

**COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
THURSDAY, JUNE 25, 2026**

MINUTE ORDER NO. 13

**SUBJECT: CONTINUED ITEM FROM JUNE 9, 2026 (18):
ADOPT A POLICY TO REQUIRE TRANSPARENCY AND ACCOUNTABILITY
FOR ALL BOARD OF SUPERVISORS AD HOC SUBCOMMITTEES
(DISTRICTS: ALL)**

OVERVIEW

On June 9, 2026 (18), the Board of Supervisors considered this item. The motion to adopt the recommendations failed due to a tie vote, and the Board did not continue the item. Pursuant to Rule 2(h) of the Board of Supervisors Rules of Procedure, the item was placed on the agenda for the next regular meeting.

On May 19, 2026 (34), the Board of Supervisors considered recommendations brought forward by the Chief Administrative Officer to provide standardized requirements regarding the creation, operation, notice, access, and documentation of Board of Supervisors ad hoc subcommittee activities. Although the Board discussed several options developed and presented by County staff, the Board did not approve any of those options.

Based on the discussions that occurred during the meeting on May 19, 2026, I recommend that the Board adopt a new policy, Board Policy A-75, “Board of Supervisors Ad Hoc Subcommittees Policy” (Attachment 1). This recommended action would:

- Establish comprehensive and standardized procedures for Board ad hoc subcommittees, including the posting of meeting notices, public access to meetings, documentation, and record availability, ensuring consistent operational expectations across all Board-created subcommittees
- Enhance transparency and support the County’s Strategic Plan initiatives related to Transparency, Accountability, and Community Engagement by making meeting agendas, recordings, minutes, memos, consultant information, and all meeting materials publicly accessible on a centralized County webpage
- Provide clear definitions and operational requirements distinguishing ad hoc subcommittees from standing committees, reducing ambiguity around Brown Act applicability while still ensuring robust public access to information
- Clarify County staff responsibilities, including designated staff leads, preparation of agendas and minutes, logistical support, and coordination with Board offices, which may reduce confusion and improve consistency in subcommittee operations

Although an existing policy, Board Policy A-74, “Participation in County Boards, Commissions, and Committees,” provides significant guidance and rules governing the activities of standing and special boards, commissions, committees and task forces formed to advise the Board of Supervisors and County staff, it does not provide this same level of guidance or rules to govern the actions and meeting procedures of ad hoc subcommittees created by, and entirely comprised of, members of the Board of Supervisors.

In order for our constituents to stay apprised of the actions taken by Board ad hoc committees, particularly when important policies and financial matters are discussed and acted upon, rules and guidance for the operations of ad hoc subcommittees are needed. County residents will benefit by having full access to ad hoc subcommittee meeting information, by having the opportunity to view meetings, submit information during or after subcommittee meetings, and review records of the items considered and acted upon during those meetings.

Among the actions to be required by ad hoc subcommittees should be the timely postings of meeting agendas prior to meetings, Countywide notification to citizens of scheduled meetings and the on-line posting of meeting materials and records. This action would mirror efforts taken by the County to ensure the public is aware of, and can participate in, regular Board of Supervisors meetings and the numerous meetings of boards, commissions, committees, councils, panels, teams and task forces created to advise the Board and County staff.

To maintain the County's high standards of transparency, I recommend that the Board adopt new Board Policy A-75 to clearly identify the actions that Board of Supervisors ad hoc subcommittees must comply with to ensure the proper level of transparency and accountability.

RECOMMENDATION(S)

SUPERVISOR JOEL ANDERSON

Adopt proposed Board Policy A-75, "Board of Supervisors Ad Hoc Subcommittees Policy" (Attachment 1).

EQUITY IMPACT STATEMENT

Board meetings and advisory bodies operate under procedures intended to provide equitable access for County residents. Establishing consistent requirements for Board 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 Board 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 immediate fiscal impact associated with the Board's adoption of this policy. There may be future fiscal impacts based on additional actions that would be required of County staff under Board Policy A-75 for both existing and new ad hoc subcommittees. Staff will need to review anticipated future scope and meeting frequency of each subcommittee and will return to the Board with recommendations for consideration and approval, if costs cannot be absorbed within existing appropriations in the supporting department(s). At this time, there will be no change in net General Fund costs and no additional staff years.

BUSINESS IMPACT STATEMENT

Ad hoc subcommittees created by the Board have been tasked with considering, adopting and bringing recommendations to the full Board of Supervisors that could directly impact the County's business community. By ensuring all subcommittees adhere to a consistent open and transparent process, the region's businesses will have an opportunity to monitor and participate in the meetings and activities of

the Board's ad hoc subcommittees. 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 13.1:

A motion was made by Supervisor Anderson, seconded by Supervisor Desmond, for the Board of Supervisors to amend Board Policy A-75 to add the following:

- Policy Section C. Notwithstanding the foregoing, an ad hoc subcommittee may meet confidentially on any topic for which the Ralph M. Brown Act would permit a legislative body to meet in closed session, if not already covered by the Brown Act or state law. If an ad hoc subcommittee decides to meet confidentially, the co-chairs must communicate the need and justification for holding a confidential meeting to the other Board members, the Chief Administrative Officer, the Clerk of the Board and County Counsel.

(A substitute motion was introduced.)

ACTION 13.2:

ON MOTION of Supervisors Montgomery Steppe, seconded by Supervisor Aguirre, the Board of Supervisors amended Board Policy A-75 to add the following:

- Add this sentence to the first paragraph of Policy Section: B. The following requirements will not apply to ad hoc subcommittees that are established to address sensitive subjects, including those related to juveniles.

AYES: Aguirre, Anderson, Lawson-Remer, Montgomery Steppe, Desmond

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

