Policy Workflow

What is “Policy Workflow?”

- Operationalize how Board Goals and other ideas can become policy or programs
- How we use our committees, work sessions, and regular meetings

- Policy workflow is *not* the agenda process

Why we need clear policy workflow…

- More-structured approach will facilitate transparency and communication
- Use the Board's time in work sessions and committees effectively and efficiently
- Advance our Board Goals
- Prioritize staff workload capacity

Each Board forum has its Purpose

Board Committee

- Initial feedback from subset of Commissioners on staff-presented issues
- Shape and refine fresh ideas
- Recommend items for consideration by the full Board

Work Session
(Committee of the Whole)

- Share proposals and information with the full Board
- "Fine tune" policy proposals
- Board provides a solid course of action
- Committee Reports
- Consider all Education and Economic Strength topics

Regular Meeting

- Formally consider (vote on) policy changes
- Allocate budget resources
- Approve statutorily required actions

Implementation: “4 Hour Rule”

- Commissioner proposals do not receive more than 4 hours of staff time without the full Board’s awareness
- Need this rule to
  - Facilitate transparency and communication among Commissioners
  - Focus staff capacity on priorities and consensus issues
- Initial 4 hours of analysis meant to understand issue and scope the work effort, including,
  - What goal do you want to accomplish, and why?
  - What is the County’s role in this proposal?
  - What are the potential financial and other resource impacts?

