

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

WORKSHOP SUMMARY

Meeting Date: January 26, 2010

Department: County Administration

I. EXECUTIVE BRIEF

Title: Boards & Commissions Report

Summary: Several months ago, the Board of County Commissioners directed staff to complete a comprehensive review of all the boards and commissions ("committees") that the Board of County Commissioners (BCC) currently have some level of participation on and/or in. As a result of that request, staff has prepared several reports on the number of, and different types of committees. These reports are divided into categories and include information such as board name, board function, enabling authority, number of members, and Commissioner's name, if applicable. Comments were included when necessary. Additionally, staff prepared and distributed a survey to current advisory board members and departmental staff liaisons requesting information on their respective committees such as time and cost associated with staffing the committee, length of meetings, frequency of meetings, duration of meetings, etc. A summary of those results is included in this Report. Countywide (TKF)

Background and Policy Issues: In an effort to encourage citizen input and/or obtain technical experience in specific areas, the BCC over a considerable period of time has created and been served by a number of advisory boards, task forces, committees and authorities. BCC established committees are governed by Resolution R95-1806. State and federal governments have also mandated creation of some committees, advisory boards, etc. for various reasons. These committees are governed by their respective statutes. Appointments to these numerous committees greatly vary. The process and procedures for appointments to committees has not been covered in this Report.

Attachments:

1. Boards & Commissions by Commissioner
 2. Board Classification Lists
 3. Detailed Boards & Commissions Report by Classification with Commissioner
 4. Detailed Boards & Commissions Report by Classification without Commissioner
 5. Boards & Commissions Survey Summary
 6. Cost Estimates
-
-

Recommended by: _____

Department Director

Date

Approved By: _____

County Administration

1/22/10

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	20_____	20_____	20_____	20_____	20_____
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
No. ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes _____ No _____
 Budget Account No.: Fund _____ Department _____ Unit _____
 Object _____ Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

The fiscal impact is indeterminable at this time

 1/22/10

 OFMB

 1/22/10

 Contract Dev. and Control

B. Legal Sufficiency:

 1/22/10

 Assistant County Attorney

C. Other Department Review:

 Department Director

BOARDS & COMMISSIONS REPORT/BY COMMISSIONER

DISTRICT 1 – KAREN T. MARCUS

1. Metropolitan Planning Organization (regular)
2. Treasure Coast Regional Planning Council (regular)
3. Value Adjustment Board
4. Criminal Justice Commission
5. BioScience Land Protection Advisory Board (regular)
6. County Coalition for Responsible Management of Lake "O"
7. Florida Association of Counties Board of Directors
8. Pal Mar Water Control District

DISTRICT 2 – JEFF KOONS

1. Children's Services Council
2. Metropolitan Planning Organization (regular)
3. Palm Beach County Criminal Justice, Mental Health & Substance Abuse Planning Council
4. South Florida Regional Transportation Authority
5. Treasure Coast Regional Planning Council (regular)
6. Artificial Reef & Estuarine Enhancement Committee
7. Homeless Advisory Board (regular)
8. Lake Worth Lagoon Initiative (regular)
9. Overall Economic Development Program Committee
10. Water Resources Task Force (regular)
11. Workforce Alliance Consortium
12. Palm Beach County Cultural Council (Ex-Officio)

DISTRICT 3 – SHELLEY VANA

1. Metropolitan Planning Organization (alternate)**
2. Public Safety Coordinating Council**
3. Treasure Coast Regional Planning Council (regular)**
4. Audit Committee
5. Homeless Advisory Board (alternate)
6. Lake Worth Lagoon Initiative (alternate)
7. Water Resources Task Force (alternate)
8. Intergovernmental Coordination Program
9. Corrections Task Force
10. Florida Association of Counties Board of Directors
11. Early Learning Coalition

DISTRICT 4 – STEVEN L. ABRAMS

1. Metropolitan Planning Organization (regular)
2. Treasure Coast Regional Planning Council (alternate)
3. Value Adjustment Board
4. Education Commission
5. Florida Association of Counties Board of Directors
6. Kravis Center Board of Directors (Ex-Officio)
7. Palm Beach Broadband

DISTRICT 5 – BURT AARONSON

1. Investment Policy Committee
2. Metropolitan Planning Organization (regular)
3. Tourist Development Council
4. Business Development Board Executive Committee

DISTRICT 6 – JESS R. SANTAMARIA

1. Metropolitan Planning Organization (regular)
2. Treasure Coast Regional Planning Council (alternate)
3. Victim Coordinating Council
4. Intergovernmental Coordination Program
5. Multi-Jurisdictional Coordination Forum
6. Community Alliance
7. South Florida Fair Board of Trustees (Ex-Officio)

DISTRICT 7 – PRISCILLA A. TAYLOR

1. Metropolitan Planning Organization (alternate)
2. Treasure Coast Regional Planning Council (alternate)
3. Overall Economic Development Program Committee
4. BioScience Land Protection Advisory Board (alternate)
5. Workforce Alliance

Red = Statutorily Required Board; Statutorily Required BCC Member

Dark Blue = BCC Established Board; Resolution/Ordinance requires BCC Member

Green = Interlocal Agreement w/Outside Entity/Municipalities requires Board & BCC Member

Black = Statutorily Required Board; not BCC Member, but BCC Member currently serving

Light Blue = No Agreement/Document requiring BCC Member

Purple = Agreement with Entities does not require BCC Member; but BCC Member currently serving

Note: Two (2) board which currently have seats for a BCC Member are vacant – Education & Government Programming Committee & Public Art Committee.

