



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

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District No. 1

Kollin Kosmicki
District No. 2

Mindy Sotelo
District No. 3
Chair

Angela Curro
District No. 4
Vice-Chair

Bea Gonzales
District No. 5

Item Number: 3.9

MEETING DATE: 02/07/2023

DEPARTMENT: COUNTY CLERK/RECORDER/ELECTIONS

AGENDA ITEM PREPARER: Francisco Diaz

DEPT HEAD/DIRECTOR: Francisco Diaz

SUBJECT:

COUNTY CLERK/RECORDER/REGISTRAR OF VOTERS - F. DIAZ

Adopt Resolution to approve the County Clerk-Recorder-Elections Department to close the third Wednesday of every month from 8 am - 10 am to conduct an office meeting (except for holidays); Authorize the County Clerk-Recorder (ex officio Registrar of Voters) to make any future revisions to the closure day as later identified.

SBC FILE NUMBER: 285

RESOLUTION: 2023-21

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

The purpose of the monthly office meeting is primary to provide a center that offers both a clearinghouse for information and a point of alignment for the efforts of all staff members. It is the place to have conversations about vision, mission, purpose, and how the pieces fit together.

Like their one-on-one counterparts, office meetings have a host of benefits:

- **Getting everyone on the same page.** Regular team meetings are a great way to develop team alignment. When people connect frequently, they're more in sync with what they're working toward together and each of their roles in that mission. Team meetings are also an effective way to help the team understand its objectives, goals, and responsibilities. This also helps individual employees understand how they fit into the bigger picture.

- **Building trust and rapport.** High-performing teams are happy and comfortable teams that know, trust, and understand each other. Getting everyone together creates genuine connections between colleagues regardless of whether they're in person or virtual.
- **Improving Communication.** Effective team meetings allow for information sharing and for the flow of new ideas. Without body language and vocal inflection cues, some things can get lost in translation via email. Team meetings can be used to share a major announcement like a staff restructuring, a team meeting can create a channel of open communication and leaves space for questions or comments.
- **Creating space for feedback.** As a team encouraging employee feedback is essential for future success. Making meeting time will include for comments and problem-solving at the end of the session. Team meetings are also a great opportunity for imparting feedback on past or current projects.

The office meeting also provides the platform for the visioning work of the County Clerk-Recorder/Registrar of Voters because it is one of the few times when staff are all gathered together.

To make the most of the gatherings while keeping the entire team synced, management devised five best practices for running productive office meetings:

- Define the goal of the meeting.
- Set a team meeting agenda.
- Encourage feedback.
- Summarize and determine action items.
- Follow up on action items and track progress.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

Yes

CONTRACT NEEDED FOR THIS ITEM:

N/A

CONTRACT AND RFP HISTORY:

N/A

LAST CONTRACT AMOUNT OR N/A:

N/A

STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

Yes

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

Yes

BUDGET ADJUSTMENT NEEDED:

N/A

SOURCE OF FUNDING:

N/A

UNFUNDED MANDATE:

N/A

SBC BUDGET LINE ITEM NUMBER:

N/A

CURRENT FY COST:

N/A

STAFF RECOMMENDATION:

1. Adopt Resolution to approve the County Clerk-Recorder-Elections Department to close the third Wednesday of every month from 8 am - 10 am to conduct an office meeting (except for holidays).
2. Authorize the County Clerk-Recorder (ex officio Registrar of Voters) to make any future revisions to the closure day as later identified.

BOARD ACTION RESULTS:

Adopted Resolution No. 2023-21, per staff recommendation. (5/0 Vote)

ATTACHMENTS:

[Resolution on Clerk Recorder Office Hours](#)