

**COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
TUESDAY, APRIL 21, 2026**

MINUTE ORDER NO. 17

**SUBJECT: CONTINUED ITEM FROM MARCH 24, 2026 (20):
ESTABLISHING A FRAMEWORK FOR BOARD OF SUPERVISORS AD HOC
SUBCOMMITTEES THAT DEMONSTRATES TRANSPARENCY AND
ACCOUNTABILITY (DISTRICTS: ALL)**

OVERVIEW

On March 24, 2026 (20), the Board of Supervisors continued this item to April 21, 2026.

Board of Supervisors 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 on issues of policy and to serve as links to the community. However, Policy A-74 does not provide this same level of guidance or rules to govern the actions and meeting procedures of ad hoc subcommittees created by the Board and entirely comprised of members of the Board of Supervisors.

In order for our constituents to stay apprised of and participate in these meetings, particularly when important policy and financial matters are discussed and acted upon, Board Policy A-74 should be amended to include rules and guidance for the operations of ad hoc subcommittees created by the Board. County residents could benefit by having full access to ad hoc subcommittee meeting information, by having the opportunity to attend and submit information during or after subcommittee meetings and to 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. Such actions would mirror efforts taken by the County to ensure the public is aware of, and can attend, 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 direct the Chief Administrative Officer to establish a County web page for ad hoc subcommittee activities and that the Clerk of the Board coordinate with County Counsel to amend Board Policy A-74, or draft a new Board policy if necessary, to clearly identify the actions that Board of Supervisors ad hoc subcommittees must comply with to ensure the proper level of transparency. The amendments should specify how these meetings are conducted and how the public can attend and monitor meeting activities and access materials both in real time and following the meetings.

RECOMMENDATION(S)

SUPERVISOR JOEL ANDERSON

1. Direct the Clerk of the Board of Supervisors to coordinate with County Counsel and return to the Board in 30 days with amendments to Board Policy A-74, "Participation in County Boards, Commissions, and Committees," or draft a new Board policy if necessary, to require, but not be limited to, the following actions by Board ad hoc subcommittees:

- a. create and publicly post agendas for all subcommittee meetings at least 72 hours prior to a meeting;
 - b. conduct all subcommittee meetings in an accessible public location, ensuring they are open to the public;
 - c. require all subcommittee meetings, including presentations to the subcommittees, to be streamed live, recorded, and posted so the public can view them in real time and following meetings.
 - d. record and make available to the public the minutes for all subcommittee meetings;
 - e. maintain and make available to the public copies of all presentations, handouts, and other supporting documents submitted, distributed, or used during all subcommittee meetings;
 - f. record, maintain, and make available to the public any public communications submitted during all subcommittee meetings;
 - g. maintain and make available to the public all memos to or from the subcommittee;
 - h. make available to the public the member rosters, purpose, and expected duration of each subcommittee;
 - i. make available to the public subcommittee consultant information (name, contact information, cost, contract term, information generated by consultant);
 - j. include the participation of at least one County staff member, designated by the Chief Administrative Officer, in each agendaized subcommittee meeting.
2. Direct the Chief Administrative Officer to establish and maintain a County webpage listing current Board ad hoc subcommittees, and post all of the information and documentation identified in Recommendation #1 on that webpage.

EQUITY IMPACT STATEMENT

Regular Board of Supervisors meetings are conducted in a manner that guarantees the public can participate by viewing and submitting communications regarding the Board's publicly noticed meetings. Board Policy A-74 also requires the County's advisory standing and special boards, commissions, committees, and task forces to abide by procedures and rules that ensure the opportunity for public participation. These practices allow all County residents, regardless of their ethnicity, economic situation, age, physical condition, religious beliefs, or other backgrounds or characteristics to express their views and witness deliberations and decisions made by entities operating under County purview. By amending Board Policy A-74 to establish requirements for Board ad hoc subcommittees, the County can ensure that these subcommittees also act in an open and transparent manner.

SUSTAINABILITY IMPACT STATEMENT

Amending Board Policy A-74 to establish consistent and transparent procedures and rules for Board ad hoc subcommittees will help to ensure that subcommittee decisions and recommendations will better reflect Countywide priorities, enhancing the County's fiscal and operational sustainability. This action will assist in the County's efforts to continue to provide equitable access to essential programs and services for our region's underserved populations.

FISCAL IMPACT

There is no fiscal impact associated with today's actions. There may be future fiscal impacts associated with future related recommendations, which staff would return to the Board for consideration and approval. If approved, the recommended action will result in no change in General Fund cost 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.

ACTION 17.1:

A motion was made by Supervisor Anderson, seconded by Supervisor Desmond, to take action as recommended, amending recommendation 1)b. to state, "b. conduct all subcommittee meetings in an accessible public location, inconsideration of security concerns, ensuring they are open to the public."

(Motion was withdrawn.)

ACTION 17.2:

ON MOTION of Supervisor Anderson, seconded by Supervisor Desmond, the Board of Supervisors tabled the item for further discussion at the session on April 22, 2026 at 9 a.m.

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

ACTION 17.3:

Noting for the record this item was heard on April 22, 2026; ON MOTION of Supervisor Anderson, seconded by Supervisor Lawson-Remer, the Board of Supervisors took the following actions:

1. Directed the Clerk of the Board of Supervisors to coordinate with County Counsel and return to the Board in 30 days with options, with pros and cons identified, for amendments to Board Policy A-74, "Participation in County Boards, Commissions, and Committees," or draft a new Board policy if necessary, to require, but not be limited to, the following actions by Board ad hoc subcommittees:
 - a. create and publicly post agendas for all subcommittee meetings at least 72 hours prior to a meeting;
 - b. require all subcommittee meetings, including presentations to the subcommittees, to be streamed live, recorded, and posted so the public can view them in real time and following meetings.
 - c. record and make available to the public the minutes for all subcommittee meetings;
 - d. maintain and make available to the public copies of all presentations, handouts, and other supporting documents submitted, distributed, or used during all subcommittee meetings;
 - e. record, maintain, and make available to the public any public communications submitted during all subcommittee meetings;
 - f. maintain and make available to the public all memos to or from the subcommittee;
 - g. make available to the public the member rosters, purpose, and expected duration of each subcommittee;
 - h. make available to the public and the Board, subcommittee consultant information (name, contact information, cost, contract term, information generated by consultant);
 - i. include the participation of at least one County staff member, designated by the Chief Administrative Officer, in each agendaized subcommittee meeting.

2. Directed the Chief Administrative Officer to establish and maintain a County webpage listing current Board ad hoc subcommittees, and post all of the information and documentation identified in Recommendation #1 on that webpage.

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