



AGENDA DEVELOPMENT OFFICE

201 South Rosalind Avenue ■ Reply To: Post Office Box 1393 ■ Orlando, Florida 32802-1393
407-836-5426 ■ Fax: 407-836-2899 ■ www.orangecountyfl.net

February 24, 2019

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Cheryl J. Gillespie, Supervisor 
Agenda Development Office

SUBJECT: Membership and Mission Review Board Sunset Review
Recommendation
CONSENT AGENDA ITEM MARCH 12, 2019

Pursuant to Section 2-210, Orange County Code, the Membership and Mission Review Board (MMRB) is required to prepare and submit to the Board of County Commissioners a list of advisory boards and each advisory board's sunset date. This listing is attached for your information.

The Membership and Mission Review Board requested that each of the following advisory boards complete a sunset questionnaire to assist the MMRB in formulating a recommendation as to whether to extend the existence of the advisory boards or to allow them to sunset.

Affordable Housing Advisory Board
Children and Family Services Board
Citizens' Commission for Children

The questionnaire responses are also attached for your review. As indicated by the responses, the Affordable Housing Advisory Board, Children and Family Services Board, and Citizens' Commission for Children are currently active and serving the purposes for which they were created.

ACTION REQUESTED: Approval of the Membership and Mission Review Board's recommendation for extending the existence of the Affordable Housing Advisory Board, Children and Family Services Board, and Citizens' Commission for Children with a new sunset review date of 2024.

Attachments

All of the advisory boards under the jurisdiction of the MMRB shall be reviewed for "Sunset" by December 31 of the calendar years listed below unless they are unable to be sunset or changed due to requirements from federal or state statute.

2018:

- Affordable Housing Advisory Board
- Children and Family Services Board
- Citizens' Commission for Children

2019:

- Arts and Cultural Affairs Advisory Council
- Building Codes Board of Adjustments and Appeals
- Commission on Aging
- Disability Advisory Board
- Fire and Life Safety Code Board of Adjustments and Appeals
- Public Works Advisory Board

2020:

- Citizens' Review Panel for Human Services
- Educational Facilities Authority
- Health Facilities Authority
- Housing Finance Authority
- M/WBE Advisory Committee
- International Drive CRA Advisory Committee
- Neighborhood Grants Advisory Board
- Sustainability Advisory Board

2021:

- Animal Services Advisory Board
- Animal Services Classification Committee
- Environmental Protection Commission
- Orange County Research and Development Authority

2022:

- Community Development Advisory Board
- Development Advisory Board
- Industrial Development Authority
- Nuisance Abatement Board

2023:

- Agricultural Advisory Board
- Parks and Recreation Advisory Board

Boards Unable to be Sunset or Changed:

- Health Council of East Central Florida, Inc.
- MetroPlan Orlando Citizens' Advisory Committee
- Orange Blossom Trail Development Board, Inc.
- Tourist Development Council

**Sunset Review of Advisory Boards
Questionnaire**

1. Is the advisory Board serving the purpose for which it was created?
2. Is the advisory Board serving a current need of the county?
3. What are the accomplishments of the advisory board?
4. Is there another public or private board that would better serve the function of the advisory board?
5. Should the resolution creating the advisory board be amended to enable the advisory board to better serve the purpose for which it was created?
6. Should the advisory board's membership requirements be modified?
7. What are the direct and indirect costs of maintaining the advisory board?



HOUSING & COMMUNITY DEVELOPMENT DIVISION

525 E. South Street
Orlando, Florida 32801-2817
Ph.: 407-836-5192 / Fax: 407-836-5197

September 20, 2018

Picton Warlow, Chairman
Membership and Mission Review Board
Orange County Agenda Development
201 South Rosalind Avenue
P O Box 1393
Orlando, Florida 32802-1393

Dear Mr. Warlow:

Pursuant to section 2-210, Article VI, of the Orange County Code, the Affordable Housing Advisory Board (AHAB) respectfully submits the following answers to questions provided by the Membership and Mission Review Board (MMRB) as part of the sunset review justification process.

1. Please state the purpose and/or mission of the advisory board. Is the advisory board serving the purpose for which it was created?

The purpose of the Affordable Housing Advisory Board (AHAB) is to review policies, procedures, ordinances, regulations, and recommend specific monetary and non-monetary incentives to encourage or facilitate affordable housing. The AHAB is serving the purpose for which it was created.

2. What are the current need(s) of the county being served by the advisory board?

The AHAB serves to review a list of affordable housing strategies as required by the Local Housing Assistance Plan (LHAP), and provide recommendations to those strategies. The board also reviews policies and procedures pertain to affordable housing and recommends amendments to the LHAP.

3. What are the accomplishments of the advisory board?

The accomplishments of the advisory board are:

- Evaluate and recommend affordable housing strategies.
- Discuss issues relating to affordable housing and recommend solution.
- Develop funding priorities.
- Promote public awareness and engagement to county staff.

4. Is there another public or private board that would better serve the function of the advisory board? If so, please list the board and explain why it would better serve the function.