Board Classification Lists
Section I – Boards with BCC Member Serving

Statutorily Required Board; BCC Member statutorily required (9):

- Children's Services Council (F.S.)
- Investment Policy Committee (Local Government Surplus Funds Trust Fund requirement)
- Metropolitan Planning Organization (F.S.)
- Palm Beach County Criminal Justice, Mental Health, Substance Abuse Planning Council (federal \$)
- Public Safety Coordinating Council (F.S.)
- South Florida Regional Transportation Authority (F.S.)
- Tourist Development Council (levy bed tax)
- Treasure Coast Regional Planning Council (F.S.)
- Value Adjustment Board (F.S.)

Statutorily Required Board; BCC Member not statutorily required (3):
(but BCC Member currently serving)

- Community Alliance
- Early Learning Coalition
- Pal Mar Water Control District

Established by BCC; BCC Member required (10):

- Artificial Reef & Estuarine Enhancement Committee
- Audit Committee
- Criminal Justice Commission
- Education & Government Programming Committee (Vacant)
- Homeless Advisory Board
- Lake Worth Lagoon Initiative
- Overall Economic Development Program Committee
- Public Art Committee (Vacant)
- Victim Coordinating Council
- Water Resources Task Force

Outside Boards/Committees (14):

(Green = BCC has executed Agreement with entity which requires BCC Member)

- BioScience Land Protection Advisory Board (Interlocal Agreement)
- Business Development Board (Grant Agreement)
- County Coalition for Responsible Management of Lake O, etc. (BCC adopted Resolution to voluntarily participate w/other ten other counties)
- Intergovernmental Coordination Program (Interlocal Agreement w/municipalities)
- Multi-Jurisdictional Issues Coordination Forum (Interlocal Agreement w/municipalities)
- Workforce Alliance (Interlocal Agreement)
- Workforce Alliance Consortium (Interlocal Agreement)

(Light Blue = No Agreement/Document on file requiring BCC Member)

- Corrections Task Force (CJC Resolution)
- Education Commission (Education Commission Bylaws)
- Florida Association of Counties Board of Directors
- Kravis Center Board of Directors (Ex-Officio)
- Palm Beach County Cultural Council (Council Bylaws allow for Commissioner as Ex-Officio)
- South Florida Fair Board of Directors (Ex-Officio)

(Purple = Agreement does not BCC Member; but BCC Member currently serving)

- Palm Beach Broadband (Interlocal Agreement)

Board Classification Lists

Section II – Boards with no BCC Member Serving

Statutorily Required (26):

- Boca Raton Airport Authority (F.S.)
- Building Code Advisory Board (F.S.)
- Child Care Advisory Council (F.S.)
- Code Enforcement Special Masters (F.S.)
- Commission on Affordable Housing (federal \$)
- Community Action Advisory Council (federal \$)
- Construction Board of Adjustments & Appeals (F.S.)
- Construction Industry Licensing Board (F.S.)
- Educational Facilities Authority(F.S.)
- Emergency Shelter Grants Program Advisory Board (federal \$)
- Environmental Control Hearing Board (F.S.)
- Florida Atlantic Research & Development Authority (bonds)
- Head Start/Early Head Start Policy Council (federal \$)
- Health Care District (F.S.)
- Health Facilities Board (F.S.)
- Housing Finance Authority (F.S.)
- Land Development Regulation Advisory Board (F.S.)
- Library Advisory Board (F.S.)
- Nuisance Abatement Board (F.S.)
- Palm Beach County HIV Care Council (federal \$)
- Planning Commission (F.S.)
- Public Building Corporation (bonds)
- South Lake Worth Inlet Advisory Board (F.S.)
- Treasure Coast Health Council(F.S.)
- Westgate/Belvedere Homes CRA (F.S.)
- Zoning Commission (F.S.)

