

		Policy # 0008
Subject: Brown Act, Public Records Act Amendments and Communication with the Board of Supervisors		
Responsible Department: Clerk of the Board		
Effective Date: 1/1/2009		Revision Date: 7/19/2022
Ann Edwards County Executive		
David Villanueva Deputy County Executive		
Florence Evans, Clerk of Board		

1. Purpose

The enactment of Senate Bill 1732, Chapter 63 of the Statutes of 2008 provides requirements related to written communications with the Board of Supervisors while allowing for separate conversations with individual board members to answer questions or provide information.

2. Authority

Sacramento County Charter Article 7 Section 20, Powers and Duties of the County Executive, Board Resolution No. 2018-0531, Government Code sections 6250 "Public Records Act" and 54950-54963 "Brown Act", and California Constitution Article I, Section 3.

3. Scope

All County Departments.

4. Policy

Written Communication:

- All written communications related to countywide issues provided to one member of the Board of Supervisors must

simultaneously be provided to the other four members and copied to the County Executive, Chief Fiscal Officer and appropriate Deputy County Executive(s). Written communications include, but are not limited to, letters, memos, notes and reports provided in paper/hard copy or electronic format, including e-mails.

- Written communication addressed to the Board of Supervisors related to any agenda item, including but not limited to, draft or final material (e.g., board letters, attachments, resolutions, ordinances, memos, report backs, e-mails, follow-up, etc.), shall be routed through distribution to the Clerk of the Board. The Clerk of the Board shall make Board of Supervisors meeting material available to the public in accordance with the Ralph M. Brown Act.
- For written communications, specific to issues within a Supervisorial District the affected Board member is the only member who must be provided the information.

Separate Conversations with Board Members:

- Separate conversations or communications with Board members held by employees or officials outside of a meeting do not need to be communicated to other board members of the legislative body.

5. Review

Annually by December 31st.

Attachments:

Attachment 1 – Pol. 0008 County Executive Memo regarding Brown Act Amendments dated 12-30-2008

Attachment 2 – Pol. 0008 County Counsel Memo regarding Brown Act Amendments dated 11-4-2008