



# COUNTY OF HUMBOLDT

For the meeting of: 2/7/2023

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File #: 23-48

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**To:** Board of Supervisors

**From:** Clerk of the Board

**Agenda Section:** Departmental

**Vote Requirement:** Majority

**SUBJECT:**

Consider Amendments and Updates to the Protocol for Board of Supervisor Appointments

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Review and approve the attached protocol for Board of Supervisor Appointments.
2. Review the current list of Humboldt County Board Appointed Committees, Commissions, and Boards 2023 (Attachment A). The Board may recommend changes as needed.
3. Approve the updated Appendix 1 - Format for Board Member Notification of Appointment.
4. Approve the updated Appendix 2 - Format for the Clerk of the Board item Notice of Vacancy.
5. Approve the updated appendix 3 - Format for the Clerk of the Board item to Consider Making the At-Large Appointment
6. Approve the updated Attachment B - Committees, Commissions, and Boards Exempt from the Appointment Protocol

**SOURCE OF FUNDING:**

General Fund (1100)

**DISCUSSION:**

On April 1, 2014, the Board of Supervisors adopted a protocol for making appointments to Committees, Commissions, and Boards. The protocol was last updated on March 23, 2021. Staff has recently conducted a review of this protocol and have updated the process to ensure transparency and opportunity for the Board and all applicants. Staff will bring this item at the beginning of each calendar year to make adjustments as needed.

The List of current Committees, Commissions, and Boards can be seen on Attachment A. It is recommended that the Board remove item 24 which is the Redistricting Advisory Committee from the list.

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Appendix items 1, 2, and 3 have been updated to reflect the upgraded Granicus agenda item format. Changes to these items include adding financial impacts as needed.

Attachment B has been modified to include Headwaters Fund Board, the Law Library Board and Workforce Development Board.

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

FINANCIAL IMPACT:

There is minimal financial impact in updating the protocol.

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:

Updated Protocol

Attachment A

Appendix 1

Appendix 2

Appendix 3

Attachment B

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: 3/23/21

File No.: 21-297