



July 1, 2016

TO: LOCSO Board of Directors
FROM: Peter J. Kampa, Interim General Manager
SUBJECT: **Agenda Item 7C – 7/7/2016 Board Meeting**
Review and Approve 2016/2017 Committee Work Plan and Schedule

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DESCRIPTION

This item requests that the Board review and approve the attached 2016/2017 LOCSO Committee Work Plan and Schedule

SUMMARY STAFF RECOMMENDATION

Motion: I move that the Board approve the 2016/2017 Committee Work Plan and Schedule as presented (or amended).

DISCUSSION

The Board has approved a monthly schedule for its advisory committees. This frequent meeting schedule requires significant administrative staff effort to ensure that committee meetings contain relevant, well thought out and supported agenda items. In many cases over the past six months, committee meetings have been cancelled due to lack of agenda items, and committee members have asked why this is occurring.

Consistent committee schedules such as monthly meetings make for very predictable calendars for the public and committee members. However, it is not desired by Board members to hold committee meetings simply to review routine District operational matters or to hold a meeting simply because it is on the calendar.

The attached Committee work plan and schedule is intended to clarify the role of the committee as it relates to District affairs that occur on a regular basis, such as service level reviews, financial reports, audits and budgets.

A change in the monthly committee meeting schedule is not proposed unless desired by the Board. This schedule is shown in quarters based on subject matter and its associated timing.

Management intends to be actively engaged in committees and provide the support necessary to ensure success.

Attachment

Los Osos CSD Committee Work Plan and Schedule 2016/2017

The Board committees provide a venue for the Board to receive input from community members interested in the services of the District. Committees are a less formal location where the Board members receive information from and provide input to staff; to help staff ensure that the full Board has adequate information to make decisions on certain key issues. The committees also focus on receiving robust public input, developing community leadership, and raising community understanding of District expenses associated with providing services, administering the affairs of the District and meeting the legal, regulatory and permitting requirements as required of special districts.

The Board of Directors has adopted a schedule of monthly meetings for each of its committees, and this Work Plan is intended to provide the structure and process necessary to maximize the productivity of committees and at the same time increase the efficiency of staff's efforts in supporting and utilizing committees. Committee meetings were never intended to be held simply to have a meeting to discuss issues. To be effective, committee meetings must have forward thinking agenda items focused toward accomplishing the goals and objectives of the Board. This involves staff effort on every committee agenda item; utilizing their professional expertise performing research, providing evaluation, compiling supporting documents, posting and publishing agendas, followed by staff developing a plan of work after each meeting to productively move the committee from meeting to meeting.

The Board directed monthly committee meeting schedule was developed with the intent to accomplish a significant amount of work throughout the year. The following are Board agreements regarding committee protocol:

Committee Agendas

1. The Committee Chair and General Manager will establish meeting agendas. It is understood that not all items on the Board meeting agendas will have been reviewed by committee(s) in advance.
2. Committee meetings are subject to the Brown Act and agendas will be published a minimum of 72 hours in advance of meetings.
3. Committee activity should be focused on the following core activities and schedule. The calendar months are approximate and starting points:

