



COUNTY OF HUMBOLDT

For the meeting of: 11/16/2021

File #: 21-1704

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Departmental

SUBJECT:
Board Meeting - Calendar Year 2022

RECOMMENDATION(S):
That the Board of Supervisors:

1. Cancel Board meetings on the following dates in calendar year 2022 and direct the Clerk of the Board to notify all county departments of these cancelled meetings:

- Tuesday, January 18, 2022 (following a county holiday on Jan. 17)
- Tuesday, February 22, 2022 (following a county holiday on Feb. 21)
- Tuesday, March 29, 2022 (5th Tuesday)
- Tuesday, May 31, 2022 (5th Tuesday and following a county holiday on May 30)
- Tuesday, June 21, 2022 (following Juneteenth)
- Tuesday, July 5, 2022 (following a county holiday on July 4)
- Tuesday, July 26, 2022 (Board break)
- Tuesday, August 2, 2022 (Board break)
- Tuesday, September 6, 2022 (following a county holiday on Sept. 5)
- Tuesday, September 13, 2022 (RCRC annual conference)
- Tuesday, October 11, 2022 (following All Hands Training Day on Oct. 10)
- Tuesday, November 15, 2022 (CSAC annual conference)
- Tuesday, November 22, 2022 (Thanksgiving week)
- Tuesday, December 27, 2022 (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 2022, months with five Tuesdays are March, May, 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, however, this week’s meeting (July 19) 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 2 weeks in December (winter break), however due to the dates of the winter holidays, staff are recommending cancelling only the last meeting date in December. 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 2022. It should be noted that the federal government began recognizing Juneteenth last year, and pursuant to local labor agreements the county does the same, and in 2022 the Juneteenth (June 19) falls on a Sunday and the county must recognize the holiday on the following Monday, which cancels the June 21 meeting. Staff also recommends that the Board hold a meeting on the fifth Tuesday in August and November to offset for the Labor Day holiday and CSAC meeting.

For the Board’s convenience, staff has attached a calendar showing proposed Board meeting dates in 2022.

FINANCIAL IMPACT:

Adopting the 2022 calendar at this point in the year will allow staff to prepare for the remainder of Fiscal Year 2021-22 and the first half of FY 2022-23. Adding or reducing the number of Board meetings will impact the amount of staff time spent preparing for and attending Board meetings. In addition, throughout the year there are varying deadlines for staff to gain Board approval on funding requests, and changing Board dates may impact the timeline for staff to come to the Board for those approvals.

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:

2022 Board Calendar

PREVIOUS ACTION/REFERRAL:

File #: 21-1704

Board Order No.: N/A

Meeting of: N/A

File No.: N/A