

**CLERK OF THE BOARD OF SUPERVISORS
EXHIBIT/DOCUMENT LOG**

MEETING DATE & AGENDA NO. 05/19/2026 #34

STAFF DOCUMENTS (Numerical)

No.	Presented by:	Description:
1	Staff	11-Page PowerPoint

2

3

4

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PUBLIC DOCUMENTS (Alphabetical)

No.	Presented by:	Description:
A	N/A	

B

C

D

E

F



COUNTY OF
SAN DIEGO

Consider a Policy for Board of Supervisors Ad Hoc Subcommittees

Agenda Item 34
May 19, 2026

Andrew Potter
Clerk of the Board of Supervisors



Background

- April 21, 2026 (17) Board direction:
 - Establish requirements for ad hoc and standing subcommittees, including
 - Agenda posting,
 - Public access to meetings,
 - Recording and retention of meeting materials,
 - Documentation of communications, and
 - Availability of member and consultant information.

Existing Policies

- **Board Policy A-74**, “Participation in County Boards, Commissions, and Committees,” governs standing and special advisory bodies for the County’s volunteer groups
- **Board Policy I-1**, “Planning and Sponsor Group Policies and Procedures,” governs the volunteers on the County’s land use related volunteer groups.
- These policies do not address procedures for the Board’s standing or ad hoc subcommittees composed exclusively of Board members.



Elements of Proposed Policy A-75, “Board of Supervisors Ad Hoc Subcommittees Policy”

	Ad Hoc Subcommittee	Standing Committee
Formation Status	Temporary , advisory subcommittees that are composed exclusively of Board members and established to address specific subjects assigned by the Board.	Permanent committee established by formal action of the Board to provide ongoing oversight and deliberation on specific subject areas that require continuing attention.
Meeting Frequency	Composed of fewer than a quorum of Board members, meet only as needed , and are not subject to Brown Act requirements.	Meets on a regular schedule and operates under the requirements of the Brown Act
Expiration	Dissolves automatically once its assigned work is completed or upon expiration of its designated timeframe.	Standing committees remain in existence until formally amended or dissolved by the Board



Elements of Proposed Policy A-75, “Board of Supervisors Ad Hoc Subcommittees Policy”



- Online roster of Board member assignments to committees
- Ad Hoc Subcommittee Standards:
 - Agendas 72 hours in advance
 - Streamed online, recorded
 - Action minutes created
 - Public comments maintained
 - Memos to or from Subcommittee available publicly
 - All documents/recordings posted online
- Staffing Resources
 - CAO designates an Executive Lead and Project Manager
 - Subcommittee designates staff member from each Board Office



Four Options for Board Consideration:

- **Option 1:** Adopt the New Proposed Board Policy
- **Option 2:** Amend an Existing Board Policy to incorporate policy elements
- **Option 3:** Require all Ad Hoc Subcommittees to Comply with the Brown Act
- **Option 4:** Determine Transparency Requirements for each Ad Hoc Subcommittee When Created



Option 1: Adopt the New Proposed Board Policy

Pros	Cons
Establishes comprehensive and standardized procedures for ad hoc subcommittees	Creates additional administrative workload for staff
Enhances transparency via posting agendas, minutes, materials, and recordings	
Provides clear definitions distinguishing ad hoc from standing committees	
Clarifies County staff responsibilities	



Option 2: Amend Existing Board Policy A-74 to Include Policy Elements

Pros	Cons
Builds on an existing policy framework	Could create a complex, layered policy difficult to navigate
Allows selective incorporation of transparency elements	Policy does not cover Board-member-only subcommittees and needs extensive revision



Option 3: Require all Subcommittees to Comply with the Brown Act

Pros	Cons
Provides highest transparency through uniform open-meeting requirements	Imposes significant administrative and staffing demands
Uses a legally defined operational framework	Reduces flexibility for rapid or preliminary discussions
Supports consistent public expectations	May hinder work on time-sensitive issues
Encourages careful consideration before forming subcommittees	



Option 4: No Policy; Determine Transparency Case-by-Case

Pros	Cons
Provides maximum flexibility to tailor requirements	May result in inconsistent public access and documentation
Allows alignment with available staffing resources	Requires setting expectations each time, increasing administrative burden
Avoids rigid standardized policy	May create perceptions of uneven transparency



Select One of the Following Options:

- **Option 1:** Adopt proposed Board Policy A 75, “Board of Supervisors Ad Hoc Subcommittees Policy.”
- **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.
- **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.
- **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.
- Or take no action.