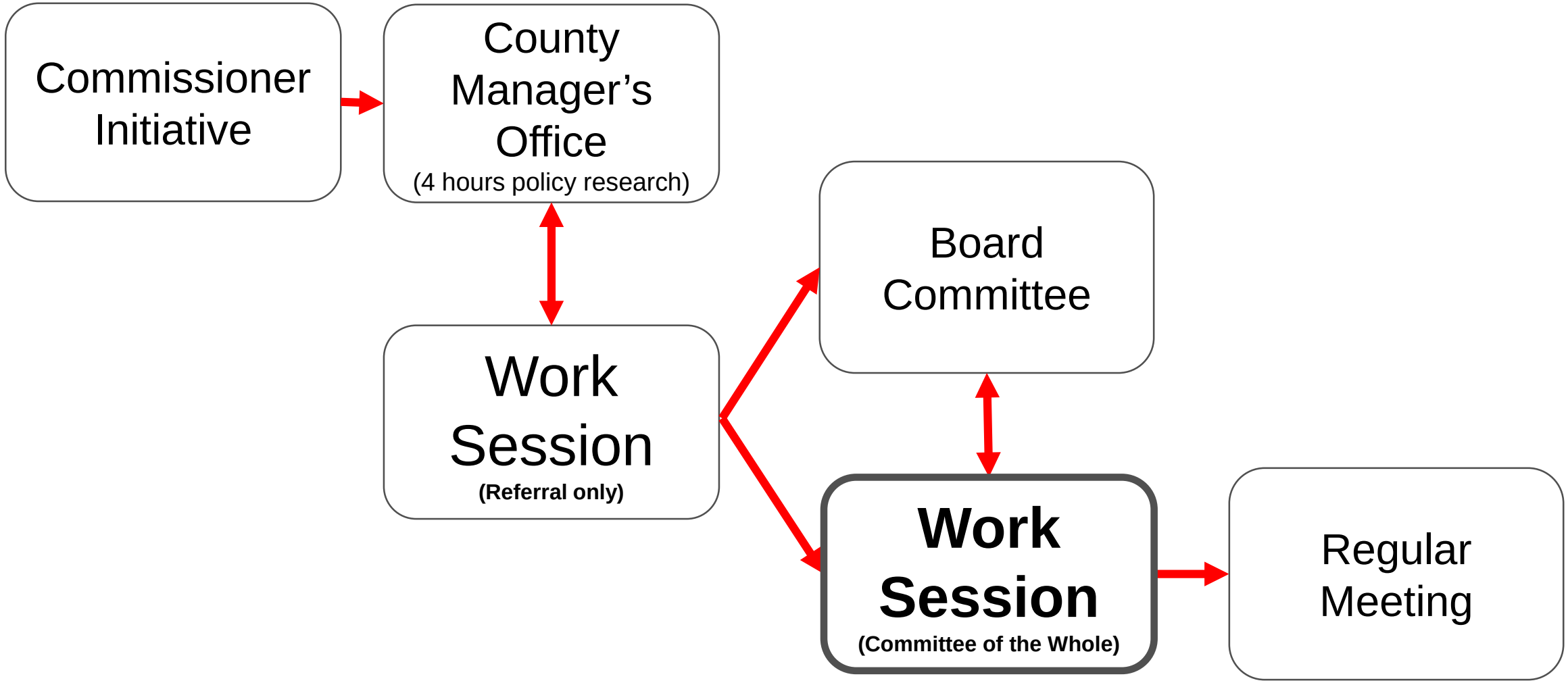
Implementation: Using Work Sessions

- Each work session will end with committee referrals
  - Following initial research (“4 hour rule”), this is the Board’s opportunity to hear Commissioner initiatives and consider referring to a committee
  - David will summarize each item, potential impact, and estimated staff time
- Staff look to Board to…
  1. Refer to committee, and authorize additional staff work
  2. Continue discussion at full Board level, authorize additional staff work
  3. Not authorize additional staff work