Established by BCC (16):

- Agricultural Enhancement Committee
- Animal Care & Control Professional Committee
- Aviation & Airports Advisory Board
- Citizens Committee on Airport Noise
- Citizens Committee on Health & Human Services
- Domestic Security Council
- Emergency Medical Services Advisory Council
- Fire Rescue Advisory Board
- Fire Rescue Level of Service Committee
- Five Year Road Program Oversight Committee
- Handicap Accessibility & Awareness Grant Review Committee
- Impact Fee Review Committee
- Natural Areas Management Advisory Committee
- Regional Hazardous Materials Oversight Committee
- Small Business Assistance Advisory Committee
- Water Utilities Advisory Board

Final Decision Making Boards (11):

(Not statutorily required)

- Animal Care & Control Special Masters
- Consumer Affairs Hearing Board
- Environmental Appeals Board
- Fair Housing/Equal Employment Board
- Fire Code Board of Appeals & Adjustment
- Groundwater & Natural Resources Protection Board
- Historic Resources Review Board
- Impact Fee Appeals Board
- Palm Tran Service Board
- Personnel Appeals Board
- Traffic Performance Standards Appeals Board

Outside Boards/Committees (3):

(BCC has Agreement w/entity to create board; BCC makes appointments only)

- Boynton Beach Municipal Golf Course Advisory Committee
- Discover Palm Beach County (d/b/a Convention & Visitors Bureau)
- Palm Beach County Sports Commission

Red = Statutorily Mandated Board

Dark Blue = BCC Established Board

Green = BCC has Agreement/Document w/Entity and/or Municipalities

Light Blue = BCC has no official Agreement/Document with Entity

Pink = BCC has delegated some decision making authority

Purple = BCC Interlocal Agreement with Entity does not require BCC Member

Black = Board Statutorily Required; BCC Member not required; but currently serving

BOARDS & COMMISSIONS REPORT
Statutorily Required with BCC Member

Board Name	Board Function	Enabling Authority	Total # of Members	BCC Representative	Report Required	Last Met/ How Often	Comments
Children's Services Council	Fund and provide juvenile welfare services in Palm Beach County	§125.901, Florida Statutes	11	Koons			In 1986, County adopted Ord. 86-32, creating CSC per §125.901.
Investment Policy Committee	Address issues such as liquidity, risk diversification, safety of principal, yield, maturity, and investment quality. Address investment dealers and issuers. Suggest guidelines for use in the investment of surplus County funds.	§218.407, Florida Statutes & BCC Ordinance 87-11)	7	Aaronson		12/10/09; monthly	BCC Member required and serves as Chair. Decides tie votes.
Metropolitan Planning Organization	Transportation planning and programming within guidelines of applicable federal, state and local laws, rules and regulations	§339.175, Florida Statutes	15 voting/1 non-voting	Marcus; Koons; Abrams; Aaronson; Santamaria	No	12/07/09; monthly	Requires five (5) BCC Members. The remaining two (2) serve as alternates.
Palm Beach County Criminal Justice, Mental Health, Substance Abuse Planning Council	Plan, implement or expand initiatives that increase public safety, avert increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for adults and juveniles who are in or at-risk of entering the criminal or juvenile justice systems.	§394.658, Florida Statutes & BCC Resolution R2007-1639	25	Koons	No		Statute indicates each board of county commissioners shall designate the county's public safety coordinating council OR designate another criminal or juvenile justice mental health and substance abuse council as the planning council or committee. Needed to apply for CJ/MH/SA Reinvestment Grant Program funds. Statute requires BCC Chair or designee to serve on council.
Public Safety Coordinating Council	Assess status of detention or correctional facilities to ensure authorized capacities are not exceeded. Assessment of pretrial, probation, work-release, substance abuse programs. Develop 5-year public safety plan for future needs.	§951.26, Florida Statutes & BCC Resolution R2008-1787	10	Vana	No		Statute requires Council and Chair of the BCC or designee.
South Florida Regional Transportation Authority	To plan, develop, own, operate, maintain, and manage a commuter rail system in the Tri-County area of Broward, Miami-Dade and Palm Beach counties.	§343.53, Florida Statutes & BCC Resolution R2000-0989	9	Koons			
Tourist Development Council	Prepare and submit a plan for tourist development.	§125.0104, Florida Statutes & BCC Resolution 81-275	9	Aaronson		01/14/10; monthly	Statute indicates Council required in order to levy tax. Statutes states chair or designee must serve on Council
Treasure Coast Regional Planning Council	Regional forum where elected and appointed leaders discuss regional issues; develop strategic regional responses; set and accomplish regional goals.	§186.504, Florida Statutes & BCC Resolution R76-730	47	Marcus; Koons; Abrams (reg) & Abrams; Santamaria; Taylor (alt)			Statute requires three (3) regular and three (3) alternate BCC representatives from Palm Beach County. As well, five (5) municipal representatives and five (5) alternate municipal representatives are appointed.
Value Adjustment Board	Settles disputes between taxpayers and the Property Appraiser, if Taxpayer fees the assessment, classification or exemption status for their property is not correct.	§194.015, Florida Statutes	5	Marcus & Abrams			Statute requires two (2) BCC Members, one of whom shall be elected Chair.

