

## Monterey County Board of Supervisors Referral Submittal Form

**Referral No. 2025.03**  
**Assignment Date: 4/15/25**  
(Completed by CAO's Office)

**SUBMITTAL - Completed by referring Board office and returned to CAO no later than noon on Thursday prior to Board meeting:**

|   |  |                      |
|---|--|----------------------|
| <b>Date:</b> 04/03/2025   | <b>Submitted By:</b> Supervisor Wendy Root Askew   | <b>District #:</b> 4 |
| <b>Referral Title:</b> Encouraging Broad Diverse Applicant Pools with Transparent Outreach  |  |                      |
| <b>Referral Purpose:</b> Direct the County Administrative Officer and Clerk of the Board of the Board of Supervisors to ensure Board of Supervisors compliance with the Maddy Act and increase the transparency of outreach and encourage broad and diverse applicant pools for County Board, Committees, and Commissions, and Special Districts.   |  |                      |
| <b>Brief Referral Description</b> (attach additional sheet as required):  |  |                      |
| <p>The <b>Maddy Act</b>, officially known as <b>California Government Code Section 54972</b>, was enacted to increase transparency and public participation in local government by requiring local agencies to post a list of upcoming board and commission vacancies. The goal of the law is to encourage a broader and more diverse applicant pool for local government appointments. The act requires cities, counties, and special districts to maintain a Local Appointments List, updated annually, that lists all appointive terms expiring in the upcoming year. It must be made available to the public and posted in a designated public place (such as a website).</p> <p>There are a variety of paths leading to appointments made by the Board of Supervisors (BOS). The majority being the result of a nomination by an individual Supervisor to fill a District appointment, with vacancies advertised by the Supervisorial District Office. Other appointments are advertised and nominated by the Board/Committee/Commission (BCC), or Special District, and submitted directly to the Clerk of the Board for inclusion on the Board agenda. All appointments are required to comply with the Maddy Act. Individuals tasked as Clerk/Secretary to County BCCs and Special Districts tend to change frequently, causing varying degrees of knowledge of the Maddy Act and how to ensure compliance. To ensure our compliance with the law and increase public awareness of vacancies, the BOS needs to employ additional methods to improve our timely, consistent, and transparent notification of vacancies, as well as generate robust and diverse applicant pools.</p> <p>This referral directs the County Administrative Officer (CAO) to add a standing item to the "Appointments" section of all BOS meeting agendas. Further, the referral directs the Clerk of the Board of Supervisors (COB) to generate an attached report (PDF) for the item that outlines, for all BCCs and Special Districts for which the BOS is the appointing body:</p> <ol style="list-style-type: none"> <li>1. Immediate/unscheduled, Overdue/term-expired, and Upcoming/term-expiring vacancies;</li> <li>2. Name of incumbent or last known appointee, date of initial appointment, date the current term expires, and nominating Supervisor/Board/District;</li> <li>3. Active hyperlink to relevant webpage with BCC or Special District bylaws and information on necessary qualifications for the position, or attachment if information is not available on a webpage; and,</li> <li>4. An attachment of each of the Newspaper Advertisements and/or Social Media posts placed by the County of Monterey in the preceding month for upcoming term vacancies/expiration.</li> </ol> |  |                      |
| <b>Classification - Implication</b>   | <b>Mode of Response</b>  |                      |
| <input type="checkbox"/> Ministerial / Minor  | <input type="checkbox"/> Memo <input checked="" type="checkbox"/> <b>Board Report</b> <input type="checkbox"/> <b>Presentation</b> |                      |
| <input type="checkbox"/> <b>Land Use Policy</b>   | <b>Requested Response Timeline</b>   |                      |
| <input type="checkbox"/> <b>Social Policy</b>   | <input type="checkbox"/> 2 weeks <input checked="" type="checkbox"/> <b>1 month</b> <input type="checkbox"/> 6 weeks               |                      |
| <input type="checkbox"/> <b>Budget Policy</b>   | <input type="checkbox"/> Status reports until completed  |                      |
| <input checked="" type="checkbox"/> <b>Other: Board Policy</b>  | <input type="checkbox"/> Other:  |                      |
|   | <input type="checkbox"/> Specific Date:  |                      |

**ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO’s Office:**

|   |   |                                     |
|---|---|-------------------------------------|
| Department(s): <a href="#">CAO/Clerk of the Board</a> | Referral Lead: <a href="#">Nick Chiulos/Valerie Ralph</a> | Board Date: <a href="#">4/15/25</a> |
|---|---|-------------------------------------|

**REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO’s Office:**

|                |                |       |
|----------------|----------------|-------|
| Department(s): | Referral Lead: | Date: |
|----------------|----------------|-------|

**ANALYSIS - Completed by Department and copied to Board Offices and CAO:**

|  |  |
|--|--|
| Department analysis of resources required/impact on existing department priorities to complete referral: |  |
| Analysis Completed By:<br>_____  | <b>Department’s Recommended Response Timeline</b><br><input type="checkbox"/> By requested date<br><input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> 6 months<br><input type="checkbox"/> 1 year <input type="checkbox"/> Other/Specific Date: _____ |
| Date: _____  |  |

**REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:**

|                         |                 |                          |
|-------------------------|-----------------|--------------------------|
| Referral Response Date: | Board Item No.: | Referrals List Deletion: |
|-------------------------|-----------------|--------------------------|

**Note:** Please cc Claudia Escalante and Karina Bokanovich on all CAO correspondence relating to referrals.