



**City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
Wednesday, February 2, 2022 @ 5:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes. Members of the public and other parties are welcome to email their comments to the Staff Liaison Preya Nixon at pnixon@cityofstheleena.org

This meeting will be conducted pursuant to the provisions of Government Code Section 54953 (as amended by AB 361) which authorizes teleconferenced meetings under the Brown Act during certain proclaimed States of Emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. This teleconferenced meeting is necessary so that the City can conduct essential business and is permitted under Government Code 54953 in order to protect public health and safety of attendees.

Consistent with Government Code Section 54953, this meeting will be held via teleconference only, and will not be physically open to the public. Board, Commission and Committee members and staff will teleconference into the meeting by audio and/or video. The meeting will be conducted via Zoom Webinar.

Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments must be emailed by two hours prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line agenda.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click on the link below to join the ATSC meeting:

<https://us02web.zoom.us/j/82953987101>

Or One tap mobile :

US: +16699006833,,82953987101# or +13462487799,,82953987101#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

Webinar ID: **829 5398 7101**

1. CALL TO ORDER
2. ROLL CALL
Committee Chair: Leslie Stanton, Vice Chair: Jeff Farmer
Members: Glenn Smith, Madelyn Chandler, and John Zimmerman
Alternate Members: Terra Sampson, Katherine MacDonnell
City Council Member Liaison: Paul Dohring, Vice Mayor
Staff Liaison: Preya Nixon, Asst. to the City Manager
3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to three minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**
4. REPORTS BY STAFF AND COMMITTEE:
Reports by staff and/or committee on items of general interest. **Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Active Transportation & Sustainability Committee.**
 - 4.1. Public Works Update
5. CONSENT CALENDAR:
Members of the Active Transportation Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.
 - 5.1. Active Transportation and Sustainability Committee Meeting Minutes of December 1, 2021. 7 - 8
[Active Transportation and Sustainability Committee - 01 Dec 2021 - DRAFT MINUTES](#)
6. SCHEDULED MATTERS:
 - 6.1. Designation of an ATSC member to sit on the Blue Zones Built Environment Committee
 - 6.2. Annual Brown Act Review by City Clerk-Informational Only 9 - 26
Prepared By: Cindy Tzaopoulos, City Clerk
[2020 Brown Act Training](#)
 - 6.3. Team Building Discussion
Prepared By: Preya Nixon, Asst. to the City Manager
 - 6.4. Annual Governance Review of Council and Commission Rules and Procedures - not an action item 27
Prepared By: Mark T. Prestwich, City Manager
[Staff Report](#)

- 6.5. Review of Institute for Local Government “Attributes of Exceptional Boards” document

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[Attributes of Exceptional Boards](#)

7. FUTURE AGENDA ITEMS

- 7.1.
1. Review and approval of Committee governing language
 2. Vine Trail Alignment update and recommendation - March 2, 2022
 3. Presentation from Fire Chief John Sorensen regarding vehicular speeding and potential traffic mitigation
 4. Active Transportation Plan Phase II
 5. Discussion and feedback regarding the proposed ban of gas power leaf blowers

8. ADJOURNMENT

The next regular Active Transportation Committee meeting is scheduled for March 2 at 5:00 pm, at a location to be determined.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on January 28, 2022.

/s/ Preya Nixon

Preya Nixon, Asst. to the City Manager

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Active Transportation and Sustainability Committee Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Active Transportation and Sustainability Committee Meetings:

1. Watch and Listen on Zoom.us by clicking on the link in the Active Transportation and Sustainability Committee Agenda
2. Listen only by calling the Zoom number listed on the Active Transportation and Sustainability Committee Agenda

Watch the Active Transportation and Sustainability Committee Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**
 - a. Before joining the virtual Active Transportation and Sustainability Committee Meeting, it is highly

encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.

