The following Minute Order of the Board of Supervisors is being sent to you for information or possible action. If you have any questions concerning this matter, please call the Board’s office.

Minute Order of the Board of Supervisors
June 19, 2007 Regular Meeting
County of Glenn, State of California

16. Administrative Manual Pertaining to Closed Sessions
Proceedings: The Chairman announced that this matter would be postponed to allow a full Board to be present or at least four members of the Board of Supervisors.
COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: June 19, 2007

BRIEF SUBJECT/ISSUE DESCRIPTION:
Repeal of Chapter 2.12 of the Administrative Manual, pertaining to Closed Sessions.

Contact: Sandy Sooth
Phone: 934-6400

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)

Required _____ Minutes

☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

AFFECTED DEPARTMENT(S)

☐ Receive Concurrence

ATTACHMENTS

☐ Board Report ☐ Letter ☐ Minute Order ☐ Contract
☐ Transfer ☐ Grant App. ☐ Resolution
☐ Ordinance ☐ Proclamation ☐ Policy Update
☐ Code Update ☐ Other

LEGAL/PERSONNEL/FISCAL

☐ County Counsel ☐ Personnel ☐ Finance
☐ County Administrative Office

CLERK INSTRUCTIONS

☐ Return Minute Order
☐ Return Certified Copy Of:
☐ Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

☐ Published ☐ Affidavit on File w/Clerk ☐ Affected Parties Notified

Committees:
☐ Vacancy Posted ☐ Application Attached

LEGISLATION

☐ State ☐ Federal

Bill#: ______
☐ Latest Version of Bill ☐ Draft Letter Attached
☐ List of Supporters/Opposers ☐ Statement of Relevance to County Interests
☐ Description Attached

FUNDING SOURCE/IMPACT

☐ General Fund Impact ☐ Other: ______
☐ Budgeted ☐ Transfer Attached
☐ 4/5ths Vote Required ☐ Contingency Request

CONTRACTS, LEASES & AGREEMENTS

☐ New ☐ Renewal
☐ Amendment ☐ Insurance Certificate
☐ Contract Report

Date of Original Contract:
Contract No.:
Fiscal Year:

RECOMMENDED ACTION/MOTION:
Adopt Resolution "Repealing Chapter 2.12 of the Administrative Manual, Pertaining to Closed Sessions".

Reviewed By (if applicable):

Department Head
Personnel Director

Department of Finance
County Administrative Officer

cc:
BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA

RESOLUTION NO. 2007 - _____

***

RESOLUTION REPEALING CHAPTER 2.12 OF THE ADMINISTRATIVE MANUAL, PERTAINING TO CLOSED SESSIONS

***

BE IT RESOLVED that the Board of Supervisors held discussion on June 5, 2007 regarding Chapter 2.12 Closed Sessions, and found that there is no need to have a clerk present, nor minutes taken in Closed Sessions, therefore Chapter 2.12 is hereby eliminated from the Glenn County Administrative Manual, as indicated below:

2.12.01  Clerk Attendance
   A. Pursuant to Section 54957.2 of the Government Code, the Clerk of the Board of Supervisors shall designate a deputy clerk to be present at all closed sessions of the Board of Supervisors and maintain a minute book. In the case of sessions for appointed department head evaluations, the deputy clerk shall attend the session unless excused by the Board Chairman.

   B. Said deputy clerk shall keep all records of closed sessions confidential and not subject such records to inspection by anyone except members of the Board of Supervisors, the board’s attorney, any department present at the closed session or upon court order.

THIS RESOLUTION WAS PASSED by the Board of Supervisors of the County of Glenn at a regular meeting thereof on June 19, 2007 by the following vote:

AYES:
NOES:
ABSENT OR ABSTAIN:

TOM MCGOWAN, Chairman
Board of Supervisors
Glenn County, California

ATTEST:

DAVID J. SHOEMAKER, County Administrative Officer
and Clerk of the Board of Supervisors
Glenn County, California

APPROVED AS TO FORM:

