PURPOSE

To establish standards for supporting County-established boards, commissions, and committees (BCCs). For the purposes of this Administrative Manual item, a County-established board, commission, and committee is defined by Board Policy A-74, "Participation in County Boards Commissions, and Committees," and by Board Policy I-1, "Planning and Sponsor Group Policies and Procedures." This Administration Manual item does not apply to support for committees composed wholly of County employees or members of the Board of Supervisors.

BACKGROUND

At the core of the County's General Management System (GMS) is Community Engagement, based on the principle that all that we do should be for the benefit of, and created in partnership with, the people we serve. GMS reflects the core values of everything we do: integrity, equity, access, belonging, excellence and sustainability.

This policy provides standards to manage and support County-established BCCs pertaining to ensuring meetings are publicly accessible (both in-person and virtually), agendas and minutes are available online, and language translation and interpretation services are readily available.

POLICY

For all County-established BCCs that are supported by County staff, the following standards shall be met by assigned staff for all Brown Act and/or publicly noticed meetings unless other equivalent processes are provided for in Board Policy, department procedures, or BCC by-laws or procedures:

Meeting Accessibility

1. Public meetings shall provide the ability for constituents to comment remotely on agenda items, such as through an online form, call-in system, or other services, and in accordance with the Brown Act. To the extent it is feasible, meetings shall be hosted in a hybrid manner to allow for in-person participation, as well as virtual participation for the public.
2. The meeting facility/space shall be in compliance with the Americans with Disabilities Act (ADA).
3. Staff shall prioritize utilizing meeting locations that are accessible by public transit and offer free and sufficient parking.
4. In consultation with the BCC Chair or presiding officer, staff shall ensure the day and time of the meeting provides the ability for the public to attend, while balancing operational needs, such as support staff, security, and building accessibility.
5. Staff shall ensure that instructions for requesting language translation/interpretation assistance are readily available, in accordance with Board Policy A-139, "Language Access."

Online Records

1. Maintain BCC web page or site with regularly updated information about the applicable BCC, including a point of contact.
2. Promptly post the BCC meeting agendas and minutes online and maintain them for a minimum of two years on the website.
3. To the extent feasible, post video recordings of meetings on the County's preferred video hosting site and provide links to the videos on the BCC's web page for two years or the duration of their retention, whichever is shorter.

Training and Orientation

1. Staff shall ensure all BCC members complete required County trainings prior to assuming their roles and any ongoing trainings required by the County or the State. This includes the County BCC Orientation, State ethics training, State finance training, and any other department-specific or State-mandated training as applicable. Staff shall maintain accurate records of member completion and provide reminders, instructions, and access links in accordance with Board Policies A-74 and I-1, and Clerk of the Board procedures.
2. Staff shall ensure newly appointed members receive orientation materials, including applicable Board policies, by-laws, and County Counsel guidance, before participating in any meeting as specified in Board Policies A-74 and I-1, Staff shall confirm all required forms are completed and filed with the Clerk of the Board prior to members assuming office.

Ethics and Disclosure

1. Staff shall provide instructions for completing any applicable ethics forms, such as Form 700 and any related disclosures , acknowledgement of the County Code of Ethics, or statements disclosing incompatible activities. Staff shall also monitor and track filing deadlines to ensure timely submission, notify members of missing or incomplete filings, and assist in resolving discrepancies.
2. Staff shall promptly forward all completed forms to the Clerk of the Board or Registrar of Voters, as applicable, and maintain records to ensure compliance with Board Policies A-74 and I-1.

Records Management and Retention

1. Staff shall ensure agendas, minutes, rosters, notices, and other official records are created, maintained, and transmitted in accordance with County retention schedules and Board policies.
2. Staff shall file completed minutes with the Clerk of the Board within required timeframes, maintain records of meeting postings, ensure past agendas and minutes remain publicly accessible for the required period, and coordinate responses to Public Records Act requests related to BCC operations.
3. Staff shall also make members aware of all applicable records-retention and records-dissemination requirements to ensure compliance with County policy and State law.

Membership Management

1. Staff shall monitor expiring terms, vacancies, and required postings, communicate vacancies to the Clerk of the Board for public posting, ensure newly appointed members receive orientation and required forms prior to seating, and inform the Clerk of the Board of any membership changes such as resignations or removals.

Meeting Management and Compliance

1. Staff shall verify ADA-accessible meeting locations and ensure hybrid/virtual participation options are functional.
2. Staff shall ensure agendas meet Brown Act requirements, including posting deadlines and public accessibility.
3. Staff shall assist with filing and maintaining proper documentation of meeting postings, support Chairs in developing agendas in accordance with County standards, and provide procedural guidance regarding quorums, voting, conflicts of interest, and public comment access.

4. Staff shall ensure that any hybrid meeting format complies with all relevant County policies and legislative requirements, including all provisions of the Brown Act.

Advisory Support and Communication

1. Staff shall serve as the primary point of contact for the public, applicants, County departments, and media regarding BCC operations.
2. Staff shall respond to questions about committee functions, membership, meeting schedules, and procedures, coordinate with County departments when inquiries require subject-matter expertise, and facilitate communication between committee chairs, County Counsel, the Clerk of the Board, and other relevant offices.

ADA, Language Access, and Accommodations

1. Staff shall coordinate and facilitate ADA accommodations for BCC members and meeting participants, including mobility access, assistive listening devices, and other needs.
2. Staff shall ensure instructions for requesting accommodations or language interpretation are prominently available and consistent with Board Policy A-139.
3. Staff shall provide language translation of materials when requested and feasible, schedule interpreters for meetings when needed, and maintain records of accommodation requests and fulfillment.

Sunset Review and Annual Reporting

1. For BCCs subject to the sunset review process, staff shall provide required operational data including member rosters and demographic information, records of training completion, meeting transparency efforts, estimates of staff time required to support the BCC, and cost/benefit information.
2. Staff shall support committees in preparing materials required under Board Policy A-74 and Clerk of the Board procedures.

Approved:



Ebony N. Shelton
Chief Administrative Officer

Responsible Department(s)
Chief Administrative Office
Clerk of the Board of Supervisors
County Technology Office

CROSS-REFERENCES
Board Policy A-74, “Participation in County Boards, Commissions and Committees”
Board Policy A-139, “Language Access”
Board Policy I-1, “Planning and Sponsor Group Policies and Procedures”
This policy shall be reviewed simultaneously with the Sunset Review of Board Policy A-74 (12-31-2027).