

9:30 AM

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

WORKSHOP SUMMARY

Meeting Date: September 28, 2021

Department: Administration

I. EXECUTIVE BRIEF

Title: Advisory Boards

Summary: This item was requested by the Palm Beach County Board of County Commissioners (BCC). Staff requests BCC direction on various issues including: 1) whether the BCC wishes to consider terminating any boards; 2) whether the BCC wishes to reduce the number of at-large appointments which sometimes have multiple nominees; and 3) whether the BCC wishes to consider reducing the number of members per board when feasible.

Background and Policy Issues: The BCC has addressed the subject of advisory boards in public meetings previously in January 2010 and April 2013. There are relatively few boards (31) (Attachment 1) that exist totally at the discretion of the BCC, with many others mandated by various legal/external requirements such as Florida Statutes and Federal Mandate. There are 52 nondiscretionary boards (Attachment 2). Quite a few of the discretionary boards have been given substantial roles in County process, which makes their termination difficult. Examples of those types of boards are the Internal Audit Committee and the Criminal Justice Commission. Previous attempts to reduce the number of discretionary boards have been largely unsuccessful because a majority of the BCC could not agree on which boards were superfluous or because of citizen objection.

Historically, the BCC has had some at-large appointments with multiple nominees, which resulted in much debate. There have been thoughts expressed that perhaps the County should try to reduce the number of at-large appointments that the BCC must make, replacing them with district appointments or by single nominees that come from relevant interest groups for appointment. The use of at-large appointments typically allows for obtaining persons with specific qualifications for specific seats. Lastly, the BCC has historically had reasons for specifying the number of members on various boards to achieve various representation goals. As board openings occur, staff could reconsider needs. Staff is continually working towards increasing the diversity of the boards to be more inclusive of Palm Beach County composition.

County staff has surveyed the internal departments in an effort to better understand the functions, roles, value, costs and time associated with each of the committees and boards (Attachment 3).

Attachments:

1. List of discretionary boards
2. List of nondiscretionary boards
3. Staff survey

Recommended By: N/A
Department Director Date

Approved By:  9/24/2021
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match County					
NET FISCAL IMPACT					
# ADDITIONAL FTE POSITIONS (Cumulative)					

Budget Account No.: Fund _____ Dept _____ Unit _____ Object _____

Is Item Included in Current Budget? Yes _____ No _____

Does this item include the use of federal funds? Yes _____ No _____

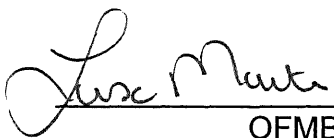
Reporting Category

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

C. Department Fiscal Review: _____

III. REVIEW COMMENTS

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


OFMB *gt* 9/20/21
(initials) 9/20/21


Contract Development and Control

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director

Established by BCC (31):

BOARD	ESTABLISHED BY	NUMBER OF MEMBERS	LAST MET	COMMENTS
Advisory Commission on Women	Resolution	15	September, 2021	Board has Sunset Provision
Agricultural Enhancement Committee	Resolution	9	March, 2021	
Aviation & Airports Advisory Board	Resolution	9	June, 2021	
Citizens Advisory Committee on Health & Human Services	Resolution	11 (+4 ex-officios)	August, 2021	Comp Plan Amendment required
Citizens Committee on Airport Noise	Resolution	11	May, 2021	
Commission on Ethics	Ordinance	5	September, 2021	County Charter Requirement
Consumer Affairs Hearing Board	Ordinance	7	July, 2020	Has met approximately 5 times in 3 years
Contract Review Committee (R/PPM)	Resolution/PPM	4 (1 appt by BCC/3 Staff)	September, 2021	
County Finance Committee	PPM	5 (1 appt by BCC/4 Staff)	January, 2021	
Criminal Justice Commission	Ordinance	33 (12 private sector appt by BCC/21 public)	May, 2021	
Emergency Medical Services Advisory Council	Resolution	20	July, 2021	
Environmental Appeals Board	Ordinance	5	August, 2021	
Equal Business Opportunity Advisory Committee	Ordinance	15	June, 2021	
Fair Housing/Equal Employment Board	Ordinance	9	September, 2021	
Farmworker Program Advisory Board	Resolution	9	July, 2021	
Fire Code Board of Appeals & Adjustment	Ordinance	8	August, 2020	
Fire Rescue Advisory Board	Resolution	6	July, 2021	Comp Plan Amendment required
Groundwater & Natural Resources Protection Board	Ordinance	7	July, 2021	
Historic Resources Review Board	Ordinance	9	April, 2021	Comp Plan and ULDC Ref
Homeless Advisory Board	Resolution	14	August, 2021	
Impact Fee Review Committee	Resolution	10 (7 regular/3 alternates)	July, 2021	Comp Plan and ULDC Amendments required
Infrastructure Surtax Independent Citizen Oversight Committee	Resolution	19	August, 2021	
Internal Audit Committee	Ordinance	6 (5 members/1 alternate)	July, 2021	
Natural Areas Management Advisory Committee	Resolution	7	July, 2021	
Palm Tran Service Board	Resolution	13	August, 2021	
Personnel Appeals Board	Merit Rules	7	May, 2019	
Property Review Committee	Resolution	5	2016	
Public Art Committee	Resolution	9	August, 2021	
Regional Hazardous Materials Oversight Committee	Ordinance	5 voting/4 non-voting	August, 2021	
Water Resources Task Force	Resolution	28 (14 regular/14 alternates)	July, 2021	
Water Utilities Advisory Board	Resolution	9	July, 2021	

