

TEHAMA COUNTY
ADMINISTRATIVE POLICIES & PROCEDURES

APPROVED: CHIEF ADMINISTRATOR: W. Goodwin
ADOPTED: BOARD OF SUPERVISORS: 9/15/20
RESOLUTION #: na ORDINANCE #: na

SECTION: **2** LABEL: **ADMINISTRATION**
POLICY/PROCEDURE #: **201** REVISION: 0
EFFECTIVE DATE: **09/15/2020**
RESOURCE: County Administration

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TITLE: SUBMITTALS FOR THE BOARD OF SUPERVISORS MEETING AGENDA

PURPOSE: To define the procedure used by County departments to submit an item for placement on the Board of Supervisors' meeting agenda, and to provide instructions on the completion of the Agenda Request template in IQM2.

I. AGENDA REVIEW PROTOCOL:

- A) **REVIEW PRIOR TO SUBMITTAL** - Some items require review by specific departments prior to submittal for the Board's agenda. For placement on the following week's agenda, these items must be received in the appropriate office prior to the deadline as stated below:
1. **Personnel:** All personnel related matters requiring approval by the Board (including agreements with temporary employment agencies) must be approved by Personnel before submission to the Clerk for placement on the agenda. These documents must be submitted to Personnel at least one week before the agenda deadline. In emergency cases, contact the Personnel Department by telephone to work together to ensure timely placement on the agenda.
 2. **Purchasing:** Three full working days prior to the agenda deadline. For bid waiver items, seven working days prior to the agenda deadline. Contact the Purchasing Department for special circumstances.
 3. **County Counsel:** All agreements, contracts, Memorandum of Understandings (MOU's), grant application material, or any other item that requires County Counsel review prior to Board approval are submitted to County Counsel through IQM2's E-Contract Review.
 - a) Allow up to two weeks for review and approval of agreements and renewals using the standard County format. Agreements with specific program or legal requirements or that present unusual difficulties and that are unable to use the standard County form of agreement may require up to four weeks.
 - b) Include a red-lined version of any current agreement that is being renewed.
 - c) For amendments, include the original contract and any prior amendments.
 - d) Under "Background Information" in IQM2 provide an explanation of the agreement and any other unique and pertinent information.
 - e) After County Counsel has approved the item, it cannot be modified without new County Counsel approval.
 - f) Subsequent to obtaining County Counsel's signature, the agreement may be submitted to the contractor for signature.

- g) After County Counsel and the contractor have signed the document, the item may be submitted to the Clerk for the Board of Supervisor's agenda. It is recommended that you use the IQM2 "duplicate" process to ensure the version of the document that was approved by County Counsel is the same version that is submitted to the Board for approval.
 - i. From the drop-down menu under the heading "Abandon", select "Duplicate".
 - ii. A pop-up will ask if the attachments on the document should be duplicated. Select Yes to ensure the documents approved by County Counsel are the same that will go to Board.
 - iii. Change Department from E-Contract Department Review to the name of the department submitting the request.
 - iv. Change File Type from Review to Regular or Consent Agenda.
 - v. Change Meeting Group on the bottom right of the screen from E-Contract to Board of Supervisors.
 - h) All ordinances shall be reviewed by County Counsel before submitting to the Clerk for the agenda.
 - i) Contact County Counsel's office directly to request guidance for other issues, as needed.
4. Risk Management: All agreements, contracts and MOU's subject to Board approval also require Risk Management's review of the agreement and attached insurance certificate to ensure the insurance language is consistent with policy and that the coverage is appropriate for the services performed.
- a) Along with the agreement in the agenda item, include the contractor or vendors insurance certificate as an attachment.
 - b) Risk Management will review and track certificates of insurance(s) for agreements submitted. The department will be contacted only if there is a problem with the insurance certificate or requirements.
 - c) Risk Management will review and approve the insurance related to the agreement as part of the workflow process in IQM2.

B) UNRELATED SUBJECT MATTERS – All items that are not related to each other should be submitted separately, with a completed agenda item for each subject.

C) APPROVAL OR ADOPTION OF A DOCUMENT - If the action requested of the Board involves the approval or adoption of a document (i.e., agreement, resolution, ordinance or letter), hard copies of the completed and final version of the document must be submitted to the Clerk's Office to obtain required signatures after Board approval. This is done at the meeting where it was heard so they must be received at the time the item is submitted. Without the document, the agenda item may be deemed incomplete and may be rejected by the Clerk of the Board.

D) NUMBER OF COPIES REQUIRED - Submit to the Clerk of the Board the number of originals you need back plus one original for the Clerk to keep as an official document of the Board of Supervisors. If the Chairman's signature is not required, the Clerk will print the item from IQM2 for their records.

E) DEADLINE FOR SUBMISSION:

1. All agenda requests must be submitted in IQM2 by **5:00 p.m. on the Wednesday 13 days prior to the meeting.** The Clerk of the Board and Administration will provide a calendar of all Board meetings and deadlines prior to the beginning of the calendar year. Board meetings for the following year are typically approved by the Board in October.
2. If there is a holiday before the next Board meeting, the agenda deadline may be revised.
3. Revised deadlines will be noted three weeks in advance on prior meeting agendas under the "Reminders" section of the Board agenda.

