

**COUNTY OF SAN BENITO
LOCAL BOARDS AND COMMISSIONS
ROLES, RESPONSIBILITIES & COMPOSITION**

Agricultural Preserve Advisory Committee:

The agricultural preserver advisory committee has the following responsibilities:

- Review any application to establish new agricultural preserves or any application to alter existing agricultural preserves and forward their recommendations to the Board of Supervisors (BOS).
- Review any request for a determination of compatible use and make recommendations to the BOS.
- At the request of the BOS, advise the Board on the administration of agricultural preserves in the county and on any matters relating to Agricultural Preserve contracts.
- The Agricultural Preserve Advisory Committee Chair, with the advice of the assessor, shall review any compatible use request to place a temporary dwelling unit on an existing agricultural preserve and make recommendations to the BOS.

COMPOSITION OF THE BOARD: Per Sec. 18A-5(a) of the San Benito County Code the Agricultural Preserve Advisory Committee shall consist of seven (7) members, all of whom shall be engaged in agriculture as a primary occupation, retired therefrom, or be knowledgeable about agriculture. Five of the seven members shall be “district members.” Two of the seven members shall be at-large members

Each supervisor for the county shall appoint one resident of that supervisor’s district to serve as a district member. The district member shall serve at the pleasure of the appointing supervisor. The entire board shall appoint the two at-large members, who are residents of the county and who shall serve at the pleasure of the board.

All appointments shall be reviewed annually in January. A member of the agricultural preserve advisory committee shall continue to serve until replaced by a qualified successor.

Area Agency on Aging:

The Seniors Council serves as the Area Agency on Aging (AAA) for Santa Cruz and San Benito Counties. The Area Agency on Aging is designated by the state to advocate for and identify the needs of seniors. It implements the Older Americans Act by distributing federal and states funds to local service providers. The Seniors Council of Santa Cruz and San Benito Counties operates the Area Agency on Aging.

COMPOSITION: (1) Two (2) appointed by San Benito County Board of Supervisors

(2) One (1) appointed by Hollister City Council

(3) One (1) appointed by San Juan Bautista City Council

Members serve at the Discretion of the Board of Supervisors or City Council of their respective City (for two-year renewal terms)

Area Developmental Disabilities Board VII:

Board VII is composed of Monterey, San Benito, Santa Clara and Santa Cruz Counties.

This Board’s responsibilities include:

- Protect and advocate the rights of all persons with developmental disabilities.
- Conduct public information programs to increase awareness and prevention.

- Assist in the establishment of citizen advocacy organizations to work with individuals with developmental disabilities to assist them in using services and participating in community activities.
- Review the policies and practices of publicly funded agencies that provide services needed by persons with developmental disabilities to determine if they are meeting their statutory obligations.

COMPOSITION OF BOARD / COMMITTEE: Pursuant to Section 4546(d) of the Welfare and Institutions Code states the governing bodies of the counties in each area shall select their appointees from among the following groups, and to the extent feasible, in the following proportions: 1) 60% from persons with developmental disabilities or the immediate relatives, guardians, or conservators of these persons; and 2) 40% from representatives of the general public.

Building & Housing Code Board of Appeals:

In order to determine the suitability of alternate materials and types of construction and installations and to provide for reasonable interpretation of the provisions of Chapter 5 of the San Benito County Code, there is established an appeals board. The building official shall be an ex-officio member and shall act as secretary of the appeals board.

The appeals board shall adopt reasonable rules and regulations for conducting its investigations and shall render all decisions and findings in writing to the building official, with the duplicate to the appellant, and may recommend to the Board of Supervisors such amendments or new legislation as is consistent therewith.

Child Care & Development Plan Council:

Legal Provision for establishment of this body: AB 1542. Not a county agency.

