# REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS OF SAN BERNARDINO COUNTY BOARD GOVERNED COUNTY SERVICE AREAS SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT AND RECORD OF ACTION

# REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE BIG BEAR VALLEY RECREATION AND PARK DISTRICT BLOOMINGTON RECREATION AND PARK DISTRICT IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY INLAND COUNTIES EMERGENCY MEDICAL AGENCY SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT AND RECORD OF ACTION

**May 21, 2024**

**FROM**
**LUTHER SNOKE, Chief Executive Officer, County Administrative Office**

**SUBJECT**
Update to County Policy Manual

**RECOMMENDATION(S)**
Acting as the Board of Supervisors for San Bernardino County, Board Governed County Service Areas, and the San Bernardino County Flood Control District, and as the Board of Directors for the Big Bear Valley Recreation and Park District, the Bloomington Recreation and Park District, In-Home Supportive Services Public Authority, Inland Counties Emergency Medical Agency, and the San Bernardino County Fire Protection District, approve the following updates to the County Policy Manual:
1. Amend Policy 05-10: Board Discretionary Funding Allocations
2. Amend Policy 05-13: Grant Funding

(Presenter: Luther Snoke, 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.**

**FINANCIAL IMPACT**
Approval of this item will not result in the use of Discretionary General Funding (Net County Cost) as this item is non-financial in nature.

**BACKGROUND INFORMATION**
The County Policy Manual documents policy direction from the Board of Supervisors and Board of Directors (collectively Board) to departments and Board-governed entities 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 County 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 Committee includes representation from various departments as follows:

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

The Committee, which met in-person on March 25, 2024, and virtually on May 14, 2024, has approved and recommends amendments to Section 5, Budget and Finance of the County Policy Manual as follows:

| Policy | Title | Action | Description of Action |
|---|---|---|---|
| 05-10 | Board Discretionary Funding Allocations | Amend | Update to this policy is appropriate for alignment with the current process. |
| 05-13 | Grant Funding | Amend | Update to this policy is appropriate for alignment with the current grant application, award and tracking process. |

The Committee also recommends the CEO approve the addition and/or update of the following Standard Practices to implement and/or update processes for departments:

| Number | Title |
|---|---|
| 05-10 SP1 | Board Discretionary Funding Allocations Review Process |
| 05-13 SP1 | Grant Funding Procedures |

**PROCUREMENT**
Not applicable.

**REVIEW BY OTHERS**
This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) May 9, 2024; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on May 9, 2024; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on May 9, 2024.

Record of Action of the Board of Directors
San Bernardino County Fire Protection District
Inland Counties Emergency Medical Agency (ICEMA)
In-Home Supportive Services Public Authority
Bloomington Recreation and Park District
Big Bear Valley Recreation and Park District

Record of Action of the Board of Supervisors
San Bernardino County Flood Control District
Board Governed County Service Areas
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY Lynna Monell
DATED: May 21, 2024

cc: File - Policy w/attachments
JLL 05/22/2024