COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL

Program/Area: Administration

Number: F4

Subject: Preparing and Processing Board Agenda Staff Reports

Revision Date: 10/22/2026

Approved: Signature on file

POLICY

All items submitted for public consideration by the Board of Supervisors must be presented on an ASR, which is electronically created, processed and forwarded for review and approval using the OC Agenda System. Examples of required Board action include, but are not limited to:

- Additional funding
- Appointments
- Acceptance of significant donations
- Budget items
- Contracts or contract amendments/service providers
- Grant applications or acceptance of grant funds
- Legislation
- Memorandum of Understanding (MOU) or MOU amendments

For more information, please reference the OC Board of Supervisors Rules of Procedure.

In addition to the guidelines outlined in this policy and procedure, all Social Services Agency (SSA) employees shall follow the established guidelines set forth by the Clerk of the Board (COB) in the submittal of an ASR.