

**MEMORANDUM**

December 4, 2014

TO: Government Operations and Fiscal Policy Committee  
FROM: <sup>JCA</sup> Jean C. Arthur, Legislative Analyst  
SUBJECT: Worksession – Report of Committee Evaluation and Review Board

This is a decision-making worksession on the recommendations of the 2013 Committee Evaluation and Review Board. The CERB presented its report on January 31, 2014. This memorandum puts the recommendations in two categories: those that require Council action, that is, legislation, and those that require an administrative solution. Within both categories, staff has further broken down the recommendations by those that are general and pertain to boards, committees and commissions in general, and those that address a specific BCC.

Background

Montgomery County Code Sec. 2-146 (c) (2) requires that the Committee Evaluation and Review Board submit a final report within twelve months of appointment.

*Sec. 2-146 Terms of committees.*

*(c) Committee Evaluation and Review Board.*

*(1) The County Executive must appoint and convene at least every 10 years, subject to confirmation by the Council, a citizens review committee comprised of at least 11 members.*

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

On March 6, 2012, in Resolution 17-366, the Council approved the County Executive's appointments to the Committee Evaluation and Review Board.

The Co-Chairs of the CERB, Bruce Goldensohn and Odessa Shannon, will attend this meeting to present the report and discuss it with Committee members. The other members of the CERB are Carole Brown, Qi Duan, Enas Elhanafi, Janice Freeman, Barry Gorman, Richard Jones II, Cristian Mirancea, Lyn Schaefer, George Tarrico, and Tomiesenia Wiles.

The CERB submitted an interim report on September 19, 2012 and its final report on September 30, 2013.

## I. Recommendations that Require Legislative or Policy Amendments

### A. GENERAL RECOMMENDATIONS

1. **CERB Recommendation:** Require work plans and submission of annual reports by November 30 each year.

**Council Staff Comments:** MCC §2-147 (a) states: *(a) The law or resolution establishing a committee should specify the dates when reports are due from the committee and the subjects to be included in the reports. Each committee must submit a written report, at least annually, to the Executive and Council containing a description of the committee's functions, activities, accomplishments, plans and objectives, including recommendations for changes in committee functions.*

The same section authorizes the Chief Administrative Officer to set a format for these reports and for the organizational structure and internal procedures of committees. §2-147 (b)(c)

The Council could amend the section shown above to specify what constitutes a report in this instance and to set a specific date reports would be due.

2. **CERB Recommendation:** Limit board size to 15.

**Council Staff Comments:** MCC§2-146 (b) states:  
*Any new committee should have from 5 to 15 voting members.*

The law does not specify that committees MUST be limited to no more than fifteen voting members. MCC§2-146 (b) can be amended to set an upper limit.

3. **CERB Recommendation:** Clarify member classifications. The current system allows for ex officio members on most boards, committees or commissions, but the status of these members varies by BCC. Some ex officio members have voting rights, while others do not. "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 non-voting 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."

**Council Staff Comments:** Council staff has not been able to identify any general law or policy that states whether ex officio members should be voting or non-voting. Based on anecdotal evidence, staff believes that most ex officio members of County BCCs are non-voting.

A section can be added to Article XI - Boards, Committees and Commissions of the Code to address this issue.

4. **CERB Recommendation:** Standardize length of terms.

**Council Staff Comments:** MCC §2-148 (a)(3) states:  
*Unless another term is established by the law, resolution, or executive order creating the committee, the standard term for each appointment is 3 years, after any initial staggered term.* Staff believes the law is clear and no legislative action is necessary.

5. **CERB Recommendation:** Educate members about term length

**Council Staff Comments:** Montgomery County Code §2-148 (a) (4) states:  
*(4) A member must not continue to serve on a committee after the member's term has expired, and a successor has not been appointed and confirmed, for more than 6 months unless:*  
*(A) another law expressly authorizes the member to serve longer; or*  
*(B) the Executive has notified the Council why the member will continue to serve on the committee.*

Current law limits a member to serving for only six months past the end of a term except under the two specific circumstances stated.

Staff suggests that the Committee take no further action in regard to this recommendation; however, the Executive may want to include language about this expectation in the letter that goes to members when appointed to a BCC.