THOMAS C. AGIN, County Counsel
Glenn County, California
### TITLE 2 HISTORY

**RULES AND REGULATIONS GOVERNING MEETINGS OF THE BOARD**

*(Title Adopted History – 85-158, 81-59, 72-16)*

<table>
<thead>
<tr>
<th>SECTION</th>
<th>SECTION TITLE/RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.02</td>
<td>DEFINITIONS</td>
</tr>
<tr>
<td>2.02.01</td>
<td>Definitions – 93-67</td>
</tr>
<tr>
<td>2.04</td>
<td>AGENDA</td>
</tr>
<tr>
<td>2.04.01</td>
<td>Format – 2007-20, 2005-30, 2001-14, 93-114, 91-135</td>
</tr>
<tr>
<td>2.04.02</td>
<td>Scheduling Deadlines – 93-114, 93-67, 88-164, 80-37</td>
</tr>
<tr>
<td>2.04.03</td>
<td>Information Requirements – 2007-20, 91-75, 88-168, 88-15</td>
</tr>
<tr>
<td>2.04.06</td>
<td>Unscheduled Matters – 2004-41</td>
</tr>
<tr>
<td>2.04.07</td>
<td>Request to Place a Matter on the Board Agenda – 2004-41</td>
</tr>
<tr>
<td>2.04.08</td>
<td>Commercial Solicitations – 2004-41</td>
</tr>
<tr>
<td>2.04.09</td>
<td>Supplemental Information – 2004-41</td>
</tr>
<tr>
<td>2.04.10</td>
<td>Special Instructions to the Clerk of the Board 2004-41</td>
</tr>
<tr>
<td>2.06</td>
<td>BOARD ASSIGNMENTS AND FOLLOW-UP</td>
</tr>
<tr>
<td>2.06.03</td>
<td>Resolutions and Ordinances – 2007-20</td>
</tr>
<tr>
<td>2.08</td>
<td>CHAIRMAN AND VICE-CHAIRMAN</td>
</tr>
<tr>
<td>2.08.01</td>
<td>Elections – 2003-09</td>
</tr>
<tr>
<td>2.10</td>
<td>BOARD PROCEDURE</td>
</tr>
<tr>
<td>2.10.04</td>
<td>Continuances – 96-91</td>
</tr>
<tr>
<td>2.10.14</td>
<td>Presentations Made to the Board – 97-57, 86-9</td>
</tr>
<tr>
<td>2.10.16</td>
<td>Transfer of Funds – 2001-137, 91-135, 88-15, 86-9</td>
</tr>
<tr>
<td>2.10.17</td>
<td>Letters or Resolutions in Support of or Opposition to Legislation – 98-139</td>
</tr>
<tr>
<td>2.12</td>
<td>CLOSED SESSIONS – Repealed by Res. 2007-</td>
</tr>
<tr>
<td>2.12.01</td>
<td>Clerk Attendance – 2007-20, 89-84, 88-148</td>
</tr>
<tr>
<td>2.12.01 B</td>
<td>Clerk Attendance – 89-44</td>
</tr>
<tr>
<td>2.14</td>
<td>OTHER LAWS</td>
</tr>
<tr>
<td>2.14.01</td>
<td>Exceptions – 88-148</td>
</tr>
</tbody>
</table>
COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: June 5, 2007

BRIEF SUBJECT/ISSUE DESCRIPTION:
Hold discussion regarding Title 2.12 Closed Sessions of the Administrative Manual, relating to Clerk’s attendance and maintaining a Closed Session Minute book.

Contact: Sandy Soeth
Phone: 934-6400

LEGAL/PERSONNEL/FISCAL

CLERK INSTRUCTIONS

Required ______ Minutes

☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

☐ Receive Concurrency

ATTACHMENTS

☐ Board Report ☐ Letter
☐ Minute Order ☐ Contract
☐ Transfer ☐ Grant App.
☐ Resolution ☐ Ordinance
☐ Proclamation ☐ Policy Update
☐ Other ☐ Code Update
☐ Other Gov. Code §
☐ Other 54957.2

PUBLIC HEARINGS & COMMITTEE VACANCIES

☐ State ☐ Federal

FUNDING SOURCE/IMPACT

☐ General Fund Impact ☐ Other:
☐ Budgeted ☐ Transfer Attached
☐ 4/5ths Vote Required ☐ Contingency Request

RECOMMENDED ACTION/MOTION:
Upon recommendation of the Board of Supervisors, hold discussion for possible action regarding Title 2.12 Closed Sessions of the Administrative Manual, relating to Clerk’s attendance and maintaining a Closed Session Minute book and direct staff accordingly.

Personnel Director

County Administrative Officer

Reviewed By (if applicable):
Current Language:

2.12.01 Clerk Attendance

2.12.01 Clerk Attendance

A. Pursuant to Section 54957.2 of the Government Code, the Clerk of the Board of Supervisors shall designate a deputy clerk to be present at all closed sessions of the Board of Supervisors and maintain a minute book. In the case of sessions for appointed department head evaluations, the deputy clerk shall attend the session unless excused by the Board Chairman.

B. Said deputy clerk shall keep all records of closed sessions confidential and not subject such records to inspection by anyone except members of the Board of Supervisors, the board's attorney, any department present at the closed session or upon court order.

Government Code § 54957.2

54957.2. (a) The legislative body of a local agency may, by ordinance or resolution, designate a clerk or other officer or employee of the local agency who shall then attend each closed session of the legislative body and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book made pursuant to this section is not a public record subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall be kept confidential. The minute book shall be available only to members of the legislative body or, if a violation of this chapter is alleged to have occurred at a closed session, to a court of general jurisdiction wherein the local agency lies. Such minute book may, but need not, consist of a recording of the closed session.

(b) An elected legislative body of a local agency may require that each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body keep a minute book as prescribed under subdivision (a).
The following Minute Order of the Board of Supervisors is being sent to you for information or possible action. If you have any questions concerning this matter, please call the Board’s office.

Minute Order of the Board of Supervisors
June 5, 2007 Regular Meeting
County of Glenn, State of California

10. Administrative Manual – Title 2.12/Closed Sessions

Matter: Recommendation of Board of Supervisors to hold discussion for possible action regarding Title 2.12 Closed Sessions of the Administrative Manual, relating to Clerk’s attendance and maintaining a Closed Session Minute book and direct staff accordingly.

Proceedings: Discussion was held regarding the Clerk of the Board and Deputy Clerk’s attendance in the Board of Supervisor Closed Session meetings; whereupon after further discussion on this matter, and on motion of Supervisor Quarné, seconded by Supervisor Murray, it was unanimously ordered to repeal Resolution related to Clerk’s attendance at Closed Session Meetings.