



Legislation Details (With Board Report)

**File #:** PAR 21-003      **Name:** Prelim Analysis to Board Referral No. 2021.09  
**Type:** General Agenda Item      **Status:** Passed - County Administrative Office  
**File created:** 6/10/2021      **In control:** Board of Supervisors  
**On agenda:** 6/15/2021      **Final action:** 6/15/2021

**Title:** a. Receive a preliminary analysis report in response to Board Referral No. 2021.09 seeking the review of the Board of Supervisors committee responsibilities; and,  
b. Direct that the referral be completed as outlined in this preliminary response.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Board Referral No. 2021.09 - Review of Committee Purposes, 3. Completed Board Order Item No. 58

Date	Ver.	Action By	Action	Result
6/15/2021	1	Board of Supervisors	approved - county administrative office	Pass

a. Receive a preliminary analysis report in response to **Board Referral No. 2021.09** seeking the review of the Board of Supervisors committee responsibilities; and,  
b. Direct that the referral be completed as outlined in this preliminary response.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Receive a preliminary analysis report in response Board Referral No. 2021.09; and,
- b) Direct that the referral be completed as outlined in this preliminary response.

SUMMARY:

The referenced referral seeks the review of the purpose, role and responsibilities of each of Board of Supervisors (Board) committees. A preliminary analysis to this referral is provided below in adherence to the Board’s Amended Board Referral Process.

PRELIMINARY ANALYSIS:

**Background:** Board Referral No. 2021.09 is a joint referral submitted by Chair Wendy Root Askew and Supervisor Chris Lopez. The referral seeks to clearly define the role and sphere of responsibilities of each of the Board’s committees to advance staff productivity and Board decision making ability. Said referral was assigned to County Administrative Officer, Charles J. McKee, at the May 25, 2021 Board meeting.

**Project Description:** The referral requests completion of the following tasks:

- Analyze and develop an outline of the function, authority, and purview of each individual Board committee, including the levels of committee review prior to an item being taken to the full Board, and the amount of time taken to route an item from committee(s) review through Board consideration.
- Develop a procedure for the regular assessment of the outline to ensure each committee is meeting specified standards and working within the bounds of its field of responsibilities.
- Create a procedure requiring the report back of ad hoc committee meeting activities to the full Board.
- Create a clear guide delineating administrative support responsibilities for ad hoc committees.

**Estimated Project Cost:** There are no additional costs associated with the completion of this referral, other than the cost for staff time. Staff costs will be absorbed by lead department and assisting departments (County Administrative Office and those departments that staff the committees).

**Staffing Level Estimate:** It is anticipated that one (1) to two (2) staff will be utilized to complete a response to the subject referral. However, all departments that staff committees will be solicited for input.

**Departmental Challenges:** The department does not foresee any challenges at this time that would impede its ability in completing this referral by the proposed response date referenced below.

**Proposed Response Date:** To allow sufficient time for a more robust response, staff proposes to return to the Board within five weeks (July 27, 2021) from the approval of this preliminary analysis. Additional time may be needed, should the Board request additional modifications to this referral.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

This item further advances the Board of Supervisors Administrative Strategic Initiative to promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency

Mark a check to the related Board of Supervisors Strategic Initiatives

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

Prepared by: Karina Bokanovich, Executive Assistant to the County Administrative Officer

Approved by: Charles J. McKee, County Administrative Officer

Attachments:

Board Referral No. 2021.09 - Review of Board Committee Responsibilities.