- b. If you are logged into your account, Enter the **Meeting ID** listed on the Active Transportation and Sustainability Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
 - c. Select if you would like to connect audio and/or video and tap **Join Meeting**.
 - d. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
2. **Listen Only by Telephone:**
- a. **Dial** the number listed on the Active Transportation and Sustainability Committee Agenda.
 - b. At the prompt, enter the **Meeting ID** provided on the top of the Active Transportation and Sustainability Committee Agenda and **Press #. A participate ID is not required.**
 - c. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Active Transportation and Sustainability Committee Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Chair will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in Advance to** publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO ATSC and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the **"raise hand"** feature located in the control panel at the

bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand. The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests. When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

3. **Call in to the ZOOM meeting from a cell phone or landline phone only**

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



DRAFT MINUTES
City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
Wednesday, December 1, 2021 @ 5:00 PM

1. CALL TO ORDER
Chair Stanton called the meeting to order at 5:02pm
2. ROLL CALL

The following were present:

Committee Chair: Leslie Stanton, Vice Chair: Jeff Farmer
Members: Glenn Smith, Madelyn Chandler, John Zimmerman
Alternate Members: Terra Sampson, Katherine MacDonnell

Staff Liaison: Preya Nixon, Asst. to the City Manager
Kelly Bond, Public Policy Advocate, Blue Zones
Joaquin Razo, Executive Director, Blue Zones

Vice Mayor Paul Dohring was excused

3. PUBLIC FORUM:

No public comment was received.

4. SCHEDULED MATTERS:

- 4.1. Receive and Discussion of Blue Zones Presentation
[St. Helena ATSC Presentation 12.1.21](#)

-Presentation was received by Blue Zones by Kelly Bond and Joaquin Razo

-Committee conducted discussion and asked questions
Public comment was opened, and the following public comment was received from:

-Annette Smith

-Public comment was closed

5. CONSENT CALENDAR:

- 5.1. Active Transportation and Sustainability Committee Meeting Minutes of September 1, 2021

[Active Transportation and Sustainability Committee - 01 Sep 2021 - DRAFT MINUTES](#)

A motion was made by member Smith and seconded by member Farmer to approve the minutes for the meeting held on September 1, 2021.

The motion passed.

- 5.2. Active Transportation and Sustainability Committee Meeting Minutes of November 3, 2021

[Active Transportation and Sustainability Committee - 03 November 2021 DRAFT MINUTES](#)

A motion was made by member Zimmerman and seconded by member Farmer to approve the minutes for the meeting held on November 3, 2021.

The motion passed.

- 5.3. Active Transportation and Sustainability Committee Meeting Minutes of the Special November 17, 2021 Meeting

[Special Active Transportation and Sustainability Committee - 17 Nov 2021 - DRAFT MINUTES](#)

A motion was made by member Farmer and seconded by member Zimmerman to approve the minutes for the Special meeting held on November 17, 2021.

The motion passed.

6. REPORTS BY STAFF AND COMMITTEE:

Reports were made.

7. FUTURE AGENDA ITEMS

Future agenda items were discussed.

8. ADJOURNMENT

Chair Stanton adjourned the meeting at 6:03 p.m.

