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# COUNTY OF HUMBOLDT

For the meeting of: 11/10/2020

File #: 20-1458

**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Departmental

SUBJECT:  
Board Meeting - Calendar Year 2021

RECOMMENDATION(S):

That the Board of Supervisors:

1. Cancel Board meetings on the following dates in calendar year 2021 and direct the Clerk of the Board to notify all county departments of these cancelled meetings:

- Tuesday, January 19, 2021 (following a county holiday on Jan. 18)
- Tuesday, February 16, 2021 (following a county holiday on Feb. 15)
- Tuesday, March 30, 2021 (5<sup>th</sup> Tuesday)
- Tuesday, June 1, 2021 (following a county holiday on May 31)
- Tuesday, July 6, 2021 (following a county holiday on July 5)
- Tuesday, July 27, 2021 (Board break)
- Tuesday, August 3, 2021 (Board break)
- Tuesday, September 7, 2021 (following a county holiday on Sept. 6)
- Tuesday, September 28, 2021 (RCRC annual conference)
- Tuesday, October 12, 2021 (following All Hands Training Day on Oct. 11)
- Tuesday, November 23, 2021 (Thanksgiving week)
- Tuesday, November 30, 2021 (CSAC annual conference)
- Tuesday, December 21, 2021 (Winter break)
- Tuesday, December 28, 2021 (Winter break)

SOURCE OF FUNDING:

All County Funds

DISCUSSION:

County Code Section 211-1 provides that your Board will meet “on each Tuesday at 9:00 a.m., except for the fifth Tuesday of a month.” During 2021, months with five Tuesdays are March, June, August and November.

In addition, the Code provides that: "The Board of Supervisors, for cause, may dispense with any regular meeting or provide a different meeting location by an order entered in its minutes." The Board has traditionally cancelled a meeting in July for the National Association of Counties (NACO) conference, this week (July 20) is not currently cancelled. The Board has also traditionally cancelled two meetings in August for a summer break, however, based on Board member feedback this has been changed to the last week of July and the first week of August. The Board has also traditionally cancelled meetings in November for the Thanksgiving holiday, the weeks of the annual Rural County Representatives of California (RCRC) and California State Association of Counties (CSAC) conferences, and the last two weeks in December (winter break). Last year, the Board cancelled meetings following a Monday holiday as the public does not have an opportunity to engage with county staff on agenda items the day before a Board meeting. This is recommended to continue through 2021. Therefore, it is also recommended that the fifth Tuesday in June hold a Board meeting to offset the loss of a meeting in July due to the 4<sup>th</sup> of July holiday, and a 5<sup>th</sup> Tuesday in August hold a meeting to offset for the Labor Day holiday and RCRC meeting.

For the Board's convenience, staff has attached a calendar showing proposed Board meeting dates in 2021.

**FINANCIAL IMPACT:**

Staff costs to prepare agenda items and attend Board meetings are included in the annual budget process.

**STRATEGIC FRAMEWORK:**

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

**OTHER AGENCY INVOLVEMENT:**

N/A

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Board discretion.

**ATTACHMENTS:**

2021 Board Calendar

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A