



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/3/2015

Agenda Placement: 10D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Leanne Link for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Gladys Coil, Administrative Manager-Clerk of the Board - 253-4196
SUBJECT: Election of Acting Chair in the absence of the Chair and Vice Chair

RECOMMENDATION

County Executive Officer and Clerk of the Board request election of an Acting Chair for the time period of November 4 through November 18, 2015 on those days when the Chair and Vice Chair are not available.

EXECUTIVE SUMMARY

Chair Diane Dillon and Vice-Chair Alfredo Pedroza will not be available during portions of the month of November. Thus during the time period of November 4 through November 18, 2015 an Acting Chair should be elected to discharge the duties of the Chair during the Chair or Vice-Chair's absence per Napa County Policy Manual Part 1, Section 8B, Rules of Conduct of Business, Napa County Board of Supervisors Rule 6E and Rule 26.

PROCEDURAL REQUIREMENTS

1. Staff reports.
2. Public comments.
3. Motion, second, discussion and vote on electing an Acting Chair.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Chair Diane Dillon and Vice-Chair Alfredo Pedroza will not be available during portions of the month of November. Thus during the time period of November 4 through November 18, 2015 an Acting Chair should be elected to discharge the duties of the Chair regarding any needed Board meetings and/or to execute documents in the name of the Board. The procedure to elect an Acting Chair when the Chair or Vice-Chair are unavailable can be found in the Napa County Policy Manual Part 1, Section 8B, Rules of Conduct of Business, Napa County Board of Supervisors Rule 6E and Rule 26.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan