

COUNTY OF VENTURA

County Executive Office

Clerk of the Board of Supervisors

Board of Supervisors

Board Letter

Standards and Procedures



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Board of Supervisors

Matt LaVere

District 1

City of Ventura, Montalvo, Saticoy, Ojai Valley, City of Ojai, Upper Ojai Valley, Riverpark, Northwest Oxnard, North Coast, and West Lockwood Valley

Jeff Gorell

District 2

City of Thousand Oaks, Northern and Eastern Portions of the City of Camarillo, Newbury Park, Westlake Village, Oak Park, Hidden Valley, Lake Sherwood, Somis, Las Posas Valley, Camarillo Springs, Camarillo Heights, Casa Conejo, Santa Rosa Valley, and South Coast

Kelly Long

District 3

Central and Southern Portions of the City of Camarillo, Northeast Oxnard, El Rio, Nyeland Acres, City of Santa Paula, City of Fillmore, Piru, and East Lockwood Valley

Janice S. Parvin

District 4

City of Simi Valley, City of Moorpark, Box Canyon, Bell Canyon, Chatsworth Peak, Home Acres, Santa Susana Knolls, Sinaloa Lake, Tierra Rejada Valley, The Ronald Reagan Presidential Library, and Moorpark College

Vianey Lopez

District 5

Central and Southern Portions of the City of Oxnard, City of Port Hueneme, Oxnard Plain, Oxnard Shores, Mandalay Bay, Silver Strand, Hollywood Beach, Hollywood By the Sea, Channel Islands Harbor, California State University, Channel Islands, Naval Base Ventura County, California Air National Guard, Oxnard Airport, Ormond Beach Wetlands, and Channel Islands National Park

INTRODUCTION

The County of Ventura Board of Supervisors (BOS) meetings are conducted in accordance with California's Ralph M. Brown Act (Brown Act). The purpose of the Brown Act is to aid in the conduct of the People's Business by providing residents with access, understanding, participation, and transparency of the Board's actions.

The BOS regularly scheduled meetings are held most Tuesdays at 8:30 a.m., in the County Hall of Administration Building, Board of Supervisors' Hearing Room. The BOS holds Special Meetings whenever necessary.

The Office of the Clerk of the Board of Supervisors (COB) produces the BOS meeting agendas by collecting meeting materials such as the Board Letters, exhibits, contracts, and additional supporting documents submitted by County Departments and Agencies requesting action by the BOS. This process is done by way of the electronic Agenda Management System commonly referred to as SIRE.

The purpose of this Standards and Procedure Manual is to outline the meeting procedures and the Board Letter submission process.

Each Board Letter is to include a list of specific recommendations that the Board is being asked to consider/approve and an explanation/justification for each of those actions recommended to the Board.

Departments/Agencies must have their finalized Board agenda materials uploaded into SIRE before midnight on the **Tuesday** one week prior to the Board meeting date when the item will be considered. This will allow the County Executive Office (CEO) Analyst time to review the finalized documents until 10:00 a.m. Wednesday before submitting the agenda item to the Assistant County Executive Officer (ACEO) and Chief Financial Officer (CFO) for review and final approval, which is done by 12:00 noon, in order for the item to be placed on the Board's agenda for consideration and approval.

This document contains standards and procedures that must be followed to have the Board agenda items processed and approved on time and in the correct format in order to comply with County rules and California laws.

PROCESS/DEADLINES

Department/Agency staff are to submit meeting materials using SIRE and follow the 10-Day Review Process specified in the [Administrative Manual](#) (Admin Manual). The 10-Day Review Process requires that each Board item and meeting materials go through a 10-Day Review Process. (See 10-Day Review Process Calendar for details.) This ensures each designated reviewing entity is given sufficient time to review the meeting materials submitted by a Department/Agency prior to final approval and placement on the BOS agenda.