Child Abuse Prevention Council:

The functions of the Child Abuse Prevention Council shall include, but not be limited to, the following:

- To provide a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases.
- To promote public awareness of the abuse and neglect of children and the resources available for intervention and treatment.
- To encourage and facilitate training of professionals in the detection, treatment and prevention of child abuse and neglect.
- To recommend improvements to services to families and victims.
- To encourage and facilitate community support for child abuse and neglect programs.
- To recommend utilization of public or private funds (including donations) made available to the Child Abuse Prevention council of San Benito County and to advise the BOS on the selection of child abuse and neglect prevention and intervention projects, programs, services and special studies funded through county children's trust fund monies.
- The Council is designated by the BOS to receive county children's trust funds which shall be used to fund child abuse and neglect prevention programs operated by non-profits or public institutions of higher education with recognized expertise in their fields related to child welfare.

COMPOSITION OF BOARD / COMMITTEE: The CAPC shall consist of no more than 20 members. Membership shall consist of representatives from the following: County Welfare or

Children's Services; Probation Dept., Licensing agencies; Law Enforcement; Office of the District Attorney; Courts; Coroner; Medical and Mental Health services; Community-based social services; Public and private schools; Community volunteers; Civic organizations; the religious community. New CAPC members will be elected or appointed to the CAPC by the current sitting CAPC

Communication User Technical Advisory Committee:

This is an Advisory Committee to the Communications Executive Committee, per Communications Agreement between the County of San Benito and the Cities of Hollister and San Juan Bautista.

Community Action Board:

This Board has policy oversight over all of the Community Action Agency's anti-poverty programs. A Community Action Agency serves the entire low-income population in a designated geographic area; involves low-income individuals in planning, administering and evaluating its program. The Community Action Board is the governing board that consists of members of whom at least one-third are persons democratically selected to represent low-income individuals, one-third are local public officials or their designees, and the remainder are representatives of business, industry, labor, religious, social welfare and other private groups in the community.

COMPOSITION OF BOARD / COMMITTEE: Five members, one from each Supervisorial District, represent the Poor and are elected; five members represent the County and are appointed by each of the five Board of Supervisors; five members are appointed in each District to represent the Private Sector

Emergency Medical Care Commission:

The purpose of the EMCC is to assure the availability of an effective and efficient emergency medical services system that provides consistent, high quality emergency medical services to all people in San Benito County. The EMCC provides the BOS, under which it serves, advice and recommendations on EMS system planning and oversight.

EMCC duties and authorities are specified in Health & Safety Code Section 1797.270 et. Seq.

Membership of the EMCC shall consist of one representative and one alternate from each of the following agencies: 1) California Highway Patrol; 2) California Department of Forestry/County Fire; 3) Department of Parks & Recreation; 4) Bureau of Land Management; 5) San Benito County Communications; 6) San Benito County Sheriff's Office/Coroner; 7) Hollister Police Department; 8) Hollister Fire Department; 9) Aromas Fire Department; 10) San Juan Bautista Fire Department; 11) Hazel Hawkins Hospital; 12) Contract Ambulance Provider; 13) San Benito County Supervisor; 14) American National Red Cross-Local Chapter; 15) Air Ambulance Provider; 16) Member-at-Large (Consumer Rep.). Ex-Officio members are non-voting and include the following positions: County Public Health Officer, County EMS Medical Director; County EMS Administrator and County EMS Coordinator. (EMCC amended Bylaws approved 12/7/04)

First Five San Benito:

First 5 San Benito is charged with the following duties:

- To annually prepare and pass a budget for the moneys in the First 5 San Benito trust fund.
- To administer the moneys in the First 5 San Benito trust fund in accordance with an approved budget and consistent with the goals and objectives of the Act;

- The adoption of an adequate and complete county strategic plan for the support and improvement of early childhood development with the county as outlined in the Act; and to review on an annual basis and conduct required public hearings.
- To submit its adopted county strategic plan, and any subsequent revisions thereto, to the state commission and to the BOS;
- To prepare and adopt an annual audit and report pursuant to Health & Safety Code; and make copies of its annual audits and reports available to members of the general public on request and at no cost;
- To exercise all powers duties, and functions as consistent with federal, state and local laws, and with the policies of the commission.

