of Police, and the Chair of the Board of License Commissioners.
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Four years. No compensation.
<u>Comments:</u>	<p>The Board is State mandated.</p> <p>Meetings are held quarterly, and incur only minimal staff costs.</p> <p>Suggest a clarification in County materials indicating there are five resident members plus three ex officio members, totaling eight members.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

8 - ANIMAL MATTERS HEARING BOARD

Created: Montgomery County Code Section 5-104

Department: Department of Police

Purpose: To decide on complaints and appeals under MC Code Chapter 5, Animal Control, including complaints alleging a violation of an animal control shelter adoption contract; recommend standards to maintain regulated facilities; review the annual proposed budget for the animal control shelter to the Executive and the Council; and report annually to the Executive and Council on the Board's activities and any recommendations for improving animal control laws, regulations, and programs. The Board's powers include: (1) Order the Director of Animal Control to seize, impound, destroy, or take any other action the Board decides is necessary regarding an animal that is suffering cruelty, is dangerous or potentially dangerous, or is causing a public nuisance or other violation of Chapter 5; (2) Specify conditions under which an owner may keep an animal that the Board finds has suffered cruelty, is dangerous or potentially dangerous, or caused a public nuisance or other violation of Chapter 5; (3) Require an owner to forfeit an animal to the County or prohibit the owner from harboring an animal in the County; (4) Impose conditions on an owner harboring other animals in the County; (5) Revoke or suspend a facility's license for a violation of Chapter 5; (6) Appoint a person to mediate a case if the owner and each complainant (which may include the Animal Services Division) agree. A consent order resulting from mediation is an order of the Board. If the mediator or the Board finds that the parties are not likely to agree to a mediated consent order within a reasonable time, the Board must decide the case; (7) Order the owner of an animal to pay actual damages (including medical or veterinary expenses) not exceeding \$1,000 to a person injured or aggrieved by the animal's actions or behavior.

Membership: 5 members and one alternate for each member: (a) a representative of licensed animal fanciers; (b) a representative of the Montgomery County Humane Society; (c) three public members. The term for each alternate is the same as that for the primary member. The alternate may vote in place of the member when the member is absent.

Financial Disclosure: Confidential financial disclosure required.

Terms: Three years. No Compensation.

Comments: "A representative of licensed animal fanciers" – unusual wording. [In Montgomery County fanciers are persons who own or keep 3 or more dogs or cats for noncommercial hunting, tracking, exhibition in shows, or

field or obedience trials, and who do not breed these animals more than once a year.]

This is one of the adjudicatory hearing boards which must be supported. Of note is the frequent use of mediation instead of the formal hearing process. This is generally a more efficient and cost effective way to fulfill the purpose of the Board.

Recommendation: Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Board be modified as follows:

The number of board members should be changed to seven. Alternate members should be abolished and all members should be primary. Members should include five public members, a representative of licensed animal fanciers, and a representative of an animal services organization (rather than only a representative of the County Humane Society). If no animal fancier is available, the Executive may appointment a member of the public to that position. Hearings should be convened by three members of the Board, and all members would participate on a rotating basis.

9 - BETHESDA URBAN PARTNERSHIP, INC. BOARD OF DIRECTORS

<u>Created:</u>	Montgomery County Code Section 68A-10.
<u>Department:</u>	Bethesda-Chevy Chase Regional Services Center
<u>Purpose:</u>	The Board directs all aspects of the program, management and finances of the corporation; provides direct involvement of the community of Bethesda in the provision of services in the Bethesda Urban District. The Board also enlists the active interest and financial support of individuals, citizens, and civic groups, along with firms and corporations concerned about the improvement of the Urban District, particularly property owners, residents, customers and tenants located within the district, and provides services, in addition to services and facilities that the Montgomery County Government provides generally, for the maintenance and improvement of the streetscape and streetscape amenities on public rights of way, and any property that is used by the general public.
<u>Membership:</u>	The Board of Directors of the Corporation has 11 members which includes the County Executive or his designee as an Ex officio, nonvoting member; two representatives nominated by the Bethesda-Chevy Chase Chamber of Commerce; three representatives who are, or represent, owners of an optional method developer; one representative who is an owner, partner, proprietor, or corporate officer of a small business; one representative who lives in the urban district; and one representative of a residential community within the planning area and is nominated by the Western Montgomery County Citizens Advisory Board. Other members include a representative who lives in a residential community outside of, but in close proximity to, the urban district, who is appointed by the County Executive from among three candidates nominated by the County Council; and a resident representative of the Western MC Citizens Advisory Board who is nominated by the Board.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No Compensation
<u>Comments:</u>	A great deal of time was spent discussing whether this Board should be considered as something other than a BCC. The consensus is that it should be left unchanged. The issue applies to this and several other incorporated entities.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

10 - BOARD OF APPEALS

<u>Created:</u>	Sections 2-108, Montgomery County Code
<u>Department:</u>	Montgomery County Council
<u>Purpose:</u>	The Board of Appeals has authority to hear and decide certain land use issues including special exceptions for uses not otherwise permitted in the particular zone; variances from the setback requirements of the Zoning Ordinance; and Administrative Appeals from actions of the County Government (as specified by the County Code). The Board has countywide jurisdiction, except for the municipal corporations of Brookeville, Poolesville, Laytonsville, Rockville, Barnesville, Gaithersburg and Washington Grove.
<u>Membership:</u>	Five members, all of whom shall be residents of Montgomery County. Not more than three members of the Board shall be from the same political party. Members are appointed by the County Council.
<u>Financial Disclosure:</u>	Public financial disclosure required.
<u>Terms:</u>	Four years
<u>Compensation:</u>	Members \$14,675 Chair; \$21,013. Compensation is adjusted every July, and is tied to the Consumer Price Index (CPI).
<u>Comments:</u>	This board has its own operating budget, a budget for personnel costs, stipends for Board members, and collects fee revenues.
<u>Recommendation:</u>	After careful analysis and consideration of available information, CERB recommends that this Board continues with no change to its scope or functions.

11 - BOARD OF ELECTRICAL EXAMINERS

<u>Created:</u>	Montgomery County Code Section 17-12.
<u>Department:</u>	Department of Permitting Services
<u>Purpose:</u>	To certify to the Director of the Department of Permitting Services whether an applicant for a journeyman electrician, master electrician, or master electrician's limited license is qualified to comply with the Montgomery County Electrical Code and to perform electrical contracts in the County.
<u>Membership:</u>	Five members - One member shall be the holder of a valid, current County master electrician's license; two members shall be active at the time of their appointment or shall have had previous experience as an electrical contractor, electrical contractor limited, or shall otherwise be technically qualified to determine proficiency in the electrical field; one member shall represent the general public; and, one member shall be a professional electrical engineer, duly registered and licensed in accordance with the requirements of state law. All members must be residents of the County
<u>Financial Disclosure:</u>	Confidential financial disclosure required.
<u>Terms:</u>	Three years
<u>Compensation:</u>	Chair \$5,121; Members \$3,992. Compensation is adjusted every July, and is tied to the Consumer Price Index (CPI).
<u>Comments:</u>	<p>Data on compensation amounts is not consistent in County sources, and should be updated. Increases are tied to CPI, and appear to be automatic. Perhaps another process would be simpler? Should increases be withheld if all County employees are denied raises?</p> <p>The role of the required member who represents the general public is not clear. As described, this person does not have to have expertise in the field, nor meet the requirements of 17-12(e).</p> <p>Clarify and update the process for determining compensation changes.</p>
<u>Recommendation:</u>	After careful analysis and consideration of the available information, the CERB recommends that this Board continue with no change to its scope or functions.

12 - BOARD OF INVESTMENT TRUSTEES

<u>Created:</u>	Montgomery County Code, Sec. 33-59 through 33-61
<u>Department:</u>	Board of Investment Trustees
<u>Purpose:</u>	Set policy and monitor the investment program for the assets of the Employee Retirement System and as needed retain advisors and vendors to perform services. Evaluate results and adjust the operation of the program to prudently manage these assets to help assure their safety, maximize their value and minimize the cost to the taxpayers.
<u>Membership:</u>	The Board has 13 trustees. The County Executive must appoint 4 voting, ex officio member trustees, who should be: the Director of Management and Budget; the Director of Finance; the Director of Human Resources; and the Staff Director of the County Council.

The County Executive must appoint **3 voting certified employee organization representative** trustees who should be: **1 representative** nominated by the Office, Professional, and Technical (OPT) and Service, Labor and Trades (SLT) bargaining units; **1 representative** nominated by the fire and rescue employee unit; and **1 representative** nominated by the police employee bargaining unit under Article V.

The following **6 trustees** must be appointed by the Executive and confirmed by the Council: **1 active County employee** who is a vested member of the retirement system and the Merit System, and not a member of a collective bargaining unit; **1 retired County employee** who is a member of the retirement system (before appointing this trustee, the Executive must consider, and should select from, a list of 3 to 5 individuals recommended by the Montgomery County Retired Employees' Association. The Executive must notify the Council when nominating an individual not recommended by the Association); **2 persons recommended by the Council who are knowledgeable in pensions, investments, or financial matters; 2 individuals knowledgeable in pensions, investments, or financial matters.** Before nominating these trustees, the Executive must consider, and should select from, individuals recommended by citizens or countywide citizens' groups. An individual recommended by a citizens' group need not be a member of the group. The Executive must notify the Council when nominating an individual not recommended by a citizens' group.

The CE must not appoint any person who furnishes, or is employed by a firm that furnishes, to pension funds and other institutional investors the kind of investment services purchased by the Board.

Financial Disclosure: Confidential financial disclosure required (with limited public).

Terms: *Ex Officio* and certified employee organization representative members serve indefinitely. Other members serve three years. No compensation.

Comments: CERB observed a lack of diversity in the current membership.

The member selection process and selection criteria are confusing and difficult to understand.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Board continue, but with modifications to its member selection criteria in order to improve clarity and diversity. Perhaps it should include language stating that the Executive and Council may choose individuals **not** in the financial industry, who are knowledgeable in pensions, investments, and financial matters.

The Executive and Council should strive to select board members who more closely represent the diversity of the County.

13 - BOARD OF LICENSE COMMISSIONERS

<u>Created:</u>	State of Maryland Annotated Code, Article 2B, Section 15-104(c) and 15-109(q)
<u>Department:</u>	Department of Liquor Control
<u>Purpose:</u>	Issue alcoholic beverage licenses to commercial establishments serving alcohol and impose penalties for violations of alcoholic beverage laws in the County.
<u>Membership:</u>	Five members. Not more than three from the same political party.
<u>Financial Disclosure:</u>	Confidential financial disclosure required (with limited public).
<u>Terms:</u>	Four years.
<u>Compensation:</u>	Members \$9,000, Chair \$10,000.
<u>Comments:</u>	<p>There was some discussion about the compensation level of the Commissioners, and by what criteria were the amounts determined. There are only a few BCC's that provide compensation, and the amount varies quite a bit among them.</p> <p>This Board exists as a mandate under Maryland State Law.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no change to its scope or functions.

14 - BOARD OF REGISTRATION FOR BUILDING CONTRACTORS

<u>Created:</u>	Montgomery County Code Section 31C-4
<u>Department:</u>	Office of Consumer Protection
<u>Purpose:</u>	To certify to the Director of the Office of Consumer Protection whether the applicant and the organization of the applicant are qualified to comply with the building code and laws of the County and State and to fully perform building contracts, and that the applicant should be licensed.
<u>Membership:</u>	Five members - no more than two members must be active in the residential construction field at the time of their appointment.
<u>Financial Disclosure:</u>	Confidential financial disclosure required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>There is not enough clarity of the qualifications for membership on this Board. While the Code requires that two members must be currently licensed builders, it does not give requirements for the remaining three.</p> <p>It was also noted that these Board members are not compensated, but those on the Board of License Commissioners are.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

15 - BOARD OF SOCIAL SERVICES

Created: Maryland Human Services Code Annotated Section 3-501 (2013) and Montgomery County Code Sec. 37-8

Department: Department of Health and Human Services

Purpose: Advise local Director and state Director of the Department of Health and Human Services regarding the local application of state policies or procedures; keeping well informed on local departmental activities, communicating to resident's broad and comprehensive information as to the objectives, policies, programs, and problems of local social services and public assistance administration.

Membership: Thirteen members; one must be a member of the County Council.

Financial Disclosure: None required

Terms: Three years. No compensation.

Comments: Existence is mandated under State Law.

There needs to be a clear description of the criteria for membership on this board; there is nothing stated for 12 of the 13 members, other than they must be from the general public.

The 13th member is a member of the County Council--it is not clear why this is required. It would be interesting to know if the Council actively participates with this Board.

The Board contributes to the work of County government and provides a valuable service by presenting the concerns and viewpoints of the quality of County services. It is deemed important that annual reports from this Board be submitted on a timely basis.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Board continue no changes to its scope or functions.

16 - CABLE AND COMMUNICATIONS ADVISORY COMMITTEE

<u>Created:</u>	Montgomery County Code, Section 8A-31, as amended
<u>Department:</u>	Department of Technology Services
<u>Purpose:</u>	Assist the County in oversight of the franchise agreement and advise the County on use of the cable system and allocation of grants for public service.
<u>Membership:</u>	15 voting members including one representative selected by the Montgomery County Chapter of the Maryland Municipal League, one representative selected by the City of Rockville, and one representative selected by the City of Takoma Park. Chairperson and vice chairperson elected annually by the members. A person must not serve more than two consecutive terms as chairperson.
<u>Financial Disclosure:</u>	Confidential financial disclosure required (limited to communications related activities and interests).
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>It was noted that some County documents and memoranda refer to this BCC as a Committee, while others call it a Commission. There must be consistency in the descriptive wording.</p> <p>We understand why the municipalities of Rockville and Takoma Park have membership on the Committee. It is not clear why the Maryland Municipal League also has a member. These three representative positions have often been vacant or, if filled, the appointed person is frequently not in attendance. This has caused a number of meetings to not officially function due to the lack of a quorum.</p> <p>The title suggests more than just advising on cable. There is currently a broader issue which concerns the new fiber optic system (FIOS), and potentially the satellite dish systems (Direct-TV). The issue of how to treat the two new technologies should be addressed by the Council as a separate issue. This Committee provides oversight to the cable franchise. The Committee could be expanded to cover similar agreements (if they ever exist) for the other two technologies.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue, but with a modification to its membership. Specifically, it is recommended that the membership positions designated for the City of Rockville, City of Takoma Park, and the Maryland Municipal League be made flexible. If the positions cannot

be filled by the designated organizations, the County Executive may appoint members of the public to those positions.

17 - CABLE COMPLIANCE COMMISSION

Created: Bill No. 28-02, Effective 3/6/2003

Department: Department of Technology Services

Purpose: Adjudicates subscriber complaints which have not been resolved by the County Cable Administrator concerning customer cable service or any other product or service that uses any facility or equipment constructed, installed, maintained, operated, or occupying the public rights-of-way under the County's franchise agreement, such as one-way or interactive video, audio, data (including data modem), and information services.

Membership: The Commission is comprised of five voting members appointed by the County Executive and confirmed by the County Council. The Commission should include: a cable television service subscriber; a broadband Internet service subscriber; an individual with general business experience; an individual with technical experience in communications.

Financial Disclosure: Limited public financial disclosure regarding any communications-related activities and interests and full confidential financial disclosure statement required.

Terms: Three years. No compensation.

Comments: The membership description covers 4 of the 5 positions. A description of how the 5th member is chosen is needed.

It was noted that this commission serves as a quasi-judicial body under the County Code.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that the Commission continue with no changes to its scope or functions.

18 - CHARTER REVIEW COMMISSION

<u>Created:</u>	Montgomery County Charter Section 509
<u>Department:</u>	Montgomery County Council
<u>Purpose:</u>	<p>To study the Charter and report at least once to the County Council on its activities within one year after appointment. Commission reports shall be submitted not later than May 1 of every even-numbered year. The reports shall contain recommendations concerning proposed Charter amendments, if any.</p> <p>NOTE: In effect, a new Commission is instituted within six months of a new Council taking office; the current Commission will issue its next report on May 1, 2014.</p>
<u>Membership:</u>	Eleven members who shall be residents of the County, five of whom shall be appointed from a list of names submitted by the County Executive. Not more than six members shall be of the same political party.
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Four years. (Terms to coincide with the County Council's term of office) No compensation.
<u>Comments:</u>	None.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no changes to its scope or functions.

19 - CITIZENS REVIEW PANEL FOR CHILDREN

Created: Montgomery County Code Section 27-49A (2001); Family Law Article 5-539.1.2 of COMAR

Department: Department of Health and Human Services

Purpose: Implements State law regarding the local citizen review board; examines the policies and procedures of State and local agencies, and where appropriate, specific cases to evaluate the extent to which these agencies in the County are effectively fulfilling their responsibilities to implement the child protection standards and State plan under 42 USC section 5106a(b) and any other criteria that the panel considers important for the protection of children; report the Panel's findings to the Executive, the County Council, the State Citizens Review Board for Children, and the State Council on Child Abuse and Neglect; prepare and make available to the public a report summarizing the Panel's activities within 60 days after the end of each fiscal year; carry out other duties as requested to assist the County Department of Health and Human Services, and the State Citizens Review Board for Children and the State Council on Child Abuse and Neglect.

Membership: 9 – 14 members; the County Executive appoints up to 12 members. No more than 3 members may be members of the Commission on Children and Youth who are separately confirmed by the Council as Panel members. One member each must be a County resident appointed under State law by (1) the State Citizens Review Board for Children; and (2) the State Council on Child Abuse and Neglect. Each member of the Panel must be a volunteer who (a) exercises the member's own free will in all deliberations of the Panel; (b) acts independently of any outside influence, particularly the member's employer; does not represent any agency or organization; and is not a County or State employee, or spouse or domestic partner of an employee, whose participation would be inconsistent with County Council policies regarding appointment of government employees to boards, committees and commissions. No more than 5 non-voting members to provide technical and professional advice to the Panel about Child Protective Services.