At the end of the 10-Day Review Process, Department/Agency staff (referred to as originators and gatekeepers in SIRE) will receive confirmation that the materials have been reviewed and are now required to be submitted to their CEO Analyst by the end of the day on the Tuesday one week before the selected BOS meeting date. The CEO Analyst has until 10:00 a.m. Wednesday (next day) to perform a final review and submit the materials to the ACEO and CFO for their review. The ACEO and CFO will perform a final review on Wednesday and will approve placement on the BOS Agenda by 12:00 p.m. in order for the COB to begin compiling all the approved meeting materials and finalizing the meeting agenda.

If a Department/Agency cannot meet their Tuesday deadline for submitting the final meeting materials to the CEO Analyst, a designated Department/Agency representative must obtain approval from the CEO Analyst, otherwise the item may be moved to a different meeting date or to an Addendum Agenda.

BOARD LETTERS AND MEETING MATERIALS

TEMPLATE

To ensure uniformity, all Board Letters must be:

- Typed in Arial 12-point font;
- Presented on Department/Agency official letterhead; and
- Signed by the Department/Agency Director or authorized designee.

Each Board Letter is to include the following sections:

- Date – Board meeting date;
- Presiding Entity and Address – Board of Supervisors or Board of Directors; County Seat Address;
- Subject – Formatted following standards found in the Subject section of this Manual;
- Recommendations – Specific actions that the Board is being requested to take, in numerical and logical order;
- Fiscal/Mandates Impact – Specify whether the action(s) is/are mandated or not; and include the Fiscal impact, including a summary of revenues and direct and indirect costs for the current and future years;
- Discussion – Provide sufficient explanation and historical background along with justification for each recommended action;
- Reviewing Agencies – Identify the agencies that have performed a review of the materials; and
- Signature Block – Department Head (and any other Department staff that the Department/Agency Director has deemed necessary) signature(s).

SUBJECT TITLES

The Board Letter and SIRE subject titles are important because they allow the public reader to understand the recommendations being presented to the BOS in a summarized format. Board Letter and SIRE subject titles must contain the following information when requesting or recommending formal action by the BOS:

COB Tip – Find previous Board Letters and meeting agendas by searching the BOS archives.

- a. Subject lines **MUST** start with the wording "Approval of," "Ratification of," "Adoption of," "Authorization for," "Acceptance of," "Receive and File," "Public Hearing Regarding," "Second Public Hearing Regarding," "Report Back Regarding," or a combination of any of these items. Ordinances and Resolutions **MUST** start with "Adoption of." The BOS Adopts Resolutions and Ordinances, they do not Approve them.

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- b. Subject titles **MUST** contain a brief general description of *who, what, why, when, and where* in each recommendation requesting action by the BOS.
- c. Subject titles **MUST** incorporate all referenced recommended actions being requested.
- d. Subject lines are to be typed in **Upper and Lower Case**. Do **NOT** use all CAPS.
- e. If any recommendation requires 4/5ths vote, the subject lines must have at the end of the sentence: RECOMMENDATION NO. X **REQUIRES 4/5THS VOTE**.

(This is the only exception to using ALL CAPS).

- f. Acronyms can be used to abbreviate frequently referenced and/or long names of departments, agencies, organizations, and terms as long as the full definition was used at least once in the Board Letter the first time the acronym is used.

Examples: County Executive Office (CEO), Health Care Agency (HCA), Public Works Agency (PWA), Juvenile Justice Center (JJC), California State Association of Counties (CSAC), Environmental Impact Report (EIR).

Examples of Titles:

Approval of Contract for (services description) with (name), (effective dates) in the amount of \$\$\$.

Receive and File a Report Regarding (Report Subject).

Approval of, and Authorization for, the (Name of the Department/Agency) Director to Sign Contracts for (services) with (name), (effective dates) in the amount of \$\$\$.

Adoption of a Resolution Regarding (subject).

Adoption of an Ordinance Regarding (subject).

If a contract/agreement is increasing/decreasing the original amount, then the modified amount must also be included (from amount to amount).