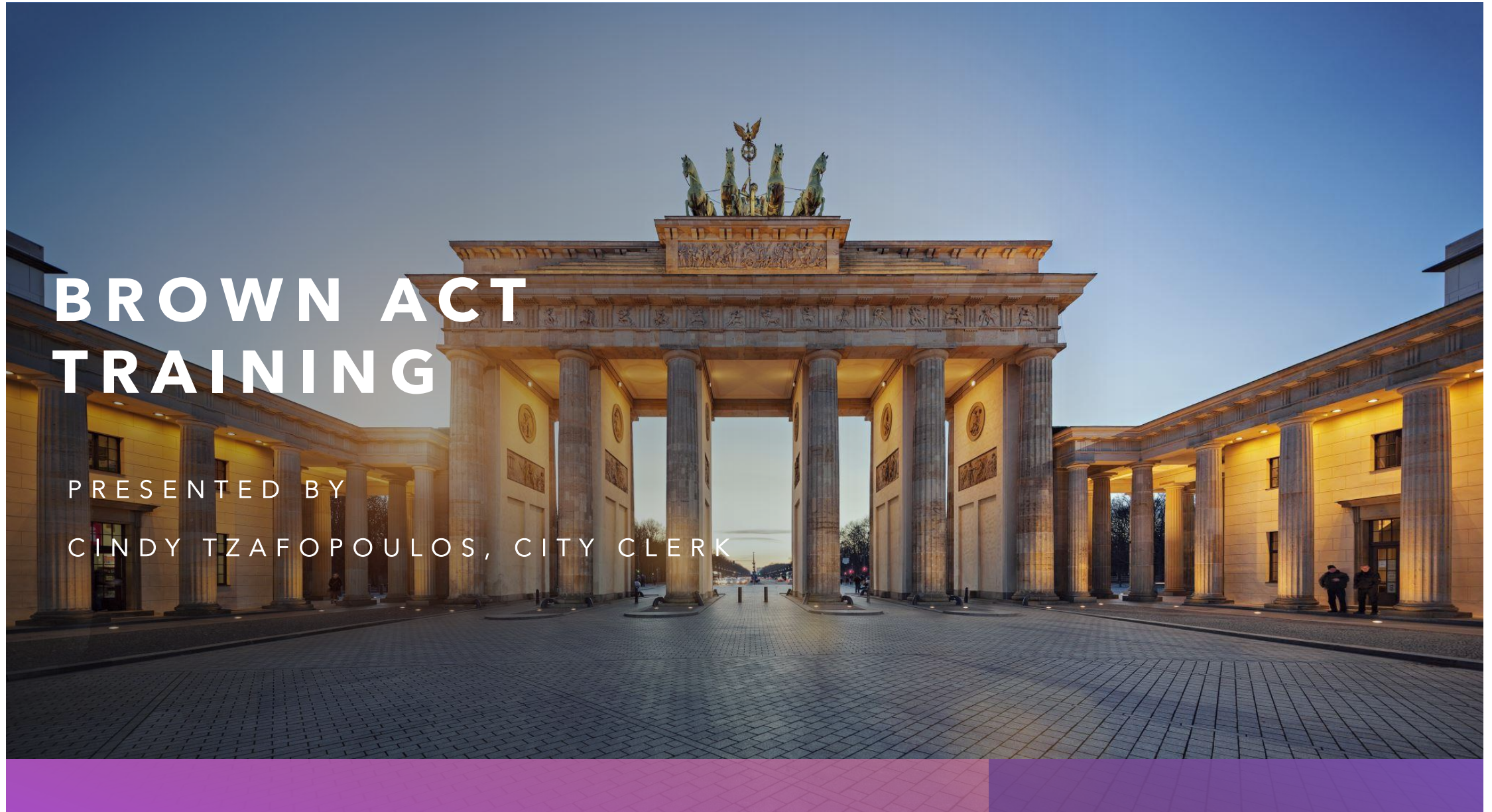
The next regular Active Transportation Committee meeting is scheduled for January 5, 2022 at 5:00 pm at a location to be determined.

Approved

Attest

Chair

Preya Nixon,
Assistant to the City Manager



BROWN ACT TRAINING

PRESENTED BY
CINDY TZAFPOPOULOS, CITY CLERK

Basic Rule of the Brown Act

- All meetings of the legislative body (elected and appointed) of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in [the Brown Act].” § 54950
- All meetings of the legislative body of a local agency must be open and public. § 54951
 - Cities are “local agencies”



“Ad-Hoc” Advisory Committee Exception

- All committees established by a legislative body must comply with the Brown Act, UNLESS it:
 - Is ADVISORY, not decision-making; AND
 - Includes ONLY Board Members; AND
 - Includes LESS than a quorum; AND
 - Does NOT have continuing subject matter jurisdiction; AND
 - Is NOT meeting on a fixed schedule set by the Board.

MEETINGS



- A “**meeting**” includes any gathering of a **majority** of the **members** of a legislative body at the **same time and location** to **hear, discuss, deliberate or take action** upon any item which is within its **subject matter jurisdiction**.

Types of Meetings

- **Formal Meetings**
 - Regular meetings
 - Special meetings
- **Informal Meetings**
 - Daisy Chain
 - Hub and Spoke
 - E-mail/Social Media/Technology

Special Meetings

- The presiding officer or a majority of the legislative body may call a special meeting at any time.
- Written notice must be delivered at least 24-hours before the time of the meeting to each legislative body member (unless waived in writing) and to each local newspaper of general circulation, radio and TV station which has requested such notice in writing.
- Only the business set forth in the notice may be considered at the meeting.

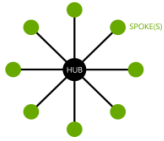
§ 54956



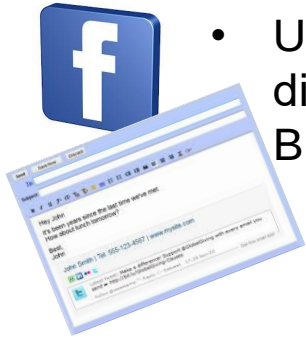
Serial Meetings



- Daisy Chain: If Member A contacts Member B, and Member B contacts Member C, and so on, until a quorum has been involved, this type of “serial meeting” may result in a violation of the Brown Act.



