



# Lassen County

## Meeting Minutes

### Board of Supervisors

*LASSEN COUNTY SUPERVISORS:*

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

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Tuesday, January 16, 2018

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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#### 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 - Chris Gallagher, David Teeter, Jeff Hemphill, Aaron Albaugh and Tom Hammond

**Excuse:** 0

#### PUBLIC COMMENT

John King: Thanked the Board for the donation to North Central Neighborhood Watch. They were able to purchase 24 signs.

#### CLOSED SESSION

Closed session was held from 9:05 a.m. - 9:38 a.m.

Present: Supervisors Gallagher, Teeter, Hemphill, Albaugh and Hammond. Also Present: CAO Egan, County Counsel Burns, Deputy Clerk of the Board Yderraga and Director of Child Support Services Kelley Cote.

It was motioned by Supervisor Hammond, seconded by Supervisor Hemphill to give Director of Child Support Services Kelley Cote an excellent evaluation. The motion carried by the following vote:

AYES: Supervisors Gallagher, Teeter, Hemphill, Albaugh and Hammond.

CAO Egan announced the following:

#### ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- 1) Employee performance evaluation: Director of Child Support Services Kelley Cote.

#### 9:30 A.M. OPENING CEREMONIES

#### Pledge of Allegiance and Invocation

After the flag salute invocation was offered by Supervisor Gallagher.

#### ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan announced:

1) Employee performance evaluation: Director of Child Support Services Kelley Cote received an excellent evaluation.

#### AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

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

#### PUBLIC COMMENTS

Director of Health and Social Services Barbara Longo announced that Monday, January 22, 2018 will be the annual Point-in-Time count to begin. Brief discussion was held.

#### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Hammond: 1) Held a town hall meeting last week in Doyle; 2) requested to agendize board and commission appointments for Honey Lake Valley Recreation Authority, Lassen County Transportation Commission and Lassen Transit Services Agency; 3) requested a Board tour of the Hat Creek Construction site; 4) discussed the upcoming Sierra Army Depot tour; 5) planning a town hall meeting in Ravendale.

Supervisor Hemphill: 1) Attended the Chowder Cookoff in Westwood; 2) attended the Dave Stamey concert; 3) asked about a future joint meeting with the City of Susanville and Lassen county; 4) asked Sheriff Dean Growdon if he needed any additional help from the Board regarding the sanctuary deal. Sheriff Growdon gave a brief update.

Supervisor Albaugh: 1) There will be a crab feed in Adin on Friday, January 18, 2018 and Saturday, January 19, 2018; 2) will be attending a Rural Counties Representatives California (RCRC) meeting in Sacramento; 3) congratulated Parks Ranch (Buck and Jerry Parks) on receiving the California Cattleman's Association Range Stewardship award; 4) attended a Pit Resources Conservation District (RCD) meeting; 5) requested to donate \$1000 from discretionary funds to the Pit RCD to fund the code fire NEPA costs.

Supervisor Teeter: 1) Attended a Susan Ranch Neighborhood Watch meeting; 2) attended a North Central Neighborhood Watch meeting.

Supervisor Gallagher: Nothing to report.

**INFORMATION/CONSENT CALENDAR**

Supervisor Teeter pulled Item# G8 Health and Social Services Agreement, Supervisor Albaugh pulled Item# G4 Lassen County Drug Free Workplace Policy, and Supervisor Gallagher pulled Item# G7 Child Support Services Plan of Cooperation for further discussion.

**Approval of the Consent Agenda**

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

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

**BOARD OF SUPERVISORS**

**MODOC NATIONAL FOREST**

**SUBJECT:** Approval of a letter to the Modoc National Forest regarding the Devil’s Garden Wild Horse Short-Term Holding Facility Project

**FISCAL IMPACT:** No impact to the General Fund.

**ACTION REQUESTED:** 1) Approve letter; and 2) authorize the Chairman to sign.

**Attachments:** [G1-LTR TO MNF-DEVILSGRDN\\_001](#)

**This Action Item was approved on the Consent Agenda.**

**LASSEN NATIONAL FOREST**

**SUBJECT:** Approval of a letter of support for Lassen National Forest Diamond Mountain Watershed Restoration and Wildland Urban Interface Project Decision Notice and Finding of No Significant Impact.

**FISCAL IMPACT:** No impact to the General Fund.

**ACTION REQUESTED:** 1) Approve letter; and 2) authorize the Chairman to sign.

**Attachments:** [G2 180116 Ltr to LNF-DMWR P\\_001](#)

**This Action Item was approved on the Consent Agenda.**

**ADMINISTRATIVE SERVICES**

**PERSONNEL REPORT**

**SUBJECT:** Personnel Movement Report for November, 2017.

**FISCAL IMPACT:** None.

**ACTION:** Receive and file.

**Attachments:** [G3](#)

**This Report was received and filed on the Consent Agenda.**

AUDITOR'S OFFICE

REPORT

SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of December, 2017.

FISCAL IMPACT: None.

ACTION: Receive and file.

