



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Introduction

STATEMENT OF PURPOSE

The Board of Supervisors is responsible for establishing policy to guide the administrative functions of County departments. Board policies are established either by ordinance in the County of El Dorado Ordinance Code or as a result of an order of the Board.

This online Board of Supervisors Policy Manual (Policy Manual) contains administrative policies adopted by the Board of Supervisors that apply to all or most County departments and that are *not* codified in the Ordinance Code. The Policy Manual will be continually updated to reflect current policy.

When adopting policy on an administrative matter, the Board of Supervisors may instruct a specific County department to develop a written policy. If no department is designated, the Chief Administrative Officer will determine the appropriate department based on the subject matter of the policy to be written. The County departments that generally will prepare draft policies for inclusion in the Policy Manual include Human Resources, Auditor-Controller, Chief Administrative Officer, and County Counsel. The Clerk of the Board is responsible for ensuring that policies are reviewed in accordance with their sunset review dates. In most instances, draft policies must be approved by a Legislative Audit Committee (Audit Committee) as described below and in Policy A-1 of this Policy Manual.

Each draft policy shall be prepared in a standard format as set forth in Policy A-1.1 of this Policy Manual. A department that drafts a policy is responsible for establishing internal reviews and controls to ensure the information contained in a draft policy is accurate. All such draft policies must be reviewed and approved by the department head prior to submission to the Audit Committee.

Questions regarding maintenance of the Policy Manual should be directed to the Clerk of the Board.

PROCEDURES

Policy Developed in Response to a Board Order

1. When the Board of Supervisors wishes to establish a new County policy on its own initiative, the Chief Administrative Officer notifies the Audit Committee and the responsible department of the Board's action.
2. The responsible department then drafts the proposed policy, which must be approved by the department head, and submits the draft to the Audit Committee for approval. In addition, any accompanying documentation such as a Board letter or previous policy statement should be sent to the Audit Committee. A representative of the responsible department is

required to attend the 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.

A. The Audit Committee may approve the proposed policy, or may send it back to the drafting department for further changes.

B. Upon approval of the draft, the 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 Audit Committee. Alternatively, the 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.

(i) 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.

(ii) 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.

(iii) If the Board recommends changes to the draft policy, the Clerk of the Board notifies the responsible department.

(a) 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 Audit Committee. In addition, any accompanying documentation such as a Board letter or previous policy statement should be sent to the Audit Committee. A representative of the responsible department is required to attend the Audit Committee meeting in order to answer any questions that the Audit Committee Members may have.

(b) The Audit Committee notifies the responsible department of Audit Committee approval of the redrafted policy or directs the department to make changes and to resubmit the policy to the Audit Committee for additional review.

(c) Upon receipt of approval from the Audit Committee, the drafting department or the Audit Committee submits the policy to the Board for final approval.

(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.

Department-Initiated Policy

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 Audit Committee, which shall follow the procedures set forth under paragraph 2 above.

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.

Sunset Review

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 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 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 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 Audit Committee. In addition, any accompanying documentation such as a Board letter or previous policy statement should be sent to the Audit Committee. A representative of the responsible department is required to attend the Audit Committee meeting in order to answer any questions that the Audit Committee Members may have.

3. The 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.

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 the 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 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.