DO NOT indicate that anything is on file with the COB.

RECOMMENDATIONS

To ensure the recommendations are clear, Departments/Agencies requesting action by the BOS must list each recommendation for each item. If there is more than one recommended action for an agenda item, each recommendation is to be stated, numbered, and presented in logical order of approval.

The recommendation must clearly specify each action that the BOS is requested to take. The recommendation must also identify any actions that the Board is authorizing another Agency/Department to take, such as the Auditor-Controller or the COB.

Contracts: Recommendations for contract approval for the service being provided with individuals or vendors must include what product/service the contract is for, the first and last name or Company name, followed by the effective date(s), and the dollar amount(s). Also include if the contract/agreement is increasing/decreasing the original amount and the modified amount must also be included (from amount to amount).

Resolutions and Ordinances: These are adopted by the BOS. The Board Letter's recommendation and subject title must request action by the Board to adopt the resolution or ordinance and **not** to approve the resolution/ordinance.

EXHIBITS

Meeting materials such as resolutions, ordinances, contracts, maps, etc., must be listed on the last page of the Board Letter, below the signature, and uploaded in SIRE. Exhibits must be titled and numbered by using the following naming conventions:

Board Letter

Resolution – Brief Description - e.g., Resolution of Intention

Ordinance – Brief Description – e.g., Wireless Communication

Exhibit 1 – Brief Description – e.g., Map of Site

Exhibit 2 – Brief Description – e.g., Legal Description of Property

Exhibit 3 – Brief Description – e.g., Contract for Services

Do not use the symbols “&” or “#” in your exhibit names, as these are incompatible with SIRE and result in issues for the public. Instead, use “and” and “No.”

Do not upload locked/protected pdf documents. They are incompatible with SIRE.

All exhibits associated with the Board Letter **MUST** be uploaded in SIRE.

The COB reserves the right to return incomplete or inaccurately titled agenda items to the CEO Analyst and submitting Department/Agency for correction.

TIME CERTAIN ITEMS AND REQUESTS

Time Certain items are reserved for the following items:

- Items requested by the BOS;
- Public Hearings;
- Items taking longer than 5 or 10 minutes;
- Items that are controversial;
- Items that the public would be interested in attending.

Work with your CEO Analyst if you need assistance in determining if a Time Certain item is necessary.

Time Certain items are generally scheduled between 10:00 a.m. and 12:00 p.m., with 10:00 a.m. through 10:30 a.m. reserved for the BOS. Additional items may be scheduled at 1:30 p.m. Lengthy discussion items are scheduled at or after 1:30 p.m.

If a Department/Agency needs an item to be placed on the Time Certain Agenda, a time slot request is required and must have pre-approval by Lori Key, Senior Deputy Clerk of the Board, prior to submission in SIRE.

To submit a request for a Time Certain Agenda slot, please email Lori.Key@ventura.org with the following information:

1. Requested meeting date;
2. Amount of time needed to make the presentation and receive public testimony;
3. Agenda title;
4. Name of the person presenting the item at the BOS meeting; and
5. Justification/reason for the Time Certain item.

An email confirming a time slot will be provided within two (2) working days.

LEGAL REQUIREMENTS AND NOTICES

LEGAL REVIEW BY COUNTY COUNSEL

County Counsel provides legal opinions and advice, and assists with content preparation of Board Letters, contracts, ordinances, and resolutions. County Counsel does not provide administrative services. Board Letter procedures and formats are mandated by the COB.

Legal documents, such as grant applications or acceptances, contracts or agreements, resolutions or ordinances, must indicate on the Board Letter that the document(s) have been reviewed by County Counsel.

PUBLIC HEARING NOTICES, LEGAL NOTICES, OR MAILINGS

Some Board Letters require that Departments/Agencies provide a legal notice for a public hearing by publishing a notice in a newspaper of general circulation. The Departments/Agencies are responsible for preparing the Notice of Public Hearing and must work with County Counsel to determine the publication noticing requirements.

