



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-5

For the meeting of: June 20, 2017

Date: June 5, 2017
To: Board of Supervisors
From: Clerk of the Board *(Signature)*
Subject: Amendments to Protocol for Board of Supervisor Appointments

RECOMMENDATION(S): That the Board of Supervisors:

1. Approve amendments to Exhibit 1 of Attachment B of the protocol; and
2. Disband the Citizens Law Enforcement Committee & Emergency Medical Care Committee.

SOURCE OF FUNDING: General Fund

DISCUSSION: On April 1, 2014, the Board of Supervisors adopted a revised protocol for making appointments to Boards, Committees and Commissions. Staff has recently conducted a review of the list of Boards, Committees and Commissions and is now requesting several additional amendments to Exhibit 1 of Attachment B of the protocol. There are no recommendations to modify the text of the existing protocol.

The amendments being recommended include the addition of three committees to Exhibit 1, Section #5, of the current protocol which details those Boards, Committees and Commissions that are the exception to the protocol requiring only one agenda item under "Consent" before the Board, and which can be brought by the district specific Supervisors, the Clerk of the Board, the Board, Committee or Commission for various other reasons.

Prepared by Kathy Hayes, Clerk of the Board *(Signature)*

REVIEW:

Auditor _____ County Counsel *(Signature)* Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. H-1 – April 1, 2014

Meeting of:

(Signature)
BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Fennell*
Seconded by Supervisor *Wilson*
And unanimously carried by those members present,
The Board hereby adopts the recommended action
contained in this report.

Dated: *June 20, 2017*
Ana Hartwell, Deputy Clerk of the Board

By: *(Signature)*

Staff is requesting that the Behavioral Health Board, Fire Safe Council, First Five Humboldt (Children and Families Commission) and Public Property Leasing Corporation be added to the list of exceptions to the protocol (Exhibit 1 of Attachment B). Several of these committees are district specific, are non-controversial, and are supported by other county departmental staff with specific knowledge of required qualifications of applicants.

Further, staff is requesting that the Citizen Law Enforcement Committee and the Emergency Medical Care Committee be disbanded.

The Citizen Law Enforcement Committee has not met in over a year. Staff believes the work of this committee could be provided by the Human Rights Commission, if needed in the future.

Staff has also consulted with the Department of Health and Human Services (DHHS) on the Emergency Medical Care Committee and determined that the work of this committee has been folded into another DHHS committee and is no longer needed.

FINANCIAL IMPACT: N/A

OTHER AGENCY INVOLVEMENT: NONE

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board discretion.

ATTACHMENTS: Attachment A
Attachment B

(ATTACHMENT A)

HUMBOLDT COUNTY BOARD APPOINTED COMMITTEES, COMMISSIONS & BOARDS 2017

- 1 Assessment Appeals Board**
- 2 Aviation Advisory Committee**
- 3 Behavioral Health Board**
- 4 Big Lagoon Subdivision Design Review Committee**
- 5 Blue Ribbon Task Force**
- 6 Citizens Law Enforcement Liaison Committee**
- 7 Emergency Medical Care Committee**
- 8 Fire Safe Council**
- 9 First Five Humboldt (Children & Families Commission)**
- 10 Fish and Game Advisory Commission**
- 11 Forestry Review Committee**
- 12 GEAMAC (Greater Eureka Area Municipal Advisory
Committee)**
- 13 Headwaters Fund Subcommittee**
- 14 Housing Authority Commission**
- 15 Human Rights Commission**
- 16 In-Home Supportive Services Advisory Committee**
- 17 (MMAC) McKinleyville Municipal Advisory Committee**
- 18 Measure Z Citizens Advisory Committee**
- 19 North Coast Rail Authority**
- 20 Orick Design Control Committee**
- 21 Planning Commission**
- 22 Public Property Leasing Corporation**
- 23 Resource Conservation District**
- 24 Williamson Act Advisory Committee**

