



COUNTY OF HUMBOLDT

For the meeting of: 12/10/2024

File #: 24-1669

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Resolution Regarding Changes in County of Humboldt Public Office Hours for the County Administrative Office, Economic Development Job Market Program

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached resolution regarding changes in County Administrative Office, Economic Development Job Market Program public office hours.

STRATEGIC PLAN:

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

Area of Focus: Choose a topic.

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

On June 3, 2024, the Board authorized county departments to close to the public on Fridays, given adequate public notice.

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 in order to reflect proposed changes in departmental open hours (Attachment 1), effective Dec. 13, 2024.

The Job Market is co-located with the Department of Child Support Services at 2420 Sixth Street, Eureka. The Department of Child Support Services is closed to the public on Fridays. To be consistent with the child support program The Job Market will close to the public on Fridays.

Friday closures only reflect public office hours, not staff work hours. Staff will continue to work on Fridays, focusing on non-public facing duties. Departments will continue delivering public services during times they are closed to the public via phone and email as needed.

Changes to public office hours will be noticed with a press release, on the county's website, on the county's active social media platforms and with departmental flyer postings.

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SOURCE OF FUNDING:

Economic Development (1120)

FINANCIAL IMPACT:

The requested office hours change will allow staff to direct their work more effectively toward projects and completing task work.

STAFFING IMPACT:

These updated service hours will reallocate staff time to focus on aspects of their workloads that do not require in-person interactions. Staff will also be impacted by implementing changes to service hours, communicating with clients and customers, changing signage and other related impacts.

OTHER AGENCY INVOLVEMENT:

Department of Child Support Services
State of California, Employment Development Department

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 resolution is needed to authorize changes in open hours, based on previous Board action.

ATTACHMENTS:

Resolution

PREVIOUS ACTION/REFERRAL:

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