



Lassen County
Meeting Minutes
Board of Supervisors

DRAFT

LASSEN COUNTY SUPERVISORS:

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

Tuesday, October 24, 2023

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:06 A.M. CALL TO ORDER

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

Present: 5 - Chris Gallagher, Aaron Albaugh, Gary Bridges, Tom Neely and Jason Ingram

Excuse: 0

PUBLIC COMMENT

None.

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session items:

- 1) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: 1 Case.
- 2) Employee performance evaluation: Agricultural Commissioner

CLOSED SESSION

Closed session was held from 9:07 a.m. - 9:30 a.m.

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

Deputy CAO Tony Shaw was present from 9:07 a.m. - 9:30 a.m.

Agricultural Commissioner Craig Hemphill was present from 9:07 a.m. - 9:18 a.m.

Public Works Director Pete Heimbigner was present from 9:19 a.m. - 9:30 a.m.

Supervisor Ingram recused himself and was absent from 9:19 a.m. - 9:30 a.m.

RECESS: 9:30 a.m. - 9:34 a.m.

9:34 A.M. OPENING CEREMONIES**Pledge of Allegiance and Invocation**

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

1. ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan was absent from 9:34 a.m. - 9:36 a.m.

County Counsel Uhrhammer announced the following closed session items:

1) Employee performance evaluation: Agricultural Commissioner.

No reportable action.

2) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: 1 Case.

The Board of Supervisors voted four to zero to uphold and confirm the arbitration award, Arbitration No. 22-0242 Sterling. Supervisor Ingram had recused himself and was absent. No further action to report.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

Aye: 5 - Gallagher, Albaugh, Bridges, Neely and Ingram

PUBLIC COMMENTS

None.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Neely: 1) Attended a Lassen County Local Agency Formation Commission (LAFCo) meeting; 2) announced the Blue Star Moms would be having bingo at 6:00 p.m. at the Vets Hall.

Supervisor Gallagher: 1) Attended a pool meeting; 2) attended a First5 meeting. Announced First5 five was in need of diapers.

Supervisor Ingram: 1) Attended a community event at Janesville School; 2) Herlong High School would be having homecoming games; 3) went to the food pantry; 4) will be attending defensive driver training; 5) requested to donate \$1,000 from discretionary funds to the Doyle Seniors for the food pantry; 6) attended the Blue Star Moms bingo event.

Supervisor Albaugh: 1) Announced he had been absent the prior week; 2) requested to adjourn in memory of Rod McArthur and Marie Roberts.

Supervisor Bridges: 1) Attended an agenda meeting; 2) attended a Planning

and Service Area - Area Agency on Aging (PSA 2 AAA) dementia meeting at Lumber Jack's Restaurant; 3) attended the Dancing for a Brand New Me event; 4) attended a Behavioral Health meeting; 5) will be leaving tomorrow for Nortec; 6) received an email from Terry Gabriel stating they were serving eleven individuals for meal home delivery.

BOARDS AND COMMISSIONS

COMMITTEE APPOINTMENTS

SUBJECT: Annual Committee Appointments for 2023-2024

FISCAL IMPACT: None

ACTION REQUESTED: Make appointments to the following Boards, Committees and Commissions:

1. California State Association of Counties (CSAC)

a. California Non-Profit Corporation

b. Shall not be less than one Supervisor for each member county.

CURRENT APPOINTMENT: Gallagher (R), Bridges (A)

2. Rural County Representatives of California (RCRC)

a. California Non-Profit Corporation

b. One member of Board of Supervisors. One alternate from Board of

CURRENT APPOINTMENT: Albaugh (R), Bridges (A)

3. Golden State Finance Authority (GSFA)

a. Government Code section 6500, Board of Directors

b. One member of Board of Supervisors. One alternate from Board of Supervisors

CURRENT APPOINTMENT: Albaugh (R), Bridges (A)

4. Golden State Connect Authority (GSCA)

a. Government Code section 6500, Board of Directors

b. One member of Board of Supervisors. One alternate from Board of Supervisors

CURRENT APPOINTMENT: Albaugh (R), Bridges (A)

5. Rural County Representatives of California (RCRC) Environmental Services Joint Powers Agency.

a. Government Code section 6500, Joint Powers Agency.

b. One member of Board of Supervisors. One alternate who is staff from Solid Waste.

