

CEO/BOS/COB SERVICE INTEGRATION MAY 25, 2010 – STATUS REPORT

THE PLAN

As a budget reduction strategy, and as a service enhancement proposal, on April 20, 2010, the Board of Supervisors approved the joint recommendation of the Clerk of the Board and the Chief Executive Officer to implement a blended service model, effective July 1, 2010, for Executive Office, Board of Supervisors, and Clerk of the Board services. Ordinance No. 4237 was adopted creating a County Officer of Clerk of the Board to be the Chief Executive Officer.

FISCAL IMPACT

For Fiscal Year 2010/2011, the Clerk of the Board position has been defunded; funding to fill the Assistant Chief Executive Officer position has been deferred; and cost-savings are anticipated as a result of the companion Administrative Services Integration.

IMPLEMENTATION SCHEDULE

- May 20, 2010: Ordinance effective (Status: On Schedule)
- June 15, 2010: Board Workshop (Status: On Schedule)
- July 1, 2010: Phase I Implementation, physical integration and relocation of staff to the Executive Office (Status: On Schedule)
- December 1, 2010: Phase I implementation Complete (Status: On Schedule)

CURRENT STATUS

Since the Board's initial approval on April 20, 2010, integrating the Clerk of the Board department with the County Executive Office, staff of both departments have met several times to discuss details and develop a comprehensive plan for merging the physical and operational structures of the two departments.

Transition team meetings are also underway with County partners and internal stakeholders including GSA staff, to address the physical space requirements for co-location of COB staff within the Executive Office.

NEXT STEPS

Informational status reports will continue to be transmitted to Department Heads and the Board containing service and logistical updates as operational components of the integration plan are implemented.

The next presentation to the Board is scheduled for Tuesday, June 15, 2010.