6. **CERB Recommendation:** Consider a standard for adjusting compensation

**Council Staff Comments:** Members of seven BCCs are compensated: Board of Appeals, Board of Electrical Commissioners, Board of License Commissioners, Merit System Protection Board, Planning Board, Washington Suburban Sanitary Commission, and Washington Suburban Transit Commission.

In 2000, the County Council appointed a Compensation Review Task Force to study the compensation of the boards and commissions receiving remuneration.

Although, the Council has adjusted compensation for individual boards or commissions, it has not undertaken a comprehensive review since 2000.

Attached at ©1-2 is a chart showing current compensation for the affected boards and commissions.

7. **CERB Recommendation:** Use Maryland Municipal League policy for naming boards, committees and commissions. Specifically, the CERB writes:

There is no consistency on how Boards are named. 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."

**Council Staff Comments:** Montgomery County Code §2-142 states:

***Definitions.***

*(a) The following terms wherever used or referred to in this article shall have the following meanings:*

*(b) Committee: Any board, committee, commission or similar body established by county law, resolution or executive order, which functions as a part of the county government.*

Staff believes the language implies that the terms “board”, “committee”, or “commission” may be used interchangeably. Should the Council want more specificity as to what group of people gets what name, it would need to amend the section above.

**B. RECOMMENDATIONS ON SPECIFIC BCCs**

1. Animal Matters Hearing Board

**CERB Recommendation:** Modify to change number of Board members to seven from the current requirement of five members and five alternates and abolish alternate members. MCC §5-104

**Council Staff Comments:** Council staff reached out to the Animal Matters Hearing Board concerning this recommendation. The board concurs with the recommendation as to the size and the alternates. The board makes the following additional recommendations:

- retain the requirement that a minimum of three members must be present to hold a meeting; and
- change the membership categories to include a licensed animal fancier, a representative of an animal services organization, not limited to the Montgomery County Humane Society, and public members. If a licensed fancier is not available, a member of the public could fill that position.

Current law requires a licensed animal fancier, a representative of the Montgomery County Humane Society, and three public members.

2. Board of Investment Trustees

**CERB Recommendation:** Modify to indicate that the Council and Executive may choose individuals not in the financial industry who are knowledgeable in pensions, investments and financial matters.

**Council Staff Comments:** Current County law does not require that the four public members of the Board of Trustees be in the financial industry. It states that they must be *knowledgeable in pensions, investments, or financial matters.* §33-59 (4)

### 3. Cable and Communications Advisory Committee

**CERB Recommendation:** Modify to make positions for Maryland Municipal League, Rockville, Takoma Park more flexible to allow members of the public to be appointed to these positions.

**Council Staff Comments:** MCC §8A-30(d) states: *The membership must include 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. The members annually must elect the chairperson and vice chairperson of the Committee. A person must not serve more than 2 consecutive terms as chairperson.*

Current law does not specify whom the Municipal League, the City of Rockville or the City of Takoma Park should select as its representative. The law certainly does not prohibit those jurisdictions from selecting members of the public for these positions.

Staff does not believe any change is necessary here.

### 4. Commission on Aging

**CERB Recommendation:** Modify membership to add Mental Health Advisory Committee and Veterans Affairs Commission representatives.

**Council Staff Comments:** §27-35(a) is vague about membership on the Commission of Aging. It states in part: *“...Membership shall consist of the county residents of whom a majority shall be older citizens. The County Executive shall take into consideration the recommendations of the commission in making his appointments. The nominees shall be 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.”*

In its comments, the CERB opined that “[t]he commission can increase its effectiveness by adding permanent representatives from the Mental Health Advisory Committee and the Commission on Veterans Affairs.”

Language can be added to the above-cited section to make that membership change.

### 5. Commission on Child Care

**CERB Recommendation:** Modify to remove Maryland Municipal League member and clarify non-voting member selection process.

**Council Staff Comments:** Council staff reached out to the Commission on Child Care for comments on the CERB recommendation. The Commission agrees that the law should be amended to remove the Maryland Municipal League as a member. That position has been vacant for all but one year between 1999 and 2012. The Council approved the appointment of a MML representative in July 2013 but her participation and attendance has been infrequent. MCC §27-62 (c)(2)(d) would have to be amended to implement this recommendation.

