

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** September 6, 2011

**SUBJECT:** Presentation of Board and Committee Study

**PRESENTER:** Darlene Burgess

**ATTACHMENTS:** Yes

**SUMMARY OF REQUEST:**

At the Board's July 20, 2011 meeting, the Board requested that Staff conduct a review of all the County's Boards and Committees. This review would evaluate each committee's composition, to determine if any could be structured in a more efficient manner.

Internal Auditor Darlene Burgess has completed that review, and will be presenting her findings to the Board at this meeting.

**BOARD ACTION REQUESTED:**

The Board is requested to receive the information for review, and future direction. No other action is requested at this time.

**Suggested Motion:**

*No motion suggested.*

## MEMORANDUM

TO: Henderson County Board of Commissioners  
Russ Burrell, County Attorney  
Steve Wyatt, County Manager  
Terry Wilson, Clerk to the Board

FROM: Darlene Burgess, Internal Auditor

DATE: September 2, 2011

SUBJECT: Henderson County Boards and Committees

At its meeting on July 20, 2011, the Board requested staff to prepare a study regarding existing Boards and Committees. In accordance with this request, attached is a summary resultant from this study along with information regarding risk identification and classification concerning each Committee. This Memo will explain the layout of the summary as well as some of the methodologies used to produce the study.

The summary includes the following information:

- The Name of the Committee and the number of members appointed by the Board of Commissioners. Please note that the Committee may be comprised of additional members, however *only the number of members that are Board-appointed are included in the spreadsheet*;
- Whether or not the Committee is required by statute, along with the number of members required by statute (if dictated by statute);
- The Committee's purpose or mission as identified in its Charter;
- Notable statutory constraints;
- Assessed risk for each Committee and reason code for the risk assignment. This section is explained in further detail below;
- A section to be utilized by each member of the Board of Commissioners to indicate their preference regarding the disposition of each Committee. Options in this section include (1) **Abolish** the Committee; (2) **Combine** the Committee with another Committee having similar objectives; (3) **Reduce** the Committee's Board-appointed members; (4) **Increase** the Committee's Board-appointed members; and (5) **Allow** the Committee to function in its present state; and
- A section entitled "Staff Recommendation", which is provided with assistance from the County Attorney after consideration of statutory requirements and the Committee's purpose and mission per its Charter.

For your convenience, the list of Committees included within this summary has been sorted and color-coded, using the following categories:

1. (Pink): Committees required by statute;
2. (Blue): Committees required by Henderson County Ordinance but not by statute;
3. (Green): Joint Committees and/or Committees governed by other entities (Henderson County appoints members for participation only);
4. (Yellow): Committees that serve in an advisory capacity; and
5. (Purple): Special Required Financing Authorities.

The attached document entitled "*Henderson County Boards & Committees: Risk Identification and Classification*" categorizes each Committee as either "High Risk" or "Medium to Low Risk", based on the degree of responsibility empowered to each Committee according to its mission and/or purpose. The first table in this document defines the criteria used to establish each Committee's ranking as either "High Risk" or "Medium to Low Risk" and each set of criteria is numbered, representing a "Risk Code". Hopefully this procedure will serve to answer any questions that may be raised with regard to the various Committee responsibilities and the associated reason for the risk classification.

The consideration of risk it is important with regard to our Boards and Committees in order to ensure proper management of the appointments and provide an overall “big picture” understanding of the various Committees that are appointed by the Board.

According to the Risk Classification, there are currently 25 Committees considered “High Risk” and 35 Committees considered “Medium to Low Risk”. According to the Staff Recommendations, it appears that the Board may wish to consider the abolishment 9 of these Committees; the combination of 8 other committees; and a reduction in membership of 2 committees.

After your review of this material, please contact me if you have questions or need additional information. Thank you for the opportunity to be of service to you.