BOARDS & COMMISSIONS REPORT

Board Statutorily Required; Not BCC Member; but Member Currently Serves

Board Name	Board Function	Enabling Authority	Total # of Members	BCC Representative	Report Required	Last Met/ How Often	Comments
Community Alliance	Joint planning for resource utilization; needs assessment and establishment of community priorities for service delivery.	§20.19(6), Florida Statutes	7	Santamaria	No		Under the Department of Children & Families. Statute indicates the community alliance shall consist of "a representative from county government." Does not specify that it must be a BCC Member.
Early Learning Coalition	Manage, improve, and evaluate an integrated and quality seamless service delivery system for all publicly funded early care and education programs serving children from birth to five (5) years of age.	§411.01(5), Florida Statutes	At least 18 members; not more than 35	Vana	Distributed to "Interested Parties"		Administered at the state level by the Agency for Workforce Innovation. Statute indicates one (1) member appointed by a board of county commissioners; does not specify that it "must" be a BCC Member.
Pal Mar Water Control District	Plan, construct, and maintain different water control systems by units of development with the district.	Circuit court decree in 1968 and amended by subsequent special acts. Chapter 2005-307	5	Proxy is Marcus			One supervisor must be "either" a member of the board of county commissioners of Palm Beach County or a landowner within the district appointed by the BCC of Palm Beach County.

2 of 6

BOARDS & COMMISSIONS REPORT
BCC Established with BCC Member Required

Board Name	Board Function	Enabling Authority	Total # of Members	BCC Representative	Report Required	Last Met/How Often	Comments
Artificial Reef & Estuarine Enhancement Committee	Make recommendations regarding objectives and policies related to artificial reef & estuarine enhancement program; review existing and future enhancement locations, materials, etc.	Res. R2008-1511	11	Koons	No	01/14/10; bimonthly	
Audit Committee	Provides direction on Internal Auditor's annual audit plan; reviews internal audit reports; reports annual to BCC on performance of the Internal Auditor, etc.	Res. R2005-0372	7	Vana	Yes	12/07/09; quarterly	
Criminal Justice Commission	Study all aspects of criminal justice and crime prevention systems within PBC; study health and human services and educational systems as they pertain to criminal justice and crime prevention	Ordinance 88-16	33	Marcus	No	12/14/09; monthly	
Education & Government Programming Committee	Review various means available to provide educational and governmental programming; develop criteria for educational and governmental programs; review program line-ups; provide input on marketing strategies; explore funding alternatives, etc.	Res. R92-388	10	Vacant	Yes		
Homeless Advisory Board	Assist in development and implementation of a comprehensive 10-Year Plan to eliminate homelessness; collect information and provide recommendation regarding homelessness issues.	Res. R2007-0720	36	Koons (reg); Vana (alt)	No	11/18/09; quarterly	
Lake Worth Lagoon Initiative	Coordinate local, state and federal agencies' activities that affect Lake Worth Lagoon; carry out mission, action plans and projects outlined in the Lake Worth Lagoon Management Plan.	Res. R2008-0569	5	Koons (reg); Vana (alt)			Resolution approves Initiative. Initiative Guidelines require BCC Member
Overall Economic Development Program Committee	Make recommendations regarding existing and proposed economic development programs, projects and issues which impact the local economy, business community and residents; apply for state, federal and foundation grant funding that may assist with economic development	Res. R2000-0992	31	Koons & Taylor	Yes		Resolution requires two (2) BCC Members

BOARDS & COMMISSIONS REPORT
BCC Established with BCC Member Required

Board Name	Board Function	Enabling Authority	Total # of Members	BCC Representative	Report Required	Last Met/How Often	Comments
Public Art Committee	Advise the BCC as to the overall art policy in PBC; set direction and conduct the selection of all County works of art.	Res. R2008-0864	10	Vacant	No	01/07/10; monthly	
Victim Coordinating Council	Study all aspects of victim's rights; study judicial, criminal, and health and human services system as they pertain to servicing the needs of victims; coordinate and track victim services; improve and enhance the rights of victims.	Res. R99-2344	17	Santamaria	Yes		
Water Resources Task Force	Identify and evaluate opportunities and impediments to providing future water supply, conservation, wastewater treatment and reuse or reclaimed water opportunities that are efficient and cost effective.	Res. R2008-1810	13	Koons (reg); Vana (alt)	No	11/19/09; monthly	