Nondiscretionary Boards/Committees

Required (31):

Boca Raton Airport Authority (Laws of FL)
 Building Code Advisory Board (Laws of FL)
 Child Care Advisory Council (Special Act, Laws of FL)
 #Children's Services Council (F.S.) (O)
 Code Enforcement Special Masters (F.S.) (ULDC ref)
 Commission on Affordable Housing (federal \$) (O)
 Community Action Advisory Council (federal \$) (R)
 Community Alliance/Early Learning Coalition (F.S.)
 Construction Board of Adjustments & Appeals (Laws of FL) -
 serves as local construction regulation board (O)
 Construction Industry Licensing Board (Special Act, Laws of FL)
 #Educational Facilities Authority (F.S.) (R)
 Environmental Control Hearing Board (Special Act, Laws of FL) (ULDC
 ref)
 Florida Atlantic Research & Development Authority (F.S./bonds) (O)
 Health Care District (Laws of FL)
 Health Council of Southeast Florida, Inc. (Laws of FL)
 #Health Facilities Board (F.S.) (R)
 #Housing Finance Authority (F.S.) (O)
 Investment Policy Committee (F.S.) (O)
 *Land Development Regulation Advisory Board (F.S.) (ULDC ref)
 Library Advisory Board (Special Act, Laws of FL) (Comp Plan ref)
 Transportation Planning Agency (F.S.)
 Pal Mar Water Control District (Special Act)
 Palm Beach County HIV Care Council (federal \$) (R)
 **Planning Commission (F.S.); serves as local Planning Agency) (O)
 (ULDC & Comp Plan ref)
 Public Safety Coordinating Council (F.S.) (R)
 South Florida Regional Transportation Authority (F.S.)
 Tourist Development Council (levy bed tax) (R)
 Treasure Coast Regional Planning Council (F.S.) (Comp Plan ref)
 Value Adjustment Board (F.S.) (Comp Plan ref)
 Westgate/Belvedere Homes CRA (Laws of Florida) (O)
 Zoning Commission (Laws of Florida) (R) (ULDC ref)

Outside Entity (21):

BioScience Land Protection Advisory Board (Comp Plan ref)
 Boca Raton Airport Authority's Aviation Advisory Committee
 Business Development Board
 CareerSource
 County Coalition for Responsible Management of Lake O, etc.
 Discover the Palm Beaches BOD, Inc.
 Education Commission
 Florida Association of Counties
 Kravis Board of Directors
 Loxahatchee River Management Coordination Council (Comp Plan ref)
 Multi-Jurisdictional Issues Coordination Forum
 Palm Beach Broadband
 Palm Beach County Cultural Council (Ex-Officio)
 Palm Beach County Sports Commission
 Southeast Florida Intergovernmental Coastal Oceans Task Force
 Southeast Florida Regional Partnership Executive Committee
 South Florida Fair Board of Directors (Ex-Officio)
 Treasure Coast Regional Planning Council's Comprehensive Economic
 Strategies Committee
 Workforce Alliance
 Workforce Alliance's Youth Council
 Workforce Alliance Consortium

#Statute allowed for creation; BCC chose to create

*LDRAB serves as land development regulation commission
 which may be performed by "local planning agency."

