



## Lassen County

### Meeting Minutes Board of Supervisors

### DRAFT

#### LASSEN COUNTY SUPERVISORS:

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

Tuesday, December 20, 2022

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

#### 9:30 A.M. CALL TO ORDER

Present: Supervisors Gallagher, Bridges, Hemphill, and Albaugh. Also present: County Administrative Officer (CAO) Richard Egan, County Counsel Amanda Uhrhammer, and Deputy Clerk of the Board Michele Yderraga.

Supervisor Hammond was absent.

**Present:** 4 - Chris Gallagher, Gary Bridges, Jeff Hemphill and Aaron Albaugh

**Absent:** 1 - Tom Hammond

**Excuse:** 0

#### 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 closed session was not held.

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

Supervisor Hemphill requested to adjourn in memory of Bonnie Brown. Supervisor Albaugh requested to adjourn in memory of Joe Leventon. Supervisor Bridges requested to adjourn in memory of Joe Ochotorena.

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

**Aye:** 4 - Gallagher, Bridges, Hemphill and Albaugh

**Absent:** 1 - Hammond

#### PUBLIC COMMENTS

Tom Neely: Commended the Road Department on snow removal and thanked Supervisor Hemphill for his service as a Lassen County Board Supervisor.

## UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Hemphill: 1) Will be attending the annual light parade in Janesville; 2) wished everyone a Merry Christmas and a Happy New Year.

Supervisor Bridges: 1) Will be attending the Lassen County Christmas party; 2) attended the Fair Advisory Board Christmas party; 3) will be attending the Fire Safe Council open house on December 14, 2022; 4) attended the US 395 Coalition meeting in Herlong; 5) attended a Planning and Service Area - Area Agency on Aging (PSA 2 AAA) and discussed Dine Around Town.

Supervisor Albaugh: 1) attended the Lassen County Christmas party.

Thanked the recognition committee and acknowledged Executive Assistant to the CAO/Budget Analyst Samantha McMullin and Assistant Director/Personnel Coordinator Danielle Sanchez; 2) recommended everyone to attend the Cal Fire fire rating map meeting addressing all counties on January 10, 2023; 3) announced the Forest Service would be having a Potential Operational Delineations (PODs) meeting on January 17, 2023, and January 18, 2023; 4) announced the Forest Service would be creating a new Fire Plan Advisory Committee; 5) wished everyone a Merry Christmas and a Happy New Year; acknowledged Supervisors Hemphill and Hammond for their service on the Lassen County Board of Supervisors.

Supervisor Gallagher: 1) Wished everyone a Merry Christmas and a Happy New Year; 2) thanked all staff for the employee Christmas party; 3) attended a Fire Safe get together; 4) Coalition 395 and various committees; 5) received phone calls regarding snow plowing. Thanked the Public Works staff. 6) discussed the ordinance regarding snow removal.

## INFORMATION/CONSENT CALENDAR

Supervisor Albaugh requested to pull Item# G1 - Title III and Item# G2 - Behavioral Health. Supervisor Hemphill requested to pull Item# G5 - Road Department.

## Approval of the Consent Agenda

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

**Aye:** 4 - Gallagher, Bridges, Hemphill and Albaugh

**Absent:** 1 - Hammond

## HEALTH AND SOCIAL SERVICES

## GRANTS AND LOANS

**SUBJECT:** First Amendment to the Coronavirus Aid, Relief, and Economic Stimulus Emergency Solutions Grant (ESG-CV) Program Subrecipient Agreement Between Shasta County and Lassen County.

**FISCAL IMPACT:** There is no impact to the General Fund. This is a

Revenue Agreement.

**ACTION REQUESTED:** Authorize the County Administrative Officer or their Designee to execute the amended subrecipient agreement.

**Attachments:** [G3 - ESG-CV Agreement 12.20.22](#)

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

#### HEALTH AND SOCIAL SERVICES

**SUBJECT:** Agreements between Lassen County Health and Social Services and the following contractors: Housing Tools, Behavioral Healthcare Concepts (BHC) Fremont Hospital, Lab 24, LLC, Baharak Amanzadeh, DDS, MPH and Frontier Communications.

