



Mendocino County Executive Office Clerk of the Board Overview

2021

Lindsey Daugherty and Atlas Pearson

What is a Agenda Item?

- An agenda item is an item presented before the Board of Supervisors for consideration. The information is submitted by completing an Agenda Summary.
- Only County Departments and County Supervisors may request a placeholder for an agenda item.
- Agenda items can be placed on the consent calendar or the regular calendar.
- Agenda items be written concisely and with easily understood language. Agenda items should answer all questions and summarize the entire situation on its own to be Ralph M. Brown Act compliant.
- The agenda item will assist the Board in making informed decisions and also help the public understand those decisions.

What is an Agenda Summary?

- An Agenda Summary is a document electronically submitted to the Clerk of the Board and staff to add an item to the Board of Supervisors' Agenda (Agenda) stating the specific purpose and intent of the agenda item.
- An Agenda Summary is submitted to Clerk of the Board through Granicus Legistar. Clerk of the Board does not accept Agenda Summaries from Departments via email.
- The Agenda Summary contains very specific requests for information that is needed by the Clerk of the Board for preparation of the Agenda. A summary should contain all the information the Board may need to make their decision. Thus, areas left blank on an agenda summary may result in overall rejection back to the department.

Types of Agenda Items

- Consent items – items that are non-controversial topics presented to the Board of Supervisors as a group of items rather than individual items.
- Regular items - require a time placeholder and are previously approved by the Clerk of the Board to be added to the meeting agenda. These items include presentations, reports, introductions of ordinances, public hearings, position changes, and actions requiring discussion.
- Meeting placeholders are generally booked out months in advance. It is critically important to contact Clerk of the Board and request a time and date as soon as possible.

Ralph M Brown Act Guidelines

- Pursuant to rules set by the Ralph M. Brown Act – Guide to Open and Public meetings, a 72-hour posting requirement for Agenda publications exist.
- Agendas must contain advisement to public meeting and matters to be discussed.
- Agendas must state the meeting date, time and location of the meeting and any items to be discussed. The agenda must include a brief description of each item on the agenda.
- Closed session items must also be listed on the agenda.
- Subject to very limited exceptions, the Brown Act prohibits any action of discussion of an item not on the posted agenda.
- For further information on The Brown Act requirements, contact the County Counsel's office to arrange training.

Agenda Production

TWO WEEKS PRIOR TO MEETING

- Deputy Clerk of the Board initial item intake:
 - Review for clarity, consistency, spelling, grammar, and Brown Act Compliance language.
 - Ensure that all Resolutions, Agreements and Ordinances have been through the proper signature routing and that COB has at least 1 physical original of every Agreement. These should be complete BEFORE submitting your agenda item.
 - Too many errors may result in the rejection of an item from Clerk of the Board.
 - Agenda items are electronically submitted to assigned liaisons for final review. Liaisons will communicate directly with departments for missing items or additional clarification, if needed
 - Every item returns to the Senior Deputy Clerk for finalized review before being placed on the Agenda.

Agenda Production

ONE WEEK PRIOR TO MEETING DATE

Finalization of items:

- **Monday**: Department Liaisons complete item review; approve in Granicus.
- **Tuesday**: COB team finalizes all edits. Draft Agenda is prepared for agenda review meeting with County Counsel, Executive Office Senior Staff, and Clerk of the Board Team.
- **Wednesday**: Entire packet, consisting of all agenda summaries and their attachments, is created COB/DCEO/CEO review.
- **Thursday**: Final edits are made. Packet is published on-line, and is printed for Public Binders. Agenda is posted in glass case in front of the Administration Center and distributed to interested parties via email and eNotification.
- **Friday**: Department Outreach for meeting coordination. This includes coordinating presenters for items, if applicable, and sending out Zoom meeting invitations.

How to Write an Effective Agenda Summary

- Keep Brown Act requirements in mind – Transparency is key!
 - Title and Recommended action should mirror each other
 - All executable documents must be mentioned in title and recommended action
 - If Ordinance, Resolution, or Agreement, the recommended action should always “authorize Chair to sign same.”
 - Title and Recommended action should always tell the public, staff, and the Supervisors exactly the who, what, where, when, and how of your item.
- Refer to the manual for the specific requirements related to the type of item you are writing
- Reach out to Department Liasons for **content** questions related to your item (ex. Budget information, summary of request, etc.)
- Reach out to Clerk of the Board staff with **formatting** questions related to your item – we want to empower you to be successful and independent!

Supporting Documents

- Supporting documents help the Board of Supervisors determine specifics regarding the agenda item.
- The supporting documents support the summary of request as stated on the agenda summary.
- Items presented to the Board of Supervisors require supporting documentation which clarifies the need for consideration.
- Specific requirements exist for types of documents which need to be presented.
- All Executable documents must be fully routed and approved by County Counsel prior to being submitted to COB.

- These documents are not limited to records, resolutions, ordinances, contracts/agreements, staff reports, presentations or proclamations.
- The Clerk of the Board staff reviews the Agenda Summary as well as any supporting documentation and will verify that the correct amount of copies have been provided for deputy execution.
- Confidential information shall not be present on any supporting document as this supporting documentation is published within the Agenda. Any personal information should be redacted.

- **Ordinances**: Upon submission, Ordinances must be provided in red-line version as well as a final version. An Ordinance summary must be submitted as well for use with public noticing. All formats will be generated by County Counsel.
- **Resolutions**: Resolutions must be approved by the County Counsel or a Deputy County Counsel prior to submission to the Clerk of the Board. The final version must be attached to the agenda summary before submission, or the item will be rejected.
- **Contracts/Agreements**: In addition to being fully routed and digitally attached, a minimum of 1 original Agreement for approval shall be submitted to the Clerk of the Board with original signatures. COB will always retain 1 original for public record. Any remaining originals will be executed and returned to the submitting department.
- After execution, all signed documents are reattached to their corresponding item, making them immediately available to the submitting department.

Expectations

Submissions:

Agenda Summary and all Supporting Documents to be complete prior to submission in Granicus. If you are submitting a Regular Agenda Item, please ensure that you have already requested a placeholder. Regular Agenda Items without a placeholder will be rejected.

Agreements:

Must be fully routed, signed, and attached to item prior to submitting to COB for approval review. We require at least one physical original for execution.

Resolutions:

Please obtain approval by County Counsel prior to submission to BOS. Double-check signature block for correct year, Board Chair, County Counsel. Also ensure that your formatting is acceptable. All Resolutions should be in Arial 11.

Ordinances:

We require a summary, clean and redline version of the County Counsel approved Ordinance uploaded in Granicus. If any of these are not attached, we cannot approve your item.

Presentations:

If your item includes a presentation, please attach an electronic copy as a PDF. We will pre-load it on the Chambers computer for you. Or, during COVID, we will grant you the ability to share your screen on Zoom.

We cannot place the item on the Agenda without these parameters being met

Helpful Hints

- ✓ Keep item submission deadlines in mind and plan ahead
- ✓ Use the appropriate template – they're made to help!
- ✓ Please call the COB team if you have a question regarding an item submission
- ✓ Work with your liaison – they're your partner in the process
- ✓ Let a member of the COB team know if your item requires expedited execution. It becomes a burden to rush execution of documents without warning.
- ✓ Have someone proofread your submission. We're human – not computers.

Questions?