



# Lassen County

G3

## Meeting Minutes Board of Supervisors

*LASSEN COUNTY SUPERVISORS:*

*DISTRICT 1 - MIKE SCANLAN; DISTRICT 2 - GARY BRIDGES - VICE CHAIRMAN; DISTRICT 3 - TOM NEELY - CHAIRMAN; DISTRICT 4 - AARON ALBAUGH; DISTRICT 5 - JASON INGRAM*

Tuesday, August 26, 2025

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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

Present: Supervisors Scanlan, Bridges, Neely, Albaugh, and Ingram. Also present: County Administrative Officer (CAO) Maury Anderson, County Counsel Amanda Uhrhammer, and Deputy Clerk of the Board Michele Yderraga.

**Present:** 5 - Mike Scanlan, Gary Bridges, Tom Neely, Aaron Albaugh and Jason Ingram

**Excuse:** 0

### Pledge of Allegiance and Invocation

After the flag salute, invocation was offered by Supervisor Neely.

### ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

Supervisor Neely stated closed session was not held.

### AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

### PUBLIC COMMENTS

None.

### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Ingram: 1) Announced the room was ready for the south county food distribution; 2) met with the solar project guy; 3) attended a Doyle Fire Wise meeting; 4) announced August 29, 2025, would be a Herlong football game; 5) attended the end of year Lavender Festival event; 6) attended an FSCI Herlong Community breakfast; 7) will be attending a Sierra Alliance meeting; 8) announced the Hemphill tri tip dinner fundraiser would be held September 6, 2025.

Supervisor Albaugh: 1) Adjourned in memory of Gerta Elzea; 2) discussed the

Susanville Ranch Park hiking trails and project funding; 3) announced the United States Department of Agriculture (USDA) extended the comment period pertaining to the restructuring of the forest service; 4) attended the Modoc District Fair; 5) will be attending the Intermountain Fair in McArthur; 6) welcomed the children back to school and reminded everyone to be aware of the students and to drive carefully.

Supervisor Scanlan: 1) Attended a Honey Lake Valley Recreation Authority (HLVRA) pool meeting; 2) attended a Lassen County Sheriff's Office Military Display meeting; 3) attended a Fish and Game Commission meeting; 4) met with perspective Fair Advisory Board members; 5) met with members of the Clear Creek Community Services District (CCCSD) to discuss current issues.

Supervisor Bridges: 1) Attended a Public Health Prioritizing Process meeting for a 2025 community health assessment; 2) attended a First5 meeting; 3) will be traveling to Anderson, CA; 4) attended a NorTEC meeting; 5) will be attending a second NorTEC meeting on September 5, 2025.

Supervisor Neely: 1) Attended an HLVRA pool meeting and announced they were still accepting applications for a citizen representative.

## BOARDS AND COMMISSIONS

Supervisor Scanlan requested to appoint Lonnie

### COMMITTEE APPOINTMENTS

SUBJECT: Lassen County Fair Advisory Board.

FISCAL IMPACT: None.

ACTION REQUESTED: Consider making the following appointments:

Lassen County Fair Advisory Board

- a) 4 Vacancies (District 1: 2 vacancies, term expiring March 31, 2029; District 3: 1 vacancy, term expiring March 31, 2027; District 5: 1 vacancy, term expiring March 31, 2027). Applications will be accepted up until the vacancies are filled.
- b) Applications received: Morgan Wemple (District 5), Tim Knittel (District 5).

Attachments: [F1](#)

Fair Advisory Board applications for Lonnie Mahenski and Marion Jerry Sandahl were received by the County Clerk's Office on August 25, 2025, and presented to the Board of Supervisors at the August 26, 2025, board meeting. Supervisor Scanlan requested to appoint Mr. Mahenski and Mr. Sandahl to the Fair Advisory Board for the District 1 vacancies.

**A motion was made by Supervisor Scanlan, seconded by Supervisor Albaugh, that these Appointments be approved. The motion carried by the following vote:**

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

Supervisor Ingram requested to appoint Morgan Wemple to the Fair Advisory

Board for the District 5 vacancy.

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

## **INFORMATION/CONSENT CALENDAR**

Supervisor Ingram requested to pull Item# G3 - Training for Obtaining Class A License.

### **Approval of the Consent Agenda**

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

## **COUNTY CLERK-RECORDER**

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF  
AUGUST 19, 2025

SUBJECT: Meeting Minutes of August 19, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

**Attachments:** [DRAFT MINS](#)

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

## **HEALTH AND SOCIAL SERVICES**

AGREEMENT BETWEEN FIDELITY EHR AND LASSEN COUNTY

SUBJECT: Agreement Between Fidelity EHR and Lassen County for electronic health record software subscription with a Maximum Amount of \$59,225 for the term of execution of the agreement, and shall continue for 3 years.

FISCAL IMPACT: This Agreement will be paid from the Community Social Services Wraparound Budget Fund/Budget Unit No. 110-0754.

ACTION REQUESTED: 1) Approve the Agreement with Fidelity EHR; and 2) authorize the County Administrative Officer or Designee to execute the Amendment.

**Attachments:** [G2-BOS CSS Fidelity EHR 8.26.25](#)

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

**DEPARTMENT REPORTS****PUBLIC WORKS DEPARTMENT****TRAINING FOR OBTAINING CLASS A LICENSE**

**SUBJECT:** Authorize a Road Equipment Operator to attend Jiffy's Truck School

**FISCAL IMPACT:** Funding is available within the current 2025/2026 Fiscal Year Road Fund/Budget Unit No. 122-1221

**ACTION REQUESTED:** Authorize the travel, lodging, and training expense for a Road Equipment Operator to attend Jiffy's Truck School.

