



COUNTY OF HUMBOLDT

For the meeting of: 2/4/2025

File #: 25-224

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Resolution Regarding Changes in Public Office Hours for Eligibility and Employment Services, Social Services Branch, Department of Health & Human Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached resolution regarding changes in Eligibility and Employment Services, Social Services Branch public office hours.

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:

Social Services Eligibility Services and its Call Center plan to reduce its open hours to match regular business hours.

Pursuant to California Government Code Section 24260, "county officers shall keep their offices open for the transaction of business during such hours and on such days as are fixed by the board of supervisors by ordinance or resolution." On Feb. 21, 1982, the Board adopted Resolution No. 82-170 which, among other things, establishes the days and hours of work and office hours for the County of Humboldt. Therefore, paragraph B of Section 24 of Resolution No. 82-170 must be amended in order to reflect proposed changes in departmental open hours (Attachment 1), effective Feb. 5, 2025.

SOURCE OF FUNDING:

N/A

FINANCIAL IMPACT:

This change will reduce complications in scheduling staff and allow staff to work more efficiently.

STAFFING IMPACT:

This change will allow staff currently scheduled shifts outside of standard business hours an opportunity to complete tasks before and after open hours and eliminate the need for staff to work late helping clients who are still on-site once the doors have closed.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to adopt the attached resolution regarding changes in public office hours. This alternative is not recommended because the change in open office hours is required to be more efficient and the resolution is needed to authorize changes in open hours.

ATTACHMENTS:

1. Resolution Establishing New Office Hours
2. Resolution 24-127

PREVIOUS ACTION/REFERRAL:

Meeting of: Feb. 21, 1982, Feb. 10, 2015, July 12, 2022, June 3, 2024, June 11, 2024, July 2, 2024 and Dec. 10, 2024
File No.: 15-145, 22-840, 24-875, 24-947, 24-1035 and 24-1669