



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: November 8, 2022

Subject: Proposed 2023 Meeting Schedule for the Contra Costa County Board of Supervisors

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**RECOMMENDATION(S):**

ADOPT the attached proposed 2023 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 10; the Dr. Martin Luther King, Jr. Celebration on January 17; the annual Board retreat on January 24; the Lunar New Year Celebration; the Cesar Chavez Commemorative Celebration on April 4; Annual Budget Hearings and Adoption on April 25 and May 23, respectively; the Truth Forum on July 18; a 9-11 Day of Remembrance on September 12; and the Veterans Day Recognition on November 7.

**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 2023 meeting schedule, attached,

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **11/08/2022** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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: November 8, 2022

Contact: Jami  
Morritt, 655-2005

Monica Nino, County Administrator and Clerk of the Board of  
Supervisors

By: , Deputy

cc:

has been prepared in consultation with the incoming Board Chair, Fire Chief and the 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 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:

## BACKGROUND: (CONT'D)

### Conference Dates Location

NACo Legislative Conference February 11-14, 2023 Washington, D.C.

CSAC Legislative Conference April 11-13, 2023 Sacramento, CA

NACo Annual Conference July 16-19, 2023 Austin, TX

CSAC Annual Meeting November 13-17, 2023 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.

## CLERK'S ADDENDUM

**Speakers: No name given**

**ADOPTED the 2023 Board of Supervisors meeting schedule as amended to cancel January 31<sup>st</sup>, add June 13<sup>th</sup> and June 27<sup>th</sup>, and add a Fire Protection District meeting on June 13<sup>th</sup>. Lunar New Year will be celebrated at the Board's Annual Retreat on January 24<sup>th</sup>.**

## ATTACHMENTS

2023 draft BOS Calendar