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CALAVERAS COUNCIL
of GOVERNMENTS

MEMORANDUM

TO: Council Members
FROM: Executive Director
DATE: February 2, 2007
SUBJECT: Appointment of Administrative Committee

RECOMMENDATION

That the Chair appoint one (1) member to formulate an administrative committee composed of the Chair, Vice Chair and a third member.

BACKGROUND

In the course of doing business, CCOG staff occasionally encounter issues which could benefit by having informal input from an administrative committee before taking the issue to the full CCOG. (Examples might include review of a first draft document and the annual performance evaluation of the Executive Director.)

In February, 2005 the Council approved the formation of an Administrative Committee to be comprised of a County Supervisor, City Council Member and Public Member. It was decided that the Chair and Vice Chair will sit on the committee and a third member is to be appointed by the Chair so that representation is achieved from the County, the City and the appointed group of CCOG members.