



# COUNTY OF HUMBOLDT

For the meeting of: 12/16/2025

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File #: 25-1417

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**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Resolution Regarding Changes in Public Office Hours for the Department of Health & Human Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the attached Resolution amending Resolution No. 82-170 and rescinding Resolution No. 25-11 regarding changes in public office hours for the Department of Health & Human Services.

**STRATEGIC PLAN:**

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

**DISCUSSION:**

Currently, the Department of Health & Human Services (DHHS) Administrative Office is listed on the Board adopted Resolution No. 25-11 (Attachment 2) to "reflect public office hours." The DHHS Administrative Office does not provide services to the public and needs to be removed from the resolution. While this has been true for years, the recent reductions in workforce due to serious budget constraints have led to the identification of the Administrative Offices being on the list erroneously. Additionally, Resolution No. 25-11 lists a Health & Human Services Redway office, and the Resolution must be updated to remove the listing to reflect the office's closure.

Pursuant to California Government Code Section 24260, "county officers shall keep their offices open for the transaction of business during such hours and on such days as are fixed by the board of supervisors by ordinance or resolution." On Feb. 21, 1982, the Board adopted Resolution No. 82-170 which, among other things, establishes the days and hours of work and office hours for the County of Humboldt. Therefore, paragraph B of Section 24 of Resolution No. 82-170 must be amended, and Resolution No. 25-11 must be rescinded in order to reflect proposed changes in departmental open hours (Attachment 1), effective Dec. 16, 2025.

**SOURCE OF FUNDING:**

Social Services Fund 1160-516

**FINANCIAL IMPACT:**

This change will reduce complications in scheduling staff and allow staff to work more efficiently.

**STAFFING IMPACT:**

There will not be a direct staff impact.

**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to adopt the attached resolution regarding changes in public office hours. This alternative is not recommended because the change in open office hours is required to reflect accurate open hours to the public.

**ATTACHMENTS:**

1. Resolution Establishing New Office Hours
2. Resolution 25-11

**PREVIOUS ACTION/REFERRAL:**

Meeting of: Feb. 21, 1982, Feb. 10, 2015, July 12, 2022, June 3, 2024, June 11, 2024, July 2, 2024, Dec. 10, 2024, and Feb. 4, 2025  
File No.: 15-145, 22-840, 24-875, 24-947, 24-1035 and 24-1669 and 25-224.