



Legislation Details (With Text)

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**Type:** Resolution      **Status:** Approved

**File created:** 12/31/2018      **In control:** BOARD OF SUPERVISORS

**On agenda:** 1/15/2019      **Final action:** 1/15/2019

**Title:** Adopt a Resolution Delegating Authority to the County Administrative Officer to Update Inaccurate, Outdated, or Obsolete Terminology in County Policy, when such Update does not Alter the Approved Policy's Intent and/or Effect

**Sponsors:** Administrative Office

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution Delegating Authority to the CAO to Update Terminology in Policy copy

Date	Ver.	Action By	Action	Result
1/15/2019	1	BOARD OF SUPERVISORS	Adopted	Pass

**MEMORANDUM**

**TO:** Board of Supervisors

**FROM:** Carol J. Huchingson, County Administrative Officer

**DATE:** January 15, 2019

**SUBJECT:** Adopt a Resolution Delegating Authority to the County Administrative Officer to Update Inaccurate, Outdated, or Obsolete Terminology in County Policy, When Such Update Does Not Alter the Approved Policy's Intent and/or Effect

**EXECUTIVE SUMMARY:**

As your Board is aware, County Policies are in place for years, sometimes decades, without the need to change the policies' intent and/or effect. During that time, however, certain terminology contained in those policies may no longer be accurate or appropriate. Staff offers the following as examples:

- The County has not had a Personnel Director since 2007. Rather, the County has a Human Resources Director. Many County policies still reference the Personnel Director.
- The term "handicapped" is generally considered offensive to persons with disabilities, yet some County policies still refer to the disabled as handicapped.
- Computer software usage changes over time, and County policy may reference a software program that is no longer used at the County.
- Some policies reference a person by name, rather than by their position title, and that person no longer works for the County.

Staff recommends that updating outdated terminology to current terminology should be routine and should not require Board approval. Therefore, staff requests that your Board delegate authority to the County Administrative Officer to change outdated terminology to current terminology, so long as that change does not alter the approved policy's intent and/or effect.

**FISCAL IMPACT:**  None  Budgeted  Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

**STAFFING IMPACT (if applicable):** None

**RECOMMENDED ACTION:**

Adopt a Resolution delegating authority to the County Administrative Officer to update inaccurate, outdated, or obsolete terminology in County policy, when such update does not alter the approved policy's intent and/or effect.