Financial Disclosure: None required.

Terms: Three years. No compensation.

Comments: The membership makeup is confusing, and needs a language revision. It appears the County Executive must appoint at least 9, but may appoint up to 12. The reason for this is not clear. A question arose as to whether the two State appointed members are routinely in place.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Panel continue with no changes to its scope or functions.

20 - COMMISSION FOR WOMEN

<u>Created:</u>	Montgomery County Code Section 27-27
<u>Department:</u>	Community Engagement Cluster
<u>Purpose:</u>	To work to remove inequalities due to unmet needs or discrimination or prejudice on the basis of sex in such areas as housing, recreation, employment, education, community services, the legal system, and related matters.
<u>Membership:</u>	The Commission consists of 15 members appointed by the County Executive subject to confirmation by the County Council. Nine members are nominated and recommended by organizations within the County whose interests relate to the status of women (endorsed members). Six members are those who applied on their own behalf (independent members).
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>Functions with limited staff support, and really needs more help considering the broad issues covered.</p> <p>This commission operates with only one full-time staff member and maintains an aggressive agenda and goals in support of women. This includes Commission for Women (CFW) goals of staying relevant, setting trends, helping women in the County, being progressive and in the forefront of issues, while avoiding duplicative efforts. All of this is done with limited resources. It is still a critical time for women regarding health and safety, economic and financial, and educational issues, especially for impoverished and immigrant women, who need groups like the CFW to advocate for them.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no changes to its scope or functions.

Note: See comments above relative to staff support needs.

21 - COMMISSION ON AGING

<u>Created:</u>	Montgomery County Code Section 27-35
<u>Department:</u>	Department of Health and Human Services
<u>Purpose:</u>	<p>To research, assemble, analyze and disseminate pertinent data and educational materials relating to activities and programs which will assist in meeting the needs and solving the problems of the aging; to cooperate with public and private agencies, organizations and individuals in identifying and solving the problems of the aging; and to develop and conduct, as appropriate, in cooperation with county government, other services and programs dealing with the problems and needs of the aging. To review plans of primary concerns to the aging that is developed by the county government. To develop an information and referral system for all services in the county related specifically to the needs of the aging. To institute and conduct educational and other programs, meetings and conferences to promote the welfare of the aging. To study and investigate by means of public or private meetings, conferences and public hearings, conditions which may result in unmet needs or in discrimination or prejudice because of age. To advise and counsel the residents of the county, the County Council, the County Executive and the various departments of county, state and federal governments on matters involving the needs of the aging, and to recommend such procedures, programs or legislation as it may deem necessary and proper to promote and ensure equal rights and opportunities for all persons, regardless of their age. To work to remove the unmet needs or discrimination or prejudice on the basis of age in such areas as housing, recreation, employment, education, community services and related matters.</p>
<u>Membership:</u>	<p>No less than 18. Members must be county residents; a majority shall be senior citizens. Membership shall include individuals who are or who have been active in business, industry, labor, community service, religion, welfare, and/or education, the professions and representatives of major organizations or agencies significantly concerned with the problems of aging.</p>
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>The commission can increase its effectiveness by adding permanent representatives from the Mental Health Advisory Committee and the Commission on Veterans Affairs. The interaction between these three groups could be very helpful.</p>

What is age for “senior citizens”? 60? 65? Membership is listed as “No less than 18”. What is the maximum? 19? 25?

Recommendation:

After careful analysis and consideration of available information, the CERB recommends that this BCC continue, but with modifications to its membership. CERB strongly suggests that a representative be added from the Mental Health Advisory Committee and the Commission on Veterans Affairs.

22 - COMMISSION ON CHILD CARE

<u>Created:</u>	Montgomery County Code Section 27-62
<u>Department</u>	Department of Health and Human Services
<u>Purpose:</u>	Advise the County Executive and County Council on policies, programs and services that enhance the community support for high quality, affordable and accessible child care, address child care needs, and recommend priorities to improve services in support of child care.
<u>Membership:</u>	<p>18 voting members and 5 to 7 non-voting members. (a) Seven members are providers of child care services. The Executive should appoint providers of different types of child care services and providers to different age groups. These include family child care providers, group child care providers, private educational institutions, and providers serving infants, toddlers, pre-school and school-age children, and children with special needs. (b) Five members are parents of children receiving child care services. (c) Five members are selected from the business community and the general public. (d) One member represents the Montgomery County chapter of the Maryland Municipal League.</p> <p>The Superintendent of Schools, the Chairman of the Montgomery County Planning Board, the President of Montgomery College, or their designees, are nonvoting members of the Commission. Two designees of the Director of the Department of Health and Human Services are also nonvoting members of the Commission. In addition, upon recommendation of the Commission, <u>the Executive may designate representatives of up to 2 public agencies to serve as nonvoting members</u>. The Executive may appoint these additional members to serve less than three-year terms. Each member must reside or work in Montgomery County.</p>
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation
<u>Comments:</u>	The position allocated to the Maryland Municipal League (MML) has been filled only once in the past 15 years and has recently been filled, having been vacant since 2007. The League's mission is not consistent with that of the Commission, which may explain why the MML is not working with the Commission. CERB could not find a rationale for including a member from MML.

The non-voting membership list is very confusing. As underlined above, the Executive may add 2 non-voting representatives if the Commission asks. Has this ever occurred? What is the rationale for this requirement? There also should be a description of what is meant by selecting two members from “public agencies” – agencies involved with child care?

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Commission continue, but with changes to its membership. The position reserved for the Maryland Municipal League should be removed, and a clarification/review of the non-voting member selection process should be done.

23 - COMMISSION ON CHILDREN AND YOUTH

<u>Created:</u>	Montgomery County Code Section 27-48
<u>Department</u>	Department of Health and Human Services
<u>Purpose:</u>	To advise the County Executive and County Council, the Department of Health and Human Services and the Board of Education on the development of coordinated community and government policies, programs and services which support children, youth and families.
<u>Membership:</u>	27 members including one representative from the public school system; one representative from the private schools in the County; one representative from the Department of Recreation; and two representatives from the Department of Health and Human Services. The remaining 22 members are from private agencies and schools, parents of youths, and high school students.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years for Parents and Agency representatives; and One year for Youth (June 1 – May 31). No compensation.
<u>Comments:</u>	<p>“Parents of youths, and high school students” – need definition of “youths”. Are advocates of children in the elementary and middle schools included?</p> <p>An in-depth discussion on the possibility of a merger with the Commission on Child Care resulted in the conclusion that the functions of the two groups, while similar, are different enough that each should remain independent. Also, with a combined membership of 49, all of whom are active and involved, would create a very large and unwieldy group.</p> <p>After attending meetings of the Commission, it was quite obvious that there is a high level of interest in participation on this commission as evidenced by the number of youth, parents, and educators in attendance.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no changes to its scope or functions.

24 - COMMISSION ON COMMON OWNERSHIP COMMUNITIES

<u>Created:</u>	Montgomery County Code, Section 10B-3, Amended by Bill 42-09
<u>Department</u>	Office of Consumer Protection
<u>Purpose:</u>	To advise the County Executive and the County Council on ways to handle common ownership of property in communities; promote public awareness of the rights and obligations of living in common ownership communities; eliminate disputes; and maintain property values and quality of life in community associations. The Commission also conducts mediation and holds administrative hearings on disputes not resolved through the Office of Consumer Protection.
<u>Membership:</u>	Fifteen voting members consisting of <u>eight</u> unit or lot owners or residents of self- and professionally managed condominiums, cooperative housing corporations and homeowners' associations; and may include members or former members of governing boards; and <u>seven</u> professionals associated with common ownership communities (such as persons involved in housing development and real estate sales and attorneys who represent community associations, developers, housing management or tenants), and including at least one person who is a professional community association manager.
<u>Financial Disclosure:</u>	Confidential financial disclosure required
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>In the Purpose section, add the line: "Conducts administrative hearings on disputes not resolved through the Office of Consumer Protection. This is in fact one of the most visible and consumer oriented functions of the Commission, but did not appear on all County material.</p> <p>One weakness in the hearing process that was observed by CERB is that while the homeowner's associations are often represented by legal counsel, the complainants usually are not. Hearings cannot then be fair and equal.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no change. Information about the role of the Commission in conducting administrative hearings should appear on all Commission on Common Ownership Communities material.

25 - COMMISSION ON HEALTH

<u>Created:</u>	Montgomery County Code Section 24-23.
<u>Department:</u>	Department of Health and Human Services
<u>Purpose:</u>	Provide advice to the County Executive and the County Council on public health programs, services and facilities and comment on any gaps, deficiencies or duplication of efforts. The Commission will report each year on the performance of Montgomery County Department of Health and Human Services programs, needed improvements, funding and priorities. The Commission will also advise on local public health planning needs, metropolitan area wide institutional health services and State of Maryland health-related issues where appropriate.
<u>Membership:</u>	19 voting members representing a cross section of consumers and providers of health care, who are drawn from such populations as the disabled, the elderly, minority groups, the general population, physicians, other health professionals, health care institutions, health care insurers, health maintenance organizations, health professional schools and the allied health professionals, and one member must be a member of the Montgomery County Medical Society. The majority of the members must not be providers of health services. Each member must reside or have a primary place of business in Montgomery County. Two non-voting ex-officio members are (1) a member of the County Council or the Council's designated representative, and (2) the county health officer.
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Three years. No Compensation
<u>Comments:</u>	None.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no changes to its scope or functions.

26 - COMMISSION ON JUVENILE JUSTICE

<u>Created:</u>	Montgomery County Code Section 12-36
<u>Department:</u>	Department of Health and Human Services
<u>Purpose:</u>	<p>The Montgomery County Commission on Juvenile Justice is an independent advisory body whose purpose is to advise the County Executive, County Council and the Juvenile Division of the Circuit Court on matters concerning juveniles. This is accomplished by gathering and disseminating information from public and private agencies serving youth, monitoring the functioning of the Juvenile Justice system, visiting facilities, and closely following State and County legislative proposals affecting juveniles.</p>
<u>Membership:</u>	<p>34 total voting members. (22 voting representing the public at large, and 12 agency representatives: One each representing the County Council, the County Executive, the State's Attorney, the Family Division of the Circuit Court, Police Department, the State Department of Juvenile Justice, the Court Appointed Special Advocate, the Board of Education; two representatives from the County Department of Health and Human Services (one representing child welfare services and one representing community-based services for at-risk youth), the Montgomery County Office of the Public Defender, and the Collaboration Council for Children, Youth and Families in each case appointed by the Executive, subject to Council confirmation, after receiving a recommendation from the person or office to be represented. Nonvoting members emeritus are past members that have given outstanding service and possess special expertise in juvenile matters. Members emeritus may be appointed by the Executive, subject to confirmation by the Council. Currently there are 3 non-voting members emeritus.</p>
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>Need to clarify membership details. For example, ensure that the public at large representatives reflect the socio-economic and ethnic makeup of the County. Need to determine how well the agency reps are in place, and should any of the agencies be eliminated from membership.</p> <p>The large membership might contribute to problems, although the observed meetings were very well run. Consideration of reducing the membership to a more manageable number might be warranted.</p>

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no changes to its scope or functions.

27 - COMMISSION ON LANDLORD-TENANT AFFAIRS

<u>Created:</u>	Montgomery County Code Section 29-9
<u>Department:</u>	Department of Housing and Community Affairs
<u>Purpose:</u>	The Commission hears apartment license revocation appeals and landlord-tenant disputes.
<u>Membership:</u>	12 members and 3 alternate members (4 members and one alternate in each of three categories). <u>Landlord category</u> : Owner of a residential rental facility located in the County or a manager or employee of a manager of a residential rental facility located in the County or an attorney who primarily represents owners or managers of rental housing in the County or nominated by an organization that represents owners or manager of residential rental facilities in the County. <u>Tenant category</u> : Tenant of a residential rental facility in the County or an attorney who primarily represents tenants of rental housing located in the County or nominated by an organization that represents tenants of residential rental facilities in the County. <u>Public-at-large category</u> : Person who does not qualify for membership as a landlord or tenant members and who does not derive a substantial portion of income from rental housing or tenants of rental housing.
<u>Financial Disclosure:</u>	Confidential financial disclosure required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>There are a number of operational problems with this Commission. The most serious is legally what constitutes a quorum? With a membership of 12, it means 7 are required. However, the Commission contains 3 subgroups. It is not clear if a representative of each subgroup must be in attendance. Does the quorum requirement change if there is a formal hearing being held versus just a regular meeting?</p> <p>Operational expenses are hard to control due to the need to build and present case files (staff time, number of color copies, etc.)</p> <p>Comments heard at a Commission meeting indicated that not all members knew when their terms were over; this indicates a weakness in training.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no changes to its scope or function.

It is also recommended that legal advice be obtained immediately to clarify quorum requirements.

28 - COMMISSION ON PEOPLE WITH DISABILITIES

<u>Created:</u>	Sec. 27-51, Montgomery County Code
<u>Department</u>	Department of Health and Human Services
<u>Purpose:</u>	To advise the County government on the coordination and development of policies for people with disabilities. Included in its duties are: reviewing programs and services; identifying, analyzing, and evaluating barriers; reviewing federal, state, and local legislation; conducting open meetings; identifying state and federal funding sources; making recommendations for procedures, programs, and legislation; advising the Department of Health and Human Services on federal laws and necessary programs and services.
<u>Membership:</u>	25 voting members and at least 5 non-voting members. Thirteen of the voting members are to be people with disabilities; three members are to be parents of people with disabilities, and nine members are to be representatives from organizations and agencies that provide services or represent people with disabilities. The non-voting members are from County departments such as Health and Human Services, Recreation, Transportation, and the Human Rights Commission.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>There appears to be a need to have a representative from the Commission on Veterans Affairs added to the membership.</p> <p>Due to the nature and importance of the work done by this Commission, there is a great deal of staff time provided to ensure all issues are handled efficiently.</p> <p>There are 5 non-voting Ex-officio members; a question was raised as to how frequently they attend. It was also noted that the requirement is for the Executive to appoint "at least 6" in this category. Does that mean that 7 or 12 might be acceptable?</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Commission continue but with the modification of adding a representative from the Commission on Veterans Affairs.

29 - COMMISSION ON VETERANS AFFAIRS (NEW AS OF 2008)

Created: Montgomery County Code Section 24-61

Department: Department of Health and Human Services

Purpose: The Commission researches, assembles, analyzes and disseminates information and educational materials relating to activities and programs that assist in meeting the needs of veterans and their families; institutes and conducts educational and other programs, meetings, and conferences to promote the rights and opportunities for veterans; advises the Executive and the Council on the status of programs and services in the State and County related to the needs of veterans and their families; and assists in planning appropriate public acknowledgement of the contributions made by veterans, and assists in planning commemoration activities recognizing the contributions made by veterans.

Membership: The Commission has a total of 17 members, 16 voting (8 veterans, 4 public, 4 Ex-officio), appointed by the County Executive and confirmed by the County Council. One non-voting representative from the County's Congressional delegation will be invited to participate (not subject to appointment by the Executive or confirmation by the Council). The Executive should appoint 8 members who are veterans and who may be members of veterans groups such as: Vietnam Veterans of America, American Veterans (AMVETS), Disabled American Veterans, Veterans of Foreign Wars, Women Veterans of America, American Legion or the Military Order of the Purple Heart. The Executive must appoint four members to represent the general public, and must designate four voting Ex officio members or their designees from: Director Dept. of Health and Human Services; Director, Economic Development; County Executive, and the President of Montgomery College.

Financial Disclosure: None Required.

Terms: Three year terms. No compensation.

Comments: CERB feels strongly that a representative from the Commission on People with Disabilities and the Commission on Mental Health be added to the membership.

Membership details need to be revised.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Commission continue but with the modification of adding a representative from the Commission on People with Disabilities and the Commission on Mental Health.

30 - COMMITTEE FOR ETHNIC AFFAIRS

<u>Created:</u>	Montgomery County Code Sec. 27-53
<u>Department:</u>	Community Engagement Cluster
<u>Purpose:</u>	<p>The Committee will advise the County Executive and the County Council on public policy that relates to ethnic affairs; create a forum for all ethnic groups in the County, help to integrate diverse communities in the County, and identify existing and potential problems and possible solutions; participate in community events in celebration of ethnic diversity; and, promote maximum involvement of all ethnic groups in the County in government, business and community affairs.</p>
<u>Membership:</u>	<p>26 members - approximately one-half of the members are selected from ethnic groups and one-half from the business and education communities in the County.</p>
<u>Financial Disclosure:</u>	<p>None required.</p>
<u>Terms:</u>	<p>Three years. No compensation.</p>
<u>Comments:</u>	<p>When the Committee was founded, one of the primary events was the heritage festival and the main goal was to introduce and welcome residents from other countries to the County. The County is now majority minority, thereby making the original goal somewhat outdated. The Office of Community Partnerships now has several committees, not counted as BCCs, composed of many of these different ethnic groups.</p> <p>The Committee for Ethnic Affairs has fostered positive partnerships with the community to acknowledge, promote, and stimulate awareness amongst diverse population groups. When conducting its monthly meetings, the Committee complies with standards of Roberts Rules of Order.</p> <p>According to the Annual Report on Limited English Proficiency Policy Implementation Report, produced by the Office of the County Executive (2010), Montgomery County has doubled its foreign-born population in the past two decades. In the future, when growth occurs, significant barriers must be addressed; and can include, but are not limited to, obstacles associated with various generations living in the same household, education, employment, and religious, cultural, language, and social issues.</p>

The Committee for Ethnic Affairs has a vital role in investigating and proposing policies and programs concerning the County's demographic diversity.

