



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: DEVELOPMENT AND DISTRIBUTION OF POLICIES ADOPTED BY THE BOARD OF SUPERVISORS	Policy Number: A-1	Page Number 1 of 4
	Date Adopted:	Effective Date:

I. PURPOSE

The purpose of this policy is to:

- A. Establish a formalized process for the development, review, approval, and distribution of policies adopted by the Board of Supervisors to guide the administrative functions of County departments.
- B. Ensure prompt distribution of policies throughout the County system to County department heads and officials as designated.
- C. Establish a system for periodic review and revision of adopted policies.

II. POLICY

- A. The Board hereby establishes a Legislative Audit Committee to review, comment and make recommendations on all administrative policies proposed to be submitted to the Board for adoption.
- B. All proposed policies shall be user friendly (organized, up to date, and clearly written), generally no more regulatory in nature than state law or codes in surrounding jurisdictions, and consistently written following the basic framework set forth in Policy A-1.1, Policy Writing Guidelines.
- C. All adopted policies shall be periodically reviewed to assure relevance, timeliness, and accuracy. To ensure that this review occurs, all policies must contain a sunset date approved by the Legislative Audit Committee.
- D. The Clerk of the Board shall be responsible for the organization of the Board of Supervisors Policy Manual as well as the distribution and timely review of all policies.

III. PROCEDURE

- A. The Legislative Audit Committee shall be comprised of a representative from the Auditor-Controller's Office, the Chief Administrative Office, Clerk of the Board, County Counsel and the Board of Supervisors for the purpose of reviewing and making recommendations regarding all administrative policies proposed for Board adoption, whether initiated by the Board or by a County department. The Chief Administrative Officer may designate one or more additional members to serve on the Committee.

- B. When the Board of Supervisors desires to establish a new County policy on its own initiative, the Chief Administrative Officer notifies the Legislative Audit Committee and the responsible department of the Board's action. The responsible department then drafts the proposed policy, which must be approved by the department head, and submits the draft to the Legislative Audit Committee for approval. In addition, any accompanying documentation such as a Board letter or previous policy statement should be sent to the Legislative Audit Committee. A representative of the responsible department is required to attend the Legislative Audit Committee meeting in order to answer any questions that the Audit Committee Members may have. The department shall ensure that an appropriate sunset review date has been proposed for each policy.
1. The Legislative Audit Committee may approve the proposed policy, or may send it back to the drafting department for further changes.
 2. Upon approval of the draft, the Legislative Audit Committee may direct the department to submit the policy to the Board of Supervisors. The responsible department should ensure that the draft policy conforms to the standardized policy format including a recommended sunset date of no more than four years unless otherwise directed by the Legislative Audit Committee. Alternatively, the Legislative Audit Committee submits the draft policy for Board approval in accordance with standard Board procedures, making a recommendation to the Board to accept revision(s) or repeal the policy.
 - (a) If the Board accepts revision(s) to the policy, the Clerk of the Board notifies County departments of the Board's action, assigns and records a new sunset review date, if needed, and uploads the policy with the new sunset review date onto the County web site.
 - (b) If the Board repeals a policy, the Clerk of the Board notifies County departments of the Board's action and deletes the policy from the County web site.
 - (c) If the Board recommends changes to the draft policy, the Clerk of the Board notifies the responsible department.
 3. The responsible department redrafts the policy based on the Board's direction and submits the draft, which must have the department head's approval, to the Legislative Audit Committee. In addition, any accompanying documentation such as a Board letter or previous policy statement should be sent to the Legislative Audit Committee. A representative of the responsible department is required to attend the Legislative Audit Committee meeting in order to answer any questions that the Legislative Audit Committee Members may have.
 - (a) The Legislative Audit Committee notifies the responsible department of Legislative Audit Committee approval of the redrafted policy or directs the department to make changes and to resubmit the policy to the Legislative Audit Committee for additional review.

- (b) Upon receipt of approval from the Legislative Audit Committee, the drafting department or the Legislative Audit Committee submits the policy to the Board for final approval.
 - (c) Upon approval by the Board of Supervisors, the Clerk of the Board reviews the policy to ensure that it is in the correct format, makes non-substantive changes as needed (deleting any superseded policies; assigning a policy number for new policies; and adding the approving Board Order information), and uploads the new policy onto the County web site.
- C. When a department has developed a policy recommendation on its own initiative and is seeking the Board's approval of the policy, the department shall develop a draft policy and submit it to the Legislative Audit Committee, which shall follow the procedures set forth under paragraph B above.
- D. Upon approval by the Board of Supervisors, the Clerk of the Board reviews the policy to ensure that it is in the correct format, makes non-substantive changes as needed (deleting any superseded policies; assigning a policy number for new policies; and adding the approving Board Order information), and uploads the new policy onto the County web site.
- E. The Clerk of the Board is responsible for inputting and controlling the sunset review of the Board policies included in this Policy Manual. A standard four-year sunset review date will be applied unless otherwise approved by the Legislative Audit Committee.
 - 1. Three months prior to the sunset review date contained in the policy, the Clerk of the Board sends notice of the required sunset review to the responsible department, with a copy to the Legislative Audit Committee. The notice shall contain a deadline of six (6) weeks from the date of the notice by which the responsible department shall submit a recommendation and, if needed, a revised draft policy to the Legislative Audit Committee for consideration.
 - 2. The responsible department submits a recommendation (extend the policy currently in effect, amend the policy, or delete the policy), which must have the department head's approval, to the Legislative Audit Committee. In addition, any accompanying documentation such as a Board letter or previous policy statement should be sent to the Legislative Audit Committee. A representative of the responsible department is required to attend the Legislative Audit Committee meeting in order to answer any questions that the Legislative Audit Committee Members may have.
 - 3. The Legislative Audit Committee reviews the recommendation from the responsible department and either submits the policy to the Board, making a recommendation to the Board to accept revision(s) or repeal the policy, or notifies the Clerk of the Board to extend the policy and assign an additional sunset review date as directed by the Board.
 - 4. If the Board accepts revision(s) to the policy, the Clerk of the Board notifies County departments of the Board's action, assigns and records a new sunset

review date, if needed, and uploads the policy with the new sunset review date onto the County web site.

5. If the Board repeals the policy, the Clerk of the Board notifies County departments of the Board's action and deletes the policy from the County web site.
6. If the Board changes and approves the revised policy, the Clerk of the Board notifies the responsible department, which shall submit a draft policy for review using the procedures set forth in paragraph 2 above.4

IV. REFERENCE

V. RESPONSIBLE DEPARTMENT

Clerk of the Board of Supervisors
Chief Administrative Office

VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue date: 3/31/1987

Sunset review date:

Revision date:

Sunset review date:

9/30/2017