



Legislation Details (With Board Report)

File #: OBM 21-082 **Name:** Evaluation of Outstanding Referrals
Type: Other Board Matters **Status:** Agenda Ready
File created: 8/18/2021 **In control:** Board of Supervisors
On agenda: 8/24/2021 **Final action:**
Title: Conduct an annual review of outstanding Board of Supervisors Referrals.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Amended Board Referral Process 04/27/2021, 3. Roster of Outstanding Referrals/Dept. Challenges

Date	Ver.	Action By	Action	Result
8/24/2021	1	Board of Supervisors	made	

Conduct an annual review of outstanding Board of Supervisors Referrals.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Conduct its first annual review of outstanding Board Referrals;
- b. Provide direction to
 - i. Make no changes to any referral or the process;
 - ii. Modify a specific referral; or,
 - iii. Withdraw a specific referral
- c. Provide further direction, as appropriate.

SUMMARY:

An amended Board Referral Process was approved by the Board of Supervisors on April 27, 2021. Section 9c of the revised process calls for the annual review of outstanding items listed on the Board’s referral matrix. In accordance with the amended process, the Board is asked to evaluate pending referrals and consider options to continue, modify, or withdraw said referrals.

DISCUSSION:

The Board of Supervisors (Board) referral process is a mechanism for the Board to acquire more information on a topic to assist with its policy decision making responsibilities or to request substantive action by County staff on an initiative. Because the County Code requires the Board to request administrative services through the County Administrative Officer, a Board member referral serves as a tool to seek such services.

In July 2009, a formal Board Referral Process was developed to provide the Board and County departments with a written roadmap/guide of the County’s referral procedure from inception of the referral through its completion. Several revisions were made to the process in the ensuing years 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 an initial response outlining a description of the proposed project, estimated staff

effort, departmental challenges and anticipated cost. On April 27, 2021, staff responded to the referral via an Amended Board Referral Process/Policy which 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 designed as a tool to better manage the referral matrix by keeping it current. In accordance with section 9c of the Amended Referral Process, it is recommended that the Board conduct its first annual review of pending items on the referral matrix. A summary of departmental challenges to completing pending referrals, as well as estimated dates for completion, is attached to this report as background for the Board's reference. Since Board action is required to establish a referral, modification or withdraw of a referral must also be approved by a majority vote. To this end, it is requested that referring supervisors make recommendations on their respective referrals for action by the full Board. If the Board takes no action at this time, the referral matrix would remain unchanged until individual referrals are completed. Therefore, we request the Board provide specific direction on any individual referral you want modified or withdrawn. No action by the Board would mean a referral would continue being processed as indicated on the matrix.

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

OTHER AGENCY INVOLVEMENT:

The roster of outstanding referrals and departmental challenges was developed with input from the following lead departments: Clerk of the Board, County Counsel, Health, Housing and Community Development, Probation, and Public Works, Facilities and Parks.

FINANCING:

There is no financial impact resulting from the Board's consideration of the referral 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: Charles J. McKee, County Administrative Officer

Attachments:

Amended Board Referral Process

Roster of Outstanding Referrals and Departmental Challenges