



Lassen County

G2

Meeting Minutes Board of Supervisors

DRAFT

LASSEN COUNTY SUPERVISORS:

DISTRICT 1 - CHRIS GALLAGHER; DISTRICT 2 - DAVID TEETER; DISTRICT 3 - JEFF HEMPHILL; DISTRICT 4 - AARON ALBAUGH; DISTRICT 5 - TOM HAMMOND

Tuesday, December 17, 2019

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:00 A.M. CALL TO ORDER

Present: Supervisors Gallagher, Teeter, Hemphill, Albaugh and Hammond. Also Present: County Administrative Officer (CAO) Richard Egan, County Counsel Robert Burns and Deputy Clerk of the Board Michele Yderraga.

Present: 5 - Jeff Hemphill, David Teeter, Aaron Albaugh, Chris Gallagher and Tom Hammond

Excuse: 0

PUBLIC COMMENT

None.

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session items:

1) Liability Claim; - Claimant: C. Strange, Agency claimed against: Lassen County, Claim# TIBT-600166.

CLOSED SESSION

Closed session was held from 9:01 a.m. - 9:08 a.m.

Present: Supervisors Gallagher, Teeter, Hemphill, Albaugh and Hammond. Also Present: CAO Egan, County Counsel Burns and Deputy Clerk of the Board Yderraga.

RECESS: 9:08 a.m. - 9:30 a.m.

9:30 A.M. OPENING CEREMONIES

Pledge of Allegiance and Invocation

After the flag salute invocation was offered by Supervisor Hemphill.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session items:

1) Liability Claim; - Claimant: C. Strange, Agency claimed against: Lassen County, Claim# TIBT-600166.

No reportable action.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

A motion was made by Supervisor Hammond, seconded by Supervisor Gallagher, that this Agenda be approved. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

PUBLIC COMMENTS

None.

INFORMATION/CONSENT CALENDAR

Supervisor Albaugh pulled Item# G3 - Job Description and Item# G6 - Behavioral Health.

Approval of the Consent Agenda

A motion was made by Supervisor Albaugh, seconded by Supervisor Teeter, to approve the Consent Agenda as amended. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

BOARD OF SUPERVISORS

LASSEN COUNTY WATERWORKS DISTRICT 1
SUBJECT: Approval of a letter of support for Lassen County Waterworks District 1 (Bieber) Fire Hydrant and Water Meter Replacement Project.
FISCAL IMPACT: None.
ACTION REQUESTED: Approve letter and authorize the Chairman to sign.

Attachments: [Admin - Lassen County Waterworks Attach](#)

This Action Item was approved on the Consent Agenda.

AUDITOR

FUND CASH BALANCES
SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of November 30, 2019.
FISCAL IMPACT: None.
ACTION: Receive and file.

Attachments: [LASSEN COUNTY FUND BALANCES 11-30-19](#)

This Report was received and filed on the Consent Agenda.

COUNTY CLERK-RECORDER

MINUTES

SUBJECT: Meeting Minutes of December 10, 2019.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

This Minutes were approved on the Consent Agenda.

HEALTH AND SOCIAL SERVICES

PUBLIC HEALTH

SUBJECT: Approval of Children’s Health & Disability Prevention (CHDP), California Children’s Services (CCS), and Health Care Program for Children in Foster Care (HCPCFC) Program Plans and Budgets for Fiscal Year 2019-2020.

FISCAL IMPACT: There is no impact to County General Fund. Submitting the approved plans and budgets ensures the availability of state funds for program operations.

ACTION REQUESTED: 1) Approve the Program Plans and Budgets; and 2) authorize the County Administrative Officer to execute the certification.

Attachments: [BOS PH Letter CHDP CCS HCPCFC Plan & Budget 12.17.19](#)

This Action Item was approved on the Consent Agenda.

AGREEMENT

SUBJECT: Performance Agreement #18-95250 with California Department of Health Care Services for Fiscal Year 2018/2021.

