



# County of Monterey

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

## Board Report

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**File #: 18-274, Version: 1**

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Receive and approve two (2) County Administrative Office Policies, one (1) Clerk of the Board Policy and one (1) Health Department Policy.

### **RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Receive and approve two (2) County Administrative Office (CAO) Policies, one (1) Clerk of the Board Policy and one (1) Health Department Policy for inclusion in the Board of Supervisors Board Policy Manual; and
- b. 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.

### **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 policies have been reviewed and updated for the Board of Supervisors approval.

#### **A-20, Climate Friendly Purchasing Policy**

The policy sets guidelines to procure climate-friendly goods and services whenever possible.

#### **A-55, Local Preference Policy**

The policy established requirements to contract with qualified local vendors to provide goods and services whenever possible.

#### **G-170, Election of the Chairmanship and Vice Chairmanship of the Board of Supervisors of the County of Monterey**

The policy establishes guidelines on how the Chairmanship and Vice Chairmanship of the Board of Supervisors of the County Monterey will be assigned.

#### **P-210, Lactation in the Workplace Policy**

The policy established guideline for promoting a breastfeeding friendly work environment and complies with California State and federal laws.

### **OTHER AGENCY INVOLVEMENT:**

The County Administrative Office (CAO), CAO-Intergovernmental & Legislative Affairs Division, CAO Contracts Purchasing, Clerk of the Board, County Counsel, Human Resources, and Health Department 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

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

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Nicholas E. Chiulos, Assistant County Administrative Officer

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Date

Attachments are on file with the Clerk of the Board

cc: Mike Derr, Contracts Purchasing  
Sally Kidalov, Assistant Clerk of the Board  
Dan Bertoldi, Go Green! Monterey County Sustainability Coordinator  
Elsa Jimenez, Health Department

Attachments:

A: A-20, Climate Friendly Purchasing Policy  
B: A-55, Local Preference Policy  
C: G-170, Election of the Chairmanship and Vice Chairmanship of the Board of Supervisors of the County of Monterey  
D: P-210, Lactation in the Workplace Policy