BOARDS & COMMISSIONS REPORT
Outside Boards/Committees with BCC Member

Board Name	Board Function	Enabling Authority	Total # of Members	BCC Member Serving	Report Required	Last Met/ How Often	Comments
BioScience Land Protection Advisory Board	Make recommendations regarding amendments to the comp plan use maps and rezoning and land development regulations that effect bioscience research uses.	Res. R2006-0512	7	Marcus/regular Taylor/alternate	No		Interlocal Agreement with Palm Beach Gardens, Town of Jupiter, Town of Mangonia Park, Town of Lake Park and City of Riviera Beach.
Business Development Board of Palm Beach County	Stimulate economic energy, promote business diversity, and enrich the vitality of PBC thru relocation, retention and expansion of companies to our area.	Res. R2006-1998	7	Aaronson	Yes		Grant Agreement w/BDB expires 9/30/11. Requires BCC Chair or designee.
County Coalition for Responsible Management of Lake O, etc.	Deals with health and welfare of the lakes, estuaries and riverine systems.	Res. R2001-1117	10	Marcus/regular Ken Todd/alternate	No		The County voluntarily joined coalition in 2001 along with Martin, St. Lucie, Okeechobee, and Lee Counties. Bylaws require BCC member
Intergovernmental Coordination Program	Forum to address interjurisdictional plan amendment review and issues of multi-jurisdictional significance.	Res. R93-802	9	Santamaria Vana			Resolution adopted an Interlocal Agreement creating a Multi-Jurisdictional Issues Coordination Forum, which requires two BCC members on Executive Committee
Multi-Jurisdictional Issues Coordination Forum	Forum to address interjurisdictional plan amendment review and issues of multi-jurisdictional significance.	Res. 93-802	varies	Santamaria			See Intergovernmental Coordination Program
Workforce Alliance	Develop an efficient system to prepare Floridians for high skill and high wage jobs; oversee welfare reform; educational training.	Agreement R2004-0838	35	Taylor	Yes		Interlocal Agreement with Workforce requires BCC Member
Workforce Alliance Consortium	Enhance local workforce development activities in PBC.	Agreement R2009-023	4	Koons			Interlocal Agreement with Cities of Delray Beach, Palm Beach Gardens and South Bay. Interlocal Agreement requires BCC Chair or designee.
Corrections Task Force	Assess population status of all correctional facilities; ensure bed space is used as efficiently as possible; impact assessments of pretrial intervention and probation programs, court case process time, etc.	CJC Res. R-96-1	17	Vana			Public Safety Council is required by Ch. 951.26, F.S. CJC created Corrections Task Force which also sits as the Corrections Council with additional members

586

BOARDS & COMMISSIONS REPORT
Outside Boards/Committees with BCC Member

Board Name	Board Function	Enabling Authority	Total # of Members	BCC Member Serving	Report Required	Last Met/ How Often	Comments
Education Commission	Raise student achievement by improving all parts of PBC's educational system.	Non-profit corporation	13	Abrams			Bylaws require BCC member
Florida Association of Counties Board of Directors	Non-profit corporation representing Florida's counties. Strengthens and preserves county home rule through advocacy, education and collaboration	Non-profit corporation		Marcus Vana Abrams			Provides platform to enable county officials and staff to speak with a unified voice on behalf of all Floridians
Kravis Center Board of Directors	Performing Arts Center		22	Abrams Ex-Officio			Historically a BCC member has served as an Ex-Officio member
Palm Beach County Cultural Council	Advisory agency for cultural development; administers portion of local tourist development funds	Grant Agreement	up to 30	Koons Ex-Officio	Yes - when contract renewed		Bylaws permit BCC member as Ex-Officio member
South Florida Fair Board of Directors	Fairgrounds	Non-profit 501(C3) Corporation	55 Directors 17 Trustees	Santamaria/ Trustee			
Palm Beach Broadband (f/k/a Wireless Task Force)	Wide Area Wireless Communications System	Cooperative Agreement R2007-0351	6	Abrams	No		Agreement w/School Bd, PBCC, FAU, SFWMD & Education Commission. BCC Member not required; currently attends.

6066

BOARDS & COMMISSIONS REPORT
Statutorily-Required without BCC Member

Board Name	Board Function	Enabling Authority	Total # of Members	Report Required	Last Met/ How Often	Comments
Boca Raton Airport Authority	Operates, maintains and improves the Boca Raton Airport	Ch. 2004-468, Laws of Fla.	7	No		
Building Code Advisory Board	Hears challenges to adopted local technical amendments to Fla. Building Code	Ch. 74-565, Laws of Fla.	16	No	09/16/09; as needed	
Child Care Advisory Council	Recommends the issuance and revocation of licences, and rules and regulations, in child care facilities, and day care centers	Ch. 59-1698, Spec. Act	7	No		
Code Enforcement Special Masters	Hears PBC code/ordinance violations pertaining to building, electrical, fire, gas, landscape, plumbing, sign and zoning	§162.03(2) F.S.	8			Special Masters are appointed by the County Administrator from a pool of candidates selected by BCC
Commission on Affordable Housing	Recommends affordable housing policies to BCC and other duties as specified in Housing Element of Comprehensive Plan	Ord. 03-18	13	Yes		Required for State Housing Initiative Partnership funds
Community Action Advisory Board	Reviews and recommends use of CSBG funds, and enforces compliance with all conditions of federal and state grants	Res. R2009-1549	15	Yes		Required for Federal Community Services Block Grant funds
Construction Board of Adjustments & Appeals	Interprets and hears appeals of building, electrical, plumbing and other construction codes	Ord. 2005-05	7 members 2 alternates	No	07/09/09; as needed	Serves as Local Construction Regulation Board pursuant to §553.73
Construction Industry Licensing Board	Tests, licenses, and disciplines contractors. Hears appeals from the building official and considers variances	Ch. 67-1876, Spec. Act	15	No	11/09; monthly	
Educational Facilities Authority	Assists institutions for higher education in the construction, financing and refinancing of projects	§243.21 F.S. Res. R79-1493	7	Original Resolution Required Report		BCC declared need to establish Authority in 1979
Emergency Shelter Grants Program Advisory Board	Assists PBC in reaching Emergency Shelter Grant Program (ESGP) goals, and ensures that homeless can benefit from the ESGP funds	24 CFR Part 576 Res. R2006-1279	9 members 2 alternates	No	06/09; 5 times per year	Mandated by HUD in order to receive ESGP funds

