



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
I-1

For the meeting of: September 5, 2017

Date: August 17, 2017
To: Board of Supervisors
From: Amy S. Nilsen, County Administrative Officer *AN*
Subject: Board Meetings - Calendar Year 2018

RECOMMENDATION(S):

That the Board of Supervisors:

1. Consider taking a winter break in 2017 from December 25 through January 5 and reinstating the December 19, 2017 Board of Supervisors meeting; and
2. Cancel Board meetings on the following dates in Calendar Year 2018 and direct the Clerk of the Board to notify all county departments of these cancelled meetings:

- Tuesday, January 2, 2018 (Winter Break)
- Tuesday, January 30, 2018 (5th Tuesday)
- Tuesday, February 20, 2018 (Presidents' week)
- Tuesday, May 29, 2018 (5th Tuesday)
- Tuesday, July 31, 2018 (5th Tuesday)
- Tuesday, August 7, 2018 (Summer break)
- Tuesday, September 18, 2018 (RCRC Conference)
- Tuesday, October 30, 2018 (5th Tuesday)
- Tuesday, November 20, 2018 (Thanksgiving week)
- Tuesday, November 27, 2018 (CSAC conference)

Prepared by Amy S. Nilsen CAO Approval *Kathy Hayes*
 REVIEW: Auditor _____ County Counsel _____ Human Resources _____ 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

SEE ACTION SUMMARY

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: _____

Kathy Hayes, Clerk of the Board

Tuesday, December 25, 2018 (Winter break)
Tuesday, January 1, 2019 (Winter break and County Holiday)

SOURCE OF FUNDING: N/A

DISCUSSION:

On October 11, 2016 your Board adopted the Board of Supervisors (BOS) meeting schedule for 2017. At that time your Board approved a winter break from December 18 through December 29. However, local schools are taking a winter break from December 25 to January 5. Therefore, it is recommended to add a Board of Supervisors meeting on December 19, 2017 and cancel meetings on December 26 and January 2.

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 2018, months with five Tuesdays are January, May, July and October.

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 the Tuesday meeting after the Presidents’ Day holiday in February, two weeks in August for a summer break, a week in November for the Thanksgiving holiday, the week of the annual California State Association of Counties (CSAC) conference, and the last two weeks in December (winter break). Additionally, your Board has recently begun to cancel a meeting in September due to your Board’s attendance at the Rural County Representatives of California (RCRC) conference.

Changes Your Board May Wish to Consider for 2018

July is a fifth Tuesday month. The Board typically cancels meetings the first two weeks in August for a summer break. However, this would leave three weeks with no Board meeting, and is therefore not recommended by staff. Therefore, your Board may wish to cancel an additional meeting at some other point in the year, such as July 3 or have a meeting on Tuesday, July 31 and continue with the standard summer break the first two weeks in August. Other considerations may include cancelling the meeting of March 6 for the National Association of Counties (NACO) Legislative Conference or July 17 for the NACO Annual Conference which both occur over a regularly scheduled Board meeting.

FINANCIAL IMPACT: N/A

OTHER AGENCY INVOLVEMENT: N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS: Your Board may choose to cancel additional meetings as your Board sees fit.

ATTACHMENTS:

1. Board Calendar for 2018

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 County Holiday	2 Board Break	3	4	5	6
7	8	9 Regular BOS, 9 a.m.	10	11	12	13
14	15 County Holiday	16 Regular BOS, 9 a.m.	17	18	19	20
21	22 Tentative: Strategic Framework 2018 1:30 p.m.	23 Regular BOS, 9 a.m.	24	25	26	27
28	29	30 Board Break 5 th Tuesday	31			

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Regular BOS, 9 a.m.	7	8	9	10
11	12 County Holiday	13 Regular BOS, 9 a.m.	14	15	16	17
18	19 County Holiday	20 Board Break	21	22	23	24
25	26	27 Regular BOS, 9 a.m.	28			

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Tentative: Budget Roadshow Southern Humboldt	2	3 NACo Legislative Conference
4 NACo Legislative Conference	5 NACo Legislative Conference Tentative: Budget Roadshow Eastern Humboldt	6 Regular BOS, 9 a.m. NACo Legislative Conference	7 NACo Legislative Conference	8 Tentative: Budget Roadshow Humboldt Bay Area	9	10
11	12	13 Regular BOS, 9 a.m.	14	15	16	17
18	19	20 Regular BOS, 9 a.m.	21	22	23	24
25	26	27 Regular BOS, 9 a.m.	28	29	30 County Holiday	31

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Regular BOS, 9 a.m.	4	5	6	7
8	9	10 Regular BOS, 9 a.m.	11	12	13	14
15	16	17 Regular BOS, 9 a.m.	18	19	20	21
22	23	24 Regular BOS, 9 a.m.	25	26	27	28
29	30 Departmental Budget Presentations 1:30 p.m.					

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Regular BOS, 9 a.m.	2	3	4	5
6	7 Departmental Budget Presentations 1:30 p.m.	8 Regular BOS, 9 a.m.	9	10	11	12
13	14	15 Regular BOS, 9 a.m.	16 CSAC Legislative Conference	17 CSAC Legislative Conference	18	19
20	21	22 Regular BOS, 9 a.m.	23	24	25	26
27	28 County Holiday	29 Board Break 5 th Tuesday	30	31		

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Regular BOS, 9 a.m. Proposed Budget	6	7	8	9
10	11	12 Regular BOS, 9 a.m.	13	14	15	16
17	18 Budget Hearings 1:30 p.m. and 6:00 p.m.	19 Regular BOS, 9 a.m.	20	21	22	23
24	25	26 Regular BOS, 9 a.m. Adopt Budget	27	28	29	30

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Regular BOS, 9 a.m.	4 County Holiday	5	6	7
8	9	10 Regular BOS, 9 a.m.	11	12	13 NACO Annual Conference	14 NACO Annual Conference
15 NACO Annual Conference	16 NACO Annual Conference	17 Regular BOS, 9 a.m.	18	19	20	21
22	23	24 Regular BOS, 9 a.m.	25	26	27	28
29	30	31 REGULAR BOS Board Break 5 th Tuesday				

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Board Break	8	9	10	11
12	13	14 Regular BOS, 9 a.m.	15	16	17	18
19	20	21 Regular BOS, 9 a.m.	22	23	24	25
26	27	28 Regular BOS, 9 a.m.	29	30	31	

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 County Holiday	4 Regular BOS, 9 a.m.	5	6	7	8
9	10	11 Regular BOS, 9 a.m.	12	13	14	15
16	17	18 Board Break – RCRC Annual Conference	19 RCRC Annual Conference	20 RCRC Annual Conference	21 RCRC Annual Conference	22
23 ICMA Annual Conference	24 ICMA Annual Conference	25 Regular BOS, 9 a.m. ICMA Annual Conference	26 ICMA Annual Conference	27	28	29
30						

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Regular BOS, 9 a.m.	5	6	7	8
9	10	11 Regular BOS, 9 a.m.	12	13	14	15
16	17	18 Regular BOS, 9 a.m.	19	20	21	22
23	24	25 Board Break County Holiday	26	27	28	29
30	31					

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Board Break County Holiday	2	3	4	5
6	7	8 Regular BOS, 9 a.m.	9	10	11	12
13	14	15 Regular BOS, 9 a.m.	16	17	18	19
20	21 County Holiday	22 Regular BOS, 9 a.m.	23	24	25	26
27	28	29	30	31		