The Committee should also consistently adhere to the Maryland Open Meetings Act requirements. This requires that they (1) provide reasonable advance public notice of meetings, and (2) prepare and keep written minutes of all meetings for one year. They should also provide an annual report to the County Executive and County Council describing the Committee's functions, activities, accomplishments, plans and objectives.

Recommendation: After an in-depth discussion and analysis of available information, the CERB recommends that this Committee be abolished. A newly defined Ethnic Affairs Committee prepared to address current issues facing our culturally diverse County should be established, with a new purpose, mission and concepts. The Committee can enhance its role by working closely with other advisory groups whose missions address ethnic affairs issues. The Committee on Hate/Violence, Human Rights Commission, and the Board of Social Services are examples. A major goal will be to incorporate the actions of the multiple informal ethnic affairs groups within the Office of Community Partnerships and the Police Department.

31 - COMMITTEE EVALUATION AND REVIEW BOARD

<u>Created</u> --	Montgomery County Code, Chapter 2, Section 2-146. Amended by Bill 32-11, effective 2/20/12, modifying membership, structure and function.
<u>Department</u> :	Offices of the County Executive
<u>Purpose</u> : --	The County Executive must appoint and convene at least every ten years, subject to confirmation by the Council, a citizens review committee, which 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 with 6 months of appointment and submit a final report within 12 months of appointment.
<u>Membership</u> :--	At least 11 members.
<u>Terms</u> : --	One year terms, per (Bill 32-11). No compensation.
<u>Comments</u> :	CERB believes it would be better and more efficient to review the BCC system more frequently than every 10 years.
<u>Recommendation</u> :	<p>After careful analysis and consideration of available information, the CERB recommends that this Committee should convene every five to six years.</p> <p>CERB also recommends that CERB members not be allowed to serve concurrently on another County BCC while a member of the CERB.</p>

32 - COMMITTEE ON HATE/VIOLENCE

<u>Created:</u>	Montgomery County Code, Chapter 27-63 as amended
<u>Department:</u>	Office of Human Rights
<u>Purpose:</u>	<p>The Committee advises the County Council, the County Executive and County agencies about hate/violence in the County and recommends such policies, programs, legislation or regulations as it finds necessary to reduce the incidence of acts of hate/violence. An annual report is submitted each year by October 1 to the Executive and Council on the activities of the Committee, including the source and amount of any contribution received from a public or private source to support the activities of the Committee. Members also develop and distribute information about hate/violence in the County; promote educational activities that demonstrate the positive value of ethnic and social diversity in the County; and adopt necessary rules and procedures.</p>
<u>Membership:</u>	<p>Fifteen voting members who are County residents and six nonvoting members. Of the 15 voting members, at least 9 should be identified with ethnic or other groups in the County which are frequently the subject of acts of hate/violence; at least 2 should be parents of school-age children; and at least one should be identified with the County business community. The six non-voting members are representatives of the County Council, County Executive, Dept. of Police, Human Rights Commission, MCPS, and Montgomery College. No alternates are to be appointed for non-voting representatives.</p>
<u>Financial Disclosure:</u>	Not required
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>Membership guidelines are confusing; only 12 of the 15 voting members are clearly defined. Also, lists 15 + 6 nonvoting – while WEB site lists 14 +9? Updating County material for consistency is necessary.</p> <p>The actual statistics on hate/violent crimes are maintained by the Police Department. Police Staff make presentations to the Committee and provide it with information on victims.</p> <p>This is one of the few Committees that can solicit funds for its activities. It also manages the Partnership Fund for Victims of Hate/Violence.</p> <p>Close coordination with ethnic affairs advisory groups is strongly suggested.</p>

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

33 - COMMUNITY ACTION BOARD

<u>Created:</u>	Montgomery County Code Section 27-41
<u>Department:</u>	Department of Health and Human Services
<u>Purpose:</u>	Develop and coordinate community action programs under the Economic Opportunity Act of 1964. The board advises the County Executive and the County Council on matters relating to the needs of the poor.
<u>Membership:</u>	No more than 24, or less than 15 members from designated organizations and general areas. At least 1/3 of members represent low-income persons in the County, and 1/3 is public officials or their representatives. The balance is representatives from business, industry, labor, religion, private welfare, private education, minority, civic, and other major private organizations. Note: Only low-income representatives must be residents of the County.
<u>Financial Disclosure:</u>	Not required
<u>Terms:</u>	Public officials serve at the pleasure of the County Executive. Low-income and private organization members serve one, two, or three year terms. No compensation.
<u>Comments:</u>	<p>To create a more manageable board, the County Council approved a reduction in CAB's size to 15 members.</p> <p>This Board has had difficulties in recruiting low-income members, who are vital to understanding the needs of this group. The cost of living in Montgomery County far exceeds federal poverty standards. In a better budgetary climate, perhaps some form of subsidy could be provided to ensure participation.</p> <p>The CAB develops and coordinates programs to help low-income people. Suggest the name of the board could be changed to more accurately reflect what the Committee is and what it does.</p> <p>Further study needs to be done on the idea of changing the name of the Board to more accurately reflect what its main mission really is.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

34 - COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

<u>Created:</u>	Executive Order 165-94, dated October 17, 1997; Executive Order No. 176-95; effective date 9/26/95 revised name to CDAC. Executive Order 191-07, increasing membership, effective 6/19/07.
<u>Department:</u>	Department of Housing and Community Affairs
<u>Purpose:</u>	Makes recommendations to the Director, Department of Housing and Community Affairs, and the County Executive on applications submitted for the Community Development Block Grant Program and the Emergency Shelter Grant funds and any successors to these programs; reviews the consolidated plan and makes recommendation on the plan; and conducts public hearings to review community development needs when necessary.
<u>Membership:</u>	No fewer than fifteen (15) or more than twenty (20) members serving during any given year. Membership should be broadly representative of the County as a whole, with participation encouraged by persons from low income, urban and rural areas, the elderly, women, minorities, persons for whom English is not a native language, persons who are or have been homeless, as well as by persons with physical or mental impairments. Those persons who currently serve on a Board, Committee or Commission established by the County Council or County Executive, or who are employees of the Montgomery County Government, HOC, MNCPPC or elected officials of any federal, state or local government are not eligible to apply for membership on the CDAC. Residents of incorporated municipalities are eligible for membership. Note: Members are not confirmed by Council.
<u>Financial Disclosure:</u>	Not Required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	None.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

35 - COUNTY-WIDE RECREATION ADVISORY BOARD

<u>Created:</u>	Montgomery County Code – Section 41-21 through 41-30.
<u>Department:</u>	Department of Recreation
<u>Purpose:</u>	Advisory to the County Executive, the County Council, the Director of the Department of Recreation, and the Planning Board. The Boards shall encourage the development of desirable recreational and park opportunities in the designated recreation areas of the County. The County-wide Board will coordinate the activities of the recreation area advisory boards.
<u>Membership:</u>	<p><u>County-Wide:</u> 26 total members comprised of 19 voting members, including one representative of each of the four area advisory boards and 15 members appointed from the County at-large. There are also seven non-voting ex-officio members: a representative of the Dept. of Parks of the M-NCPPC, an administrative representative of the Board of Education, and representatives from the Office of Community Use of Public Facilities, Community Action Board, Commission on Aging, Commission on People with Disabilities, and the immediate past Board Chair (unless serving on the Board in another capacity).</p> <p><u>Area/Regional Boards</u> --There are four area boards: Down County, East County, Mid-County, and Upcounty. Each of the four regional boards has 9 members and 2 alternates who reside in the designated regional recreation area.</p>
<u>Financial Disclosure:</u>	Not required
<u>Terms:</u>	Three years. No Compensation.
<u>Comments:</u>	<p>There has been much discussion suggesting that this Board be reorganized and renamed. In effect, the four regional Boards would be incorporated into the main Board. A memorandum, dated May 8, 2012, was submitted by the Board, which outlined their support of this concept.</p> <p>With the addition of regional representatives to the main Board, a greater degree of efficiency and coordination can be achieved. The current Boards have been almost operating this way for a while. The number of members from each area should be great enough to ensure representation at most meetings.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, and in response to a memorandum submitted by this Board, the CERB

recommends that this Board continue with modifications to membership and name. 1) Membership should include three representatives from each of the regional recreation areas, six members appointed from the County at large, and seven non-voting ex officio members, including a representative from the Dept. of Park and Planning. 2) The Board should be renamed the “Recreation and Parks Advisory Board.”

36 - CRIMINAL JUSTICE COORDINATING COMMISSION

<u>Created:</u>	Montgomery County Code Section 2-60
<u>Department:</u>	Offices of the County Executive
<u>Purpose:</u>	To inquire into the organization and adequacy of law enforcement and the administration of justice; develop standards and recommendations for the long-range development of programs within the criminal justice system; and coordinate the programs and activities of criminal justice agencies. The Commission also performs an advisory role on crime control and other public safety matters of interest to the government and the community.
<u>Membership:</u>	32 members total (twenty are ex-officio). The County Executive appoints, subject to Council confirmation, a member of the County Legislative Delegation selected jointly by the Chairs of the House and Senate Delegations; 7 members of the public, one of whom must be a member of the Maryland bar who practices law in the County; an employee of the Division of Parole and Probation in the State Department of Public Safety and Correctional Services, after giving the Director of the Division an opportunity to make a recommendation; an employee of the State Department of Juvenile Justice, after giving the Secretary of the Department an opportunity to make a recommendation; a member of the Commission on Juvenile Justice, after giving the Commission an opportunity to make a recommendation; and a member of the Victim Services Advisory Board after giving the Board an opportunity to make a recommendation. The County Executive appoints the chair.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>CERB received a suggestion from a Commission staff member that the Commission should have a member from the Commission on Veterans Affairs. After discussion, CERB decided to not support the idea since the Commission is already so large as to be almost unwieldy. The addition of any other members should only be considered if there were reductions in the current membership.</p> <p>CERB members observed the Commission in operation, and found it well organized and very efficient. Considering there are 32 members, including a police chief, judges, attorneys and other public officials, the leadership and staff should be commended.</p>

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no changes to its scope or functions.

37 - DEPARTMENT OF PERMITTING SERVICES ADVISORY COMMITTEE

<u>Created:</u>	Montgomery County Code Section 2-42B (created in 2006)
<u>Department</u>	Department of Permitting Services
<u>Purpose:</u>	<p>The Committee must advise the Department of Permitting Services on the performance of its functions and recommend to the Director, the Executive, and the Council of any steps necessary to improve the Department's performance. The Department of Permitting Services is responsible for: (1) reviewing building plans and specifications, building permits, occupancy permits and licensing facilities for compliance with the fire protection law; (2) code enforcement, inspection, and licenses (except where those functions are assigned by law to another department or agency), including: (a) administering, interpreting, and enforcing construction codes, and laws and regulations governing sediment control, storm water management, floodplain management, special protection areas, and pond and excavation safety; (c) issuing building, electrical storm water discharge, and on-site water supply and sewage disposal permits; (d) administering and enforcing agricultural preservation and historic resources laws and regulations.</p>
<u>Membership:</u>	<p>11 voting members; 6 non-voting members. Of the voting members: (a) 5 must be members of the regional service center advisory boards, with one member for each center's board; (b) 2 must be active members of civic organizations in the County; (c) 2 must be active members of environmental organizations in the County; and (d) 2 must be active in land development or related professions. The ex-officio, non-voting members must be nominated respectively by the Director of Environmental Protection, the Director of Housing and Community Affairs, the Director of Public Works and Transportation, the Fire Chief, the Planning Board, and the Washington Suburban Sanitary Commission.</p>
<u>Financial Disclosure:</u>	None Required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>The committee provides a critical function, and draws from a wide range of stakeholders of the building and development industry.</p> <p>Its primary function is to advise the Department of Permitting Services on its performance, and secondarily to advise the Executive and Council on needed changes. Most BCCs do not appear to be so closely tied to a Department/</p>

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

38 - DICKERSON AREA FACILITIES IMPLEMENTATION GROUP

<u>Created:</u>	County Council Resolution No. 13-1498
<u>Department:</u>	Department of Environmental Protection
<u>Purpose:</u>	To address community and environmental issues and concerns pertaining to the operations of the County's solid waste facilities located in the Dickerson area. These facilities include the Resource Recovery Facility, the Yard Trim Composting Facility, properties originally purchased for the Site 2 landfill, and property associated with the original Matthews Farm.
<u>Membership:</u>	18 members. 12 voting members including representatives of Sugarloaf Citizens Association, For a Rural Montgomery (FARM), the Town of Poolesville, the Town of Barnesville, the Solid Waste Advisory Committee (SWAC), the Up-County Citizens Advisory Board, and six representatives of the affected community. Six non-voting members including representatives of the Operator of the Resource Recovery Facility, the Operator of the Dickerson Compost Facility, the Operator of the Dickerson PEPCO Facility, and the County's Departments of Public Works and Transportation, Environmental Protection, and M-NCPPC.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No Compensation.
<u>Comments:</u>	While covering only a few specific areas of interest, the Group is key to ensuring that the Dickerson area environmental issues are monitored by those directly affected. Since the efforts are well underway, and the only real need is to monitor, analyze and provide any suggestions for change. It is the CERB's recommendation that the name of this group be changed. Perhaps remove the word "Implementation" with "Study". This issue is not included in the recommendation, but might be worthy of discussion.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Group continue with no changes to its scope or functions.

39 - DOMESTIC VIOLENCE COORDINATING COUNCIL

Created: Montgomery County Code Sec. 2-59 (Created in 2006)

Department: Sheriff's Office

Purpose: The Domestic Violence Coordinating Council (DVCC) must: (1) advise the County Executive, County Council, and Criminal Justice Coordinating Commission on policies, programs, and legislation necessary to prevent domestic violence; (2) promote and facilitate an effective community-wide response to domestic violence; (3) coordinate with the Maryland Network Against Domestic Violence and all other County, State, federal and non-governmental agencies, committees, boards, commissions, and organizations that operate, monitor, or coordinate domestic violence programs or services in the County; (4) develop recommendations to improve the coordination and effectiveness of County, State, federal, and non-governmental efforts regarding domestic violence; (5) cooperate with the Abused Persons Program in HHS, and any other organizations to periodically review the quality and sufficiency of programs and facilities available to domestic violence victims, offenders and their children; (6) obtain and evaluate the findings and recommendations of the County's Domestic Violence Fatality Review Team; (7) obtain and evaluate statistical data, reports, and other information related to domestic violence; (8) advocate for policies or legislation at the County, State and federal levels that would improve efforts to address domestic violence issues. **(State and federal advocacy must be approved by the office of Intergovernmental Relations.)**

Membership: Seventeen voting members. ***Ex-officio* members requested to serve:** (A) the Administrative Judge or designee for District 6 of the Maryland District Court; (B) the Administrative Judge or designee for the Montgomery County Circuit Court; (C) the State's Attorney or designee; (D) the Regional Director or designee of the Division of Parole and Probation, Maryland Department of Public Safety and Corrections; and (E) the County Sheriff or designee. ***Ex-officio* members appointed by the County Executive and confirmed by the County Council:** (A) A member or designee of the County Council, selected by the Council President; (B) the Chief of Police or designee; (C) the Director of the Department of Health and Human Services or designee; (D) the Executive Director of the Commission for Women or designee; (E) the Director of the Department of Correction and Rehabilitation or designee (F) the Board of Education President or designee. **Members of the general public appointed by the County Executive and confirmed by the County Council:** 1 attorney with experience representing victims of domestic violence; 4 members of the public with a demonstrated interest in domestic violence issues, including at least one individual who is a former victim of domestic violence. **One student member to serve for a**

1-year term, renewable for 1 additional year, who should be either a high school junior or senior when initially appointed and should attend a public or private school in the County.

Financial Disclosure: None required.

Terms: Three years. Student member - One year. No compensation

Comments: As written, eleven of the members are Ex-Officio, and only 6 are “regular”; that is a distribution that cannot be accurate?

The DVCC stated in its survey that its ongoing challenge is making the community aware of its services. They need to determine and establish the best medium or method to “get the word out” about what the DVCC does.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Council continue with no changes to its scope or functions.

40 - DOWN COUNTY RECREATION ADVISORY BOARD

<u>Created:</u>	Montgomery County Code – Section 41-21 thru 30, and Executive Order 239-01.
<u>Department:</u>	Department of Recreation
<u>Purpose:</u>	Advisory to the County Executive, the County Council, the Director of the Department of Recreation, and the Planning Board. The Board shall encourage the development of desirable recreational and park opportunities in the designated recreation areas of the County.
<u>Membership:</u>	Regional Boards -- There are four area boards: Down County, East County, Mid-County, and Up-County. Each of the four regional boards has nine members and two alternates who reside in the designated recreation area.
<u>Financial Disclosure:</u>	None required.
<u>Term:</u>	Three years. No compensation
<u>Comments:</u>	There seems to be serious interest in incorporating the four regional Boards into the existing County wide Recreation Advisory Board. The implementing recommendation included in the data sheet for the County wide Recreation Advisory Board allows this merger to happen.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board be eliminated . The functions shall be transferred to a new subcommittee in the newly renamed Recreation and Parks Advisory Board. Three members shall be assigned to the area subcommittee, thereby guaranteeing the continued representation of the Down County area.