The Commission also recommends that its membership include a non-voting representative from Community Use of Public Facilities. Council staff supports this recommendation because many child day care services operate in public facilities.

Non-voting members. Mont. Co Code §27-62(c)(3) reads: *(3) 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, the Executive may designate representatives of up to 2 public agencies to serve as nonvoting members. The Executive may appoint these additional members to serve less than three-year terms.*

The CERB has asked the last two sentences of this section be clarified and the Commission on Child Care does not object to clarification; however, Council staff believes the current language allows the Commission to request that the Executive appoint a CUPF representative as a non-voting member.

#### 6. Commission on Common Ownership Communities

**CERB Recommendation:** Modify to provide that information about the role of the Commission in conducting administrative hearings will appear on Commission materials.

**Council Staff Comments:** In its comments, the CERB suggests that the line “Conducts administrative hearings on disputes not resolved through the Office of Consumer Protection” be added to the purpose clause (§10B-1) of the MCC chapter that authorizes this commission.

Commission on Common Ownership Communities point out that the language the CERB suggests already is included in all relevant CCOC materials. CCOC staff further points out that §10B-9 state that CCOC may hear ... *any dispute between or among parties* and that may be enough.

#### 7. Commission on People with Disabilities

**CERB Recommendation:** Modify to add a member from the Veterans Affairs Commission.

**Council Staff Comments:** Staff believes it is a good idea to have representation from the Veterans Affairs Commission on the Commission on People with Disabilities since many veterans must deal with combat-related disabilities.

MCC §27-51(a)(3) states that the membership must include *9 voting members who represent organizations and agencies that provide services or represent people with disabilities*. However §27-51(a)(4) specifically lists that membership must include (4) *one nonvoting member from the:*

- (A) *Department of Recreation;*
- (B) *Department of Transportation; and*
- (C) *Human Rights Commission; and*
- (5) *two nonvoting members from the Department of Health and Human Services.*

This section can be amended to list a member of the Commission on Veterans Affairs as a non-voting member.

#### 8. Commission on Veterans Affairs

**CERB Recommendation:** Modify to add members from the Commission on People with Disabilities and Commission on Mental Health.

**Council Staff Comments:** Staff believes it is a good idea to have representation from the Commission on People with Disabilities since many veterans must deal with combat-related disabilities.

§24-61(c) outlines the composition of the Commission:

*(c) Composition; Term.*

*(1) The Commission has 16 voting members.*

*(2) The Executive should appoint 8 members who are veterans and may be a member of a veterans group, such as:*

*(A) Vietnam Veterans of America;*

*(B) American Veterans (AMVETS);*

*(C) Disabled American Veterans;*

*(D) Veterans of Foreign Wars;*

*(E) Women Veterans of America;*

*(F) American Legion; or*

*(G) Military Order of the Purple Heart.*

*(3) The Executive must appoint 4 members to represent the general public.*

*(4) The Executive must designate the following ex officio members:*

*(A) the Director of the Department of Health and Human Services, or the Director's designee;*

*(B) the Director of the Department of Economic Development, or the Director's designee;*

*(C) the County Executive or the Executive's designee; and*

*(D) the President of Montgomery College or the President's designee.*

*(5) The Executive must invite a representative of the County's Congressional delegation who is either a member of the delegation or an individual designated to represent the delegation to be a non-voting member of the Commission.*

This section can be amended to list a member of the Commission on People with Disabilities as a member.

#### 9. Committee Evaluation and Review Board

**CERB Recommendation:** Modify to convene every five or six years and to prohibit CERB members from serving on a County BCC while on the CERB.

**Council Staff Comments:** Current law requires a CERB every ten years. The committee should note that typically a CERB takes more than one year to complete its report. By the time it is before the Committee and Council, close to two years have elapsed, unless, that process is shortened, a CERB every five to six years may not be practical.

#### 10. County-wide Recreation Advisory Board

**CERB Recommendation:** Modify to add three members from each regional recreation area; change name to Recreation and Parks Advisory Board; and add area subcommittees.