Currently there are no public or private boards that can replace the function of the AHAB.

5. Should the resolution creating the advisory board be amended to enable the advisory board to better serve the purpose for which it was created? If so, how should the resolution be amended?

Currently, there is no need to amend the resolution creating the AHAB.

6. Should the advisory board's membership requirements be modified? If so, how should the requirements be modified?

Currently, there is no need to modify the advisory board's membership requirements.

7. What are the direct and indirect costs of maintaining the advisory board?

Direct cost includes \$140 for refreshments per year. Indirect cost includes 25 hours of staff time per year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joseph Chambers', written over the printed name.

Joseph Chambers
Chairman, Affordable Housing Advisory Board



YOUTH & FAMILY SERVICES DIVISION
1758 East Michigan Street • Orlando, Florida 32806-4935
407-836-7643

January 22, 2018

Picton Warlow, Chairperson
Membership and Mission Review Board
Post Office Box 1393
Orlando, Florida 32802-1393

Dear Mr. Warlow:

Pursuant to section 2-210, Article VI, of the Orange County Code, the Children and Family Services Board (CFSB) respectfully provides the following responses to questions provided to it by the Membership and Mission Review Board (MMRB) as part of the sunset review justification process.

1. Please state the purpose and/or mission of the advisory board. Is the advisory board serving the purpose for which it was created? The purpose of the Children Family Services Board (CFSB) is to advocate for the youth at Great Oaks Village (GOV) and the Youth Shelter (YS). The CFSB also solicits donations for the youth and families in Orange County especially the ones receiving services through Youth and Family Services Division. The advisory board currently serves the intended purpose of its original creation.

2. What are the current need(s) of the county being served by the advisory board? The current needs remain the same as in the past. It is lucrative for the CFSB to continue to fundraise for the children and families. In addition, the CFSB also provides support by advocating with community partners to assist in providing an array of services.

3. What are the accomplishments of the advisory board? The CFSB host a yearly fundraising event which brings in monetary donations. These donations are utilized for the youth that reside at both Great Oaks Village and the Youth Shelter so that these children can have a normal life. All of the fundraising dollars are spent on activities such as weekly allowance, holiday gifts, birthday gifts, and extra-curricular activities.

4. Is there another public or private board that would better serve the function of the advisory board? If so, please list the board and explain why it would better serve the function. No

5. Should the resolution creating the advisory board be amended to enable the advisory board to better serve the purpose for which it was created? If so, how should the resolution be amended? No

6. Should the advisory board's membership requirements be modified? If so, how should the requirements be modified? No

7. What are the direct and indirect costs of maintaining the advisory board? There is no direct cost for this advisory board. The indirect cost is minimal which is limited to staff meeting time.

Sincerely,

Gina Dole
Chairman, Children and Family Services Board





Interoffice Memorandum

March 30, 2018

TO: Michelle Frank, Advisory Board Coordinator
Agenda Development Office

FROM: Angela Chestang, Division Manager
Citizens' Commission for Children *Angela Chestang*

RE: Citizens' Commission for Children Advisory Board

Attached you will find correspondence for Picton Warlow, Membership and Mission Review Board Chair, in response to his memorandum regarding the sunset of the Citizens' Commission for Children Advisory Board. We are asking that this memorandum be forwarded to Mr. Warlow.

Mr. Melvin Rogers has indicated that he has a hectic schedule for the next couple of months, and will be extremely busy. He has indicated that he is not available the week of April 9th nor the week of April 23rd. In your consideration for scheduling the MMRB Board meeting, please consider these potential conflicts.

We look forward to hearing from you soon.

Thanks again for your help.

Attachment

March 28, 2018

Picton Warlow, Chairperson
Membership and Mission Review Board
201 S. Rosalind Avenue
Orlando, Florida 32801

Dear Mr. Warlow:

This is in response to your letter of January 19, 2018 regarding the sunset date and review by the MMRB of the Citizens' Commission for Children Advisory Board.

Following are the questions listed, accompanied by my response.

- 1. Please state the purpose and/or mission of the advisory board. Is the advisory board serving the purpose for which it was created?**

The Orange County Citizens' Commission for Children (CCC) Advisory Board was created for the purpose of improving life for children, youth, and families in Orange County, Florida. Yes, the board continues serving the purpose for which it was created. It continues to review the planning and coordination of services for and on behalf of children, youth, and families in Orange County.

The Citizens' Commission for Children continues to provide information that leads to sound practices for service provision. Through annual reports, the advisory board updates the Board of County Commissioners (BCC) about children's issues in the County, assists with strategic planning for children and family services, and provides a forum to exchange ideas and promote synergies among service providers.

- 2. What are the current need(s) of the county being served by the advisory board?**

The CCC Advisory Board provides leadership and advocacy necessary to provide recommendations that assist with funding programs and services to improve the lives of children and their families in Orange County. The Advisory Board is involved in strategic planning, needs assessments, and evaluation of program performance.