- Hub and spoke: An intermediary -- such as a staff member or even a developer or applicant -- contacts at least a quorum of the members to develop a collective concurrence on action to be taken by the legislative body.



- Use of e-mail or other technology/media by a majority of a legislative body to discuss, deliberate, or take action on items within the body’s jurisdiction violates the Brown Act.

Recommendations for E-mail

- Avoid sending e-mails to the whole legislative body.
 - If necessary, provide information only.
 - Do not solicit a response.
- Be careful replying to e-mails.
 - Do not communicate your position or make a commitment on a pending matter.
 - Do not direct a reply to a majority of the legislative body.
- Think carefully before sending any e-mail.
 - Remember, your e-mail can be forwarded by others to a majority of the legislative body.

Non-Meetings

- An employee or official of a local agency may engage in “**separate conversations or communications**” outside of a meeting in order to “**answer questions or provide information**” so long as that person “**does not communicate to members of the legislative body the comments or positions of any other member or members.**”

§ 54952.2(b)(2).

- Attendance by a majority of members at:
 - A **conference** that is related to the business of the agency that is **open to the public**;

Provided that a majority of the members do not discuss amongst themselves business “of a specific nature” that is within the subject matter jurisdiction of the agency.

§ 54952.2 (c)(2)

- Attendance by a majority of members at:
 - An **open and publicized meeting** organized to address a topic of local community concern by **a person or organization other than the local agency**;

Provided that a majority of the members do not discuss amongst themselves business “of a specific nature” that is within the subject matter jurisdiction of the agency.

§ 54952.2(c)(3)



Non-Meetings

- Attendance by a majority of members at:
 - A **purely social or ceremonial occasion**,
Provided that a majority of the members do not discuss amongst themselves business “of a specific nature” that is within the subject matter jurisdiction of the agency.
- 54952.2
- Attendance by a majority of members at:
 - An **open and noticed meeting of a standing committee** of that body,
Provided that the members of the legislative body who are not members of the standing committee **attend only as observers.**
- § 54952.2(c)(6)



AGENDA REQUIREMENTS AND DESCRIPTION

- Agenda Posting Requirements
- Agenda Description
- Public Comment
- Non-Agendized Items
- Adding Items to an Agenda



- Each item of business to be “*transacted or discussed*,” including items to be discussed in closed session, must be the subject of a “***brief general description***” which generally need not exceed 20 words.
§ 54954.2(a)(1)

Non-Agendized Items

- Action or discussion on any item not appearing on the posted agenda is generally prohibited.
- Members may only:
 - Briefly respond to public statements or questions,
 - Ask a question for clarification,
 - Make a brief announcement,
 - Make a brief report on his or her activities,
 - Provide a reference to staff or other sources for factual information, or
 - Request staff to report back to the legislative body in a subsequent meeting.
- The legislative body may direct staff to place the matter on a future agenda. § 54954.2(a)(2)

Meeting Documents

- The public has the **right to review** agendas and other writings distributed to a majority of the legislative body (except for privileged documents). A fee or deposit may be charged for a copy of a public record.

§ 54957.5(a) and (c)

- Writings must be made public:
 - **at the time distributed** to a majority of the legislative body (before or at a meeting) if prepared by the agency or a member of its legislative body, or
 - **after the meeting** if prepared by some other person.

§ 54957.5(b) and (c)

Recording of Meetings



- The public is allowed to use audio or video tape recorders or still or motion picture cameras at an open meeting, absent a reasonable finding by the legislative body that such recording, if continued, would persistently disrupt the proceedings due to noise, illumination, or obstruction of view. § 54953.5

Public Participation

- A regular meeting agenda must allow an opportunity for members of the public to speak **on any item of interest**, so long as the item is **within the subject matter jurisdiction** of the legislative body.
- The public must be allowed to speak on a **specific item** of business **before** or **during** the legislative body's consideration of it.
- Public comments at **special meetings** can be **limited to agenda items only**.

§ 54954.3 (a)



- Public comment is four minutes.



Limits on Public Participation

- The legislative body may **remove persons** from a meeting who willfully interrupt proceedings. If order still cannot be restored, the meeting room may be **cleared**.
- Members of the **news media** who have not participated in the disturbance must be allowed to continue to attend the meeting.