**FISCAL IMPACT:** There is no impact to County General Funds.

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

**Attachments:** [G4 - HSS Agreements 12.20.22](#)

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

### DEPARTMENT REPORTS

#### COUNTY ADMINISTRATIVE OFFICE

##### TITLE III

**SUBJECT:** Approval of an amendment to the agreement by and between the Lassen Fire Safe Council Inc and the County of Lassen to extend the term of the agreement to provide services and deliverables (i.e. Westwood Firewise Community Assessment and Action Plan) and associated allowable costs.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Approve and authorize the Chairman to sign.

**Attachments:** [221220 Lassen Fire Safe Council Inc Agreement Amendment](#)

Supervisor Albaugh asked for clarification on the item as the agenda request stated Westwood but the attachment had all communities listed. Deputy CAO Tony Shaw stated Lassen Fire Safe Council completed all communities plans except Westwood. The amount of time needed to complete for Westwood was underestimated and the county is affording them more time to finish. Brief discussion was held.

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

**Aye:** 4 - Gallagher, Bridges, Hemphill and Albaugh

**Absent:** 1 - Hammond

#### HEALTH AND SOCIAL SERVICES

## BEHAVIORAL HEALTH

SUBJECT: Approve the selection of the Lassen County Behavioral Health Department to operate the Driving Under the Influence (DUI) Program upon licensure by the State of California Department of Health Care Services (DHCS).

FISCAL IMPACT: There is no impact to County General Funds.

ACTION REQUESTED: 1) Approve; and 2) authorize the County Administrative Officer or his designee to execute the completed DUI application for submission to the DHCS.

Attachments: [G2 - DUI Program 12.20.22](#)

Supervisor Albaugh asked why the department decided to provide this service in house. Director of Behavioral Health Tiffany Armstrong gave a brief explanation and an overview of the prior provider. Director Armstrong discussed a fee schedule for the Driver Under the Influence (DUI) Program and said the participant would have to pay for the program. State and federal agencies do not provide funding. Additional discussion was held pertaining to participants, other county DUI programs, sliding scale fees, and opting out of the program.

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

**Aye:** 4 - Gallagher, Bridges, Hemphill and Albaugh

**Absent:** 1 - Hammond

## PUBLIC WORKS DEPARTMENT

## ROAD DEPARTMENT

SUBJECT: Bid Award: Tool Kit for Susanville Road Shop.

FISCAL IMPACT: Cost of purchase is \$33,225 (quote attached). Shipping is extra and will be determined when item is ready to ship. Funding for the purchase is available in the Road Fund/Budget Unit No. 122-1221.

ACTION REQUESTED: Award purchase of one tool kit to Snap On Industrial.

Attachments: [PW Attach](#)

Supervisor Hemphill asked why this item wasn't itemized. Director of Public Works Pete Heimbigner stated it was a mechanics tool set that was being purchased as a kit. The contents would not be itemized. Brief discussion was held.

SPEAKERS: Tom Neely, Denise Pickens.

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

**Aye:** 4 - Gallagher, Bridges, Hemphill and Albaugh

**Absent:** 1 - Hammond

## MATTERS SET FOR TIME CERTAIN

### PROCLAMATION

SUBJECT: Proclamation recognizing Jim Lane (Public Works), and Leslie Easley (Sheriff's Office).

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt Proclamation.

Supervisor Gallagher presented Proclamations for Jim Lane (Public Works - not present) and Leslie Easley (Sheriff's Office - not present) on their retirement from Lassen County.

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

**Aye:** 4 - Gallagher, Bridges, Hemphill and Albaugh

**Absent:** 1 - Hammond

### RECOGNITION COMMITTEE

SUBJECT: Recognition Committee Award Presentation for December.

FISCAL IMPACT: None.

ACTION REQUESTED: The Board of Supervisors Present Recognition Award to: 10 Years: Chad Falchetta (Sheriff's Office); Michelle Wolf (Sheriff's Office); Melissa Nave (Health and Social Services). 15 Years: Eva Diaz (Behavioral Health). 20 Years: Tina Dunlap (Treasurer/Tax Collector's).