**HENDERSON COUNTY BOARDS AND COMMITTEES STUDY**

September 2, 2011

COMMITTEE	REQUIRED BY STATUTE? (Y / N)	# MEMBERS REQUIRED BY STATUTE	# MEMBERS APPOINTED BY BOC	COMMITTEE PURPOSE / MISSION PER CHARTER	NOTABLE STATUTORY CONSTRAINTS	ASSESSED RISK AND REASON CODE FOR RISK ASSIGNMENT			COMMISSIONER RATING:					STAFF RECOMMENDATION
						High Risk	Medium to Low Risk	Reason Code	1 Abolish	2 Combine	3 Reduce	4 Increase	5 Allow	
<b>COMMITTEES REQUIRED BY STATUTE (also includes Ordinance reference where applicable):</b>														
Agriculture Advisory Board	YES	Not Prescribed	5	Review and approve applications for qualified farmland and voluntary agricultural districts and make recommendations concerning the establishment and modification of agricultural districts. To hold public hearings pursuant to Article VIII of the Henderson County Farmland Preservation Ordinance. Perform other related tasks or duties assigned by the Board of Commissioners.	Article VIII GS 106-735 thru 743; Henderson Co Ordinance 6-2	X		3						Allow
BRCC Board of Trustees	YES	13	4	Enable BRCC to acquire, hold and transfer real and personal property. Enter into contracts. Institute and defend legal actions and suits. Exercise such other rights as and privileges as may be necessary for the management and administration of the institution.	NCGS 115-D. Committee consists of a total of 15 members; only 4 are appointed by BOC	X		1						Allow
Child Fatality Prevention Team	YES	21 possible	8	Identify deficiencies in the delivery of services to children and families by public agencies. Make and carry out recommendations for changes that will prevent future child deaths. Promote understanding of the causes of child deaths.	NCGS 7B-1407.		X	4						Combine with Community Child Protection Team. Abolish both committees and form a new committee entitled "Community Child Protection and Child Fatality Prevention Team" which encompasses the objectives of both the Child Fatality Prevention Team and the Community Child Protection Team.

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CJPP Task Force (Criminal Justice Partnership Program)	YES	Not less than 10	15	The goals of this community based corrections program are: reduce recidivism, to reduce the number of probation revocations, to reduce alcoholism and other drug dependencies among offenders, to reduce the cost to the State and the County of incarceration. CJPP makes recommendations to the Board of Commissioners on how Grant money will be distributed among service providers.	NCGS 143B-273.10; Henderson County Ordinance 6-4	X		1						Reduce membership to a total of 10 members.
Community Child Protection Team	YES	21 possible	6	Serves as a multidisciplinary resource designed to assist the Director of Social Services in: strengthening services for abused and neglected children, reducing child fatalities due to abuse and neglect in Henderson County, and reviewing controversial cases of significant community concern or interest that could serve to strengthen services.	NCGS 7B-1407		X	4						Combine with Child Fatality Prevention Team. Abolish both committees and form a new committee entitled "Community Child Protection and Child Fatality Prevention Team" which encompasses the objectives of both the Child Fatality Prevention Team and the Community Child Protection Team.
Equalization & Review Board	YES	8	8	Examine and review the tax listings of the County for the current year to the end that all taxable property shall be listed on the abstracts and tax records to conform to NCGS 105-283. Also to hear appeals from the taxpayers regarding tax appraisals. The decisions of this Board may be appealed to the NC Property Tax Commissioner. Members of this Board also serve as the Motor Vehicle Valuation Review Board.	NCGS 105-322. 5 regular members and 3 alternates; Henderson County Ordinance 6-5.	X		3						Allow
Fire Commission	YES	3	3	The Commission shall advise the Board of Commissioners on improvements in the fire-fighting or fire prevention activities under the County's supervision or control, assist incorporated volunteer fire departments in developing or improving their fire fighting or fire prevention capabilities, insure that all fire prevention inspections required by NC law are made by the various fire departments in Henderson County.	SL 1973-947; HB 1836		X	4						Combine with Fire & Rescue Advisory Committee. Abolish both committees and form a new committee which encompasses the objectives of both the Fire & Rescue Advisory Committee and the Fire Commission. Please note that modification of a local bill will be required to amend the composition of the Fire Commission.
French Broad River MPO- Transportation Advisory Committee	YES	25 Total	2 (Commissioners)	As part of the Metropolitan Planning Process the MPO works in cooperation with the State of NC to develop a Transportation Improvement Program (TIP). The TIP is a funding schedule for transportation projects that covers a seven-year period. The TIP identifies the major projects that will be funded with state and federal dollars. The document contains improvement projects for highways, transit systems,	Committee consists of 25 members; only 2 are appointed by BOC and appointed members are Commissioners. 23 USC 134 Sec 5(1), 8(a),8(c) and 49 USC 1604(1) and 1607(a) and 1607©		X	6						Allow

