COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject	Policy Number	Page
Board of Supervisors Ad Hoc Subcommittees Policy	A-75	1 of 3

Purpose

This policy establishes standardized requirements for ad hoc subcommittees formed by the Board of Supervisors. The intent is to ensure consistent procedures regarding public notice, meeting access, and the availability of materials associated with these subcommittees. The Board has directed the development of operational procedures to govern meeting notices, public access, documentation, and record retention for these subcommittees.

Definitions

Ad hoc subcommittees are temporary, advisory subcommittees that are composed exclusively of Board members and established to address specific subjects assigned by the Board. They are composed of fewer than a quorum of Board members, meet only as needed, and are not subject to Brown Act requirements. The committee dissolves automatically once its assigned work is completed or upon expiration of its designated timeframe.

A **standing committee** is a permanent committee established by formal action of the Board to provide ongoing oversight and deliberation on specific subject areas that require continuing attention. It can meet on a regular schedule and operates under the requirements of the Brown Act, including public notice and open meetings. Standing committees remain in existence until formally amended or dissolved by the Board.

Other committee assignments are those assignments of the Board of Supervisors to serve on the boards or committees of other organizations, such as joint powers authorities, or to serve on the County's boards, commissions, or committees that are subject to Board Policy A-74, "Participation in County Boards Commissions, and Committees."

Policy

A. It is the policy of the Board of Supervisors that a roster of Board member assignments to ad hoc committees, standing committees, and other committee assignments, the defined purpose of those assignments, and the expected duration of the assignments shall be posted prominently on the Board's meeting webpage.

B. It is the policy of the Board of Supervisors that its ad hoc subcommittees will comply with the following requirements in order to promote additional transparency and public participation, or alternatively require that the ad hoc subcommittee comply with the Brown Act:
   1. Agendas shall be prepared and posted online no fewer than 72 hours before each meeting, which posting shall constitute notice of an ad hoc subcommittee meeting under this Policy.
   2. Meetings, including presentations, shall be streamed live, recorded, and posted online within one business day for both real-time and subsequent viewing.
   3. Action minutes shall be created for each meeting and posted online within 30 days.
   4. All materials distributed, presented, or referenced during meetings, including presentations, handouts, and supporting documents, shall be made available to the public online.

PROPOSED

5. Public comments submitted to the subcommittee during meetings shall be recorded, maintained, and made available to the public online.
6. Memos generated by or directed to the subcommittee shall be maintained and made available to the public online.
7. Information concerning any consultant working with an ad hoc subcommittee, including name, contact information, cost, contract term, and materials produced, shall be made available to the public online.
8. At least one County staff member designated by the Chief Administrative Officer shall participate in each agendized meeting and assist in the preparation of the agendas, meeting logistics, meeting minutes, and coordination of ad hoc subcommittee activities.
9. Each ad hoc subcommittee shall conclude operations upon completion of its assigned scope of work or expiration of the duration specified at the time of its creation.

Procedure

A. The Chief Administrative Officer (CAO) shall:
   1. Designate an executive lead and a project manager to staff each ad hoc subcommittee.
   2. Assign subject matter experts to each ad hoc subcommittee, as needed.
   3. Establish and maintain a County webpage listing all active Board ad hoc subcommittees and ensure that all required materials, including agendas, minutes, recordings, documents, communications, memos, rosters, and consultant information, are posted on that webpage.

B. The CAO designated executive lead and project manager shall:
   1. Serve as the primary point of coordination with Board offices and shall manage correspondence and questions between County staff and Board offices.
   2. In coordination with Subcommittee Board Member designee:
      a. Ensure that each ad hoc subcommittee is supported with the preparation of agendas and supporting materials.
      b. Ensure that each ad hoc subcommittee is supported with meeting logistics and timely posting of materials consistent with this policy.
      c. Ensure that each ad hoc subcommittee is supported with the creation of meeting minutes for each ad hoc subcommittee meeting.
   3. Develop and maintain a work plan including updates on the ad hoc subcommittee-requested deliverables.
   4. Provide status updates by memorandum to the participating Board offices when meetings are not scheduled.
   5. Support ad hoc subcommittees in the drafting of Board Letters for items that require the full Board's direction, including appropriations, contract authorizations, policy amendments, etc. in accordance with Board Policy A-72, "Board of Supervisors' Agenda and Related Processes."

PROPOSED

C. Subcommittee Board Members shall:
   1. Convene meetings as needed to provide advice and guidance on policy matters within the purview of the ad hoc subcommittee to advance the ad hoc subcommittee's work.
   2. Provide advice and guidance through noticed ad hoc subcommittee meetings where both Board members are present.
   3. Receive information related to matters within the purview of the ad hoc subcommittee where at least one Board member is present during a noticed ad hoc subcommittee meeting.
   4. Discuss potential Board Letters related to matters within the purview of the ad hoc subcommittee and, whenever feasible, co-author such items.
   5. Designate a staff member from each Board office as the primary point of contact for County staff.

Responsible Departments

1. Chief Administrative Officer
2. Clerk of the Board of Supervisors
3. County Counsel
4. Departments supporting or assigned to a specific ad hoc subcommittee

Sunset Date

This policy will be reviewed for continuance by 12-31-33.

References

Board Action:

- April 21, 2026 (17), Establishing a Framework for Board of Supervisors Ad Hoc Subcommittees that Demonstrates Transparency and Accountability
- June 9, 2026 (##)

PROPOSED