Supervisor Gallagher recognized the following employee: 10 Years: Melissa Neve (Health and Social Services).

SPEAKERS: Director of Community Social Services Jenna Ducasse, and Director of Health and Social Services Barbara Longo, member of the public.

## PUBLIC HEARINGS

10:05 a.m.: HEALTH AND SOCIAL SERVICES

SUBJECT: Public Hearing for the 2022 State Community Block Grant Program (CDBG) Notice of Funding Availability (NOFA).

FISCAL IMPACT: There is no impact to County General Funds.

ACTION REQUESTED: Conduct a public hearing to discuss possible applications for funding under the 2022 CDBG NOFA and to solicit citizen input on possible activities to be included in such application.

**Attachments:** [C1 - CDBG Public Hearing 12.20.22](#)

Housing Program Coordinator Grace Poor informed the board Health and Social Services had received the most recent round of funding from the

Community Block Grant Program (CDBG). This Public Hearing would be the first of two to go before the board. The purpose of the Public Hearing was to give the public an opportunity to propose ideas on the type of community development the funding should be used for. Coordinator Poor stated they had received three project ideas that included the Westwood Chamber of Commerce, Westwood Community Services District, and Leavitt Lake Community Services District. Coordinator Poor also stated there was a demand to address needs in low income communities for projects that included community services districts, public improvement, and housing. Brief discussion was held regarding planning and cost.

The Public Hearing was open from 10:21 a.m. - 10:25 a.m.

SPEAKERS IN FAVOR: Gail Brown.

SPEAKERS IN OPPOSITION: None.

SPEAKERS: Melissa Winn.

RECESS: 10:27 a.m. - 10:40 a.m.

## DEPARTMENT REPORTS - CONTINUED

### HEALTH AND SOCIAL SERVICES

#### ADMINISTRATION

SUBJECT: New and Revised Job Classifications within the Health and Social Services Department for the Department Head and Confidential Unit.

FISCAL IMPACT: There is no impact to the County General Fund. Funding for positions was included and approved in the 2022/2023 Budget on September 20, 2022.

ACTION REQUESTED: 1) Receive Report; 2) approve proposed revisions to the job classifications for the allocated positions of Health and Social Services Agency Director, Assistant Director/Personnel Coordinator and Director of Behavioral Health; and 3) approve creation of the Health and Social Services Deputy Director in the Department Head/Confidential Unit and add as an allocated position.

Attachments: [H1 - HSS DH Job Descriptions 12.20.2022](#)

Supervisor Gallagher requested to table this item to a future board meeting. Additional discussion was needed for these items as it differed from the 2022/2023 budget that was previously adopted. Supervisor Gallagher stated during the budget meeting the board told all Department Heads to come back at mid year. This request was different than the range that was in the adopted budget. Supervisor Albaugh stated he had not compared the request to the original budget and if there were misalignments a discussion was needed. Supervisor Gallagher stated the District Attorney's office previously presented

the board with a similar request and it was denied. Director of Health and Social Services Barbara Longo gave an extensive overview of the request. Discussion was held pertaining to the Director of Health and Social Services and Public Guardian duties. Director Longo discussed the Assistant Director/Personnel Coordinator position compared to a possible new position of Deputy Director. Director Longo also discussed compensation, funding, and source of funding for the new position. Education was discussed regarding higher pay ranges, recruitment, morale, creating animosity within different county departments, and union bargaining units. Extensive discussion was held. Supervisor Albaugh made a motion with the suggested changes for the Director of Public Guardian/Administrator and a spelling correction on page 2.

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

**Aye:** 4 - Gallagher, Bridges, Hemphill and Albaugh

**Absent:** 1 - Hammond

#### ADMINISTRATION

**SUBJECT:** New and Revised Job Classifications within the Health and Social Services Department for the MPA Bargaining Unit.

**FISCAL IMPACT:** There is no impact to the County General Fund.

Funding for positions was included and approved in the 2022/2023 Budget on September 20, 2022.