41 - DR. MARTIN LUTHER KING, JR. COMMEMORATIVE COMMITTEE

<u>Created:</u>	Executive Order 82-99
<u>Department:</u>	Offices of the County Executive
<u>Purpose:</u>	Advise the Executive on plans for an annual program or other activities in observance of the birthday of Martin Luther King, Jr.; promotes awareness and recognition of the contributions of Dr. King toward the elimination of racial prejudice, inequality, and injustice in America and the achievement of equal rights and human dignity for all Americans; fosters the ideals and goals Dr. King espoused.
<u>Membership:</u>	A maximum of ten (10) general public members plus fifteen (15) agency representatives--one primary and one alternate from the following agencies: Offices of the County Executive, County Council, Recreation, Libraries, M-NCPPC, Montgomery County Public Schools, Montgomery College, Human Rights Commission, Department of Fire and Rescue Services, Department of Police, Office of Public Information, Dept. of Corrections and Rehabilitation, City of Gaithersburg, City of Takoma Park, and Town of Garrett Park. Membership is designed to be broadly representative of persons of diverse social, cultural, and economic backgrounds in the County.
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Two years. No compensation.
<u>Comments:</u>	<p>The City of Rockville was removed from the membership.</p> <p>The Dr. Martin Luther King (MLK) Committee exists by Executive Order. The Committee works primarily with one major event, the Dr. Martin Luther King Jr. holiday celebrations.</p> <p>CERB would like the MLK Committee to continue as an independent entity and not as a sub-committee of another board.</p> <p>The Committee responds to the Federal holiday, and supports community service as part of its mission. The Committee may solicit private contributions for its activities. The Fund for Montgomery, established in 2012, is used for that purpose. An appropriate portion of the fund should be designated every year to ensure that the program continues in the same manner and with the same quality as in the past.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue with modification in its

scope and functions as follows: 1) An appropriate portion of the Fund for Montgomery should be designated every year for the MLK Committee. 2) The City of Rockville position should be included in the membership requirements. 3) Alternate positions should be eliminated. It is difficult to fill the alternate positions on the Committee. The alternates attend only as needed, and are not part of the Committee's normal activities. CERB recommends a change in the membership requirement. Currently, membership requires 10 public members and 15 agency/organization members with 15 alternates (one for each agency/organization member). Membership should consist of 10 voting public members and 15 agency/organization voting members comprised of include senior managers who each **designate** a senior staff member to serve in their absence.

42 - EAST COUNTY CITIZENS ADVISORY BOARD

<u>Created:</u>	Resolution 12-1032
<u>Department:</u>	Community Engagement Cluster
<u>Purpose:</u>	To advise the County Executive and the County Council of East County citizens' issues and concerns; advocate for regional priorities; and help facilitate solutions. The Board also holds public forums as needed on topics of interest to the community and voices its recommendations to the County Executive vis-à-vis the County's budgetary priorities.
<u>Membership:</u>	Eighteen members, including one position reserved for a business representative. The membership represents a cross-section of citizens living or working in the Eastern region, including communities in the Fairland, White Oak and Cloverly neighborhoods. The area is roughly bound on the west by the Northwest Branch, on the north by Ednor Road, on the east by the Howard County and Prince George's County lines, and on the south by I-495.
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Three years. No Compensation
<u>Comments:</u>	<p>One serious problem impacts this Board's operation: the limited staff support available. There is only one staff person at the regional center, and the required support level is difficult to provide. The Citizens Advisory Board is the first line of interaction between the citizens and the County government. CERB suggests that the Board (as one of four regional Boards) continue, but with increased staff support to maintain effectiveness.</p> <p>The Centers have been cut one time too many. It is incomprehensible that such important entities continue without even basic staff support.</p>
<u>Recommendation:</u>	<p>After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.</p> <p>The CERB strongly suggests that all five regional boards be supported by increased staff at the Regional Centers.</p>

43 – EAST COUNTY RECREATION ADVISORY BOARD

<u>Created:</u>	Montgomery County Code – Section 41-21 thru 30. Executive Order 239-01.
<u>Department:</u>	Department of Recreation
<u>Purpose:</u>	Advisory to the County Executive, the County Council, the Director of the Department of Recreation, and the Planning Board. The Board shall encourage the development of desirable recreational and park opportunities in the designated recreation areas of the County.
<u>Membership:</u>	Regional Boards --There are four area boards: Down County, East County, Mid-County, and Up-County. Each of the four regional boards has nine members and two alternates who reside in the designated recreation area.
<u>Financial Disclosure:</u>	None required.
<u>Term:</u>	Three years. No compensation
<u>Comments:</u>	There appears to be serious interest in incorporating the four regional Boards into the existing County wide Recreation Advisory Board. The implementing recommendation is included in the data sheet for the County wide Recreation Advisory Board, thereby allowing this merger to happen.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board be eliminated . The functions shall be transferred to a new subcommittee in the newly renamed Recreation and Parks Advisory Board. Three members shall be assigned to an area subcommittee, thereby guaranteeing the continued representation of East County citizens.

44 - ENERGY AND AIR QUALITY ADVISORY COMMITTEE

<u>Created:</u>	Montgomery County Code Section 18A-5
<u>Department:</u>	Department of Environmental Protection
<u>Purpose:</u>	To assist the County Council and the County Executive in carrying out the purposes of Chapter 18A, Energy Policy, and Chapter 3, Air Quality Control. The Committee has the following duties: a) Advise the County Executive and the County Council of the activities of the Committee in furthering the goals of Chapters 3 and 18A; (b) Develop recommendations to promote and implement immediate and long-range energy consciousness in all segments of the community; (c) Comment on or assist in developing programs to meet air quality standards and to promote healthy indoor and outdoor air quality; (d) Identify areas and methods to encourage voluntary participation in energy conservation efforts and air quality improvements; (e) Educate the public and private sectors about the efficient use of energy and its direct benefits for improved air quality; (f) Carry out such other duties as may be assigned from time to time by the County Executive and the County Council to assist in fulfilling the purposes of Chapter 18A.
<u>Membership:</u>	Fifteen members. The Chair is designated by the County Executive and confirmed by the County Council. Members must be citizens of the County who are technically knowledgeable and interested in energy and air quality. In addition to the 15 voting members of the Committee, the County Executive and the County Council may each appoint an ex-officio, non-voting member to serve at the pleasure of the appointing authority.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No Compensation
<u>Comments:</u>	Each member of the Committee has informally agreed to forgo any requests for reimbursements for expenses in order to save County resources.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

45 - ETHICS COMMISSION

<u>Created:</u>	Mandated by State law through Montgomery County Code Section 19A
<u>Department:</u>	Ethics Commission
<u>Purpose:</u>	Responsible for rendering advice on the County's Code of Ethics and for acting on requests for waivers from ethics prohibitions and outside employment. The commission also investigates complaints.
<u>Membership:</u>	Five members - No more than three members may be of the same political party.
<u>Financial Disclosure:</u>	Public financial disclosure required. New appointees must complete a financial disclosure form before their appointment is confirmed by the County Council.
<u>Terms:</u>	Four years. No Compensation.
<u>Comments:</u>	<p>The Commission is mandated by State law.</p> <p>Since 2000, the Commission has been required to prepare an Annual Report. The commission's website for annual reports is currently inactive. The Montgomery County website provides access to the following Annual Reports: 2002, 2003, 2005, 2006, 2007, 2008, 2009, and 2011.</p> <p>Since the operations of the Ethics Commission deals with personnel and confidential actions, general discussions are open to the public only during the first hour of all monthly meetings. In order to evaluate this commission, the CERB was given adequate access during the open public session.</p> <p>It is strongly recommended that the commission adhere to publishing its Annual Report in a timely manner and keeping its website current.</p> <p>The Commission has its own budget, including funds for legal counsel. Since most of its work deals with confidential personnel issues, there is little data available for evaluation.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this commission continue with no changes to its scope or functions.

46 - FIRE AND EMERGENCY SERVICES COMMISSION (Replaced Fire and Rescue Commission 2008)

<u>Created:</u>	Montgomery County Code Section 21-2
<u>Department:</u>	Fire and Rescue Service
<u>Purpose:</u>	The Fire and Emergency Services Commission must recommend how the County can (a) achieve and maintain effective, efficient, and equitable fire, rescue, and emergency medical services County-wide, and (b) improve the policy, planning, and regulatory framework for all fire, rescue and medical service operations.
<u>Membership:</u>	Seven voting members. Two members must be County career fire/rescue personnel, 2 members must be volunteer local fire and rescue department personnel, and 3 members must have no personal, family, or business connection with the County volunteer or career fire and emergency services. Each member must be a resident of the County and reside in various geographic areas of the County and have a variety of occupational backgrounds. The Executive should appoint the career and volunteer members from a list of at least 5 volunteer local fire and rescue department personnel submitted by the LFRD representative, and organizations composed of career fire or rescue personnel. If the Executive chooses from a name not on the list, the Executive must explain to the Council. If the appropriate organizations do not submit names within 30 days, the Executive may appoint a qualified person.
<u>Financial Disclosure:</u>	Confidential financial disclosure required. (Public)
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	The Commission operates in an efficient and productive manner.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no changes to its scope or functions.

47 - FIREARM SAFETY COMMITTEE

<u>Created:</u>	Montgomery County Code Section 57-2, amended 1991
<u>Department:</u>	Department of Police
<u>Purpose:</u>	To issue approval certificates for target, trap and skeet range, and shooting areas which specify the type of gun or ammunition that may be used on such range or area. The committee also makes recommendations to the County Executive and the County Council concerning the extension of the maximum expansion area boundaries as well as the boundaries of the urban area.
<u>Membership:</u>	Seven voting members. The Police Range Officer is a non-voting member. Chairman designated by County Executive.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation
<u>Comments:</u>	Minimal staff required.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommend that this Committee continue with no changes to its scope or functions.

48 - FOREST CONSERVATION ADVISORY COMMITTEE

<u>Created:</u>	Montgomery County Code Section 22A-31 (New as of 2008)
<u>Department:</u>	Department of Economic Development
<u>Purpose:</u>	<p>The Committee must advise the Executive, Council, Planning Board, and any other relevant agency on forestry policy issues; propose to the Executive, Council, Planning Board and any other relevant agency, proactive forestry policies, laws, and guidelines; recommend a comprehensive approach to urban forestry, advise on a tree inventory; review and comment on policies and programs related to forestry; promote and seek funding for a sustained forestry program; promote and foster a strong sense of community through urban forestry; communicate with other boards, agencies, and community residents about forestry issues; and promote volunteerism and act as a general information resource. By October 1 each year the Committee must submit to the Executive, Council, Planning Board, and any other relevant agency, an annual report on its functions, activities, accomplishments, and plans and objectives. The Committee must not engage in any advocacy activity at the State or federal levels unless approved by the Office of Intergovernmental Relations (OIR).</p>
<u>Membership:</u>	<p>22 voting members appointed by the County Executive and confirmed by the County Council: 16 public members and 6 ex officio members. The public members should include: (a) landscape architects (b) arborists and urban foresters (c) horticulturists and representatives from the nursery industry (d) persons directly engaged in agriculture (e) persons directly engaged in the building industry (f) members of citizen groups (g) members of environmental and conservation organizations (h) representatives of public utility companies and (i) persons who own a forest stand of at least 2 acres. The Executive must designate one staff member from each of the following departments to serve as ex officio members: (a) Economic Development (b) Environmental Protection (c) Public Works and Transportation (d) Permitting Services. The Executive must invite one representative from each of the following agencies to serve as ex officio members: (a) the County Planning Board (b) the Washington Suburban Sanitary Commission.</p>
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comment:</u>	Cannot find clear justification for having 6 ex-officio members. They are voting members, but why ex-officio? The last two are “invited” by the County Executive – that appears to mean they do not have to accept.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that the Committee continue with no changes to its scope or functions.

49 - FRIENDSHIP HEIGHTS TRANSPORTATION MANAGEMENT DISTRICT ADVISORY COMMITTEE (FHTMDAC)

Created: Council Resolution No. 14-325

Department: Department of Transportation

Purpose: The FHTMDAC provides advice and recommendations to the County government on any aspects of programs, management, and finances relating to the implementation of the transportation system and demand management in the Friendship Heights TMD and vicinity. Specifically, the FHTMDAC may (a) propose guidelines for traffic mitigation plans; (b) monitor the implementation of the traffic mitigation plans; (c) evaluate progress in attaining the commuting goals specified in the Annual Growth Policy (AGP), if any; (d) recommend government, private or joint actions necessary to facilitate attainment of the commuting goals specified in the AGP, if any; (e) advise the Director of DOT on parking policies; (f) review traffic patterns and control measures in the Friendship Heights TMD and vicinity, including any relevant issues relating to neighborhood parking and to pedestrian access and safety.

Membership: 14 voting and 8 nonvoting representatives. **Voting Representatives:** 4 members nominated by the Greater Bethesda-Chevy Chase Chamber of Commerce, with two representing employers of fewer than 50 employees in the Friendship Heights TMD and two representing employers of 50 or more employees in the Friendship Heights TMD, and including one representative with retail employees; 2 members nominated by the Friendship Heights Village Council; 1 member nominated by the Chevy Chase Village Board of Managers; 1 member nominated by the Somerset Town Council; 1 member nominated by the Somerset House Management Association; 1 member nominated by the Citizens Coordinating Committee on Friendship Heights; 4 members nominated from among the development projects mandated to participate in the TMD. These can be tenants and/or employers designated by the owners of these projects. **Nonvoting representatives:** The Directors, or their designees, of the Bethesda-Chevy Chase Regional Services Center and Dept. of Transportation; a designee of the Planning Board; a representative of the County Police Department, and a representative of the Chevy Chase Village Police Department; three representatives of the District of Columbia as follows: (a) one nominated by the Advisory Neighborhood Commission of the adjacent neighborhood; (b) one nominated by the business community of the adjacent neighborhood; and (c) one nominated by the District of Columbia Government.

Financial Disclosure: None required.

Terms: Three years. No compensation.

Comments: This Committee has three members from the District of Columbia.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

50 - GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE, INC. BOARD OF DIRECTORS

<u>Created:</u>	Articles of Incorporation and Bylaws of the Glen Echo Park Operating Entity, Inc. 2002
<u>Department:</u>	Bethesda-Chevy Chase Regional Services Center
<u>Purpose:</u>	The Glen Echo Park Board of Directors will provide policy guidance to direct the affairs of the organization and its management; will lead efforts to raise funds to support the mission of the organization; will provide oversight for the (a) program, (b) site and facilities, (c) finances and (d) public relations activities of the organization.
<u>Membership:</u>	No fewer than nine (9) and no more than twenty-five (25) members. Members shall be reflective of the interests of the community, including park users, cooperators, residents of the surrounding neighborhoods and the general public. At least one member shall be a person who is a resident of the Town of Glen Echo, designated by the Town of Glen Echo; at least one member of the Board shall be a person who is a resident of Bannockburn, designated by the Bannockburn Civic Association; three (3) members to be appointed by the County Executive if the board is between 9 and 12; four (4) members to be appointed if the board is larger. Note: The County Executive and President of the County Council or their designees are non-voting ex-officio members.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three year. No compensation
<u>Comments:</u>	Need to clarify where the membership (up to 25) comes from. The details only provide for 5 (or 6!) plus 2 ex-officio. Also, with the status of being an incorporated body, it is not clear if the Council get to approve the County Executives appointees. Also, it is out of the ordinary to have a range of membership – “no fewer than 9 and no more than 25”. Suggest that this be examined for possible revision. Complete membership information should be on County materials.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

51 - HISTORIC PRESERVATION COMMISSION

<u>Created:</u>	Montgomery County Code Section 24A-4
<u>Department:</u>	Maryland - National Capital Park and Planning Commission
<u>Purpose:</u>	Responsible for recommending historic sites and districts to the Planning Board for placement on the Master Plan for Historic Preservation. The Commission also acts on applications for alteration, construction or demolition of designated historic sites, and serves as a clearinghouse by reviewing proposals affecting historic preservation in the County.
<u>Membership:</u>	Nine members - at least one member representing each special interest, knowledge or training in the fields of history, architecture, preservation and urban design. The remaining five members are selected from applicants representing the various geographical, social, economic and cultural concerns of County residents.
<u>Financial Disclosure:</u>	Confidential Disclosure required.
<u>Terms:</u>	Three years. No compensation
<u>Comments:</u>	The Commission plays an important role in helping to preserve historic sites in Montgomery County.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no changes to its scope or functions.

52 - HOUSING OPPORTUNITIES COMMISSION

<u>Created:</u>	Md. Housing and Community Development Code Ann. Section 16-105 to 116-107.
<u>Department:</u>	Housing Opportunities Commission
<u>Purpose:</u>	The Housing Opportunities Commission (HOC) is a public corporation chartered under Maryland law. HOC builds, owns, manages and finances housing for people of eligible income. The Commission can issue tax exempt bonds to finance multi-family rental housing and single family mortgages.
<u>Membership:</u>	Seven members. (A Federal law, effective 10/99, required that at least one member of this Commission be a person “who is directly assisted by the public housing agency.”). Members are required to be sworn in by the Clerk of the Circuit Court before their first meeting.
<u>Financial Disclosure:</u>	Confidential Financial Disclosure required (with limited public).
<u>Terms:</u>	Five years. No compensation
<u>Comments:</u>	<p>The Commission is mandated by State Law.</p> <p>There are no guidelines for selecting six of the seven members of this Commission. Suggest that the County work with the State to determine membership criteria.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Commission continue with no changes to its scope or functions.

53 - HUMAN RIGHTS COMMISSION

Created: Montgomery County Code Section 27-2.

Department: Office of Human Rights

Purpose: The Commission's duties mandate that it work to eliminate discrimination, prejudice, intolerance, and bigotry in housing, recreation, education, health, employment, public accommodations, and justice, regardless of race, color, religious creed, ancestry, national origin, sex, age, marital status, disability, sexual orientation, genetic status, presence of children, or source of income, and promote goodwill, cooperation, understanding and positive human relations among all residents. Initiate or receive and investigate complaints of discrimination against any person; study and investigate by means of public hearings, or otherwise any conditions having an adverse effect on inter-group relations; institute and conduct educational and other programs to promote equal rights for all persons; render not less than once a year a written report of activities and recommendations to the County Executive; recommend such legislation as deemed necessary to promote and insure equal rights and opportunities for all persons; and adopt such rules and regulations as may be necessary to carry out purposes and provisions of said ordinance. The Commission must appoint a case review board of 3 individuals to consider and decide each complaint that the Director of the Human Rights Commission (HRC) certifies to the Commission.