189

Attachment # 4

BOARDS & COMMISSIONS REPORT
Statutorily-Required without BCC Member

Board Name	Board Function	Enabling Authority	Total # of Members	Report Required	Last Met/ How Often	Comments
Environmental Control Hearing Board	Hears violations of health regulations; issues injunctive relief and orders imposing civil penalties up to \$500 per day per violation	Ch. 77-616, Spec. Act ULDC, Art. 17(c)(5)	5	Yes		
Fla. Atlantic Research & Development Authority	Develops, operates, manages and finances a research and development park	§159.703, F.S. Ord. 85-32	7	No		Required in order to finance bonds for establishment of research and development park
Head Start/Early Head Start Policy Council	Hears and resolves complaints about Head Start Program	Res. R2006-1878	33	Yes	12/16/09; monthly	Establishment of council is required to receive federal Head Start/Early Head Start grant funds
Health Care District	Provides funding for indigent and needy residents for health care services	Ch. 2003-326, Laws of Fla.	5			
Health Facilities Authority	To assist health facilities in acquisition, construction, financing and refinancing of projects	§154.207, Florida Statutes & BCC Resolution R77-379	5	No		Statute indicates each local agency "may" create a health facilities authority. BCC declared the "need" with the adoption of R77-379.
Housing Finance Authority	Helps alleviate shortage of housing and capital for investment in such housing, and issues revenue bonds	§159.604 F.S. Res. R79-1150 Ord. 79-3	7			BCC declared need to establish FHA in 1979
Land Development Regulation Advisory Board	Reviews provisions of the ULDC and makes recommendations. Serves as Land Development Regulation Commission.	§163.3174, F.S. ULDC, Art. 17(c)(1)	19	Yes		
Library Advisory Board	Reviews programs and policies, and determines budgetary requirements of the library system, to improve and expand library service	Ch. 2000-405, Spec. Act	7 to 15	No	01/11/10; monthly	
Nuisance Abatement Board	Conducts hearings and issues orders	Ch. 87-243, Laws of Fla. Ord. 90-12	5			

209

Attachment #

4

BOARDS & COMMISSIONS REPORT

Statutorily-Required without BCC Member

Board Name	Board Function	Enabling Authority	Total # of Members	Report Required	Last Met/ How Often	Comments
PBC HIV Care Council	Assists County in applying for grants under Ryan White Comprehensive AIDS Resource Emergency Act, and establishes priorities for the allocation of funds	Public Law 101-381 Res. R97-1067	45	Yes	11/09; bimonthly	Council is required by Act in order to receive federal funds
Planning Commission	Serves as Local Planning Agency (LPA)	§163.3174, F.S. Ord. 2008-003	16	Yes	01/15/10; monthly	Required individually by local government, or in combination with other local governments
Public Building Corp.	Acquires or constructs buildings, equipment, fixtures, or other facilities, including acquisition or lease of land for PBC for any public purpose	Res. R81-4 and R81-5	5			Inactive. Created as part of bond financing for the Governmental Center. Must remain until bonds have been paid
So. Lake Worth Inlet Advisory Committee	Advises BCC on improvements, operations, maintenance, and enhancement of the South Lake Worth Inlet and adjacent properties	Ch. 96-466, Spec. Act Res. R96-407	7 members 2 alternates	No	1/14/10; bimonthly	
Treasure Coast Health Council	Defines health service needs and assists health care facilities, providers, and hospices to develop programs to assure the best possible health service.	Ch. 82-182, Laws of Fla. §408.033, F.S.	12			
Westgate/Belvedere Homes CRA	Carries out community redevelopment and related activities in Community Redevelopment Area (CRA)	Ch. 69-305, Laws of Fla. Ord. 89-6	7	No		BCC adopted resolution stating necessity for CRA in 1989
Zoning Commission	Makes recommendations to the BCC to approve, approve with conditions, or deny applications for development permits to amend the ULDC	Ch. 31119, Laws of Fla. Res. ZR 1-57	9	Yes		

