



# COUNTY OF HUMBOLDT

For the meeting of: 1/4/2022

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File #: 22-26

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**To:** Board of Supervisors

**From:** Supervisor Virginia Bass

**Agenda Section:** Initiated by Board Member

**SUBJECT:**

Discuss Proposed Changes to the Board Agenda Template and Public Comment during Board Meetings (Supervisor Virginia Bass)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the following changes to the agenda template and public comment during Board meetings:
  - Limit all public comment to two minutes and ask each participant to state their name and identify the agenda item they are speaking about.
  - Move “Public Comment on Non Agenda Items” to the end of the agenda just before “Closed Sessions”, allowing other important county business to be conducted more efficiently
  - Limit the number of agenda items that are time-set as a means of improving the flow of the agenda during meetings
  - Following appropriate Zoom etiquette which requires Board Members to remain on camera at all times during Board meetings as well as raising their hands to speak or muting themselves when not speaking to avoid confusion or speaking over each other

**SOURCE OF FUNDING:**

N/A

**DISCUSSION:**

Chair Bass and Vice Chair Wilson met with County Administrative Officer Elishia Hayes and county staff to brainstorm more efficient ways to improve the public comment process during board meetings in an effort to adopt best practices and an improved agenda process so that county business can be conducted more efficiently and effectively during board meetings.

The four key points discussed included:

1. The desire to educate the public on why changes in the public comment process is needed, i.e. meeting formats have changed i.e. zoom and hybrid meetings are now mainstream, and processes can be improved.

2. The goal of the Board in making these changes is to improve public input while aiding more functional decision making processes.
3. To ensure legal requirements are met while making process changes.
4. To make changes that will positively impact the public and the decision-making process.

The changes recommended above are important to improving the overall meeting process while allowing for meaningful public input and comment during board meetings.

FINANCIAL IMPACT:

N/A

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:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A