Departments/Agencies can submit the publication directly with a newspaper or publishing company or make advance arrangements with the COB to run the publication.

Departments/Agencies requesting the COB to arrange the publication must submit the following:

1. Email Lori.Key@ventura.org at least seven (7) business days prior to the required publishing date.
2. BOS meeting date and time.
3. Type of Notice – 10-Day, 15-Day, 30-Day, etc.
4. Frequency of publication – Does the notice need to run once, twice, etc.?
5. Date when the notice must be published. If multiple dates are required, include the exact dates.
6. Attach the notice in Microsoft Word format only.

It is important to remember Departments/Agencies must request placement on the Board's Time Certain Agenda prior to submitting a notice for publication. Please follow the [Time Certain Request Procedures section above](#).

If the Public Hearing requirements are not submitted to the COB's office as required, we cannot guarantee meeting the publication deadlines and this could result in the Public Hearing being postponed to another meeting date.

ORDINANCES

All Ordinances require a Public Hearing and Legal Notice and/or Public Mailing. Most Ordinances require two (2) hearings – the first hearing to introduce the Ordinance and the second hearing to adopt the Ordinance. Contact County Counsel to determine how many hearings are required for the specific Ordinance that the BOS is being asked to adopt.

Ordinances longer than two (2) pages require a Summary Ordinance publication rather than publishing the entire Ordinance. A Summary Ordinance publication must be prepared and signed by County Counsel. Ordinances require a legal publication at least five (5) days prior to the date of adoption, and the COB requires five (5) business days prior to the required date of publication for coordination with the newspaper. Please follow the instructions in the [Public Hearing Notices, Legal Notices, and Mailings](#) section above.

Departments/Agencies that are required to send out notices by mail must submit a copy of the Mailed Notice to the COB and upload the notice in SIRE ([see Meeting Documents section](#)).

Ordinance Templates are available online on the COB Intranet at: [Ordinance_Template.doc \(live.com\)](#).

REVISIONS, AMENDMENTS, AND CORRECTIONS

Departments/Agencies revising, amending, or correcting a Board Letter or exhibit after the BOS Agenda has been posted, **MUST** contact their CEO Analyst to obtain approval for changes. The changes must be substantial in nature (not typos).

The Department/Agency will submit a CEO Analyst-approved revision packet to the COB. Revisions, amendments, and corrections must be submitted to the COB **by 12:00 noon on the Friday before the meeting date.**

Departments/Agencies **MUST** provide the following revision packet containing two (2) separate pdfs to the COB:

1ST pdf titled with the agenda item number ONLY – this is the formal revision that will be distributed to the BOS. (one (1) pdf containing the following three (3) items):

- Department Memorandum addressed to “Clerk of the Board of Supervisors and Board of Supervisors Agenda Distribution,” with the subject title indicating the meeting date, Agenda Item number, and followed by a brief paragraph explaining why the document is being changed;
- Redlined (strike out) of the page(s) being revised only; and
- Clean copy/copies of the revised page(s) only.

2nd pdf (and any additional pdfs being corrected) titled exactly as the files being replaced in SIRE. This file will replace the incorrect file in SIRE:

- Clean copy of the entire corrected document.

Email the revision materials to Lori Key (Lori.Key@ventura.org).

DO NOT REVISE/CHANGE OR UPLOAD NEW FILES IN SIRE. ALL REVISIONS, AMENDMENTS, AND CORRECTIONS ARE DONE BY THE CLERK OF THE BOARD.

Late Corrections - If an error is discovered on the Board Meeting date, it is too late to make a correction through the COB. The Department/Agency representative must bring 10 packet hardcopies to the Board meeting to be distributed to the BOS prior to taking action on the item. Please include:

- Department Memorandum addressed to “Clerk of the Board of Supervisors and Board of Supervisors Agenda Distribution” with the subject title indicating the meeting date, agenda item number, and followed by a brief paragraph explaining why the document is being changed.
- Redlined (strike out) of the page(s) being revised only.
- Clean copy/copies of the revised page(s) only.

