

Report on Boards & Commissions

Department: Parks, Heritage, and Tourism

Secretary: Stacy Hurst

The purpose of this report is 1) prompt an analysis of the Boards & Commissions in your Department and to identify efficiency (cost savings) and effectiveness (better results) opportunities and 2) to propose and develop to deliver efficiency and effectiveness improvements.

Boards & Commissions Project Proposal

- 1.1. List all boards, commissions, etc. within your department.

Arkansas Arts Council Board

Arkansas Natural and Cultural Resources Council

Arkansas Natural Heritage Commission

Arkansas History Commission

Arkansas Historic Preservation Program State Review Board

Black History Commission of Arkansas

Capitol Zoning District Commission

Delta Cultural Center Advisory Board

Historic Arkansas Museum Commission

Keep Arkansas Beautiful Commission

Mississippi River Parkway Commission (Great River Road Program)

Mosaic Templars Cultural Center Advisory Board

Old State House Museum Commission

State Parks, Recreation, and Travel Commission

War Memorial Stadium Commission

- 1.2. What state resources support each board, commission, etc.? What is the total cost associated with each board, commission, etc. broken down by general revenue and by all other sources?

The boards and commissions receive support from a combination of general revenue, federal funds, and special revenues including the Real Estate Transfer Tax and Conservation Tax. A breakdown of expenditures from boards and commissions is included as an attachment with this report.

- 1.3. What are the key results, outcomes, performance indicators and/or success measures for each board, commission, etc.?

Many of the boards and commissions affiliated with ADPHT are advisory in nature. Some have specific authorities granted by the legislature. For example, the Arkansas Natural and Cultural Resources Council is a grant making body. Key measures for their performance include timeliness in holding meetings, members attendance, maintaining a full slate of members, compliance with public meeting requirements, and maintenance of records of the commission's work.

State Parks, Recreation, and Travel Commission

The SPRTC supports both the Division of Arkansas State Parks and the Division of Arkansas Tourism. The SPRTC meets monthly at rotating locations throughout. The SPRTC receives reports on agency performance metrics and budgets. For example, they closely track

collections for the 2% Tourism Tax that is an important indicator for the tourism industry. The SPRTC will review proposed agency projects, such as those related to State Parks, and will often receive updates and reports on these projects. Like other commissions, maintaining a full slate of commissioners, commissioner attendance, public notice requirements, and maintenance of records are important functions.

- 1.4. After a thorough analysis of boards, commissions, etc. within your department, identify key opportunities you would propose for more effective operations, improved services, and/or efficiencies.

Transformation did not significantly change the scope of individual commissions, but there are always opportunities for improvement or streamlining. The Department may consider the following opportunities for improved service:

1. *Evaluate Department Resource Commitments: The Department commits significant resources to staffing and supporting commission meetings. The Department will evaluate the actual cost for this support and will identify potential efficiencies. For example, the Department may work with Commissions to limit the number of staff required to attend and/or may use technology such as video conferencing to enable staff or commissioners to participate remotely without the costs of travel and lodging. The Department will maintain appropriate levels of support for commissions but will streamline the resource impact whenever possible.*
2. *Frequency and Location of Meetings: The Department will evaluate how often various boards and commissions meet and will consider this frequency in light of the commission's workload to ensure the most efficient use of resources. Likewise, the Department may evaluate meeting locations and consider the potential for increased costs for lodging and travel. The review will also consider how to better leverage technology or other digital tools to support more efficient meetings and communications.*
3. *Statutory Authorities: The statutory language establishing boards and commissions varies across the entities within the Department. The Department may consider what, if any, language may need to be changed to promote consistency across the various boards and commissions. There may be opportunities to align comparable language for different commissions. This would create consistency for the Department in supporting and tracking a commission's work. The Department will evaluate statutory provisions and, where appropriate, will work to propose updates.*
4. *Review Committee Structure and Bylaws: The Department may review commission bylaws to ensure the language is updated to reflect changes under Transformation; the commission has the right number of commissioners/members; and bylaws reflect the goals, practices, and focus of the Department. This review would ensure both staff and commissioners share a common understanding of their respective roles, responsibilities, and shared mission.*

- 1.5. Identify any obstacles to the implementation of these proposals.

1. *Stakeholder Engagement: Each opportunity for improvement discussed above will need to be carried out in conjunction with stakeholders to ensure they understand the intent of any changes and are supportive of the work of the Department. The anticipated changes*

from reviewing bylaws, improving planning to maximize staff time and agency resources, and other potential changes will all be done with the intent of promoting a more effective agency and commission.

- 2. Statutory Changes: Recommendations for statutory changes would need to be drafted and reviewed in time for the 2021 Regular Session. The Department would need to work proactively to develop proposals in a timely manner since other agencies are likely to also propose changes. Transformation and Shared Services can provide insight and guidance about how to pursue necessary changes to ensure consistency with the approach of other Departments.*
- 3. Time to Address/Review Each Commission: The primary obstacle for evaluating these proposals will be the time commitment for a thorough review of each commission and the necessary engagement with stakeholders and the commissions themselves. Each commission has unique aspects. Bylaws must reflect this while also aligning with the larger mission and goals of the Department. This can and will be achieved, but it may require time for a complete evaluation and update.*

1.6. What would be key action steps for these proposals?

See 1.4. Either the TAT Team or other ad hoc work group will be formed by the Department to work in conjunction with Legal, Fiscal, and Department leadership to evaluate the boards and commissions and make recommendations for future actions.

Additional thoughts/comments:

ARKANSAS DEPARTMENT OF PARKS, HERITAGE & TOURISM		
FY 2019 COMMISSION / BOARD EXPENDITURES*		
Commission	Expense	Source
State Parks, Recreation, and Travel Commission	\$52,084.13	General Revenue, Tourism Special Revenue
Great River Road	\$12,582.02**	General Revenue
Keep AR Beautiful	\$4,868.97	Conservation Tax
Arkansas Natural and Cultural Resources Council	\$1,342.85	Conservation Tax, Real Estate Transfer Tax
AHPP State Review Board	\$997.08	Federal Funds, Real Estate Transfer Tax
Arkansas History Commission	\$697.68	ANCRC, General Revenue, Conservation Tax
Arkansas Arts Council Board	\$6,219.18	Federal Funds, General Revenue
Arkansas Natural Heritage Commission	\$3,274.17	General Revenue
Delta Cultural Center	\$153.72	Conservation Tax, General Revenue
Old State House Museum Commission	\$1,117.54	Conservation Tax
Agency Total	\$83,337.34	
<p>* This chart reflects commission expenditures for stipends, travel reimbursement, lodging, food, and costs associated with hosting meetings. As noted below, Great River Road's total included costs for travel for commissioners to attend conferences.</p>		
<p>** Includes costs for commissioner's travel to conferences associated with the national organization the Commission participates in.</p>		