- Committee reports moved from regular meetings to work sessions to allow more discussion

Implementation: Using Committees

- Committees will consider…
  - Staff-driven items, including Board Goals
  - Issues referred to the committee at a work session
- Scheduling all committee meetings for rest of 2019
- Assigned Chiefs will work with committee Chair to set agendas
- Commissioner initiatives will be referred to committee at work sessions

Policy Workflow for Commissioner initiatives



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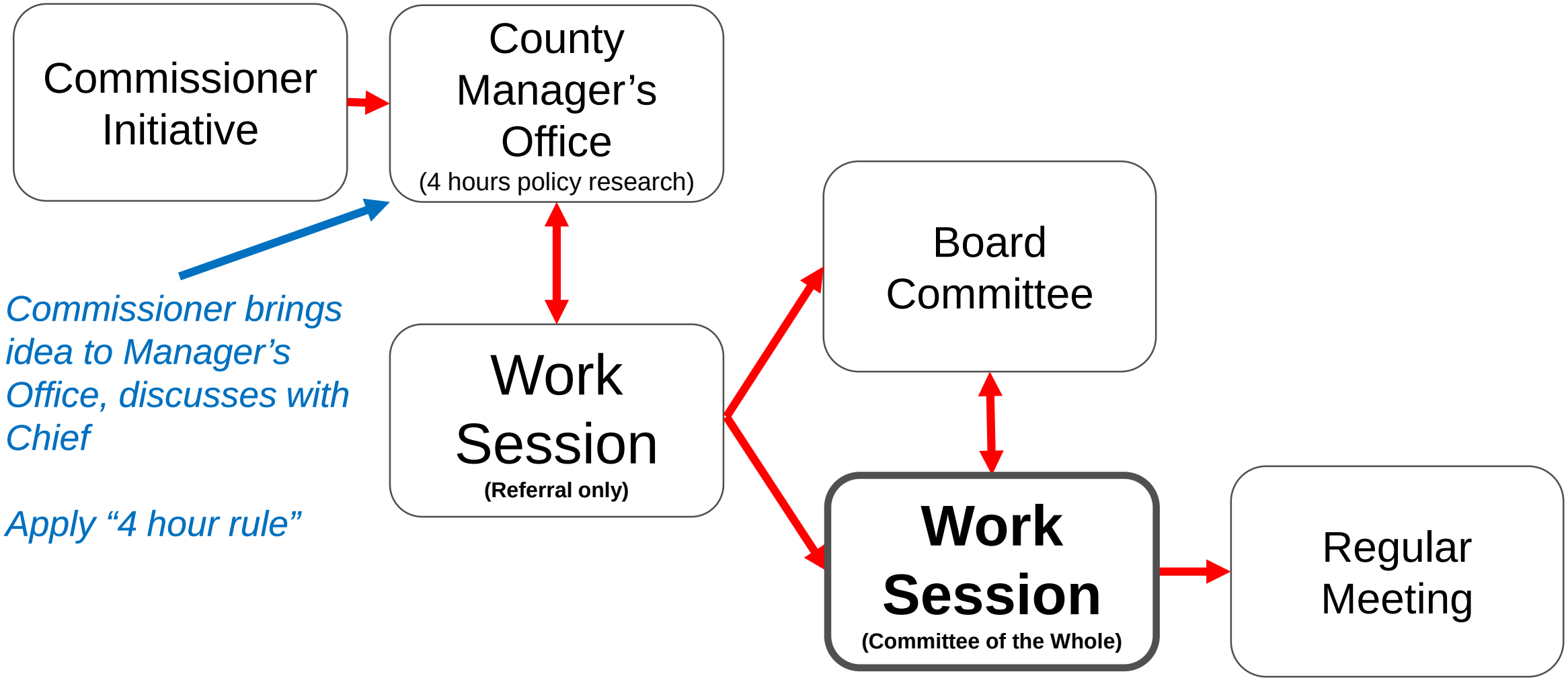

