

**MEMORANDUM**  
**OFFICE OF THE**  
**COUNTY EXECUTIVE**  
**COUNTY OF PLACER**

**TO:** Honorable Board of Supervisors

**FROM:** Thomas M. Miller, Placer County Executive Officer  
By: Holly Heinzen, Assistant County Executive Officer

**DATE:** March 8, 2011

**SUBJECT: County Representation to Committees and Commissions**

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**ACTION REQUESTED**

Approve a resolution formalizing the process for designating County representation to Boards, Committees and Commissions when an alternate is not available.

**BACKGROUND**

In January of each year the Board of Supervisors assigns members to serve on various Boards, Committees and Commissions for the upcoming year. At the January 25, meeting of the Board of Supervisors assignments were confirmed for calendar year 2011.

For most seats Board members are appointed with an alternate to attend should the primary designee be unable to do so. Appointments are typically a member of the Board of Supervisors, the County Executive Officer (CEO) or his or her designee. For example, the Board designated the CEO or CEO designee as the alternate for the County seat on the High Sierra Resource Conservation and Development Area Board. Some Boards or Commissions, such as the First Five Children and Families Commission have no designated alternate.

**ISSUE**

When no alternate is designated for a specific seat, typically a County staff person/Board Aide will attend to represent the County when the appointed Board member is not available. This also may occur when neither the primary appointment nor the alternate are available to attend. In order to ensure that the County is represented, we are seeking to streamline and formalize the process for designating County representation in these circumstances.

It is suggested that the County Executive Officer identify the alternate when none is designated or when neither the primary appointment nor the alternate can attend. When this occurs, the County Executive Officer would consult with the Chairman of the Board of Supervisors in designating the appropriate individual to attend to represent the County. While it is infrequent that such circumstances exist, we believe this would provide a more systematic approach in addressing County representation as may be required and would be generally consistent with existing practice.

**FISCAL IMPACT**

There is no fiscal impact to this requested action.

**Before the Board of Supervisors**  
**County of Placer, State of California**

**In the matter of:** Formalizing the process for designating County representation to Boards, Committees and Commissions when an alternate is not available.

Resol. No: \_\_\_\_\_  
Related to Ord. No: \_\_\_\_\_

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held on \_\_\_\_\_ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
**WHEREAS**, most Board, Committee and Commission seats are appointed to Board members with an alternate to attend should the primary designee be unable to do so. Appointments are typically a member of the Board of Supervisors, the County Executive Officer (CEO) or his or her designee.

**WHEREAS**, when no alternate is designated for a specific seat, typically a County staff person/Board Aide will attend to represent the County when the appointed Board member is not available. This also may occur when neither the primary appointment nor the alternate are available to attend.

**NOW, THEREFORE, BE IT RESOLVED**, In order to ensure that the County is represented in these circumstances; we are seeking to formalize the process for designating County representation when an alternate is not available.

**BE IT FURTHER RESOLVED AND ORDERED** in these cases, that the County Executive Officer identify the alternate when none is designated or when neither the primary appointment nor the alternate can attend. When this occurs, the County Executive Officer would consult with the Chairman of the Board of Supervisors in designating the appropriate individual to attend to represent the County.