**Council Staff Comments:** In recent years, the Council has proposed that the various recreation advisory boards merge into one countywide organization. The regional boards have opposed that move. Staff understands that the regional boards no longer oppose a merger; they believe that the need for advocacy for facilities for one particular area is not as great as when the boards were established. They further believe that having each region represented on a countywide board is sufficient to meet the needs of the entire county. See attachments at © 3-6.

#### 11. Library Board

**CERB Recommendation:** Modify to add an ex officio member from Montgomery College.

**Council Staff Comments:** In its report, the CERB comments that the Library Board has expressed interest in adding an ex officio member from Montgomery College.

Current law provides for an ex officio member from Montgomery County Public Schools. The following code section can be modified to add a member from Montgomery College.

***MCC§2-46. Library board-Established; composition; term of members.***

*There is a Montgomery County Library Board composed of 12 members appointed from the county at large, subject to the confirmation of the County Council, by the County Executive. The supervisor of school libraries is an ex officio member of the board. A member is appointed for a term of 3 years, in an appointment to fill a vacancy before a term expires, the successor serves the rest of the unexpired term.*

12. Western Montgomery County Citizens Advisory Board

**CERB Recommendation:** Rename as “West County Citizens Advisory Board”

**Council Staff Comments:** This change would make this board’s name match the pattern used in the name of the other citizens advisory boards. The Council would have to adopt a resolution to make the change.

13. Wheaton Urban District Advisory Committee

**CERB Recommendation:** Modify to merge Wheaton Redevelopment Advisory Committee functions into the Wheaton Urban District Advisory Committee.

**Council Staff Comments:** The Wheaton Redevelopment Advisory Committee was established by the Department of General Services in 2000 to advise the County Executive, the Director of the Department of General Services, and the Director of the Mid-County Services Center on all aspects of revitalization and redevelopment of downtown Wheaton. WRAC is comprised of area residents and Wheaton business owners.  
<http://www6.montgomerycountymd.gov/mcgtmpl.asp?url=/content/DGS/DIR/OPD/wheaton/WheatonWRAC.asp>

Council staff reached out to the director of the Mid-county Regional Services Center and staff of DGS for comments on this CERB recommendation. The director of the regional services center believes that the missions of these two groups overlap and theoretically, merging is appropriate; however, the size of the group could be an issue.

The law (see below) is specific as to the membership of the Wheaton Urban District Advisory and would have to be amended to include membership of the Wheaton Redevelopment Advisory Committee if the two groups are merged.

Because all parties agree that the mission of these two committees is about the same, consolidation may be appropriate.

***MCC §68A-5. Advisory committees.***

*(a) Composition. Each urban district must have an advisory committee, or an urban district corporation board of directors, whose members are appointed by the County Executive and confirmed by the County Council.*

*(1) The Wheaton Urban District Advisory Committee has 13 members if there are 2 or more optional method developments; 12 members if there is only one optional method*

*development; and 11 members if there are no optional method developments. The Executive must strive to appoint the members so that:*

- (A) two members represent the Wheaton-Kensington Chamber of Commerce;*
- (B) two members represent businesses that employ fewer than 10 individuals;*
- (C) four members represent residential communities in the urban district or within 2 miles of the urban district;*
- (D) one member represents a residential community in or outside of the urban district and is a member of the Mid County Citizens Advisory Board;*
- (E) two members represent businesses that employ 10 or more individuals; and*
- (F) the remaining members represent optional method developers.*

#### 14. Committee for Ethnic Affairs

##### **CERB 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.

The CERB also makes the following comments:

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. 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.

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.

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.

**Council Staff Comments:** Staff agrees that, at the very least, this committee's duties should be reviewed and modified to fit the current situation. For example, the committee's responsibilities include advising the Office of Minority and Cultural Affairs, which no longer exists.

#### 15. Down County Recreational Advisory Committee

**CERB Recommendation:** Eliminate and add three members from each regional recreation area to the County-wide Recreation Advisory Board.

**Council Staff Comments:** See comments on Countywide Recreation Advisory Board above.

#### 16. East County Recreational Advisory Committee

**CERB Recommendation:** Eliminate and add three members from each regional recreation area to the County-wide Recreation Advisory Board.