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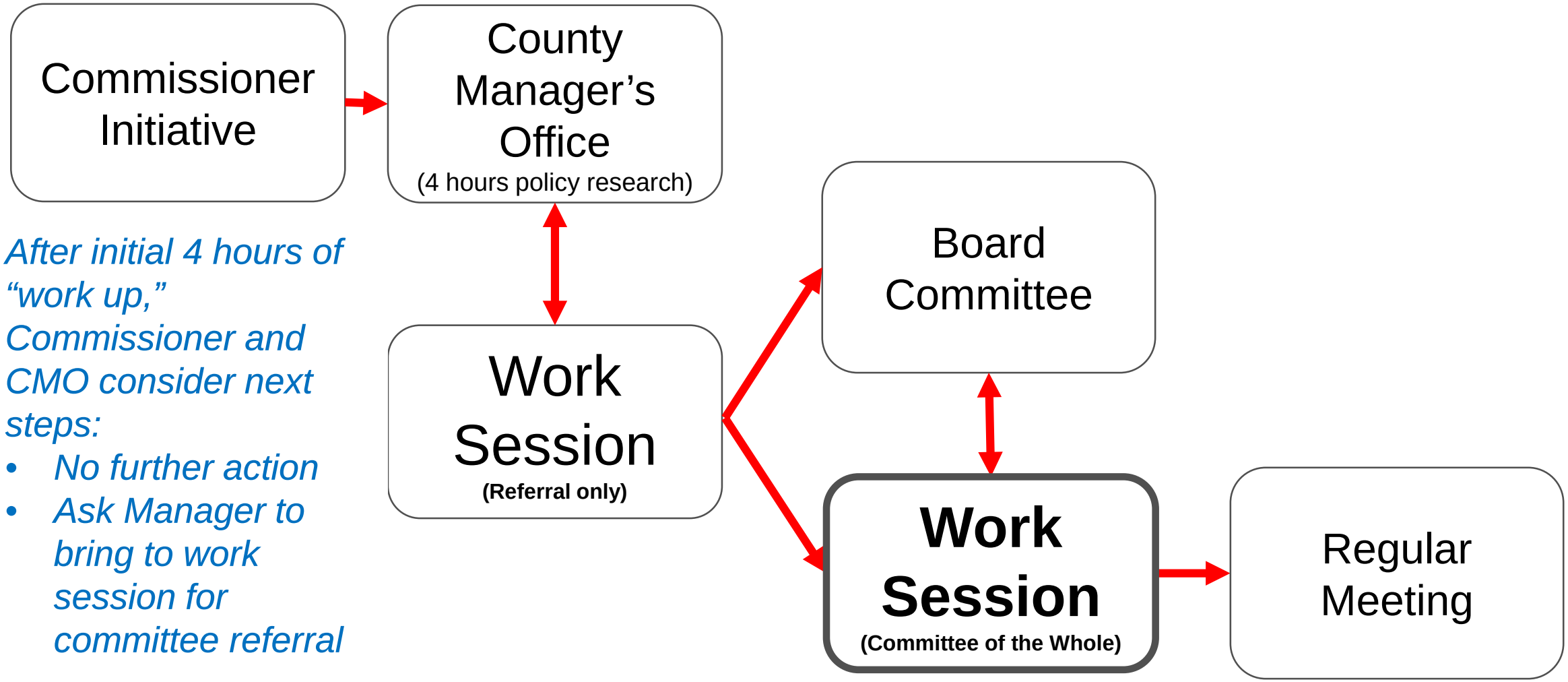

