

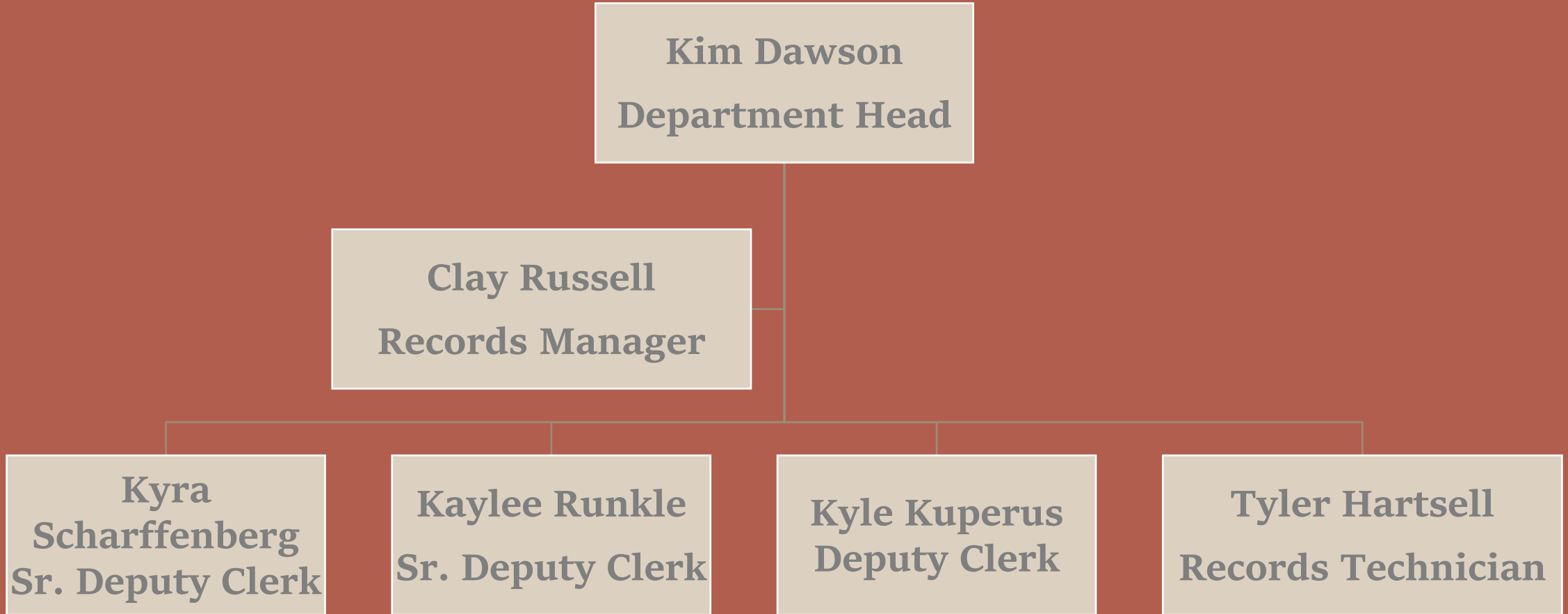
# Clerk of the Board of Supervisors Overview 2023

Presented to the Board of Supervisors on January 31, 2023

# Mission Statement

*El Dorado County government shall provide efficient, courteous and effective services and infrastructure for the safety, protection, and well-being of our residents, businesses and visitors.*

# Organizational Chart



# What we do?

- **Agendas of the Board**
- **Meetings and Minutes of the Board (Maintains official records)**
- **Assessment Appeals (Board of Equalization)**
- **Claims Against the County**
- **Clerk of the Board and Board of Supervisors Web Pages**
- **Support the County's Commissions, Committees and Boards**
- **Public Records Requests**
- **Research Projects**
- **Management of County's Records Center**

# Total Operating Appropriations

## General Fund

Board of Supervisors: \$2,069,985

Records Management: \$153,843

Total Operating Appropriations:  
\$2,223,828



Net County Cost by Program Board  
of Supervisors: \$2,067,769  
Records Management: \$153,843

Total Net County Cost: \$2,221,612

The Board of Supervisors budget includes \$2,000 in revenue from services and a \$216 allocation from time share assessment cost recovery program.  
Total budgeted revenue for FY 22/23 is \$2,216.



# Service and Performance Indicators 2022

- 100% of Board Agendas posted by 5pm on the Wednesday before the regular Tuesday meeting.
- 95% of Board Minutes posted within 48 hours after the conclusion of the meeting.
- 100% of Board meeting videos posted.
- 39 Board meetings – 4 of which were Special meetings.

# Role in the Strategic Plan

- **Good Governance – Implement systems that improve system-wide process, data sharing and departmental collaboration. These include on-line and in-person Legistar, Brown Act, GovQA (PRAs) and hybrid meeting trainings.**
- **Good Governance – Create and maintain a supportive cultural for employees through staff engagement. Increased office efficiencies and employee morale by providing in-depth cross training of staff and encouraging professional development.**
- **Good Governance – Create and implement a plan to address how County records are stored and shared, and to maintain the confidentiality of sensitive files.**



# Upcoming Policy and Programmatic Changes

The County's Records Center has been neglected for over two decades, bringing it to a state of disarray, including inaccurate lists of what is actually in storage, as well as lack of adherence to document destruction schedules. A five-year plan is in process to address how records are stored and shared, and to maintain the confidentiality of sensitive files. An audit of over 17,000 file boxes is underway to identify the scope of the various problems, and to guide the implementation of the five-year plan. In addition to that plan, Records Center staff will seek and implement relevant technologies, including digitization, to ensure the County is employing best practices for records management.