BOARD MEETING

DEPARTMENT REPRESENTATION

All Departments/Agencies submitting BOS Agenda Items must have a representative at the Board meeting who is able to respond to questions related to the item. Representatives speaking, providing a presentation, or answering questions to the BOS on any agenda item should first state their name, title, and Agency/Department for the record, address the Chair, Board Members, and the County Executive Officer.

Presentations should be brief and not exceed five (5) minutes unless presenting a Time Certain Agenda Item in which staff will then have the time allotted for that item.

POWERPOINT PRESENTATIONS

For automated presentations such as PowerPoints, Departments/Agencies **MUST** email the PowerPoint presentation to the General Services Agency, Board Room Media Booth no later than 12:00 noon of the Monday before the Board Meeting date.

The email must be sent to:

BoardRoom.Presentation@ventura.org
Lori.Key@ventura.org
Rosa.Gonzalez@ventura.org

and must contain the following information:

In the subject:

1. Agenda meeting date in the format of mm/dd/yyyy.
2. Agenda item number.

In the e-mail body:

3. Agenda meeting date.
4. Agenda Item number.
5. Department name of the presenter and contact information.
6. Attach the presentation file titled with the Agenda Item number only.

The slide size in PowerPoint should be "Widescreen (16:9)" to best utilize the projector screens. GSA staff may have to spend time reformatting the presentation if it is incorrectly sized for the Board Room equipment.

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Departments/Agencies are required to provide a [Meeting Document Transmittal Form](#) along with ten (10) paper copies of the presentation to the COB by 2:00 p.m. of the Monday before the Tuesday Board meeting date. Please print with 1-4 slides per page, double sided, in color and stapled.

To assist Departments/Agencies in making their presentations, the General Services Agency provides the opportunity to test the PowerPoint presentation in the Board Room on Friday afternoon. Please email BoardRoom.Presentation@ventura.org in advance to schedule a practice run.

MINUTE ORDERS AND SUMMARY MINUTES

Summary Minutes for the BOS' Meetings are available online at:
www.ventura.org/bosagenda

Minute Orders

Minute Orders will be available in the meeting archives online by 5:00 p.m. on the Friday following the Board meeting at: www.ventura.org/bosagenda.

Use the Documents drop-down menu to select Minute Orders.

Once you have located a Minute Order you would like to print, make sure to select the following options to ensure you print only the Minute Order you desire:

- Select Minute Order.
- Click Print.
- Within the Print menu window, under Print Range, select Current View and print.

Certified Minute Orders should be requested in advance when necessary, and will be available for pick-up at the COB Office, or sent by Brown Mail upon request, after Friday.

Official Summary Minutes

Once the Board approves the previous meetings' minutes, the Official Summary Minutes will be uploaded online in association with the meeting for which the minutes pertain.

DOCUMENTS REQUIRING SIGNATURE/RECORD

CHAIR OF THE BOARD SIGNATURE

Documents submitted with Board Letters recommending APPROVAL and SIGNATURE by the Chair of the BOS require hard copies delivered to the COB.

Please ensure the current Chair of the BOS is named on the documents requiring a signature and the meeting date is listed. Departments/Agencies must submit at least one (1) single-sided set for the COB's records, that will not be returned, plus any additional copies needed by the Department/Agency by 12:00 noon on the Monday prior to the Board Meeting date. The documents that need to be signed must be submitted to the COB with the *Signature Required* Transmittal Form. The Form must contain the Agenda Date, SIRE ID or Agenda Number, Agenda Title, Contact Information (in order to return the signed copies back to the department), an indication as to whether these documents are Priority (time sensitive) and/or whether Certified Copies are needed. Please neatly flag where the Chair will sign.