After initial 4 hours of "work up," Commissioner and CMO consider next steps:

- *No further action*
- *Ask Manager to bring to work session for committee referral*

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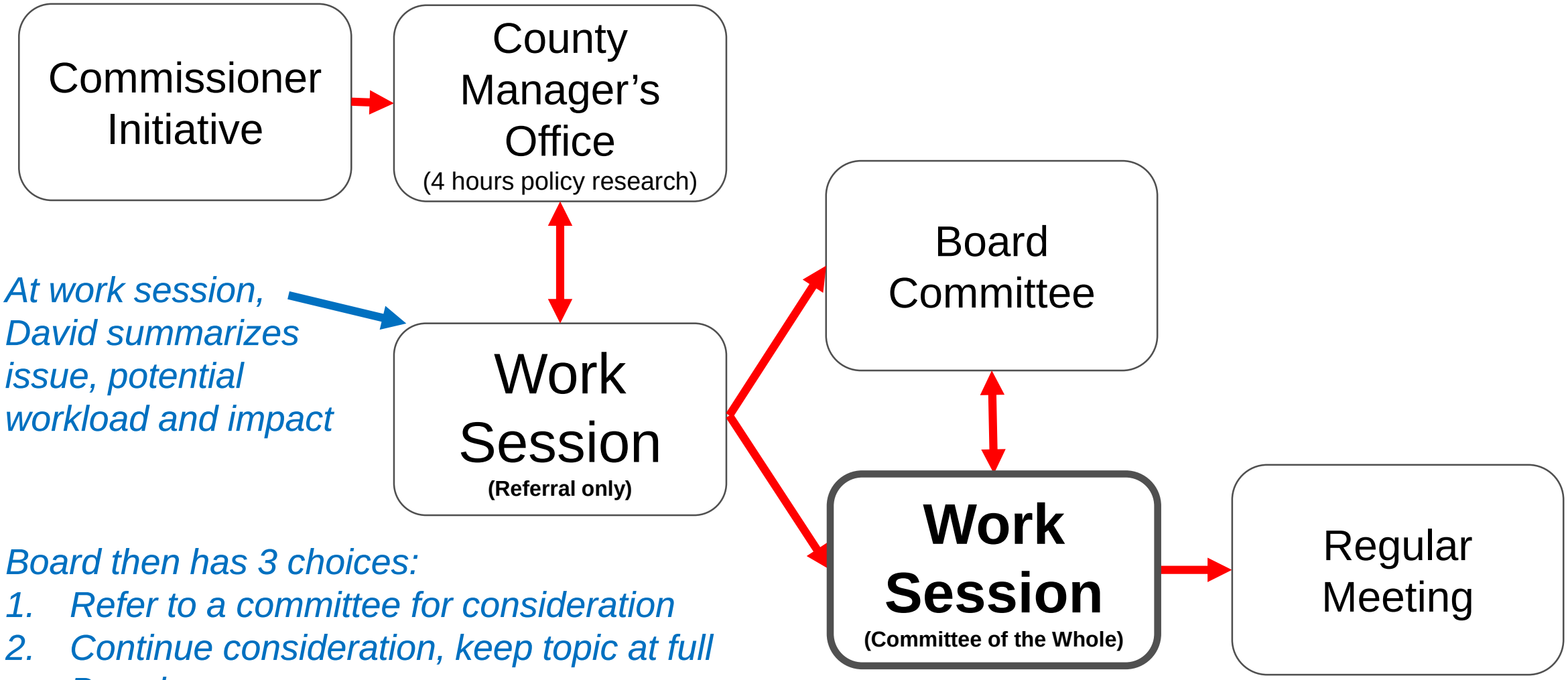
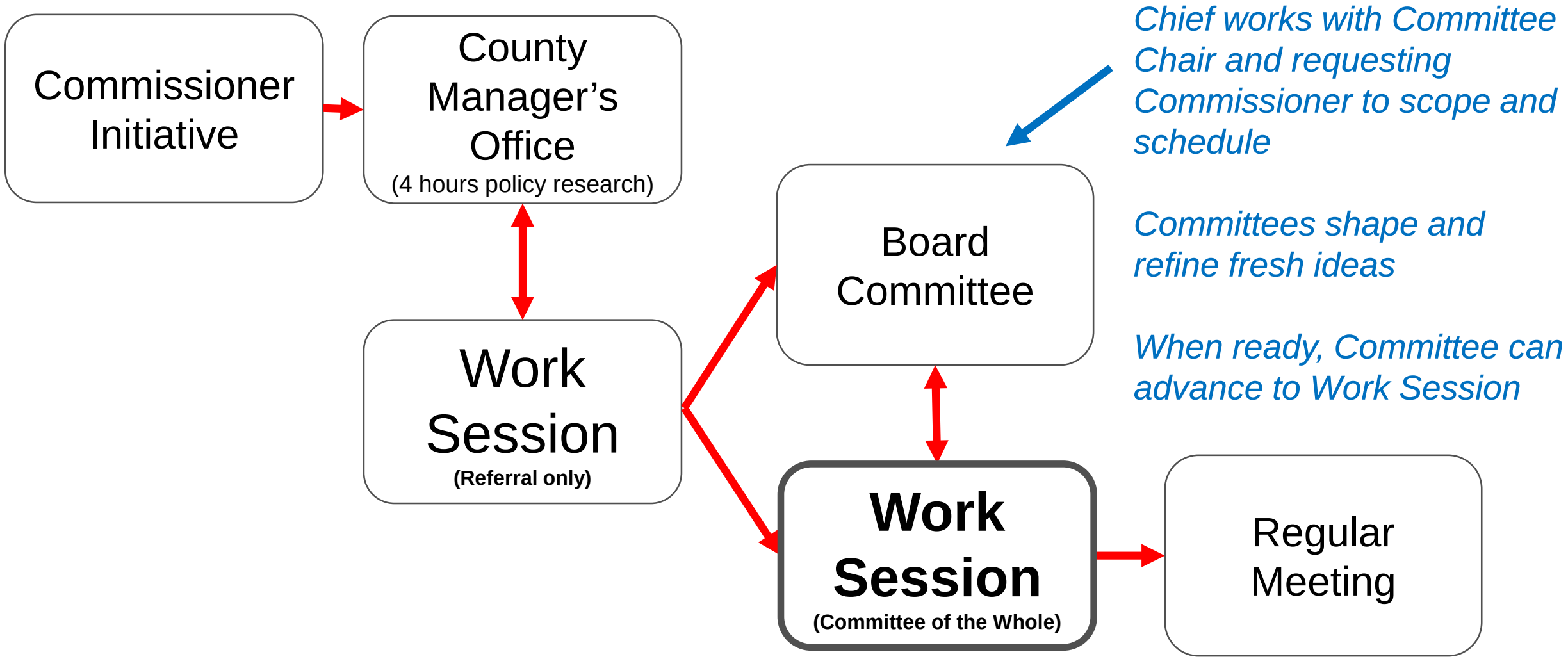


