



**Agenda Item No. 3  
July 3, 2013 Meeting**

**DATE:** June 25, 2013  
**TO:** Children and Families Commission of Orange County  
**FROM:** Christina Altmayer, Executive Director   
**SUBJECT:** Review of Administrative Policies and Procedures

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**SUMMARY:**

The Children and Families Commission of Orange County's Administrative Policies and Procedures were originally adopted in November 2001 and are periodically reviewed and updated as needed. In May 2013 the Commission approved the updated policies for sections 1.0, 2.0, 4.0, 5.0, and 8.0. This item presents recommended updates for the General Operations policies, Section 3.0 of the Administrative Policies and Procedures.

**BACKGROUND**

**Updated Administrative Policy and Procedures for General Operations**

The General Operations Section 3.0 of the Commission's Administrative Policies and Procedures were reviewed and edited to ensure that the policies are current and relevant. The attachment to the Authorized Signature Policy (3.2) was updated to include the June 19, 2013 signature certification letter filed with the Secretary of State. All other changes to the policies in Section 3.0 were information updates or minor typographical edits.

The updated Administrative Policy and Procedure Guidelines are on file with the Clerk of the Commission and available for public review upon request. Recommended updates for the remaining two sections, Purchasing and Contract Management (Section 6.0) and Personnel Management (Section 7.0) will be presented in September and October, respectively.

**STRATEGIC & FISCAL SUMMARY:**

There is no funding request for this item.

**PRIOR COMMISSION ACTIONS:**

- May 2013 - Approved updated Administrative Policies and Procedures Sections 1.0, 2.0, 4.0, 5.0, and 8.0
- July 2010, April 2008 - Approved the updated Administrative Policies and Procedures
- May 2006 – Approved specific policies to comply with new legislative requirements related AB109 requirements

**Commissioners**

**Executive Director**

- November 2001 – Approved Administrative Policies and Procedures

**RECOMMENDED ACTION:**

Approve updated Administrative Policies and Procedures Section 3.0 – General Operations

**ATTACHMENTS:**

None

**Contact:** Kelly Pijl