



# County of Monterey

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

## Legislation Details (With Board Report)

<b>File #:</b>	18-020	<b>Name:</b>	5 County CAO Report
<b>Type:</b>	General Agenda Item	<b>Status:</b>	Consent Agenda
<b>File created:</b>	1/10/2018	<b>In control:</b>	Board of Supervisors
<b>On agenda:</b>	1/23/2018	<b>Final action:</b>	
<b>Title:</b>	Receive and approve five County Administrative Office (CAO) Policies.		
<b>Sponsors:</b>			
<b>Indexes:</b>			
<b>Code sections:</b>			
<b>Attachments:</b>	1. Board Report, 2. G-50_Campaign and Political Guidelines, 3. G-145_County Media Policy_12112017, 4. G-150 Monterey County Values and Guiding Principles, 5. G-165_County Facility Popcorn Policy, 6. G-210_Smoke Free Policy_rev_121117, 7. Completed Board Order		

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Receive and approve five County Administrative Office (CAO) Policies.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- Receive and approve five (5) County Administrative Office (CAO) Policies for inclusion in the Board of Supervisors Board Policy Manual; and
- Provide direction as appropriate.

### SUMMARY:

Board Referral 2013.20 requested the development of a central repository for non-codified County policies relating to the conduct of the public's business. All policies are reviewed and updated as appropriate. Five (5) County Administrative Office (CAO) policies are being presented for approval.

### DISCUSSION:

The Board of Supervisors Board Policy Manual, an electronic platform was created to develop a central repository for non-codified County policies. The Board of Supervisors approved the platform known as the "Board Policy Manual" including a policy, procedures, and a standard policy template on April 25, 2017.

The following CAO Policies have been reviewed and updated for the Board of Supervisors approval.

### **G-50, Guidelines Regarding Campaigning or Displaying Political Materials and Guidelines Regarding Wearing or Displaying Campaign/Political Materials**

The policy sets guidelines regarding campaigning and political activities within the County organization.

### **G-145, County Media Policy**

The County Media Guideline is a separate document that is updated frequently. The document will be available on the County of Monterey Infonet, Policies tab, and revisions will not be subject to the Board of Supervisors approval.

### **G-150, Monterey County Values and Guiding Principles**

The policy has combined the Monterey County Customer Service Expectations, Monterey County Principles, and Monterey County Core Values. The purpose of the revised policy is to identify how County employees can demonstrate our Values and Guiding Principles in the Policy Procedure section.

Monterey County Mission, Values, and Goals:

[<http://www.in.co.monterey.ca.us/government/mission-values-goals>](http://www.in.co.monterey.ca.us/government/mission-values-goals)

The policy was a collaboration with the CAO and Human Resources (HR)-Learning and Organizational Development (LOD).

### **G-165, County Facility Guide on Microwave Popcorn**

The policy sets guidelines and restrictions on the restriction of preparing microwave popcorn in County facilities.

### **G-210, Smoke-Free and Tobacco Product Use Policy**

The policy was a collaboration with the CAO and Health-Public Health Bureau.

#### OTHER AGENCY INVOLVEMENT:

The CAO, CAO-Intergovernmental & Legislative Affairs Division, HR-LOD, County Counsel Risk Management, RMA and Health-Public Health Bureau have been involved in the creation or revision of the policies.

#### FINANCING:

County Administrative Office - Department 1050, Intergovernmental & Legislative Affairs Division-Unit 8054 manages the Board Policy Manual. Approval of the recommendations will not result in additional general fund contributions.

#### BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Strategic Initiative Policy Areas integrate with the Board Policy Manual Policies.

Mark a check to the related Board of Supervisors Strategic Initiatives

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

Prepared by: Joann Iwamoto, Management Analyst III, x3017

Approved by: Nicholas E. Chiulos, Assistant CAO, x5145

#### Attachments:

A: G-50, Guidelines Regarding Campaigning or Displaying Political Materials and Guidelines Regarding Wearing or Displaying Campaign/Political Materials

B: G-145, County Media Policy

C: G-150, Monterey County Values and Guiding Principles

D: G-165, County Facility Guide on Microwave Popcorn

F: G-210, Smoke-Free and Tobacco Product Use Policy

