

## Application Checklist

### Government and Special Districts

State Agency  
 County  
 City  
 Public School / District (College's, Universities)  
 Special District (Water Districts, Cemetery's, Utilities)

Name of Organization: County of Humboldt  
 Contact Name: Elishia Hayes

Contact Name: Phone Number/Email Address:

(707) 445-7266; cao@co.humboldt.ca.us

#1 Form 201 – Application	Yes <input type="checkbox"/>	No <input type="checkbox"/>
#2 Form 202 – Resolution with Board Minutes (When Applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
#3 Form 203 – Non-Discrimination Certification	Yes <input type="checkbox"/>	No <input type="checkbox"/>
#4 Form 204 – Racial Demographic and National Origins of all Persons within your service Area ( <a href="https://factfinder.census.gov">https://factfinder.census.gov</a> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
#5 Debarment Form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
#6 Sign and Date Terms and Conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
#7 Proof of State/Public Agency Status (Listing in State Directory etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
#8 Current CBEDS or WASC (if applicable) ( <a href="https://dq.cde.ca.gov/dataquest/">https://dq.cde.ca.gov/dataquest/</a> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Return Completed Original Application to: Federal Surplus Property Program 1700 National Drive Sacramento, CA 95834 <b>(Please maintain a copy for your records)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- Eligibility is limited to the period covered by the certification. Certifications are generally issued on an annual basis; therefore, the provider must update annually or as required by the approval on their certification.

Notes:

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Reviewed by:	Date:
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Expires:
Donee Number:	Billing Code:
Approved: New <input type="checkbox"/> Renewal <input type="checkbox"/>	

**STATE OF CALIFORNIA  
APPLICATION FOR ELIGIBILITY  
STATE & FEDERAL SURPLUS PROPERTY PROGRAM**

In completing this form please print or type information.

A. Name of Organization County of Humboldt Telephone (707) 445-7266  
Address 825 Fifth Street City Eureka County Humboldt Zip 95501  
E-Mail Address cao@o.humboldt.ca.us Fax Number (707) 445-7299

1. Application is being made as a (please check one) (a) Public agency  or (b) qualified nonprofit and tax-exempt organization . Check all spaces that apply and provide all requested data.

B. PUBLIC AGENCY: Check either state  or local

- Conservation
- Economic Development
- Education  
Grade Level \_\_\_\_\_  
(Preschool, K-12, college)
- Enrollment \_\_\_\_\_  
No. of faculty \_\_\_\_\_  
No. of days in school year \_\_\_\_\_
- Parks & Recreation
- Public Health
- Public Safety
- Two or more of above
- Other (specify) Courthouse

NONPROFIT AGENCY OR ORGANIZATION:

- Education
- Grade Level \_\_\_\_\_  
(Preschool, K-12, college)
- School for the mentally or physically handicapped
- Enrollment \_\_\_\_\_  
No. of faculty \_\_\_\_\_  
No. of days in school year \_\_\_\_\_  
No. of school sites \_\_\_\_\_
- Educational radio or television station
- Museum
- Library
- Medical institution
- Hospital
- Health center
- Clinic
- Other (specify) \_\_\_\_\_

1. Are the applicant's services available to the public at large? \_\_\_\_\_ If only a specified group of people is served, please indicate who comprises this group. \_\_\_\_\_

2. Checklist of signed and completed documents submitted with this application:
- SASP Form No. 202 "Resolution," properly signed and approved by the Governing Board designating representatives, including their signatures, authorized to bind the applicant organization to service fees submitted by the State of California.
  - SASP Form No. 203, nondiscrimination compliance assurance.
  - Certification Regarding Debarment, Suspension, Ineligibility, & Voluntary Exclusion as required by the General Services Administration of the U.S. Government.
  - Other statements or documentation required, as may be specified.

Printed Name and Title of Administrator or Director: Elishia Hayes, County Administrative Officer

Date: \_\_\_\_\_ Signature of Administrator or Director: \_\_\_\_\_

**FOR STATE SURPLUS AGENCY USE ONLY**

Application approved \_\_\_\_\_ Application disapproved \_\_\_\_\_

Comments or additional information: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Donee Number: \_\_\_\_\_ Billing Code: \_\_\_\_\_

**ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF  
THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL  
PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED,  
SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED,  
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED  
AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975**

**County of Humboldt**

\_\_\_\_\_, (hereinafter called the “donee”),  
(Name of donee organization)

**HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.**

**The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word “donee” as used herein includes any such successor in interest.**