**Council Staff Comments:** See comments on Countywide Recreation Advisory Board above.

#### 17. Mid-County Recreational Advisory Committee

**CERB Recommendation:** Eliminate and add three members from each regional recreation area to the County-wide Recreation Advisory Board.

**Council Staff Comments:** See comments on Countywide Recreation Advisory Board above.

#### 18. Sustainability Working Group (inactive)

**CERB Recommendation:** Eliminate; this group is not currently meeting.

**Council Staff Comments:** This group has not met in a number of years. The Council should eliminate this group if it is not functioning. MCC §18A-13 would have to be modified.

19. Taxicab Services Advisory Committee (Inactive)

**CERB Recommendation:** Eliminate; this group is not currently meeting and all positions are vacant.

**Council Staff Comments:** The positions are all vacant. The Council should eliminate this group if it is not functioning. MCC §53-103 would have to be amended.

20. Tech Investment Fund Loan/Grant

**CERB Recommendation:** Eliminate; this group is not currently meeting. The Interagency Technology Fund has assumed the Committee's functions.

**Council Staff Comments:** This committee is no longer needed. The Council would have to adopt a resolution to make this change.

21. Up County Recreational Advisory Committee

**CERB Recommendation:** Eliminate and add three members from each regional recreation area to the County-wide Recreation Advisory Board.

**Council Staff Comments:** See comments on Countywide Recreation Advisory Board above.

22. Wheaton Redevelopment Advisory Committee (not Council approved)

**CERB Recommendation:** Eliminate; overlaps with Wheaton Urban District Advisory Board; incorporate WRAC functions into those of WUDAC.

**Council Staff Comments:** See comments about on Wheaton Urban District Advisory Committee.

## II. Administrative Changes

With the exception of the suggestion to add staff to the regional services centers, the recommendations below are all operational and administrative and outside the Council's normal level of involvement. Although the County has no laws governing the subjects covered by the recommendations below, some would have budget implications, like the cost associated with adding staff or holding a volunteer appreciation event. The Committee can, of course, provide guidance on these recommendations.

1. Martin Luther King, Jr. Commemorative Committee

**CERB Recommendation:** Modify scope, function and membership 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 parts of the Committee's normal activities.

CERB recommends a change in the membership requirement. Currently, membership requires ten public members and fifteen agency/organization members with fifteen alternates (one for each agency/organization member). Membership should consist of ten voting public members and fifteen agency/organization voting members comprised of senior managers who each **designate** a senior staff member to serve in their absence.

**Council Staff Comments:** This committee was created by Executive Order and plans the County's observance of the birthday of Martin Luther King, Jr. The African American Community Liaison in the Office of Community Partnerships staffs the committee. That office has expressed support for the CERB recommendations, and in particular would like to see representation from the City of Rockville. The office also reports that the committee is working with the Office of the County Executive to develop a more efficient way to add or remove members.

2. **CERB Recommendation:** Restore County Executive BCC staff.

**Council Staff Comments:** Increased staffing is an administrative and budget issue.

3. Although not listed as a recommendation, the CERB strongly suggests that staffing levels at the regional services center increase to give the regional advisory boards support. The regional services center essentially have one staff person each, making it difficult for the advisory boards to get adequate support.

**Council Staff Comments:** The County cut staff at the regional services centers as part of a plan to realign how they provide services and to save money. The regional services centers are now part of the Community Engagement Cluster and share support staff with other offices in the cluster.

4. **CERB Recommendation:** Streamline the application process – use online applications

**Council Staff Comments:** Online applications save money and are good for the environment. Should the County Executive and Council choose to use an online application, staff from other departments such as Technology Services would be involved.

5. **CERB Recommendation:** Involve BCC staff and committee members in member recruitment - and involve the community.

**Council Staff Comments:** Previous Councils have expressed concern that too much involvement by committee staff and members in recruiting new members may result in “cloned” appointees.

6. **CERB Recommendation:** Strengthen member orientation and education

**Council Staff Comments:** Additional training is an administrative and budget issue.

7. **CERB Recommendation:** Conduct member exit surveys.

**Council Staff Comments:** Exit surveys are an administrative issue.

8. **CERB Recommendation:** Train staff liaison.