FISCAL IMPACT: No impact to County General Fund; performance agreement only.

ACTION REQUESTED: 1) Approve the Agreement; and 2) authorize the County Administrative Officer to execute the Agreement.

Attachments: [HSS BH Performance - FY 2018-21 - Lassen - 18-95250](#)

[BOS BH Performance Agreement 2018.2021](#)

This Action Item was approved on the Consent Agenda.

PUBLIC WORKS DEPARTMENT

ROAD DEPARTMENT

SUBJECT: Second Amendment to Agreement between Lassen County and ZT Consulting Group Inc.

FISCAL IMPACT: An additional \$11,500 is available in the Road Construction Fund/Budget Unit No. 122-1222 for this Amendment where

Federal STIP funding is available for reimbursement.

ACTION REQUESTED: 1) Approve the Second Amendment to Agreement with ZT Consulting Group, Inc.; and 2) authorize the Public Works Director to sign.

Attachments: [PW Attach](#)

This Action Item was approved on the Consent Agenda.

SHERIFF'S DEPARTMENT

ADMINISTRATION

SUBJECT: Authorization of the purchase of a Repeater/Base Station for Hamilton Mountain.

FISCAL IMPACT: This purchase will come from the Sheriff's Equipment Replacement Fund/Budget Unit No. 185-0540. Those funds will be reimbursed through the Homeland Security Grant Program.

ACTION REQUESTED: Authorize the purchase of one base station/repeater unit from Daniels Electronics Ltd. at a total cost of \$28,943.91.

Attachments: [SO Attach](#)

This Action Item was approved on the Consent Agenda.

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

TRAINING

SUBJECT: Travel authorization for one civil officer to attend the California State Sheriffs' Association Foundation Basic Civil Procedures School in San Diego, Ca, January 27 -31, 2020.

FISCAL IMPACT: The estimated cost of the training is approximately \$2,605.52; full per diem and tuition are to be provided prior to the start of training session from Sheriff Patrol Fund/Budget Unit No 130-0522.

ACTION REQUESTED: Approve.

Attachments: [SO Travel Auth Attach \(1\)](#)

[SO Travel Auth Attach \(2\)](#)

This Action Item was approved on the Consent Agenda.

TREASURER/TAX COLLECTOR

PORTFOLIO

SUBJECT: Treasurer's Investment Report for November 30, 2019.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [LASSEN COUNTY PORTFOLIO 11-30-19](#)

This Report was received and filed on the Consent Agenda.

BOARD OF SUPERVISORS

SUPERVISOR HAMMOND

SUBJECT: Request to designate \$182.84 to C&S Waste for town clean ups.

FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.

ACTION REQUESTED: Approve expenditure.

This Action Item was approved on the Consent Agenda.

DEPARTMENT REPORTS

CHILD SUPPORT SERVICES

JOB DESCRIPTION

SUBJECT: Job description approval for Assistant Director.

FISCAL IMPACT: There is no fiscal impact to the General Fund; there is no net increase to appropriations.

ACTION REQUESTED: 1) Approve Assistant Director job description; and 2) adopt Resolution; and/or 3) provide direction to staff.

Attachments: [12.17.19 Board of Supervisor Staff Report](#)

[Child Support New - Job Description Assistant Director of Child Support Services](#)
[12.17.19 Resolution](#)

Supervisor Albaugh asked for clarification between a Merit System employee and a Lassen County employee. Director of Child Support Services Kelley Cote stated Merit System employees work through California Department of Human Resources (CalHR) and Lassen County. Lassen County employees work through Lassen County only. CAO Egan added that it is a classification system. County Counsel Burns stated there are two types of Merit Systems and both systems have different definitions. Discussion was held.

A motion was made by Supervisor Albaugh, seconded by Supervisor Hammond, that this Resolution No. 19-055 be adopted.

The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

HEALTH AND SOCIAL SERVICES

BEHAVIORAL HEALTH

SUBJECT: Amendment A02 to Substance Abuse Block Grant (SABG) Agreement No. 17-94135 with Department of Health Care Services (DHCS) for July 1, 2017 through June 30, 2020.