# HENDERSON COUNTY BOARDS AND COMMITTEES STUDY

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Henderson County Zoning Board of Adjustment	YES	at least 5 regular members. # of alternates not specified	10	Hear and decide appeals from actions, decisions, etc. of the Zoning Administrator. Interpret unclear parts of the Ordinance. Have the power to grant conditional use permits. Potentially issue variances relative to provisions in the Ordinance other than land uses when practical difficulties or unnecessary hardship would result from strict enforcement of the Ordinance.	NCGS 153A-345. There are 10 total members appointed by BOC (5 regular and 5 alternates); Henderson County Ordinance 6-1	X		3							Allow
Henderson County Board of Health	YES	11	11	Appoint, advise and supervise the Health Director. Adopt rules and regulations, not inconsistent with law, which are necessary to promote and protect public health. Hear appeals of any rules and regulations it has adopted. *Note: Members cannot be contractors for or provide services to the Health Department.	NCGS 130A-35; Henderson County Ordinance 6-6.	X		5							Allow
Henderson County Planning Board	YES	10 per County Code	10	Board's purpose is to (1) conduct studies of Henderson County and the surrounding area; (2) advise the Board of Commissioners of land use and development; (3) administer subdivision review; (4) review requests for new zoning or other amendments to the Henderson County Zoning Ordinance.	NCGS 153A-321; County Code 6-11(D)	X		5							Allow
Home & Community Care Block Grant Advisory Committee	YES	Not Prescribed	10	To make recommendation to the County Manager, who serves as the Lead Agency, for the presentation to the County Commissioners for the disbursement of Henderson County's allotment of the Home & Community Care Block Grant. The Committee shall also review contract performance and assessment and assist with the recruitment of additional service providers.	NCGS 143B-181	X		1							Allow
Jury Commission	YES	3	1	Purpose is to prepare a master jury list of prospective jurors for Henderson County as as directed by NCGS 9-2. One position is appointed by the County Commissioners, one by the Clerk of Court and one by Judge Guice.	NCGS 9-2; There are 3 total members; 1 is appointed by BOC, 1 by the Clerk of Court and 1 by the resident Superior Court judge.		X	6							Allow
Juvenile Crime Prevention Council (JCPC)	YES	Not more than 26	26	Purpose is to annually review the needs of at risk juveniles and the resources available to address their needs; submit a written plan of action for the expenditure of juvenile justice funds to the Board of Commissioners for approval and submission to the Dept of Juvenile Justice; evaluate the performance of juvenile services and programs in the community; increase public awareness of the causes of delinquency and	NCGS 143B-544.	X		1							Reduce to 11 members, including at large members. This reduction is in agreement with statutory requirements.

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Library Board of Trustees	YES	Gov Body determines # of members but more than 12	8	To advise the Library Director and the Governing Body on library programs, policies and regulations for the government of the library. Make recommendations to the Governing Body concerning the construction and improvement of buildings and other structures for the library system and otherwise advise the Board of Commissioners on library matters.	NCGS 153A-265; Henderson County Ordinance 6-9	X	2							Allow
Local Emergency Planning Committee	YES	Not specified	62	Establish rules by which to function and procedures for receiving and processing requests for public information. Develop a Comprehensive Emergency Response Plan which includes section developed in accordance with Section 303. Review annually and update as necessary the Emergency Plan. Receive and retain reports and other information from facilities subject to the requirements of the EPCC. Provide public access to information and documents	USCA 42-11001c. Members are appointed by the State Emergency Response Commission	X	6							Allow
Mountain Area Workforce Development Board	YES	29	6	The board's purpose is to provide policy guidance and independent oversight of the implementation of JTPA programs within the service delivery area consisting of Buncombe, Henderson, Madison and Transylvania Counties.	JTPA PL 97-300; there are 29 members of this Committee; 6 are appointed by BOC and are from Henderson Co.	X	5							Allow
Nursing/Adult Care Home Community Advisory Committee	YES	Depends on # of nursing homes in county	23	Purpose is to act as a liaison between nursing homes, residents, family members, and the community, educate the community on the aged and the facility and provide the catalyst for community development. 1/3 of the membership must be approved by Nursing Homes/Domiciliary Homes.	NCGS 131E-128; NCGS 131D-31; Henderson County Ordinance 6-10	X	5							Allow
SmartStart	YES		1	The Corporation is organized and shall be operated exclusively for charitable and educational purposes, including the development of innovative approaches and strategies for aiding parents and families in the education and development of children in Henderson County.	1 member is appointed by BOC	X	5							Allow
Social Services Board	YES	3 to 5	2	Purpose is to *select and dismiss, if necessary, the County Social Services Director pursuant to the State Merit System Rules; *advise County and Municipal authorities in establishing policies and plans to improve the community's social conditions; *consult with the County Social Services Director about problems relating to the Department; *assist the Director in planning budgets for the Department; *and to transmit or present budgets to the Board of Commissioners.	NCGS 108A-1. DSS Board has 5 total members. 2 members are appointed by the Board of Commissioners, 2 by the Social Services Commission and 1 member is appointed by a majority vote of membership.	X	5							Allow

