Board of Supervisors

From: David Twa, County Administrator

Date: October 13, 2020

Subject: Proposed 2021 Meeting Schedule for the Contra Costa County Board of Supervisors



Contra Costa County

## **RECOMMENDATION(S):**

ADOPT the attached proposed 2021 meeting schedule for the Contra Costa County Board of Supervisors, including the cancellation of those meetings at which it is anticipated there will not be a quorum of Board members present, as well as noting the following scheduled special events: the Board's Annual Reorganization on January 5; the Dr. Martin Luther King, Jr. Celebration on January 19; the annual Board retreat on March 26; the Cesar Chavez Commemorative Celebration on March 30; Annual Budget Hearings and Adoption on April 20 and May 11, respectively; a 9-11 Day of Remembrance on September 14; and the Veterans Day Recognition on November 9.

#### **FISCAL IMPACT:**

None

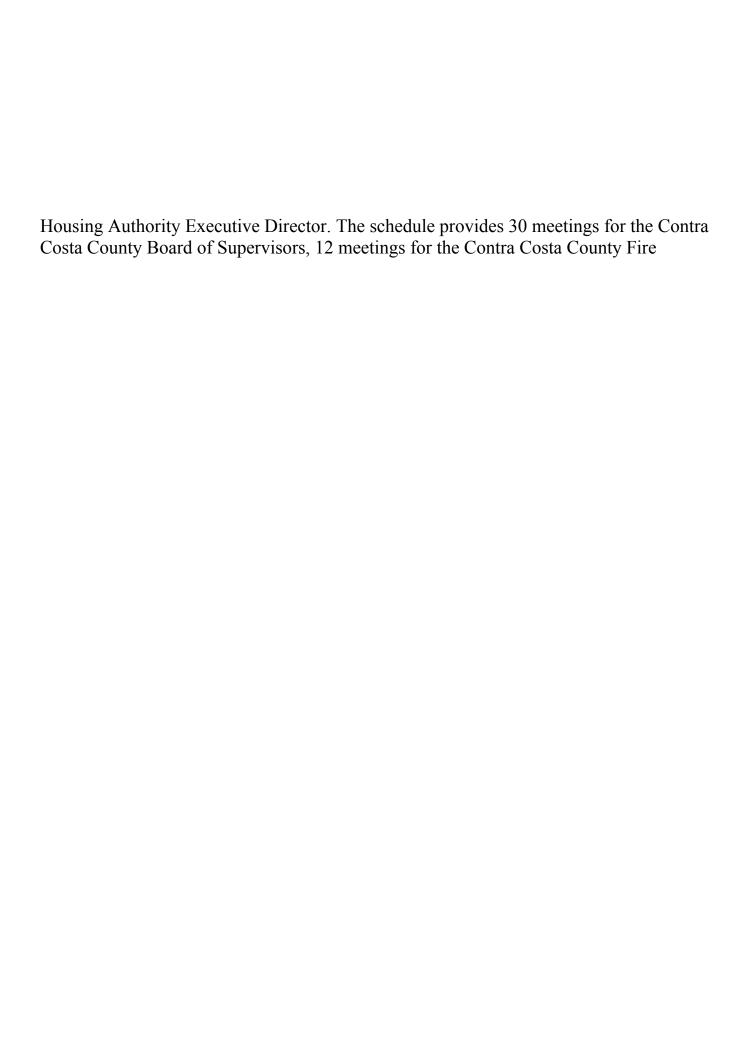
To:

### **BACKGROUND:**

Each year the Board of Supervisors adopts a meeting schedule that designates regular meeting dates and any dates on which meetings must be canceled in anticipation that a quorum of the Board will not be present. The proposed 2021 meeting schedule, attached, has been prepared in consultation with the incoming Board Chair, Fire Chief and the

✓ APPROVE	OTHER	
<b>№</b> RECOMMENDATION OF C	CNTY ADMINISTRATOR	
Action of Board On: 10/13/2020	✓ APPROVED AS RECOMMENDED ☐ OTHER	
Clerks Notes:		
VOTE OF SUPERVISORS		
AYE: John Gioia, District I Supervisor		
Candace Andersen, District II Supervisor	I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board	
Diane Burgis, District III	of Supervisors on the date shown.	
Supervisor	ATTESTED: October 13, 2020	
Karen Mitchoff, District IV Supervisor	David Twa, County Administrator and Clerk of the Board of Supervisors	
Federal D. Glover, District V		
Supervisor	By: June McHuen, Deputy	
Contact: Jami Napier,		

Contact: Jami Napier 655-2005



### BACKGROUND: (CONT'D)

Protection District Board of Directors and 5 meetings for the Housing Authority of Contra Costa Board of Commissioners. The Fire District and Housing Authority will take independent action to adopt their meeting schedules.

The proposed schedule includes a cancellation of 22 Board of Supervisors meetings. As in past years, we are recommending that the Board cancel those meetings that occur during a week with a County holiday, the fifth Tuesday of a month, and Tuesdays that fall during those weeks in which the annual policy and legislative meetings of the National Association of Counties (NACo) and the California State of Counties (CSAC) are held:

Conference	<u>Dates</u>	Location
NACo Legislative Conference	February 20-24, 2021	Washington, D.C.
NACo Annual Conference	July 16-19, 2021	Austin, TX
CSAC Annual Meeting	November 30- December 3, 2021	Monterey, CA

Several seasonal breaks have also been designated in the Board's meeting schedule, in recognition of both time away needed for vacations and time demands on the Board members due to their participation on Board standing committees, and regional and local legislative bodies and task forces. Since each of these require individual preparation, attendance, and travel, we are recommending seasonal breaks to accommodate these needs. Should it be necessary, there are legal provisions to schedule a special meeting to address any urgent need that cannot be accommodated in the standing meeting schedule.

# CONSEQUENCE OF NEGATIVE ACTION:

Early adoption of a meeting schedule enables staff to effectively plan and manage the Board's calendar and obtain the necessary authority to conduct the County's daily business. To the extent that the Board does not adopt a new year meeting schedule, staff will be hindered in these efforts.

### **ATTACHMENTS**

2021 Draft BOS Calendar