



# COUNTY OF HUMBOLDT

For the meeting of: 11/8/2022

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File #: 22-1519

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Departmental

**SUBJECT:**

Board Meetings - Calendar Year 2023

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Cancel Board meetings on the following dates in calendar year 2023 and direct the Clerk of the Board to notify all county departments of these cancelled meetings:

- Tuesday, January 3, 2023 (following a county holiday on January 2, 2023)
- Tuesday, January 17, 2023 (following a county holiday on January 16, 2023)
- Tuesday, February 14, 2023 (following a county holiday on February 13, 2023)
- Tuesday, February 21, 2023 (following a county holiday on February 20, 2023)
- Tuesday, April 11, 2023 (CSAC legislative conference)
- Tuesday, May 30, 2023 (5<sup>th</sup> Tuesday and following a county holiday on May 29, 2023)
- Tuesday, June 20, 2023 (following a county holiday on June 19, 2023)
- Tuesday, July 4, 2023 (county holiday)
- Tuesday, July 25, 2023 (Board break)
- Tuesday, August 1, 2023 (Board break)
- Tuesday, August 29, 2023 (5<sup>th</sup> Tuesday)
- Tuesday, September 5, 2023 (following a county holiday on September 4, 2023)
- Tuesday, September 19, 2023 (RCRC annual conference)
- Tuesday, October 10, 2023 (following All Hands Training Day on October 9, 2023)
- Tuesday, October 31, 2023 (5<sup>th</sup> Tuesday)
- Tuesday, November 14, 2023 (CSAC annual conference)
- Tuesday, November 21, 2023 (Thanksgiving week)
- Tuesday, December 26, 2023 (following a county holiday on December 25, 2023)

**SOURCE OF FUNDING:**

All county funds

**DISCUSSION:**

Humboldt County Code Section 211-1 provides that the Humboldt County Board of Supervisors (“Board”) will meet “on each Tuesday at 9 a.m., except for the fifth Tuesday of a month.” During 2023, months with five Tuesdays are January, May, August and October.

In addition, the code provides that: “[t]he 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 conference, however, this meeting (July 25) is already cancelled due to the Board summer break. Last year, based on Board member feedback, the summer break was changed to the last week of July and the first week of August and that has been applied to this year. The Board has also traditionally cancelled several meetings in November for the Thanksgiving holiday, the weeks of the annual Rural County Representatives of California and California State Association of Counties conferences, and the last 2 weeks in December (winter break), however due to the dates of the winter holidays, as with last year, 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 2023. Staff also recommends that the Board hold a meeting on the fifth Tuesday in January to offset for the surrounding holidays.

For the Board’s convenience, staff has attached a calendar showing proposed Board meeting dates in 2023.

FINANCIAL IMPACT:

Adopting the 2023 calendar at this point in the year will allow staff to prepare for the remainder of fiscal year 2022-2023 and the first half of fiscal year 2023-2024. 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:

The recommended actions support the Board of Supervisors’ Strategic Framework by providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

1. 2023 Board Calendar

PREVIOUS ACTION/REFERRAL:

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Board Order No.: N/A

Meeting of: N/A

File No.: N/A