Date \_\_\_\_\_

**Humboldt County Board of Supervisors**

BY \_\_\_\_\_  
Virginia Bass, Chair

\_\_\_\_\_  
825 Fifth Street, Eureka, CA 95501

\_\_\_\_\_  
Donee Mailing Address

**STATE OF CALIFORNIA  
 APPLICATION FOR ELIGIBILITY  
 STATE & FEDERAL SURPLUS PROPERTY PROGRAM**

Pursuant to Federal Regulation 28 C.F.R. §§ 42.401 - 42.415, a recipient is mandated to report to the Federal Government the racial and national origins of all persons within your service area. You are therefore asked to supply the Office of Fleet and Asset Management with the race and national origins of individuals you serve in your service area (it may be helpful to refer to the US Census to determine the racial makeup of your service area at [www.factfinder.census.gov/](http://www.factfinder.census.gov/)). This form must be completed and returned with the rest of the eligibility packet in order to qualify for the Federal Surplus Property Program. Your answers on this form in no way affect your eligibility; however, not returning the form will delay the processing of your application.

American Indian or Alaskan Native 82.6%	Persons having origins in any of the tribal people of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Asian / Pacific Islander 0.4%	Persons having origins in any of the original peoples of the far east, Southeast Asia, Pacific Islands, or the Indian Subcontinent. This includes China, Japan, Korea, The Philippines, and Samoa.
Black % _____ 1.5%	Persons having origins in any of the black racial groups of Africa.
Hispanic % _____ 12.9%	Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White % _____ 72.6%	Person having origins in any of the original people of Europe, North Africa, or the Middle East.
Other % _____	(Specify) Asian 3% American Indian and Alaska Native 6.4%

Print Name Teri Gridley

Title Legal Office Business Manager

Signature

Date 12/12/2022

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

**This certification is required by the General Services Administration regulations implementing Executive Order 12549-41 CFR 105-68 – for all lower tier transactions meeting the requirements stated at 41 CFR 105-68.110.**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department of agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section of rule implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitation for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF DONEE APPLICANT    Virginia Bass	
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Chair, Humboldt County Board of Supervisors	
SIGNATURE	DATE

**Certifications and Agreements including Terms, Conditions, Reservations and Restrictions to be included  
On Agency Issued or Distribution Documents  
The Donee Certifies That:**

- 1) It is a public agency; or an approved non-profit institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1986; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the General Services Administration (GSA).
- 2) The property is needed and will be used by the recipient for carrying out for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization or 8(a) business, the property is needed for and will be used by the recipient for educational or public health purposes, or for programs for older individuals, or for business purposes. The property is not acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the CSASP.
- 3) Funds are available to pay any and all costs and charges incidental to the receipt of surplus property, and that property is not being acquired for any other use(s) or purpose(s), is not for sale. The fee schedule is available upon request from the CSASP.
- 4) Any transaction shall be subject to the nondiscrimination regulations governing the donation of federal surplus personal property issued under Title VI of the Civil Rights Act of 1964 (41 USC 2000d-2000d-4a), as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, section 303 of the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987.
- 5) If the Donee is designated by the Federal Small Business Administration 8(a) Program as a socially and economically disadvantaged small business and the SBA and CSASP have both determined the Donee is eligible to receive federal surplus property as a donation, the Donee certifies that the property acquired is needed and will be used solely for the conduct of the Donee's business enterprise; and the Donee certifies to A. (3), (4) and (5).

**The Donee Agrees to the Following Federal Conditions:**

- 6) All items of property, other than items with a unit acquisition cost of \$5000 or more and passenger motor vehicles, regardless of acquisition cost, shall be placed in use for the purpose(s) for which it was acquired within one year or receipt, and shall be placed in continuous use for one year from the date the property was placed in use. In the event the Donee does not place the property in use, or continuous use, the Donee shall immediately notify the CSASP, and, at the Donee's expense, make the property available for transfer or other disposal as directed by the CSASP.
- 7) Special handling or use limitations as are imposed by Federal GSA on any item(s) under which the item(s) are being allocated to the Donee.
- 8) In the event the Donee does not use the property as required by Sections C (1) and (2) below, at the option of the GSA, title and right to the possession of such property shall revert to the United States of America and, upon demand, the Donee shall release such property to such person as GSA or its designee shall direct.

