



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

I-1

For the meeting of: March 21, 2017

Date: March 13, 2017
To: Board of Supervisors
From: Clerk of the Board
Subject: Notice of Vacancy on Assessment Appeals Board

RECOMMENDATION(S): That the Board of Supervisors receive and file this report.

SOURCE OF FUNDING: N/A


DISCUSSION: A vacancy is occurring on the Assessment Appeals Board and the "Notice of Vacancy" per the Board's Protocol dated April 1, 2014 has been posted. This vacancy is due to the removal of Kelly Walsh as an Alternate on the Assessment Appeals Board.

Kelly Walsh was appointed to the Assessment Appeals Board on February 3, 2015 as an Alternate. However, the Clerk of the Board's office has been notified by the State Board of Equalization (BOE) that because Mr. Walsh was unable to complete mandated training related to his service on the Assessment Appeals Board, he is not eligible to serve.

The Clerk's office has also received notification from several other Assessment Appeals Board members of their intention to retire in the near future. If this happens, the Assessment Appeals Board will be unable to conduct business due to a lack of a quorum. For this reason, it is extremely important that the Board set a date to fill the open Alternate position on the Assessment Appeals Board as soon as possible.

FINANCIAL IMPACT: There is no financial impact to receiving this report.

OTHER AGENCY INVOLVEMENT: N/A

Prepared by	Tracy Damico	Signature	
REVIEW:			
Auditor	County Counsel	Personnel	Risk Manager
Other			
TYPE OF ITEM:		BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT	
<input type="checkbox"/> Consent		Upon motion of Supervisor	
<input checked="" type="checkbox"/> Departmental		Seconded by Supervisor	
<input type="checkbox"/> Public Hearing			
<input type="checkbox"/> Other			
PREVIOUS ACTION/REFERRAL:			
Board Order No. H-1			
Meeting of: 4/1/14			

Ayes
Nays
Abstain
Absent

SEE ACTION SUMMARY

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: _____

By: _____

Kathy Hayes, Clerk of the Board

ALTERNATIVES TO STAFF RECOMMENDATIONS: This is an informational item. Any Board Member may request that this matter be calendared for further discussion.

ATTACHMENTS:

- A. Notice of Vacancy
- B. Assessment Appeals Roster
- C. Protocol for Board Appointments (as amended April 1, 2014)



HUMBOLDT COUNTY BOARD OF SUPERVISORS

NOTICE OF VACANCY

PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54974

Date Posted: March 13, 2017

THE BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT, BEING THE APPOINTING BODY OF COUNTY COMMISSIONS/COMMITTEES/BOARDS AND COUNCILS, DOES HEREBY DECLARE THAT A POSITION VACANCY EXISTS ON THE **HUMBOLDT COUNTY ASSESSMENT APPEALS BOARD – ALTERNATE.**

APPLICATIONS MAY BE REQUESTED FROM THE BOARD OF SUPERVISORS OFFICE (476-2390) AND MUST BE FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS IN ROOM 111 OF THE COUNTY COURTHOUSE, 825 5TH STREET, EUREKA

THE PERSON(S) APPOINTED TO THIS BOARD WILL BE REQUIRED TO FILE A STATEMENT OF ECONOMIC INTEREST AS REQUIRED BY THE FAIR POLITICAL PRACTICES COMMISSION OF THE STATE OF CALIFORNIA.

TRACY DAMICO
Deputy Clerk of the Board

pc: Main Library

ASSESSMENT APPEALS BOARD

AUTHORITY: Ordinance Nos. 2366, 1698 & 1364; Section 1620 of Revenue & Taxation Code

APPOINTING POWER: Board of Supervisors (majority)

MEMBERS: 3 members; 2 alternates

QUALIFICATIONS: Minimum of five years' professional experience in California as a: certified public accountant or public accountant, licensed real estate broker, attorney, and property appraiser accredited by a nationally recognized professional organization, or a person whom nominating member of Board of Supervisors has reason to believe is possessed of competent knowledge of property appraisal and taxation.

