



County of San Mateo

Inter-Departmental Correspondence

Department: BOARD OF SUPERVISORS
DISTRICT 2
File #: 19-851

Board Meeting Date: 9/17/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Carole Groom, Board President
Subject: Authority to Approve Winter Recess Department and Division Closures

RECOMMENDATION:

Adopt a resolution authorizing the County Manager to approve department and division closures during the County's two-day Winter Recess.

BACKGROUND:

Pursuant to the Memoranda of Understanding with the Building and Construction Trades Council, Law Enforcement Unit (DSA Non-Safety Classifications), Probation and Detention Association, San Mateo County Council of Engineers, Service Employees International Union, and the Union of American Physicians and Dentists, as well as the Management, Attorney and Confidential Resolutions, the County will hold a two (2) day period between December 26th and December 31st of 2019 and 2020, during which County departments and divisions employing effected employees in these groups may move to minimum staffing levels and/or close business, depending on the needs of the public served and the County (the "Winter Recess"). The determination of which departments and divisions will close or go to minimum staffing and which bargaining unit members will be required to work is entirely within the discretion of the Appointing Authority (i.e. Department Head) or their designee. The Memoranda of Understanding and Resolutions further provide that the closure of any department or division by the Department or Division Head shall be subject to County Manager and Board of Supervisors' approval.

DISCUSSION:

The County Manager has designated December 26, 2019 and December 27, 2019, as the dates of the 2019 Winter Recess. Presently, Department and Division Heads are in the process of determining whether their departments/divisions will move to minimum staffing levels or will close during that two-day period. The dates for the 2020 Winter Recess will be determined at a later time. In order to ensure the timely and efficient operation of County departments and service to the public, as well as to provide a cohesive but flexible strategy for department and division closures, it is recommended that the Board of Supervisors authorize the County Manager to approve such closures

in the County Manager's sole discretion. This delegation of authority for this purpose will be effective immediately and will continue not only during the 2019 and 2020 Winter Recess periods but in any future Winter Recess period in which Board approval for department and division closures is necessary, unless and until this Board modifies, amends, revokes, or supersedes this resolution.

This resolution has been reviewed and approved by the County Counsel's Office as to form. This delegation of authority to the County Manager contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring the timely and efficient operation of County departments and service to the public as well as a cohesive but flexible strategy for department and division closures during the Winter Recess.

FISCAL IMPACT:

There is no Net County Cost resulting from the delegation of this authority.