**ACTION REQUESTED:** 1) Receive Report; and 2) Approve revisions to the job classifications for the budget funded positions of Facilitator Supervisor. 3) Approve new classifications for the budget funded positions of Agency Fiscal Manager, Administrative Manager, Deputy Public Guardian/Public Administrator, and Health and Social Services Program Manager.

**Attachments:** [H2 - MPA Job Descriptions 12.20.22](#)

Director of Health and Social Services Barbara Longo stated the proposed positions in this item are mid-management. Assistant Director/Personnel Coordinator Danielle Sanchez stated the job description for these positions were previously approved by the board. There were minor updates regarding the departments that they would report to. Assistant Director Sanchez gave a brief overview of the positions. Executive Assistant to the CAO/Budget Analyst Samantha McMullin stated the range increases was what had been changed. Brief discussion was held. Supervisor Bridges made a motion to approve without the range increases.

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

**Aye:** 4 - Gallagher, Bridges, Hemphill and Albaugh

**Absent:** 1 - Hammond

ADMINISTRATION

SUBJECT: New and Revised Job Classifications within the Health and Social Services Department for the UPEC Bargaining Unit.

FISCAL IMPACT: There is no impact to the County General Fund. Funding for positions was included and approved in the 2022/2023 Budget on September 20, 2022.

ACTION REQUESTED: 1) Receive Report; and 2) Approve revisions to the job classifications for the budget funded positions of Behavioral Health Case Worker I/I/III, Housing Grants Specialist, Housing Program Coordinator, Integrated Case Worker I/II/III and Transport Specialist. 3) Approve new classifications for the budget funded positions of Administrative Support Specialist I/II/III, Agency Peer Support, and Facilitator I/II.

**Attachments:** [H3 - UPEC Job Descriptions 12.20.22](#)

Assistant Director/Personnel Coordinator Danielle Sanchez gave a description of the positions within the bargaining unit. Brief discussion was held pertaining to minimum wage. Executive Assistant to the CAO/Budget Analyst Samantha McMullin stated this will allow for a series of opportunities and it was approved in the budget. Additional discussion was held.

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

**Aye:** 4 - Gallagher, Bridges, Hemphill and Albaugh

**Absent:** 1 - Hammond

COUNTY ADMINISTRATIVE OFFICE

COUNTY PROPERTY/HEALTH AND SOCIAL SERVICES

SUBJECT: Resolution declaring County Property located within the City of Susanville, California, Lassen County Assessor Parcel Numbers 105-180-023 and 105-130-001, as Exempt Surplus Land.

FISCAL IMPACT: There are minimal costs related to notifying the California Department of Housing & Community Development of the County's adoption of the Resolution. There would be no impact to the County General Fund.

ACTION REQUESTED: 1) Adopt resolution; and/or 2) provide direction to staff.

**Attachments:** [H4 - SLA Mesa Resolution 12.20.22](#)

CAO Egan stated the department had been looking for a suitable location for supportive housing for members of the community. A location had been found that was owned by Lassen County. Housing Program Coordinator Grace Poor said they were requesting that the property is exempt from the Surplus Land

Act and would go through the acts by declaring land exemption. This would save time and process to develop. Additional discussion was held pertaining to different styles of dwelling.

**A motion was made by Supervisor Hemphill, seconded by Supervisor Bridges, that this Resolution No. 22-060 be adopted. The motion carried by the following vote:**

**Aye:** 4 - Gallagher, Bridges, Hemphill and Albaugh

**Absent:** 1 - Hammond

**SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS**

CAO Egan reported: Received a phone call from Steve Forton, manager of the Sierra Cascade Nursery. They concluded this year's harvest at the fairgrounds and wanted to compliment Fair Manager Kaitlyn Downing and staff. Mr. Forton was very impressed with the outcome at the fairgrounds this year and wanted to thank me. CAO Egan stated he told Mr. Forton he would share this information with the Board of Supervisors.

#### **ADJOURNMENT**

There being no further business, the meeting is adjourned at 11:50 a.m. in memory of Bonnie Brown, Joe Leventon, and Joe Ochotorena.

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Chairman of the Board of Supervisors

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

ATTEST:

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Michele Yderraga, Deputy Clerk of the Board