



# Contra Costa County

To: 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

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## **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

## **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

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 13, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Jami Napier,  
655-2005

cc:

Housing Authority Executive Director. The schedule provides 30 meetings for the Contra Costa County Board of Supervisors, 12 meetings for the Contra Costa County Fire

## 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:

<u>Conference</u>	<u>Dates</u>	<u>Location</u>
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