§ 54957.9

- The legislative body **cannot prohibit public criticism** of policies, procedures, programs, or services of the agency or the omissions of the legislative body itself.



Voting Disclosure

- Legislative bodies must publicly report:
 - any action taken; and
 - the vote or abstention on each action taken by each member present for the action at a meeting.

§ 54953(c)(2)



Where action is taken other than by a roll-call vote:

- The names of each member present who dissented, abstained, or otherwise did not participate should be stated so that there is a clear record of how the entire body voted.
- This information should be included in the minutes of the meeting, along with accurate records of each member's attendance at the meeting.

Questions?



Staff Report to the Active
Transportation and Sustainability
Committee
February 3, 2022

Subject: Annual Governance Meeting – Resources
Prepared By: Preya Nixon, Assistant to the City Manager

BACKGROUND

This meeting will serve as the Committee's Annual Governance Meeting. The Committee will review the Council and Commission Rules and Procedures and other applicable items. For ease of access, links to these documents are listed below:

[Handbook for Committees, Commissions and Boards](#)
[Board and Commission Protocols](#)
[City Council Vision and Mission Statement](#)

Attributes of Exceptional Boards

Leading public organizations and governing with colleagues on a board is a challenging art of community service. The Institute recognizes that many aspects of leadership and governance are not intuitive. This piece is intended to provide board members and administrators/executives insight into the attributes of exceptional boards as well as provide practical tips to help them become exceptional.

1. Exceptional boards develop a sense of team – a partnership with the chief administrator to govern and manage the county

The members of the board and chief administrator/executive see themselves and work as a team as they undertake a series of tasks to further their common purpose. The individual team members work in a coordinated and collaborative manner with a high degree of respect, trust and openness. The team values diversity in style and perspective. The team thinks and acts strategically as it examines issues/situations and decides on a course of action serving their county's mission and goals.

KEY CHARACTERISTICS

- Successfully transition from candidate to a member of the board.
- Become a champion of the county. Make decisions based on the needs and interests of the community at-large / the greater good.
- Develop, communicate and support policy goals and board decisions.
- Demonstrate a willingness to work collaboratively (as a team) and have a countywide perspective.

BEST PRACTICE TIPS

Build capacity to create a more effective team. The governance team (board members and chief administrator/executive) should get to know each other; how each person approaches issues, decision making style and so on. This can be accomplished at annual meetings or workshops throughout the year. In the event that board members disagree, clear ground rules (norms of behavior and practice) can help quell acrimony before it becomes a problem. It's important to remember that trust is built around understanding and respect, not necessarily agreement.

2. Exceptional boards have clear roles and responsibilities that are understood and adhered.

Exceptional boards understand their role is to serve as policy maker - to represent the values, beliefs and priorities of their community while serving in the community's best interest. They carry out a variety of responsibilities including: developing and adopting a vision for the county; focusing and aligning plans, policies, agreements and budgets in furtherance of this vision; and holding themselves and the chief administrator/executive accountable for results.

Exceptional boards understand that the chief administrator/executive is responsible for the day-to-day operations of the county. The chief administrator/executive is responsible for undertaking and accomplishing the policy objectives of the board. Exceptional boards recognize the subject matter expertise of staff and utilize their knowledge and experience to guide and inform decision making.

KEY CHARACTERISTICS

- Understand the role of local government and their responsibilities.
- Know their role - to set vision and policy, avoid micromanagement.
- Board members should strive to be informed about the issues facing the county and be prepared to ask questions of staff and each other.

BEST PRACTICE TIPS

Create a shared understanding of the chief administrator/executive's role and the board's expectations to optimize the working relationships. This shared understanding is informed by local charter and ordinance provisions that provide the overall framework for the relationship. The board should make time to have conversations during retreats and or study sessions to define and/or reveal and refine their role and responsibilities. Since role clarity between the board and chief administrator/executive is critical to mutual success, having clear protocols helps avoid misunderstandings.

3. Exceptional boards honor the relationship with staff and each other

Exceptional boards understand that a good working relationship with staff is vital to successful operation of the county. Exceptional boards treat each other and staff with dignity and respect. They act with civility and a high level of professional decorum. Board members build trust by not playing the “gotcha game” and strive to have a no secrets, no surprises approach as an operating norm. Finally, they respect the diversity of styles and perspectives among their colleagues and staff and are open to new ideas.

