



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Betsy Dirks
District No. 1

Kollin Kosmicki
District No. 2
Vice Chair

Peter Hernandez
District No. 3
Chair

Bob Tiffany
District No. 4

Bea Gonzales
District No. 5

Item Number: 4.5

MEETING DATE: 12/13/2022

DEPARTMENT: COUNTY ADMINISTRATION OFFICE

AGENDA ITEM PREPARER: Dulce Alonso

DEPT HEAD/DIRECTOR: Ray Espinosa

SUBJECT:

BOARD OF SUPERVISORS

Receive informational presentation on Board of Supervisors Governance handbook and adopt the San Benito County Board of Supervisors Governance Handbook and Assessment and provide staff direction if desired.

SBC FILE NUMBER: 156

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

During the March 15, 2022 at Board retreat the board provided directions to move forward with good governance and assessment tools The San Benito County Board of Supervisors Governance Manual was developed in 2022 through a series of workshops open to the public on August 16, 202. During these workshops, The Board of Supervisors worked to establish and maintain a common purpose supporting a shared vision for San Benito County Board of Supervisors. The shared vision represents a powerful positive core of the Board and serves to unify the Board to work together as an effective governance team.

The community elects Board members to set and monitor the direction of the County. High performing Boards have four essential characteristics that are the building blocks of effective governance:

1. **Maintaining a Unity of Purpose:** Represents a common focus, goals, and values about the

organization and the community that transcends individual differences and political purpose.

2. **Governing within the role as a Board:** Represents respect for the essential and distinct functions of the Board, the County Administrator, County Counsel, and the County's executive team.
3. **Creating a positive governance culture:** Represents the norm and expectations of tone and of the way people in an organization treat each other.
4. **Structuring work for effective governance:** Represents the formal structure and processes used by the Board and the County Administrator in their functioning as a team; how they operate and do business.

This is a living document that is regularly reviewed and revised as necessary by the Board of Supervisors.

This manual outlines practices that build and sustain positive Board relationships and define a culture of quality, equity and respect.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

No

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

No

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

N/A

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

N/A

UNFUNDED MANDATE:

No

SBC BUDGET LINE ITEM NUMBER:

N/A

CURRENT FY COST:

N/A

STAFF RECOMMENDATION:

1. Accept presentation on Board of Supervisors Governance handbook, and
2. Adoption of the San Benito County Board of Supervisors Governance Handbook and Assessment.
3. Provide Staff direction if Desired

ATTACHMENTS:

[0909-Final San Benito County SELF Assessment](#)
[Board Rules & Procedures](#)
[SBC Governance Handbok with Logo - Updated](#)