



Policy 1015 Citizen Advisory Committees

Version: 2.00
Effective Date: MM/DD/YYYY
Board or Administrative: Board

Policy Statement

Dakota County citizen advisory committees serve a statutory, policy and/or operational purpose. These committees support County government for a variety of purposes including, but not limited, to:

1. To seek advice from members of the public in the decision-making processes of the County Board.
2. To meet requirements of state law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.
7. To reflect the diverse interests of County clientele and residents.

Some committees have specific staff assigned and designated to support their function. The function and reporting relationship to the County Board vary from committee to committee.

Definitions

County Board Citizen Advisory Committee: A County Board established committee, work group, or board to which the County Board or regularly appoints members of the public.

Division/Department Citizen Advisory Committee: A committee, work group, or board established and managed by County staff to meet purposes defined in this policy.

Per Diem: A lump sum payment established by county board resolution that is intended to be a substitute for reimbursement of itemized expenses **for attending meetings in-person.**

Expenses:

- **Mileage:** The rate and circumstances applicable to county employees for traveling on official county business with a non-county-owned automobile
- **Parking:** Actual cost

- *Miscellaneous out-of-pocket*: Actual cost for items such as photocopying, long-distance telephone charges, facsimile charges, and similar items, including child care and seminar/conference expenses
- *Meals*: The same rates applicable to county employees

Seminar/Conference Expenses: Includes seminar and conference fees, mileage, parking cost, and meals (excluding cost for alcoholic beverages) that are an integral part of the seminar/conference

~~*Notice of Recruitment*: an annual press release to all area news media that announces upcoming vacancies on citizen advisory committees and solicits applications for appointments. This notice may include the function of the committee, number of members, length of term, and membership requirements.~~

Source

Authority for this policy is through the Dakota County Board of Commissioners:

Resolution No. 97-602 as adopted on September 23, 1997
 Resolution No. 97-710 as adopted on November 18, 1997
 Resolution No. 98-17 as adopted on January 6, 1998
 Resolution No. 03-644 as adopted on December 23, 2003
 Resolution No. 05-560 as adopted on November 15, 2005
 Resolution No. 06-465 as adopted on November 14, 2006
 Resolution No. 07-19 as adopted on January 9, 2007
 Resolution No. 10-102 as adopted on February 23, 2010
 Resolution No. 10-571 as adopted on November 16, 2010
 Resolution No. 12-006 as adopted on January 10, 2012
 Resolution No. 13-009 as adopted on January 8, 2013
 Resolution No. 14-005 as adopted on January 7, 2014
 Resolution No. 14-598 as adopted on November 25, 2014
 Resolution No. 16-614 as adopted on December 13, 2016
 Resolution No. 17-534 as adopted on October 31, 2017
 Resolution No. 17-608 as adopted on November 28, 2017
 Resolution No. 23-029 as adopted on January 3, 2023

General

Roles and Relationships

Committees

Citizen advisory committees may advise the County Board, report directly to the County Board and/or work with County Staff.

The County Board provides direction regarding County Board Citizen Advisory Committees' work. Communications between the County Board and its committees are routed through the Office of the County Manager, or when a committee has a County staff person assigned to it, the department staff liaison. Periodic committee reports may be scheduled on the appropriate County Board Committee agendas.

Division/Department Citizen Advisory Committees may be established to service the purposes identified in the Policy Statement when appropriate to support a division or department in relation to County Board established programs or policies.

Citizen Members

Citizen members are appointed to committees and serve in accordance with this policy, the committee's by-laws and any applicable statutory requirements.

Youth Members

Youth members are current high school students (including homeschooled students) living in Dakota County that are a Sophomore, Junior, or Senior at the time of their appointment to a citizen advisory committee. Youth members have the same rights and responsibilities as the adult members of advisory committees.

Ex-Officio Members

Ex-officio members of any committee are non-voting members.

