



Legislation Details (With Text)

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File created: 7/29/2019 **In control:** Board of Supervisors

On agenda: 9/10/2019 **Final action:** 9/10/2019

Title: Clerk of the Board recommending the Board consider adoption of Board Policy I-1 Business Cards for Members of Boards, Committees, and Commissions pursuant to Board direction on May 21, 2019. (Est. Time: 10 Min.)

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Draft BCC Business Card Policy and Request Form, 2. Public Comment Rcvd 9-10-19 BOS 9-10-19, 3. Final Policy I-1 - BCC Business Card Policy

Date	Ver.	Action By	Action	Result
9/10/2019	1	Board of Supervisors	Approved	Pass

Clerk of the Board recommending the Board consider adoption of Board Policy I-1 *Business Cards for Members of Boards, Committees, and Commissions* pursuant to Board direction on May 21, 2019. (Est. Time: 10 Min.)

FUNDING: General Fund.

DISCUSSION / BACKGROUND

On March 12, 2019, the Board directed staff to evaluate the feasibility of providing business cards to members of Board of Supervisors designated boards, committees and commissions.

On April 9, 2019, the Board directed staff to return to the Board with feedback from Department Heads as to implementing this program

Staff returned to the Board on May 21, 2019 and provided the Board with the concerns expressed from Department Heads. The Board discussed the matter further and took the following action:

- 1) Direct staff to develop a generic business card for the use of members of boards, committees, and commissions;
- 2) Direct staff to develop a countywide policy for the use of generic business cards for members of boards, committees and commission and include in the policy a provision prohibiting members of boards, committees, and commissions from printing their own business cards; and
- 3) Direct staff to return to the Board for consideration of the policy.

Staff has developed a generic business card (See Attachment A) to be considered by the Board and also a countywide policy for the use of generic business cards (Attachment A) to be considered by the Board.

ALTERNATIVES

The Board may choose not to adopt the policy or provide direction to staff to take other action.

PRIOR BOARD ACTION

5/21/19 and 4/9/19 Legistar Item 19-0494 - follow up to 3/12/19 direction, received further direction from the Board to establish a policy and related criteria for processing business cards for members of boards, committees, and commissions.

3/12/19 Legistar Item 19-0371 - Board direction to staff to return to with recommendation and options.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Department Heads

CAO RECOMMENDATION / COMMENTS

It is recommended that the Board approve this item.

FINANCIAL IMPACT

Per Board direction, the proposed policy was prepared using the generic business card model. A standard order for 1000 single-sided, single-color generic business cards to be available to members of boards, committees and commission who comply with the proposed countywide policy is currently priced at \$19.80 + approximately \$45 in staff time per order which amounts to approximately \$65 per order. Initially, staff anticipates placing a single order for 1000 cards as a means of monitoring actual usage by members of boards, committees, and commissions. Additional orders will be placed as needed. It is important to note that despite the relatively low cost per order, this new process impacts already limited staff time available to address State mandated or otherwise required responsibilities. Thus, the initial cost for this program is anticipated to be approximately \$65.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Post the new policy on the Board's Policy Manual webpage and email a copy to all Department Heads pursuant to Policy A-1.

STRATEGIC PLAN COMPONENT

None

CONTACT

Kim Dawson, Clerk of the Board