**B) The Donee Agrees to the Following Conditions Applicable to Items with a Unit Acquisition Cost of \$5,000 or More and Passenger Motor Vehicles, Regardless of Cost. Except Vessels 50 Feet or More in Length and Aircraft Regardless of Acquisition Cost:**

- 1) The property shall be placed in use within one year of receipt, and shall be used only for the purpose(s) for which it was acquired and for no other purpose(s).
- 2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which it is acquired for a period of 18 months from the date the property is placed in use, except for such item(s) of major equipment for which the CSASP designates a further period of restriction.
- 3) In the event the property is not so used as required by Sections C (1) and (2), at the option of the CSASP, title and right to the possession of such property shall, at the option of the CSASP, revert to the State of California, and the Donee shall release such property to such person as the CSASP shall direct.

**C) The Donee Agrees to the Following Terms, Reservations and Restrictions:**

- 1) From the date it receives the property and throughout the time period(s) imposed by Sections B and C (as applicable) remain in effect, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State of California, without the prior approval of GSA or the CSASP. The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when the GSA or the CSASP authorizes such action, shall be remitted promptly by the Donee to GSA or the CSASP, as applicable. If the Donee takes action in ignoring or disregarding the foregoing restrictions after the date the Donee received the property and before expiration of the time periods imposed by Sections C or D as applicable, at the option of the GSA or the CSASP, the Donee shall pay to the GSA or the CSASP any proceeds derived from the disposal, and/or the fair market or rental value of the property at the time of such unauthorized disposal as determined by the GSA or the CSASP as applicable.
- 2) If at any time, from the date the Donee receives the property throughout the time periods by Sections B and C as applicable, the Donee determines that some or all of the property is no longer suitable, usable, or further needed for the purpose(s) for which it was acquired, the Donee shall promptly notify the CSASP and shall, as directed by the CSASP, return the property to the CSASP, or release the property to another Donee or another state agency, or a department or agency of the United States, or sell or otherwise dispose of the property. The Donee shall remit the proceeds from the sale promptly to the CSASP.
- 3) The Donee shall make reports to the CSASP which shall state the use, condition, and location of the property, and shall report on other pertinent matters as may be required from time to time by the CSASP.
- 4) At the option of the CSASP, the Donee may abrogate the conditions set forth in Section B and the terms, reservations and restrictions pertaining in Section D by payment of an amount as determined by the CSASP.

**D) The donee Agrees to the Following Conditions, Applicable to all Items of Property:**

- 1) The property acquired by the Donee is on an "As Is," "where is" basis, without warranty of any kind.
- 2) If the Donee carries insurance against damages to or loss of property due because of fire or other hazards, and the damage to, loss or destruction to donated property with unexpired terms, conditions, reservations or restrictions, occurs, the CSASP will be entitled to reimbursement from the Donee out of the insurance proceeds, in an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated property.

**E) Terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized Donee representative are applicable to the donation of Aircraft and Vessels of 50 Feet or more in length having an acquisition cost of \$5,000 or more in length or more, regardless of the purpose for which acquired.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# County Administrative Office

## Purpose

The County Administrative Office provides leadership and guidance in the implementation of the policies of the Board of Supervisors. We analyze issues and make recommendations to the Board regarding the administration and operation of county departments and programs. We also coordinate and oversee the County budget, fee schedule and legislative platform, and monitor the use of financial and human resources.

## Responsibilities/Teams

### ADA Compliance Team

The ADA Compliance team is used to manage mandated improvements to county facilities, services and programs as required by the Americans with Disabilities Act.

### Communications

Responsible for managing the County's utilities, radio and telephone systems, and cable television franchises.

### Economic Development

Plays a key role in economic development by convening business leaders in the target industries, garnering resources to address target industry priorities, and facilitating collaboration among leaders and agencies.

### Information Technology

Responsible for the operation and integrity of the County's information infrastructure, which includes the networks, servers and databases, desktop computers, and business applications.

### Management & Budget Team

Assists the Board of Supervisors in development and implementation of policies, among other things.

### Purchasing

Maintains continuity of supplies and services to support county departments and to purchase at the lowest cost consistent with the quality and quantity required.