CURRENT APPOINTMENT: Albaugh (R), Gallagher (1st A), Bridges (2nd A)

CAO Egan announced to the board there were several annual committee appointments that needed to be done this time of year posted to the first of the calendar year. Supervisor Gallagher stated he would like to be the alternate board member and have Supervisor Bridges as the primary board member for the California State Association of Counties (CSAC).

A motion was made by Supervisor Gallagher, seconded by Supervisor Albaugh to make these appointments. The motion carried by the

following vote:

Ayes: 5 - Gallagher, Bridges, Neely, Albaugh, and Ingram.

Supervisor Albaugh stated he would like to remain the primary board member for the Rural County Representatives of California (RCRC) and Supervisor Bridges as the alternate board member.

A motion was made by Supervisor Albaugh, seconded by Supervisor Ingram to make these appointments. The motion carried by the following vote:

Ayes: 5 - Gallagher, Bridges, Neely, Albaugh, and Ingram

Deputy CAO Tony Shaw informed the board it was important to keep the Golden State Connect Authority (GSCA) board members the same as the RCRC delegates and recommended to appoint those delegates to the GSCA.

A Motion was made by Supervisor Ingram, seconded by Supervisor Gallagher to appoint Supervisor Albaugh as the primary board member, and Supervisor Bridges as the alternate board member. The motion carried by the following vote:

Ayes - Gallagher, Bridges, Neely, Albaugh, and Ingram

CAO Egan informed the board the Rural Counties Environmental Services Joint Powers Authority (ESJPA) consisted of one delegate and two alternates. Supervisor Gallagher informed the board he was withdrawing from this board. Deputy CAO Shaw informed the board the second alternate should be a staff member. Supervisor Albaugh nominated Director of Public Works Pete Heimbigner as the second alternate.

A Motion was made by Supervisor Albaugh, seconded by Supervisor Ingram to make these appointments. The motion carried by the following vote:

Ayes - Gallagher, Bridges, Neely, Albaugh, and Ingram

INFORMATION/CONSENT CALENDAR

Supervisor Neely requested to pull Item# G1 - California Department of Food and Agriculture and Item# G2 - Public Health Agreement with California

Department of Public Health.

HEALTH AND SOCIAL SERVICES

Approval of the Consent Agenda

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

Aye: 5 - Gallagher, Albaugh, Bridges, Neely and Ingram

PUBLIC HEALTH AGREEMENT WITH CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

SUBJECT: California Department of Public Health Agreement #23-10200 to provide AIDS Drug Assistance Program (ADAP) and Pre-Exposure Prophylaxis Assistance Program (PrEP-AP) enrollment services, which include ADAP's Medication Assistance Program and Health Insurance Assistance Programs, and the PrEP-AP.

FISCAL IMPACT: This is a revenue agreement based on usage.

ACTION REQUESTED: 1) Approve California Department of Public Health Agreement #23-10200; and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [G3-BOS CDPH Agreement #23-10200 10.24.23](#)

This Action Item was approved on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

a) Lassen Transit Service Agency Notice of Cancellation for regularly scheduled meeting of October 16, 2023. The next regularly scheduled meeting will be December 11, 2023.

b) Lassen Local Agency Formation Commission (LAFCo) Regular Meeting agenda for October 16, 2023.

c) Lassen County Fish and Game Commission Regular Meeting agenda for October 19, 2023.

Attachments: [MISC CORR](#)

These reports were approved on the Consent Agenda.

DEPARTMENT REPORTS

FAIR

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE GRANT

SUBJECT: California Department of Food and Agriculture (CDFA)

California Network of Fairs Grant Allocation.

FISCAL IMPACT: Receive the maximum amount of \$49,700 funded through

CDFA to Fund/Budget Unit 175-1751.

ACTION REQUESTED: 1) Authorize the Fair Manager to sign the grant agreement; and/or 2) provide direction to staff.

