Legislation Details (With Text)

File #:	2020-1099		
Type:	Regular Calendar Item	**Status:**	Agenda Ready
File created:	10/15/2020	**In control:**	Board of Supervisors
On agenda:	11/17/2020	**Final action:**	
Title:	Board of Supervisors Administrative Updates		
Sponsors:	Board of Supervisors		
Indexes:			
Attachments:	1. Summary Report, 2. Attachment 1: 2021 Meeting Calendar, 3. Attachment 2: Board of Supervisors Rules of Procedure, 4. Attachment 3: Racial Equity Tool, 5. Attachment 4: New Policy Template		

Date	Ver.	Action By	Action	Result

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 2021.
  B) Review and provide direction on the Board of Supervisors Rules of Procedure.
  C) Consider template for new or revised policy items.

Executive Summary:
The Board Chair has proposed the calendar of meetings for the year 2021. Each year the Board seeks an opportunity to review the Board Rules of Procedures and other administrative policies to improve efficiencies of managing the County's operations.

Discussion:
The Board adopts a meeting calendar annually as outlined by the Chair of the Board.

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 item includes a proposed template for new or revised policies. This template would provide department personnel with an outline of required steps to take before bringing significant policy items to the Board for adoption. The template brings into consideration policy equity, community and Board engagement,

public discussion, and creates a foundation for a fully formed final proposal.

The steps of the template are as follows:

1. Apply the Racial Equity Tool (attachment 3) to the proposed policy.
2. Consult with the Equity Officer to review the responses to the Racial Equity Tool to the policy and to ensure alignment with County equity goals.
3. Hold a workshop at a scheduled Board of Supervisors meeting to discuss policy options with the Board and the public.
4. Meet with community stakeholder groups to receive input.
5. Schedule individual meetings with the Board members to provide an update on policy recommendations.
6. Post content on the Board of Supervisors Items of Significant Interest website 30 days in advance of the scheduled adoption date.
7. Bring the final policy option before the Board for adoption at a scheduled a Board of Supervisors meeting.

Prior Board Actions:
9/24/19 Adoption of the 2020 Board of Supervisors Meeting Calendar
4/14/20 Adoption of changes to the Board Rules of Procedures

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY 21-22 Projected	FY 22-23 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:
None

Staffing Impacts:			
Position Title (Payroll Classification)	**Monthly Salary Range (A-I Step)**	**Additions (Number)**	**Deletions (Number)**

Narrative Explanation of Staffing Impacts (If Required):

Attachments:
Attachment 1: 2021 Board of Supervisors Meeting Calendar
Attachment 2: Board Rules of Procedures
Attachment 3: Racial Equity Tool
Attachment 4: New Policy Template

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