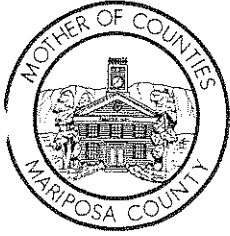


Policy Book



COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222



BOB PICKARD, CHAIR
LEE STETSON, VICE CHAIR
LYLE TURPIN
JANET BIBBY
DIANNE FRITZ

DISTRICT V
DISTRICT I
DISTRICT II
DISTRICT III
DISTRICT IV

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JANET BIBBY, Supervisor District III
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: DIRECTION RELATIVE TO THE PREPARATION OF CERTIFICATES OF RECOGNITION

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on July 12, 2005

ACTION AND VOTE:

Discussion Regarding the Format and Current Practices Followed in Preparing Certificates of Recognition (Supervisor Bibby)

BOARD ACTION: Supervisor Bibby initiated discussion relative to the format and current practices for handling certificates of recognition, including memorial certificates. Discussion was held relative to handling requests that arrive too late for inclusion on the agenda, and scheduling them retroactively. Discussion was also held relative to consideration of establishing alternative procedures that would not require Board action. The Board concurred with the following: formal resolutions need to have action taken by the Board prior to presentation; memorial certificates are to be signed by all Board members, with the accompanying cover letter signed by the members that wish to do so; and all other certificates and documents being signed by the Board need to have approval by the Board, and in those cases when the matter is not known about to be scheduled timely, the matter shall be scheduled for action retroactively.

cc: Rich Inman, County Administrative Officer
Lee Stetson, Supervisor District I
Lyle Turpin, Supervisor District II
Dianne Fritz, Supervisor District IV
Bob Pickard, Supervisor District V
File

DEPARTMENT: Board of Supervisors

BY: Janet Bibby
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Discussion regarding the format and current practices followed in preparing Certificates of Recognition. There is no formal written policy regarding the format or the practices for staff to follow in preparing Certifications of Recognition for Board of Supervisors approval. Currently staff prepares Board agenda items and Certificates of Recognition at the request of individual Board members for placement on the next available agenda. If a department head or citizen requests a Certificate of Recognition, then the Chairman's approval is first obtained before the Certificate of Recognition and board item are placed on the agenda.

While this informal process has been working well, it has led to different variations in style and format of the certificates. There are also no criteria for determining when a Certificate of Recognition is appropriate versus a Proclamation or even a formal Resolution.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
() General () Other		

CLERK'S USE ONLY:

Res. No.: _____ Ord. No. _____
Vote - Ayes: _____ Noes: _____
Absent: _____
() Approved
 Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments: _____

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

CAO: *JA*