KEY CHARACTERISTICS

- Board members have the ability to respectfully disagree (to disagree without being disagreeable). They are able to leave it at the dais; debates are about policy, not personality.
- Exceptional board members reflect positive decorum/model of leadership by providing respectful tone with colleagues.
- Establish a set of behaviors ahead of time, potentially documented in a code of conduct, to help promote civility and respect.

BEST PRACTICE TIPS

Set board priorities and strategic goals at an annual meeting; these goals and priorities are a tool to guide the chief administrator/executive and staff on where to focus their efforts. This annual meeting provides time for the board to reflect on community priorities as well as offer an opportunity to discuss their decorum and their relationship among each other and the relationship between the chief administrator/executive, staff and the board.

4. Exceptional boards routinely conduct effective meetings

Open and public meetings are central to democratic decision-making. Exceptional boards master the art of effective meetings. They develop and adhere to meeting protocols and processes. They spend time planning and organizing the agenda with the aim of having a more focused meeting. They allocate the board's time and energy appropriately (focused on the board's role and responsibilities) and meeting short- and long-term priorities. They honor the public's participation and engagement and they generally start on time and are held during reasonable hours.

Exceptional boards use public meetings not only for their intended purpose, information sharing and decision-making, but they also use the meeting to demonstrate respect and

KEY CHARACTERISTICS

- Board members are respectful of each other, the public and everyone's time.
- Board members use engaging body language as a way to demonstrate respect.
- Issues are not personalized, thoughtful dialogue is the objective.
- Agenda packets are read, board members come prepared and have an open mind.
- Respect is demonstrated for varied opinions.
- Everyone strives to be civil and act with decorum.

civility for each other, staff and the public. Exceptional board members prepare in advance of the meeting, remain focused on the county goals and objectives and mindful of their role and responsibilities.

BEST PRACTICE TIPS

Develop and adopt (with regular reviews and updates), guidelines for conducting meetings and making decisions. These governance protocols typically address meeting procedures (agenda preparation, how to put issues on the agenda, debate and voting procedures (parliamentary rules) and standards of decorum (civility). As part of a regular self-assessment, boards should evaluate their meetings and their effectiveness and adjust behavior and practices for better results.

5. Exceptional boards hold themselves and the county accountable

Exceptional boards operate openly, ethically and work to engage the community in a myriad of decisions impacting the prosperity and well-being of their community. Toward that end, exceptional boards consistently provide short- and long-term strategic direction and goals, as well as provide budget, program and policy oversight.

Exceptional boards hold themselves accountable for the conduct, behavior and effectiveness of the governing body. They establish clear priorities and goals and hold the chief administrator/executive accountable for results. Finally, they embrace accountability as a process and tool to calibrate ongoing efforts to address and meet policy and program objectives.

KEY CHARACTERISTICS

- Board members operate ethically and with integrity.
- Boards conduct team building / goal setting exercise to track progress towards mutually agreed upon goals.
- Boards take responsibility for the results (good and bad).
- Boards celebrate success.
- Board members hold themselves responsible for adhering to operating protocols and codes of conduct.

BEST PRACTICE TIPS

Annually evaluate board and chief administrator/executive performance toward achieving the county's priorities and goals (consider having this be part of an annual goal setting meeting). Boards should consider assessing its own behavior and effectiveness as part of its annual self-assessment.

6. Exceptional boards have members who practice continuous personal learning and development

Governance is not intuitive. In addition, the policy and economic environment impacting counties is ever changing. Exceptional boards continually provide the opportunity to build their knowledge and skills, enhance their understanding of key issues, increase their awareness of best practices and sharpen their leadership and governance skills.

KEY CHARACTERISTICS

- Stay informed on key issues.
- Gain key insights and knowledge on all aspects of governing, from budgets to plans and everything in between.
- Learning to listen is sometimes more important than learning to give a speech.

BEST PRACTICE TIPS

Seek out national, state and local professional growth and educational opportunities. These opportunities can focus on the nuts and bolts of governing to help you gain valuable information and/or insights on key policy issues facing your county. In addition, county run orientations for newly elected officials provide a good way to acclimate new members to the board's norms and protocols as well as the budget and key policy issues.

About the Institute for Local Government

The Institute for Local Government (ILG) is the nonprofit 501(c)3 research and education affiliate of the League of California Cities, the California State Association of Counties and the California Special Districts Association. Our mission is to promote good government at the local level with practical, impartial and easy-to-use resources for California communities.

Visit www.ca-ilg.org to find out more.

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