

**Committee of the Whole**  
**Overview of County Appointed Boards and**  
**Commissions**  
**January 25, 2024**

# Type of County Appointed Boards & Commissions

- Johnson County has 32 appointed boards and commissions, including policymaking (or governing), quasi-judicial, regulatory, licensing, administrative, and advisory bodies.
- Classification of County Appointed Boards and Commissions within the Home Rule Charter

# Type of County Appointed Boards & Commissions (Cont.)

- **Governing Agency (4):** To provide benefits and services to Johnson County. Those services are operated under the authority of the agency board.
- **Affiliation (3):** Perform service on an outside agency or affiliation board that potentially affect or relate to other governmental or agency jurisdictions, and to achieve coordination of efforts by the responsible agencies or governmental entities.

# Type of County Appointed Boards & Commissions (Cont.)

- **Operating (9):** Responsible for the review and recommendations for action of specific governmental or administrative decisions.
  - **Fire Districts (3):** Provide fire prevention services.
  - **Zoning Boards (2):** Review of zoning proposals.
  - **Review Boards (4):** Provide recommendations for action of specific governmental or administrative decisions.
- **Advisory (16):** Provide support, advice, and assistance in providing and administering government services.

# Type of County Appointed Boards & Commissions (Cont.)

- Of the 32 County boards and commissions: (See Appendix II).
  - 8 are mandated by Federal or State statute;
  - 12 are authorized by State statute;
  - 2 are created by Home Rule Charter Resolution
  - 10 are created by BOCC resolution.
- Approximately, two-thirds (2/3rds) of the County appointed boards and commissions are statutorily governed.

# Scope of Review

- Limited to County appointed boards and commissions that are advisory and operational. (See Appendix III). Excluded:
  - Outside Agencies due to operations
  - Zoning Boards
  - Civil Service Board
  - Fire Districts
  - Two new Boards
  - Affiliation Boards
- A review was conducted on 17 of the 32 County appointed boards and commissions. (See Appendix III).

# Scope of Review (Cont.)

- Met with Department Agency Directors, legal staff for each appointed County board and commission
- Developed Series of Questions (See Appendix I).
  - Purpose, Function, and Duties
  - Composition and Membership
  - Public Meetings
- Review of all State statutes & organizing resolutions to determine if operating in manner intended. (See Appendix II).

# Findings:

- Organizing Resolutions Need to Address:
  - Set number of members versus minimum and maximum
    - Avoid varying quorum and extended vacancies
  - Staff on Review Boards
  - Unfilled vacancies
  - Whether a BOCC liaison is needed
  - Current role of Board.
  - Creation of subcommittees
  - Adoption of Bylaws
  - Frequency of meetings
  - Selection of officers



# Findings (Cont.)

- Need Clarity of Processes :
  - Acknowledgement of specific qualifications of members to board
  - Oversight of board including oath of office and acknowledgement of the code of ethics.
  - Posting of meetings of board: event calendar; website or hyperlinks.
  - Posting of agendas and minutes.

# Recommendations

- The Legal Department work with individual departments and appointed boards and commissions to revise organizing resolutions and develop bylaws standardizing processes to reflect the items identified in the above findings.
- County staff develop a standardized website process for boards and commissions and posting of scheduled meetings, agendas, and minutes.

# Recommendations (Cont.)

- County staff develop a standardized process addressing the roles and responsibilities of departments and the Clerk of Board for tracking information on board or commission members' appointments and qualifications.
- Develop a policy to define the role of BOCC members as a liaison to a county board or commission or when a BOCC liaison is needed.

# Recommendations (Cont.)

- Reorganize boards and commissions to include the Chair, who is elected at-large in Johnson County, to make nominations of members to those appointed boards and commissions where one District Commissioner nominates all members to the appointed boards and commissions.
- The Legal Department will update County Code to reflect current appointed County boards and commissions as to purpose and membership.

# Recommended BOCC Action

- Direct staff to implement the recommendations.
- No BOCC liaison for Zoning Boards.