



Monterey County

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File Number: 22-644

Agenda Date: 7/12/2022

Version: 1

Status: Agenda Ready

In Control: Board of Supervisors

File Type: General Agenda Item

- a. Receive a status update on the Board of Supervisors Policy Manual, including current policies and their respective review dates; and
- b. Direct the County Administrative Office to continue to work with all related departments to complete its review and update of all policies by June 30, 2023.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a status update on the Board of Supervisors Policy Manual, including current policies and their respective review dates; and
- b. Direct the County Administrative Office to continue to work with all related departments to complete its review and update of all policies by June 30, 2023.

SUMMARY:

Board of Supervisors (Board) Referral 2013.20 identified the need for a central repository for non-codified policies and/or resolutions that relate to the conduct of the public's business. Staff developed the "Board of Supervisors Policy Manual," also known as the Board Policy Manual (Manual), to be an internal and external facing database. Due to various circumstances, the Manual has taken significant time to complete and is currently only internal facing. Staff is seeking direction to complete the Manual project.

DISCUSSION:

In late 2013, the Board established Referral 2013.20, which called for a central repository for non-codified policies and/or resolutions that relate to the conduct of the public's business. The referral was assigned to the County Administrative Office's Intergovernmental and Legislative Affairs division, which worked with the Office of the County Counsel on this project.

Staff created the Manual using a Content Management System (CMS). Staff has worked with County departments since March 2014 to collect all non-codified policies and/or related documents. The collected documents have been linked in the CMS and reviewed by the Board Policy Manual Executive Committee to ensure their appropriateness for the Manual. The Manual has been updated whenever the Board approves a new or revised policy.

Departments were provided information on the process to review, add, and/or revise documents in late March 2017. The original deadline to submit these documents was September 3, 2017, which has been extended each year due to unforeseen circumstances that took priority.

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Attached are the current policies, with information related to each policy number, policy name, department oversight, last revision, next revision, and whether a review/update is required. When the Manual was approved, policies were to be reviewed and updated, if needed, every five years (Attachment A).

Staff has begun to contact individual departments to review their respective policies and/or guidelines. The Auditor-Controller and Information Technology Department have begun to review and update policies/guidelines. It is the goal of staff to complete the reviews/updates no later than June 30, 2023. At that time staff will present the updates and recommend the Manual be updated to also include an outward facing page.

OTHER AGENCY INVOLVEMENT:

Many County Departments have oversight of a policy that is included in the Manual, which uses a five-year sunset period to review and/or update relevant policies unless a policy contains a specific sunset period.

FINANCING:

The initial project cost for the Board Policy Manual was absorbed by the County Administrative Office - Department 1050, Intergovernmental & Legislative Affairs division - Unit 8054. There are no additional costs to update the Manual.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board Policy Manual is integral to every policy area, as it relates to how we conduct the public's business.

Mark a check to the related Board of Supervisors Strategic Initiatives

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

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Attachments

A: Board of Supervisors Board Policy Manual List