



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/10/2019

Agenda Placement: 10F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Helene Franchi for Minh Tran - County Executive Officer
County Executive Office
REPORT BY: Mary Booher, Assistant County Executive Officer - 707-253-4153
SUBJECT: Board Policy Update

RECOMMENDATION

County Executive Officer requests direction regarding updates to Napa County Policy Part 1, Section 8, as it pertains to the Board of Supervisors.

EXECUTIVE SUMMARY

In October 2018, the Board directed staff to update the Committee and Commission appointment section of Napa County Policy Part 1, Section 8, which pertains to the Board of Supervisors. In reviewing the policy for these updates, staff believes that there is other language in this policy in need of updating. Staff is seeking Board direction, and will bring back the revised policy for approval at a later date.

PROCEDURAL REQUIREMENTS

1. Staff reports.
2. Public comments.
3. Discussion and direction to staff.

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

Napa County Policy Manual Part 1 Section 8 pertains to the Board of Supervisors. In October 2018, the Board directed staff to update the Committee and Commission appointment language. In reviewing the policy, staff has identified numerous updates, and is seeking direction today on some of those topics, prior to returning with a revised policy for approval.

Specific guidance is sought on the following:

International, National, State, and Regional Issues:

- | Definition of "Regional": While International, National, and State are clearly defined terms, "Regional" is open to interpretation.

Committee/Commission Appointments on Behalf of the County of Napa:

- | Length of term, term limits, and term expiration dates.
- | Advertisement for vacancies.
- | Recommendations for appointment.
- | Life of commissions/review of on-going commissions.
- | Attendance by Commissioners.
- | Commission by-laws.
- | Annual Reports by Commissions.

Generally, the policy has out-dated language as well as procedural language. Staff will be updating these sections to modernize, and remove procedures from this policy document. In addition, staff are reviewing some sections of the policy to see if they are more appropriately placed in other policies.

SUPPORTING DOCUMENTS

A . Current Policy

CEO Recommendation: Approve

Reviewed By: Leigh Sharp