



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER

TO: Honorable Board of Supervisors

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

DATE: October 19, 2010

SUBJECT: Organizational Changes
Board of Supervisors Office and County Executive Office

ACTION REQUESTED

Direct staff to schedule Board discussion regarding organizational changes proposed for the Board of Supervisors and County Executive Offices for November 2, 2010.

BACKGROUND

At the September 28th meeting, the Board of Supervisors conceptually approved a revised organizational structure that included departmental changes in both the County Executive Office and the Board of Supervisor's offices.

The changes proposed would formally integrate the separate departments of the Board of Supervisors and the County Executive Office into a single administrative structure under the direction of the County Executive Officer. While the Board of Supervisors and the County Executive Office have in practice operated in this manner over the last five years, under the proposal submitted, the Assistant County Executive Officer assigned to the Board of Supervisors would be reallocated as a Principal Management Analyst. In addition a Community Outreach/OES unit would be created to consolidate public outreach and communications currently occurring in the Office of Emergency Services (OES), the Public Information Office (PIO) and through the Board of Supervisors Office. Labor relations responsibilities would be moved to become a function in the existing Risk Management Division of the County Executive Office (CEO).

At the October 5, meeting, a number of questions arose as to more detailed responsibilities of proposed functional divisions within the reorganized department(s) and duties of staff members. Additionally, direction was provided at that meeting to implement certain County Executive Office elements of the proposed changes. (On agenda today is a separate item relative to CEO actions.) Board members also requested further discussion for those functions materially affecting office operations of the Board of Supervisors, potentially in the form of a workshop or closed session.

At that time, County Counsel indicated that there was no legal reason to preclude a workshop to discuss organizational issues. In response to questions related to the ability of the Board to consider the reorganization in closed session, Counsel has concluded that such discussions would not be appropriate for closed session under the personnel exceptions contained in the Brown Act.

ISSUE

In order to forward this issue and to ensure continuity of Board support and business operations, the County Executive Office would suggest additional discussion by the Board of Supervisors before returning with formal action to enact organizational changes. The item is tentatively scheduled for the November 2, Board of Supervisors meeting.

The November 2, Board meeting, is intended to provide an opportunity for full discussion as may be required. Staff will address any specific issues or ideas and provide materials and/or other resources that would be of value to further the discussion, as may be requested by the Board members.