**Attachments:** [LASSEN COUNTY FUND BALANCES 12-31-2017](#)

**This Report was received and filed on the Consent Agenda.**

COUNTY CLERK-RECORDER

MINUTES

SUBJECT: Approve meeting minutes of December 19, 2017 and January 9, 2018.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

**Attachments:** [Draft Mins 2017-12-19](#)

[Draft Mins 2018-01-09](#)

**These Minutes were approved on the Consent Agenda.**

TREASURER/TAX COLLECTOR

REPORT

SUBJECT: Treasurer's Investment Report for December, 2017.

FISCAL IMPACT: None.

ACTION: Receive and file

**Attachments:** [LASSEN COUNTY PORTFOLIO 12-31-2017](#)

**These Reports were received and filed on the Consent Agenda.**

**DEPARTMENT REPORTS**

ADMINISTRATIVE SERVICES

LASSEN COUNTY DRUG FREE WORKPLACE POLICY

SUBJECT: A revision to the Lassen County Drug Free Workplace Policy to define Commercial Safety Sensitive Employees and Safety Sensitive Employees.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt the revised Drug Free Workplace Policy.

**Attachments:** [20180112114153431](#)

Supervisor Albaugh questioned the positive alcohol test and zero tolerance. Personnel/Risk Analyst Cheryl Douglas responded. Brief discussion was held.

**A motion was made by Supervisor Hammond, seconded by Supervisor Hemphill, to table this Action item to the Board of Supervisors meeting scheduled for January 23, 2018. The motion carried by the following vote:**

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

CHILD SUPPORT SERVICES

PLAN OF COOPERATION

SUBJECT: Plan of Cooperation between the Department and California Department of Child Support Services for Fiscal Year (FY) 2018 .

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

ACTION REQUESTED: Authorize the Director of Child Support Services to sign.

Attachments: [DCSS 1.16.18](#)

Director of Child Support Services Kelley Cote gave a detailed description of the Plan of Cooperation. Discussion was held.

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

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

HEALTH AND SOCIAL SERVICES

AGREEMENT

SUBJECT: Agreement with Debbie Rives, M.S.W. for Fiscal year 2017/2018.

FISCAL IMPACT: There is no impact to County General Fund. Costs for these services will be paid for with Mental Health Realignment and MHSA funds and, where appropriate, reimbursed through Medi-Cal.

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

Attachments: [BOS BH Rives 01.16.18](#)

Director of Behavioral Health Tiffany Armstrong gave a detailed report of the agreement with Debbie Rives, M.S.W. Discussion was held.

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

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

RECESS: 10:24 a.m. - 10:33 a.m.

## PROBATION DEPARTMENT

## AMENDMENT OF PROBATION FEE ORDINANCE

SUBJECT: Amend the Probation Fee Ordinance that is codified in Title 3 of the Lassen County Code in order to comport with both changes to Section 27757 of the California Government Code eliminating the ability to assess certain enumerated fees pertaining to juvenile offenders.

FISCAL IMPACT: Unknown loss of projected future revenues.

ACTION REQUESTED: 1) Introduce and read (or waive reading); and/or 2) provide direction to staff.

Attachments: [H1 Attach](#)

Chief Probation Officer Jennifer Branning gave a description of the amendment to update the Probation Fee Ordinance. Discussion was held.

**A motion was made by Supervisor Teeter, seconded by Supervisor Albaugh, that this Ordinance be Introduced and wave reading. The motion carried by the following vote:**

**Aye:** 4 - Gallagher, Teeter, Albaugh and Hammond

**Nay:** 1 - Hemphill

## PLANNING AND BUILDING SERVICES

## BUILDING DIVISION

SUBJECT: The proposed Resolution establishes the stipend amount for the board of appeals pursuant to Chapter 12.22 of the Lassen County Code.

FISCAL IMPACT: Potential for expenditure from General Fund 100/0682 in the amount of \$175 when the Board of Appeals convenes (on an as-needed basis, approximately one meeting per year). An appropriation will be needed in the Building Division budget.

ACTION REQUESTED: 1) Receive report; and 2) adopt Resolution.

Attachments: [PB AppealsBd Stipend 1-16-18](#)

Assistant Planning and Building Services Director Gaylon Norwood explained the proposed Resolution to establish a stipend amount for the Board of Appeals. Brief discussion was held.

SPEAKERS: Eileen Spencer.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Hemphill, that this Resolution No. 18-003 be adopted. The motion carried by the following vote:**

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

## PUBLIC WORKS DEPARTMENT

BUILDING AND GROUNDS

SUBJECT: Status report for One Stop Remodel Projects.

FISCAL IMPACT: Not applicable.

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

Deputy Director of Facilities Maintenance Peter Heimbigner gave an updated status report for the One Stop remodel projects. Brief discussion was held.

SPEAKERS: Eileen Spencer.

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan: Nothing to report.

**ADJOURNMENT**

There being no further business, the meeting is adjourned at 11:04 a.m.

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Chairman of the Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Michele Yderraga, Deputy Clerk of the Board