**Planning Commission serves as "local planning agency"

Boards and Committee Survey

1. Do you believe that your advisory board/committee serves an important function?
2. Do you believe that your advisory board/committee should continue to meet?
3. Do you believe that your advisory board/committee could be merged with another advisory board/committee?
4. Do you believe that your advisory board/committee is too large or too small?
5. How long do your meetings typically last?
6. What is the percentage of attendance for your meetings?
7. How much time is spent each month coordinating these meetings?
8. What is the estimated annual cost of operating these meetings?
9. Has your advisory board/committee become more or less diverse over the last 8 years?
10. When was your last meeting?
11. How many members/alternates are on your advisory board/committee?
12. How was your board/committee established?
13. When was your board/committee established?

Overview of County Advisory Boards and Committees

Todd J. Bonlarron

Assistant County Administrator

September 28, 2021

THE AGENDA FOR THIS MEETING
IS TO TRY TO FIGURE OUT WHY
WE'RE HAVING THIS MEETING.



TOM
FISH
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Presentation Overview

- Overview of 2009 and 2012 Board Analysis
- Current Survey Evaluation Criteria Overview
- 2021 Review of 31 BCC Boards and Survey Results
- 2021 Review of 31 State and Federally Created Boards and Survey Results
- Overview of Outside Boards
- Board Size Discussion
- Staff and BCC Board Evaluation: Discussion Points and Further Direction

Overview of 2021 Boards & Committees

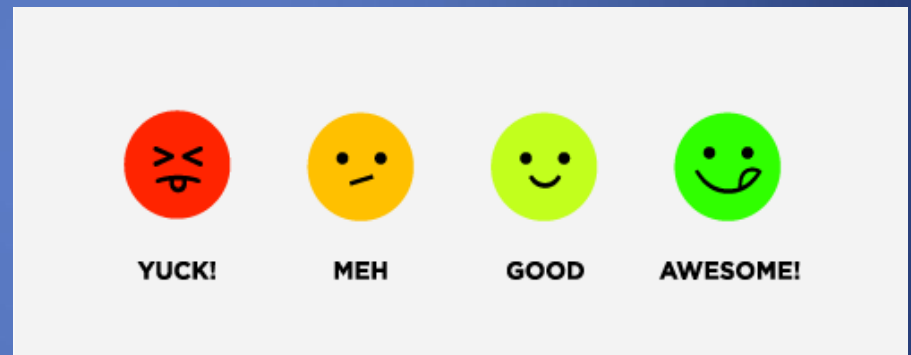
- **Total of (83) 2021 Boards & Committees**
 - **31 BCC-Established**
 - **31 are Mandated**
 - **28 By State Statutes or State Law**
 - **3 By Federal Mandate to receive federal funds**
 - **21 Outside Agency/Organization**

History: Past Survey Results

- August 2009
- BCC-Established Boards only
 - 603 members polled (35% responded)
 - 57 staff liaisons polled (82% responded)
 - 15 members and 6 staff liaisons commented on possible sun-setting of their respective board
- Estimated \$500 per year per advisory board for materials/mailings
- Average length of meeting approx. 2 hours
- Average meeting 75% attendance; quorums 95% of the time

Current Survey Evaluation Criteria

- Importance of the board function
- Ability of mission on the board to be met by a similar board
- Size of the board
- Meeting frequency
- Time associated w/staffing
- Cost associated with the board
- Board diversity
- How board was established



31 BCC Established Boards

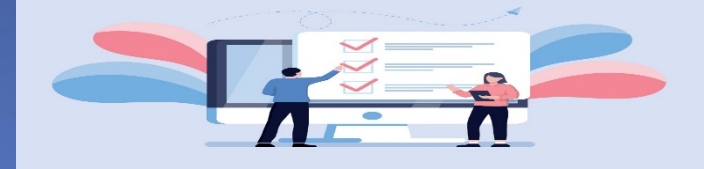
- Commission on Women
- Ag Enhancement
- Airports Advisory
- Citizen Advisory on HHS
- Airports Noise
- Comm. on Ethics
- Consumer Affairs
- Contract Review
- County Finance
- CJC
- Emergency Medical Svc.
- Environmental Appeals
- Equal Business Opportunity
- Fair Housing/Equal Emp
- Farmworker Advisory
- Fire Code
- Fire Rescue
- Groundwater Natural Resources

