

**County Of San Diego**  
**Health and Human Services Agency (HHSa)**

Chapter: Office of Strategy and Innovation

**SUBJECT: ADVISORY BOARDS**

**NO: HHSa-E-7**  
**PAGE: 1 of 6**  
**DATE: April 12, 2013**

**REFERENCE: Board of Supervisors Policies A-74 and A-72**

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**PURPOSE:**

To provide direction and organizational procedures for Advisory Board Agency support staff and to ensure that the HHSa Advisory Boards established by the Board of Supervisors and all additional (informal) advisory bodies are in compliance with the County of San Diego policies and procedures related to Advisory Boards and Commissions.

**BACKGROUND:**

Citizen advisory boards (Advisory Board) are charged with advising the Board of Supervisors on policies the Board establishes. The Director of the Health and Human Services Agency is required to provide staff support for advisory boards that have been established to advise on issues directly related to Agency programs, policies, and issues.

Support staff shall assist in maximizing the effectiveness of their Advisory Board by providing education on the mandate of the board and how to provide appropriate input to the Board of Supervisors (BOS), and by managing the administrative responsibilities that are required of all County Boards and Commissions.

**POLICY:**

A. It is the policy of HHSa that Agency Advisory Board support staff will:

1. Consist of, at minimum, a senior manager and clerical support that shall have as their responsibility ensuring that they, their board, and their practices adhere to Board of Supervisors Policy A-74 and A-72 and this policy. Exceptions to this policy will be approved by the responsible Executive.
2. Be familiar with federal, State, and County law, authority, and by-laws, and requirements related to the establishment and responsibility of the board they staff.
3. Ensure the advisory board is familiar with the Board of Supervisors' span of control as it relates to local law, authority and requirements.
4. Ensure that the advisory board is familiar with policy directing communications to the Board of Supervisors and the Chief Administrative Officer (CAO), as contained in Board Policy A-74, Citizen Participation in County Boards, Commissions and Committees.

B. It is the policy of HHSa that informal advisory bodies will be responsive to procedures in section B. *Communications from Advisory Boards and Informal Advisory Bodies*, below.

**County Of San Diego  
Health and Human Services Agency (HHSA)**

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**SUBJECT: ADVISORY BOARDS**

**NO: HHSA- E-7  
PAGE: 2 of 6  
DATE: April 12, 2013**

**PROCEDURES:**

**A. Advisory Board Adherence to Policies, and Administrative Communications**

- 1) The senior manager shall provide each newly appointed advisory board member with a new member orientation or information packet prior to their first meeting, to include, at minimum, a copy of the County Board policies A-74 and A-72, policy HHSA-E-7, authorizing document(s), by-laws, and minutes from the last 3 meetings.
- 2) Information included in A.1, above shall be made available for others who seek current information about the advisory board.
- 3) Support staff shall make certain that advisory board members complete as applicable/required:
  - a) State mandated ethics training
  - b) Incompatible and Non-Profit Incompatible Activities, Form #519
  - c) Statement of Economic Interest, Form 700  
([http://www.sdcounty.ca.gov/cob/conflict\\_interest/](http://www.sdcounty.ca.gov/cob/conflict_interest/))
- 4) The Fact Sheet and Member Roster provided on the COB website are to be reviewed for accuracy and updated accordingly at least annually.
- 5) The senior manager is to complete an "HHSA Advisory Board/Committee Annual Review" form and submit it to the Office of Strategy and Innovation in May of each year.
- 6) Support staff shall maintain and update an Advisory Board website that is monitored to provide:
  - a) Advisory Board Overview /COB Fact Sheet
  - b) Agendas - current fiscal year
  - c) Approving documents
  - d) Board by-laws
  - e) County Board policies A-74 and A-72
  - f) HHSA policy HHSA-E-7
  - g) Meeting location, date and time
  - h) Membership Roster
  - i) Minutes - approved in the current Fiscal Year's meetings

**B. Communications from Advisory Boards and Informal Advisory Bodies**

Support staff will make advisory board members aware of County policies and procedures and/or laws that are applicable to the issue being communicated to the Board of

**County Of San Diego**  
**Health and Human Services Agency (HHSa)**

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**SUBJECT: ADVISORY BOARDS**

**NO: HHSa- E-7**  
**PAGE: 3 of 6**  
**DATE: April 12, 2013**

Supervisors, CAO, or Agency Director. These procedures also apply to informal advisory bodies.

- 1) Proposed communications will be submitted in draft, with necessary background documentation to an Agency CAO Staff Officer. If communication is related to federal or State legislation the proposed communication will also be submitted to the Agency's Legislative Analysts.
- 2) The CAO Staff Officer or the Legislative Analyst will authorize submittal of a final document or return any comments, requests for clarification, and/or recommended action to support staff for resolution with the advisory board.
- 3) The final document, accompanied by appropriate documentation will be submitted by the appropriate Deputy Director, signed by the chairperson of the advisory board, to the Agency Director's Office.
- 4) Certain advisory boards have been specifically mandated to advise other legislators under the government codes or laws establishing them. These advisory boards may forward their recommendations per the requirements of their mandate with a copy to the Agency Director's Office.
- 5) Advisory board communications to the Board of Supervisors will be submitted by the Agency Director via the appropriate channels, noting the Agency's position relative to the advisory board recommendations, as appropriate. Note: Communications from informal advisory boards/committees will not be prepared for submission to the Board of Supervisors without the pre-approval of the Deputy Director and Agency Director.
- 6) Proposed amendments to advisory board's by-laws and/or ordinance must be reviewed and approved by County Counsel prior to being communicated via a board letter to the Board of Supervisors for approval.

