

# **BOARD OF SUPERVISORS**

## **LEGISLATIVE COMMITTEE ROLES & RESPONSIBILITIES**

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### **Legislative Committee Roles:**

To review and make recommendations to the Board of Supervisors on legislative and funding issues impacting Monterey County; to annually recommend a Legislative Program and Strategic Grant Services Program Work Plan to the Board of Supervisors which includes legislative and funding priorities identified in the Board's Strategic Initiatives; and to direct the legislative grant funding activities of the Legislative Committee staff, County departments, and the County's state and federal legislative advocates and grant funding consultants.

### **Legislative Committee Responsibilities:**

1. Recommend, on an annual basis, a Legislative Program to the Board of Supervisors which identifies County state and federal legislative priorities in alignment with the Board's Strategic Initiatives.
2. Recommend, on an annual basis, a Strategic Grant Services Program Work Plan which identifies County's priority projects for which grant funding will be sought in alignment with the Board's Strategic Initiatives.
3. Review and make recommendations to the Board of Supervisors regarding legislative, budgetary, regulatory, and priority grant issues which could impact or benefit the County.
4. Provide direction to the Legislative Committee staff, County departments, and the County's state and federal legislative advocates and grant consultants to strategically direct and coordinate advocacy activities in alignment with the Legislative Program and Strategic Grant Services Program, and to ensure County interests are represented in our state and federal capitols.
5. Periodically meet with state and federal elected officials and agency staff in advancement of identified legislative and grant priorities.
6. Ensure that County positions on legislative issues are the official position of the Board of Supervisors.
7. Meet on an as-needed basis, normally once a month, to review and provide direction or recommendations to Legislative Program and Strategic Grant Services Program staff, County departments, and the County's legislative and grant funding consultants.
8. Work closely with the County Administrative Office – Intergovernmental & Legislative Affairs Division on all legislative issues, including bill review, tracking, research and analysis, position development, Board recommendations, notification of departments and elected officials of County positions, preparation of correspondence, briefing materials, testimony, and appropriate follow-up activities.