



Board Agenda Item 25

DATE: August 6, 2019
TO: Board of Supervisors
SUBMITTED BY: Jean M. Rousseau, County Administrative Officer
SUBJECT: Administrative Policy Revisions

RECOMMENDED ACTION(S):

Approve the following revised Administrative Policies:

- **Administrative Policy 27 - Grant Applications;**
- **Administrative Policy 48 - Designating County Facilities; and**
- **Administrative Policy 62 - Alternative Work Schedules.**

Approval of the recommended action will revise Administrative Policies 27, 48, and 62. Staff is currently undertaking a review of your Board's Administrative Policies and recommending revisions for your consideration. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could choose to not approve the proposed Administrative Policy (AP) revisions.

FISCAL IMPACT:

There is no fiscal impact associated with the recommended action.

DISCUSSION:

Staff is currently in the process of reviewing and revising APs. The following is a brief outline of recommended revisions in each AP:

Administrative Policy 27 - Grant Applications

- Adds language to authorize the CAO to execute grant applications that do not exceed \$100,000 per funding cycle; and
- Clarifies that departments shall not divide grant applications in excess of \$100,000 to avoid submission to the Board and that all applications exceeding \$100,000 per funding cycle would continue to require Board approval.

Administrative Policy 48 - Designating County Facilities

- Adds mechanism to name facility after individual or group for recognition of extraordinary service, contribution, and/or financial donation;
- Adds language to address applicable process outlined in AP 77 - Recognition of Individuals/Groups, Events and the Related Use of County Facilities; and
- Clarifies criteria for designation of County facilities.

Administrative Policy 62 - Alternative Work Schedules

- Includes employee morale as a consideration in implementing an alternative work schedule arrangement; and
- Deletes language to establish Management Directives relative to alternative work schedules.

On April 23, 2019, your Board adopted AP 77 - Recognition of Individuals/Groups, Events and the Related Use of County Facilities. At that time, staff advised your Board that AP 48 would need to be revised based on the process for recognizing individuals outlined in AP 77.

It should be noted, the County Administrative Officer's Management Directives associated with APs 27 and 48 are also being updated.

REFERENCE MATERIAL:

BAI #32, April 23, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

Administrative Policies 27, 48, and 62

CAO ANALYST:

Samantha Buck