

**County of Santa Clara**  
**Board of Supervisors**  
Supervisorial District Three  
Supervisor Dave Cortese

**Inventory Item**  
**#17**



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BOSD3 15 06-09-09

Prepared by: Mike Donohoe  
Board Aide

Reviewed by: Rabia Chaudhry  
Chief Board Aide

DATE: June 9, 2009

TO: Board of Supervisors

FROM:

A handwritten signature in cursive, appearing to read "Dave Cortese", with a small "cc" to the right.

Dave Cortese  
Supervisor, District 3

SUBJECT: Fiscal Year 2010 Budget Inventory List - A  
recommendation to relocate the staffing of certain boards  
and commissions from the Office of the Clerk of the Board  
to individual departments

**RECOMMENDED ACTION**

Direct staff to develop a phased approach to reorganize the administration of certain boards and commissions, to commence in FY 2010, wherein each board/commission is staffed by the department whose mission correlates most closely. The reorganization should include consolidations as suggested by county staff.

The phased approach should be a three step process:

1) Examine the consolidations recommended by county staff (complete by September 30, 2009).

- 2) Delegate to the appropriate department/agency the staffing function of the first third of the boards/commissions. (Implemented by December 31, 2009).
- 3) The next third of the boards/commissions to be staffed by agency or department. (Implemented by April 30, 2010).
- 4) The final third and any unresolved issues implemented by June 30, 2010 in order to have a complete plan ready for the FY 2011 budget.

### **FISCAL IMPLICATIONS**

Each department should absorb responsibilities within existing staffing structures. Additional staff resources can be sought through each department's unfunded FTE (outlined in recommended budget) that are not being counted towards salary savings, as presented in the Harvey Rose Management Audit Division's review of the recommended budget.

### **BACKGROUND**

According to County Administration, the Clerk of the Board provides administrative support to 35 boards/commissions. Of this 35 - five are fully reimbursed and another three are partially reimbursed.

The Clerk previously provided a detailed analysis of how many staff hours each board/commission requires. The majority of these require less than 200 hours per year of staff support, or 3.8 hours per week. This represents slightly less than 10% of a 40 -hour work week.

Each board or commission deals with a set of specific policy and/or programming issue. Generally there is a corresponding county department that deals with these subject matters. It makes sense for the relevant county department or agency to staff the board/commission whose work correlates to the work of that department or agency, particularly because questions of public policy process often arise. Questions of this nature have been directed to the Clerk of the Board, who does not have the expertise in the subject matter.

County departments are encouraged to utilize existing resources in order to absorb these minimal additions in staffing hours. We recognize that there is a lot of process and collaboration needed for this to succeed. In addition to the normal parts of minutes and attendance the Clerk of the Board handles agendas, meeting notices and other specialized tasks. That is the reason for the phased approach over one year. During this transition period the Clerk of the Board should arrange for trainings for those employees assigned to boards/commissions so they may learn how to take proper minutes, post documents to

keyboard, comply with the Brown Act, and any other special needs of these important county resources.