TERM: Three (3) years

FUNCTION: Hear assessment appeals pursuant to Section 1620 of the Revenue & Taxation Code.

DISCLOSURE CATEGORIES: 1-7

MEETS: 2nd Thursday of each Month (Except July meets the 3rd Monday, and August – usually does not meet)

<u>NAME</u>	<u>APPOINTED</u>	<u>REAPPOINTED</u>	<u>EXPIRES</u>
<u>GREG ANDERSON</u>	8/26/04	9/01/07 11/02/10 11/30/13 11/08/16	11/30/19
<u>BRIAN MITCHELL</u>	04/10/12	04/19/15	04/19/18

<u>RICHARD PHILLIS</u>	12/9/14		12/9/17
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<u>ALTERNATES</u>	2/3/15		2/3/18
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LARRY PARKER

VACANT

Contact: Tracy Damico, Deputy Clerk of the Board at 476-2384



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

H-1

For the meeting of: April 1, 2014

Date: March 19, 2014
To: Board of Supervisors
From: Clerk of the Board
Subject: Amendment to Protocol for Board of Supervisor Appointments

RECOMMENDATION(S): That the Board of Supervisors review and approve the amended Protocol for the Board of Supervisor Appointments.

SOURCE OF FUNDING: General Fund

DISCUSSION: At the April 19, 2011 Board of Supervisors meeting the Board approved the Protocol for the Board of Supervisors Appointments. At the November 5, 2013 meeting, the Board requested changes to the Protocol enabling the Board to appoint members of certain Committees, Commissions and Boards under one item based on district specific needs. Attachment A shows all current Committees, Commissions and Boards. Attachment B shows the amendment to the Protocol.

FINANCIAL IMPACT: N/A

OTHER AGENCY INVOLVEMENT: NONE

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board could chose to change the recommended list of Committees, Commissions and Boards as seen on Attachment B. The Board could choose to remove the At-Large vacancies from each of the Committees, Commissions and Boards listed on Attachment B to avoid a change in the At-Large vacancy Protocol.

Prepared by Tracy D'Amico, Deputy Clerk of the Board

CAO Approval

Amey Olsen

REVIEW:

Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

____ Consent
XX _____ Departmental
____ Public Hearing
____ Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Fennell*
Seconded by Supervisor *Sundberg*
And unanimously carried by those members present.
The Board hereby adopts the recommended action
contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. G-2 _____

Meeting of: 4/5/11, 4/12/11, 4/19/11

Dated: *April 1, 2014*
Ana Hartwell, Deputy Clerk of the Board

By: *Ana Hartwell*

(Attachment A)
HUMBOLDT COUNTY
BOARD APPOINTED
COMMITTEES, COMMISSIONS & BOARDS

- 1 Area 1 Developmental Disability Board**
- 2 Assessment Appeals Board**
- 3 Aviation Advisory Committee**
- 4 Behavioral Health Board**
- 5 Big Lagoon Subdivision Design Review Committee**
- 6 Citizens Law Enforcement Liaison Committee**
- 7 Emergency Medical Care Committee**
- 8 Fire Safe Council**
- 9 Fish and Game Advisory Commission**
- 10 Forestry Review Committee**
- 11 GEMAC (Greater Eureka Municipal Advisory Committee)**
- 12 Headwaters Fund Subcommittee**
- 13 Housing Authority Commission**
- 14 Human Rights Commission**
- 15 In-Home Supportive Services Advisory Committee**
- 16 (MMAC) McKinleyville Municipal Advisory Committee**
- 17 Orick Design Control Committee**
- 18 Planning Commission**
- 19 Public Property Leasing Corporation**
- 20 Redevelopment Oversight Board – Arcata**
- 21 Redevelopment Oversight Board – Eureka**
- 22 Redevelopment Oversight Board – Fortuna**
- 23 Resource Conservation District**
- 24 Status of Women Commission**
- 25 Williamson Act Advisory Committee**

(ATTACHMENT B)
PROTOCOL
FOR BOARD OF SUPERVISORS APPOINTMENTS

1. Appointments Covered

Unless a different procedure is prescribed by law or policy, this protocol shall govern appointments of members of the public made by the Board of Supervisors or any individual Board member to boards, committees or commissions, whether formed under the auspices of the County or an outside agency. This protocol shall not apply to appointments by the Board as a whole of individual Board members to represent the Board on outside agency boards or committees, or on County subcommittees.

