



## Fresno County Board of Supervisors

# ADMINISTRATIVE POLICY

NUMBER 79

### Board Member Referrals to Staff

Effective Date: December 17, 2024

#### **POLICY STATEMENT**

Board Member referrals that are anticipated to involve significant staff time (generally more than eight cumulative hours) or other resource commitments including but not limited to the County's Communication Team and/or are a departure from established County or departmental policy require Board approval prior to starting work. Board approval shall be obtained through any action of the Board that reflects the majority support of the Board.

This policy shall not prevent an individual Board Member from requesting verbal or written information that may require minor staff time, or pulling information that is contained in existing departmental reports. The staff time threshold is not intended to preclude a group meeting or discussion where a cumulative time from all attendees surpasses the eight-hour threshold.

Requests from Board Members to provide information in support of constituent questions shall not be considered a referral for staff work.

The County's Communications & Media staff and resources may only be used for official County business that has been approved by a majority of the Board or, in the judgment of the CAO, serves a countywide purpose.

#### **MANAGEMENT RESPONSIBILITY**

The County Administrative Officer or in the case of legal matters County Counsel shall be responsible for receiving, reviewing, and delegating Board Member referrals and requests for information in support of constituent questions accordingly.