FISCAL IMPACT: There is no impact to County General Funds. This is a revenue agreement.

ACTION REQUESTED: 1) Approve Agreement No. 17-94135 and Amendment A02; and 2) authorize the County Administrative Officer to sign.

Attachments: [BH 17.20 SABG Amendment #17-94135 A02 12.17.19](#)

Supervisor Albaugh asked if the expense to ratio for the amendment of this agreement was worth the \$3000 funding. Discussion was held.

A motion was made by Supervisor Teeter, seconded by Supervisor Albaugh, that this Action Item be approved. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

BOARDS AND COMMISSIONS

LASSEN COUNTY BEHAVIORAL HEALTH ADVISORY BOARD

SUBJECT: Vacancy on the Lassen County Behavioral Health Advisory Board Category 3.

FISCAL IMPACT: None.

ACTION REQUESTED: Consider appointing Brady Reed to the Lassen County Behavioral Health Advisory Board, Category 3 - General Public representing law/justice, health care, and/or human services community partners.

Attachments: [doc08611720191213160155](#)

Behavioral Health Advisory Board, Board Member Mae Sherman gave a brief overview of the background of the applicant, Brady Reed. Discussion was held.

A motion was made by Supervisor Teeter, seconded by Supervisor Gallagher, that this Appointment be approved. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Albaugh: 1) Attended a Regional Council Representatives of California (RCRC) meeting; 2) has concerns with Google Maps re-directing Interstate 5 traffic when the highway is closed through Redding to Big Valley and Alturas to Klamath Falls. 3) attended a Solid Waste meeting and an Environmental Services Joint Powers Agency (ESJPA) meeting; 4) announced that the Salvation Army through Shasta County coordinated with the church of Big Valley and provided gifts to thirty (30) children and families in the Big Valley area.

Supervisor Teeter: 1) Will be attending two (2) City of Susanville Council meetings December 18, 2019; 2) will be attending the first California Prison Industry Authority (CalPIA) meeting today, December 17, 2019, at 11:00a.m.; 3) read aloud Poet Laureate Violet Stout's Christmas poem.

Supervisor Gallagher: 1) Attended the Lassen County employee Christmas dinner; 2) attended the light parade at the Lassen County Fairground; 3) adjourned in memory of Lanny Powell; 4) requested an update from the United State Forest Service (USFS) regarding the Walker and Whale Back fires; 5) will be having a meeting in Westwood regarding wolves. Will be bringing a wolf

biologist to discuss wolf impact to Lassen county.

Supervisor Hammond: 1) Nothing to report; 2) thanked the staff for a great year; 3) announced that the Board of Supervisors would like to thank Deputy Clerk of the Board Michele Yderraga for all she does for the Board through out the year and presented Deputy Clerk of the Board Yderraga with flowers and a card.

Supervisor Hemphill: Nothing to report.

MATTERS SET FOR TIME CERTAIN

PROCLAMATION

SUBJECT: Proclamation recognizing Robert Shockley (Health and Social Services) on his retirement from Lassen County.

FISCAL IMPACT: None.

ACTION: Adopt.

Attachments: [Proclamation 2019 -- Robert Shockley](#)

Supervisor Hemphill presented a Proclamation recognizing Bob Shockley (Health and Social Services) on his retirement.

Deputy Clerk of the Board Yderraga was absent from 9:59 a.m. - 10:00 a.m.

A motion was made by Supervisor Albaugh, seconded by Supervisor Gallagher, that this Proclamation be adopted. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

RECOGNITION COMMITTEE PRESENTATION

SUBJECT: 20 Years: Yvonne Hawkes (Lassen Works).

FISCAL IMPACT: None.

ACTION: Present awards.

Supervisor Hemphill presented a recognition award to the following employee: 20 Years: Yvonne Hawkes (Lassen Works).