Office of the County Manager

The Office of the County Manager coordinates all staff activities for County Board Citizen Advisory Committees. When applicable, the County Manager is represented at committee meetings by a staff liaison who is assigned by and responsible to the County Manager. The Office of the County Manager maintains committee membership records and coordinates appointment procedures for County Board Citizen Advisory Committees.

Staff Liaison

County Staff may be assigned to County Board Citizen Advisory Committees by the County Manager, except for the Extension Committee and Dakota-Scott Workforce Development Board. Staff liaisons serve as the County Manager's representative to the citizen advisory committees. The principal role of the staff liaison is to provide technical support and to facilitate the flow of information between the committee, County staff, the County Manager, and/or the County Board. A Division/Department Established Citizen Advisory Committee must have a staff liaison to coordinate its activities and provide information to and from Division/Department leadership. Other general staff responsibilities include:

- Orient and educate new committee members.
- Assist in developing meeting agendas.
- Prepare and maintain official minutes of meetings and other records.
- Distribute committee meeting notices and agendas.

- Ensure the committee’s work complements County mission and goals.
- Coordinate and provide information on County Board agenda items or actions that are of interest to the committee.
- Provide information on committee activities to the County Board.
- Research and provide background information and analysis on issues under consideration by the committee, including policy recommendations.
- Provide administrative assistance such as preparing committee correspondence and reports.
- Provide public notice of regular and special meetings as required by policy and law.
- Support committee in the maintenance of by-laws in accordance with this policy.

While the staff liaison is assigned to assist the committee in many ways, the committee’s authority is limited and does not include directing staff for such tasks as project work, reports, or budgetary decisions; however, tasks may be undertaken on a mutually agreed basis provided the tasks are within the mission of the committee and are not contrary to County Board direction or policy. If consensus cannot be achieved on the need for a particular project or task the committee desires, this is then communicated to the Division Director or County Manager, who may direct the staff to undertake the task.

Committee Chair

The designation of a committee chair varies by committee. In some cases, the County Board appoints the committee chair; in others, the committee elects its chair.

Pursuant to Board policy, the following committee chair is appointed by the County Board: Special Board of Appeal and Equalization.

Pursuant to internal by-laws, the following committee chairs are selected by their respective bodies: Library Advisory Committee, Planning Commission, Personnel Board of Appeals, Zoning Board of Adjustment, Dakota-Scott Workforce Development Board, Extension Committee, and Public Art Citizen Advisory Committee. ~~Solid Waste Management Committee~~

Committee chair responsibilities include:

- Lead meetings in an orderly fashion.
- Plan meeting agendas in cooperation with the staff liaison.
- Encourage participation by all members at meetings.
- Serve as a primary contact to the County Board and staff liaison.

By-Laws

Each citizen advisory committee shall have the responsibility to prepare and adopt by-laws prescribing the rules by which the committee will conduct its business. All by-laws shall be consistent with Policy 1015 and any applicable laws and regulations. All by-laws shall include an article prohibiting a member from participating in committee business where the member has a conflict of interest.

The by-laws of all citizen advisory committees must be reviewed by the County Attorney’s Office and approved by the County Board.

County Board Statement of Expectations

The Dakota County Board of Commissioners believes a citizen advisory committee will work most productively when its members are committed and knowledgeable, and work together as a team.

The County Board expects its citizen advisory committee appointees to:

- Attend new member orientation.
- Make a serious commitment to regularly attend and actively participate in the committee's work, including substantive participation in committee meetings and discussions.
- Notify the staff liaison, in advance, if unable to attend meeting.
- Understand the roles and relationships of the committee, staff liaison, County staff, and County Board.
- Become familiar with the County's and committee's role and mission.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports.
- Get to know other committee members and build a working relationship that contributes to consensus.
- Conduct themselves in a professional manner.
- Show respect for and tolerance of differing views and opinions.
- Reflect the perspectives of the County's diverse constituency in committee discussions and decision-making processes, where appropriate.
- Comply with the County's policy prohibiting sexual and general harassment. This policy prohibits unwelcome verbal, nonverbal, visual, or physical conduct relating to an individual's race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, status with regard to public assistance, or status as disabled which interferes with an individual's employment or volunteer service or which creates an intimidating, hostile, or offensive environment.
- Refrain from accepting gifts from individuals or organizations that do business with Dakota County in accordance with gift ban laws.

