



**COUNTY OF LAKE
BOARD OF SUPERVISORS**
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1. Board Agenda Items

Any Board member may place an item be placed on the Board agenda, through either the Clerk of the Board (County Administrative Officer) or the Board Chair.

In the interest of efficient and effective County government, and subject to the limits of the Brown Act, Board members and Department Heads will communicate in advance, to provide needed clarification regarding agenda items involving County departments. Reciprocal communications enable the Department Head time to do the necessary research and provide in-depth answers while also making it possible for Board members to make well-informed decisions. In the event there has not been adequate time for such communications before an item is on the dais, the Board and the Department Head will consider a continuance to allow time needed information to be gathered and exchanged.

Items placed on the Consent agenda are generally routine and non-controversial. If a Board member requests to remove a Consent agenda item for later discussion, the responsible department head (as applicable), will be apprised of the questions or concerns and afforded time to prepare for discussion.

Excluding emergency items involving public health and safety, last minute supporting documents submitted after the posting of the agenda put Board members at a disadvantage since not all information can be digested before discussion. The deadline for submittal of supporting documents by staff will be 12:00 noon on Thursday preceding the Board meeting. The public may submit supporting documents anytime, however, last minute submittals run the risk of not being fully considered by the Board.

2. Board Meetings

Meetings shall commence promptly at 9:00 a.m.

Board members shall limit the use of electronic devices during public meetings to those equipped with Board agenda software, for the purpose of reviewing applicable agenda materials during discussion or for paging Department Heads to the Board room for discussion.

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The public will refrain from bringing food for consumption into the Board room. Drinks, with covered containers, will be allowed.

Public input on any item not appearing on the Board agenda is agendaized for all regular Board meetings. The Board generally limits such testimony to three minutes per person.

Public participation in the affairs of government assists in keeping the public educated through the governing process and has value. Thus, public comment regarding agenda items is welcomed. As with public input, public comment is generally limited to three minutes per person.

3. County Operations and Communications with Department Heads and Staff

Individual Board members do not direct the work of County Offices or staff. Each Board member is one of five decision makers which comprise the local body. By action of the full Board, policy for County operations is determined, with implementation through Department Heads and the County Administrative Officer. Board members shall communicate directly with Department Heads, not front-line staff unless cleared in advance by the Department Head, concerning County operations.

Department Heads are dedicated to the work of the County and to supporting the Board to achieve its priorities and will initiate contact with and keep Board members informed regarding developing issues and potential agenda items in each Board member's district.

4. Board Member Jurisdiction

Each Board member is elected by his or her District and should be the first to communicate with constituents on matters affecting his or her district. Board members will respectfully refer member(s) of the public with an issue in a particular district to the appropriate supervisor. Other Board members should only engage in another supervisor's district after mutually discussing and agreeing in advance.

5. Board Workshops

Study sessions, also known as Board workshops, will be held as needed, with the goal of gaining in-depth information, allowing for full discussion, enhancing the Board's understanding of complex issues facing County government and to assist in setting of priorities. These sessions or workshops are open to the public.

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6. Board Member Mileage Reimbursement

As allowable per the County Travel Policy and Lake County Ordinance 2374, Board members may claim mileage traveled to and from their residences and the County Courthouse. For travel to and from other meetings and locations for the conduct of official business, Board members will only claim mileage allowance provided they have reported on such County business during Supervisors Weekly Travel/Calendars/Reports on each regular Board agenda.

7. Board Member Training

The CAO will arrange for training of new Board members to enhance their understanding of County operations.

All Board members will comply with periodic training requirements for AB 1234 - Conflict of Interest (via the web at: <http://localethics.fppc.ca.gov/login.aspx>) as well as Sexual Harassment Prevention training to comply with newly passed AB 1661 (via the County intranet at <https://slate.workplaceanswers.com/countyoflc>).

8. Board Member Office Hours

Administrative Office staff receive frequent visitors and calls from constituents inquiring about the availability of Board members. To assist staff in responding in the most effective way possible to constituents, Board members will advise staff of the in-office hours they intend to keep and their availability for drop-in's as well as the manner in which they want constituent messages conveyed when they are not scheduled to be in the office.