



## Clerk of the Board of Supervisors

**Lynna Monell**  
Clerk of the Board of Supervisors

### OFFICE CLOSURE

**Effective immediately – In response to the Governor’s Regional Stay Home Order, and to protect our employees and the public we serve, the Clerk of the Board’s office will be closed to the public until further notice.**

**Clerk of the Board staff is available to provide services as detailed below:**

#### **Board Meeting Agendas**

Agenda materials for upcoming meetings of the Board of Supervisors can be accessed at:  
<https://sanbernardino.legistar.com/Calendar.aspx>

#### **Assessment Appeals Information**

Assessment Appeals Hearings scheduled through December 16 will proceed as scheduled. Future hearing dates will be evaluated. For questions relating to Assessment Appeals please call **(909) 387-4413**.

#### **California Environmental Quality Act (CEQA) Filings**

Please submit California Environmental Quality Act documents, such as Notices of Determination or Notices of Exemption, with the appropriate payment via US Mail to:

Clerk of the Board of Supervisors  
385 N. Arrowhead Ave, 2<sup>nd</sup> Fl.  
San Bernardino, CA 92415

#### **Filing of Other Legal Documents**

Any member of the public can serve the legal process by placing the paperwork in the designated drop box located outside the COB’s office and calling the COB at (909)387-3841 advising that the documents have been delivered.

#### **Business Licensing and Claims**

All services requiring public service counter assistance for business licenses and claims will be made available via phone (909) 387-3841 or email at [COB@sbcounty.gov](mailto:COB@sbcounty.gov)

#### **General Questions and Resources**

Please contact us by phone at **(909) 387-3841** or email at [COB@sbcounty.gov](mailto:COB@sbcounty.gov) for general questions. Visit the Clerk of the Board website for additional resources: <http://www.sbcounty.gov/cob>

Please check back as this notice is subject to change.

For more information regarding COVID-19, please visit <http://wp.sbcounty.gov/dph/coronavirus/> or call (909)387-3911.

#### BOARD OF SUPERVISORS

COL. PAUL COOK (RET.)  
First District

JANICE RUTHERFORD  
Second District

DAWN ROWE  
Third District

CURT HAGMAN  
Chairman, Fourth District

JOE BACA, JR.  
Fifth District

Leonard X. Hernandez  
Chief Executive Officer