

## **Miscellaneous Provisions**

**Annual Report.** The Commission shall prepare, submit to the Board of Supervisors and make available to the public an annual report. The annual report will be prepared no later than July 1 of each year. The annual report shall contain background information about the Commission, identify Commission members and senior staff members, detail activity of the Commission in the previous year, provide a budget for the Commission and provide contact information.

**Self-Evaluation.** At the end of the third year of its operation and every three years thereafter, the Commission shall undertake a detailed self-evaluation. The detailed self-evaluation shall include a candid assessment about the strengths and the weaknesses, and successes and failures of the Commission. It shall contain a recommendation whether the Commission should continue in existence and if so should its responsibilities and powers change in any way. The self-evaluation should also contain recommendations directed to the Commission itself about how to improve its operations. The self-evaluation shall be submitted to the Board of Supervisors and to the public. Within a year of the issuance of the self-evaluation, the Commission shall provide a written report to the Board of Supervisors and to the general public about its status in implementing the recommendations identified in the self-evaluation.

**Sybil Brand Commission for Institutional Inspections.** Within a year of the formation of the Commission, it shall present a report to the Board of Supervisors making a recommendation whether the responsibilities of the Sybil Brand Commission for Institutional Inspections should be merged in to the Commission and, if so, what changes to the responsibilities, powers and resources of the Commission would need to be made to accommodate such a merger.

**Staff.** The Commission shall have the power to hire and supervise staff and consultants including, but not limited to, an executive director, consultants, management analysis, and administrative staff. The Commission shall utilize the staff of the OIG to undertake investigations, inquiries, audits and monitoring and the staff of Commission Services to provide assistance at Commission meetings.

**Vacancies.** Vacancies on the Commission shall be filled in the same manner as that position was filled to begin with.

**Meetings.** The Commission shall meet at least twice a month at a time and location to be established by the Commission. It shall hold an annual meeting during the month of June.

**Self-governance.** The Commission shall elect a chair and such other officers as it determines appropriate at its annual meeting. A chair may only serve for two consecutive terms. The Commission shall initially follow Robert's Rules of Order. The Commission is able to alter its rules of procedure.

**Ability to raise funds.** The Commission is empowered to raise its own funds to assist in running its operations.