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Travel & Tourism Committee	YES	9	5	To administer the expenditure of occupancy taxes collected for the purpose of promoting tourism in Henderson County. Appointees may not serve more than 5 consecutive years. Henderson County Commissioners appoint 5 members, 1 of which shall be an owner or operator of a hotel, motel, or other taxable tourist accommodation; and 1 of which is appointed on behalf of Fletcher.	SL 1987-172 Sec 6; There are 9 members on this Committee; 4 are appointed by BOC; Henderson County Ordinance 6-14	X		1						Allow
Western Highlands Local Management Entity	YES	16	2	To represent the citizens of the area by establishing priorities and program goals related to comprehensive, high quality and cost effective services for those who are living with mental illness, developmental disabilities, and substance abuse. The Board oversees the operation of the Area Authority in authorization and reimbursement of services for the residents of the area.	NCGS 122C-118. There are 16 members on this Committee; 2 are appointed by BOC	X		5						Allow
<b>COMMITTEES REQUIRED BY HENDERSON COUNTY ORDINANCE BUT NOT BY STATUTE:</b>														
Cane Creek Water & Sewer District Advisory Committee	NO	N/A	5	To advise the Board of Commissioners and the Town of Fletcher on matters related to the expansion of the District.	Committee consists of 7 members; only 5 are appointed by BOC		X	7						Allow
EMS Quality Management Committee	NO	Not Prescribed	19	To monitor and evaluate the medical and operational issues within the Henderson County EMS system for the improvement of such system.	21 NCAC 32H.2808 (Now Repealed); Henderson County Ordinance 6-6.1.		X	4						If the Board deems this Committee is important, then it should remain; however, the Board may wish to reduce the number of members on the Committee
Environmental Advisory Committee	NO	N/A	9	Organized to advise the Board of Commissioners on matters related to environmental quality. Initial projects are Clean NC 2000 and researching grants for Greenways.	Henderson County Ordinance 6-15		X	2						Combine with Solid Waste Advisory Committee. Abolish both committees and form a new committee which encompasses the objectives of both the Environmental Advisory Committee and the Solid Waste Advisory Committee.
Fire & Rescue Advisory Committee	NO	N/A	3	To act as a liaison body between the individual fire and rescue departments and the Board of Commissioners and advise the Board of Commissioners on implementation of strategies for attaining and maintaining the best fire and rescue services for the citizens of the County.	Committee consists of 7 members; only 3 are appointed by BOC; Henderson County Ordinance 6-18		X	2						Combine with Fire Commission. Abolish both committees and form a new committee which encompasses the objectives of both the Fire & Rescue Advisory Committee and the Fire Commission. Please note that joint legislative action will be required to amend the composition of the Fire Commission.



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Henderson County Historic Courthouse Corporation dba Heritage Museum	NO	N/A	11	Organized and shall be operated exclusively for charitable and educational purposes within the meaning of Section 501©(3) of the Internal Revenue Code, specifically including the restoration, maintenance and operation of the historic Hendeson County Courthouse building and grounds.	N/A	X		5						Allow
Henderson County Transportation Advisory Committee	NO	N/A	7	To advise the Board of Commissioners on matters related to transportation in Henderson County. The Committee should assess the transportation needs of the County and suggest methods the address these issues. The Committee should work with the Department of Transportation on such projects as transportation, planning, major and minor street/road improvement projects, road and bridge safety and alternate forms of transportation.	Committee consists of 11 members; only 7 are appointed by BOC; Henderson County Ordinance 6-17		X	2						If the Board deems that this Committee is important, then it should remain.
Hospital Corporation Board of Directors			11	The Board of Directors is the Governing Body of Pardee Hospital. Their purpose is to operate the hospital at all times as a charitable, nonprofit hospital; establish and regulate an adequate and reasonable fee scale; furnish equal access and service to each person admitted to the hospital for treatment; provide the facility with the necessary equipment for practicing physicians and surgeons to better serve their patients.	11 members; 1 member can be a Commissioner and 1 must be a Commissioner. Henderson County Ordinance 6-7.	X		1						Allow
Recreation Advisory Board	NO	N/A	10	Purpose is to advise the Director of Parks and Recreation concerning the administration of Parks and Recreation affairs for Henderson County.	Henderson County Ordinance 6-12		X	2						If the Board deems that this Committee is important, then it should remain.
Solid Waste Advisory Committee (SWAC)	NO	N/A	10	As directed by the Henderson County Board of Commissioners, to advise the BOC on issues pertaining to present and future solid waste programs in Henderson County. To review and approve the 3 year updates to the 10 Year Solid Waste Management Plan as prepared by the Office of the County Engineer. To work with the Solid Waste Department on the enforcement of litter control programs. To provide updates to BOC on current technology for the disposal of solid waste. To develop and make recommendations on other Solid Waste Programs as directed by the BOC.	Henderson County Ordinance 6-13		X	2						Combine with Environmental Advisory Committee. Abolish both committees and form a new committee which encompasses the objectives of both the Environmental Advisory Committee and the Solid Waste Advisory Committee.
Youth Advisory Board	NO	N/A	0	To provide advice and recommendations to the Board of Commissioners concerning the Youth Development Program of Henderson County.	Henderson County Ordinance 6-16		X	2						Consider combination with Recreation Advisory Committee.
Youth Services Advisory Board	NO	N/A	0		Henderson County Ordinance 6-20		X	2						Abolish. Youth Advisory Board listed above appears to have the same objectives.
<b>JOINT COMMITTEES AND/OR COMMITTEES GOVERNED BY OTHER ENTITIES (Henderson County appoints members for participation only)</b>														

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Agri-Business Development Board	NO	N/A	11											Allow
Apple Country Greenway Commission	NO	N/A	3	To promote and facilitate coordinated direction and guidance in the planning, development and maintenance of a system of greenways throughout Henderson County. Henderson County appoints 3 members; each municipality appoints 3 members, for a total of 15 members.	Committee consists of a total of 15 members; only 3 are appointed by BOC		X	6						Allow
Asheville Regional Housing Consortium	NO	N/A	2	The Avl Regional Housing Consortium is recognized by HUD as eligible to apply for funding from HUD with: documentation of housing needs and prioritizing strategies for meeting needs; developing criteria for distributing funds and establishing administrative policies and procedures for operation.	Committee consists of additional members; only 2 are appointed by BOC		X	1						Allow
Downtown Hendersonville, Inc.	NO	N/A	2	Formerly known as Mainstreet Downtown Hendersonville.	Committee consists of additional members; only 2 are appointed by BOC		X	6						Abolish. This entity is no longer active.
DuPont State Forest Advisory Committee	NO	N/A	0	To develop management plans for the future of DuPont State Forest.	N/A		X	2						Abolish. This Committee has no active members.
Fletcher Planning Board	YES		1	Board's purpose is to: (1) conduct studies of Fletcher; (2) advise the Fletcher Town Council of land use and development; (3) administer subdivision review; (4) review requests for new zoning or other amendments to the Fletcher Zoning Ordinance.	Per 160-A-362. Committee consists of additional members; only 1 is appointed by BOC.		X	4						Allow
Fletcher Zoning Board of Adjustment	YES	Not specified	1	Hear and decide appeals from actions, decisions, etc. of the Zoning Administrator. Interpret unclear parts of the Ordinance. Potentially issue variances relative to provisions in the Ordinance other than land uses when practical difficulties or unnecessary hardship would result from strict enforcement of the Ordinance.	Per 160-A-362. Committee consists of additional members; only 1 is appointed by BOC.		X	3						Allow
French Broad Water Resources Study Committee	NO	N/A	2	Initiated by Land of Sky Regional Council in conjunction with a grant from the NC Div of Water Quality; study and identify key water resource issues and develop strategies to address issues. Composed of local elected and appointed officials.	N/A		X	2						Abolish
Hendersonville City Zoning Board of Adjustment	YES		3	Hear and decide appeals from actions, decisions, etc. of the Zoning Administrator. Interpret unclear parts of the Ordinance. Have the power to grant conditional use permits. Potentially issue variances relative to provisions in the Ordinance other than land uses when practical difficulties or unnecessary hardship would result from strict enforcement of the Ordinance. Quorum (7 members) necessary to take official action.	NCGS 160A-362. There are 10 total members, and 3 are appointed by BOC.		X	3						Allow

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Hendersonville Planning Board	YES		3	To review and make recommendations on both current and long range planning activities. The city has 7 seats and the county has 3 seats. Must reside in the city's one mile extra territorial jurisdiction. If the county fails to appoint a member within 90 days of notification by the city, the city may themselves make the appointment.	Ch 40, Article II of Hvl Ordinance; There are 10 total members; 3 are appointed by BOC; Henderson County Ordinance 6-11	X		5						Allow
Land of Sky Regional Council	YES	Not specified	3	The purpose and objectives of the Land of Sky Regional Council are (1) to assist the region in meeting its special problems; (2) to plan or to see than plans are established and executed on a regional basis that will foster desirable conditions within the region; (3) to provide comment and coordination concerning applications for state and federal aid; and (4) to establish a framework for joint federal, state and local efforts	NCGS 160A-470. Committee consists of additional members; only 1 is appointed by BOC.		X	6						No recommendation. If the Board deems participation on this Committee is important, then it should remain.
Land of Sky Regional Council Advisory Council on Aging	NO	N/A	4	The council shall serve in an advisory capacity to the Land of Sky Regional Council with primary responsibility for matters relating to the older adults of Region B. It shall make recommendations to the Regional Council and its member governments on existing programs and proposed new programs and policies related to the needs and resources of older adults.	Committee consists of 18 members; 4 are appointed by BOC		X	6						No recommendation. If the Board deems participation on this Committee is important, then it should remain.
Laurel Park Planning Board	YES		1	Purpose is to conduct studies of Laurel Park and surrounding area; advise the Town Council of land use and development; administer subdivision review; review requests for new zoning or other amendments to the Laurel Park Zoning Ordinance.	NCGS 160A-361. Committee consists of 3 members; 1 is appointed by BOC.		X	4						Allow
Laurel Park Zoning Board of Adjustment	YES	5	2	Hear and decide appeals from actions, decisions, etc. of the Zoning Administrator. Interpret unclear parts of the Ordinance. Potentially issue variances relative to provisions in the Ordinance other than land uses when practical difficulties or unnecessary hardship would result from strict enforcement of the Ordinance.	NCGS 160A-388. The Committee consists of 5 members; 2 are appointed by BOC.	X		3						Allow
Local Government Committee of Cooperative Action (LGCCA)	NO	N/A	2	Comprised of representatives from Henderson County and the five municipalities within the County. Formed to facilitate cooperative action between the six participating local governments.	There are a total of 11 members on this Committee; 2 are appointed by the BOC.		X	6						No recommendation. If the Board deems participation on this Committee is important, then it should remain.

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Mountain Valleys Resource Conservation & Development Program	NO	N/A	2	2 positions are appointed by the Henderson Co Board of Commissioners and 1 by the Henderson Co Soil & Water Conservation District. The Program's purpose is to plan and promote the orderly development of certain resources in the area including but not limited to human, land, water, wildlife, forestry, recreation and cultural.	There are a total of 3 members on this Committee; 2 are appointed by the BOC.		X	6							Allow
Regionalized Transit Study Steering Committee				The function of this Committee is unknown.											Abolish until needed.
Senior Volunteer Services Advisory Council	NO	N/A	4	SVSAC serves in an advisory capacity to Land of Sky in matters related to Senior Volunteer Programs -- Foster Grandparent Program; Retired and Senior Volunteer Program; and Senior Companion Program	Committee consists of additional members; only 4 are appointed by BOC		X	2							No recommendation. If the Board deems participation on this Committee is important, then it should remain.
WCCA Board of Directors	YES		2	Stimulate a better focusing of all available local, state, private and federal resources upon the goal of enabling low-income families and individuals of all ages to attain the skills, knowledge and motivation and secure the opportunities needed for them to become self sufficient.	Economic Opportunity Act of 1964; There are 21 total members on this Committee; 2 are appointed by BOC		X	1							Allow
<b>COMMITTEES THAT SERVE IN AN ADVISORY CAPACITY:</b>															
Adequate Public Facilities	NO	N/A	8	To study the feasibility of implementing an adequate Public Facilities standards into the Land Development Code for Henderson County. If it is determined that the County should proceed with the development of adequate Public Facilities standards, then the Task Force shall work with Planning staff to develop and recommend those standards. Will terminate w/ completion of the project. Reports to the Board of Commissioners.	None		X	2							Abolish until needed.
Animal Services Committee	NO	N/A	9	The Committee shall assist the Board and staff by providing input on the operations of Henderson County's Animal Control Department. The Committee may make recommendations concerning enhancements of the program and the Animal Services Ordinance. The Committee shall hear dangerous dog appeals.	Per Charter, 7 members of the general public, one veterinarian and one representative from the Sheriff's Department.		X	3							Allow
Cemetery Advisory Committee	NO	N/A	7	Responsible for the development, organization and supervision of an "Adopt a Cemetery" Program. Assist County Staff in identifying and coordinating the upkeep and maintenance of abandoned public cemeteries. Monitor and update the list of Henderson County cemeteries. Respond to suggestions or complaints regarding cemeteries. Attempt to identify unmarked and/or lost gravesites and mark with appropriate identification.	N/A		X	2							Combine with Historic Resources Commission. Abolish both committees and form a new committee which encompasses the objectives of both the Historic Resources Committee and the Cemetery Advisory Committee.

