



## Legislation Details (With Text)

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**Title:** Consideration of Plan for New Board Member Training 2017 and Board of Supervisors Protocol 2017  
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**Attachments:** 1. New Board Member Training 2017, 2. BOS Protocol 2017 010317

Date	Ver.	Action By	Action	Result
1/3/2017	1	BOARD OF SUPERVISORS	approved	Pass

## MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Carol J. Huchingson, County Administrative Officer  
**DATE:** January 3, 2017  
**SUBJECT:** Consideration of Plan for New Board Member Training 2017 and Board of Supervisors Protocol 2017

### EXECUTIVE SUMMARY:

As your Board is aware, in November, I attended the California State Association of Counties (CSAC) annual conference and training for new supervisors. During the sessions, I learned that many counties provide additional in-house training to new supervisors to assist in the smooth transition of new leadership. I also learned that as a supplement to their County ordinances delineating the basic rules for Board meetings, many Boards also approve a complementary document each year (the titles of which vary from "Board Procedure", "Board Order and Decorum", "Board Protocol") which establishes simple, additional ground rules for meetings, agenda items, interaction with staff, etc.

I am requesting an opportunity to review the attached draft **New Board Member Training 2017** with your Board, with the intention of implementing it as soon as possible. This plan not only provides for training by my office and County Counsel, over the course of the coming months, it provides for the new supervisors to meet every department head (both elected and appointed) at their offices, to review mission, goals, mandates, budgets, challenges and to tour facilities and projects, as applicable. I have tentatively scheduled with each Department Head (names in italics are pending confirmation). The intent of this training is to assist each new supervisor in getting off to the best possible start as a decision maker and County leader and although the sessions will go on for some

time, County operations are quite expansive and this will be time well spent. Although these sessions are being arranged for the new supervisors, I would also be pleased to coordinate with the department heads to make similar arrangements for the existing supervisors upon request.

In addition to training by Department Heads on County operations, the plan also details additional online training requirements and upcoming additional out-of-county CSAC training for new supervisors and in preparation for disaster.

I am also requesting an opportunity to review the attached draft **Board of Supervisors Protocol 2017**. As noted above, this draft includes additional ground rules for Board meetings as well as for interaction with Department Heads and staff. This draft is based on a number of examples from other Counties, on various issues that have arisen here in recent months needing clarification, and all with the intention of furthering our commitment to efficient and effective County government. It should be noted that this first draft Board Protocol is actually more concise than most of the examples reviewed. It is intended that this document would be reviewed and updated this time every year, as needed.

At the request of the outgoing Chair, I have included a section in the Protocol on Board member mileage reimbursement. The outgoing Chair has asked to continue this discussion, which was first initiated during 2016-2017 Budget Hearings. At that time, your Board requested information on Board member mileage claims for the preceding year. That information is attached hereto, along with the applicable section of the Lake County Travel Policy and Ordinance Code. This section of the protocol has been left blank pending direction from your Board.

**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:**

Staff recommends that your Board provide direction to staff regarding any amendments or additions, and approve the New Board Member Training 2017 by consensus so that it can commence immediately.

Staff recommends that your Board provide direction to staff regarding any amendments or additions, and approve the Board of Supervisors Protocol 2017 by motion.

Thank you for your consideration.