

Periodic Review Process of Boards and Commissions

Applies only to Commissioner created Boards and Commissions

Initial review dates will be staggered, and, thereafter each board or commission will be reviewed every 5 years.

Prior to review by the Board of County Commissioners each board will be asked to prepare a self-assessment questionnaire which will be provided to the Commissioner Liaison as a part of its meeting materials.

The Commissioners' Office will send a self-assessment questionnaire to the liaison of each board or commission, along with a schedule indicating the submission deadline and date of the Commissioners' work session. Attendance of board members at the work session is essential to the process. Members may be called upon to answer questions; however, the Commissioners' review is not intended as a dialogue with the board members.

Commissioner review will consist of the following questions:

- What functions does this board serve?
- Does the County need a board that does this?
- If so, should any of the duties of the board be changed?
- Can any of the duties of this board be consolidated with another board?
- Is the size of the board appropriate?
- Is the work done by the board beneficial and useful to the County/Commissioners?

The discussion at the study session will assist the Commissioner(s) in determining whether they should:

- Continue the board without alteration of duties or composition.
- Continue the board with amendment to duties and/or composition.
- Eliminate the board and its duties.
- Eliminate the board and transfer some or all duties to other existing board(s)

The study session will conclude either with:

1. A statement that the board should continue without alteration
or
2. Direction to staff on any changes desired (number of members, duties, etc.)

Boards and Commissions Review Schedule

2009: LIFE Board
Parks Advisory Board
Red Feather Lakes Planning Advisory Committee
Boxelder Stormwater Authority Board of Directors
Estes Park Local Marketing District
Retirement Board

2010: Citizen Review Panel
Board of Appeals
Juvenile Community Review Board

Rural Land Use Board
Office on Aging Advisory Council
Weld/Larimer Revolving Loan Fund

- 2011 Estes Valley Planning Commission
Agricultural Advisory Board
Board of Adjustment
Planning Commission
LaPorte Area Planning Advisory Committee
- 2012 Environmental Advisory Board
Extension Advisory Committee
Flood Review Board
Workforce Investment Board
Estes Valley Board of Adjustment
- 2013 Fair Board
Community Corrections Advisory Board
Board of Health
Open Lands Advisory Board
Weed Control District Advisory Committee

Review Questionnaire

1. Are the current duties of the Board realistic? If not, what duties would you suggest be added and/or deleted?
2. Is the Board's workload too much; too little; about right? Explain.
3. Are Board meetings conducted in an effective manner? What could be done to improve Board meetings?
4. Is the current size of the Board appropriate?
5. Are communications between the Board and the Commissioners effective? What could be done to improve these communications?
6. What programs has the Board worked on this past year?
7. Other comments: