

**COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
TUESDAY, MAY 19, 2026**

MINUTE ORDER NO. 34

**SUBJECT: CONSIDER A POLICY FOR BOARD OF SUPERVISORS AD HOC
SUBCOMMITTEES (DISTRICTS: ALL)**

OVERVIEW

On April 21, 2026 (17), the Board directed the Clerk of the Board of Supervisors to coordinate with County Counsel and return with amendments to Board Policy A-74 or a new policy establishing requirements for the operation of Board-created ad hoc subcommittees. These requirements were to include procedures for agenda posting, public accessibility, documentation, and the availability of materials and communications generated during subcommittee meetings.

In response to that direction, staff developed several options for the Board's consideration, including a proposed new Board Policy A-75, "Board of Supervisors Ad Hoc Subcommittees Policy," which would establish standardized procedures and documentation requirements for all such subcommittees.

RECOMMENDATION(S)

CHIEF ADMINISTRATIVE OFFICER

Consider and approve one of the following options to provide standardized requirements for the creation, operation, notice, access, and documentation of ad hoc subcommittee activities:

1. Option 1: Adopt proposed Board Policy A 75, "Board of Supervisors Ad Hoc Subcommittees Policy" (Attachment 1).
2. Option 2: Direct the Chief Administrative Officer to amend existing Board Policy A-74, "Participation in County Boards, Commissions, and Committees," and return to the Board with the amendments.
3. Option 3: Direct the Chief Administrative Officer to develop a policy to require all Board-created subcommittees to comply with the Brown Act and return to the Board with the policy.
4. Option 4: Take no action and do not establish a policy at this time. Determine transparency requirements on a case-by-case basis each time an ad hoc subcommittee is created.

EQUITY IMPACT STATEMENT

Board meetings and advisory bodies operate under procedures intended to provide equitable access for County residents. Establishing consistent requirements for ad hoc subcommittees supports public access by ensuring that information, meeting schedules, records, and materials associated with these subcommittees are available to all individuals

SUSTAINABILITY IMPACT STATEMENT

Standardized procedures for ad hoc subcommittee operations support transparency and consistency in County processes. Making records, communications, and meeting materials publicly available contributes to clear documentation and long-term administrative sustainability.

FISCAL IMPACT

There is no fiscal impact associated with the recommended action to adopt the proposed policy. There may be future fiscal impacts related to the establishment of new ad hoc or standing subcommittees, for

which staff will return to the Board as necessary with recommendations for consideration and approval. At this time, there is no change in General Fund cost and requires no additional staff years.

BUSINESS IMPACT STATEMENT

Standardized procedures for meeting access and documentation provide consistent information to the business community and other interested parties. This allows stakeholders to track and participate in matters considered by Board ad hoc subcommittees.

ACTION 34.1:

A motion was made by Supervisor Desmond, for the Board of Supervisors to approve Option 1: Adopt proposed Board Policy A 75, "Board of Supervisors Ad Hoc Subcommittees Policy" (Attachment 1), to provide standardized requirements for the creation, operation, notice, access, and documentation of ad hoc subcommittee activities.

(Motion failed for lack of a second to the motion.)

ACTION 34.2:

A motion was made by Supervisor Aguirre, seconded by Supervisor Montgomery Steppe, for the Board of Supervisors to approve Option 4: Take no action and do not establish a policy at this time. Determine transparency requirements on a case-by-case basis each time an ad hoc subcommittee is created, to provide standardized requirements for the creation, operation, notice, access, and documentation of ad hoc subcommittee activities.

AYES: Aguirre, Montgomery Steppe

NOES: Desmond

NOT PRESENT: Anderson

ABSENT: Lawson-Remer

(Motion failed for lack of required affirmative votes.)

State of California)
County of San Diego) §

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the Minutes of the Board of Supervisors.

ANDREW POTTER
Clerk of the Board of Supervisors



Signed
by Andrew Potter