31 BCC Established Boards Con't.

- Historic Resources
- Homeless Advisory
- Impact Fee Review
- Infrastructure Surtax
Citizen Oversight
- Internal Audit
- Natural Areas
Management Advisory
- Palm Tran Service
- Personnel Appeals
- Property Review
- Public Art
- Regional Hazardous
Materials Oversight
- Water Resources
- Water Utility Advisory

2021 Survey Results

- August 2021
- 31 BCC-Established Boards



31 Staff Liaisons Polled (100% Responding)

- 100% responded that their Board served an important function and should continue to meet
- 1 of 31 responded their Board could be reviewed to potentially merge with another Board
- 27 of 31 felt their Board was just right in size; 3 felt too big; 1 felt too small
- 1/2 had participation levels between 90-100%, of the others only two had trouble meeting quorum

Cost Estimates and Board Diversity

- Liaisons average about 2.5 hours a month coordinating their respective boards
- The number of total staff involved in each board varies significantly by role and function
- Reported cost of approx. \$60,000 annually in salary
- Board Diversity – 7 reported more diversity over the past eight years, 18 report about the same, and 2 report less

31 Non-Discretionary Boards Created by State or Federal Law

- Boca Airport Authority (S)
- Building Code Advisory (S)
- Child Care Advisory (S)
- Children's Services Council (S)
- Code Enf. Spec. Master (S)
- Comm on Aff Housing (F)
- Community Action Advisory (F)
- Community Alliance/
Early Learning (S)
- Construction Board of Appeals (S)
- Construction Licensing (S)
- Educational Facilities (S)
- Environmental Control (S)
- FL Atlantic Research (S)
- Health Care District (S)
- Health Council SE FL (S)

31 Non-Discretionary Boards Created by State or Federal Law

- Health Facilities (S)
- Housing Finance (S)
- Investment Policy (S)
- Land Development Regulation (S)
- Library Advisory (S)
- TPA (S)
- Pal Mar (S)
- PBC HIV Care (F)
- Planning Commission (S)
- Public Safety Coordinating (S)
- SFRTA (S)
- TDC (S)
- Treasure Coast RPC (S)
- VAB (S)
- Westgate CRA (S)
- Zoning Commission (S)

2021 Survey Results Continued

- August 2021
- 31 Non-Discretionary Boards Created by State or Federal Law
31 Liaisons Polled (68% Responding)
- 100% of those responding reported their Board served an important function and should continue to meet
- 2 of 31 responded their board could be reviewed to merge with other boards
- 3 respondents felt their board was too big while the remainder felt it was just right
- 14 of the 21 responding indicated member participation between 80-100%, 2 indicated participation of less than 50%

Cost Estimates and Board Diversity

- Liaisons average about 2.25 hours a month coordinating their respective boards
- The number of staff involved in each board varies significantly depending on the type of boards
- The cost to operate each board varied widely from very negligible to upwards of \$30,000/year. Those that had higher amounts were more related to the number of staff engaged at each meeting. \$120,000 was the total amount of annual cost from the nine (9) reporting cost data.
- Board Diversity – 11 reported more diversity over the past eight years, 2 reported about the same, and 2 reported less.

State Statute and Law

- 31 Total
- 9 Statutes/Florida Laws Require Commissioner Serve
 - Children's Services Council
 - Investment Policy Council
 - Pal Mar Water Control District*
 - Public Safety Coordinating Council
 - South Florida Regional Transportation Authority
 - Tourist Development Council
 - Transportation Planning Agency
 - Treasure Coast Regional Planning Council
 - Value Adjustment Board

*Law allows a Commissioner or landowner within the District to serve



Federal Requirement

Required in order to receive federal funds

- 3 Total
- 0 Require Commissioner
 - Commission on Affordable Housing
 - Community Action Advisory Council
 - Palm Beach County HIV Care Council



