



# COUNTY OF HUMBOLDT

## Legislation Text

---

**File #:** 19-1534, **Version:** 1

---

**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Departmental

**SUBJECT:**  
Board Meeting - Calendar Year 2020

**RECOMMENDATION(S):**  
That the Board of Supervisors:

1. Cancel Board meetings on the following dates in calendar year 2020 and direct the Clerk of the Board to notify all county departments of these cancelled meetings:

- Tuesday, Jan. 21, 2020 (following a county holiday on Jan. 20)
- Tuesday, Feb. 18, 2020 (following a county holiday on Feb. 17)
- Tuesday, March 31, 2020 (county holiday)
- Tuesday, May 26, 2020 (following a county holiday on May 25)
- Tuesday, June 30, 2020 (5<sup>th</sup> Tuesday)
- Tuesday, July 21, 2020 (National Association of Counties Conference)
- Tuesday, Aug. 4, 2020 (Board break)
- Tuesday, Aug. 11, 2020 (Board break)
- Tuesday, Sept. 8, 2020 (following a county holiday on Sept. 7)
- Tuesday, Sept. 22, 2020 (Rural Counties Representatives of California annual conference)
- Tuesday, Oct. 13, 2020 (following county-wide All Hands Training Day on Oct. 12)
- Tuesday, Nov. 24, 2020 (Thanksgiving week)
- Tuesday, Dec. 1, 2020 (California State Association of Counties annual conference)
- Tuesday, Dec. 22, 2020 (Winter break)
- Tuesday, Dec. 29, 2020 (Winter break)

**SOURCE OF FUNDING:**  
All County Funds

**DISCUSSION:**

County Code Section 211-1 provides that your Board will meet “on each Tuesday at 9:00 a.m., except for the fifth Tuesday of a month.” During 2020, months with five Tuesdays are March, June, September and December.

In addition, the Code provides that: “The 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 (NACO) conference, two weeks in August for a summer break, a week in November for the Thanksgiving holiday, the weeks of the annual Rural County Representatives of California (RCRC) and California State Association of Counties (CSAC) conferences, and the last two weeks in December (winter break). It is recommended to cancel Board 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. Therefore, it is also recommended that the fifth Tuesday in September hold a Board meeting to offset the loss of a meeting in September due to the Labor Day holiday. Also documented on the calendar are Monday Board meetings for department head evaluations.

For the Board’s convenience, staff has attached a calendar showing proposed Board meeting dates in 2020.

FINANCIAL IMPACT:

Staff costs to prepare agenda items and attend Board meetings are included in the annual budget process.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

1. 2020 Board Calendar

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A