



# COUNTY OF HUMBOLDT

For the meeting of: 12/12/2023

---

File #: 23-1587

---

**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Departmental

**Vote Requirement:** Majority

**SUBJECT:**  
Board Meetings - Calendar Year 2024

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

1. Cancel Board meetings on the following dates in calendar year 2024;
  - Tuesday, Jan. 2, 2024 (following a county holiday on Jan. 1, 2024)
  - Tuesday, Jan. 16, 2024 (following a county holiday on Jan. 15, 2024)
  - Tuesday, Feb. 13, 2024 (following a county holiday on Feb. 12, 2024)
  - Tuesday, February 20, 2024 (following a county holiday on Feb. 19, 2024)
  - Tuesday, March 19, 2024 (Pacific Offshore Wind Conference)
  - Tuesday, April 2, 2024 (following a county holiday on April 1, 2024)
  - Tuesday, April 16, 2024 (CSAC legislative conference)
  - Tuesday, April 30, 2024 (5<sup>th</sup> Tuesday)
  - Tuesday, May 28, 2024 (following a county holiday on May 27, 2024)
  - Tuesday, June 18, 2024 (preceding a county holiday on June 19, 2024)
  - Tuesday, July 16, 2024 (NACo annual conference)
  - Tuesday, July 30, 2024 (Board break)
  - Tuesday, Aug. 6, 2024 (Board break)
  - Tuesday, Sep. 3, 2024 (following a county holiday on Sep. 2, 2024)
  - Tuesday, Sep. 17, 2024 (RCRC annual conference)
  - Tuesday, Oct. 15, 2024 (following All Hands Training Day on Oct. 14, 2024)
  - Tuesday, Nov. 12, 2024 (following a county holiday on Nov. 11, 2024)
  - Tuesday, Nov. 19, 2024 (CSAC annual conference)
  - Tuesday, Dec. 24, 2024 (Board break)
  - Tuesday, Dec. 31, 2024 (Board break); and
2. Direct the Clerk of the Board to notify all county departments of these cancelled meetings.

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 2024, months with five Tuesdays are January, April, October and December.

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 taken a 2-week summer break in the last week of July and the first week of August and a 2-week winter break at the end of December and beginning January. Additionally, the Board has typically cancelled several meetings in November for the Thanksgiving holiday and the week of the California State Association of Counties conference, however due to the date of the Veterans’ Day holiday, staff are recommending your Board hold a meeting during the Thanksgiving week to prevent 3 consecutive weeks without Board meetings. Further, the Board has typically canceled 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 2024. Staff also recommends that the Board hold a meeting on the fifth Tuesday in January and October to offset for the surrounding holidays.

For the Board’s convenience, staff has attached a calendar showing proposed Board meeting dates in 2024.

FINANCIAL IMPACT:

Adopting the 2024 calendar at this point in the year will allow staff to prepare for the remainder of fiscal year 2023-24 and the first half of fiscal year 2024-25. Adding or reducing the number of Board meetings will impact the amount of staff time spent preparing for and attending Board meetings.

STAFFING IMPACT:

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 following areas of the Board of Supervisors’ Strategic Framework:

Core Roles: N/A

New Initiatives: Provide community-appropriate levels of service

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

None

---

**File #: 23-1587**

---

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Board discretion.

**ATTACHMENTS:**

1. 2024 Board Calendar

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A