**C. Routine Communications**

Support staff will make advisory board members aware of County policies and procedures that are applicable to the issue being communicated and the method of communication to the Board of Supervisors, CAO, or Agency Director. Communications subject to this procedure include, but are not limited to (These procedures also apply to informal advisory bodies.):

- 1) **Informational Reports to the Board** - Generally report the actions of the advisory board to meet their written goals and/or communicate the committee's perceptions of

**County Of San Diego**  
**Health and Human Services Agency (HHSA)**

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**SUBJECT: ADVISORY BOARDS**

**NO: HHSA- E-7**  
**PAGE: 4 of 6**  
**DATE: April 12, 2013**

how citizen's needs are being met within their area of concern. These communications will be in writing and signed by the Chairperson of the advisory board. Informational copies will be provided to the Agency Director and the appropriate Deputy Director.

- 2) **Board of Supervisors Meeting Agenda and Other Related Processes** - Certain boards, committees and commissions may make a recommendation regarding a Board of Supervisors' Agenda item. The Advisory Board recommendation will reference the agenda item number and the recommended action being made by the Chief Administrative Officer.
- 3) **Communications Requiring Response from County Management Staff** - These communications will be in writing and signed by the Chairperson of the advisory board. At the discretion of the Chief Administrative Officer and the chair of the Board of Supervisors, the item may be docketed with the Board for its direction.
- 4) **Board Letters Generated by the Agency** - Board Letters on new programs, program changes, contractual actions (subject to review by an advisory board) or containing significant information about existing programs, shall include an advisory board statement.
- 5) **Comments on Legislation** - When an advisory board wishes to make a recommendation on pending legislation the advisory board recommendation will be submitted to the Agency Director, for submission to the Office of Strategy and Intergovernmental Affairs. The Agency will include a memo stating the Agency's position relative to the advisory board recommendation. The Office of Strategy and Intergovernmental Affairs will communicate the advisory board's recommendation to the Board of Supervisors and respond to the Agency and/or the advisory board, as appropriate.
- 6) **Informational Mailings to the Public** - Advisory Boards tasked with informing and educating the public may prepare informational mailings associated with their mandate. Board Policy M-2 – Legislative Advocacy – provides policy relating to advocacy on policy and non-policy issues, pending legislation, and written correspondence to legislators, other elected officials and policy makers. To ensure that planned mailings will not conflict with M-2, support staff will notify the HHSA Legislative Analysts in advance, to obtain the necessary clearance from the County Office of Strategy and Intergovernmental Affairs.

**County Of San Diego**  
**Health and Human Services Agency (HHSa)**

---

**SUBJECT: ADVISORY BOARDS**

**NO: HHSa- E-7**  
**PAGE: 5 of 6**  
**DATE: April 12, 2013**

**Exceptions**

- 1) Legislative Policies (M-Policies) and Proposals initiated by the Chief Administrative Officer - These policies and proposals are not required to have an advisory board statement, but input may be sought from the various advisory groups as deemed necessary by the CAO.
- 2) Budget Review - Advisory boards having budget review responsibilities as a specific requirement of their establishing authority shall review the annual departmental budget and provide timely written comments prior to the public budget hearing. These comments will be directed to the Agency Director, with a copy to the Agency Finance Officer.
- 3) Agendas and Minutes - In accordance with the Brown Act, notices of Advisory board meeting and minutes shall be filed with the Clerk of the Board of Supervisors for advance posting and for the Communication Received for the Board of Supervisors Official Records.
  - a) All meeting agendas shall include information and a contact person for any person needing disability-related modifications in order to participate in the meeting.
  - b) Advisory board staff shall send copies of the meeting minutes to each member of the Board of Supervisors.
- 4) Changes to Membership - The office of the Clerk of the Board of Supervisors shall be advised in writing of any changes to the membership, such as resignations, etc. by advisory board staff

**County Of San Diego  
Health and Human Services Agency (HHSa)**

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**SUBJECT: ADVISORY BOARDS**

**NO: HHSa- E-7  
PAGE: 6 of 6  
DATE: April 12, 2013**

**ATTACHMENTS:**

- AB-1, "HHSa Advisory Board/Committee Annual Review" Form
- AB-2, By-Laws Review Form
- AB-3, Incompatible and Non-Profit Incompatible Activities, form #519
- AB-4, State Mandated Ethics Training

**EXHIBITS:**

- [Board of Supervisor Policy A-74](#), "Citizen Participation in County Boards, Commissions and Committees"
- [Board of Supervisor Policy A-72](#), "Board of Supervisors' Agenda and Related Processes"

**QUESTIONS/INFORMATION:** TBD, Executive Office

**SUNSET DATE:** This policy will be reviewed for continuance by April 12, 2015.

Approved: \_\_\_\_\_

  
DEAN ARABATZIS  
Chief of Operations