**Council Staff Comments:** Staff training is an administrative issue.

9. **CERB Recommendation:** Provide ongoing review of sunset provisions.

**Council Staff Comments:** This is an administrative issue. If the Executive or Council decides to extend the life of an entity beyond the sunset date, legislation would be required.

10. **CERB Recommendation:** Keep meeting calendar up-to-date.

**Council Staff Comments:** Calendar upkeep and assuring public access to meetings are administrative issues.

11. **CERB Recommendation:** Have staff work with Chairs on decorum and meeting procedures.

**Council Staff Comments:** Additional training is an administrative and budget issue.

12. **CERB Recommendation:** Engage a team of professional financial experts to conduct a review of costs of BCC support.

**Council Staff Comments:** A review by outside professionals of the fiscal impact of BCCs is an administrative issue and would have budget implications.

The Council recently received a letter from a member of the Upcounty Citizens Advisory Board citing potential conflicts of interest. See circle 7. The writer requests that the Council amend Article XI, Boards, Committees and Commissions to prevent the conflicts described in the letter.

13. **CERB Recommendation:** Formally recognize service of BCC members.

**III. Request from a member of the Upcounty Citizens Advisory Board.**

**Council Staff Comments:** The County Executive used to hold a “thank you” reception every other year, but it was eliminated due to budget constraints.

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## Boards/Commissions Receiving Compensation

Board/Commission	Members	Term	Compensation	Chair Comp	Last Review
<b>Board of Appeals</b>	5 Members	4 Years	\$14675; adjusted annually to reflect 50% of change in the Washington area CPI. <i>Authority:</i> Montgomery County Code §2-145*; Resolution No. 9-527A	\$21,013; adjusted annually to reflect 50% of change in the Washington area CPI.	2004 Resolution 15-773 adopted 10/5/04 – Chair only Member last review 2002.
<b>Board of Electrical Examiners</b>	5 Members	3 Years	\$3,992 - Member <i>Authority:</i> Montgomery County Code §2-145*; Resolution No. 6-3129	\$5,121, Chair	2/27/02 - Resolution 14-777b adopted 2/27/01 - changed salary of Board members and Board Chair. Revised comp from \$30 per meeting; not to exceed \$30 in one day and not more than \$1,500 in any 12 month period.
<b>Board of License Commissioners</b>	5 Members	4 Years	\$9,000 <i>Authority:</i> Annotated Code of Maryland Article 2B; §155	\$10,000	2000. No change recommended.
<b>Montgomery County Planning Board</b>	5 Members	4 Years	\$30,000 (\$5,600 MNCPPC + \$24,400 MCPB) <i>Authority:</i> Annotated Code of Maryland Article 28, §15-107, §15-108; Article 66D, §7-111	\$166,700; adjusted annually to reflect 75% of change in Washington area CPI.	Members 2002 Chair Council Bill No. 3-07 adopted 03/13/2007
<b>Merit System Protection Board</b>	3 Members	3 Years	\$7,700; adjusted annually to reflect 50% of change in the Washington area CPI. <i>Authority:</i> Montg. County Code §33-4	\$9,479; adjusted annually to reflect 50% of change in the Washington area CPI.	Revised in 2001 by Bill 3-01 adopted 2/27/01.

### Boards/Commissions Receiving Compensation

<b>Board/Commission</b>	<b>Members</b>	<b>Term</b>	<b>Compensation</b>	<b>Chair Comp</b>	<b>Last Review</b>
<b>Washington Suburban Sanitary Commission</b>	3 County Members	4 Years	\$13,000 <i>Authority:</i> Annotated Code of Maryland Article 29, §1-105	\$13,500 Chair	2000. No change recommended.
<b>Washington Suburban Transit Commission and Washington Metropolitan Area Transit Authority</b>	2 County Members	3 Years	WSTC - \$2,500 WMATA - \$17,500 <i>Authority:</i> Mont. County Code §87-7	WSTC - \$2,875 WMATA - \$18,500	Revised in 2001 by Bill 3-01 adopted 2/27/01.

\*“Unless a law expressly precludes compensation, the Council may establish compensation for members of a particular committee by an appropriation that funds a line item in the budget.” Montgomery County Code §2-145.

