

**Monterey County Board of Supervisors
Referral Submittal Form**

Referral No. 2021.09
Assignment Date: 05/25/21
(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:

Date: 5/18/21	Submitted By: Supervisors John Phillips & Wendy Root Askew	District #: 2&4
Referral Title: Review of BOS Committee Responsibilities		
Referral Purpose: Clarify the purpose and responsibilities of each Board of Supervisors committee to improve staff workflow and BOS decision making ability		
Brief Referral Description (attach additional sheet as required):		
<p>The Board of Supervisors convenes several standing and ad hoc committees that provide policy guidance to County staff in a more focused discussion format. Currently, the purpose, authority and responsibilities of these committees are not consistently communicated and approved by the Board. This has resulted in a lack of clarity and confusion about what issues needs to be routed through committee and the authority of such committees. Additionally, issues are sometimes routed through multiple committees before coming to the entire BOS for consideration and action, which results in unnecessary delay.</p> <p>Having BOS approved statements of committee purpose, authority and scope of responsibilities would support this Board's Strategic Initiative around Administration, which seeks to promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.</p> <p>The County Administrative Officer is asked to provide the Board with a report outlining the specific purpose, authority and areas of responsibility for each committee and generally for all committees, as well as propose a process for regular review of this information to ensure each committee is meeting the policy guidance needs of the organization and acting within its scope of responsibility.</p>		
Classification - Implication		Mode of Response
<input type="checkbox"/> Ministerial / Minor <input type="checkbox"/> Land Use Policy <input type="checkbox"/> Social Policy <input type="checkbox"/> Budget Policy <input type="checkbox"/> Other: Administration of Government	<input type="checkbox"/> Memo <input checked="" type="checkbox"/> Board Report <input type="checkbox"/> Presentation	Requested Response Timeline
	<input type="checkbox"/> 2 weeks <input checked="" type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> Status reports until completed <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): County Administrative Office	Referral Lead: Charles J. McKee	Board Date: May 25, 2021
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REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:

Department(s):	Referral Lead:	Date:
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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:

Date: _____

Department's Recommended Response Timeline

- By requested date
- 2 weeks 1 month 6 weeks 6 months
- 1 year Other/Specific Date: _____

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

Referral Response Date:

Board Item No.:

Referrals List Deletion:

Note: Please cc Karina Bokanovich, Rocio Quezada and Maegan Ruiz-Ignacio on all CAO correspondence relating to referrals.