



**Agenda Item No. 2
November 3, 2010 Meeting**

DATE: October 26, 2010

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director

SUBJECT: Review of Paperless Commission Meeting Agenda System

SUMMARY:

The Chair of the Children and Families Commission of Orange County requested a review of transitioning to a paperless agenda system. Following a discussion with Commission Counsel and reviewing public agency agenda processes, a hybrid system including both electronic and paper agenda options is recommended at this time.

Commission Meeting Agenda Process

The majority of the public agencies that were reviewed have not fully transitioned from a paperless agenda system to an electronic system. The primary reasons include the on-going need to have agenda packages available for the public, and the cost of purchasing computing devices, such as laptop computers or iPads, for the board members and staff to use at the meetings.

In response to Commissioner's requests, the October meeting agenda was digitized and made available to all the Commissioners that preferred receiving the electronic format. Four Commissioners opted to receive the electronic agenda, and downloaded the agenda to their personal computing devices for use at the meeting. A paper version of the October agenda was also distributed to the remaining Commissioners and staff, the Clerk of the Commission, and copies were available at the meeting for the public.

Formalizing this process to provide the monthly Commission meeting agenda package in both electronic and paper formats is recommended. Commissioners will have the option to receive paper or electronic agendas. The Clerk of the Commission will continue to distribute the monthly agenda package to Commissioners through either email or courier service, based on the preference of the Commissioner. All agendas and support materials will continue to be available on the Commission website for the public to download, and paper copies will be available at the Commission meetings.

RECOMMENDED ACTION:

Receive report and approve implementing a hybrid Commission meeting agenda process to include both electronic and paper options.

Contact: Kelly Pijl