Membership: 15 Commissioners who may also serve on Case Review Boards.

Financial Disclosure: Confidential Financial Disclosure required.

Terms: Three years. No compensation.

Comments: The Human Rights Commission focuses on responses to complaints. This gives individuals a venue in which a variety of human rights issues can be addressed and resolved without the expense of litigation in the courts.

The Commission does an excellent job of reaching out to the community through meetings and support of special events. It also does well in advising the Executive and Council on civil rights issues.

The Commission has a budget.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Commission continues with no changes to its scope or functions.

54 - INTERAGENCY COORDINATING BOARD FOR COMMUNITY USE OF PUBLIC FACILITIES

<u>Created:</u>	Sec. 44-3, Montgomery County Code as amended
<u>Department</u>	Community Use of Public Facilities
<u>Purpose:</u>	<p>To promote community use of public school facilities; encourage interagency cooperation regarding the community use of public school facilities; adopt regulations necessary for community use of those facilities; recommend fee schedules to the County Executive and County Council; review major contracts and grants to be negotiated between the County and MCPS; review budget prepared by the Executive Director and make budget recommendations thereon to the Chief Administrative Officer, County Executive and County Council, and recommend how to resolve any interagency differences and problems to the County Executive, Board of Education, Maryland National Capital Park and Planning Commission, Montgomery College or the County Council as appropriate.</p>
<u>Membership:</u>	<p>Nine voting members, as prescribed by law, who serve without compensation consisting of : (1) Chief Administrative Officer, (2) Superintendent of Schools, (3) President of Montgomery College, (4) member of the Montgomery County Planning Board, designated by Montgomery County members of M-NCPPC, (5) a representative of the County Council, (6) one resident appointed by the Superintendent of Schools and confirmed by the Board of Education, and (7) three residents appointed by the County Executive and confirmed by the County Council. Three non-voting ex-officio members: one member of the Board of Education, one representative each of the Montgomery County Association of Administrators and Principals to represent secondary school administrators and elementary school administrators.</p>
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Four Years for public members. No compensation.
<u>Comments:</u>	<p>The Board is not supported by tax funds.</p> <p>Park facilities were added sometime after the establishment of the Board in 1978. Suggest that Park Facilities be added to the purpose statement in County materials as noted in bold above.</p> <p>The Board does an excellent job of controlling the use of these facilities, and assisting all groups, including non-profits, to use them at the lowest possible cost.</p>

Recommendation: After careful analysis and consideration of available data, the CERB recommends that this Board continue with no changes to its scope or functions.

55 - LIBRARY BOARD

<u>Created:</u>	Montgomery County Code Section 2-46
<u>Department</u>	Public Libraries
<u>Purpose:</u>	Inquire into matters affecting the County public library system including the acquisition and location of new library facilities, the adequacy of book collections, services to outlying districts and personnel needs of the Department of Libraries and to make recommendations thereon to the County Executive.
<u>Membership:</u>	12 members, and the supervisor of school libraries serving as the Ex-Officio School Board Representative.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>All information and recent history shows that the Montgomery County Library Board is a very effective group. They maintain close cooperative relationships with two auxiliary organizations, the Friends of the Library (FOL), and the Library Advisory Committees (LAC), thus providing outreach into the community and the users of the libraries. The Board has also conducted effective efforts to lobby for additional funds through the County budget.</p> <p>The Board has expressed interest in adding an ex-officio member to the Board. This request is for a representative from Montgomery College.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no change in its scope and functions, but with a modification with the addition of an ex-officio member position to represent Montgomery College.

56 - LOCAL MANAGEMENT BOARD FOR CHILDREN, YOUTH, AND FAMILIES

Created: Montgomery County Code Section 2-117.

Purpose: State law requires the County to establish or designate a local management board (which can be a quasi-public, non-profit corporation that is not an instrumentality of the County to act as the County's LMB) to ensure the implementation of a local, interagency service delivery system for children, youth, and families. Primary functions are to administer state funds for certain children's services, plan and coordinate those state-funded services; participate in community planning for children's services related to the state-funded programs; and apply for and administer funds for children's programs.

Membership: **21 voting members. 12 Public members including** designees of (1) the President of the County Council; (2) the President of the Board of Education; (3) the Superintendent of MCPS; (4) the Director of the Department of HHS; or the Director's designee; (5) the Director of either the Department of Finance or the Office of Management and Budget, or either Director's designee; (6) the Director of the Core Service Agency, or the Director's designee; (7) the Regional Director of the State Department of Juvenile Justice, or the Director's designee; (8) the County Health Officer, or the Officer's designee; (9) a County employee who provides direct client social services to children, youth, or families. Each member appointed from the public sector represents the public interest, and is not precluded from participating in a matter as a board member if that member's government employer is a party to the matter. **9 private sector members who may include** (1) advocates for services to children, youth, and families (CYF), (2) providers of services to CYF; (3) parents of children who are receiving or recently received services of the type funded by the LMB; (4) individuals between the age of 18 and 25 years of age; (5) business owners and managers; (6) leaders of civic and community service organizations; (7) leaders of religious organizations. *The CE must not appoint more than 2 persons who are members of a governing board of, and must not appoint any employee of, any organization that receives County funds or state funds directed through the LMB for children's services.* The CE must strive to achieve broad representation from various geographic areas, socio-economic and ethnic groups.

Financial Disclosure: None required.

Terms: Three years. No compensation

Comments:

The private sector member list has seven selection criterion, but with a “may include” caveat. “May” is not a strong word, and allows for ambiguity; revise to shall or must.

Each sector does not seem to reflect “one” public or private member from each sector listed. For example, the DHHS sector consists of public members from several departments affiliated with Child Welfare, Children, Youth, and Family Services, Public Health, Behavioral Health and Crisis Management. Therefore, the wording has been slightly revised to reflect the inclusion of these groups and community members.

The Local Management Board was established in 2004, and was therefore not reviewed by the prior CERB.

CERB observed at a meeting that Board members seemed to rely on an extensive degree of knowledge from the Chair concerning many of the issues they were discussing. Board members questioned the Chair on such matters as youth services and grant approvals, proposal review procedure, and decision making process for grant approvals and service assessments. Members seemed unclear on grant approval criteria.

CERB observed a lack of diversity among the Board members.

Recommendation:

After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

57 - MENTAL HEALTH ADVISORY COMMITTEE

<u>Created:</u>	Montgomery County Code Chapter 24-34 and State law, Chapter 21.
<u>Department</u>	Department of Health and Human Services
<u>Purpose:</u>	The Committee monitors, reviews, and evaluates the allocation and adequacy of publicly-funded mental health services within the County through means such as conducting or participating in site visits; determines the needs of the County mental health system, including quality of services, gaps in the system, and interagency coordination; and, participates in the development of the local mental health plan and local mental health budgets. The Committee also prepares an annual report to state and county officials; reviews and comments on the annual mental health plan and preliminary budget for the state mental health grant to the County; and reviews and comments on the annual budget for mental health services of the Department of Health and Human Services.
<u>Membership:</u>	<p>19 voting members (as described in the listing below) and at least 3 nonvoting ex officio members. Members serve without compensation.</p> <p><u>Voting Members</u> -- (a) 7 individuals selected as representatives from the following 13 categories: the County Executive, the County Council, the County public schools, the practicing physicians in the County; mental health professionals in the County who are not physicians; the clergy in the County; the legal profession in the County; a local law enforcement agency; a local general hospital that contains an inpatient psychiatric unit; the county office on aging; the Department of Juvenile Services; the Department of Health and Human Services; and a local community rehabilitation or housing program; (b) 4 individuals who are currently receiving or have in the past received mental health services; (c) 3 parents or other relatives of adults with mental disorders; (d) 3 parents or other relatives of children or adolescents with emotional, behavioral, or mental disorders, the onset of which occurred during childhood or adolescence; (e) one representative from the local mental health association; and (f) one member of the general public.</p>
<u>Nonvoting Members:</u>	Ex-Officio, Nonvoting Members are the following individuals or their designees: a) the State Mental Hygiene Administration regional mental health director who serves the County; b) a representative of a State inpatient facility that serves the County; c) Director of the County DHHS; and d) if there are designated State inpatient beds located in County general hospitals, a representative from those facilities.
<u>Financial Disclosure:</u>	None required.

Terms: Three years. No compensation. A member who has served 2 consecutive full terms may be reappointed after a two year delay.

Comments: This Committee is mandated by State Law.

Coordination between this committee and the Veteran's Affairs Commission is warranted. Suggest that consideration be given to the idea that a member be designated to be a representative to the Veterans group.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

58 - MERIT SYSTEM PROTECTION BOARD

<u>Created:</u>	Montgomery County Charter, Section 403
<u>Department:</u>	Montgomery County Council
<u>Purpose:</u>	The Board serves as an appeal body with respect to adverse personnel actions. The Board shall conduct on a periodic basis special studies and audits of the administration of the merit and retirement systems and file written reports of its findings and recommendations with the County Executive and the County Council. The Board shall comment on any proposed changes in the merit system law or regulations in a timely manner as provided by law.
<u>Membership:</u>	Three members appointed by the County Council. Members shall be qualified voters of the County and not more than two members shall be from the same political party. No member shall hold political office or participate in any campaign for political or public office during his term on the Board. Chairperson is elected annually by the Board.
<u>Financial Disclosure:</u>	Public financial disclosure required.
<u>Terms:</u>	Three years.
<u>Compensation:</u>	Members: \$7,700; Chair: \$9,479 (Dec 2012) Compensation is adjusted every July, and is tied to the Consumer Price Index.
<u>Comments:</u>	This quasi-judicial body is critical for assuring that County employees have the right and opportunity to formally address personnel grievances.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

59 - MID-COUNTY CITIZENS ADVISORY BOARD

<u>Created:</u>	Council Resolution No. 9-40
<u>Department:</u>	Community Engagement Cluster
<u>Purpose:</u>	To provide advice to the Director of the Mid-County Regional Services Center on area priorities and on ways to tailor services in the Center to residents of the region, to identify and understand community issues and advise the County Executive and County Council on the appropriate role for government to assume in resolving these issues.
<u>Membership:</u>	Fifteen members who are residents or business owners in the area.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>One serious problem impacts this Board's operation: the limited staff support available. There is only one staff person at the regional center, and the required support level is difficult to provide. The Board is the first line of interaction between the citizens and the County government, the CERB would suggest that the Board (as one of five regional Boards), continue, but with increased staff support.</p> <p>There should be some additional criteria for selecting members than they live in or own a business in the area.</p> <p>CERB observers noted that the meetings are overly concerned with the details of Robert's Rules of order. This concern with the rules took time away from the discussion of the issues. This may have been an isolated incident; regardless, it was quite an unusual situation for a non-judicial group.</p>
<u>Recommendation:</u>	<p>After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.</p> <p>The CERB strongly suggests that all five regional boards be supported by increased staff at the Regional Centers. A staff increase will guarantee that the Boards will be able to do their job even better than now.</p>

60 - MID-COUNTY RECREATION ADVISORY BOARD

<u>Created:</u>	Montgomery County Code – Section 41-21 thru 30. Exec. Order 239-01.
<u>Department</u>	Department of Recreation
<u>Purpose:</u>	Advisory to the County Executive, the County Council, the Director of the Department of Recreation, and the Planning Board. The Board shall encourage the development of desirable recreational and park opportunities in the designated recreation areas of the County.
<u>Membership:</u>	Regional Boards --There are four area boards: Down County, East County, Mid-County, and Up-County. Each of the four regional boards has 9 members and 2 alternates who reside in the designated recreation area.
<u>Financial Disclosure:</u>	None required.
<u>Term:</u>	Three years. No compensation
<u>Comments:</u>	There appears to be serious interest in incorporating the four regional Boards into the existing County wide Recreation Advisory Board. The implementing recommendation included in the data sheet for the County wide Recreation Advisory Board allows this merger to happen.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board be eliminated . The functions shall be transferred to a new subcommittee in the newly renamed Recreation and Parks Advisory Board. Three members shall be assigned to an area subcommittee, thereby guaranteeing the continued representation of the Mid-County area.

61 - ADVISORY BOARD FOR MONTGOMERY CARES PROGRAM

Created: Montgomery County Code, Ch. 24-47 thru 24-53, effective 5/11/06. Sunset: 1/1/09. **Amended 12/29/08, Bill 29-08. Board term continued until 1/1/15. Amended 7/12/11, Bill 6-11. Two current or former recipient positions added.**

Department Department of Health and Human Services

Purpose: The Board's Mission is to guide the development of the Program to ensure steady and measurable growth in the number of uninsured County residents accessing high quality and efficient health care services including primary, specialty, dental and behavioral health care services. The Board may advise the County Executive, County Council, and Department on any matter relating to the goal of ensuring a steady and measurable growth in the number of uninsured County residents accessing high quality health care services including: (1) eligibility criteria for participating health care providers; (2) eligibility criteria for individuals served by the Program; (3) the method for allocating Program funds; (4) the method of distributing funds to participating health care providers; (5) the Program budget; (6) growth targets and resources needed to meet those targets; (7) assistance to eligible individuals to obtain State and federal care coverage; (8) policies and practices to maximize the use of County funds for direct services to clients; (9) evaluation of the program; and (8) strategic planning. The Board must submit a quarterly report to the County Executive, County Council, and Department on its activities, findings and recommendations.

Membership: Seventeen voting members. Members who should be appointed by the County Executive and confirmed by the County Council: (1) 2 representatives of community health providers that participate in the Program; (2) 1 representative of hospitals that participate in the Program; (3) The chair of the Board of Directors or designee of the entity that contracts with the Department to administer the distribution of funds for the delivery of Program services; (4) 3 members of the public (5) 4 individuals who have knowledge of and experience with issues relating to health care for uninsured individuals such as primary care, specialty care, dental care, behavioral health care, or fiscal matters relating to any of these types of care; (6) 1 representative of the Commission on Health; (7) 1 representative of the County Medical Society. (8) 2 current or former recipients of services under the Program; Ex-officio members: (1) the County Health Officer or designee; (2) the Chief of the Department's Behavioral Health and Crisis Services or designee.

Financial Disclosure: Limited public financial disclosure is required for all non-ex-officio members.

<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	Two “ex-officio” members are counted in the voting total of 17. Perhaps they should be listed as regular members.
	Meetings of this large board are well attended. The meetings, with presenters, speakers, etc., run from 2-3 hours. Members observe Roberts Rules of Order throughout the meeting.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

62 - NOISE CONTROL ADVISORY BOARD

Created: Montgomery County Code Section 31B-4.

Department Department of Environmental Protection

Purpose: To advise the County Executive, Director of the Department of Environmental Protection, County Council, and Planning Board on noise control issues, including administration and enforcement of the Montgomery County Code Chapter 31B - Noise Control.

At least every third year, the Board must evaluate the effectiveness of the County's noise control program and recommend any improvements to the Director of the Department of Environmental Protection, County Executive, County Council, and Planning Board.

No later than March 1 each year, the Chair of the Board must report to the Director of the Department of Environmental Protection, County Executive, County Council, and Planning Board on activities and actions the Noise Control Advisory Board took during the previous calendar year.

Membership: Eleven members.

Financial Disclosure: None required.

Terms: Three years. No compensation

Comments: A possible way to improve the recruitment process for this Board is to provide details on criteria for membership. The Board has often suffered from long unfulfilled vacancies.

The Board and CERB observers both noted that the entire Noise Control ordinance needs revision. There is new equipment on the market i.e.; generators; new outdoor entertainment venues (e.g. Strathmore) and mixed use zones with residential and commercial interspersed. Most of these examples are not adequately addressed in the current ordinance.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

CERB strongly suggests that a review of the County Noise Control Ordinance be undertaken in order to reflect changes in technology and zoning, which would more clearly define the roles and purpose of the NCAB.

