COUNTY OF HUMBOLDT

For the meeting of: 1/7/2025

File #: 25-95

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 and Review of the 2025 Humboldt County Board Appointed Boards, Committees and Commission List

RECOMMENDATION(S):
That the Board of Supervisors:

1. Review and approve the updated protocol for the Board of Supervisor appointments (Attachment 1); and
2. Per the Board's direction on Dec. 17, 2024, review and consider adjustments to the current list of Humboldt County Board Appointed Boards, Committees and Commissions (Attachment A); and
3. Approve the updated 2025 Committees, Commissions and Boards Exempt from Protocol List (Attachment B); and
4. Approve the updated format for board member notification of appointment (Appendix 1); and
5. Approve the updated format for the Clerk of the Board item notice of unscheduled vacancy (Appendix 2) ; and
6. Approve the updated format for the Clerk of the Board item notice of scheduled vacancy (Appendix 3); and
7. Approve the updated format for the Clerk of the Board item to consider making an at-large appointment (Appendix 4).

STRATEGIC PLAN:
This action supports the following areas of your Board's Strategic Plan.
Area of Focus: Core Services/Other
Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:
The Clerk of the Board would like to clarify to the Board of Supervisors and the public that there are two annual lists of county committees, commissions and boards. The first list designates the various committees, commissions and boards that the Supervisors are appointed to serve on at the end of the calendar year. This list is referred to as the Board Member Appointment List for 2025. These appointments were made in December 2024.

The second list includes the committees, commissions and boards that the Board of Supervisors makes appointments to. Supervisors make these appointments with members from their district or at-large members, which are voted on by the entire Board of Supervisors (Attachment A). At the Dec. 17, 2024 meeting, the Board directed staff to provide this list for the Board to review it and consider possible adjustments.

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 Jan. 30, 2024. A recent review of this protocol with recommendations throughout the year has led to the following amendments:

In Section 3: Appointments by the Board as a Body (defined as at-large), there has been added information to distinguish between an unscheduled vacancy and scheduled vacancy.

An unscheduled vacancy is pursuant to California Code 54974, a special vacancy notice shall be posted in the office of the Clerk of the Board not earlier than 20 days before or not alter than 20 days after the vacancy occurs. Final appointment shall not be made by the legislature body for at least 10 days after the posting of the notice of vacancy. The Clerk of the board shall place onto the consent agenda of a Board meeting one item substantially in the form of Appendix 2.

When the opportunity for appointment by the Board arises as a result of a scheduled vacancy, the Clerk of the Board may place such item on the consent agenda of any Board meeting occurring two weeks prior to the term expiration in the form of Appendix 3.

The Clerk of the Board will then schedule an additional agenda item to Consider making the At-Large Appointment substantially in the form of Appendix 4. This undated process will allow for Boards/Committees/Commissions to have a shorter term of vacancy for scheduled vacancies while waiting to make the necessary appointment.

In Section 4: Committees, Commission and Boards Exempt from Appointment Protocol, the updated list includes the In-Home Supportive Services (IHHS) Advisory Committee on the list as the recommendations for reappointment are sent to the Clerk of the Board by the IHHS Board.

Appendix items 1, 2, 3 and 4 have been updated to reflect the Granicus agenda item format.

The Clerk of the Board 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.

SOURCE OF FUNDING:
General Fund

OTHER AGENCY INVOLVEMENT:
None

ALTERNATIVES TO STAFF RECOMMENDATIONS:
Board discretion.

ATTACHMENTS:
Attachment 1 - Updated Protocol for Board of Supervisors Appointments
Attachment A - 2025 Humboldt County Board Appointed Committees, Commissions & Boards list
Attachment B - 2025 Committees, Commissions & Boards Exempted from Protocol list
Appendix 1
Appendix 2
Appendix 3
Appendix 4
Review Spreadsheet of All boards, Commissions, and Committees

PREVIOUS ACTION/REFERRAL:
Meeting of: Jan. 30, 2024 and Dec. 17, 2024
File No.: 24-42