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Dana Community Plan Advisory Committee	NO	N/A			N/A		X	2					Abolish. Committee's objectives have been met.
Edneyville Community Plan Committee	NO	N/A	10	To implement the recommendations of the Henderson County 2020 Comprehensive Plan by working with Planning Staff to develop and recommend a community-specific comprehensive plan for the Edneyville Community that outlines the future goals of area as it relates to Land Use and Development, Community Facilities, Agriculture, Economic Development, Housing, Transportation/Access Management, Community Character and Design and Natural/Cultural Resources.	N/A		X	2					Allow until Community Plan has been finalized and Committee objectives have been met.
Etowah-Horse Shoe Communities Planning Committee	NO	N/A	9	To implement the recommendations of the Henderson County 2020 Comprehensive Plan by working with the Planning Staff to develop and recommend a community-specific comprehensive plan for the Etowah-Horse Shoe Community that outlines the future goals of the area as it relates to Land Use and Development, Community Facilities, Agriculture, Economic Development, Housing, Transportation/Access Management, Community Character and Design, and Natural/Cultural Resources. The committee will serve in an advisory role to the Board of Commissioners for recommending policies specific to the study area.	N/A		X	2					Abolish. The Committee's objectives have been met.
Historic Resources Commission	NO	N/A	8	The historical heritage of Henderson County and its municipalities is a valuable and important asset. By endeavoring to preserve historic districts and landmarks, Henderson County seeks (1) to safeguard the heritage of the County and its municipalities by preserving districts and landmarks therein that embody important elements of its culture, architectural history or prehistory and (2) to promote the use and conservation of such districts and landmarks for the education, pleasure, and enrichment of the residents of the County and State as a whole.	N/A		X	6					Combine with Historic Resources Commission. Abolish both committees and form a new committee which encompasses the objectives of both the Historic Resources Commission and the Cemetery Advisory Committee.
<b><u>SPECIAL REQUIRED FINANCING AUTHORITIES:</u></b>													
Governmental Financing Corporation	NO	N/A	3	This is a public nonprofit corporation	Henderson County Ordinance 6-21		X	1					Allow
Industrial Facilities & Pollution Control Financing Authority	YES	7	7	To issue tax exempt bonds for the construction of industrial facilities for those industries wishing to locate in Henderson County. Member must not have a conflict of interest (i.e. any stock broker or investment house which does business through industrial bonds)	NCGS 159C-4; Henderson County Ordinance 6-8		X	1					Allow

**Henderson County Boards & Committees: Risk Identification and Classification**

**BOARDS & COMMITTEES: CATEGORIES OF RISK and IDENTIFICATION OF RISK CODES**

The Risk Categories (“High Risk” and “Medium to Low Risk”) below indicate the degree of responsibility empowered to each Committee according to its mission and/or purpose. Within each category are Risk Codes (numbered 1 – 6 below) which provide additional information regarding the Committee’s degree of responsibility and provide reference regarding the Committee’s risk assignment.

CATEGORY ONE: HIGH RISK		CATEGORY TWO: LOW TO MEDIUM RISK	
CRITERIA USED TO IDENTIFY/CLASSIFY RISK: Committee Objectives, Purpose and/or Mission		CRITERIA USED TO IDENTIFY/CLASSIFY RISK: Committee Objectives, Purpose and/or Mission	
<p><b>1) FUNDING DECISIONS, CONTRACT AWARDS, PROPERTY TRANSFERS, ETC.:</b></p> <ul style="list-style-type: none"> <li>Recommendations to BOC re funding decisions</li> <li>Ability to award contracts or make recommendations regarding contract awards</li> <li>Authority to hold and/or transfer real estate and/or personal property</li> <li>Administration of Grant Applications and Grant Proceeds</li> <li>Establish/regulate fee schedules</li> <li>Issue tax exempt bonds for the construction of industrial facilities wishing to locate to Henderson County</li> <li>Administer the expenditure of occupancy taxes for the purpose of promoting tourism</li> </ul>		<p><b>2) ADVISORY CAPACITY, INCLUDING:</b></p> <ul style="list-style-type: none"> <li>Recommending policies &amp; procedures for County Departments</li> <li>Making recommendations to BOC re Ordinances</li> <li>Conducting studies relative to community needs</li> <li>Receiving input from citizens &amp; passing the input along to BOC</li> <li>Assessing facility needs</li> </ul>	
<p><b>3) QUASI JUDICIAL POWERS, ETC.:</b></p> <ul style="list-style-type: none"> <li>Conduct quasi judicial proceedings</li> <li>Hear and decide appeals from actions of the Zoning Administrator and/or County Assessor; interpret unclear parts of the Ordinance; Grant unconditional use permits and issue variances</li> </ul>		<p><b>4) REVIEW/EVALUATION RESPONSIBILITIES, INCLUDING:</b></p> <ul style="list-style-type: none"> <li>Reviewing/approving applications submitted by citizens</li> <li>Monitoring/evaluating the operational effectiveness of county-run programs and/or public services</li> <li>Administer review of existing Ordinances / review requests for amendments to Ordinances</li> </ul>	
<p><b>5) BROAD INDEPENDENT OVERSIGHT POWERS AND/OR PLANNING RECOMMENDATIONS:</b></p> <ul style="list-style-type: none"> <li>Oversight and/or appointment responsibilities regarding County Officials, Agencies, Departments, and/or Organizations</li> <li>Adoption of rules/regulations to promote County safety/health issues and hear appeals re adopted rules</li> <li>Provide policy guidance &amp; independent oversight of programs / service delivery / service providers</li> <li>To develop long range plan for water / sewer service in Henderson County &amp; coordinate the necessary steps to achieve that goal</li> </ul>		<p><b>6) LIASION ABILITY, INCLUDING:</b></p> <ul style="list-style-type: none"> <li>Facilitate cooperation among local governments</li> <li>Act as a liaison between community and nursing homes, families and residents</li> <li>Strengthening services, enhancing development of citizens and/or County resources</li> </ul>	

**BOARDS & COMMITTEES: RISK CATEGORIZATION**

The following table encompasses all Henderson County Boards & Committees along with the risk classification assigned to each Committee as defined in the table above. The number (subscripted) immediately following the Committee’s name indicates the Risk Code assigned to the Committee and correlates to the Risk Codes (1 – 6) above.