## Contact Us

[cao@co.humboldt.ca.us](mailto:cao@co.humboldt.ca.us)

Phone: 707-445-7266

Fax: 707-445-7299

### Location

Humboldt County Courthouse  
825 5th Street Room 112  
Eureka, CA 95501

### Hours

Monday-Friday

8am-12pm

1pm-5pm

### County Web Page

[County Administrative Office](#)

[Directory](#)

## Documents

- [CAO Policies & Procedures](#)
- [CAO Forms](#)
- [CAO Documentation](#)



# Board of Supervisors

## Members

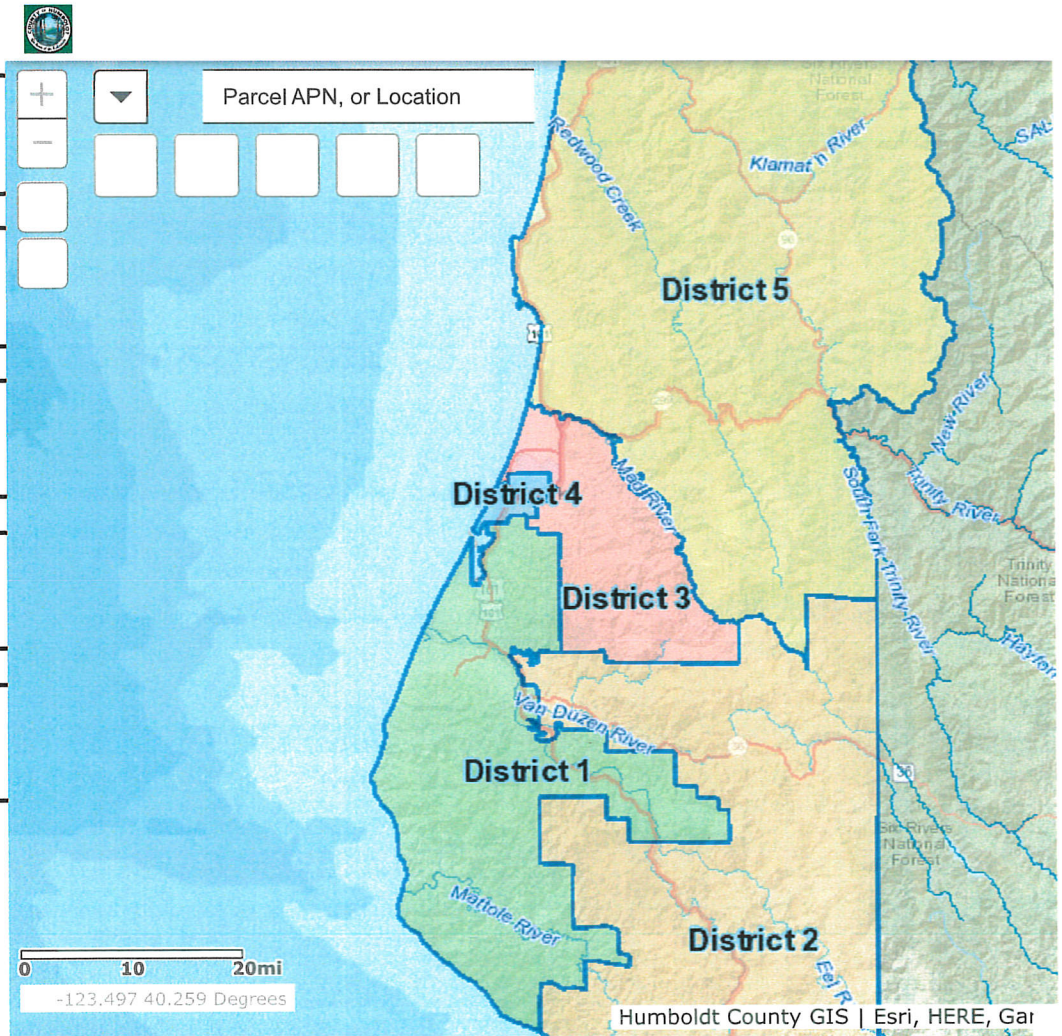
Rex Bohn  
District 1

Michelle Bushnell  
District 2

Mike Wilson, Vice Chair  
District 3

Virginia Bass, Chair  
District 4

Steve Madrone  
District 5



To find the Supervisorial District you reside in, please enter the address and city in the search field. You may also open the [District Map](#) in a new window.

## Responsibilities

The County of Humboldt is a general law county. The Board of Supervisors, which serves as the legislative and executive body of county government and many special districts, is comprised of 5 full-time members elected by their respective districts.

Pursuant to the California Government Code, the Board enacts legislation governing Humboldt County and determines overall policies for County departments and various special districts, adopts the annual budget, and fixes salaries.

The Board also hears appeals of Planning Commission decisions and considers General Plan amendments.