F) FINAL ADMINISTRATIVE REVIEW:

1. After submission to the Clerk of the Board for placement on the agenda, every item is reviewed by the Clerk of the Board and Administrative staff. Submissions are reviewed for proper completion, consistency with County policy and budgetary issues, procedure and past practices, errors and omissions, etc. If issues are identified at that time, the department will be contacted. All issues identified must be resolved before placement on the agenda.
2. Following the agenda deadline, the Clerk of the Board and the Administrative staff meet to review every agenda item submitted and the order of placement on the agenda. The department may be contacted if there are new or continued issues. Any unresolved issues may result in the item not being placed on the agenda.
3. Prior to each Board meeting, the Chief Administrator, County Counsel and the Board Chair and Vice-Chair meet to review the completed agenda and supporting documentation. The department will be contacted if additional issues become apparent at this time. If issues are not addressed and resolved prior to the Board meeting, the item may be removed from the agenda.

II. SUBMITTING AGENDA ITEMS IN IQM2:

The County utilizes cloud-based technology (IQM2) to manage their public meetings, minutes, and audio content. County departments must follow the process outlined below to submit an item for the Board of Supervisors meeting agenda in IQM2. The Clerk of the Board of Supervisors (the Clerk's Office) and/or County Administration may grant exceptions on a case-by-case basis in unusual circumstances.

A) **TYPE OF FILE** – Upon login to IQM2, the program will open to a mostly blank grey screen. Click on the “New” icon located in the upper left-hand corner of the program to start an agenda item. A box will open with three file type options: Regular Agenda, Consent Agenda or Review. Select the appropriate file type (guidance below) and then select Blank Template from the dialog box.

1. Regular Item: Use this for any Regular agenda item that will require a vote by the Board. These items include non-routine financial and administrative actions of special interest that are usually approved individually by a majority vote. The Regular Agenda also includes ordinances, noticed hearings, public hearings, and study sessions.
2. Consent Item: Use this for all Consent Agenda items that will not require individual votes by Board members. These items include routine financial and administrative actions and are usually approved by a single majority vote. *For example: Agreements that are approved yearly, most Committees & Commissions, Leave of Absences, Auditor’s claims, Refunds, etc.*

Any Board member, staff member or interested person may request that an item be removed from the Consent Agenda for discussion, and those items are usually considered by the Board following approval of the remaining Consent Agenda.

3. Review: Use this to submit documents into E-Contract Review for County Counsel review and approval.

NOTE: If the incorrect file type is selected, the correction can be made at the Clerk level.

- B) **SHORT NAME** – This is a short title of the agenda item. Please keep it short, but descriptive enough for future searching purposes (for example, “APEX Agreement – Server Maintenance” or “Transfer of Funds –Juvenile Hall Printer”).
- C) **DEPARTMENT** – This is the department that is submitting the agenda item for Board consideration.
- D) **INITIATOR** – Once the Department is chosen, IQM2 will determine the Initiator. This is generally the Department Head and has been pre-determined by each department. Some departments have more than one Initiator option that may be selected.
- E) **TARGET MEETING** – Choose the Board meeting date for the agenda item to be calendared for Board consideration. All meeting dates are pre-loaded into the program by the Clerk’s Office and are available for selection from the drop-down menu. The deadline for submitting an item is 13 days prior to the meeting date.

For example: *Meeting date is September 29, 2020 then the deadline is September 16, 2020 at 5:00 PM.*

Warning: If an item is time sensitive and will result in the County losing grant funding or being financially penalized, please call the Clerk's Office or Administration. Once we have reviewed the request, we have the ability to allow a late submittal if necessary.

In very limited circumstances, if an urgent item is needed after agenda publication, an Addendum to the agenda may be allowed. Please call the Clerk's Office or Administration with the request.

In the event that the wrong meeting date is selected and is discovered prior to the agenda being published, please advise the Clerk's Office as this can be changed at the Clerk level. If the wrong meeting date is selected and is not discovered until after the agenda has been published, it will need to be removed verbally at the Board meeting. Please choose this date carefully.

F) **SPONSORS** – This box is currently not being used.

G) **CATEGORY** – Choose the type of item that you are bringing forward, (i.e., agreement, resolution, transfer of funds, etc.). If unsure of which category to choose, please call the Clerk's Office for guidance.

H) **PROJECTS** – This box is currently not being used.

I) **FUNCTIONS** – This box is currently not being used.

J) **ROUTING** – This box will show who the item will be routed to for review and approval before it will be scheduled on the agenda. The routing has been pre-determined by department heads and the Clerk's Office and will not require any changes to be made by the submitting department. The Clerk's Office and/or Administration may add reviewers to the workflow depending on the nature of the item.