**Please Contact the Clerk of the Board's office at (707) 476-2390 for
information. Thank You.**

(ATTACHMENT B)
PROTOCOL
FOR BOARD OF SUPERVISORS APPOINTMENTS

1. Appointments Covered

Unless a different procedure is prescribed by law or policy, this protocol shall govern appointments of members of the public made by the Board of Supervisors or any individual Board member to boards, committees or commissions, whether formed under the auspices of the County or an outside agency. This protocol shall not apply to appointments by the Board as a whole or individual Board members to represent the Board on outside agency boards or committees, or on County subcommittees.

This protocol is not intended to apply to appointments the Board makes to fill seats on special district boards which are normally elected, nor to restrict the ability of the Board to make emergency appointments as defined in the Maddy Act.

2. Appointments by Individual Board Members

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission may be made by an individual Board member, the Board member making such appointment shall inform the Board as a whole by placing onto the agenda of a Board meeting an item substantially in the form of Appendix 1. Board members shall endeavor to bring such item to the Board in advance of the effective date of the appointment, and at least three days prior to the next meeting of the board, committee or commission to which the appointment is being made.

3. Appointments by the Board as a Body

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission shall be an "at large" appointment by the Board as a whole, the Clerk of the Board shall notify all Board members of the opportunity for such appointment by placing onto the agenda of a Board meeting an item substantially in the form of Appendix 2.

When the opportunity for appointment by the Board arises as the result of an unscheduled vacancy, the Clerk of the Board shall place such item on the agenda of the Board meeting occurring next after the posting of the notices required under the Maddy Act.

When the opportunity for appointment by the Board arises as the result of a scheduled vacancy, the Clerk of the Board may place such item on the agenda of any Board meeting occurring not less than 10 days prior to the scheduled vacancy.

At any time not more than 3 days prior to the Board meeting on which such item is placed, and not more than 7 days following the Board meeting on which such item is placed, any member of the Board may notify the Clerk of the Board that he or she wishes to conduct the appointment according to the procedure outlined in Section 4, below.

If no Board member notifies the Clerk of the Board, within the designated time frame, of a desire to conduct the appointment according to the procedure outlined in Section 4, then any Board member may bring forward an agenda item, upon expiration of any legally-required posting time frames and receipt of one or more qualified applications, asking the Board to make an appointment.

4. Alternate Procedure for Appointments by the Board as a Body

Whenever any Board member notifies the Clerk of the Board, within the time frames provided in Section 3, above, that such Board member desires to utilize the procedure contained in this section, then the Clerk of the Board shall place a second agenda item on the next available Board agenda for the Board to discuss filling the vacancy.

When such an item is brought for discussion by the Board, the topics to be discussed shall include:

- Any special action the Board desires to be taken to solicit qualified applicants for the vacancy.
- How the Board intends to screen applicants for the vacancy, including whether a subcommittee shall be formed for this purpose.
- Whether interviews shall be conducted with applicants for the vacancy and, if so, the date of a special Board meeting for this purpose.
- If interviews are not to be conducted, whether applicants shall be afforded an opportunity to make a presentation to the Board and, if so, the date of the Board meeting at which this shall opportunity shall be provided.
- The date on which the Board expects to consider a motion for appointment.

No appointment shall be made until the date agreed to by the Board following discussion, which date shall be at least 7 days after the date of the discussion.

Regardless of whether a subcommittee is used to screen applications, all applications shall be attached to the agenda item for appointment.

5. **District Recommended At-Large Appointment Protocol**

There are exceptions to Protocol requiring only one agenda item before the Board. These At-Large appointments could be brought to the Board on one agenda item under Consent by the Clerk of the Board based on applications, recommendations by the District specific Supervisor, recommendation by the Committee, Commissions or Board or for various other reasons. See Exhibit 1.

