



## Legislation Details (With Text)

**File #:** 19-0142 **Version:** 1

**Type:** Agenda Item **Status:** Approved

**File created:** 1/15/2019 **In control:** Board of Supervisors

**On agenda:** 2/5/2019 **Final action:** 2/6/2019

**Title:** Clerk of the Board, in collaboration with the Chief Administrative Office and County Counsel, recommending the Board adopt revisions to the following Board policies pursuant to Strategic Plan Good Governance Objective 2.2:  
1) A-1 Development and Distribution of Board of Supervisors Policies;  
2) A-2 Guidelines for Writing Board of Supervisors Policies; and  
3) A-3 Ordinances - New or Amended.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - Draft Policy A-1, 2. B - Draft Policy A-2, 3. C - Draft Policy A-3

Date	Ver.	Action By	Action	Result
2/6/2019	1	Board of Supervisors	Approved	Pass

Clerk of the Board, in collaboration with the Chief Administrative Office and County Counsel, recommending the Board adopt revisions to the following Board policies pursuant to Strategic Plan Good Governance Objective 2.2:

- 1) A-1 Development and Distribution of Board of Supervisors Policies;
- 2) A-2 Guidelines for Writing Board of Supervisors Policies; and
- 3) A-3 Ordinances - New or Amended.

### DISCUSSION / BACKGROUND

Consistent with the Strategic Plan Good Governance goal to update and maintain all Board policies, the Clerk of the Board collaborated with the Chief Administrative Office and County Counsel to update policies A-1, A-2, and A-3. All three policies were distributed to County Department Heads for their review and input. Generally, Board policies are reviewed every 4 years for consistency and applicability. Policies A-1 and A-2 were last updated on June 24, 2014 and Policy A-3 was last updated on October 7, 2014.

Good Governance Objective 2.2: Review and updated, and if appropriate, propose new policies to inter-office services and public services. Establish a mechanism for timely updates, review for relevance to ensure a balance between appropriate levels of internal control and efficient work flow.

### ALTERNATIVES

The Board may choose not to approve the policy updates as written and provide direction to staff to take other action.

### PRIOR BOARD ACTION

File 18-0169 January 30, 2018, Item 20.  
File 14-1322 March 21, 2016, Item 1.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office  
County Counsel

**CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

There is no financial impact associated with this matter.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Update the Board's online Policy Manual and distribute all policies to County Department Heads.

**STRATEGIC PLAN COMPONENT**

Good Governance Objective 2.2

**CONTACT**

Jim Mitrisin