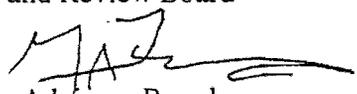


COUNTY-WIDE RECREATION ADVISORY BOARD

MEMORANDUM

May 8, 2012

TO: Committee Evaluation and Review Board

FROM: George Tarrico, Chair   
Countywide Recreation Advisory Board

SUBJECT: Response needed to meet the requirements established by Montgomery County Council Bill 32-11 [November 2011]

In a majority vote of the Countywide Recreation Advisory Board on the evening of May 7, 2012, at which a quorum was present, the Board voted to recommend that it and the four (4) Regional Recreation Advisory Boards be reorganized. This reorganization is in response to the stated goals of Montgomery County Council Bill 32-11 to downsize Montgomery County Boards, Committees and Commissions whenever possible. The suggested reorganization of all five (5) Recreation Advisory Boards is as follows:

The Countywide Recreation Advisory Board (CWRAB) proposes that the current five-board structure be reduced to one (1) Board, to be called the Recreation and Parks Advisory Board (RPAB). The Board would advise on both recreation and parks matters (as has been the informal process in place at the CWRAB for the last several years). This board would have both countywide and regional responsibilities as follows:

Recreation and Parks Advisory Board Members – 25  
20 members would be designated as representing each of the four (4) recreation regions (5 members each per region). The remaining five (5) members would be at-large.

Regional Subcommittees – there would be four (4) permanent regional subcommittees, one (1) for each of the four (4) recreation regions: Down County, Mid County, East County and Up County. Each regional subcommittee would have a chairperson elected by the members of that subcommittee; the chairperson must be one of the five (5) members from that region.

Department of Recreation

Meeting dates per year – 8 minimum.

Meeting locations: four (4) meetings per year of the RPAB would be held in one (1) location, (typically at the Recreation or Parks headquarters) with all RPAB members attending; four (4) meetings per year of each Regional Subcommittee would be dispersed and meet in a recreation or park building in their respective region.

Recreation/Park Staff Support: Senior staff of both Recreation and Parks Departments would attend the four (4) RPAB Meetings; Local park and recreation managers would attend and host the four (4) Regional Subcommittee meetings at various Park and Recreation buildings.

Regional Subcommittee meetings – Four (4) times each year, board members would attend their separate regional meetings; each meeting to be held at a facility in each recreation region; each such meeting would be supported by the manager of that facility and chaired by the chairperson of the regional subcommittee, and each such meeting agenda would focus on local/regional issues. Regional subcommittee meetings would be held quarterly. Each regional meeting would be attended by the five (5) regional members and open to all other members of the RPAB. At-large members would be expected to attend at least one (1) regional meeting in each of the four (4) regions each year. At each RPAB meeting, the chair of each regional subcommittee would present a report summarizing the findings from the previous regional subcommittee meetings.

Special meetings - When required, a Special Meeting may be called by the Director of Recreation, the Director of Parks, or the Chair of the RPAB.

cc: Gabriel Albornoz, Director  
Montgomery County Recreation

## PROPOSED REORGANIZATION OF THE CWRAB

“CWRAB proposes that the current 5 board structure be reduced to one board (which we propose simply be called the Recreation and Parks Advisory Board (RPAB). The board would advise on both recreation and parks matters (as has been the informal process in place at CWRAB for the last several years). This board would have both county-wide and regional responsibilities as follows:

### Members –25

20 members would be designated as representing each of the 4 recreation regions (5 members each per region).

The remaining 5 members would be at-large

Regional Subcommittees – there would be four permanent regional subcommittees, one for each of the four recreation regions: Down County, Mid County, East County and Up County. Each regional subcommittee would have a chairperson elected by the members of that subcommittee; the chairperson must be one of the five members from that region.

Currently, the Montgomery County Charter requires that each regional recreation board meet 10 times per year. Also, the Countywide Recreation Advisory Board currently meets 10 times per year. This recommendation represents a reduction from 50 meetings to a new minimum of 20 meetings per year.