CATEGORY ONE: HIGH RISK		CATEGORY TWO: LOW TO MEDIUM RISK	
COMMITTEE	# BOC APPOINTED MEMBERS	COMMITTEE	# BOC APPOINTED MEMBERS
Agriculture Advisory Board <sup>3</sup>	5	Adequate Public Facilities <sup>2</sup>	8
Agri-Business Development Board	11	Apple Country Greenway Commission <sup>6</sup>	15
Animal Services Committee <sup>3</sup>	9	Cane Creek Water/Sewer Advisory <sup>2</sup>	7
Asheville Regional Housing Consortium <sup>1</sup>	2	Cemetery Advisory Committee <sup>2</sup>	7
BRCC Board of Trustees <sup>1</sup>	4	Child Fatality Prevention Team <sup>4</sup>	8
Criminal Justice Partnership Program (CJPP) Task Force <sup>1</sup>	15	Community Child Protection Team <sup>4</sup>	6
Board of Equalization & Review <sup>3</sup>	8	Dana Community Plan Advisory Committee <sup>2</sup>	
Fletcher Zoning Board of Adjustment <sup>3</sup>	1	DuPont State Forest Advisory Committee <sup>2</sup>	
Governmental Financing Corporation <sup>1</sup>	3	Downtown Hendersonville, Inc. <sup>6</sup>	2
Henderson Co Board of Health <sup>5</sup>	11	Edneyville Community Plan Committee <sup>2</sup>	10
Henderson Co Historic Courthouse Corporation <sup>5</sup>	11	EMS Quality Management Committee <sup>4</sup>	19
Henderson County Zoning Board of Adjustment <sup>3</sup>	10	Environmental Advisory Committee <sup>2</sup>	9
Hendersonville City Zoning Board of Adjustment <sup>3</sup>	3	Etowah-Horse Shoe Communities Planning Committee <sup>2</sup>	9

### Henderson County Boards & Committees: Risk Identification and Classification

Home & Community Care Block Grant Committee <sup>1</sup>	10	Fire & Rescue Advisory Committee <sup>2</sup>	7
Hospital Corporation Board of Directors <sup>1</sup>	12	Fire Commission <sup>4</sup>	3
Industrial Facilities & Pollution Control Financing Authority <sup>1</sup>	7	French Broad Water Resources Study Committee <sup>2</sup>	2
Juvenile Crime Prevention Council (JCPC) <sup>1</sup>	26	French Broad River MPO-Transportation Advisory Committee <sup>6</sup>	2
Laurel Park Zoning Board of Adjustment <sup>3</sup>	2	Fletcher Planning Board <sup>4</sup>	1
Mountain Area Workforce Development Board <sup>5</sup>	6	Henderson County Planning Board <sup>4</sup>	10
Nursing/Adult Care Home Community Advisory Committee <sup>5</sup>	23	Hendersonville Planning Board <sup>4</sup>	3
Smart Start <sup>5</sup>	1	Transportation Advisory Committee <sup>2</sup>	7
Social Services Board <sup>5</sup>	2	Historic Resources Commission <sup>6</sup>	8
Travel & Tourism Committee <sup>1</sup>	4	Jury Commission <sup>6</sup>	1
WCCA Board of Directors <sup>1</sup>	2	Land of Sky Regional Council <sup>6</sup>	3
Western Highlands Local Management Entity <sup>5</sup>	2	Land of Sky Regional Council Advisory Council on Aging <sup>1</sup>	4
		Laurel Park Planning Board <sup>4</sup>	1
		Library Board of Trustees <sup>2</sup>	8
		Local Emergency Planning Committee <sup>6</sup>	62
		Local Govt Committee of Cooperative Action <sup>6</sup>	2
		Mountain Valleys Resource Conservation & Development Program <sup>6</sup>	2
		Recreation Advisory Board <sup>2</sup>	10
		Senior Volunteer Services Advisory Council <sup>2</sup>	4
		Solid Waste Advisory Committee <sup>2</sup>	10
		Youth Advisory Board	0
		Youth Services Advisory Board	0
<b>TOTAL HIGH RISK COMMITTEES</b>	<b>25</b>	<b>TOTAL LOW TO MEDIUM RISK COMMITTEES</b>	<b>35</b>
<b><u>UNCATEGORIZED:</u></b>			
Regional Transit Study Steering Committee	0		