Committee Identification and Establishment

County Board Citizen Advisory Committees

The following citizen advisory committees have been established by the county board as of the date of this policy, with the membership appointed by the county board unless otherwise noted:

- ***Dakota-Scott Workforce Development Board***, established by the county board, consisting of 27 Dakota County and Scott County members serving staggered two-year terms; 15 members represent private business and the following represent the public sector:
 - Two representing organized labor
 - Three representing educational agencies, including at least one representative from a local adult basic education program approved under section 124D.52
 - Two or more representing community based organizations

- One or more representing economic development agencies
- One representing public vocational rehabilitation agencies
- One representing public employment service agencies
- One representing public assistance agencies

● **Extension Committee**, established by the county board, consisting of nine members. There are seven adult members, one from each commissioner district, serving staggered two-year terms, with a limit of three consecutive terms. There are also two at-large youth members, serving one-year terms with an option for a one-year extension. Youth members are limited to two one-year terms.

● **Library Advisory Committee**, established by the county board, consisting of nine members. There are seven adult members, one from each commissioner district, serving staggered two-year terms, with a limit of three consecutive terms. There are also two at-large youth members, serving one-year terms with an option for a one-year extension. Youth members are limited to two one-year terms.

● **Personnel Board of Appeals**, established by the county board, consisting of four at-large members serving staggered three-year terms, with a limit of two consecutive terms.

● **Planning Commission**, established by County ordinance, consisting of 14 members, two from each commissioner district, serving one-year terms.

● **Public Art Citizen Advisory Committee**, established by the county board, consisting of 11 members. There are nine adult members, one from each commissioner district and two at-large, serving staggered two-year terms, with a limit of three consecutive terms. There are also two at-large youth members, serving one-year terms with an option for a one-year extension. Youth members are limited to two one-year terms.

● **Special Board of Appeal and Equalization**, established by the county board, consisting of seven members, one from each commissioner district, serving staggered two-year terms; at least one member is an appraiser, realtor or other person familiar with property valuation; treasurer/auditor is a non-voting member.

● **Zoning Board of Adjustment**, established by county ordinance, consisting of 3 at-large members and 1 alternate, including at least 1 member from the Planning Commission, serving two-year terms.

Open Appointments

The notice of recruitment is released annually by the Office of the County Manager. The Office of the County Manager may also release additional notices of recruitment addressing mid-term vacancies as needed or directed by the County Board.

The Office of the County Manager notifies incumbents prior to expiration of their terms. Appointees interested in reappointment do not need to complete a new application but should notify their county commissioner of their interest.

Applications for open appointments should be submitted to the Office of the County Manager. Applications received in response to the notice of recruitment are forwarded to the respective county commissioner or to the Board of Commissioners, as applicable, prior to County Board action. Whenever possible, the County Board makes appointments from among applicants who have submitted applications to the most recent notice of recruitment or incumbents who have expressed interest in reappointment.

In making appointments to citizen advisory committees, the County Board does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

The Office of the County Manager notifies applicants and appointees of the County Board's appointments. In accordance with this policy members of County Board Citizen Advisory Committees may be eligible for reappointment for another term as determined by the County Board.

If a district-specific position remains vacant for 60 days, the Board may make the appointment on an at-large basis.

Notification

A copy of this policy is made available to all citizen advisory committee appointees.

County Division and Department Established Citizen Advisory Committees

The County Board acknowledges there may be need for additional citizen advisory committees which can be managed County Staff at a Division or Department level to support County programs. The County Manager shall inform the County Board of the creation of division and department level citizen advisory committees. Request to establish a citizen advisory committee should include the committee's intended purpose or requirement, rules for the appointment, planned frequency of meetings, number of members and planned duration as well as any other pertinent information.