Meeting locations: 4 meetings per year (“Full Board Meetings”) would be held in one location (typically at Recreation Dept or Parks Dept headquarters) with all RPAB members attending; 4 meetings per year would be dispersed (“Subcommittee Meetings”), on each Subcommittee Meeting night each of the four subcommittees would meet in a recreation or park building in their respective region.

### Recreation/Park staff support

– Senior staff of both Recreation and Parks Departments would attend the 4 Full Board Meetings

-- Local park and recreation managers would attend and host the 4 “dispersed meetings” at various Park and Recreation buildings

Regional Subcommittee meetings – Four times each year, board members would split up and attend 4 separate regional meetings; each meeting to be held at a facility in each recreation region; each such meeting would be supported by the manager of that facility and chaired by the chairperson of the regional subcommittee, and each such meeting agenda would focus on local/regional issues. Regional subcommittee meetings would be

held quarterly. Each regional meeting would be attended by the 5 regional members and open to all other members of the RPAB. At-large members would be expected to attend one regional meeting in each of the four regions each year. At each combined RPAB meeting, the chair of each regional subcommittee would present a report summarizing the findings from the previous regional subcommittee meetings.”

Special meetings - When required, a Special Meeting may be called by either the Director of Recreation, Director of Parks, or the Chair of the RPAB.”

10632 Seneca Spring Way  
Montgomery Village, Maryland 20886  
February 26, 2014

Dear Montgomery County Council Members:

The Upcounty Citizens Advisory Board has a member who has serious conflicts of interest and cannot possibly be objective about county transportation policies. I am not implying that the member doesn't try his best to be fair and objective. I am simply saying that it is impossible for anyone in his position to do that. I ask that you amend the rules for your citizens' advisory boards to stop this and to prevent it in the future.

A citizens' advisory board is not formally a jury, of course, but its purpose is very similar. It hears presentations and renders opinions. Those opinions appear to the public to be non-governmental, citizens' opinions. The current UCAB chair, [REDACTED] served this county as a transportation planner from November, 2000 to December, 2010. Almost every county transportation policy either received significant professional contributions from [REDACTED] or was reviewed by him, or was due to the work of his colleagues. He could not possibly give an independent, private citizen's judgment on transportation policies in this county. If the board were a jury, the judge would not allow him to be seated.

There is another obstacle to his objectivity. [REDACTED] is now a principal in a transportation planning consulting firm. He cannot avoid knowing what his firm's clients want in County policies. He might try his best not to let that knowledge influence him in his board service, but such objectivity is beyond human potential. The conflict of interest is dramatic.

Talented consultants with local government experience should be invited testifiers, not voting board members. Please give the citizens advisory boards some adequate rules that will prevent the two glaring conflicts that result from [REDACTED] membership.

Sincerely,

# 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.



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.;

## **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

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

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

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

Attachment C

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS Vote Yes/No</u>	<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

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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 32-1 List  
 [Data as of 06/12/2013]

<u>CERB ID</u> <u>Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS</u> <u>Vote Yes/No</u>	<u>COMPENSATION</u>	<u>CERB ACTION</u> <u>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

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Bill 32-1 List  
 [Data as of 06/12/2013]

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS Vote Yes/No</u>	<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

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[Data as of 06/12/2013]

<u>CERB ID</u> <u>Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS</u> <u>Vote Yes/No</u>	<u>COMPENSATION</u>	<u>CERB ACTION</u> <u>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-CC List  
 [Data as of 06/12/2013]

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS Vote Yes/No</u>	<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

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

<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>
Washington Suburban Sanitary Commission BiCounty agency with Prince Georges	3 MC \$ (3 PG)	State Law	No	No	NONE	NA	Not CERB Applicable
Youth Advisory Committee	50	Non-Charter	No	No	NONE	NA	Not CERB Applicable
Consolidated Retiree Health Benefits Trust - Board of Trustees	13+6	County Code	No	No	NONE	NA	Not CERB Applicable
Washington Suburban Transit Commission - BiCounty agency with Prince Georges	6+1	County Code	No	No	NONE	NA	Not CERB Applicable

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Non Bill 32-11 CC List

[Data as of 06/12/2013]

<u>CERB ID Number</u>	<u>BCC NAME</u>	<u>32-11</u>	<u>MEMBERS Vote Yes/No</u>	<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

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