



# COUNTY OF HUMBOLDT

For the meeting of: 10/27/2020

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File #: 20-1374

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**  
County Considerations Related to Office Hours in Response to COVID-19

**RECOMMENDATION(S):**  
That the Board of Supervisors:

1. Adopt the attached resolution related to office hours in response to COVID-19.

**SOURCE OF FUNDING:**  
All County Funds

**DISCUSSION:**  
On March 11 Humboldt County Health Officer Teresa Frankovich, MD declared a local health emergency in response to the coronavirus disease 2019 (COVID-19) outbreak in California and beyond. In response to this declaration, on March 16 your Board adopted Resolution 20-20 (Attachment 2) which provided department heads the discretion to close and/or limit in-person interactions with members of the public and staff provided that alternative procedures, such as telephonic and/or web-based services are available and accessible during such closures or times of limited service in their respective departments.

On October 7 Dr. Frankovich provided notification from the California Department of Public Health that Humboldt County had moved into the least restrictive “yellow” tier under the state’s “Blueprint for a Safer Economy.”

Pursuant to Government Code sections 24257 and 24260 the Board of Supervisors has the authority to establish standardized office hours for the transaction of in-person business for all county offices.

Therefore, staff recommends adopting a revised resolution (Attachment 1) repealing and replacing Section 5 of Resolution No. 20-20 and Section 1 of Resolution No. 20-25 (Attachment 3) making available in-person appointments or transactions for members of the public and county staff during the office hours designated by the Board via Resolution No. 15-25 (Attachment 4). This will also require departments to have a supervisory employee with decision making authority in the office during

regular office hours as established by Resolution. No. 15-25 in order to provide community appropriate levels of service. An individual department may consult with the County Administrative Office (CAO) for alternative in-person hours, which may be implemented upon the written approval of the CAO.

FINANCIAL IMPACT:

The adoption of this resolution does not have an immediate financial impact as staffing costs are already included in the fiscal year 2020-21 budget.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

Not applicable.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

Attachment 1 - Amended Resolution Relating to COVID-19

Attachment 2 - Resolution 20-20

Attachment 3 - Resolution 20-25

Attachment 4 - Agenda Item C-7 from 2/10/15

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-1; D-1

Meeting of: 3/16/20; 3/26/20

File No.: N/A