COMPOSITION OF BOARD / COMMITTEE: The Commission shall consist of up to nine (9) members, each who shall be residents of San Benito County or the Health & Human Services Agency Director or the County Health Officer. Membership shall consist of one (1) member of the Board of Supervisors, the Health and Human Services Agency Director, the County Health Officer and up to six (6) members who represent any of the following categories: 1) recipients of project services included in the county strategic plan; b) educators specializing in early childhood development; c) representatives of a local child care resource or referral agency or a local child care coordinating group; d) representatives of a local organization for prevention or early intervention for families at risk; e) representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; f) representatives of local school districts; and g) representatives of local medical; pediatric or obstetric associations or societies.

Commission members shall be appointed by the Board of Supervisors. Commission members shall serve at the pleasure of the Board of Supervisors. The term of office of each member shall be for three (3) years until the appointment of his/her successor.

Fish & Game Commission:

The Commission shall make written recommendations consistent with the policies and regulations of the California Department of Fish and Game, to the BOS concerning expenditures from the County Fish and Game Propagation Fund created for the propagation and conservation of fish and game and other wildlife in this County and for educational and youth activities relating to Fish and Game. The Commission may advise the BOS on any matters pertaining to fish and game in the County.

COMPOSITION OF BOARD / COMMITTEE: Commission shall consist of ten (10) members, residents of San Benito County each of whom shall be familiar with fish and game within the County and appointed by the Board of Supervisors. Each Supervisor shall nominate two (2) persons who may reside within the Supervisor's district. Each member shall serve for a term of four (4) years commencing on April 1 of the year in which the member's nominating Supervisor begins a full term.

Grand Jury:

Contact the Superior Court for information.

Historical Heritage Advisory Committee:

To advise the BOS on such matters as they pertain only to the Historical and Recreational Park and to provide the BOS with citizen input and recommendations on matters pertaining to historic preservation.

The Advisory Committee shall study and make recommendations to the BOS with regards to matters pertaining to the recognition, inventorying, acquisition and preservation of sites, buildings, events documents and artifacts pertaining to the historical and cultural heritage of San Benito County and nominations for state points of historic interest and the nomination for inclusion in the National Register of Historic Places.

COMPOSITION OF BOARD / COMMITTEE: The ten (10) members of the Historical Heritage Advisory Committee shall be appointed by the Board of Supervisors, with two (2) members being appointed by each Board member from an at-large group of interested County of San Benito citizens. (Res. No. 2003-25) Term of each member to be concurrent with each supervisor who made the appointment. (Res. No. 1988-93

In Home Supportive Services (IHSS) Advisory Committee:

The IHSS Advisory Committee shall provide recommendations to the BOS on certain modes of service to be utilized in the County for San Benito for the delivery of IHSS; and, shall provide ongoing advice and recommendations regarding IHSS to the BOS, any administrative body in the county that is related to the delivery and administration of IHSS, and the governing body and administrative agency of the public authority, non-profit consortium, contractor and public employees.

COMPOSITION OF BOARD / COMMITTEE: Per provisions of Assembly Bill 1682, not more than eleven (11) members, no less than 50% of membership shall be individuals who are current or past users of personal assistance paid for through public or private funds or as recipients of IHSS services.

Juvenile Justice Commission / Juvenile Justice and Delinquency Prevention Commission:

This is a Judicial Commission. The responsibilities of the Commission are broadly defined in Sections 229 and 233 of the Welfare and Institution Code. The general purposes of the Commission are to “inquire into the administration of the juvenile court law in the county” and coordinate on a countywide basis the work of those community agencies engaged in activities designed to prevent delinquency. Contact Superior Court for further information.

Local Agency Formation Commission (LAFCO):

The Commission has the power, subject to any limitations upon its jurisdiction, set forth in Government Code Section 56375 et. seq. to review and approve or disapprove, with or without amendment, wholly, partially, or conditionally proposals for changes of organization or reorganization, consistent with written policies, procedures, and guidelines adopted by the commission. The commission may initiate proposals for (1) consolidation of districts, as defined in Section 56036 of the Government Code, (2) dissolution, (3) merger, or (4) establishment of a subsidiary district, or a reorganization that includes any of these changes of organization.

