



# TAKING IMPACTFUL ACTION

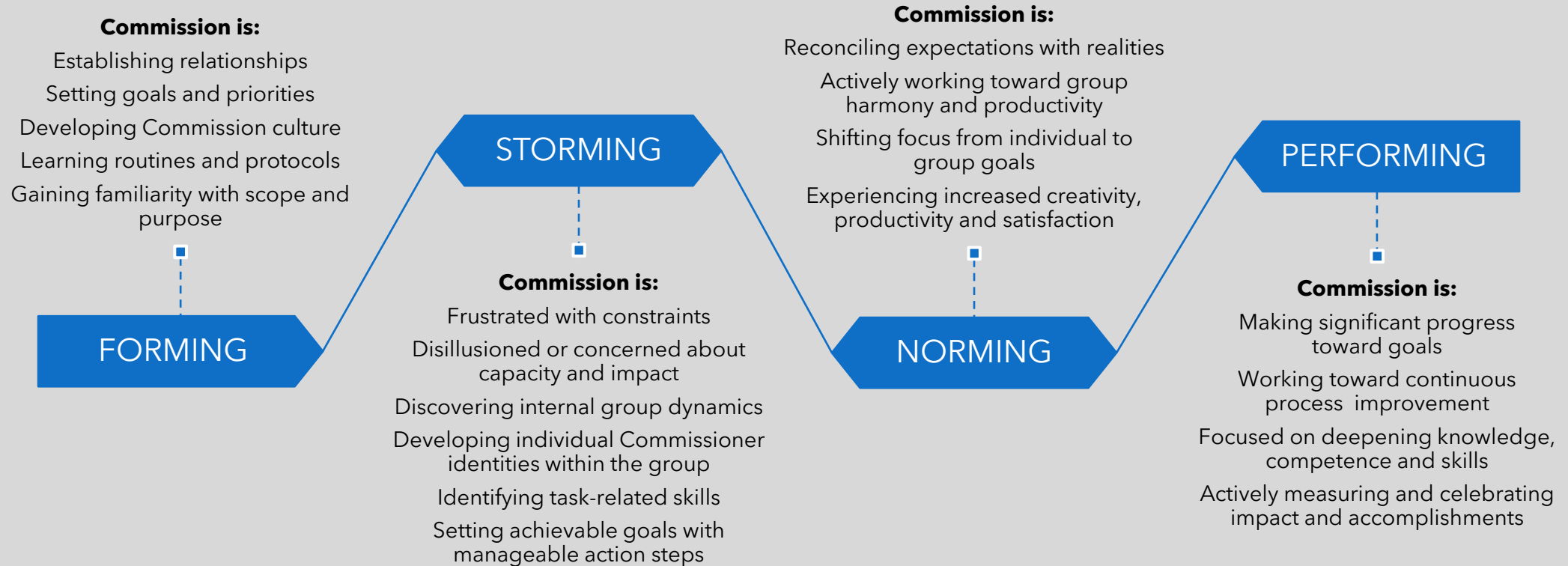
Commission Capacity-Building Series

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# Today's Discussion

- ✓ Commission Development Stages
- ✓ Strategies to Fulfill the Commission's Mandate
- ✓ Types of Commission Action
- ✓ Commission Action Determinants
- ✓ Taking Commission Action
- ✓ Reporting Commission Actions to the Board of Supervisors
- ✓ Individual Commissioner Reporting to District Supervisors

# Commission Development Stages (Tuckman Model of Small Group Development)





## SYRINGE SERVICES PROGRAM ADVISORY COMMISSION MANDATED DUTIES

- ❖ **Help increase coordination between agencies, departments, jurisdictions and other stakeholders** related to the delivery of services provided by the Syringe Services Program
- ❖ **Review policies related to the delivery of services under the Syringe Services Program** and make recommendations to the Board of Supervisors regarding any proposed changes
- ❖ **Review pending State and Federal legislation** that may impact the Syringe Services Program, consumers, and/or providers and make recommendations to the Board of Supervisors regarding any proposed changes
- ❖ **Stay informed and educated** on syringe services and related public health strategies
- ❖ **Provide a forum for consumers and other parties** interested in syringe services to contribute ideas to policy and program development.

# Strategies to Fulfill the Commission Mandate

- ✓ Develop a Strategic Action Plan based on mandated duties
- ✓ Establish subcommittees responsible for specific mandated duties
- ✓ Appoint specific Commissioners to monitor community partner activities and give regular reports during meetings
- ✓ Ensure that Commissioner participation in activities related to the Commission's subject-matter jurisdiction between meetings gets reported and recorded in the minutes
- ✓ Regularly report to individual District Supervisors on Commission activities
- ✓ Structure your Biennial Report around your mandated duties/Strategic Action Plan



# USE COMMISSION ACTION TO:

- Elect Officers
- Amend Agendas During Meetings
- Approve Commission Documents related to Commission Business
- Initiate Activities
- Make recommendations to the Board of Supervisors
- Approve Certain Activities requiring County and/or Commission resources
- Formally express support for existing programs, policies or legislation
- *Establish and dissolve subcommittees*
- *Establish Commission priorities*

# COMMISSION ACTION DETERMINANTS

FACTORS TO HELP DETERMINE  
IF A FORMAL ACTION IS NECESSARY  
OR MAY BE PREFERRED

- Commission Mandate/ Subject Matter Jurisdiction
- Commission Bylaws
- Commission Reporting Procedures
- Subject Matter Scope/Reach/Impact
- Commission Resources (Time, Energy And Materials)
- Commission Discussion/Differing Opinions

FACTORS THAT COULD PRECLUDE THE  
COMMISSION FROM TAKING ACTION  
DURING THE CURRENT MEETING

- Action is Not Within The Scope Of The Commission's Powers And Duties
- Action is Not Properly Noticed
- Current Information Available is Not Enough To Properly Consider the Question
- Key Commission Stakeholders are not Present to Facilitate Discussion, Provide Answers to Questions, or Present Supporting Information.

# Taking Commission Action

## BEFORE A MEETING

**Publicly Notice** According To Brown Act Requirements

## DURING A MEETING

Introduce Agenda item

Review Supporting Documentation

Discuss Supporting Information

Make a Motion

Discussion of the motion

**Call for Public Comment**

Take the Vote

Record Results in the Minutes



# REPORTING COMMISSION ACTION TO THE BOARD OF SUPERVISORS

## RECOMMENDATIONS

Depending upon subject matter.:

- A memo on the BOS consent agenda
- A memo on the BOS regular agenda
- Letter submitted as correspondence

## REPORTS

- On the BOS consent agenda
- On the BOS regular agenda with a presentation if elevated by a District Supervisor

## OTHER ACTIONS

Routine Actions:

Included in Commission minutes

Noteworthy Actions:

Included in Commission minutes and highlighted during individual Commissioner reports to their appointing Supervisors.

## HOW TO REPORT

District Supervisors usually determine:

- how often they want appointee reports
- what form those reports take

## WHAT TO REPORT

- Information regularly reported during meetings
- Noteworthy achievements or new projects
- Noteworthy issues brought forward by the public
- District-specific information
- Anything else requested by the Supervisor

INDIVIDUAL  
COMMISSIONER  
REPORTING  
TO  
APPOINTING  
SUPERVISORS



QUESTIONS?