63 - NOMINATING COMMITTEE FOR THE BOARD OF TRUSTEES OF MONTGOMERY COLLEGE

<u>Created:</u>	State of Maryland Annotated Code Education Article §16-411 (c)
<u>Purpose:</u>	To establish procedures for the recruitment of applicants, to interview and recommend to the Governor no less than two and not more than four names for each vacancy on the Board of Trustees of Montgomery College. Recommendations for annual vacancies are to be submitted to the Governor, who appoints members to the Board of Trustees with the advice and consent of the Senate, except for the student member, by December 15 of each year.
<u>Membership:</u>	The Nominating Committee consists of five Montgomery County residents, where its composition includes two members appointed by the Montgomery County Executive, one by the Montgomery College Alumni Association, and two by the County Council. Currently, no vacancy exists on the Nominating Committee.
<u>Financial Disclosure:</u>	Not required.
<u>Terms:</u>	Two years, from September 15 of the year. No compensation.
<u>Comments:</u>	<p>The Committee's exists under State Law.</p> <p>The Nominating Committee is fully operational. All Committee members actively participate and attend the meetings. The Committee observes all legal requirements, including the Open Meetings Act. It also satisfies its mandate for making recruitment recommendations to the Governor.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

64 - PEDESTRIAN, BICYCLE, AND TRAFFIC SAFETY ADVISORY COMMITTEE

<u>Created:</u>	Sec. 49-81, Montgomery County Code
<u>Department</u>	Department of Transportation
<u>Purpose:</u>	The Committee must: (1) advise the Executive and Council on the status of the implementation of the recommendation in the Pedestrian Safety Final Report, issued in 2002; (2) advise the Executive and Council of priorities and needs for pedestrian and bicycle safety and access, and other pedestrian-related issues and identify new issues that emerge. By November 1 st each year, the Committee must submit to the Executive and the Council an annual report on its functions, activities, accomplishments, and plans and objectives.
<u>Membership:</u>	17 members appointed by the County Executive and confirmed by the County Council. The Executive must appoint a representative from each of the following departments: (A) Police (B) Transportation; and (C) one of the Regional Services Centers. The Executive must invite a representative from each of the following agencies to serve as members: (A) County Council; (B) County Planning Board; (C) Montgomery County Public Schools; and (D) State Highway Administration. The Executive must appoint: (A) one member representing a municipality from a list provided by the County chapter of the Maryland Municipal League; (B) one member representing advocates of bicycling; and (C) one member representing people with disabilities. The Executive must appoint the remaining individuals from different geographic areas of the County.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation
<u>Comments:</u>	The existing membership shows a great deal of enthusiasm and involvement. The staff liaisons and support staff are highly appreciated by the Committee members. Meetings are well attended, and are usually supported by three staff members.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

65 - MONTGOMERY COUNTY PLANNING BOARD

<u>Created:</u>	State of Maryland Land Use Annotated Code Section 15-103
<u>Department:</u>	Maryland-National Capital Park and Planning Commission
<u>Purpose:</u>	To recommend to proper authorities text amendments to the Zoning Ordinance, Subdivision Regulations, and other rules and regulations. Responsible for planning, plotting and zoning functions that are primarily local in scope affecting the Regional District as a planning unit; administration of subdivision regulations; preparation and adoption of recommendations to District Council with respect to zoning map amendments; assignment of street names and house numbers; and also charged with responsibility of reviewing the annual capital budgets of the County and submitting recommendations to its governing body. The Commission is also responsible for the administration of a park system in the Regional District.
<u>Membership:</u>	Five members from Montgomery County and five from Prince George's County comprise the full Commission. The Commission is also split into two planning boards for action relevant to each County individually. The members from Montgomery County are appointed by the County Council and the County Executive may approve or disapprove them.
<u>Financial Disclosure:</u>	Confidential financial disclosure required.
<u>Terms:</u>	Four years.
<u>Compensation:</u>	Chair - \$166,700, Member - \$30,000 as of December 2012. Salary is adjusted annually by an amount not to exceed 75% of the change in the CPI.
<u>Comments:</u>	<p>This Board is mandated by Maryland State Law.</p> <p>The appointment process is highly political, with membership apportioned between the political parties.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

66 - PROPERTY TAX ASSESSMENT APPEAL BOARD

<u>Created:</u>	State of Maryland Tax Property Annotated Code, Section 3-103. as amended by MD Senate Bill 55, April 12, 2011. This Bill added an additional alternate member.
<u>Purpose:</u>	To hear and determine tax appeals, assess, classify, reassess or reclassify property for purposes of taxation.
<u>Membership:</u>	Three regular members and (as of 4/11) three alternate members appointed by the Governor from a list of three persons for each vacancy. The list shall be submitted by the County Executive with the approval of the County Council. One member shall be designated by the Governor as chairman.
<u>Financial Disclosure:</u>	State financial disclosure required annually
<u>Terms:</u>	Five year terms.
<u>Compensation:</u>	\$150 per day (6 hours) or part thereof (\$25/hour) spend in hearings
<u>Comments:</u>	The Board function is a quasi-legal capacity. Its operations comply with all standards and policies of Montgomery County relative to issues concerning taxes for commercial and residential property.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

67 - RUSTIC ROADS ADVISORY COMMITTEE

<u>Created:</u>	Montgomery County Code, Sec. 49-80
<u>Department:</u>	Department of Permitting Services
<u>Purpose:</u>	To promote public awareness and knowledge of the rustic roads program in the County; review and comment on classification of rustic roads and exceptional rustic roads; review and comment on Executive Regulations and other County policies and programs that may affect the program; and report annually on June 1 to the County Executive, the County Council and the Planning Board on the status of the rustic roads program.
<u>Membership:</u>	The Committee has seven voting members. Each member must be a resident of the County. The County Executive should appoint three members who are owner-operators of commercial farmland earning 50 percent or more of their income from farming, one of whom is a representative of the Agricultural Advisory Committee; one member who has knowledge of rural preservation techniques through practical experience and training; one member who has knowledge of roadway engineering through practical experience and training; one member who represents civic associations located in the Agricultural Reserve; and one member who represents civic associations in areas located outside the Agricultural Reserve where there are rustic roads. The Chairman of the Planning Board must designate a member of the Planning Staff as a non-voting member.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	A rustic road is a fragile piece of the landscape that can be ruined by tree removal, grading, and other construction. Once the damage is done, there is usually no comeback or repair. The County residents on the committee observe whether rustic road protection rules in the zoning ordinances are being followed. They make observations that County Staff cannot afford the time to do. The cost factors to support this effort are minimal. Local residents are more than willing to help protect this valuable resource.
<u>Recommendation:</u>	After careful analysis and consideration available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

68 - SIGN REVIEW BOARD

<u>Created:</u>	Montgomery County Code Section 59-F-10.2
<u>Department:</u>	Department of Permitting Services
<u>Purpose:</u>	To review applications for sign permits and to grant variances from sign ordinance regulations, as provided in the ordinance.
<u>Membership:</u>	Three members - at least one member shall be an architect licensed to practice architecture in the State, and at least one member shall be a person operating a business in the County.
<u>Financial Disclosure:</u>	Confidential disclosure required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	Board meetings are well run and allow all applicants a fair hearing. However, the audience is at a disadvantage as exhibits are not visible to them. This is a hindrance to anyone who is speaking, or may want to speak or contribute information. The hearing room is also dangerous due to many broken seats. While this is not the direct responsibility of the Board, their staff should relay this information to the proper officials for correction.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

69 - SILVER SPRING ARTS AND ENTERTAINMENT ADVISORY COMMITTEE

<u>Created:</u>	County Executive Initiative
<u>Department:</u>	Silver Spring Regional Services Center
<u>Purpose:</u>	The advisory Committee was established for the purpose of obtaining stakeholder and community input and advice on how various art venues in Silver Spring can provide rich cultural opportunities and synergies, meet cultural needs, serve local interests, address community concerns and reap the economic development opportunities, partnerships and spillover benefits that arts venues can provide. The purpose of the Committee is to advise the County Executive on these matters.
<u>Membership:</u>	The Advisory Committee is comprised of eleven representatives of various arts stakeholders, communities that make up Greater Silver Spring, including residents, large and small businesses, and community activists and generally, individuals who have demonstrated an interest and ability to support, promote and encourage the very best quality of life for all of Silver Spring through the arts and entertainment.
<u>Financial Disclosure:</u>	Not required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	A low cost, high impact advisory committee.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions

70 - SILVER SPRING CITIZENS ADVISORY BOARD

<u>Created:</u>	Resolution No. 8-449
<u>Department:</u>	Community Engagement Cluster
<u>Purpose:</u>	To strengthen communication between the community and the various agencies of the County Government, coordinate necessary interagency action with regard to Silver Spring, and recommend programs and policies tailored to the Silver Spring area.
<u>Membership:</u>	18 members
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	<p>One serious problem that impacts this Board's operation: the limited staff support available. There is only one staff person at the regional center, and the required support level is difficult to provide. The Board is the first line of interaction between the citizens and the County government. CERB suggests that the Board (as one of 5 regional Boards), continue, but with increased staff support.</p> <p>There should be some criteria listed for selecting members; can it be presumed that they must at least live or own a business in the area?</p> <p>The Board is lending its support to important ongoing initiatives in the Silver Spring area, such as the tree trimming program by Pepco; making the area greener; closing certain in-demand soccer fields for renovation; visiting and supporting the small business incubator in Silver Spring; supporting the Small Business Saturday initiative; and encouraging use of the Silver Spring Civic Building.</p> <p>For conformity among the committees, suggest name change to "Down County Citizens Advisory Board".</p>
<u>Recommendation:</u>	<p>After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.</p> <p>The CERB strongly suggests that all five regional boards be supported by increased staff at the Regional Centers. A staff increase will guarantee that the Boards will be able to do their job even better than now.</p>

71 - SILVER SPRING TRANSPORTATION MANAGEMENT DISTRICT ADVISORY COMMITTEE

<u>Created:</u>	Montgomery County Code, Section 42A-10, and Council Resolution 14-1511 adopted 11/26/02.
<u>Department:</u>	Department of Transportation
<u>Purpose:</u>	The Committee may advise the County government on all aspects of programs, management and finances relating to the implementation of transportation system management in the Silver Spring Central Business District and vicinity. The Committee also proposes guidelines for traffic mitigation plans; monitors the implementation of the traffic mitigation plans; evaluates progress in attaining the commuting goals specified in the Annual Growth Policy for Silver Spring; recommends government, private or joint actions necessary to facilitate attainment of the commuting goals specified in the Annual Growth Policy; advises the Director of DOT on parking policies, including any relevant issues relating to neighborhood parking and pedestrian access and safety; and, submits comments and recommendations on the Director's Annual Report by December 1 of each year.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No Compensation
<u>Membership:</u>	12 voting members and 4 non-voting members. Three members are nominated by the Silver Spring Chamber of Commerce; three members are nominated by the Silver Spring Citizens Advisory Board of which one is a resident of the transportation management district established in the Silver Spring Central Business District; and one is a resident of the southern portion of the Kemp Mill-Four Corners or the Silver Spring East master plan area, or the Montgomery County portion of the Takoma Park planning area. Three members are employers of fewer than 50 employees and three members are employers of 50 or more employees in the Central Business District. Non-voting members are the Directors or the designees of the Department of Transportation and the Silver Spring Center; a representative of the Planning Board; and, a representative of the Montgomery County Police Department.
<u>Comments</u>	Are non-voting members “ex-officio”? This is an example of the variety of ex officios.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no change to its scope or functions.

72 - SILVER SPRING URBAN DISTRICT ADVISORY COMMITTEE

<u>Created:</u>	Montgomery County Code, Sec. 68A-5 (a).
<u>Department:</u>	Community Engagement Cluster
<u>Purpose:</u>	The Committee should, by July 15 of each year, advise the Department of Transportation on the program and budget of the urban district; by September 15 of each year, review the urban district budget and submit comments to the Department; and by October 1 of each year, meet with the Department Director to resolve areas of disagreement regarding the budget.
<u>Membership:</u>	Eleven members. The County Executive <u>must strive</u> to appoint two persons nominated by the Greater Silver Spring Chamber of Commerce; three representatives of optional method developers; three representatives from businesses that employ fewer than 25 employees; two representatives of residential communities in the urban district; and one representative of a residential community in or outside of the urban district who is a member of the Silver Spring Citizens Advisory Board.
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Three years. No Compensation
<u>Comments:</u>	The membership section contains the awkward wording “The County Executive <u>must strive</u> to” Clearer wording would definitely be appropriate.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.

73 - SOLID WASTE ADVISORY COMMITTEE

<u>Created:</u>	Montgomery County Code Section, 48-38
<u>Department:</u>	Department of Environmental Protection
<u>Purpose:</u>	<p>To advise the County Council and the County Executive on all matters relating to solid waste management within the county. (1) Review and offer recommendations on the county's ten-year solid waste management plans. (2) Investigate and make recommendations on systematic programs and alternative methods, both public and private, for the storage, collection, transportation, processing, disposal and resource recovery of solid wastes, including sludge. (3) Evaluate the impact of the solid waste management program on citizens, institutions, business and industry throughout the county. (4) Recommend methods to assure public involvement in solid waste planning and develop educational programs to inform the public on all aspects of solid waste management. (5) Recommend local and state legislation necessary to accomplish effective solid waste management. (6) Review and comment on the annual county budget for solid waste activities. (7) Submit to the County Executive and County Council, and make available to the general public, an annual report of the activities of the committee.</p>
<u>Membership:</u>	<p>15 voting members. The Committee has one ex officio non-voting representative of the Maryland National Capital Park and Planning Commission. The County Executive should appoint members so that the committee reflects broad geographic areas of the County; the solid waste industry; business users; a representative of the County chapter of the Maryland Municipal League, and the general public.</p>
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No Compensation
<u>Comments:</u>	<p>Committee members have consistently striven to reduce administrative costs, including taking their own minutes.</p> <p>Committee members expressed frustration at maintaining sufficient membership, and the frequency of not having a quorum. The question has partially been answered by providing the committee with a clearer interpretation of the membership rules.</p>
<u>Recommendation:</u>	<p>After careful analysis and consideration of available information, the CERB recommends that this Committee continue with no changes to its scope or functions.</p>

74 - STRATHMORE HALL FOUNDATION BOARD OF DIRECTORS

Created: Resolution No. 9-1460

Purpose: To foster and support the development of the Strathmore Hall Arts Center and the effective use of its facilities as a multi-disciplinary center for promoting and encouraging participation in and appreciation of the performing, literary and visual arts.

Membership: The Board of Directors shall consist of 21 members as follows:

Six business, professional or civic leaders with demonstrated interest in the arts and in furthering the purposes of the Foundation shall be appointed by the County Executive and confirmed by the County Council. Six members elected in such manner as the Bylaws of the Foundation may prescribe from among the membership of the Honorary Trustees. They are selected for their special competence, knowledge, experience or effectiveness in one of the arts, the professions or other productive endeavor relevant to the purposes and activities of the Foundation. Three members serve as ex-officio members with full voting privileges. These members shall include an individual designated by the County Executive, an individual designated by the Montgomery County Council; and, the President, or designee, of the Montgomery County Arts and Humanities Council.

Financial Disclosure: Not required.

Terms: Three years. No compensation

Comments: Strathmore Hall Foundation is a registered non-profit corporation. While it oversees and manages the programs and maintenance of Strathmore Hall, one of its primary functions is fundraising. Its operations are monitored by the County Council and its books are audited annually. Strathmore Hall Foundation, like Bethesda Urban Partnership, and the Glen Echo Board of Directors could be considered for placement in a separate category of BCCs.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

75 - SUSTAINABILITY WORKING GROUP

<u>Created:</u>	Montgomery County Code Section 18A-13
<u>Department:</u>	Department of Environmental Protection
<u>Purpose:</u>	The Group will recommend actions that promote the improvement of air and water quality, habitat restoration, economic vitality, and a high quality of life for all County residents. The Group will play a critical role in helping develop a comprehensive and integrated sustainability framework and action plan for Montgomery County. The initial focus of the Group will be to address a variety of climate change related initiatives as outlined in County Bill 32-07, including the development of a Climate Protection Plan that establishes policies and programs to reduce County greenhouse gas emissions consistent with County goals. (Not currently meeting)
<u>Membership:</u>	26 members (15 ex officio, 11 public) appointed by the County Executive and confirmed by the County Council. The Executive must appoint 8 ex officio members, one each representing the following Departments: (A) Environmental Protection (B) Economic Development (C) Finance (D) General Services (E) Management and Budget (F) Permitting Services (G) Public Information and (H) Transportation. The Executive must invite 7 ex officio members, one each representing the following: (A) County Council (B) County Planning Board (C) WSSC (D) MCPS (E) Montgomery College (F) a municipal government in the County (G) an appropriate regional organization. The 11 public members should include: (A) representatives of the business community (B) representatives of land development or building interests (C) representatives of energy distribution or supply firms (D) persons with expertise in storm water management (E) persons with expertise in clean energy and air quality (F) persons with expertise in forest and habitat protection (G) members of civic organizations active in County affairs (H) persons with scientific and academic expertise (I) representatives of communications and media interests.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation
<u>Comments:</u>	This Group is not currently meeting. There is no public desire for it to resume activity, no pending actions, etc. It has become obvious to CERB that this Group has outlived its usefulness.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Working Group be eliminated and removed from the listings of the BCCs.

76 - TAXICAB SERVICES ADVISORY COMMITTEE

<u>Created</u>	Montgomery County Code Section 53-37
<u>Department:</u>	Department of Transportation
<u>Purpose:</u>	To study, inquire into and examine taxicab matters affecting the public interest, including a review of the state of the taxicab utility, the adequacy of service to the public, including any special or unusual issues and problems.
<u>Membership:</u>	Eleven Members. <u>Voting Members:</u> Nine members--four represent the taxicab industry: 2 must represent management and 2 must be taxicab drivers; of the 2 drivers, one must be an owner-operator and one must be a non-owner operator; five public members including one representative of people with disabilities. <u>Non-Voting - Ex-Officio:</u> Two members – a representative of the Director, Dept. of Transportation and of the County Attorney. The chairperson is appointed by the County Executive, confirmed by the Council.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	The Committee did not meet at all in 2012; all 11 positions are currently vacant. The lack of interest suggests that issues are not important or are handled internally by staff. This status has been confirmed by Department of Transportation leadership, and they are agreeable to eliminating the Taxicab Services Advisory Committee. The Department assures CERB that all issues are adequately addressed by departmental staff. There also appears to be no objection from the taxicab industry itself.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee be eliminated, and that all former functions and responsibilities be assumed by Departmental staff.