The Signature Required Transmittal Form is available on the COB's Intranet:
<http://vcportal.ventura.org/CEO/COB/docs/SignatureRequiredTransmittalForm.pdf>

All signatories of the document should first sign the document prior to submitting it to the COB to obtain the Chair's signature. The Chair of the Board should be the last signatory on the document. There may be exceptions to this rule that include other government entities.

If the Chair is not the last signatory, once all the other signatories have signed the document, the Department must submit the fully executed document to the COB (see [Meeting Documents](#) section).

Please neatly flag the area requiring the Chair's signature. This helps identify the exact page that needs to be signed.

MEETING DOCUMENTS

An item that has gone before the Board and requires additional signatures or completion by outside entities will need to be returned with the fully executed documents to the COB by the originating County Department/Agency. These documents must be submitted to the COB to be filed as part of the official record.

Please submit these documents along with the [Meeting Documents Transmittal](#) Form printed on yellow paper.

The [Meeting Documents Transmittal](#) Form must include the following information along with the specific documents:

- Date Submitted;
- Agenda Date;
- SIRE ID Number;
- Agenda Item Number; and
- Agenda Item Title.

ADDENDUM AGENDA

Board items that are submitted after a meeting agenda has been posted on Thursday prior to the Board Meeting date must go on an Addendum Agenda, which is published on Friday at noon prior to the Board Meeting date.

Departments/Agencies must immediately contact their CEO Analyst if the need arises to submit an item to the Addendum Agenda in order for the CEO Analyst to approve placement in SIRE. Once the CEO Analyst has approved placement, the Department/Agency must submit the item in SIRE by selecting the Addendum Agenda as the Meeting Type and follow the same materials upload requirements mentioned in the [Board Letter and Meeting Materials](#) section above.

Once a meeting has been archived, you can access the Addendum Agenda in the future at: www.ventura.org/bosagenda

Use the Documents drop-down menu to select Addendum Agenda.

References

Title	Document Location
Administrative Manual	https://countyofventuraca.sharepoint.com/sites/CEO/AdminManual/Documents/Chapter II-12 Board Letter Procedures.pdf
Brown Act (Ralph M. Brown Act)	http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=54001-55000&file=54950-54963
Public Records Act Guidelines	http://vcportal.ventura.org/VCWEB/policies/docs/California Public Records Act Guidelines.pdf
Board Letter Standards and Procedures	http://myvcweb/index.php/clerk-of-the-board
Transmittal Form - Signature Required and Meeting Documents	http://myvcweb/index.php/clerk-of-the-board
SIRE Help Manual	http://myvcweb/index.php/clerk-of-the-board
10-Day Review Process Calendar	http://myvcweb/index.php/clerk-of-the-board
Templates Ordinance; Resolution; Resolution Proclamation	http://myvcweb/index.php/clerk-of-the-board
Board of Supervisors Records/Ordinances	https://www.ventura.org/county-executive-office/clerk-of-the-board/research-cob-public-records/
Board of Supervisors Agendas and Archived Meeting Videos	www.ventura.org/bosagenda
Minutes/Minute Orders	www.ventura.org/bosagenda
Board of Supervisors Meeting Live Broadcast	www.ventura.org/bosagenda
Board of Supervisors Meeting Calendar	www.ventura.org/bosagenda

CONTACT INFORMATION

Departments/Agencies will conduct most of their Board items communication through their CEO Analyst but if additional assistance is required, please refer to the following resources to help you contact the appropriate County representative.

SIRE Assistance: ceo.itsupport@ventura.org

SIRE Out-of-Office Request/Vacation Rules: <http://myvcweb/index.php/sire-ooto-request>

Submit the following information:

- Name of employee who will be out of the office.
- Name of person delegated to cover for employee.
- Dates delegation will start and end:
 - Start date and time.
 - End date and time.

General Services Agency for Presentation Preparation: boardroom.presentation@ventura.org

Clerk of the Board: Lori.Key@ventura.org