This protocol is not intended to apply to appointments the Board makes to fill seats on special district boards which are normally elected, nor to restrict the ability of the Board to make emergency appointments as defined in the Maddy Act.

2. Appointments by Individual Board Members

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission may be made by an individual Board member, the Board member making such appointment shall inform the Board as a whole by placing onto the agenda of a Board meeting an item substantially in the form of Appendix 1. Board members shall endeavor to bring such item to the Board in advance of the effective date of the appointment, and at least three days prior to the next meeting of the board, committee or commission to which the appointment is being made.

3. Appointments by the Board as a Body

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission shall be an "at large" appointment by the Board as a whole, the Clerk of the Board shall notify all Board members of the opportunity for such appointment by placing onto the agenda of a Board meeting an item substantially in the form of Appendix 2.

When the opportunity for appointment by the Board arises as the result of an unscheduled vacancy, the Clerk of the Board shall place such item on the agenda of the Board meeting occurring next after the posting of the notices required under the Maddy Act.

When the opportunity for appointment by the Board arises as the result of a scheduled vacancy, the Clerk of the Board may place such item on the agenda of any Board meeting occurring not less than 10 days prior to the scheduled vacancy.

At any time not more than 3 days prior to the Board meeting on which such item is placed, and not more than 7 days following the Board meeting on which such item is placed, any member of the Board may notify the Clerk of the Board that he or she wishes to conduct the appointment according to the procedure outlined in Section 4, below.

If no Board member notifies the Clerk of the Board, within the designated time frame, of a desire to conduct the appointment according to the procedure outlined in Section 4, then any Board member may bring forward an agenda item, upon expiration of any legally-required posting time frames and receipt of one or more qualified applications, asking the Board to make an appointment.

4. Alternate Procedure for Appointments by the Board as a Body

Whenever any Board member notifies the Clerk of the Board, within the time frames provided in Section 3, above, that such Board member desires to utilize the procedure contained in this section, then the Clerk of the Board shall place a second agenda item on the next available Board agenda for the Board to discuss filling the vacancy.

When such an item is brought for discussion by the Board, the topics to be discussed shall include:

- Any special action the Board desires to be taken to solicit qualified applicants for the vacancy.
- How the Board intends to screen applicants for the vacancy, including whether a subcommittee shall be formed for this purpose.
- Whether interviews shall be conducted with applicants for the vacancy and, if so, the date of a special Board meeting for this purpose.
- If interviews are not to be conducted, whether applicants shall be afforded an opportunity to make a presentation to the Board and, if so, the date of the Board meeting at which this shall opportunity shall be provided.
- The date on which the Board expects to consider a motion for appointment.

No appointment shall be made until the date agreed to by the Board following discussion, which date shall be at least 7 days after the date of the discussion.

Regardless of whether a subcommittee is used to screen applications, all applications shall be attached to the agenda item for appointment.

5. District Recommended At-Large Appointment Protocol

There are exceptions to Protocol requiring only one agenda item before the Board. These At-Large appointments could be brought to the Board on one agenda item under Consent by the Clerk of the Board based on applications, recommendations by the District specific Supervisor, recommendation by the Committee, Commissions or Board or for various other reasons. See Exhibit 1.

6. Regular Review of Vacancies

In addition to the foregoing, the Clerk of the Board shall bring forward an agenda item to the Board, not less than four times per year, listing all current vacancies on boards, committees and commissions, as well as any vacancies that are scheduled to occur within the three months following the date of the agenda item.

