



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-6

For the meeting of: July 22, 2014

Date: June 30, 2014
To: Board of Supervisors
From: Phillip Smith-Hanes, County Administrative Officer *PSH*
Subject: Board Referral Tracking Update

RECOMMENDATION(S):

That the Board of Supervisors review the attached Board Referral Tracking sheet and take action, if necessary.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

On June 4, 2013, your Board approved a process for tracking items referred to staff by your Board. This process includes monthly and quarterly reports to department heads and your Board.

Attached is the most recent Referral Tracking Report, last updated on June 30, 2014.

Prepared by Nicole Morrow

CAO Approval

Cheryl Dillinger

REVIEW:

Auditor _____ County Counsel _____ Human Resources _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-2

Meeting of: 6/4/2013

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Buss* Seconded by Supervisor *Sundberg*
Ayes *Sundberg, Lovelace, Bohn, Fennell, Buss*
Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *July 22, 2014*
By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

The process of tracking and following up on Board referrals is a minor expense to the County budget. The tracking process helps to foster transparent, accessible, welcoming and user friendly services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

- A. Referral Tracking Form

HUMBOLDT COUNTY BOARD OF SUPERVISORS
REFERRALS UPDATED: 6/30/2014

REFERRAL DATE/ ITEM NO.	SUBJECT	DEPT. REFERRED TO	BOARD DIRECTION	REQUESTED RESPONSE DATE	RESPONSE DATE/ ITEM NO.	ACTION TAKEN OR BOARD DIRECTION
9/10/2013 H-1	Response to FY 2012-2013 Grand Jury Report	County Administrative Office	Follow up with Humboldt Lodging Association regarding providing training and monitoring services for a fee	na	na	Training has been offered to HLA, no training dates have been scheduled
10/8/2013 G-5	Consider Becoming a Member of Rural County Representatives of California	County Administrative Office	Staff to review the Board's budget and propose funding to cover the \$12,000 annual membership fee.	FY 13-14, 1st Q report	11/5/2013 H-1	BOS approved
11/5/2013 C-3	Local Appointments List for 2014	Clerk of the Board	Follow up on review of Maddy Act listings, seek out other counties	1/1/2014	<i>anticipated response: 12/2014</i>	
11/5/2013 H-3	Notice of At Large Vacancy for a Vacancy on the Orick Design Control Committee	Clerk of the Board	Review and recommend changes to the at-large vacancy procedure	na	4/1/2014 H-1	BOS approved amended protocol
12/17/2013 G-1	High Energy Use Tax Data	County Administrative Office	Find a source of funding for research and bring back a budget modification for the Board of Supervisor's budget	na	3/25/2014 H-1	Subcommittee & CAO to research timeline and process for putting the tax on the ballot in 2016.
1/14/2014 M-1	County Administrative Officer Report	County Administrative Office	Solid Waste Committee to bring a draft Plastic Bag Ban back to the Board	na	<i>anticipated response: 7/22/2014</i>	Staff requesting BOS to provide additional instructions on how to proceed.
2/11/2014 H-1	Mid-Year Budget Review for Fiscal Year (FY) 2013-14, Budget Outlook for FY 2014-15, and Recommendations for Budget Adjustments	County Administrative Office	Tracking of Loan to Code Enforcement fund (3440)	quarterly, with referral tracking	ongoing	\$25,000 was transferred to Code Enforcement fund on 2/28/2014
2/25/2014 G-1	Consider the Concept of Campaign Finance Reform	County Counsel	Consider and vet the Campaign Reform Ordinance from Sonoma County and bring findings back to the Board	3/11/2013	3/11/2013 H-1	Continue the discussion for further input, allowing any Supervisor to bring the issue back at any time. Staff to post Sonoma Ordinance and video of meeting on Open Humboldt

Attachment A: Referral Tracking Form

4/8/2014 M-2	CAO Report: Telephone for Citizen's Law Enforcement Liaison Committee and Various Other Topics	County Administrative Office	Work to provide a bifurcated voicemail box for the Human Rights Commission and Citizen's Law Enforcement Liaison Committee.	na	anticipated completion: 7/31/2014	Information Technology is working with staff to complete transfer by July 31.
5/6/2014 G-1	Discuss Community Concerns Related to Funding Law Enforcement and Public Safety in Humboldt County	County Administrative Office	Prepare a report for the Board regarding possibilities for generating revenues locally to fund public safety and other services	5/20/2014	5/20/2014 H-1; 6/24/2014 M-1; 7/8/2014 H-1; 7/15/2014 H-1	7/15/2014: BOS approved Ballot Measure Statement and Ordinance Relating to the Imposition of Transactions and Use Tax