



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 11/16/2021

To: Board of Supervisors

Department or Agency Name(s): Board of Supervisors Department

Staff Name and Phone Number: Marcie Woychik (707) 565-2241

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Board of Supervisors Administrative Updates

Recommended Action:

- A) Approve the County of Sonoma Board of Supervisors calendar of meetings for the year 2022.
- B) Approve Updated Board of Supervisors Rules of Procedure.

Executive Summary:

The County Administrator has proposed the calendar of meetings for the year 2022. In addition, the County Administrator is recommending modifications to the Board Rules of Procedures to clarify the process for appointments of community members to boards and commissions.

Discussion:

The Board adopts a meeting calendar annually. Following calendar adoption departments will submit proposed significant items to come before the Board in 2022. The proposed 2022 Calendar of Board meetings includes 29 of regular board meetings (excluding budget workshops and hearings), and 14 special closed session meetings. In comparison, the 2021 adopted calendar included 30 regular board meetings, 3 special meetings, and 10 special closed session meetings (excluding budget workshops and hearings). The final list of significant items will be assigned meeting dates by the Clerk of the Board and added to the 2022 Calendar of Significant items, to be adopted at a later date. Each meeting date will be assigned no more than 80% of available estimated regular calendar hours to ensure capacity for unexpected and urgent items.

The Board Rules of Procedures are established to foster understanding and respect for the democratic process, facilitate compliance with applicable laws, encourage public participation, provide guidance on decorum, and enhance effective and efficient management of Board meetings. Routine review of the Board Rules of Procedures enables the Board to identify areas of improvement. The current update provides clarification to Rule 8 articulating that the Chair of the Board appoints members of the Board of Supervisors to committees and special assignments presented by the County Administrator/Clerk. The update also adds Rule 50 which specifies procedures for review and recommendations of countywide appointments to Board-appointed Board and Commission seats. This new procedure will begin for Board appointments beginning on January 1, 2022.

Rule 50 clarifies that the Clerk of the Board will convene staff to review applications quarterly, or as needed, to make recommendations to the full Board of Supervisors for appointment.

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While the new Rule 50 does not address the payment of stipends for community members appointed to boards and commissions, the CAO's office will be bringing information back (program change request) regarding options for stipends and overall improvements needed to support the 76 boards and commissions to the Board for consideration during 2022 Budget Workshops. Staff shared some initial information regarding stipends with the Board during the 2021 Budget hearings.

<https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=4978040&GUID=38252E68-EA30-471E-80F6-ADB040F0FA2&Options=&Search>

Prior Board Actions:

11/17/2020 Adoption of the 2021 Board of Supervisors Meeting Calendar

4/14/20 Adoption of changes to the Board Rules of Procedures

Narrative Explanation of Fiscal Impacts:

None

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Attachment 1: 2022 Board of Supervisors Meeting Calendar

Attachment 2: Board Rules of Procedures - Tracked Changes

Attachment 3: Board Rules of Procedures - Changes Accepted

Related Items "On File" with the Clerk of the Board:

None