Board then has 3 choices:

1. *Refer to a committee for consideration*
2. *Continue consideration, keep topic at full Board*
3. *No further action*

Policy Workflow for Commissioner initiatives



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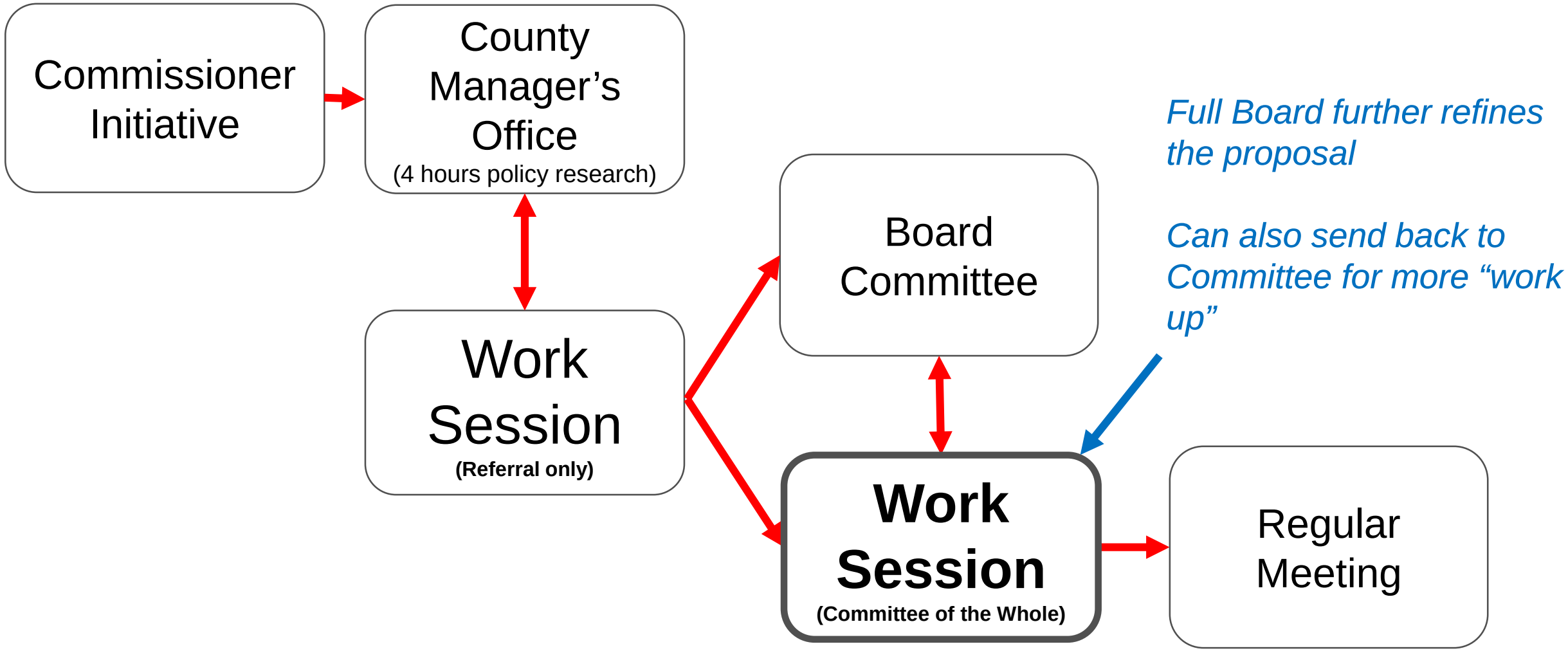

