



# COUNTY OF HUMBOLDT

For the meeting of: 3/23/2021

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File #: 21-297

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**To:** Board of Supervisors

**From:** Clerk of the Board

**Agenda Section:** Departmental

**SUBJECT:**

Consider Amendments to the Protocol for Board of Supervisor Appointments

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the current list of Humboldt County Board Appointed Committees, Commissions and Boards 2021 (Attachment A);
2. Approve the proposed revisions to the At-large Appointment protocol (Attachment B);
3. Approve the amendment to Exhibit 1 of Attachment B of the protocol;
4. Approve the updated appendix 1 - Format for Board Member Notification of Appointment;
5. Approve the updated appendix 2 - Format for the Clerk of the Board item Notice of Vacancy;  
and
6. Approve the updated appendix 3 - Format for the Clerk of the Board item to Consider Making the At-Large Appointment.

**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. The protocol was last updated on July 31, 2018. Staff has recently conducted a review of this protocol and have updated the process to ensure transparency and opportunity for all applicants.

The updated list of the 2021 Humboldt County Board Appointed Committees, Commissions and Boards are seen on Attachment A of the protocol.

The Protocol for the Board of Supervisors Appointments (Attachment B) has been updated as follows:

Section 3 titled Appointments by the Board as a Body has been modified. It is recommended that any

At-Large Appointments now follow a new process of two agenda items. The first agenda item would come from the Clerk of the Board as a Notice of Vacancy (Appendix 2). The second agenda item would be set for four weeks later as a Consider Making the At-Large Appointment item (Appendix 3). This would ensure that all At-Large positions would be handled in the same matter and that each appointment would allow a four-week time for recruitments and the application process.

Section 4 titled Alternate Procedure for Appointments by the Board as a Body will be deleted as this process will now be replaced by Section 3.

Appendix items 1, 2, and 3 have been updated to reflect the upgraded Granicus agenda item format.

The Clerk of the Board staff will continue to review this protocol each year with an annual update as needed.

FINANCIAL IMPACT:

None

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by fostering transparent, accessible, welcoming and user friendly services

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

Attachment A

Attachment B

Exhibit 1 of Attachment B

Appendix 1

Appendix 2

Appendix 3

PREVIOUS ACTION/REFERRAL:

Board Order No.: C9

Meeting of: July 31, 2018

File No.: N/A