EXHIBIT 1

5. District Recommended At-Large Appointment Protocol

- Big Lagoon Subdivision Design Review Committee
- GEMAC (Greater Eureka Municipal Advisory Committee)
- (MMAC) McKinleyville Municipal Advisory Committee
- Orick Design Control Committee
- Redevelopment Oversight Board – Arcata
- Redevelopment Oversight Board – Eureka
- Redevelopment Oversight Board – Fortuna



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C 7

For the meeting of: April 19, 2011

Date: April 13, 2011
To: Board of Supervisors
From: Phillip Smith-Hanes, County Administrative Officer *PSH*
Subject: Protocol for Board Appointments

RECOMMENDATION(S):

That the Board of Supervisors adopt the attached protocol for appointing members of the public to boards, committees and commissions.

SOURCE OF FUNDING: N/A

DISCUSSION:

On April 5, 2011, your Board considered various options regarding policies and procedures for appointing members of the public to boards, committees and commissions. A draft protocol was presented for consideration on April 12, and the Board directed staff to return today with certain corrections.

FINANCIAL IMPACT:

No financial impact is anticipated from adoption of the attached protocol.

OTHER AGENCY INVOLVEMENT: N/A

Prepared by Phillip Smith-Hanes

CAO Approval

Cheryl D. Thompson

REVIEW:

Auditor _____ County Counsel *DS* Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. G-2, G-2

Meeting of: 4/5/11, 4/12/11

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Smith* Seconded by Supervisor *Sundberg*

Ayes *Smith Sundberg Loveless Chenderen*
Nays _____
Abstain _____
Absent *Boas*

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: April 19, 2011

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board discretion.

ATTACHMENTS: Updated Protocol

PROTOCOL FOR BOARD OF SUPERVISORS APPOINTMENTS

1. Appointments Covered

Unless a different procedure is prescribed by law or policy, this protocol shall govern appointments of members of the public made by the Board of Supervisors or any individual Board member to boards, committees or commissions, whether formed under the auspices of the County or an outside agency. This protocol shall not apply to appointments by the Board as a whole of individual Board members to represent the Board on outside agency boards or committees, or on County subcommittees.

This protocol is not intended to apply to appointments the Board makes to fill seats on special district boards which are normally elected, nor to restrict the ability of the Board to make emergency appointments as defined in the Maddy Act.

2. Appointments by Individual Board Members

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission may be made by an individual Board member, the Board member making such appointment shall inform the Board as a whole by placing onto the agenda of a Board meeting an item substantially in the form of Appendix 1. Board members shall endeavor to bring such item to the Board in advance of the effective date of the appointment, and at least three days prior to the next meeting of the board, committee or commission to which the appointment is being made.

3. Appointments by the Board as a Body

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission shall be an "at large" appointment by the Board as a whole, the Clerk of the Board shall notify all Board members of the opportunity for such appointment by placing onto the agenda of a Board meeting an item substantially in the form of Appendix 2.

When the opportunity for appointment by the Board arises as the result of an unscheduled vacancy, the Clerk of the Board shall place such item on the agenda of the Board meeting occurring next after the posting of the notices required under the Maddy Act.

When the opportunity for appointment by the Board arises as the result of a scheduled vacancy, the Clerk of the Board may place such item on the agenda of any Board meeting occurring not less than 10 days prior to the scheduled vacancy.

At any time not more than 3 days prior to the Board meeting on which such item is placed, and not more than 7 days following the Board meeting on which such item is placed, any member of the Board may notify the Clerk of the Board that he or she wishes to conduct the appointment according to the procedure outlined in Section 4, below.

If no Board member notifies the Clerk of the Board, within the designated time frame, of a desire to conduct the appointment according to the procedure outlined in Section 4, then any Board member may bring forward an agenda item, upon expiration of any legally-required posting time frames and receipt of one or more qualified applications, asking the Board to make an appointment.