Per Govt. Code Section 54970 et. seq: (a) The Board of Supervisors shall include in the Local Appointments List prepared pursuant to Section 54972 all appointments of public members and alternate public members made to the Local Agency Formation Commission pursuant to Chapter 2 (commencing with Section 56325) of Part 2 of Division 3. (b) Whenever an unscheduled vacancy occurs in a Local Agency Formation Commission, the Board of Supervisors shall cause a special vacancy notice to be posted as provided in Section 54974. Final appointment to fill the vacancy may not be made by the appointing body for at least 10 working days after the posting of the notice.

COMPOSITION OF COMMISSION: Govt. Code Sec. 56325 (a) Two appointed by the Board of Supervisors from their own membership. The Board shall appoint a third supervisor who shall be an alternate of the commission. (b) Two selected by the cities in the county, each of whom shall be a mayor or council member, appointed by the City Selection Committee. The City Selection Committee shall also designate one alternate member who shall be appointed and serve pursuant to Section 56335. The alternate shall also be a mayor or council member. (c) N/A (d) One representing the general public appointed by the other members of the Commission. The other members of the Commission may also designate one alternate member who shall be appointed and serve pursuant to Section 56331.

Local Task Force:

This Task Force is comprised of representatives from each local jurisdiction, a representative of each refuse collection company operating within San Benito County and a member selected at large from the community.

Public Resource Code Section 40950 mandates that beginning 3/1/90, a Local Task Force be formed by a county every five (5) years to address the requirements of the Integrated Waste Management Act of 1989 (AB939). The San Benito County Board of Supervisors authorized the creation of the Local Task Force and its membership on 8/28/90.

COMPOSITION OF BOARD / COMMITTEE: This Task Force is comprised of representatives from each local jurisdiction, a representative of each refuse collection company operating within San Benito County and a member selected at large from the community.

Long Term Care Commission:

The Long Term Care Commission prepares reports and recommendations on a variety of issues affecting local older people and younger functionally impaired adults to the Board of Supervisors. The Long Term Care Commission serves as the advisory commission for the following board/commissions services: Del Mar Caregiver Resource Center; Ryan White Program; Adult Protective Services; and, Adult Day Health Care.

The Commission shall be comprised of 17 - 22 members as described in Article III of the Bylaws of the San Benito County Long Term Care Commission and Adult Day Health Care Planning Council.

COMPOSITION OF BOARD / COMMITTEE: The Commission shall be comprised of 17 - 22 members as described in Article III of the Bylaws of the San Benito County Long Term Care Commission and Adult Day Health Care Planning Council.

Mental Health Board:

The Mental Health Board reviews the community's mental health needs, services, facilities and special problems and advises the Board of Supervisors and County Mental Health Director as to any aspect of the County Mental Health Program. This Board also reviews and approves procedures used to insure citizen and professional involvement at all stages of the planning process and submits an annual report to the Board of Supervisors on the needs and performance of the county's mental health system.

COMPOSITION OF BOARD / COMMITTEE: 1) The Board shall at a minimum consist of five (5) members, but may elect to exceed (5) members subject to the final approval and acceptance by majority vote of the Mental Health Board. All recommendations for appointment as a member of the Mental Health Board are subject to final approval for appointment by the Board of Supervisors. Counties are encouraged to appoint individuals who have experience and

knowledge of the mental health system. Efforts shall be made to appoint at least one member from each Supervisorial District. 2) One member of the Board shall be a member of the Board of Supervisors. 3) Board members may recommend appointees to the Board of Supervisors. 4) The Board should reflect the ethnic diversity of the client population served and the demographics of the county as a whole, to the extent feasible. 5) At least one member shall be a consumer and at least one member shall be a parent, spouse, and sibling or adult child of a consumer, who is receiving or has received mental health services. If the board members exceed the minimum number of (5) members, at least 20% of the total membership shall be consumers and at least 20% shall be the family of consumers. 6) No member of the Board or his or her spouse shall be a full-time or part-time county employee of the State Department of Mental Health, or an employee of, or a paid member of the governing body of, a Mental Health contract agency.