BOARDS & COMMISSIONS REPORT
Established by BCC - no BCC member required

Board Name	Board Function	Enabling Authority	Total # of Members	Report Required	Last Met/How Often	Comments
Agricultural Enhancement Committee	Recommends enhancement activities associated with agricultural economic development, other than PACE Program	Res. R94-1760	9	Yes		
Animal Care & Control Professional Committee	Discusses animal issues of importance to the Division, relating to the health, welfare and safety of residents and animals, and makes recommendations to the BCC	Res. R2005-1609	7	Yes		
Aviation & Airports Advisory Board	Makes recommendations regarding planning, development, construction, operation and financial viability of airports	Res. R96-205	9	Yes	12/2/09; as needed	
Citizens Advisory Committee on Health & Human Services	Makes recommendations regarding amendments to Health & Human Services Element of Comprehensive Plan	Res. R90-1978	11	Yes	12/10/09; monthly	
Citizens Committee on Airport Noise	Consider potential noise mitigation methods and suggest programs, concepts and resolution of complaints.	Res. R94-1060	13	No		
Domestic Security Council	Countywide Anti-Terrorism Committee	Res. R2005-125	23			
Emergency Medical Services Advisory Board	Advises and provides comment to the BCC on matters relating to Emergency Medical Services	Ord. 2006-40 Res. R93-876	18	Yes	11/19/09; bimonthly	
Fire Rescue Advisory Board	Provides input on effectiveness and adequacy of fire rescue services including level of service, capital improvement projects and alternative funding mechanisms	Res. R89-1661	7	No	11/12/09; monthly	

409

BOARDS & COMMISSIONS REPORT
Established by BCC - no BCC member required

Board Name	Board Function	Enabling Authority	Total # of Members	Report Required	Last Met/How Often	Comments
Fire Rescue Level of Service Committee	Makes recommendations on implementation of Countywide Fire-Rescue Minimum Level of Service, Common Dispatch System, and other fire-rescue service delivery projects	Res. R2004-094	9	No		
Five Year Road Program Oversight Committee	Monitors the County's adherence to, and effectiveness of, its implementation of the adopted Five-Year Road Program	Ord. 90-40	9			Currently inactive
Handicap Accessibility & Awareness Grant Review Committee	Recommends awarding of funding to non-profit agencies to improve accessibility and increase awareness for physical disabled persons	Res. R92-1890	9	No		A portion of parking space violation fines are awarded to non-profits that improve accessibility and equal opportunity to physically disabled persons.
Impact Fee Review Committee	Responsible for the collection, encumbrance, and expenditure of impact fees	ULDC Art. 17(10) & BCC Resolution R88-471	7 members 3 alternates	Yes	1/13/10; as needed	
Natural Areas Management Advisory Committee	Reviews staff-developed management plans for presentation at public hearings; and determines whether management goals are being met	Res. R94-1051	7	No	1/15/10; monthly	
Regional Hazardous Materials Oversight Committee	Establishes standards and reviews the effectiveness of delivering hazardous materials emergency response services on a regional basis	Res. R98-13	5	Yes		BCC is required by 40 CFR 310 to establish a cost recovery program for costs associated from the release of a hazardous substance
Small Business Assistance Advisory Committee	Reviews and evaluates the effectiveness of small business programs within County government	Ord. 2002-064	14	Yes		

BOARDS & COMMISSIONS REPORT
Established by BCC - no BCC member required

Board Name	Board Function	Enabling Authority	Total # of Members	Report Required	Last Met/How Often	Comments
Water Utilities Advisory Board	Reviews policies, plans, and programs and advises BCC/WUD of the need for modification of proposed capital plans and programs; rate structures and changes, and the budget of WUD	Res. R2006-0867	11	No		

BOARDS & COMMISSIONS REPORT

Final Decision-Making Boards - not Statutorily Required/no BCC Member Required

Board Name	Board Function	Enabling Authority	Total # of Members	Report Required	Last Met/How Often	Comments
Animal Care & Control Special Masters	Renders decisions concerning dangerous or vicious dogs, and appeals relating to permits	Ord. 2005-44	8	No		Also referred to as Animal Care & Control Hearing Board
Consumer Affairs Hearing Board	Carries out adjudicatory functions pertaining to alleged unfair or deceptive trade acts or practices	Ord. 77-10	9	Yes		
Environmental Appeals Board	Hears appeals from requirements, interpretations or determinations of Health Regulations made by Health Dept. or Environmental Control Officer	Ord. 03-67 (adoption of new ULDC); ULDC, Art.17(c)(4)	5		12/04/09; every 60 days	
Fair Housing/Equal Employment Board	Hears and adjudicates complaints alleging violations of discrimination in housing, public accommodation, and employment to comply with State and federal regulations; issues remedial orders as necessary	Ord. 95-42	9	Yes		Investigations are performed by the Office of Equal Opportunity; consent agreements are presented for Board's approval
Fire Code Board of Appeals & Adjustment	Hears and renders decisions in appeals of conflict of decisions made jointly between the local AHJ and the local building official; resolves conflicts between fire and building codes	Ord. 2004-073	9	No		
Groundwater & Natural Resources Protection Board	Hears hearings to enforce Environmental Standards in ULDC, including liening property, and	Ord. 88-20 ULDC, Art. 17(c)(6)	7	Yes	1/21/10; bimonthly	
Historic Resources Review Board	Develop inventory of historic resources; nominations for designations; preservation of archaeological sites,	Res. R93-227 & Ordinance 93-4	9	Yes	11/18/09; quarterly	Ref. in ULDC, Art. 17(8). Historic Preservation Ordinance would not be effective w/o Board.
Impact Fee Appeals Board	Hears appeals from decisions and interpretations of the Impact Fee Coordinator	Ord. 89-18 Res. R91-651	5	Yes		