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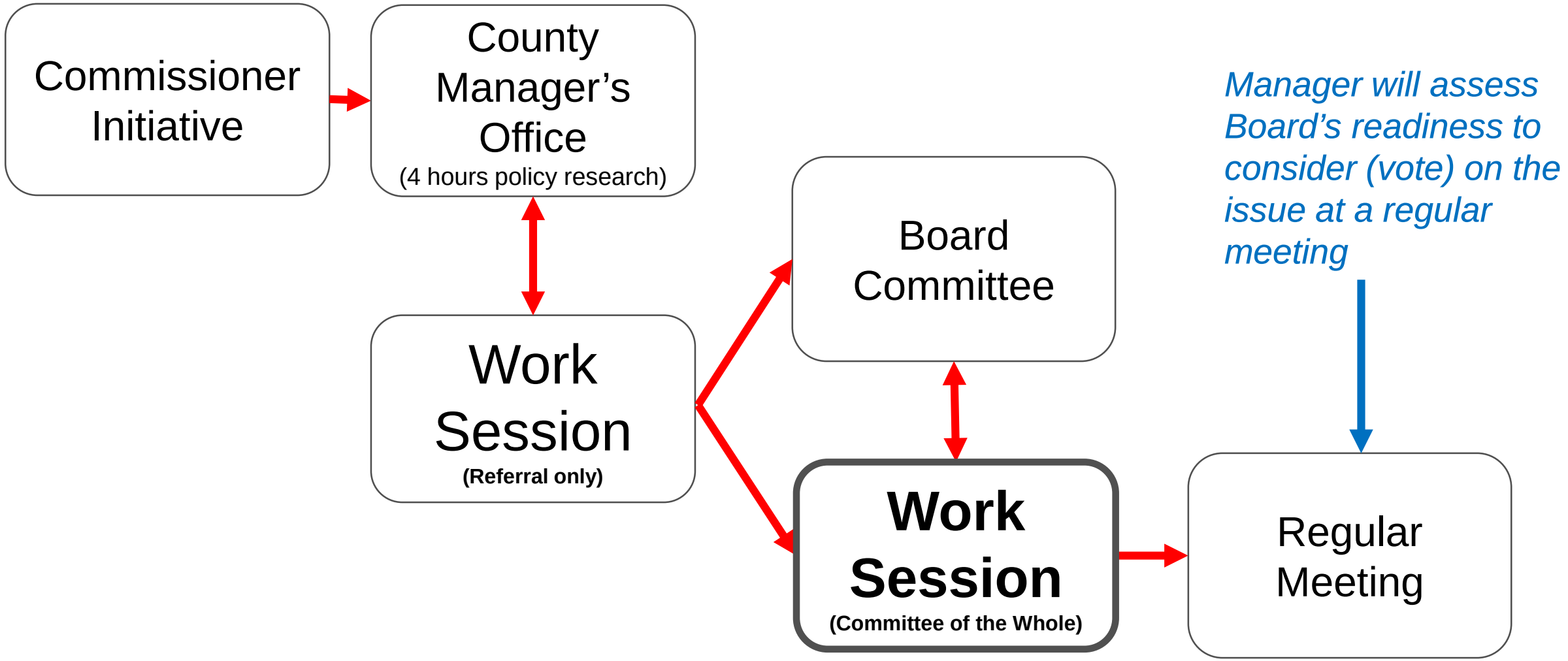

Engaging Committees

- Committee meetings will be added to your calendar

	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Human Services		15th		24th		26th		28th		2nd
Affordable Housing				24th					4th	
Growth and Sustainability	25th		20th		29th		23rd		25th	
Great Government	25th	22nd			1st			28th		9th
Public Safety		22nd			8th			7th		
Arts and Culture			6th			19th			4th	
Education	Committee of the Whole									
Economic Strength	Committee of the Whole									
BOC Work Session	11th	8th	13th,20th	10th	n/a	12th	9th	14th	12th	9th

Questions and Discussion