

DEPARTMENT: Administration BY: John W. McCamman

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No x)

Establish a committee structure among County departments with a Department Heads Executive Council, and five (5) functional area committees. The committees should be established along the same lines as the Board of Supervisors' liaison assignments; that is, General Government, Fiscal and Educational Services, Health and Human Services, Criminal Justice Services and Developmental Services. The recommendation provides that each functional area will nominate one (1) department head to serve on a County-wide Department Heads Executive Council. That Executive Council will review County policies and procedures, provide a communication mechanism between the Board of Supervisors, County Administration and the Operating Departments, and County policy discussions.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has endorsed the idea of Department Heads' meetings on several occasions and has been supportive of increased administrative organization.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Continued to hold County-wide department head meetings with sporadic attendance.
2. Provide an alternative organizational structure for a department head council.
3. Make no decision and have no organized administrative structure for the County department heads.

COSTS: (x) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required Add'l funding \$ _____

D. Source: _____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

1. Background attached. _____

SOURCE: () 4/5ths Vote Required

A. Internal transfers \$ _____

B. Unanticipated revenues \$ _____

C. Reserve for contingency \$ _____

D. Description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 91-280

Ord. No.: _____

Vote - Ayes: 4 Noes: _____

Absent: Punt Abstained: _____

kw Approved () Denied

() Minute Order Attached

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

X Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA

By: _____
Deputy

Comment: _____

A.O. Initials: [Signature]

COUNTY-WIDE DEPARTMENT HEADS EXECUTIVE COUNCIL

BACKGROUND

The Board of Supervisors has previously discussed mechanisms to ensure that information developed by the Board of Supervisors as County policy is disseminated among the various department heads. In addition, various County department heads have indicated an interest in developing a formalized mechanism of give and take on policy issues confronting the Board of Supervisors and County government.

The proposed organization provides that the five functional groups of the County will organize into monthly departmental meetings. These departmental meetings will be chaired by an individual among the department heads within that functional group. The meetings will have an agenda and will have a regular time for meeting. The purpose of these departmental functional group meetings will be to interchange information about the effect of the various departments within the functional group on the other departments. This will heighten sensitivity and encourage cooperation among the departments involved in that functional area.

In addition to these functional group meetings, a central department head management council is recommended to be established. This departmental council will be made up of representatives from each of the functional groups. Each functional group will nominate one of its members to serve on the Executive Council for a period of one year. That functional group member will represent the interests of the other members of the functional group with the Department Head Executive Council. The Executive Council shall be made up of one member of each functional group, and the County's Administrative Officer.

The Department Head Executive Council shall discuss issues of County-wide concern emanating from the various departments; disseminate Board directives relative to County policy and activities; and act as a discussion group for the formulation of new policies developed in response to current issues facing County government.

The primary reason for this organizational structure is to develop a formalized communication mechanism among the various County departments concerning functional areas and County-wide issues of concern.

While staff time will be required to implement this recommendation, no appropriated funds are anticipated to be required at this time.

ORGANIZATION OF COUNTY DEPARTMENTS
BY FUNCTIONAL GROUPING

General Government

Board of Supervisors
Administration. John McCamman
 Personnel
 Contingencies
 Assessment Appeals
 Plant Acquisition
 Advertising Fund
 Data Processing
County Clerk Lynne Robinson
 Elections
 Grand Jury
County Counsel. Jeff Green
Fire Services. Gary Gilbert

Fiscal & Educational Services

Auditor-Recorder. Evelyn Billings
 Insurance
 Audits
 Special District Augmentation Fund
Treasurer-Tax Collector. Don Phillips
Assessor. Gary Estep
Data Processing. John W. McCamman
Agricultural Commissioner. Don Cripe
Library. Richard Hastings
Farm Advisor. Wain Johnson

Developmental Services

Public Works. Larry Pollard
 Airport
 Building Maintenance
 Districts & Facilities
 Engineering
 Local Transportation Commission
 Parks & Recreation
 Roads
 Solid Waste Enterprise
 Transportation
 Vehicle Maintenance
 Plant Acquisition

Organization of County Departments
by Functional Grouping

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Planning Tony Lashbrook
 Local Agency Formation Commission
 Building Permits & Inspection
Community Development Jim Evans
Water Agency John McCamman

Justice System Services

Superior Court Richard L. McMechan
County Clerk Lynne Robinson
Law Library Jeffrey G. Green
Justice Court Carlos LaRoche
District Attorney George Griffith
 Criminal
 Family Support
Sheriff/Coroner Roger Matlock
 Boating Safety
 Jail
 Dispatch
Constable Bill Hipbshman
Probation James Moffett

Health & Human Services

Public Health Charles B. Mosher
 Air Pollution Control
Human Services Bill L'Heureux
 Mental Health
 Welfare
 Alchol and Drug
Veteran Services Jim Eustler
 Senior Services
 Senior Nutrition
 Transit

Housing and Community Development Jim Evans