The Board also adopted a Strategic Framework that is intended to provide a strong, workable plan that guides the county's work, and makes our efforts as effective as possible. This Framework focuses on addressing community needs, improving government processes and building a solid financial foundation

**MEETING  
INFORMATION**

**ADDRESSING THE  
BOARD**

**CANCELLED  
MEETINGS**

The Board of Supervisors meets on Tuesdays at 9:00 a.m. in the Board Chambers located at the Humboldt County Courthouse (825 5th Street, Eureka, CA 95501). The Board generally does not meet on the 5th Tuesday of a month.

A link to view the meeting will be posted on <https://humboldt.legistar.com>.

## Public Participation in Meetings of the Board of Supervisors

### Matters on the Agenda

Members of the public may address the Board about an agenda item at the time the item is being considered by the Board.

### Matters Not on the Agenda

At regular meetings of the Board, members of the public may address the Board of Supervisors on matters not appearing on the agenda during the "Public Comment on Non-Agenda Items" portion of the meeting. Members of the public may address the Board on any topic.

### Submit Public Comment

Persons wishing to file documentation on any agenda item for the official record must submit an original and 7 copies of each document on 8.5" x 11" sized paper to the Clerk of the Board during the meeting or in the Clerk of the Board's office at 825 5th Street, Room 111, Eureka, CA 95501.

Failure to submit the required number of copies will result in the document(s) not being placed in the official record (per Board of Supervisors' policy adopted on March 21, 1995).

## **Email Public Comment**

You may also submit public comment to the Clerk of the Board via email [cob@co.humboldt.ca.us](mailto:cob@co.humboldt.ca.us), provide your name and the agenda item number(s) on which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.

## **Zoom Public Comment**

When the Board of Supervisors announce the agenda item that you wish to comment on, call the conference line and turn off your TV or live stream and press star (\*) 9 on your phone, this will raise your hand. You'll continue to hear the Board meeting on the call. The phone number and Meeting ID can be found on the front page of the Board of Supervisors agenda for that meeting.

When it is time for public comment on the item you wish to speak on, the Clerk of the Board of Supervisors staff will unmute your phone. You'll hear a prompt that will indicate your phone is unmuted. Please state your name and the agenda item number you will be commenting on. You will have 3 minutes to comment.

- Tuesday, November 15, 2022 (CSAC annual conference)
- Tuesday, November 22, 2022 (Thanksgiving week)
- Tuesday, December 27, 2022 (Winter break)
- Tuesday, January 3, 2023 (following a county holiday)
- Tuesday, January 17, 2023 (following a county holiday)
- Tuesday, February 14, 2023 (following a county holiday)
- Tuesday, February 21, 2023 (following a county holiday)
- Tuesday, April 11, 2023 (CSAC Legislative conference)
- Tuesday, May 30, 2023 (5th Tuesday and following a county holiday)
- Tuesday, June 20, 2023 (following a county holiday)
- Tuesday, July 4, 2023 (county holiday)
- Tuesday, July 25, 2023 (Board break)
- Tuesday, August 1, 2023 (Board break)
- Tuesday, August 29, 2023 (5th Tuesday)
- Tuesday, September 5, 2023 (following a county holiday)

- o Tuesday, September 19, 2023 (RCRC annual conference)
- o Tuesday, October 10, 2023 (following All-Hands Training Day)
- o Tuesday, October 31, 2023 (5th Tuesday)
- o Tuesday, November 14, 2023 (CSAC annual conference)
- o Tuesday, November 21, 2023 (Thanksgiving week)
- o Tuesday, December 26, 2023 (following a county holiday)

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### Calendar

**Tue Dec. 13**

**[Board of Supervisors Meeting](#)**

**Tue Dec. 20**

**[Board of Supervisors Meeting](#)**

**Tue Jan. 10**

**[Board of Supervisors Meeting](#)**

**Tue Jan. 24**

**[Board of Supervisors Meeting](#)**

**Tue Jan. 31**

**[Board of Supervisors Meeting](#)**

**Tue Feb. 7**

**[Board of Supervisors Meeting](#)**

[View All](#)

## Boards and Commissions

The Board of Supervisors establishes several committees, commissions, and boards to represent and advise the Supervisors on an array of topics. The Board appoints persons to these commissions to represent individual Board members or in an at-large capacity. Please contact Tracy D'Amico at the [Clerk of the Board's](#) office for information about these committees, rosters, and vacancies.

### Board Appointed Offices

The [County Administrative Officer](#) is appointed by the Board and serves as the chief executive officer responsible for the day-to-day administration of county affairs.

[County Counsel](#), appointed by the Board, advises and represents the county and board in all legal affairs.

The [Clerk of the Board](#), also appointed by the Board, is responsible for keeping a complete record of Board meetings and performing various mandated tasks.