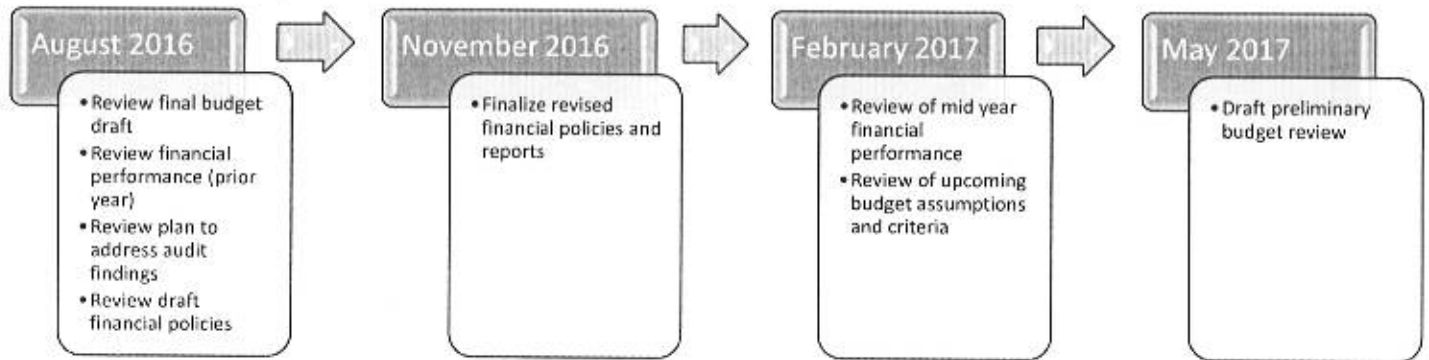
Committee Schedules

1. The monthly committee meeting schedule is established to make meeting dates available for scheduling purposes and to ensure high productivity.
2. Monthly meetings may not be necessary, at the discretion of the Committee Chair, depending upon the items under consideration, status of research and deliverables, staff workload and schedules.
3. The General Manager or designee is needed at all committee meetings, and therefore meeting schedules shall be arranged accordingly.

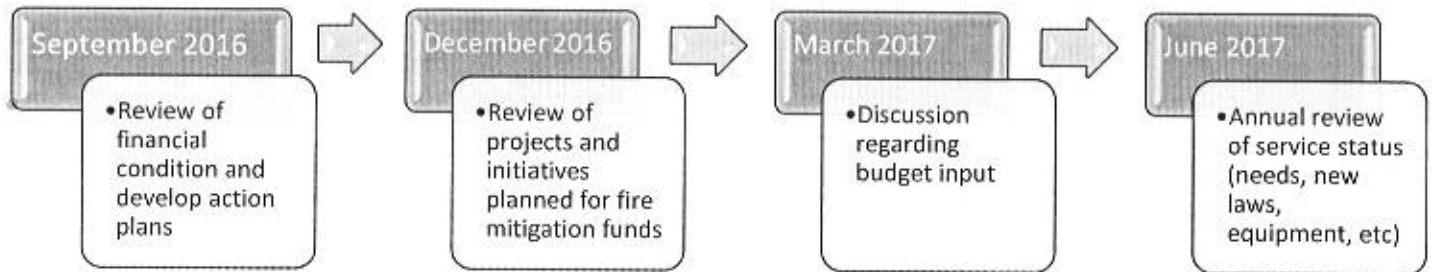
Work Plan

Committees are very necessary in the evaluation of service levels, service costs (budgets) and public service needs. Considering this, the following quarterly schedule outlines the major work areas for committees. The monthly meeting schedule can be used to facilitate this process and keep meeting agenda size under control. In addition, committees such as the Finance Advisory may wish to review certain reports or financial indicators on a regular basis at their monthly meetings; where the Park and Recreation Advisory may choose to meet only as needed to address a specific issue as shown below.

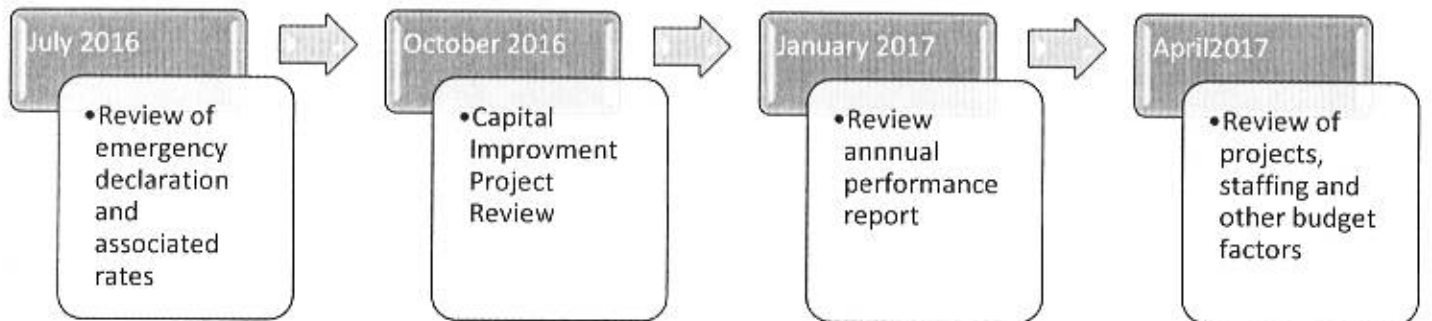
Finance Advisory Committee



Emergency Services Advisory Committee



Utilities Advisory Committee



Park and Recreation Advisory Committee

