



24-5598

**DATE:** May 7, 2024 (Item No. 63)  
**TO:** Board of Supervisors  
**FROM:** James R. Williams, County Executive  
**SUBJECT:** Status Report: Board Referrals

### **RECOMMENDED ACTION**

Receive monthly status report on items referred to Administration.

### **REASONS FOR RECOMMENDATION**

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 April 24, 2024.

### **BACKGROUND**

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.

### **CHILD IMPACT**

The recommended action will have no/neutral impact on children and youth.

### **SENIOR IMPACT**

The recommended action will have no/neutral impact on seniors.

### **SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

**ATTACHMENTS:**

- BOS Referral Matrix (through March 26, 2026)
- Committee Request Matrix (April 24, 2024)