

ORDINANCE NO. \_\_\_\_\_ (N.S.)

AN ORDINANCE AMENDING THE SAN DIEGO COUNTY CODE OF ADMINISTRATIVE ORDINANCES  
RELATING TO ESTABLISHING AN EVALUATION ADVISORY COMMITTEE

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1. Purpose. To establish a research advisory committee to provide strategic guidance and recommendations to the Board of Supervisors, and as requested by the Chief Administrative Officer, to County departments and programs, on research priorities, impact assessment, program design, monitoring and evaluation, research methodologies, data science and technology, performance analytics, and any related guidance regarding County processes and procedures.

Section 2. Section XVII-F is hereby added to the County Code of Administrative Ordinances to read in its entirety as follows:

SEC. 330. SAN DIEGO COUNTY EVALUATION ADVISORY COMMITTEE.

There is hereby created and established the San Diego County Evaluation Advisory Committee. The Committee is established to advise the Board of Supervisors and the Chief Administrative Officer on matters relating to research, data, impact assessments, and program monitoring and evaluations.

SEC. 330.1. MEMBERSHIP AND SELECTION.

The committee shall consist of thirteen (13) members. The Chief Administrative Officer shall nominate one (1) member, the Chief Evaluation Officer shall nominate two (2) members, each Supervisor shall nominate two (2) members, and one of the two appointments by each nominating authority must be current residents of San Diego County. The Board shall appoint the members. Nominated individuals shall be (a) recognized experts in a field of academic research related to the County's programs, activities, and responsibilities -- including but not limited to health, human and social services, public safety, environment, economic development, data science, and data collection, and (b) hold a PhD or have demonstrated an equivalent level of academic research training through peer-reviewed publications, and (c) shall represent a diverse background in data analysis approaches and perspectives.

SEC. 330.2. TERM OF OFFICE.

Each Supervisor-nominated Committee member shall serve a term which shall run concurrently with the nominating Supervisor's term. The Chief Administrative Office nominated members shall serve a term of four (4) years from the date of their appointment. Supervisor-nominated member's terms shall expire on the date the nominating Supervisor's term expires, or at such time the Supervisor ceases to hold office, whichever first occurs. Chief Administrative Officer nominated members terms shall expire four years from the date of the member's appointment. The nominating-Supervisor's reelection for a succeeding term shall not automatically extend the term of any Committee member.

SEC. 330.3 VACANCIES.

A vacancy shall occur on the happening of any of the following events before the expiration of the term:

- (1) The death of the incumbent Committee member.

- (2) The resignation of the incumbent Committee member.
- (3) Unexcused absences from more than one-third of the regularly scheduled meetings in any 12-month period or three consecutive regularly scheduled meetings.
- (4) Or for any reason specified in Government Code Section 1770.

When a vacancy occurs as the result of missing one-third of the regularly scheduled meetings in one 12-month period or three consecutive regularly scheduled meetings, both the member and the nominating authority shall be notified by both the Committee Chairperson and by the Chief Evaluation Officer. Vacancies shall be filled in the same manner as the initial appointment when a vacancy occurs. If a vacancy occurs, a new appointee shall serve for the unexpired term of the member being replaced.

If a nominating authority does not fill one of their designated appointment slots for twelve months or more, and the position is therefore vacant for at least twelve months, any other nominating authority may nominate a member to fill the vacant position. If a position remains vacant for more than twenty-four months, the Chief Evaluation Officer shall nominate a member to fill the vacant position.

#### SEC. 330.4. ORGANIZATION.

- (a) Officers. The Committee shall select from its membership a Chairperson and a Vice-Chairperson. The Chairperson shall be from San Diego County and shall be a local academic expert.
- (b) Bylaws. The Committee shall prepare and adopt bylaws necessary for the conduct of its business. The bylaws shall comply with State law and County Board of Supervisors policies relating to County advisory committees.
- (c) Quorum. A majority of members currently appointed to the Committee shall constitute a quorum. A majority of members in attendance shall be required to carry any motion or approval.
- (d) Minutes. The Committee shall keep written minutes of its meetings, a copy of which shall be filed with the Clerk of the Board of Supervisors.
- (e) Meetings. The Committee shall establish a regular meeting schedule and shall give public notice of the time and place of meetings in compliance with the requirements of the Brown Act. The Committee must meet at least quarterly. All meetings of the Committee shall be open and public and all persons shall be permitted to attend any meetings of the Committee.
- (f) Staff Support. The Chief Administrative Officer will assign appropriate County staff to support the committee, by convening and organizing meetings, keeping and reporting minutes, preparing documents, and performing other administrative support necessary for the Committee to operate.

#### SEC. 330.5. ESTABLISHMENT OF SUBCOMMITTEES.

- (a) Advisory Subcommittees. The Committee may appoint advisory subcommittees for the purpose of carrying out the Committee's functions and duties. Any advisory subcommittee appointed shall consist of not fewer than two members and not more than six members. The advisory subcommittee may only be comprised of members of the Committee. The advisory subcommittee's actions and recommendations shall not be deemed the action of the Committee or its members.
- (b) Volunteer and Consultant Services. The Committee shall engage the services of volunteer workers and consultants without salary as it may find necessary from time to time. Service of an individual as a volunteer worker or as a consultant shall not be considered as service for or employment by the County.

#### SEC. 330.6. COMPENSATION.

Committee members shall serve without compensation and shall not be reimbursed for expenses incurred in performing their duties under this Article.

SEC. 330.7. DUTIES AND RESPONSIBILITIES.

The Committee shall have the following duties and responsibilities: Provide strategic guidance and recommendations to the Board of Supervisors, and as requested by the Chief Administrative Officer, to County departments and programs, on research priorities, impact assessment, program design, monitoring and evaluation, research methodologies, data science and technology, performance analytics, and any related guidance regarding County processes and procedures. Such guidance and recommendations should be grounded in national and international best practices and research.

Section 3. This ordinance shall take effect thirty (30) days after its adoption. Within fifteen (15) days after the date of adoption of this ordinance, a summary shall be published once with the names of those members voting for and against the same in a newspaper of general circulation published in San Diego County.