BOARDS & COMMISSIONS REPORT

Final Decision-Making Boards - not Statutorily Required/no BCC Member Required

Board Name	Board Function	Enabling Authority	Total # of Members	Report Required	Last Met/How Often	Comments
Palm Tran Service Board	Conducts public hearings and makes decisions regarding adjustments to Palm Tran's fixed routes to meet federal requirements	Res. R2001-2241	13	No	12/17/09; monthly	Federal regulations provide that changes that would impact more than 25% of a bus route require a "public" input mechanism
Personnel Appeals Board	Adjudicates adverse action appeals involving discharge and layoffs upon request of any permanent-status employee under the Merit Rule System	Merit Rules adopted by BCC 10/1/76	7	No		Appeals Board is required under Merit Rules
Traffic Performance Standards Appeals Board	Hears appeals from the decision of the county engineer or municipal engineer as to traffic engineering issues	Ord. 90-40	9	Yes		Currently inactive

BOARDS & COMMISSIONS REPORT
Outside Boards/Commissions with no BCC member

Board Name	Board Function	Enabling Authority	Total # of Members	Report Required	Last Met/ How Often	Comments
Boynton Beach Municipal Golf Course Advisory Board	Advise the City of Boynton Beach on planning, construction, maintenance and operation of the golf course, excluding budgetary and personnel matters	Res. 81-914	5 members 3 alternates	No		Established subsequent to lease agreement with City of Boynton Beach dated 2/12/80 (Res. R80-2335)
Discover Palm Beach County (d/b/a Convention & Visitors Bureau)	Private non-profit entity, contracted by the County, charged with the promotion and marketing of the tourism industry for the County in the USA and international markets	Res. R2007-1623	19	Yes - when contract renewed	01/12/10; monthly	Agreement expires 9/30/12. Bylaws require that BCC make appointments to Bureau
Palm Beach County Sports Commission	Private non-profit entity, contracted by the County, charged with promoting and marketing the County as a sports and sports tourism destination.	Res. R85-1063	28	Yes - when contract renewed	01/04/10; monthly	Bylaws require that BCC make appointments to the Commission

Boards and Committees Survey Summary

In August 2009, Public Affairs surveyed the members of and staff liaisons for 57 non-statutorily required, BCC-appointed advisory boards and committees. Of the 603 committee members polled, 215 (35 percent) responded; 47 of the 57 staff liaisons (82 percent) responded. **With only a very few exceptions, the members and liaisons said their committees serve important functions and address worthwhile issues and should continue to meet.**

Other Expenses – An estimated \$500 per year per panel may be spent on materials, printing, mailings, public notices and other miscellaneous expenses. Additionally, the Citizens Committee on Airport Noise reported paying outside consultants \$56,140 in 2008 for presentations and preparation of an annual report.

Sunsetting or Consolidating - Comments were received from 15 committee members and 6 staff liaisons about possibly phasing out their respective board or merging it with another panel. Of these, the following may be considered:

Animal Care & Control Professional Committee – could be replaced by public forums held as needed.

Nuisance Abatement Board – one meeting in seven years, according to one longtime member. This board's function could possibly be assumed by hearings with a special magistrate or the Sheriff's Office.

Citizens Committee on Airport Noise could be combined with **Aviation & Airports Advisory Board**.

Agricultural Enhancement Council could be combined with **Overall Economic Development Program Committee**.

Boynton Beach Golf Course Advisory – inactive

South Lake Worth Inlet Advisory Committee – little public attendance and no recommendations to BCC in several years.

Advisory Board Facts

Meeting Length - The average advisory board meeting runs approximately two hours (1.81 hours).

Attendance - The 215 respondents have averaged one absence each in the past 12 months; 75 respondents (35 percent) missed no meetings. The average meeting has 75 percent attendance with quorums present 95 percent of the time.

Years of Service - Responding board members have served on their respective boards an average of 6 years. The two longest serving current members are on the Library Advisory Board (30 years) and Land Development Regulation Advisory Board (29 years).

Serving Again

- 136 members (63 percent) said they would volunteer for another advisory panel if their current board were discontinued.
- 37 members (17 percent) said they would not volunteer for another panel.
- 36 members (16 percent) said possibly or were not sure.

Attachment # 5

Page 1 of 1

**Boards & Commissions
Cost Estimates**

Department Liaisons:

Liaisons average about 15 hours per month coordinating each of their respective boards. Total county staff time is about 700 hours per month, at a cost of approximately \$15,000 in salary.

County Administration:

Agenda Coordinator spends about 16 – 18 hours per month sending out appointment letters, and Code of Ethics brochures/forms to new members and reappointed members, as well as maintaining the board appointment central database. Cost is approximately \$578 a month in salary, or \$6,936 per year.

Reproduction & Distribution:

Copying and distribution of the Boards & Commissions Directory is done about 6 times per year, at an average cost of \$800 per mailout. Total cost estimate per year is \$4,800.

Attachment # 6
Page 1 of 1