6. Regular Review of Vacancies

In addition to the foregoing, the Clerk of the Board shall bring forward an agenda item to the Board, not less than four times per year, listing all current vacancies on boards, committees and commissions, as well as any vacancies that are scheduled to occur within the three months following the date of the agenda item.

EXHIBIT 1

5. District Recommended At-Large Appointment Protocol

1. Behavioral Health Board
2. Big Lagoon Subdivision Design Review Committee
3. Fire Safe Council
4. First Five Humboldt (Children & Families Commission)
5. GEMAC (Greater Eureka Municipal Advisory Committee)
6. MMAC (McKinleyville Municipal Advisory Committee)
7. Orick Design Control Committee
8. Public Property Leasing Corporation
9. Redevelopment Oversight Board – Arcata
10. Redevelopment Oversight Board – Eureka
11. Redevelopment Oversight Board – Fortuna

APPENDIX 1 – Format for Board Member Notification of Appointment



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

For the meeting of:

Date:

To: Board of Supervisors

From: Supervisor (name) _____

Subject: Informational Report on Appointment of (name) _____ to (board, committee or commission) _____

RECOMMENDATION(S): That the Board of Supervisors receive and file the report.

SOURCE OF FUNDING: N/A

DISCUSSION: Supervisor (name) _____ provides notice of appointment of (name) _____ to the (board, committee or commission) _____. This appointment will be effective on (date) _____ and shall expire on (date, if applicable) _____.

FINANCIAL IMPACT: N/A

OTHER AGENCY INVOLVEMENT: N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board discretion.

ATTACHMENTS:

Prepared by _____	Staff _____	Signature _____
REVIEW:		
Auditor _____	County Counsel _____	Personnel _____
	Risk Manager _____	Other _____
TYPE OF ITEM:		
<input checked="" type="checkbox"/> Consent		
<input type="checkbox"/> Departmental		
<input type="checkbox"/> Public Hearing		
<input type="checkbox"/> Other _____		
PREVIOUS ACTION/REFERRAL:		
Board Order No. _____		
Meeting of: _____		
BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT		
Upon motion of Supervisor _____		
Seconded by Supervisor _____		
Ayes _____		
Nays _____		
Abstain _____		
Absent _____		
and carried by those members present, the Board hereby approves the recommended action contained in this Board report.		
Dated: _____		
By: _____		
Kathy Hayes, Clerk of the Board		

APPENDIX 2 – Format for Clerk of Board Item



COUNTY OF HUMBOLDT

AGENDA ITEM NO. _____

For the meeting of:

Date: _____

To: Board of Supervisors

From: Clerk of the Board

Subject: Notice of Vacancy on _____
(board, committee or commission)

RECOMMENDATION(S):

That the Board of Supervisors receive and file this report.

SOURCE OF FUNDING: N/A

DISCUSSION:

A vacancy is occurring on the _____. This vacancy is due to [resignation/
(board, committee, commission)
expiration of the regular term] of _____. The vacancy is effective as of _____.
(name) (date)

Unless the Clerk of the Board is notified, not more than three days prior nor more than seven days subsequent to the date of this meeting, of a desire to calendar this matter for further discussion, any Board member may bring forward an item to appoint any qualified person to fill

Prepared by _____ CAO Approval _____

REVIEW

Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
____ Departmental
____ Public Hearing
____ Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor _____ Seconded by Supervisor _____

Ayes
Nays
Abstain
Absent

PREVIOUS ACTION/REFERRAL

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report

Dated, _____

By _____
Clerk of the Board

APPENDIX 2 – Format for Clerk of Board Item

this vacancy. Under the terms of the Maddy Act, the soonest date on which an appointment may occur is _____.
(date)

FINANCIAL IMPACT:

There is no financial impact to receiving this report.

OTHER AGENCY INVOLVEMENT: N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

This is an informational item. Any Board member may request that this matter be calendared for further discussion.

ATTACHMENTS: [Resignation letter, if applicable]