



County of Monterey

Item No.

Board Report

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

Legistar File Number: 23-336

April 25, 2023

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Conduct an annual review of the Board of Supervisors referral matrix.

RECOMMENDATION:

It is recommended that the Board of Supervisors

- a. Conduct an annual review of the Board referral matrix;
- b. Provide direction to:
 - i. Make no changes and continue specific referrals;
 - ii. Modify specific referrals; or,
 - iii. Withdraw specific referrals.
- c. Provide further direction, as appropriate.

SUMMARY:

The amended Board Referral Process, included as Attachment A, was approved by the Board of Supervisors on April 27, 2021. Section 9c calls for the annual review of outstanding items listed on the Board's referral matrix (matrix). In accordance with the process, the Board is asked to review pending referrals and consider options to continue, modify, or withdraw specific referrals.

DISCUSSION:

The Board's referral process is a mechanism to acquire more information on topics to assist with policy decision making responsibilities or request substantive action by county staff on an initiative. The County Code requires the Board to request administrative services through the County Administrative Officer; therefore, a referral serves as a tool to seek such services.

In July 2009, a formal Board Referral Process was developed to provide the Board and departments with a written guide of the process from inception through completion. The process has since been revised to address organizational changes.

In July 2020, Board Referral No. 2020.22 was issued to address potential process deficiencies, including the need for further clarification and guidance, and requiring referral recipients to return to the Board, prior to commencing work, with a preliminary response outlining a description of the proposed project, estimated staff effort, departmental challenges, and anticipated cost.

On April 27, 2021, an Amended Board Referral Process/Policy incorporated the following components:

- 1) a preliminary analysis within 21-days outlining a cost estimate, time estimate, resources needed and project details;
- 2) action by the Board on each proposed referral to support processing the referral, discontinue processing the referral, modify the referral, or commit additional resources;

- and,
- 3) language allowing for the prompt response to urgency referrals. Following deliberation, the Board took action to approve the revised process and requested that additional language be incorporated into the policy to allow for the annual evaluation of outstanding referrals.

The annual review process is a tool to manage the matrix by keeping it current. In accordance with section 9c of the process, it is recommended that the Board conduct its annual review of pending items on the matrix. To help facilitate this discussion, staff coordinated with the Board District Offices to identify proposed recommendations for referrals issued by their respective supervisors. A detailed list of recommended actions by the referring supervisors, departmental challenges to completing referrals, and estimated dates for completion is included as Attachment B. Following is a summary of proposed recommendations for Board consideration, based on feedback received by the referring supervisors.

Recommended for completion:

- 2021.27 (Askew) Class and Comp Study Process
- 2021.31 (Alejo) Housing Authority Reorganization and New Governance Structure
- 2022.15 (Alejo) Collaboration on Salinas Gabilan Creek Encampments & Environmental Concerns
- 2022.18 (Alejo/Askew) Monitoring of FCS Programs and Services
- 2022.26 (Alejo) Opioid Settlement Funding Program for Monterey County

Recommended for withdrawal:

- 2018.16 (Alejo) Update County Travel Policy
- 2022.01 (Alejo) Velocity International Event & Sponsorship at Weathertech Laguna Seca

Recommended for modification:

- 2018.15 (Alejo/Church) Consider zoning changes to prohibit drilling for oil and gas north of King City - Modify referral to include Supervisor Church as the sole referring supervisor for the referral.

Board action is required to establish, modify, or withdraw a referral; therefore, approval by a majority vote is required. If the Board takes no action, the matrix will remain unchanged until complete.

The matrix will be updated accordingly following conclusion of the Board's review.

OTHER AGENCY INVOLVEMENT:

The roster of referrals and departmental challenges was updated with input from the following lead departments: Agricultural Commissioner, Clerk of the Board, Civil Rights Office, Elections, County Counsel, Health, Human Resources, Housing and Community Development, Public Works, Facilities and Parks, Social Services, Treasurer/Tax Collector, and Water Resources.

FINANCING:

There is no financial impact resulting from the Board's consideration of the matrix.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Approval of these actions are consistent with the following Board Strategic Initiatives:

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

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Approved by: Sonia M. De La Rosa, County Administrative Officer

Attachments:

Attachment A - Amended Board Referral Process

Attachment B - Roster of Outstanding Referrals and Departmental Challenges