



County of Monterey

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

Board Report

File #: 18-384, Version: 1

Receive and approve two (2) Policies as part of the Board Policy Manual.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive and approve two (2) County Administrative Office (CAO) Policies 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 two policies were presented to the Board of Supervisors at the April 3, 2018 meeting. The policy documents were not included in the Agenda packet in error and not available to the public.

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.

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.

OTHER AGENCY INVOLVEMENT:

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

Nicholas E. Chiulos, Assistant County Administrative Officer

Date

cc: Mike Derr, Contracts Purchasing
Sally Kidalov, Assistant Clerk of the Board

Attachments:

A: A-20, Climate Friendly Purchasing Policy
B: G-170, Election of the Chairmanship and Vice Chairmanship of the Board of Supervisors of the County of Monterey

Attachments are on file with the Clerk of the Board.