77 - TECHNOLOGY INVESTMENT FUND LOAN/GRANT COMMITTEE
(now Interagency Technology Fund via Resolution 13-994)

<u>Created:</u>	Council Resolution No. 12-1712 and 12-1713, adopted June 30, 1994
<u>Department:</u>	Office of Management and Budget
<u>Purpose:</u>	<p>The Committee is advisory to the County Executive on matters relating to the projects submitted for funding under the Technology Innovation Fund as described in Resolution No. 12-1712, and Resolution no. 12-1713. In particular, the committee:</p> <p>Reviews and offers recommendations to the County Executive on Technology Innovation Fund projects presented to the committee for compliance with the requirements of Resolution No. 12-1713, the Technology Fund Policy Resolution. Comments on the recommendations are made to the committee by the Office of Management and Budget. Reviews Program of Requirements (POR), cost-benefit analyses, and related project documentation to evaluate if projects represent the highest and best use of TIF funds as indicated in the application, and the potential for success of the project if implemented as described. Submits to the County Executive a written recommendation for Executive approval, or disapproval of Technology Innovation Fund project requests.</p>
<u>Membership:</u>	7 members appointed by the County Executive, subject to approval by the County Council, and shall reflect representation from each of the tax supported agencies (Montgomery County Government, Montgomery County Public Schools, Housing Opportunities Commission, MD-National Capital Park and Planning Commission, Montgomery College and Washington Suburban Sanitary Commission) and an independent representative not affiliated with any of the tax-supported agencies or potential technology service providers.
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Two years. No compensation
<u>Comments:</u>	CERB has received information that the Committee's functions have been assumed by the Technology Investment fund process via Council Resolution 16-475, and that the Fund and its Committee have not been funded since FY2010, and are not currently meeting.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee be eliminated.

78 - UPCOUNTY CITIZENS ADVISORY BOARD

Created: Resolution No. 10-1279

Department: Community Engagement Cluster

Purpose: Review and comment, within statutory requirements and guidelines, proposed zoning amendments and section map amendments, master plans and related plan amendments, six year capital improvements program (CIP) of County and bi-county agencies, operating budgets of County and bi-county agencies; health and human service matters, land acquisition by County and other government agencies, location and design of fire stations, schools, recreation centers, libraries and other government buildings and facilities, transportation routes, schedules and services within the County, including school busing, and all other matters coming before the County government for decision which relate to, or affect, the Upcounty Regional Services Center's area. Advise the Director of the Upcounty Center in identifying demographic, economic and social patterns in the area.

Membership: 20 members, representing a cross-section of citizens living or working in the Upcounty region, such as in Germantown, Gaithersburg, Laytonsville, Damascus, Poolesville, Clarksburg, Montgomery Village, and North Potomac.

Financial Disclosure: None required

Terms: Three years. No Compensation

Comments: One serious problem impacts this Board's operation: the limited staff support available. There is only one staff person at the regional service center, and the required support level is difficult to provide. The Citizens Advisory Board is the first line of interaction between the citizens and the County government. CERB suggests that the Board (as one of four regional Boards), continue, but with increased staff support to maintain effectiveness.

The Centers have been cut one time too many. It is incomprehensible that such important entities continue without even basic staff support.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that the Board continue with no changes to its scope or functions.

The CERB strongly suggests that all five regional boards be supported by increased staff at the Regional Services Centers.

79 – UPCOUNTY RECREATION ADVISORY BOARD

<u>Created:</u>	Montgomery County Code – Section 41-21 thru 30. Exec. Order 239-01.
<u>Department:</u>	Department of Recreation
<u>Purpose:</u>	Advisory to the County Executive, the County Council, the Director of the Department of Recreation, and the Planning Board. The Boards shall encourage the development of desirable recreational and park opportunities in the designated recreation areas of the County.
<u>Membership:</u>	Regional Boards --There are four area boards: Down County, East County, Mid-County, and Upcounty. Each of the four regional boards has 9 members and 2 alternates who reside in the designated recreation area.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	There appears to be serious interest in incorporating the four regional Boards into the existing County-wide Recreation Advisory Board. The implementing recommendation is included in the data sheet for the County-wide Recreation Advisory Board describes how this merger can happen.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board be eliminated. The functions shall be transferred to a new subcommittee in the newly renamed Recreation and Parks Advisory Board. Three members shall be assigned to an area subcommittee, thereby guaranteeing the continued representation of the Upcounty area.

80 - VICTIM SERVICES ADVISORY BOARD

<u>Created:</u>	Montgomery County Code - Art. VII - Section 24-54.
<u>Department:</u>	Department of Health and Human Services
<u>Purpose:</u>	Periodically review available services and facilities for victims and their families; determine needs of the victim and family services program; submit at least one report annually to the County Executive and County Council on the progress of programs to victims and their families and of actions needed to improve those programs; make recommendations for appropriate allocation of funds in accordance with agreed upon priorities and consideration of financial resources. The Board also assists the Director of the Department of Health and Human Services in the development of the annual victim services and families plan, and acts as a local advocate for victim services programming.
<u>Membership:</u>	<p>19 voting members who are residents of Montgomery County and 4 non-voting ex-officio members. The voting members consist of five from among the mental health, legal, medical, dental and nursing professions; ten may be members of the listed professions but represent the community as a whole; one should be a member of the clergy.</p> <p>Four non-voting ex officio members shall be the Director of the Department of Health and Human Services and representatives of the State's Attorney's Office, Public Defender's Office; and the Department of Police.</p>
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Three years. No Compensation
<u>Comments:</u>	CERB has noted that this is a very active Board, and provides a valuable function in helping victims of criminal violence.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

81 - WASHINGTON SUBURBAN SANITARY COMMISSION

<u>Created:</u>	State of Maryland Public Utilities Code Annotated, Section 17-101 (2012)
<u>Purpose:</u>	The six member commission works to regulate the public water supply, pollution control, storm drainage development, plumbing and gas fittings and wastewater treatment.
<u>Membership:</u>	WSSC consists of three commissioners from Montgomery County appointed by the County Executive subject to confirmation by the County Council and three commissioners from Prince George's County appointed by the County Executive subject to confirmation of the County Council. No more than two commissioners from Montgomery County may be of the same political party. Appointees need to take an oath of office (Article 29, Section 1-102).
<u>Financial Disclosure:</u>	State Financial Disclosure is required with application and annually after appointment.
<u>Terms:</u>	Four years
<u>Compensation:</u>	Chair receives \$13,500 and vice chair and members receive \$13,000 annually (valid of 1/13)
<u>Comments:</u>	Commission is mandated by State Law.
<u>Recommendation:</u>	The CERB will not make a recommendation on this Commission as it is established and maintained in Maryland law.

82 - WATER QUALITY ADVISORY GROUP

<u>Created:</u>	Montgomery County Code, Section 19-49
<u>Department:</u>	Department of Environmental Protection
<u>Purpose:</u>	Recommend to the Executive and the Council by March 1 each year water quality goals, objectives, policies, programs, and priorities that protect, maintain, and/or restore the biological, chemical and physical integrity of county streams, rivers, wetlands, groundwater, lakes, and other water resources.
<u>Membership:</u>	15 voting members, including up to three representatives each of the academic and scientific community, environmental community, agricultural community, and the business community, with the rest from the public at large. Up to 3 non-voting representatives of government agencies may be appointed.
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Three years. No compensation
<u>Comments:</u>	<p>Total membership appears to be 18.</p> <p>The Group members provide a high technical support base for the County government in relation to water quality within the county as well as within the region.</p> <p>Meetings are well attended, and members are working to reduce costs, even to the point of taking turns writing up the meeting minutes.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Group continue with no changes to its scope or functions.

83 - WESTERN MONTGOMERY COUNTY CITIZENS ADVISORY BOARD

Created: Resolution No. 9-714

Department: Community Engagement Cluster

Purpose: To provide advice to the County Executive and the County Council through the Director of the Bethesda-Chevy Chase Regional Services Center on area priorities, needs of the Western Montgomery County region for programs and/or services, impact of current services (effectiveness), identification and understanding of the Western Montgomery County communities, and proposed changes in government services for the Western Montgomery County area.

Membership: Nineteen business (including non-profit) and residential representatives from the Western Montgomery County region, and including the City of Rockville.

Financial Disclosure: None required

Terms: Three years. No Compensation

Comments: One serious problem that impacts this Board's operation: the limited staff support available. There is only one staff person at the regional center, and the required support level is difficult to provide. The Citizens Advisory Board is the first line of interaction between the citizens and the County government. CERB suggests that the Board (as one of the five regional Boards), continue, but with increased staff support to maintain effectiveness.

The Centers have been cut one time too many. It is incomprehensible that such important entities continue without even basic support staff.

The membership details should be more explicit and include a listing of communities to be drawn from; this is done in the other regional advisory boards.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions, but with a modification to its name. CERB recommends that this Board be renamed the West County Citizens Advisory Board, thereby conforming to the naming convention in use for the other four regional boards.

The CERB strongly suggests that all five regional boards be supported by increased staff at the Regional Centers.

84 - WHEATON REDEVELOPMENT ADVISORY COMMITTEE

<u>Created:</u>	June 2000 (no enabling legislation; not codified)
<u>Department:</u>	Department of General Services
<u>Purpose:</u>	Advises the County Executive, the Director of the Wheaton Redevelopment Program and the Director of the Mid-County Services Center on all phases of the revitalization of downtown Wheaton which consists of preserving and improving the neighborhoods and business centers in the downtown area.
<u>Membership:</u>	22-25 members representing both area businesses and residents; members are not confirmed by Council.
<u>Financial Disclosure:</u>	None required.
<u>Terms:</u>	Two years. No compensation.
<u>Comments:</u>	<p>The Wheaton Redevelopment Advisory Committee (WRAC) was formed for a specific function. After 12+ years, the Committee's work is overlapping the duties of the Wheaton Urban District Advisory Committee (WUDAC). In conversations with representatives from both committees, there appears to be significant agreement between WRAC and WUDAC that the two bodies merge into one. The WUDAC, authorized in the Montgomery County Code, is capable of handling all related business, and would also result in decreased staff support time.</p> <p>It would be appropriate to keep as many members of the WRAC as possible on the WUDAC.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that the Wheaton Redevelopment Advisory Committee (WRAC) be eliminated, and its functions be incorporated into those of the Wheaton Urban District Advisory Committee (WUDAC).

85 - WHEATON URBAN DISTRICT ADVISORY COMMITTEE

<u>Created:</u>	Montgomery County Code, Sec. 68A-5 (a)
<u>Department:</u>	Community Engagement Cluster
<u>Purpose:</u>	To advise the County government on all aspects of the program, management, and finances of the urban district. By July 15 each year, advises the department on the program and budget of the urban district; by September 15 each year, reviews the urban district budget and submits comments to the department; and by October 1 each year, meets with the head of the department to resolve areas of disagreement regarding the budget.
<u>Membership:</u>	13 members (if 2 or more Optional Method Developments [OMD]), 12 members (if there is only one OMD); 11 members (if there are no OMDs). The County Executive must strive to appoint two members who represent the Wheaton/Kensington Chamber of Commerce; two members who represent Wheaton businesses that employ fewer than ten people; two members who represent businesses that employ 10 or more people; four members who represent residential communities in the urban district or within 2 miles of the urban district; and one member who represents a residential community in or outside of the urban district and who is a member of the Mid-County Citizens Advisory Board. The remaining members represent optional method developers.
<u>Financial Disclosure:</u>	None required
<u>Terms:</u>	Three years. No compensation.
<u>Comments:</u>	As noted in the Comments for the Wheaton Redevelopment Advisory Committee, there are major overlaps between the WRAC and WUDAC. In line with the recommendation to eliminate the WRAC, their functions should now move to those of the WUDAC. Among other things, this action would result in reduced BCC staff time. WUDAC, in order to preserve continuity and make use of extensive experience, should incorporate as many WRAC members into WUDAC as possible.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Committee continue, but with a modification whereby the functions of the eliminated Wheaton Redevelopment Advisory Board are incorporated. Representation from the current Wheaton Redevelopment Advisory Committee should be incorporated.

86 - WORKFORCE INVESTMENT BOARD

Created: Executive Order No. 159-02, effective 7/3/02

Department: Department of Economic Development

Purpose: The Workforce Investment Board advises the County Executive on the administration of the federal Workforce Investment Act of 1998 and oversees workforce development programs and services serving nearly 23,000 residents per year.

Membership: 30 members: 16 of the vacancies must include representatives who: (i) are owners of businesses, chief executives, or operating officers of businesses, and other business executives or employers with optimum policy making or hiring authority; (ii) represent businesses with employment opportunities that reflect the employment opportunities of the local area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations; 3 members representing community based organizations (including organizations representing individuals with disabilities and veterans); 2 members representing labor organizations nominated by local labor federations; A member nominated by the Montgomery County Public Schools; A member nominated by Montgomery College; A member nominated by a four-year college or university; A member representing the Montgomery County Department of Economic Development; A member representing the Montgomery County Housing Opportunities Commission; A member representing the Montgomery County Department of Health and Human Services; A member representing the Maryland Division of Rehabilitation Services; A member representing the Maryland Job Service; and A member representing an agency administering Title V, The Older Americans Act. Members are expected to serve on at least one committee or work group that meets approximately once every month.

Financial Disclosure: None Required.

Terms: Three years. No compensation.

Comments: WIB's mission is to bring people (the unemployed and under-employed) and jobs together. The membership represents businesses, labor, private community-based organizations, and local government. The programs address the employment needs of the young and old, veterans and the disabled.

Recommendation: After careful analysis and consideration of available information, the CERB recommends that this Board continue with no changes to its scope or functions.

87 - YOUTH ADVISORY COMMITTEE

<u>Created:</u>	Not formally created nor appointed by County Executive.
<u>Department:</u>	Department of Recreation
<u>Purpose:</u>	Advises the County Executive and County Council on policy matters impacting youth. The group also discusses teen issues and solutions, plans and performs service projects in the community, designs marketing materials for team events and assists in planning regional and countywide teen events such as the Teen LEAD Forum.
<u>Membership:</u>	50+ middle and high school students between ages 13 and 20, who live or attend school (public or independent) in Montgomery County. Youth Advisory Committee members represent their peers in one of the five regional districts: Bethesda/ Chevy Chase, Silver Spring, East County, Mid-County and Up-County.
<u>Financial Disclosure</u>	None required.
<u>Terms:</u>	One year. No compensation.
<u>Comments:</u>	<p>There is no clear description of the authority by which this Committee was established. There does not appear to be any formal involvement of the County Executive or the County Council with this committee.</p> <p>Direct contact with the Director of the Recreation Department confirms that the Department selects the student members, develops the program, and takes care of all related business activity. Based on this information, the CERB suggests that the Youth Advisory Committee (YAC) not be considered as BCC, and that it continue as a function controlled by the Recreation Department.</p>
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that the Youth Advisory Committee is deleted from all BCC listings, and remain as a component of the Department of Recreation programs.

88 - REVENUE AUTHORITY

<u>Created:</u>	Montgomery County Code Section 42-3
<u>Department:</u>	Revenue Authority
<u>Purpose:</u>	Constructing, improving, equipping, furnishing, maintaining, acquiring, and operating the following projects to be devoted wholly or partially for public uses: airports and landing fields; public housing projects; housing for special age groups; health and welfare facilities, including hospitals and sanatoria; bridges, toll bridges and tunnels; parks, swimming pools, arenas, stadium and recreational facilities; dams, impounding basins and flood control, water supply and sewage disposal projects; parking facilities of every type and description; highways, parkways, traffic distribution centers, and facilities necessary or incident thereto; and public transportation facilities and systems of every type and description, submit an annual report and publish annual operating budget.
<u>Membership:</u>	Five members who must be county residents. The Chairman is designated by the County Executive. In addition, the Chief Administrative Officer or the CAO's designee serves as an ex-officio non-voting member.
<u>Financial Disclosure:</u>	Limited Public and Confidential financial disclosure required.
<u>Terms:</u>	Five years. No compensation
<u>Comments:</u>	The Authority provides a necessary function to administer and regulate County revenue generating activities and facilities. It would be impractical to consider changing their role and associated functions.
<u>Recommendation:</u>	After careful analysis and consideration of available information, the CERB recommends that this Authority continue with no changes to its scope or functions.

89 - CONSOLIDATED RETIREE HEALTH BENEFITS TRUST BOARD OF TRUSTEES
(NEW AS OF 2011)

<u>Created:</u>	Montgomery County Code Section 33-160 Board of Trustees.
<u>Purpose:</u>	Establishes written policies to administer and invest funds and to transact the business of the Consolidated Retiree Health Benefits Trust Fund, keep investment accounts and records, and evaluate the experience and performance of the Trust Fund.
<u>Membership:</u>	The 19 member Board includes the 13 members of the Board of Investment Trustees established under Section 33-59, and 6 voting members appointed by the County Executive subject to confirmation by the County Council, nominated respectively by the Board of Education and Board of Trustees of Montgomery College , who must serve indefinitely while remaining the designees of each. The 3 nominated by the Board of Education are: (A) a designee of the Superintendent; (B) an active employee of MCPS who is a member of a bargaining unit; and (C) a retiree of MCPS. The 3 nominated by the Board of Trustees of Montgomery College are: (A) a designee of the President; (B) an active employee of Montgomery College who is a member of a bargaining unit; and (C) a retiree of Montgomery College.
<u>Financial Disclosure</u>	Limited Public and Confidential
<u>Terms:</u>	Three years. No compensation.
<u>Recommendation:</u>	The CERB will not make a recommendation on this Board, based on limited access and its relationship to the Board of Investment Trustees.

90 - WASHINGTON SUBURBAN TRANSIT COMMISSION

<u>Created:</u>	State of Maryland Chapter 870, Acts of 1965. State of Maryland State Government Article Annotated Code Sections 15-820 and 15-821 and Montgomery County Code Chapter 87
<u>Purpose:</u>	The WSTC was created in 1965 to administer the WST District and has the powers to develop, on a bi-county basis, a transportation system, including mass transit facilities, for Montgomery and P.G. counties. Within Montgomery and Prince George's counties, the commission acts as the financial conduit for funding of mass transportation projects. It coordinates mass transit programs with the two county governments, the WMATA, and the Maryland Dept. of Transportation.
<u>Membership:</u>	Six members and one ex-officio member. The County Executive of Montgomery County shall appoint two of the members to WSTC, subject to confirmation by the County Council. The Governor appoints the third Commissioner who is a resident of Montgomery County and the principal (voting) representative on the Washington Metropolitan Area Transportation Authority (WMATA) Board from the County. One of the other two Montgomery County members will be appointed by the County Executive as the County's alternate on the WMATA Board.
<u>Financial Disclosure:</u>	State financial disclosure required
<u>Terms:</u>	Three years.
<u>Compensation:</u>	Chair receives \$2,875 and vice chair and members receive \$2,500 annually (valid as of 7/13). If the Commissioner also serves as a member or an alternate of the Washington Metropolitan Area Transit Authority (WMATA) then that Commissioner receives additional compensation: \$17,500 per year for members, \$18,500 for the chair. <i>A Commissioner who is an elected official or a full-time County employee must not receive compensation for service on the Commission.</i>
<u>Comments:</u>	Commission is mandated by State Law.
<u>Recommendation:</u>	The CERB will not make a recommendation on this Commission as it is established and maintained in Maryland law.

