



Independent Citizens' Oversight Committee
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MEMORANDUM

TO: District Staff and Members of the Proposition S (Prop S) Independent Citizens' Oversight Committee (ICOC)

FROM: G. Johnson, ICOC Chair Pro Tem

DATE: May 12, 2010

SUBJECT: FORMATION OF ICOC AD HOC COMMITTEES

The ICOC "Teambuilding and Effectiveness Workshop Summary" on February 18, 2010 identified the need to formalize the process of ad hoc committee formation and reporting. This policy documents the procedures and desires of the group for implementation of a Ad Hoc committee policy. Ad Hoc committees formed within the ICOC shall be as described below.

Definition: An ad hoc committee is a committee that is set up to complete a specific task. Ad hoc committees are temporary and consist of members of the ICOC and non-voting member from the public who would be subject matter experts; once the assigned task is complete the ad hoc committee is disbanded.

- An ICOC ad hoc committee (ad hoc) may not make decisions on behalf of the ICOC or an ICOC subcommittee. As an assigned task, an ad hoc may develop recommendations for consideration by the ICOC or an ICOC subcommittee at a public meeting.

Who can form an ICOC Ad Hoc Committee: The Chair of the ICOC and any Chair of an ICOC subcommittee may, at a public meeting, form an ICOC ad hoc committee (ad hoc) as described in this memorandum. At the time of ad hoc formation:

- The task assigned to the ad hoc shall be identified
- The members assigned to the ad hoc shall be identified.
 - If the ad hoc is formed by a ICOC subcommittee Chair and there are to be members from another ICOC subcommittee, then those members may be identified at a later date by the other ICOC subcommittee Chair
- If at all possible, a due date and/or schedule for completion of the task should be defined
- Reporting of the ad hoc shall be defined
 - An ad hoc formed by an ICOC subcommittee Chair will report to that subcommittee at a public meeting

- An ad hoc formed by the ICOC Chair may report directly to the ICOC in a public meeting, or to an ICOC subcommittee in a public meeting
- Ad hoc reports may be written or oral. The ad hoc may receive administrative and/or technical support from District staff, the ICOC Consultant, and/or invited guests and experts to prepare reports

Size of ICOC Ad Hoc Committee: The number of members assigned to an ICOC ad hoc committee (ad hoc) shall be smaller than the number needed to reach a quorum of the ICOC subcommittee that the ad hoc reports to (in no case will this exceed 2), or to reach a quorum of the ICOC if the ad hoc reports directly to the ICOC (in no case will this exceed 5).

- Based on consult with District legal counsel, an ad hoc formed and operated as described in this memorandum is not subject to the Brown Act public meeting requirements

C: Kevin Alvin, Gregg Cantor, Jim Frager, John Gordon, Glenn Hillegas, Daniel Morales, Leonard Pinson, Matt Spathas, Deanna Spehn, John W. Stump