21 Outside Boards/Committees

- Bio Sciences Land
- Boca Airport Authority
- BDB
- CareerSource
- County Coalition Lake O
- Discover
- Education Commission
- FL Assoc. of Counties
- Kravis Center
- Lox River Management
- Multi-Juris Issues Forum
- Palm Beach Broadband
- Cultural Council
- PBC Sports Commission
- SE FL Coastal Oceans TF
- SE FL Regional Executive Committee
- South FL Fair
- Treasure Coast RPC
- Workforce Alliance
- Workforce Youth Council
- Workforce Consortium

Outside Boards/Committees

- 21 Total
- 8 Require Commissioner (thru agreement, etc.)
 - BioScience Land Protection Advisory Board
 - Business Development Board
 - CareerSource
 - County Coalition for Lake Okeechobee
 - Florida Association of Counties
 - Intergovernmental Coastal Oceans Task Force
 - Multi-Jurisdictional Issues Coordination Forum
 - Treasure Coast RPC Economic Strategies Committee

Outside Boards/Committees (Commissioner Serving; Not Required)

- 5 Commissioner Serving; No Agreement requiring
 - PBC Cultural Council (Ex-officio)
 - Education Commission
 - Palm Beach Broadband
 - Kravis Center Board of Directors (Ex-officio)
 - South Florida Fair Board of Directors (Ex-officio)

Other Boards, Task Forces, Initiatives

Some Membership Boards, Task Forces, Initiatives exist in different formats and have different appointment processes.

Examples:

- Internal to county operations (Reentry Task Force)
- Informal membership (Lake Worth Lagoon Initiative)
- Sober Homes Task Force

Boards Over Resolution Limits

- In 1995, The BCC adopted a Resolution establishing uniformed polices and procedures for BCC advisory boards
- One of provisions address preferred number of members on a board – to be between 9-11
- Currently 8 BCC-Established Boards exceed the preferred limit

BCC Boards Over Limit

- Advisory Commission on Women (15)
- Criminal Justice Commission (33)
- Emergency Medical Services Advisory Council (20)
- Equal Business Opportunity Advisory Committee (15)
- Homeless Advisory Board (14)
- Infrastructure Surtax Citizen Oversight Committee (19)
- Palm Tran Service Board (13)
- Water Resources Task Force (28)



Discussion Points

- Review Elimination of Any Advisory Boards or Committees
- Review Sizes of Boards over 7 members with At Large Appointments for Further Reduction
- Review Overall Reduction or Expansion of Boards and Committees

Elimination of Advisory Boards

Through our research, it did not seem there was significant reason or evidence to support elimination of any Boards, but the possibility of merging at least one with other Boards was discussed during the review.

- Farmworker Program Advisory Board

The Board discussed for possible merger was the Community Action Advisory Board.

Review Sizes of Boards over 7 members with At Large Appointments for Further Reduction

One Board liaison suggested reducing at large appointees when terms expire and that appointed member would no longer like to serve.

- Aviation and Airports Advisory Board

Review Overall Reduction or Expansion of Boards and Committees

One BCC created Board reviewed was possibly too small. The Environmental Appeals Board currently has five (5) members with prescribed specialty expertise qualifications. This Board often times has difficulty making quorum and additional members may make it easier to meet quorum requirements.

One BCC created Board, the Historic Resources Board, currently has nine (9) members and that may be reviewed for reduction in membership. Six of the members require specialized qualification while three only require PBC residency.

Review Overall Reduction or Expansion of Boards and Committees (Con't)

Two BCC required Boards that department respondents indicated may be too large were the Land Development Regulation Advisory Board (19 members) and the Planning Commission (16 members). These Boards, during the pandemic, have seen more difficulty in membership presence. It is possible that post pandemic conditions may normalize future attendance.

One other BCC required Board suggested as too large was the PBC HIV Care Council. This Board also has experienced low attendance.

Benefits of County Boards

- Opportunities to engage public to serve
- Allow for important public comment on pending items before coming to the BCC
- Some boards have decision making authority to streamline county actions
- Engages high level experts who serve on boards: fortifies public/private engagement
- Provides opportunity for formal bodies to make recommendations directly to the BCC

BCC Discussion and Direction

