



Board Agenda Item 25

DATE: February 12, 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; and**
- **Administrative Policy 53 - Appointments to and Service on Boards, Commissions and Committees.**

Approval of the recommended action will revise Administrative Policies 27 and 53. 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:

AP 27 - Grant Applications

- Adds language to address the process of Board approval of retroactive submission of grant applications; and
- Adds language to include the Risk Management Division of the Human Resources Department to the review process of grant applications as applicable.

AP 53 - Appointments to and Service on Boards, Commissions, and Committees

- Adds clarifying language to where the Local Appointments List shall be posted based on a change in statute (either at the Central Library, or on the County's website).

The County Administrative Officer's Management Directives associated with AP 27 and 53 are also being updated.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Tracked Changes and Final Drafts of APs 27 and 53

CAO ANALYST:

Samantha Buck