



Board Agenda Item 32

DATE: February 26, 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 (BCC)

- Changes the Board's designation of the library with the largest service population from Central to Clovis; and
- Adds clarifying language to where the Local Appointments List is posted based on a change in statute and to provide more exposure to increase applicants for BCC membership.

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