

Babs Kavanaugh  
*Organizational Development & Planning*

<b>DATE</b>	October 10, 2017
<b>TO</b>	El Dorado County Board of Supervisors: Shiva Frentzen, Brian Veerkamp, Michael Ranalli, John Hidahl, Sue Novasel Don Ashton, County CAO; Mike Ciccozzi, County Counsel, and Jim Mitrisin, Clerk of the Board
<b>FROM</b>	Babs Kavanaugh, Governance Consultant

**PROTOCOLS TO FACILITATE GOVERNANCE LEADERSHIP**

In August 2017, the El Dorado County Board of Supervisors and members of the Governance Team reviewed a list of standard operational protocols and identified their top five. The votes indicate those of highest interest to all members.

During the August and September 2017 Governance Sessions, six protocols were discussed and developed (listed below).

#	Protocols
	<b>Unity of Purpose – Setting Direction</b>
	Role with Advisory Bodies
	Use of Board Work Study Sessions – Discussion Meetings
	<b>Board Operations</b>
	Board Meeting Agenda Development
	Role of the Board Chair
	Public Comment in Board Meetings
	<b>Board of Supervisors in the Community</b>
	Handling Complaints from the Community

The protocols listed below are prioritized by number of votes and may be discussed at future meetings.

<b>Protocols</b>	<b>Votes</b>
<b>Unity of Purpose – Setting Direction</b>	
Using Meetings as Strategic Leadership Tools	2
Board Assignments	2
Role of Supervisions collaborating with other elected officials	1
Use of Board Sub-Committees	0
Strategic Planning - Role of the Board of Supervisors	0
<b>Roles and Responsibilities</b>	
Interactions with County Staff	2
Role of Supervisor’s Assistants	2
Individual Supervisor Requests for Information	1
Individual Supervisor Requests Requiring Staff/Financial Resources	1
Evaluating the County Administrator	0
Feedback to County Administrator on Department Head Performance	0
<b>Board Operations</b>	
Agenda Item-Related Questions	2
Role of Individual Supervisors	2
Self-Monitoring of Board Effectiveness	2
Bringing up new ideas - Deciding on whether to move forward on an idea	1
Confidentiality	1
Board Meeting Location	0
Conflicts of Interest	0
Board Reports	0
New Board Member Orientation	0
<b>Board of Supervisors in the Community</b>	
Reliance on majority rule, standing behind the decision of the board	1
Electronic Communication Outside Board Meetings	0
Electronic Communication During Board Meetings	0