



24-4331

DATE: February 6, 2024 (Item No. {{item.number}})

TO: Board of Supervisors

FROM: James R. Williams, County Executive

SUBJECT: Status Report: Board Referrals

RECOMMENDED ACTION

Receive monthly status report on the items referred to Administration.

REASONS FOR RECOMMENDATION AND BACKGROUND

Consistent with input from the Board of Supervisors and recommendations from the Management Audit Division's audit of the Office of the County Executive (CEO), Administration has made some changes to the monthly status reports on referrals to Administration and departments. In addition to providing a matrix of all formal outstanding referrals made by the full Board of Supervisors, Administration is now including a supplemental matrix of requests originating from the Board's five Policy Committees. This supplemental report is attached to this monthly status report and includes all requests from the Policy Committees within Fiscal Year 2023-24 through the January 2024 Committee meetings.

In addition, based on the current Board of Supervisors policy priorities affirmed at the April 18, 2023 Board meeting (Item No. 9), the referral matrix now notates the Board policy priority that is most closely associated with each referral. Administration will continue to revise the format of this matrix (and the new Committee matrix) to make these documents as useful as possible for the Board and for staff.

For many years, Administration has provided summary information on outstanding referrals to Administration and County departments through a monthly status report. At the Board of Supervisors meeting on April 18, 2023 (Item No. 9), input on the format of this report was provided by the Board. Also, on July 13, 2023, a Management Audit of the Office of the County Executive was published by the Management Audit Division which included several recommendations for Board of Supervisors and Administration's consideration related to streamlining, prioritizing, and tracking Board referrals

ATTACHMENTS:

- BOS Referral Matrix (through 12.19.23 Mtg)
- Committee Request Matrix (through 1.31.24)