The term of each member of the Board shall be for three years. The Board of Supervisors shall equitably stagger the appointments so that approximately one-third of the appointments expire in each year.

Monterey Bay Unified Air Pollution Control District Advisory Committee:

The purpose of the Advisory Committee is to make recommendations and reports to the MBUAPCD Board of Directors on specific matters which may be referred to the Committee by the Board of Directors or the Air Pollution Control Officer.

COMPOSITION OF BOARD / COMMITTEE: The Advisory Committee is a 22-member committee. Each Air Pollution Control Board Member is allowed two (2) appointments.

Monterey Bay Unified Air Pollution Control District Board of Directors:

The MBUAPCD Board is the governing body of the District and shall exercise all the powers of the District. Those powers include, but are not limited to, adopting the District's budget, setting staffing levels, adopting rules and regulations, setting District policies, authorizing litigation and evaluating the performance of the Air Pollution Control Officer and the District Counsel.

This Board consists of one member and one alternate member from the San Benito County Board of Supervisors.

COMPOSITION OF BOARD / COMMITTEE: 1 member from San Benito County Board of Supervisors and one alternate member.

Monterey Bay Unified Air Pollution Control District Hearing Board:

The Health and Safety Code delegates to the hearing Board the authority to hear and decide three types of cases: applications for variances, requests for abatement orders, and permit disputes.

COMPOSITION OF BOARD: There are 5 members appointed by the Board of Directors to the Hearing Board, representing Public Member (2 members), Registered Engineer (1 member), Attorney (1 member) and a Physician (1 Member).

Operational Area Disaster Council:

It is the duty of the Council to develop and recommend for adoption by the Board of Supervisors, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.

California Government Code 8559 defines the “Operational Area” as an intermediate level of the state emergency services organization consisting of a county and all political subdivision within the county area.

COMPOSITION OF BOARD / COMMITTEE: Represented by agencies who are part of the Operational Area Agreement.

LEGAL PROVISION FOR ESTABLISHMENT OF THIS BODY: Advisory Committee to Board of Supervisors per the Operational Area. (Ordinance No. 711)

Parks & Recreation Commission:

This Commission is advisory to the San Benito County Board of Supervisors. The purpose of the Commission is to make recommendations to the Board of Supervisors concerning all current and future county parks with the exception of the Veterans’ Memorial Park.

COMPOSITION OF BOARD / COMMITTEE: The Commission shall consist of nine (9) members. One (1) member shall be selected from each of the five supervisorial districts. Each Supervisor shall recommend from his/her district one (1) member to be appointed by a majority vote of the Board of Supervisors. One (1) member shall be recommended by the Veterans Memorial Park Commission to be appointed by a majority vote of the Board of Supervisors. One (1) member shall be recommended by the San Benito County Historical Society to be appointed by a majority vote of the Board of Supervisors. Two (2) members shall be appointed at-large by the Board of Supervisors and shall be eighteen (18) years of age or younger and shall represent the youth of the county. The County Administrative Officer shall present the method of soliciting interested youth for appointment to the Commission to the Board of Supervisors for its approval.

TERM OF MEMBERS: The term of the five members appointed by the Board of Supervisors shall be coterminous with that of the duly elected Supervisor who recommended him/her for appointment. The member representing the Veterans Memorial Park Commission shall serve at the pleasure of the Veterans Memorial Park Commission and the member representing the Historical Society shall serve at the pleasure of the Historical Society Board of Directors. The two youth representatives shall be appointed for a one (1) year term but may be reappointed for one additional year.

Planning Commission:

It is the duty of the planning commission to make, adopt and maintain, subject to the provisions of law, a master or general plan for the physical development of the county and of any land outside the boundary thereof which in the commission’s judgment bears relation to the planning thereof. The planning commission shall serve in an advisory capacity to the board of supervisors and shall perform such other functions as the board of supervisors may request or provide.

