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)

**FORMING**
- Commission is:
  - Establishing relationships
  - Setting goals and priorities
  - Developing Commission culture
  - Learning routines and protocols
  - Gaining familiarity with scope and purpose

**STORMING**
- Commission is:
  - Frustrated with constraints
  - Disillusioned or concerned about capacity and impact
  - Discovering internal group dynamics
  - Developing individual Commissioner identities within the group
  - Identifying task-related skills
  - Setting achievable goals with manageable action steps

**NORMING**
- Commission is:
  - Reconciling expectations with realities
  - Actively working toward group harmony and productivity
  - Shifting focus from individual to group goals
  - Experiencing increased creativity, productivity and satisfaction

**PERFORMING**
- Commission is:
  - Making significant progress toward goals
  - Working toward continuous process improvement
  - Focused on deepening knowledge, competence and skills
  - Actively measuring and celebrating impact and accomplishments
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
QUESTIONS?