



Legislation Text

File #: 20-0069, **Version:** 1

Supervisors Hidahl and Veerkamp recommending the Board revise Board Policy I-1 *Business Cards for Members of Boards, Committees, and Commissions*. (Est. Time: 10 Min.)

FUNDING: General Fund.

DISCUSSION / BACKGROUND

On September 10, 2019 (Legistar 19-1185), the Board adopted Board Policy I-1 *Business Cards for Members of Boards, Committees, and Commissions*. Generic business cards were provided and continue to be provided to those Members of Boards, Committees, and Commissions who complete the request form. However, some Commission members expressed concerns that the generic business cards do not meet their needs for providing community outreach as part of their responsibilities. The Board is being asked to amend Board Policy I-1 to give Department Heads the flexibility to order individualized business cards which would be paid for out of the Department's budget. The Office of the Clerk of Board will obtain written authorization from the Department Head and order the business cards for the member.

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.

ALTERNATIVES

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

PRIOR BOARD ACTION

9/10/19 Legistar 19-1185 adopted Board Policy I-1 *Business Cards for Members of Boards, Committees, and Commissions*.

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

FINANCIAL IMPACT

A standard order for 500 single-sided, single-color business cards is currently priced at \$17.30. Departments would be responsible for the business card expense of \$17.30 per order.

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