



# COUNTY OF HUMBOLDT

For the meeting of: 1/30/2024

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File #: 24-42

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**To:** Board of Supervisors

**From:** Clerk of the Board

**Agenda Section:** Departmental

**Vote Requirement:** Majority

**SUBJECT:**

Consider Amendments and Updates to the Protocol for Board of Supervisor Appointments

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Review and approve the attached protocol for Board of Supervisor Appointments;
2. Review the current list of Humboldt County Board Appointed Committees, Commissions, and Boards 2023 (Attachment A). The Board may recommend changes as needed;
3. Approve the updated Attachment B - Committees, Commissions, and Boards Exempt from the Appointment Protocol;
4. Approve the updated Appendix 1 - Format for Board Member Notification of Appointment;
5. Approve the updated Appendix 2 - Format for the Clerk of the Board item Notice of Vacancy; and
6. Approve the updated appendix 3 - Format for the Clerk of the Board item to Consider Making the At-Large Appointment.

**SOURCE OF FUNDING:**

General Fund (1100)

**DISCUSSION:**

The Clerk of the Board's office would like to clarify to the Board of Supervisors and the public that there are two annual lists of Committees, Commissions, and Boards. The first list is designated as those Committees, Commissions, and Boards that the Supervisors are appointed to at the end of the calendar year. This list is referenced to as the Board Member Appointments List for 2024 and is attached.

The second list is of current Committees, Commissions, and Boards that the Board appoints to with members from their district or At-Large members which are voted on by the entire Board of Supervisors. This list can be seen on Attachment A. The only recommendation by the Clerk of the

Board's office is to direct staff from Economic Development to present an update on Project Trellis (Item 20). This committee has been on hold due to the suspension of the Measure S taxes. The remainder of the list is consistent with last year's update. There are no new additions.

On April 1, 2014, the Board of Supervisors adopted a protocol for making appointments to Committees, Commissions, and Boards. The protocol was last updated on Feb. 7, 2023. A recent review of this protocol has been completed and the Clerk of the Board staff recommends the following amendments:

In Section 3. Appointments by the Board as a Body, a new paragraph has been added which reads: *When the Consent Agenda Item entitled "Notice of Vacancy" gets approved, a copy of the item will be sent to the County Administrative Office (CAO) attention to the Public Information Specialist for release as a news update throughout the various ADA-compliant social media platforms to help recruit applicants.*

In Section 4. Appointments by the Board as a Body, paragraph 4, add the following: *"If no applications have been received within the initial 4-week acceptance period, a new consent agenda item will be added to the scheduled appointment date to re-notice the vacancy. This agenda item will state that there are no current applications and allow for an additional four-weeks for applications."*

In Section 5. Regular Review of Vacancies, add the following, *"This item will now be sent to the Public Information Specialist for immediate news release on the various ADA-compliant social media platforms to help recruit applicants."*

New Section 6. Stored Applications. This new section will read: *"The Clerk or the Board will collect all applications throughout the year for Committees, Commissions, and Boards. These applications will be considered current for one calendar year after the date of receipt. These applicants will be contacted if any vacancies occur as to assure their consideration for appointment."*

Attachment B are the Committees, Commissions, and Boards that are exempt from the current protocol. These are the various Boards, Commissions and Committees that offer recommendations for appointments, have a subcommittee for recommended appointments, or are brought to the Board of Supervisors for appointments by other departments. A brief description of the appointment scenario has been added to the line items for clarity.

Appendix items 1, 2, and 3 have been updated to reflect the upgraded Granicus agenda item format. Changes to these items include adding financial impacts as needed; and adding the information of completing the annual Fair Political Acts Form 700's and complying with the AB1234 Ethics training that is required every 2 years.

The Clerk of the Board staff will continue to review this protocol each year with an annual update as needed to ensure transparency and opportunity for the Board and all applicants.

#### FINANCIAL IMPACT:

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There is minimal financial impact in updating the protocol.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by fostering transparent, accessible, welcoming and user friendly services

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

Updated Protocol

Attachment A

Attachment B

Appendix 1

Appendix 2

Appendix 3

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: 2/7/23

File No.: 23-48