4. Alternate Procedure for Appointments by the Board as a Body

Whenever any Board member notifies the Clerk of the Board, within the time frames provided in Section 3, above, that such Board member desires to utilize the procedure contained in this section, then the Clerk of the Board shall place a second agenda item on the next available Board agenda for the Board to discuss filling the vacancy.

When such an item is brought for discussion by the Board, the topics to be discussed shall include:

- Any special action the Board desires to be taken to solicit qualified applicants for the vacancy.
- How the Board intends to screen applicants for the vacancy, including whether a subcommittee shall be formed for this purpose.
- Whether interviews shall be conducted with applicants for the vacancy and, if so, the date of a special Board meeting for this purpose.
- If interviews are not to be conducted, whether applicants shall be afforded an opportunity to make a presentation to the Board and, if so, the date of the Board meeting at which this shall opportunity shall be provided.
- The date on which the Board expects to consider a motion for appointment.

No appointment shall be made until the date agreed to by the Board following discussion, which date shall be at least 7 days after the date of the discussion.

Regardless of whether a subcommittee is used to screen applications, all applications shall be attached to the agenda item for appointment.

5. Regular Review of Vacancies

In addition to the foregoing, the Clerk of the Board shall bring forward an agenda item to the Board, not less than four times per year, listing all current vacancies on boards, committees and commissions, as well as any vacancies that are scheduled to occur within the three months following the date of the agenda item.

APPENDIX 1 – Format for Board Member Notification of Appointment

Humboldt County Board of Supervisors Agenda Item Transmittal <div style="text-align: center;">Consent</div> From: Supervisor _____ Meeting Date: _____ Time Required: _____	Contact for Information Name: Kat Hayes Telephone: 476-2396
Subject: Informational Report on Appointment of _____ to _____ as _____ <div style="text-align: center;"> (name) (board, committee or commission) (district rep., etc.) </div>	
Summary: Supervisor _____ provides notice of appointment of _____ to the _____. <div style="text-align: center;"> (name) (name) (board, committee or commission) </div> <p style="text-align: center;">This appointment will be effective on _____ and shall expire on _____. <div style="text-align: center;"> (date) (date, if applicable) </div> </p> <p>Requested Action: Receive and file the report.</p> <div style="text-align: right; margin-top: 20px;"> _____ Signature </div>	
FOR OFFICIAL USE ONLY	BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT Upon motion of Supervisor _____ Seconded by Supervisor _____ Ayes _____ Nays _____ Abstain _____ Absent _____ and carried by those members present, the Board hereby approves the recommended action contained in this Board report. Dated: _____ By: _____ <div style="text-align: center;">Clerk of the Board</div>

APPENDIX 2 – Format for Clerk of Board Item



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

For the meeting of:

Date:

To: Board of Supervisors

From: Clerk of the Board

Subject: Notice of Vacancy on _____
(board, committee or commission)

RECOMMENDATION(S):

That the Board of Supervisors receive and file this report.

SOURCE OF FUNDING: N/A

DISCUSSION:

A vacancy is occurring on the _____. This vacancy is due to [resignation/
(board, committee, commission)

expiration of the regular term] of _____. The vacancy is effective as of _____.
(name) (date)

Unless the Clerk of the Board is notified, not more than three days prior nor more than seven days subsequent to the date of this meeting, of a desire to calendar this matter for further discussion, any Board member may bring forward an item to appoint any qualified person to fill

Prepared by _____ CAO Approval _____

REVIEW:

Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor _____ Seconded by Supervisor _____

Ayes _____
Nays _____
Abstain _____
Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: _____

By: _____
Clerk of the Board

APPENDIX 2 – Format for Clerk of Board Item

this vacancy. Under the terms of the Maddy Act, the soonest date on which an appointment may occur is _____.
(date)

FINANCIAL IMPACT:

There is no financial impact to receiving this report.

OTHER AGENCY INVOLVEMENT: N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

This is an informational item. Any Board member may request that this matter be calendared for further discussion.

ATTACHMENTS: [Resignation letter, if applicable]