COMPOSITION OF BOARD / COMMITTEE: Commissioners are appointed by the Board of Supervisors, one for each Supervisorial District with terms co-terminus to Supervisor

LEGAL PROVISION FOR ESTABLISHMENT OF THIS BODY: Section 65100 and 65101 of the Government Code. Section 2-12 of the County Code, Chapter 2, Article III. This Section was amended by Ordinance #211, which was amended by Ordinance #484

San Benito Resource Conservation District:

The primary roles and related responsibilities which directors perform to maintain active RCDs are as follows:

- Develop and maintain effective programs by identifying local conservation needs and priorities, setting goals and developing annual work plans.
- Administer the district by delegating task through a structure of board officers and members, committees and staff.
- Coordinate programs, activities and services with other resource conservation districts/or related local, state, and federal agencies.

COMPOSITION OF BOARD: The Board of Directors shall consist of five, seven, or nine directors. The number of directors may be changed by resolution adopted by a majority of the members of the board of directors after publication of notice of the intended change at least once in a newspaper of general circulation published in each county in which the district is located. (Public Resources Code, Division 9, Article 7 - 9301(a))

LEGAL PROVISION OF ESTABLISHMENT OF THIS BODY: Public Resources Code. Division 9, Chapter 3, Article 1. Sec. 9151

Sold Waste Independent Hearing Panel:

The purpose of this panel is to provide a forum wherein any person and/or entity may challenge a citation for the violations of rules and/or regulations brought by the State or Local Enforcement Agency pertaining to the handling and disposal of solid waste.

COMPOSITION OF BOARD / COMMITTEE: Per Board of Supervisors action of October 9, 2001 this panel is to be made up of three citizens and one alternate to be appointed by the Chairman with a term of two years for each citizen (but not to exceed two consecutive terms)

Substance Abuse Advisory Board:

This Board shall be composed of representatives from population classifications interested in and active in the prevention and treatment of alcohol and drug abuse. The objectives of this Board shall be to reduce alcohol and drug abuse in San Benito County and to promote activities that educate the public on the needs and services for alcohol and drug prevention and treatment.

COMPOSITION / COMMITTEE: Members are selected by a majority vote of the Substance Abuse Advisory Board (SAAB) and require final approval and official appointment by the Board of Supervisors. Specific requirements for composition of this Board are specified in the By-Laws of the SAAB.

Taylor Act Grazing Advisory Board:

This Board recommends to the Board of Supervisors plans or projects of range development and predator control for which monies derived from the Taylor Grazing Act may be expended.

COMPOSITION OF BOARD / COMMITTEE: Shall be comprised of six (6) lessees of federal land pursuant to Section 15 of the Taylor Grazing Act and one (1) member to represent the interests of wildlife conservation; and, that the Agricultural Commissioner of San Benito County shall be an advisor and provide staff services as are practicable and deemed necessary.

Veterans Memorial Park Commission:

This Commission has general supervision and control of the development, maintenance and management of the Veteran's Memorial Park of the county, including the administration of all business affairs in connection therewith and the hiring and discharging of keepers, gardeners and other employees necessary for the proper management and care of the park.

COMPOSITION OF BOARD / COMMITTEE: The Memorial park Commission shall consist of two (2) members of the Board of Supervisors to be appointed by the Chair of the Board of Supervisors to hold office at pleasure of said board, and one (1) representative from each of the three (3) veterans organizations of the county to be elected to the Memorial Park Commission by a vote of the membership of the Veterans Council of the county and to hold office at the pleasure of the organizations represented in the County Veterans Council

Workforce Development Board:

The purpose of this Board shall be to provide strategic planning, policy development, and Oversight and Evaluation of the local workforce investment system; and, provide leadership to support the best practices of the public and private sectors; and, develop innovative models that effectively acquire and leverage alternative funding sources to offer access to all services; and contribute to a healthy economy that is filled with jobs that are built with integrity and offer positive experiences by empowering the community members and businesses with the knowledge and skills to be successful.

COMPOSITION OF BOARD / COMMITTEE: Thirteen (13) persons represent various public sector categories above - some representing more than one category. As 51% of the WIB must be private sector representatives, fourteen (14) private sector members will be required.