**Attachments:** [PW Attach](#)

Supervisor Ingram asked if the Alliance for Workforce Development had assisted with the cost for the training. Director of Public Works Pete Heimbigner stated he had contacted Alliance for Workforce Development but didn't receive a lot of a response. Director Heimbigner briefly discussed the permitting process and cost of training.

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

**AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR****AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR UPDATE**

**SUBJECT:** Announcement of retirement and discussion regarding offices of the Auditor/Controller/Treasurer/Tax Collector.

**FISCAL IMPACT:** None.

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

Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas informed the board she would be presenting on multiple topics and announced her retirement effective October 31, 2025. Auditor/Controller Cardenas discussed the article pertaining to the interview she held with the Lassen County Times, the Grand Jury report, the Auditor and Treasurer/Tax Collector's offices, elected official duties, past county audits, staff, department successors, financials, Tyler/Munis training, personal health, prior discussions with the current and past County Administrative Officers, and the Lassen County Office of Education. Extensive discussion was held.

**SPEAKERS:** Lassen County Superintendent of Schools Patty Gunderson, Elaine Jacobs, Martin Balding.

**RECESS:** 11:26 a.m. - 11:33 a.m.

**DEPARTMENT REPORTS - CONTINUED****HEALTH AND SOCIAL SERVICES****AGREEMENT #25-50135 BETWEEN THE DEPARTMENT OF HEALTH CARE SERVICES AND LASSEN COUNTY**

SUBJECT: Agreement #25-50135 between the Department of Health Care Services and Lassen County for Specialty Mental Health Services (SMHS).

FISCAL IMPACT: This is a zero-dollar agreement.

ACTION REQUESTED: 1) Approve the Agreement #25-50135 with the Department of Health Care Services; and 2) authorize the County Administrative Officer or Designee to execute the Amendment.

**Attachments:** [H2 - 25-50135](#)

Director of Behavioral Health Tiffany Armstrong reminded the board this item was being returned from a prior board meeting. Supervisor Scanlan thanked Director Armstrong for the additional time to review the agreement and asked about minor (child) services provided. Director Armstrong discussed the protocol of parental contact with minor clients over the age of twelve. Director Armstrong stated there was a policy in place and only under specific circumstances was the department permitted to contact a parent or guardian. Director Armstrong reminded the board this agreement pertained to specialty health services. Additional discussion was held.

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

**Aye:** 4 - Scanlan, Bridges, Neely and Ingram

**Nay:** 1 - Albaugh

**AGREEMENT #25-50100 BETWEEN THE DEPARTMENT OF HEALTH CARE SERVICES AND LASSEN COUNTY**

SUBJECT: Agreement #25-50100 between the Department of Health Care Services and Lassen County for Specialty Mental Health Services (SMHS), Drug Medi-Cal Organized Delivery System (DMC-ODS) services, and/or Drug Medi-Cal (DMC) services.

FISCAL IMPACT: This is a zero-dollar agreement.

ACTION REQUESTED: 1) Approve the Agreement #25-50100 with the Department of Health Care Services; and 2) authorize the County Administrative Officer or Designee to execute the Amendment.

**Attachments:** [H3 25-50100](#)

Director of Behavioral Health Tiffany Armstrong stated this agreement was identical to the prior agreement discussed however this agreement pertained to the drug and Medi-Cal portion. Supervisor Scanlan stated his questions were

previously answered during the prior item.

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

**Aye:** 4 - Scanlan, Bridges, Neely and Ingram

**Nay:** 1 - Albaugh

#### COUNTY ADMINISTRATIVE OFFICE

##### TYLER FINANCIAL SYSTEM AND HUMAN CAPITAL MANAGEMENT IMPLEMENTATION REPORT

SUBJECT: Receive report on the implementation of the Tyler Technology financial System, Human Capital management System (HCM), and Cloud integration.

FISCAL IMPACT: Unknown.

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

CAO Anderson reminded the board he had given a report pertaining to this item at the last board meeting and said Personnel/Risk Analyst Regina Schaap was present to give another update. Personnel/Risk Analyst Schaap stated she had two additional trainings since the last report and discussed program progress, the audit and payroll system, future training sessions, and the Tyler/Munis training staff. The board directed staff to return in one month for an update.

##### BUDGET UPDATE

SUBJECT: Budget update report regarding the Fiscal year (FY) 2025-2026 budget process and status.

FISCAL IMPACT: Undetermined.

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

Deputy CAO Samantha McMullen informed the board she would be providing a brief update on the Fiscal Year 2025/2026 budget. Discussion was held pertaining to budget committee meetings, fund balances, transfers, and budget adoption dates by the board. Consensus of the board was to have question and answer sessions with each department prior to the budget adoption being brought to the board. Direction to staff was to conduct budget committee meetings with the first budget hearing to be held at the Board of Supervisors meeting scheduled for September 16, 2025, and the second budget hearing and budget adoption to be held on September 23, 2025.

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Anderson: Nothing to report.

#### ADJOURNMENT

There being no further business, the meeting is adjourned at 1:07 p.m. in memory of Gerta Elzea.

\_\_\_\_\_  
Chairman of the Board of Supervisors

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

ATTEST:

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

DRAFT