Reimbursement

County Board Established Citizen Advisory Committees

Where necessary to eliminate barriers to volunteer service, Dakota County reimburses members expenses incurred in connection with official volunteer duties when a committee has authorization of the County Board for reimbursement.

County Board appointees to the following committees, who are not representing a governmental unit, may receive **\$50 per diem** in lieu of itemized expenses for **in-person** attendance at regular and special meetings of the committee:

Dakota-Scott Workforce Development Board
Extension Committee
Library Advisory Committee
Planning Commission
Public Art Citizen Advisory Committee
Zoning Board of Adjustment

For those committees listed above, at the start of each appointee's term, the committee staff liaison distributes to the appointee a Statement of Representation. Each appointee signs a Statement of Representation confirming or waiving individual eligibility for per diem compensation. These forms will be used to determine per diem eligibility. The committee staff liaison retains these forms for the length of the appointee's term.

Citizen advisory committee members who serve informally as liaisons from one advisory committee to another are not eligible to receive per diem for attendance at regular or special meetings of any committee to which they were not appointed by the County Board.

County Board appointees to the Personnel Board of Appeals receive \$50 per diem plus expense reimbursement for attendance at meetings of the Personnel Board of Appeals.

County Board appointees to the Special Board of Appeal and Equalization receive \$175 per day or \$87.50 per half-day plus mileage reimbursement for attendance at meetings of the Special Board of Appeal and Equalization.

Applicants who wish to decline or who are not eligible for a per diem must make note at the time of application.

Committee members entitled to expenses and/or per diem must make an application to the Staff Liaison and shall be included on the Monthly Expense Report. Receipts are required for all claims except for mileage, parking meter expense, and meals.

Dakota County's representative to the Metropolitan Area on Aging (MAA) appointed by the human services advisory committee (HSAC), if not a member of HSAC, receives per diem for MAA meetings.

County Division and Department Established Citizen Advisory Committees

Department-appointed volunteers do not receive per diem absent county board approval. A Division or Department may seek authorization to provide a per diem for a citizen advisory committee. A Division/Department Advisory Committee member is not entitled to a per diem if they are appointed to the committee as a representative of another entity or employer and are receiving compensation from that entity or employer for the representation on the advisory committee.

If the Department Head determines that expense reimbursement is necessary in order to eliminate barriers to participation, to achieve compliance with contractual or statutory requirements, or to compensate volunteers for expenses incurred at the request of the Department, the Department Head may authorize reimbursement of expenses from the department budget through the use of the Monthly Expense Report. Department-appointed volunteers do not receive expense reimbursement in

connection with overnight out-of-state travel except where such travel has been approved in advance by the County Board.

Eligibility for Citizen Advisory Committees

Eligible persons for advisory committees must claim their primary residence in Dakota County. Alternatively, if the committee is focused on employment or services delivery individual committee by-laws may authorize membership of those who work or provide services within, for, or in conjunction with Dakota County residents.

~~Persons currently on probation for a felony offense and persons with a felony or gross misdemeanor conviction for the following offenses may, in the discretion of the County Board, be excluded from appointment: homicide/murder, crimes against the person, sex crimes, crimes against the family, crimes against public safety and health, public misconduct or nuisance, or first, second or third degree driving while impaired.~~

No paid employee of Dakota County is eligible to be appointed as a member of any citizen advisory committee unless otherwise specified by law. Persons currently under contract with or employed by a contractor of Dakota County, at the discretion of the County Board, may be excluded from appointment.

Terms

For the purpose of calculating the number of terms served by an appointee:

1. If an individual is appointed between January and June their first term will be considered to have begun on January 1 of that calendar year.
2. If an individual is appointed between July and December of their first term will be considered to have begun on January 1 of the following calendar year.

Resignations- County Board Citizen Advisory Committees

Written or verbal resignations from County Board Citizen Advisory Committee members are forwarded to the County Manager. When a letter of resignation is received from a County Board Citizen Advisory Committee member, acceptance of the resignation is placed on the County Board consent agenda. When the resignation is accepted, the County Board authorizes the process of filling the vacancy. Mid-term resignations are filled in accordance with this Policy.