IX. Conclusions:

The BCC system is solid, effective, and supported by the community. CERB wholeheartedly recommends that it continue. We also note that it can be made even better with small procedural and functional adjustments, technological enhancements, and an increase in staff support, at least to the levels of prior years.

As CERB conducted its business over the past 18 months, it became clear that the current 10-year review process was not efficient. A significant improvement can be made by providing for the review of the BCC system on a shortened schedule, perhaps on a five-year schedule. This change will allow for savings and operational adjustments to be made on a more timely and effective basis. The shorter gap between reviews will also shorten the time needed to review the multi-faceted, detailed process and the voluminous amount of data involved in the management and development of the County's BCCs. Clearly, in this instance, after ten years, a one-year CERB review period was not adequate. Our review was ultimately achieved in 18 months, resulting in recommendations for modification to 12 BCCs and the elimination of nine BCCs, some of which may not have been functioning at optimal efficiency for some time.

Finally, it would be appropriate to formally recognize the service provided by the hundreds of unpaid BCC volunteers. In addition to a certificate for participation, perhaps some other group recognition activity could be funded. This "thank you" would help spread the word that Montgomery County really does appreciate the participation and contributions of its citizen volunteers who are the core of the BCC program.



OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

March 19, 2012

TO: Montgomery County Advisory Boards, Committees and Commissions

CC: Department/Agency Directors

FROM: Committee Evaluation and Review Board

SUBJECT: Response needed to meet requirements established by Montgomery County Council Bill No. 32-11 (November 2011)

Montgomery County's Committee Evaluation and Review Board (CERB) was established under County Code Section 2-146(c). A key function of the CERB is to make recommendations to the County Executive and County Council concerning the function, structure, staff impact, and effectiveness of certain advisory boards, committees, and commissions currently operating.

County Council Bill No. 32-11 amended Section 2-146(c) to require that each advisory board must submit, within 60 days after the CERB is appointed, a report outlining reasons why that advisory board should continue. The CERB was officially appointed on March 6, 2012. The reports are, therefore, due on or before May 6, 2012. The format of the report should follow the numbered listing below. It is not anticipated that any section should require more than a few pages. The goal is to be concise and clear, while not being excessive. Please forward your submission to Connie Latham or Beth Gochrach in the County Executive's Office. Additional data may be included as an attachment if needed.

The report must contain the following sections:

1. A description of the work the advisory board does, citing the enabling legislation, the membership and makeup of the board, and the sub-committee structure (if any);
2. Justification why the advisory board should continue. This may include a general statement concerning why the advisory was established, and why its efforts are still needed;
3. A list of accomplishments from the prior two years, including any direct service provided by volunteers to residents;
4. A statistical review of the advisory board members' workload. Include in the review a list of how many regular and sub-committee meetings are held per month/quarter, and the length of the meetings. In addition, list any other board or sub-committee activities. Finally, include a listing of materials produced by the board, such as research reports, newsletters, etc.;



5. As done in typical annual reports, provide a 2-year work program outlining planned activities and goals for the future;
6. A description of the amount of County government resources, including County employee staff time, currently being used. Include an outline of a plan to reduce the use of these resources. Note that "staff time" and "resources" includes preparing for and attending meetings, setting up meeting space, office supplies expended, photocopying, and any other monetary costs for equipment rental, parking, etc.

The CERB members will be meeting with many of you in the near future, and will be working towards producing an Interim Report that will go to the County Executive and Council by mid-September 2012.

It is the goal of the CERB to make this process as easy as possible for you, and to still meet the mandated requirements under which we are functioning.

Your cooperation and support are essential to the success of this effort, and we sincerely appreciate your contribution to this end. Thank you.

Sincerely,

Odessa Shannon
CERB Co-Chairperson

Bruce Goldensohn
CERB Co-Chairperson

BG:bg



OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

August 6, 2012

TO: Montgomery County Boards, Committees and Commissions

CC: Department/Agency Directors

FROM: Committee Evaluation and Review Board

SUBJECT: Request for Information

Montgomery County's Committee Evaluation and Review Board (CERB) was established under County Code Section 2-146(c) and amended by Council Bill 32-11. A key function of the CERB is to make recommendations to the County Executive and County Council concerning the function, structure, staff impact, and effectiveness of certain boards, committees, and commissions currently operating.

The questions below are our initial request for information as required by this process. The format of your report should follow the numbered listing below. It is not anticipated that any section should require more than a few pages. The goal is to be concise and clear, while not being excessive. Please forward your submission to Connie Latham or Beth Gochrach in the County Executive's Office. Additional data may be included as an attachment if needed. We ask that you complete the report on or before October 8.

The response/report must contain the following sections:

1. A description of the work the board does, citing the enabling legislation, the membership and makeup of the board, and the sub-committee structure (if any);
2. Justification why the board should continue. This may include a general statement concerning why the board was established, and why its efforts are still needed;
3. A list of accomplishments from the prior two years, including any direct service provided by volunteers to residents;
4. A statistical review of the board members' workload. Include in the review a list of how many regular and sub-committee meetings are held per month/quarter, and the length of the meetings. In addition, list any other board or sub-committee activities. Finally, include a listing of materials produced by the board, such as research reports, newsletters, etc.;
5. As done in typical annual reports, provide a 2-year work program outlining planned activities and goals for the future;
6. A description of the amount of County government resources, including County employee staff time, currently being used. Include an outline of a plan to reduce the



use of these resources. Note that "staff time" and "resources" includes preparing for and attending meetings, setting up meeting space, office supplies expended, photocopying, and any other monetary costs for equipment rental, parking, etc.

The CERB members will be meeting with many of you in the near future, and will be working towards producing the report that will go to the County Executive and Council.

It is the goal of the CERB to make this process as easy as possible for you, and to still meet the mandated requirements under which we are functioning.

Your cooperation and support are essential to the success of this effort, and we sincerely appreciate your contribution to this end. Thank you.

Sincerely,

Odessa Shannon
CERB Co-Chairperson

Bruce Goldensohn
CERB Co-Chairperson

OS/BG:bg

Bill 32-11 BCC List
[Data as of 06/12/2013]

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS</u> Vote Yes/No	<u>COMPENSATION</u>	<u>CERB ACTION DATE</u>	<u>RECOMMENDATION.</u>
1	Advisory Committee on Consumer Protection	YES	9	No	11/29/2012	Continue No Change
3	Agricultural Advisory Committee	YES	15	No	4/4/2013	Continue No Change
5	Airpark Advisory Committee	YES	18	No	11/29/2012	Continue No Change
16	Cable and Communication Advisory Committee	YES	15	No	4/4/2013	Continue - Modify
20	Commission for Women	YES	15	No	11/29/2012	Continue No Change
21	Commission on Aging	YES	18+	No	11/29/2012	Continue - Modify
22	Commission on Child Care	YES	18+ 5-7 non-vote	No	11/29/2012	Continue - Modify
23	Commission on Children and Youth	YES	27	No	11/29/2012	Continue No Change
25	Commission on Health	YES	19+ 2 non-vote	No	2/14/2013	Continue No Change
26	Commission on Juvenile Justice	YES	32+ 2 Emeritus	No	2/14/2013	Continue No Change
28	Commission on People with Disabilities	YES	25+ 6 non-vote	No	10/11/2012	Continue - Modify
29	Commission on Veterans Affairs	YES	16 + 1 Congress	No	10/11/2012	Continue - Modify
30	Committee for Ethnic Affairs	YES	26	No	2/14/2013	STOP and RESTART
32	Committee on Hate/Violence	YES	15+ 6 non-vote	No	12/13/2012	Continue No Change
35	County-wide Recreation Advisory Board	YES	19+ 7 non-vote	No	10/11/2012	Continue - Modify
36	Criminal Justice Coordinating Commission	YES	32+ 20 ex-officio	No	12/13/2012	Continue No Change

Bill 32-11 BCC List
[Data as of 06/12/2013]

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS</u> Vote Yes/No	<u>COMPENSATION</u>	<u>CERB ACTION DATE</u>	<u>RECOMMENDATION.</u>
37	Department of Permitting Services Advisory Committee	YES	11+ 6 non-vote	No	2/28/2013	Continue No Change
38	Dickerson Area Facilities Implementation Group	YES	12+ 6 non-vote	No	2/28/2013	Continue No Change
39	Domestic Violence Coordinating Council	YES	5+ 12 Ex-Off (all voting)	No	10/11/2012	Continue No Change
40	Down County Recreational Advisory Board	YES	9+ 2 Alternate	No	10/11/2012	Eliminate
42	East County Citizens Advisory Board	YES	18	No	10/11/2012	Continue No Change
43	East County Recreation Advisory Board	YES	9+ 2 Alternate	No	10/11/2012	Eliminate
44	Energy and Air Quality Advisory Committee	YES	15	No	10/11/2012	Continue No Change
46	Fire and Emergency Services Commission	YES	7	No	12/13/2012	Continue No Change
48	Forest Conservation Advisory Committee	YES	22	No	10/11/2012	Continue No Change
49	Friendship Heights Transportation Management District Advisory Committee	YES	14+ 8 non-vote	No	2/28/2013	Continue No Change
55	Library Board	YES	12+ 1 School Bd	No	10/11/2012	Continue - Modify
57	Mental Health Advisory Committee	YES	19	No	3/21/2013	Continue No Change
59	Mid-County Citizens Advisory Board	YES	15	No	10/11/2012	Continue No Change
60	Mid-County Recreation Advisory Board	YES	9+ 2 Alternate	No	10/11/2012	Eliminate
61	Montgomery Cares Program Advisory Board	YES	17	No	3/21/2013	Continue No Change
62	Noise Control Advisory Board	YES	11	No	3/21/2013	Continue No Change

Bill 32-11 BCC List
[Data as of 06/12/2013]

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS</u> Vote Yes/No	<u>COMPENSATION</u>	<u>CERB ACTION DATE</u>	<u>RECOMMENDATION</u>
64	Pedestrian and Traffic Safety Advisory Committee	YES	17	No	3/21/2013	Continue No Change
67	Rustic Roads Advisory Committee	YES	7	No	4/4/2013	Continue No Change
70	Silver Spring Citizens Advisory Board	YES	18	No	10/12/2012	Continue No Change
71	Silver Spring Transportation Management District Advisory Committee	YES	12+ 4 non-vote	No	3/21/2013	Continue No Change
72	Silver Spring Urban District Advisory Committee	YES	11	No	4/4/2013	Continue No Change
73	Solid Waste Advisory Committee	YES	15+ 1 ex-officio	No	4/4/2013	Continue No Change
75	Sustainability Working Group	YES	26	No	INACTIVE	Eliminate
76	Taxicab Services Advisory Committee	YES	9+ 2 non-vote	No	INACTIVE	Eliminate
77	Technology Investment Fund Loan/Grant Committee - [new] Interagency Technology Fund	YES	7	No	INACTIVE	Eliminate
78	Up County Citizens Advisory Board	YES	20	No	10/11/2012	Continue No Change
79	Up County Recreation Advisory Board	YES	9+ 2 Alternate	No	10/11/2012	Eliminate
80	Victim Services Advisory Board	YES	19	No	4/16/2013	Continue No Change
82	Water Quality Advisory Group	YES	15+ 0-3 non-vote	No	5/2/2013	Continue No Change
83	Western Montgomery County Citizens Advisory Board	YES	19	No	10/11/2012	Continue - Modify
85	Wheaton Urban District Advisory Committee	YES	13	No	5/2/2013	Continue - Modify

Non Bill 32-11 BCC List
[Data as of 06/12/2013]

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS</u> Vote Yes/No	<u>COMPENSATION</u>	<u>CERB ACTION DATE</u>	<u>RECOMMENDATION</u>
2	Adult Public Guardianship Review Board	No	11	No	12/13/2012	Continue No Change
4	Agricultural Preservation Advisory Board	No	5	No	4/4/2013	Continue No Change
6	Alcohol and Other Drug Abuse Advisory Council	No	16/9	No	12/13/2012	Continue No Change
7	Alcoholic Beverage Advisory Board	No	5	No	12/13/2012	Continue No Change
8	Animal Matters Hearing Board	No	5+ 5 Alternate	No	4/4/2013	Continue No Change
9	Bethesda Urban Partnership Board of Directors	No	11	No	11/29/2012	Continue No Change
10	Board of Appeals	No	5	Yes	11/29/2012	Continue No Change
11	Board of Electrical Examiners	No	5	Yes	1/16/2013	Continue No Change
12	Board of Investment Trustees	No	12	No	1/16/2013	Continue - Modify
13	Board of License Commissioners	No	5	Yes	12/13/2012	Continue No Change
14	Board of Registration for Building Contractors	No	5	No	1/16/2013	Continue No Change
15	Board of Social Services	No	13	No	11/29/2012	Continue No Change
17	Cable Compliance Commission	No	15	No	4/4/2013	Continue No Change
18	Charter Review Commission	No	11	No	5/16/2013	Continue No Change
19	Citizens Review Panel for Children	No	9-14+ 5 non-vote	No	12/13/2012	Continue No Change
24	Commission on Common Ownership Communities	No	15+ 6 ex-officio	No	2/14/2013	Continue - Modify

Non Bill 32-11 BCC List
[Data as of 06/12/2013]

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS</u> Vote Yes/No	<u>COMPENSATION</u>	<u>CERB ACTION DATE</u>	<u>RECOMMENDATION</u>
27	Commission on Landlord Tenant Affairs	No	12+ 3 Alternate	No	2/14/2013	Continue No Change
32	Committee on Hate/Violence	YES	15+ 6 non-vote	No	12/13/2012	Continue No Change
33	Community Action Board	No	27-39	No	2/28/2013	Continue No Change
34	Community Development Advisory Committee	No	15-20	No	2/28/2013	Continue No Change
41	Dr Martin Luther King Commemorative Committee	No	Up to 25	No	1/16/2013	Continue No Change
45	Ethics Commission	No	5	No	2/28/2013	Continue No Change
47	Firearm Safety Committee	No	7+ 1 Police	No	5/2/2013	Continue No Change
50	Glen Echo Park Partnership for Arts & Culture	No	25	No	2/28/2013	Continue No Change
51	Historic Preservation Commission	No	9	No	2/28/2013	Continue No Change
52	Housing Opportunities Commission	No	7	No	2/28/2013	Continue No Change
53	Human Rights Commission	No	15	No	2/28/2013	Continue No Change
54	Interagency Coordinating Board	No	12	No	3/21/2013	Continue No Change
56	Local Management Board for Children, Youth & Families	No	21	No	3/21/2013	Continue No Change
58	Merit Systems Protection Board	No	3	Yes	3/21/2013	Continue No Change
63	Nominating Committee for the Board Of Trustees of Montgomery College	No	5	No	4/4/2013	Continue No Change
65	Planning Board	No	5	Yes	3/21/2013	Continue No Change

Non Bill 32-11 BCC List
[Data as of 06/12/2013]

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS</u> Vote Yes/No	<u>COMPENSATION</u>	<u>CERB ACTION DATE</u>	<u>RECOMMENDATION</u>
66	Property Tax Assessment Appeals Board	No	4	Yes	3/21/2013	Continue No Change
68	Sign Review Board	No	5	No	3/21/2013	Continue No Change
69	Silver Spring Arts & Entertainment District Advisory Committee	No	11	No	5/2/2013	Continue No Change
74	Strathmore Hall Foundation Board of Directors	No	21	No	5/2/2013	Continue No Change
81	Washington Suburban Sanitary Commission	No	3 MC+ 3 PG	Yes	NA	Not CERB Applicable
84	Wheaton Redevelopment Advisory Committee (NOT Council approved)	No	22-25	No	5/2/2013	Eliminate
86	Workforce Investment Board	No	30	No	5/2/2013	Continue No Change
87	Youth Advisory Committee	No	50	No	NA	Not CERB Applicable
88	Revenue Authority	No	5	No	5/2/2013	Continue No Change
89	Consolidated Retiree Health Benefits Trust - Board of Trustees	No	13+ 6	No	NA	Not CERB Applicable
90	Washington Suburban Transit Commission - BiCounty agency with	No	6+ 1	Yes	NA	Not CERB Applicable

Not CERB Applicable BCC List
Data as of 06/12/2013

<u>No.</u>	<u>BCC NAME</u>	<u>MEMBERS</u>	<u>SOURCE</u>	<u>32-11</u>	<u>CERB VISIT</u>	<u>OBSERVER</u>	<u>ACTION DATE</u>	<u>RECC.</u>
81	Washington Suburban Sanitary Commission	3 MC \$ (3 PG)	State Law	No	No	NONE	NA	Not CERB Applicable
87	Youth Advisory Committee	50	Non-Charter	No	No	NONE	NA	Not CERB Applicable
89	Consolidated Retiree Health Benefits Trust - Board of Trustees	13+6	County Code	No	No	NONE	NA	Not CERB Applicable
90	Washington Suburban Transit Commission - BiCounty agency with Prince Georges	6+1	County Code	No	No	NONE	NA	Not CERB Applicable



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.



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

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.