



Government Relations & Public Affairs Committee

Meeting Date: 02/05/2018

Agenda Item No: 2018-February-**3**

Subject: Government Relations & Public Affairs Committee Charge

<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Consent	<input type="checkbox"/> Information	<input type="checkbox"/> R&F	<input type="checkbox"/> Report	<input type="checkbox"/> Workshop
Prepared by: Erik Johnson			Approved by: Erik Johnson		
Attachments: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N					

- 1. Issue:** What is the charge of the Government Relations and Public Affairs Committee?
- 2. Recommendation:** That the Government Relations and Public Affairs Committee recommend an update to the committee's charge.
- 3. Background:** SACOG's bylaws require each committee of the board to have a charge. The Government Relations and Public Affairs Committee's charge was last updated in 2013.
- 4. Discussion/Analysis:** The attached committee charge reflects minor changes to specifically call out the local government services work as part of the scope of the committee. It also further spells out all the administrative functions of SACOG that fall under the scope of the committee.
- 5. Fiscal Impact/Grant Information:** There is no fiscal impact.

ATTACHMENTS:

Attachment - GRPA Committee Charge

**SACRAMENTO AREA COUNCIL OF GOVERNMENTS
GOVERNMENT RELATIONS & PUBLIC AFFAIRS COMMITTEE CHARGE**

Purpose: The Government Relations & Public Affairs Committee shall develop recommendations for the full SACOG Board of Directors relative to issues regarding advocacy, intergovernmental affairs, communication, Overall Work Program, budget and audits, human resources, legal, purchasing, information technology, real estate, and local government services.

Activities: Activities of the Committee may include, but are not limited to:

- Recommending State and Federal Advocacy Principles and positions on legislation and other advocacy activities.
- Overseeing the financial operations of SACOG, including:
 - recommending the Overall Work Program and Budget, which reflects not only the requirements of state and federal laws and regulations, but also the allocation of overall resources for the agency, including program priorities, funding, and staffing.
 - Receiving audit reports and overseeing compliance.
 - Receiving regular financial updates.
 - Recommending financial policies
- Overseeing the communications functions of SACOG, including providing guidance on outreach regarding key decisions to member jurisdictions, other local agencies, stakeholder groups, and the general public.
- Overseeing the human resources functions of the organization, by providing direction to the Chief Executive Officer (CEO) regarding negotiations with the SACOG Employees Association, changes to the Personnel Rules, changes to the Employee Handbook, changes to the Classification Plan and salary schedule, and evaluation of the CEO.
- Overseeing the information technology of SACOG.
- Providing input and recommendations relating to legal issues.
- Recommending contract awards and receiving regular reports on contracts.
- Overseeing the facilities and real estate of SACOG, including serving as the Board of Directors of the SACOG Financing Corporation, which was created to own real property when SACOG participated in the purchase of 1415 L Street in Sacramento

- Overseeing SACOG's local government services, including Civic Lab, shared services contracts, convening, education and training, and other services to members and other public agencies.

Membership: The current chair of the SACOG Board of Directors shall appoint the members of the Government Relations & Public Affairs Committee.

Term of Committee Members: Members of the Government Relations & Public Affairs Committee shall serve for a term of one year.

Officers: The current chair of the SACOG Board of Directors shall designate one of the Committee members to serve as Committee chair, and members to serve as vice chairs.