Attendance Reports- County Board Citizen Advisory Committees

Semi-annual attendance reports are submitted by the appropriate departments to County Administration for each committee where members receive per diems. The County Manager transmits the attendance reports to the County Board.

Removal of Members

The County Manager or Staff Liaison notifies an appointee if he/she is removed from a citizen advisory committee. A copy of this notification is also sent to the respective commissioner and committee staff

liaison. The position is then vacant and to be filled in accordance with the Open Appointments Policy. A member who has been automatically removed from a citizen advisory committee may apply for reappointment.

Automatic Removal

A. Automatic removal of an appointee to the following citizen advisory committees occurs when an appointee is absent for three consecutive Regular or Special meetings, or 50% of the meetings, during any consecutive 12-month period:

- Extension Committee
- Planning Commission
- Public Art Citizen Advisory Committee

B. Automatic removal of appointees to the following citizen advisory committees occurs when an appointee fails to maintain a principal residence within the county commissioner district from which he/she was appointed:

- Extension Committee (all members)
- Planning Commission (all members)
- Public Art Citizen Advisory Committee (all district-specific members)
- Special Board of Appeal and Equalization (all members)

C. Automatic removal of appointees to the following citizen advisory committee occurs when an appointee fails to maintain a principal residence within the county:

- Personnel Board of Appeals

Removal for Cause

A. The County Board, by resolution, may remove its appointee to one of the following citizen advisory committees where the appointee has engaged in conduct detrimental to the accomplishment of the citizen advisory committee's mission or engages in conduct which is contrary to the County Board statement of expectations:

- Extension Committee
- Personnel Board of Appeals
- Planning Commission
- Public Art Citizen Advisory Committee
- Special Board of Appeal and Equalization
- Library Advisory Committee

B. The County Board, by resolution, may remove its appointee to one of the following citizen advisory committees where the appointee has engaged in conduct which meets the statutory or ordinance basis for removal:

- Zoning Board of Adjustment

Public Meeting Requirements

The following citizen advisory committees, and any of their subcommittees, are subject to all requirements of the Minnesota Open Meeting Law, Minn. Stat. Ch. 13D:

- Dakota-Scott Workforce Development Board
- Library Advisory Committee
- Planning Commission
- Special Board of Appeal and Equalization
- Zoning Board of Adjustment

The committee staff liaison ensures compliance with the Open Meeting Law for the committees, and any of their subcommittees, listed above.

Meetings of the following citizen advisory committees, and any of their subcommittees, although not subject to the Minnesota Open Meeting Law, will be open to the public at a physical location and may, if allow by its by-laws, permit attendance by members and the public by electronic means so long as all discussion by the members can be seen and heard by all members of the committee and the public:

- Extension Committee
- Public Art Citizen Advisory Committee

The committee staff liaison provides reasonable public notice for meetings of the committees listed above.

Annual Work Plans

Committees consult, through staff liaison or committee chair, at least annually with the County Board Committees of the Whole to seek direction regarding the topics on which they will advise the County Board (annual work plan), including the schedule and method of communication with the Board.

The Personnel Board of Appeals, Special Board of Appeal and Equalization, and Zoning Board of Adjustment are exempt from this requirement.

Procedures

A list of Committees approved under this policy and procedures will be maintained by the Office of the County Manager.

History

Version	Revision Date
1.0	09/23/1997

Version	Revision Date
1.1	11/18/1997
1.2	01/06/1998
1.3	12/23/2003
1.4	11/15/2005
1.5	11/14/2006
1.6	01/09/2007
1.7	02/23/2010
1.8	11/16/2010
1.9	01/10/2012
2.0	01/08/2013
2.1	11/25/2014
2.2	12/13/2016
2.3	10/31/2017
2.4	11/28/2017
3.0	01/19/2023

Related Policies

Contact

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Approval

Resolution No. and Date (Board Policies)

OR

/s/ County Manager Name and Date (Administrative Policies)