

MINUTES

SPECIAL MEETING of
BOARD OF SUPERVISORS BUDGET AND FINANCE COMMITTEE
Board of Supervisors Conference Room
Willows Memorial Hall, Upstairs

Wednesday, August 9, 2017 – 9:00 a.m.

Present: Supervisors Corum and Minto

Others Present:

Ed Lamb, Finance	Chip Meriam, Assessor
Linda Durrer, Personnel	Marcie Skelton, Ag/Air, CUPA
Sheriff Rich Warren	Alicia Ekland, County Counsel
Dwayne Stewart, District Attorney	Olivia Ramirez, Probation
Rick Beatty, Probation	Starryne Ledfal, Coop Ext
Dawn Mayer, Child Support	Jody Samons, HHSA
Christine Zoppi, HHSA	Brandon Thompson, Probation
Betsy Karle, Coop Ext	Cathy Ehorn, Finance

1. CALL TO ORDER – Supervisor Minto called the meeting to order at 9:01 a.m.
2. UNSCHEDULED MATTERS AND PUBLIC COMMENT

Matter: Receive comments from the audience, staff and committee members and, if deemed necessary, refer the subject matter for follow-up and/or schedule the matter on a subsequent agenda if required.

Documents: None

Proceedings: Supervisor Corum asked that future discussion be held regarding returning the Board of Supervisors' travel budget for conference attendance.
3. MINUTES

Matter: Review and approve minutes of April 26, May 23, June 1, and June 14, 2017.

Documents: Minutes of April 26, May 23, June 1, and June 14, 2017

Proceedings: Consensus approval.
4. 2017-2018 BUDGET

Matter: Pursuant to board direction of June 2, 2017 review, discuss and take possible action on proposed final budget.

Documents: None

Proceedings: Director of Finance Edward Lamb advised that the ending 2016/2017 Fund Balance is \$825,493 and that \$1,452,800 was used for the recommended budget, leaving a shortfall of \$627,307. With the general fund and public safety funds there is an overall shortfall of \$965,366 due to the 10% DSA pay increase and addition of .5 full time equivalent clerical for County Counsel.

5. JUVENILE HALL

Matter: Pursuant to board direction of August 1, 2017 hear from Chief Probation Officer on Juvenile Hall status. Review, discuss and take possible action on proposed reclassification of Juvenile Hall Manager position.

Documents: None

Proceedings: Supervisor Minto stated that he will be meeting with Chief Probation Officer Brandon Thompson and the aforesaid matter will be taken up at the next Budget & Finance meeting. Mr. Thompson advised that there was an approximate \$500,000 savings due to twelve staff members being laid off, that two staff members were retained under a different funding source in Probation, and reviewed savings attained through the Tehama County contract to house juveniles.

6. STRATEGIC PLAN FOCUS AREAS

Matter: Review, discuss and take possible action on:

- a. Community & Economic Development (Strategic Plan Focus Area 1) - Feasibility of One-Stop-Shop
- b. County Financial Stability (Strategic Plan Focus Area 3) - Building Inspection Services: Cooperative between City and County
- c. Focus on Renewable Energy and Efficiency Upgrades - Aircon Energy Assessment and Proposal
- d. Standards of Practice (Strategic Plan Focus Area 4) - Update of Administrative Manual and County Codes related to purchasing, contracts and other fiscal areas of operation of the County

Documents: "Strategic Plan – One Stop" Report

Proceedings: a. For matter (a) above, the Personnel Director Linda Durrer submitted a "Strategic Plan – One Stop" report and stated that further direction is needed for the One-Stop-Shop, that the County Central Services needs to be strengthened administratively and discussion was held regarding the need of a County Administrative Officer (CAO) to further the 2011 Strategic Plan and the need to grow a business friendly environment. Supervisor Minto stated that in this budget cycle he would like to split the Planning & Public Works Agency (PPWA), hire a Planning Director and have the Planning Department be part of the One-Stop-Shop and make Public Works would be a separate Department. Mrs. Durrer stated that she would present an Organizational Chart and additional costs for said changes at the next meeting, and it was a consensus to hold a Special Budget & Finance meeting August 25th at 9:00 a.m. Health & Human Services Agency Director Christine Zoppi asked if the CAO position would be considered this budget year or evolve over a one-to-two year period as retirements occur, whereupon Supervisor Minto stated that his desire is to have the PPWA split and One-Stop-Shop take place this budget year and next year work on attaining a CAO. Supervisor Corum spoke of the need to hire someone who would have authority over the Department Heads to increase production.

b. No discussion was held for matter (b) above.

c. For matter (c) above, Supervisor Corum stated that although there are positives in the Energy Proposal there was no mention of ceiling insulation which should be a consideration.

d. For matter (d) above, County Counsel Alicia Ekland spoke of the need to revise contract and purchasing policies in the Administrative Manual and County Code

due to impracticality, different interpretations, and lack of uniformity, and suggested forming a committee to work on the project. Supervisor Minto suggested forming a subcommittee of the Budget & Finance Committee and asked that Alicia report back after selecting the members.

7. GRANICUS

Matter: Review, discuss and take possible action on change to cost sharing plan for web based meeting software. Previous cost split was 25% per user group, new split is 50% Board, with remaining 50% split between Planning Commission, Transportation Commission and LAFCo.

Documents: None

Proceedings: Supervisor Corum stated that the matter was considered after complaints from LAFCo over the cost, advised that the Board has over 50% of the use, and that LAFCo spoke of getting another provider for said service. Supervisor Minto stated that the suggested breakdown would be rolled into the budget process.

8. BOARD OF SUPERVISOR AND COUNTY ADMINISTRATIVE OFFICER

Matter: Pursuant to board direction of June 27, 2017 hear from Personnel Director and receive salary survey for surrounding Counties.

Documents: None

Proceedings: This matter was already discussed in Proceedings 6(a) above. Supervisor Minto asked if anyone was against hiring a CAO, whereupon everyone stated they were for the proposition. District Attorney Dwayne stated that the CAO has limited control over Departments, and Sheriff Warren stated that it would be easier to have one point of contact. Health & Human Services Agency Director Christine Zoppi stated that she and Personnel Director Linda Durrer would provide a time table for implementing the transition to a CAO. Discussion was held regarding the need to rewrite the job description, and Supervisor Minto stated that when a CAO is brought on there would need to be adequate staff and budget so that Departments would have the true cost. Ms. Zoppi stated that with many Department Heads retiring the salary savings could be used to stage the conversion to a CAO. Child Support Services Director Dawn Mayer advised of the need to not coggle the Departments and keep the entities separate for budget purposes.

9. AG COMMISSIONER

Matter: Review recommendation to the Board of Supervisors of proposed reclassification and salary range changes for the Environmental Compliance Specialist (Non-General Fund) and Agricultural Biologist & Weights & Measures Inspector positions, currently referred to as Air Pollution Specialist and Environmental Biologist as well as the Environmental Program Manager (Non-General Fund) and Water Resource Coordinator positions.

Documents: Cost projections and salary information

Proceedings: Agricultural Commissioner Marcie Skelton submitted and reviewed cost projections, and stated that she has revised job descriptions, changed titles of programs and employees, and realigned pay ranges of positions. Also stated that the cost projections are for $\frac{3}{4}$ of the fiscal year, that 40% of the Ag increase would be reimbursed by the state through the Maintenance of Effort requirement, and that the Air Pollution budget increase does not impact the general fund. Personnel Director Linda Durrer stated that the Environmental Biologist positions needed new titles, job descriptions and increased pay. Supervisor Corum asked if the weights & measure truck was in the budget and if the fees needed to

be adjusted, whereupon Mrs. Skelton stated that it would remain an enhancement request, that fees are set by the State, and that she would like to create a replacement fund plan. Mrs. Skelton stated that the cost of the reclassification request to the general fund would be \$24,896.65.

10. OTHER BUSINESS, REPORTS AND COMMUNICATION

Proceedings: Christine Zoppi stated that although the Community Development Director position is very successful it puts an additional work load on Departments that are already understaffed, which makes it difficult to meet new business's needs. Also spoke of new businesses bringing additional taxes and a revenue stream to the County. Community Development Director Jody Samon suggested developing a Business Cooperation Program whereby new businesses would be asked to designate Glenn County as a point of sale or point of use tax during construction, which would assist the Cities and County. A Consultant could be hired to do the paperwork for the County and businesses, which would be paid for by the revenue brought in. Director of Finance Edward Lamb reviewed the use tax and sales tax rules, and stated that there are two programs to implement. It was determined to bring the matter back to the Budget & Finance Committee.

11. Adjourned.