The current needs of Orange County citizens being served by the Board are vast, and represent diverse needs in the communities targeted. Some of the identified needs include, but are not limited to: academic enrichment activities, counseling, case management, family medical services, afterschool programming, senior services, childcare, vocational education, English for Speakers of Other Languages (ESOL) classes, emergency services, and various

auxiliary services through unfunded partnerships. In many cases, the Advisory Board is instrumental in identifying these needs and expanding service delivery.

Further, the CCC Advisory Board advocates to bring together social service programs for children and their families that take an intentional, coordinated approach to service delivery. For example, barriers to obtaining employment are eliminated through the County's investment in childcare stipends. For every dollar invested, the County receives a dollar for dollar up to a dollar for fifteen dollar match. Through the actions of this board, children and families are provided with more opportunities to succeed.

3. What are the accomplishments of the advisory board?

The CCC Advisory Board meets quarterly to ensure that agencies are held accountable for establishing programs which are cost effective. The Advisory Board takes into consideration critical issues, including the assurance of a proven community need, that funding is well spent for specific programs, and that agency effectiveness and efficiency in providing these services is well documented. As good stewards of public dollars, the CCC is the only funder that recaptures at the end of the contract year for underutilized units of service.

Through recommendations of the Advisory Board, additional funding has been provided for services in the Neighborhood Centers for Families (NCFs) and the After School Zone (ASZ), all of which focuses on strengthening family relationships through education, activities, and community service. Ongoing leadership and advocacy has resulted in additional positions and enhancement of much-needed services in Orange County communities.

The ASZ continues to be recognized for excellence in programming, most recently at the Florida After School Alliance (FASA) for out-of-school programming. The Citizens' Commission for Children has received numerous awards and accolades, including the statewide advocacy award for out-of-school programming.

The Advisory Board's leadership resulted in the establishment of five (5) lending libraries located throughout Orange County to promote literacy and family engagement as a part of the Let's Read Campaign established by Mayor Jacobs.

4. Is there another public or private board that would better serve the function of the advisory board? If so, please list the board and explain why it would better serve the function.

No. The Citizens' Commission for Children is unique in its role with involvement and participation of demographically representative members.

5. **Should the resolution creating the advisory board be amended to enable the advisory board to better serve the purpose for which it was created? If so, how should the resolution be amended?**

The current board structure continues to meet the needs of the community with its structure remaining appropriate for its intended purpose. It is recommended that this board meets six times during a fiscal year, which would be every two months instead of quarterly.

6. **Should the advisory board's membership requirements be modified? If so, how should the requirements be modified?**

No. The advisory board's membership requirements are suitable for its purpose.

7. **What are the direct and indirect costs of maintaining the advisory board?**

The direct costs to the County are minimal. Indirect costs include only staff time and materials needed to carry out the functions of supporting the board.

Sincerely,



Melvin Rogers, Chair
Citizens' Commission for Children Advisory Board

c: Ajit Lalchandani, County Administrator
Lonnie C. Bell, Jr., Director, Family Services Department
Angela A. Chestang, Division Manager, Citizens' Commission for Children



Interoffice Memorandum

January 15, 2019

TO: Michelle Frank, Advisory Board Coordinator
Agenda Development Office

FROM: Angela Chestang, Division Manager
Citizens' Commission for Children

A handwritten signature in cursive script that reads "Angela Chestang".

RE: Citizens' Commission for Children (CCC) Advisory Board

The following responses have been prepared to serve as an addendum to the original sunset review responses submitted to your office dated March 30, 2018. Since that time, the Orange County Board of County Commissioners (BCC), by Board Resolution, voted to increase the membership of the Citizens' Commission for Children's Advisory Board as well as allow for the creation of subcommittees. As a result, responses to items numbered 5 and 6 on the original correspondence have been updated and the responses are provided below:

5. Should the resolution creating the advisory board be amended to enable the advisory board to better serve the purpose for which it was created? If so, how should the resolution be amended?

The resolution creating the Citizens' Commission for Children's Advisory Board was amended on October 30, 2018 by the Board of County Commissioners, Resolution 2018-M-44. Effective January 1, 2019, the Citizens' Commission for Children's Advisory Board may create subcommittees as necessary, and engage members of the healthcare community for their experience and expertise in the health care arena.

6. Should the advisory board's membership requirements be modified? If so, how should the requirements be modified?

The membership requirements of the Citizens' Commission for Children's Advisory Board has been modified by Resolution 2018-M-44, as adopted by the Board of County Commissioners on October 30, 2018.

Effective January 1, 2019, the membership of the Commission consists of fifteen (15) members. Nine members are appointed by the Board of County Commissioners, five members are voting ex officio positions, and one member is a member of the Board of County Commissioners or the County Mayor.

The ex officio positions include the Orange County superintendent of schools, or his/her designee; a local school board member; the district administrator for the

local district of the Department of Children and Families, or his/her designee; the Director of the Florida Department of Health or his/her designee; and a judge assigned to handle juvenile cases in Orange County to be designated by the chief judge of Orange County.

Please let me know if you have any questions or need additional information.