

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

June 28, 2022

FROM

LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office

SUBJECT

Updates to County Policy Manual

RECOMMENDATION(S)

Approve the following updates to the County Policy Manual:

1. Amend Policy 11-04, Procurement of Goods, Supplies, Equipment and Services.
2. Amend Policy 11-08, Environmentally Preferable Purchasing.

(Presenter: Leonard X. Hernandez, Chief Executive Officer, 387-4811)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost).

BACKGROUND INFORMATION

The Policy Manual documents policy direction from the Board of Supervisors (Board) on a broad array of topics. Board-approved policies are often implemented through the use of Standard Practices, which are approved by the Chief Executive Officer (CEO) and incorporated into the Policy Manual.

In order to facilitate the review of County policies, the County has established a Policy Review Committee (Committee) to evaluate requests for new policies and conduct ongoing review and update of existing policies. The Policy Review Committee includes representation from various departments as follows:

POLICY REVIEW COMMITTEE	
Auditor-Controller/Treasurer/Tax Collector	Innovation and Technology
Clerk of the Board of Supervisors	Public Works
County Administrative Office	Public Defender/Law & Justice
County Counsel	Purchasing
Finance and Administration	Real Estate Services
Human Resources	San Bernardino County Fire Protection

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	District
Human Services	

The Committee recommends amendments to Section 11, Procurement and Contracting, of the County Policy Manual (Recommendations No. 1 and 2) as follows:

Policy	Title	Action	Description of Action
11-04	Procurement of Goods, Supplies, Equipment and Services	Amend	Update to this policy is appropriate as this revision defines and adds code citations where applicable to Recycled Content Paper and Recycled Content Paper Procurement so that the policy reflects the new state regulations required by Senate Bill 1383.
11-08	Environmentally Preferable Purchasing	Amend	Update to this policy is appropriate as this revision provides general language updates and adds Recycled Content Paper and recovered organic waste, and a list of related policies, programs, ordinances, and code so that the policy reflects the new state regulations required by Senate Bill 1383.

Standard Practices (11-08 SP1 and 11-08 SP2) have been updated to clarify processes to departments related to Environmentally Preferable Purchasing and procurement requirements.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, and John Tubbs II, Deputy County Counsel, 387-5455) on June 17, 2022; Purchasing (Pete Mendoza, Interim Director, 387-2073) on June 8, 2022; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on June 13, 2022; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on June 13, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Janice Rutherford Seconded: Col. Paul Cook (Ret.)
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Joe Baca, Jr.
Absent: Curt Hagman

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 28, 2022



cc: File – Policy w/attach
KS 06/29/2022