



Monterey County Board of Supervisors

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1st Floor
Salinas, CA 93901
831.755.5066

Board Order

Resolution No. 17-123

Upon motion of Supervisor Phillips, seconded by Supervisor Alejo and carried by those members present, the Board of Supervisors hereby:

- a. Adopted Resolution No. 17-123 in response to Board of Supervisors Referral 2013.20 establishing a Monterey County Board Policy Manual to be a central repository for non-codified County policies. (*Attachment A*)
- b. Approved the Board Policy Manual (electronic platform), Board Policy Manual Policy and Procedure, Board Policy Manual Revision Process and Standard Board Policy Template;
- c. Direct Departments to provide any other Policy/Resolution/Guideline no later than December 31, 2017;
- d. Directed Departments to assign one Point of Contact to receive notifications about the Board Policy Manual;
- e. Directed Human Resources Learning and Organizational Development to include a brief overview of the Board Policy Manual to the New Employee Orientation curriculum; and
- f. Provided direction as appropriate.

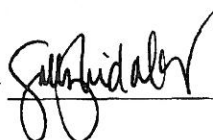
PASSED AND ADOPTED on this 25th day of April 2017, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Parker and Adams
NOES: None
ABSENT: Supervisor Salinas

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting April 25, 2017.

Dated: May 5, 2017
File ID: 17-0371

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By  Deputy

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No. 17-123

Creation of a Board Policy Manual.....)

WHEREAS, from time-to-time the Monterey County Board of Supervisors (“Board”) adopts policies and procedures for the conduct of County business and its relations with the public that are not codified in the Monterey County Code; and

WHEREAS, also from time-to-time the independent elected officials and departments of the County adopt policies and procedures that are implemented countywide for the conduct of County business and its relations with the public; and

WHEREAS, such policies and procedures have not been assembled and maintained in a single format for ease of reference and use by the public or County officials and staff; and

WHEREAS, it is necessary and appropriate that the Board provide for such policies and procedures to be so assembled and maintained; and, NOW, THEREFORE,

BE IT RESOLVED, by the Board of Supervisors of the County of Monterey as follows:

1. There is hereby established the Monterey County Board Policy Manual, the short title of which shall be the Board Policy Manual.
2. The CAO-Intergovernmental & Legislative Affairs Division shall have custody and control of the Board Policy Manual, along with the Board Policy Executive Committee and the Board Policy Work Team, and is authorized and directed to organize and maintain the Board Policy Manual in its current form.
3. The County Administrative Office is authorized and directed to assist the CAO-Intergovernmental & Legislative Affairs Division by collecting such uncodified policies and procedures as the Board and the County’s independent elected officials and departments may have adopted from time to time from any custodians of such policies and procedures throughout the departments of the County, and all departments of the County are hereby requested and directed to cooperate with the County Administrative Office in such effort.
4. The CAO-Intergovernmental & Legislative Affairs Division is further directed to consult with the County Administrative Office, County Counsel and the various departments of the County to determine whether and in what format such uncodified policies and procedures shall be brought to the Board of Supervisors for inclusion in the Board Policy Manual, and whether such policies shall be revised or rescinded.
5. The CAO-Intergovernmental & Legislative Affairs Division, the County Administrative Office and County Counsel are further directed to cause the Board Policy Manual to be

- available in both hard copy and electronic format through the County's website for ease of access by the public, and County officials and employees.
6. The Board Policy Manual (electronic platform), Board Policy Manual Policy and Procedure, Board Policy Revision Process and Standard Board Policy Template are hereby approved.
 7. All County Departments are hereby directed to review policies written/approved prior to 2012 and submit for inclusion in the Board Policy Manual no later than September 1, 2017.
 8. All County Departments are hereby directed to provide any other Policy, Resolution or Guideline for inclusion in the Board Policy Manual no later than December 31, 2017.
 9. All County Departments are hereby directed to assign one Point of Contact, preferably an executive management classification, to receive notifications about the Board Policy Manual.
 10. Human Resources Learning and Organizational Development is hereby directed to include a brief overview of the Board Policy Manual to the curriculum.
 11. Direct CAO-IGLA to identify a funding sources for the maintenance of the Board Policy Manual.

PASSED AND ADOPTED upon motion of Supervisor Phillips, seconded by Supervisor Alejo and carried this 25th day of April 2017, by the following vote, to wit:

AYES: Supervisors Alejo, Phillips, Parker and Adams

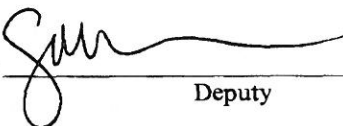
NOES: None

ABSENT: Supervisor Salinas

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting on April 25, 2017.

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