LASSEN COUNTY CHILDREN AND FAMILIES COMMISSION

SUBJECT: Review of First 5 Lassen Strategic Plan, Long Range Financial Plan, and Annual Audit on behalf of Lassen County Children & families Commission.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive reports.

Attachments: [1363_001](#)

Assistant Executive Director of the Children and Families Commissions Laura Roberts gave a brief overview the update and introduced Tim Clark stating he would be presenting the report. Mr. Clark discussed the Commissions Strategic Plan, reported there were no findings in their annual audit and an annual report they have to present to California. Discussion was held.

RECESS: 10:15 a.m. - 10:21 a.m.

DEPARTMENT REPORTS - CONTINUED

ASSESSOR'S OFFICE / TREASURER/TAX COLLECTOR

LICENSE AND MAINTENANCE AGREEMENT

SUBJECT: Approval of the Megabyte Property Tax System Software License Agreement and Megabyte Maintenance Agreement.

FISCAL IMPACT: \$38,000 County Contribution from General Fund 2019-2020 budget. Remainder of County matching fund requirements (\$299,000) by charging implementation hours, training, and travel to Megabyte for all 3 departments.

ACTION REQUESTED: 1) Approve both Agreements and the adjustments to revenue and expenditure projections for Fiscal Year 2019-2020; and 2) authorize the Chairman or the County Administrative Officer to execute the Agreements; and/or 2) provide direction to staff.

- Attachments:** [Assessor Memo To BOS\(MB Agreement 12-19\)](#)
[MB software agreement-CC reviewed](#)
[MB maintenance agreement CC-reviewed](#)

Assessor Nick Ceaglio gave a brief overview of the request and reminded the Board this item was presented in July when a Resolution was adopted to apply for this grant. Assessor Ceaglio informed the Board that the grant was approved and would be receiving full funding. Assessor Ceaglio discussed staff training with Megabyte. Treasurer/Tax Collector Nancy Cardenas discussed additional features and benefits of Megabyte and informed the Board that Lassen County was the last county to switch from the program Crest to Megabyte. Treasurer/Tax Collector Cardenas also explained to the Board the new program with Megabyte would also allow the county to bill, track, and send payment letters pertaining to cannabis and hemp. Extensive discussion was held. The Board agreed to approve the contracts only and bring back to the Board the revenue and expenditure projections.

A motion was made by Supervisor Gallagher, seconded by Supervisor Hammond, to approve both agreements only. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

FAIR

FAIR REPORT

SUBJECT: Fair Manager's Report.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive report; and/or 2) provide direction to staff.

Fair Manager Jim Wolcott gave an update regarding fair activities for the month

of November which included the craft fair, future craft fairs, gave an update on the elevator/lift, the carnival, storage, storage fees, car races for the upcoming season and entertainment for the 2020 County Fair. Extensive discussion was held. Fair Manager Wolcott briefly discussed the trees and tree trimming in the spring.

SPEAKERS: Gary Bridges.

HEALTH & SOCIAL SERVICES

THIS ITEM HAS BEEN PULLED

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RANGE INCREASE

SUBJECT: Range Increase for Specific Positions within Health and Social Services.

FISCAL IMPACT: There will be no impact to the County General Fund with the increased salaries. There are funds available in Fund 120 and Budget 852.

ACTION REQUESTED: Approve the requested range increase.

Attachments: [BOS HSS Minimum Wage Range Change 2019](#)

Assistant Director and Personnel Coordinator for Health and Social Services (HSS) Danielle Sanchez gave a brief overview of the range increase.

A motion was made by Supervisor Gallagher, seconded by Supervisor Teeter, that this Action Item be approved. The motion carried by the following vote:

Aye: 5 - Hemphill, Teeter, Albaugh, Gallagher and Hammond

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan reported: 1) Announced the December 24, 2019, Board of Supervisors meeting would not be called; 2) wished a Merry Christmas to all employees and Lassen County.

ADJOURNMENT

There being no further business, the meeting is adjourned at 11:10 a.m. in memory of Lanny Powell.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board