WARNING: *Any item that requires County Counsel approval will have to be submitted and approved in County Counsel's E-Contract Review prior to submittal to the Board of Supervisors agenda.*

K) **ATTACHMENTS** – Scan and attach any backup material to the agenda item (i.e., agreements, resolutions, or any other documentation needed to fully explain the requested actions of the Board). When attaching supporting documentation, please rename the backup material so that it can be readily identified. Many items submitted are simply named "doc" which does not adequately describe the attachment. Rename attachments as agreement, resolution, staff report etc. to enable staff to identify the document. When uploading the attachment please

“convert to pdf” as all other types of documents could cause issues when uploading to the website.

- L) **FINANCIAL IMPACT** – Most actions have a financial impact, whether positive or negative. Describe the financial impact to any fund within any County department, the availability and source of funds, use of revenue received, etc. Provide funding source, any accounts that will be impacted, and if the funds have been appropriated in the budget or if a transfer of funds is required. Most agenda items will require a financial impact statement and IQM2 will not allow for submittal until the financial impact text box is completed.

NOTE: Please do not use the box labeled “Budget Affected”; the Clerk’s Office would have to enter all budget accounts for each department which is not feasible at this time.

- M) **AGENDA ITEM BODY/FORMAL TITLE** – Regular agenda: List the Department name and name and title of who will appear to present the item. Consent agenda: List only the department name.

NOTE: When the short name is typed into the agenda item (refer to B), it will automatically copy into the Formal Title area. Please remove the short name wording and replace it with the following format example:

Department in all CAPS and department head in Title Caps
(PUBLIC WORKS DEPARTMENT – Director Timothy McSorley)

- N) **REQUESTED ACTION** – Use this section to tell the Board what action is requested of them to take. The wording below is an example to follow (This is a representative example; wording should be adapted to fit the request):

AGREEMENT – Request approval and authorization for the Chairman to sign the Agreement with APEX for computer services in an amount not to exceed \$10,000, effective 1/1/20 through 12/31/20

Additional guidance on Requested Actions includes the following:

1. Be consistent with titles and terms throughout the agenda item.
2. List only the specific action(s) requested of the Board.
3. If more than one action is requested, enumerate the requests (i.e., a, b, c).
4. To obtain sample wording for similar requested actions, use past meeting agendas as a resource. These may be searched in IQM2 or samples retained by departments.
5. For unique or new items, the Clerk of the Board or the Administrative Office may be of assistance with specific wording.

6. When requesting approval of an amendment or addendum to an agreement, include the original miscellaneous agreement number as part of the "Requested Action." For example:

a) AGREEMENT - Request approval and authorization for the Chairman to sign the amendment to the agreement with Smith Company, Inc. (Misc. Agree. #2019-222, as amended) thereby extending the term of agreement from 10-1-19 to 12-1-19

- O) **CLERK'S INSTRUCTIONS** – Use this box to indicate to the Clerk any special instructions for follow-up work, deadlines, documents attached and/or documents to be returned to the department.

- P) **BACKGROUND INFORMATION** – Provide an explanation of what this item is about, why it is necessary, and when and how it will be accomplished. Anticipate questions and provide enough detail for the Board to make an informed decision without the need for extensive follow-up. Please include the following, where applicable:

1. Detail the background and history of the requested action.
2. Describe the implications of not taking the requested action.
3. Provide the Board with realistic alternatives to the requested action.
4. State the recommendations of the department to the Board on this matter, such as "Approve action(s) as requested" or provide an alternative recommendation, if appropriate.
5. Do not use undefined acronyms on documents submitted for the agenda. The phrase must be spelled out at least once on the Agenda Request Form.

NOTE: The background section not only provides the Board information on the agenda item but is also to inform the public of pending County decisions. In an effort to be as transparent as possible, construct the background to be understood by the public as much as feasibly possible.

Q) **PUBLIC HEARINGS:**

1. Public Hearing and Public Hearing Notice Attached:
 - a. Review the applicable code for the public hearing requirements. Check with the Clerk of the Board and/or County Counsel for appropriate lead time proceeding the public hearing and number of publications required.
 - b. To obtain a hearing date and time, telephone the Clerk of the Board as soon as the need is known, and prior to preparing the public hearing notice and Agenda Request Form.
 - c. Allow sufficient time, at least 15 working days or more depending on the applicable code. In some instances, multiple publications are required.

- d. Cite and Attach Copy of Code: Cite the code(s) which require the public hearing and publication requirement(s), and attach a copy(ies).

R) OFF AGENDA ITEMS:

1. Items not listed on the published Agenda can only be considered by the Board if they qualify under Government Code section 54954.2(b). This is permitted in situations which are urgent and require immediate action, and the need for action came to the attention of the agency subsequent to the agenda being posted.
2. Contact the Administrative Office immediately if you have a situation needing Board approval and you feel the situation qualifies under this code section. County Administration and County Counsel's Office will need sufficient advance notification to prepare the necessary findings and Board documents.
3. This is to be used only in extreme circumstances where a delay will have significant fiscal or public safety impacts.