



REVISED COMMITTEE STRUCTURE

Overview

Since its inception, the Commission has valued a strong committee structure to support and encourage community input into Commission decision-making. The committee structure has included both standing committees for ongoing review, monitoring and input, along with temporary ad hoc committees to address specific needs. The Commission also recognizes the Community Commission for Ventura County as a technical advisory committee, with a focus on systems integration between First 5 programs and other countywide efforts for children to effectively link the work of First 5 to efforts serving children over the age of five.

The committee structure is regularly reviewed by the Commission following the adoption of a new strategic plan to assure the structure is in full alignment with current Commission needs. A new five year strategic plan was recently adopted by the Commission.

Increasingly, countywide groups have provided opportunities for the collective understanding of issues facing children and families and a vehicle for developing shared approaches to addressing these issues. Commission staff have actively participated in these groups – in the role of convener, champion/leader and active participant. The proposed revisions to the committee structure recognize the growing collaborations through these groups to advance the work of First 5 Ventura County, e.g., Children’s Oral Health Collaborative, Strengthening Families, Prenatal Care.

Committee Structure

- I. Role of Committees
 - A. Commission committees are advisory in nature
 - B. To the extent possible, recommendations brought before the Commission will have been reviewed at the committee level

- II. Standing Committees
 - A. Administration and Finance Committee
 1. Scope of Work
 - Quarterly review of finances
 - Development/monitoring of administrative and financial policies, e.g., purchasing, budget, personnel, contracting procedures, administrative costs, investment policies
 - Preparation of annual budget and financial plans
 - Revisions to enabling ordinance and/or bylaws
 2. Meeting Frequency
 - Monthly meetings scheduled (held only if needed)

B. Program Committee

1. Scope of Work

- Develops recommendations for Commission on program design and program funding
- Assures adherence to Commission's Principles on Equity at all levels of planning, program development and service delivery and develops recommendations on how to expand and further strengthen the Principles.
- Contract monitoring and oversight of program and evaluation data for funded programs
- Facilitates the integration of services for funded programs
- Develops strategies for program sustainability and replication
- Analyzes gaps and identifies trends
- Monitors overall results and makes recommendations for revisions to the strategic plan

2. Meeting Frequency

- Regularly scheduled meetings of the Program Committee will be held 3 times a year, at a minimum
 - Each meeting will rotate its focus area on early learning, health, and family support

III. Committee Membership

- A. Consistent with the bylaws of the Commission, Committee membership should be composed of 2 Commissioners and 5 community members at a minimum. Committees may establish additional minimum and maximum number of members needed to conduct their business.
- B. Committee Chair(s) will actively recruit members to assure a representative committee membership, consistent with the skill sets needed.
- C. Committees may also elect to form temporary ad hoc committees to discuss specific subject matter and to report back to the full committee. The Chair(s) of the committee may appoint additional members to these ad hoc committees to lend expertise to a specific committee issue.
- D. Members of the community wishing to participate in one of the Commission's committees will first meet with Commission staff to gain an understanding of the different Commission committees and open positions. If the desired committee is not currently actively recruiting, the Community member will be invited to address a letter to the Chair(s) of the committee of interest, relating their particular skill set or representation to the scope of work of the committee.
- E. All committee appointments shall be brought to the full Commission for ratification, consistent with the by-laws of the Commission.