



Board Agenda Item 9

DATE: August 5, 2025

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, County Administrative Officer

SUBJECT: Celebration & Recognition by County Departments

RECOMMENDED ACTION(S):

Discuss and provide direction on an approval process for any celebration and recognition by County departments.

The Board of Supervisors discussed department sponsorships and financial contributions to community events, directing the County Administrative Officer (CAO) to establish a process for approving events that County departments may participate in or contribute to, ensuring uniformity and accountability. Administrative Policy 80 was approved to govern department contributions for non-County events, with the CAO implementing this through a Management Directive. The County celebrates several paid holidays, and the purpose of this agenda item is for the Board to consider and discuss options for formalizing how County departments recognize celebrations, including Board or CAO approval for events beyond standard holidays. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, the status quo will remain in effect.

FISCAL IMPACT:

The recommended action does not have a specific fiscal impact, but the celebration and recognition of days, weeks, or months have a cost for activities or recognition.

DISCUSSION:

During the Board of Supervisors' Committee Reports and Comments section of the June 10, 2025, meeting, your Board discussed department sponsorships and financial contributions to community events. Your Board, by consensus, gave direction to the CAO to create a process for approval for events that County departments may participate in or contribute funding towards. Additionally, your Board directed that the CAO return at a later date to discuss and recommend what County departments may celebrate or participate in. The CAO understood that the intent was to ensure uniformity and consistency for the County as an organization with accountability to your Board and the public. As a practical matter, this is consistent with other County business such as the Federal and State Legislative Platforms which are adopted by your Board on an annual basis ensuring continuity, accountability and transparency.

On July 8, 2025, Administrative Policy 80 - Department Contributions of Funds for Non-County Events or Causes was approved by your Board ensuring that the County follows a consistent process when departments seek to make contributions of funds for non-County events, causes, or anything similar. The

CAO is implementing this policy through a Management Directive and form that will accompany any approval request to your Board.

Currently, there is no written policy governing what County departments choose to celebrate or participate in generally. Departments participate in and celebrate many things for the benefit of the community that we serve. This activity may include social media posts, decorations or displays at County facilities, workplace events, and printed or electronic materials. For example, the Department of Public Health has recognized “*Black Maternal Health Week*” consistent with the Black Infant Health program with the aim of raising awareness and to help African American women have healthy babies. National Child Abuse Prevention Month has been recognized raising awareness about child abuse and neglect, and to promote the importance of supporting families and preventing child maltreatment.

The CAO expects Department Heads will use good judgment and ensure consistency with the County’s Vision, Mission and Guiding Principles as they consider what is recognized or celebrated. For that reason, departments currently recognize or celebrate countless days, weeks or months but there is no written document or approval process.

Additionally, the County celebrates the following paid holidays where many County offices are closed in recognition:

- January 1st - New Year’s Day
- January 20th - Martin Luther King Jr. Day
- February 17th President’s Day
- March 31st - Cesar Chavez Day
- May 26th - Memorial Day
- June 19th - Juneteenth
- July 4th - Independence Day
- September 1st - Labor Day
- November 11th - Veterans Day
- November 27th - Thanksgiving Day
- November 28th - Day after Thanksgiving Day
- December 25th - Christmas

As requested on June 10, 2025, the recommended action is seeking your Board’s direction on a process for any such celebration and recognition as described by County departments for the purpose of ensuring continuity, accountability and transparency. The following options are not exhaustive but are presented for your consideration and discussion:

Option 1 - Board Approval: County departments may celebrate all approved County holidays and any theme, event, day, week or month that is approved by the Board of Supervisors by resolution or proclamation. Other recognition or celebrations must be approved by the Board of Supervisors. To accomplish this, the CAO would create a policy, similar to Administrative Policy 80, whereby departments may bring an Agenda Item to your Board with a list of all requested celebrations or recognitions excluding County holidays and those already approved by resolution or proclamation. Ideally, departments would plan in advance and submit an item to the Board for the next six or twelve months.

Option 2 - CAO Approval: County departments may celebrate all approved County holidays and any theme, event, day, week or month that is approved by the Board of Supervisors by resolution or proclamation. All other celebrations or recognition must be approved by the CAO, who is accountable to the Board of Supervisors.

Option 3 - County Holidays & Board Resolution/Proclamations Only: County departments may celebrate all approved County holidays and any theme, event, day, week or month that is approved by the Board of Supervisors by resolution or proclamation only.

There are countless other options, but these are presented for discussion and consideration. The CAO stands ready to implement the direction of your Board.

REFERENCE MATERIAL:

BAI #9 July 8, 2025
BAI #11 June 10, 2025

ATTACHMENTS INCLUDED AND/OR ON FILE:

Administrative Policy 80
Fresno County's Vision, Mission and Guiding Principles

CAO ANALYST:

Sevag Tateosian