

<b>COUNTY OF SHASTA</b>		Number
<b>ADMINISTRATIVE MANUAL</b>		1-110
SECTION:	General Administration	Board of Supervisors Membership on Committees, Agencies, and Associations
INITIAL ISSUE DATE:	January 22, 1991	
LATEST REVISION DATE:	April 11, 2023	
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**PURPOSE**

To identify the various liaison assignments, committees, agencies, and associations to which individual members of the Board of Supervisors are appointed. This Administrative Policy also applies to any board in which the Shasta County Board of Supervisors acts as the governing board, including, but not limited to, the In-Home Supportive Services Public Authority, the Shasta County Water Agency, and the Shasta County Housing Authority.

**BACKGROUND**

The Board of Supervisors makes various appointments of individual Board members to various committees, agencies, and associations. This is usually done annually via the Chair’s Appointments, pursuant to Rule 2(B) of Administrative Policy 1-101, which are approved by the Board at a regular meeting near the beginning of each calendar year, but can also be done on an as-needed basis. This policy identifies each of the liaison assignments of the Board as well as other on-going groups on which individual Board members serve.

**POLICY**

The following policy has been developed to clarify and specify the number of Board appointments to various committees, agencies, and associations. In addition to these groups, the Board of Supervisors, at its discretion, may form ad hoc or working committees to address specific needs. These committees can be distinguished from the Board liaison assignments and other agencies and associations in that they are created with a specific objective in mind and will cease to exist once that objective has been accomplished. In all cases, the need for specific ad hoc committees will be re-evaluated on an annual basis.

**APPOINTMENT TERMS AND VACANCIES**

Unless otherwise specifically provided by the constitution or bylaws of an association or agency, appointments are made annually for a one-year term. Board members shall serve in these appointed positions until the appointment of a successor. Unless otherwise specifically provided by the constitution or bylaws of an association or agency, each Board member serves in his or her appointments at the pleasure of the Board and may be removed from any assignment by the Board at any time.

If the office of a Board member becomes vacant, an appointed alternate member may serve and vote in place of the former Board member until the new appointment of a current Board member is made. Appointments to committees shall be considered vacant if an individual ceases to be a Board member during his or her term.

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When permitted by a committee or board’s bylaws or rules governing membership composition, non-Board members may be appointed in place of Board members and shall serve in the same manner.

In addition, unless specifically prohibited by the constitution or bylaws of an association or agency, the Board of Supervisors may appoint one or more alternate members to any of the groups or committees referenced in this policy.

### **BOARD LIAISONS**

Each Board member will be appointed liaison to one or more groups of inter-related County departments and will have corollary CSAC committee assignments.

The main purpose of the liaison system is to promote communication between the Board and County departments. The system will allow each Board member to become knowledgeable about the goals and operations of those departments which provide overlapping or related services within a functional area. The liaison will be able to bring to the full Board's attention information obtained from the department or the CSAC committee concerning major developments or potential problems in the liaison's functional areas.

The liaison system will also allow department heads and staff to have the benefit of an individual Board member's experience and perspective when making operational decisions.

Dissemination of Critical Information: When any board member becomes aware of critical information (such as a natural disaster, serious injuries or property damage involving County personnel or facilities, or other newsworthy events), the Board member shall immediately notify the County Executive Officer, who will disseminate the information to the other Board members and to appropriate County Staff.

<u>ADMINISTRATION OF JUSTICE</u>	<u>HEALTH AND HUMAN SERVICES</u>
Child Support Services	Housing/Community Action Agency
District Attorney	Health and Human Services Agency
Probation Office	Administration
Public Defender	Behavioral Health & Social Services
Sheriff	Economic Mobility
	Public Health
<u>GENERAL GOVERNMENT</u>	
Assessor-Recorder	<u>LAND USE</u>
Auditor-Controller	Agricultural Commissioner
Clerk of the Board	Farm Advisory
County Administrative Office	Fire Warden

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County Clerk/Elections	Public Works
County Counsel	Resource Management
Information Technology	Environmental Health
Support Services	
Treasurer-Tax Collector-Public Administration	<u>VETERANS AFFAIRS</u>
	Veterans Service Office

## APPOINTED BOARDS, COMMISSIONS, COMMITTEES, AND OTHER AGENCIES

### STATEWIDE AND REGIONAL ASSOCIATIONS

California State Association of Counties (CSAC)  
 Environmental Services Joint Powers Authority  
 Golden State Connect Authority  
 Golden State Finance Authority  
 Northern Rural Training and Employment Consortium Governing Board (NorTEC)  
 Northern Sacramento Valley Integrated Regional Water Management Governing Board  
 Planning and Service Area 2 Area Agency On Aging  
 Rural County Representatives of California (RCRC)  
 Sierra Nevada Conservancy  
 Sierra-Sacramento Valley Emergency Medical System JPA Board  
 Superior California Economic Development District (SCEDD)  
 Sustainable Forest Action Coalition

### LOCAL AGENCIES AND ASSOCIATIONS

Air Pollution Control Board  
 Airport Land Use Commission (ALUC)  
 Enterprise-Anderson Groundwater Sustainability Agency: No term per MOU  
 Local Agency Formation Commission: 4-year term or until replaced  
 Public Law Library Board of Trustees  
 Redding Area Bus Authority (RABA)  
 Shasta County Children and Families First Commission: 3-year term; HHS liaison  
 Shasta County Fire Safe Council: 4-year term  
 Shasta Regional Transportation Agency

### LOCAL COMMITTEES

Community Action Board: 1 year minimum term

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Community Corrections Partnership  
Deferred Compensation Advisory Committee  
Emergency Food and Shelter Program Board  
Fire Department Qualifications Review Commission  
Juvenile Justice Coordinating Council  
Mental Health, Alcohol and Drug Advisory Board: 3-year term  
Remote Access Network (RAN) Board  
Shasta County Consolidated Oversight Board  
Youth Violence Prevention Council of Shasta County: 3-year term

SHASTA COUNTY WATER AGENCY APPOINTMENTS

Northern California Water Association Governing Board: 2-year terms  
Redding Area Water Council Policy Advisory Committee

**RESPONSIBLE DEPARTMENT**

Clerk of the Board of Supervisors

**REFERENCES**

BOS Policy Resolution No. 2023-02--04/11/23  
Administrative Update--07/13/2012  
BOS Policy Resolution No. 2007-2--4/24/07 (Amended)  
BOS Policy Resolution No. 2001-10--8/14/01 (Amended)  
BOS Policy Resolution No. 98-6--12/29/98 (Amended)  
BOS Policy Resolution No. 94-4--5/17/94 (Amended)  
BOS Action 1/25/94 (Amended)  
BOS Action 1/18/94 (Amended)  
BOS Policy Resolution 93-5--6/1/93 (Amended)  
BOS Action 6/1/93 (Amended)  
BOS Policy Resolution No. 91-1--1/22/91  
Board Action 2/13/90 (Amended)