Attachments: [Fair](#)

Fair Manager Kaitlyn Midgley informed the board this was a routine grant application that the fair receives every year from the Food and Agriculture Organization. The fair receives a fraction of a percent of sales tax from vendors for sales that were generated on the fair grounds. Vendors are required to complete a sales tax form. Funding is based on the size of the fair grounds. Fair Manager Midgley stated the funding covers costs of salary and maintenance every year. Additional discussion was held pertaining to funding, vendors, and expenses.

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

Aye: 5 - Gallagher, Albaugh, Bridges, Neely and Ingram

HEALTH AND SOCIAL SERVICES

PUBLIC HEALTH AGREEMENT WITH CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

SUBJECT: California Department of Public Health Agreement #22-11339 to implement the California Public Health Workforce Career Ladder Education and Development Program in the amount of \$108,576 for the term of July 1, 2022 through June 30, 2026.

FISCAL IMPACT: This is a revenue agreement.

ACTION REQUESTED: 1) Approve California Department of Public Health Agreement #22-11339; and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [G2- BOS PH Agreement #22-11339 10.24.23](#)

Supervisor Neely questioned a previous employee that was listed on the agreement who no longer works in Public Health. Assistant Director/Personnel Coordinator Danielle Sanchez stated the employee was staffed with Health and Social Services at the time the contract was drawn, and the California Department of Public Health (CDPH) was notified when the employee transferred to a different department. CAO Egan recommended to approve the agreement. Assistant Director Sanchez discussed funding and the terms of the contract. Supervisor Albaugh asked about schooling and education. Assistant Director Sanchez stated the funding would pay for all education and briefly discussed current staff in training.

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

Aye: 4 - Gallagher, Bridges, Neely and Ingram

Nay: 1 - Albaugh

HEALTH & SOCIAL SERVICES

BEHAVIORAL HEALTH MOBILE CRISIS SERVICES PLAN

SUBJECT: Medi-Cal Mobile Crisis Services Benefit Implementation Plan and Attestation Letter.

FISCAL IMPACT: Approval of plan and submission of the attestation only.

ACTION REQUESTED: 1) Approve Mobile Crisis Services Plan; and 2) authorize the Director of Behavioral Health to execute the attestation.

Attachments: [H3- BOS BH Mobile Crisis 10.24.23](#)

Director of Behavioral Health Tiffany Armstrong gave a Power Point presentation and extensive report on the Mobile Crisis Services Plan for Lassen County. Director Armstrong also discussed call volume, types of calls, requirements, creating a plan, and penalties for not following the plan. Supervisor Albaugh asked if a plan was written and if it was up to standard. Director Armstrong said the state would work with Behavioral Health to write the plan if it were insufficient. Behavioral Health would continue to do what they are doing until a plan is in place. CAO Egan informed the board the starting point was to put a plan together and have the state reject it. Lassen County isn't there yet and needed to come up with a realistic plan which is why a request for proposal was necessary. Director Armstrong also stated Lassen County would have the support from other small counties as well. Sheriff/Coroner Dean Growdon informed the board that there were models similar to this that work well in a lot of other counties, briefly discussed crisis calls and first responders.

SPEAKERS: Sarah Barney, Mary Copone.

CAO Egan was absent from 10:05 a.m. - 10:10 a.m.

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

Aye: 5 - Gallagher, Albaugh, Bridges, Neely and Ingram

AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR

TYLER MUNIS UPDATE

SUBJECT: Auditor/Controller financial system Tyler Munis update.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive report for financial system (Munis) implementation.

Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas gave a detailed

update on the Tyler Munis Project. Auditor/Controller Cardenas informed the board they were moving forward with the general ledger portion of the system. Budgeting and journal entries had been completed. The next project would be implementing the banking system online to process checks and deposits. Auditor/Controller Cardenas also discussed the payroll system, human resources system, and additional staffing. Discussion was held regarding the new phone system, current operating system, and the 2022/2023 audit.

SPALDING COMMUNITY SERVICES DISTRICT

SUBJECT: Letter to Spalding with final severance date from County Treasury.

FISCAL IMPACT: No fiscal impact.

ACTION REQUESTED: Approve final severance date of November 1, 2023.

Attachments: [H2 Attach](#)

Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas informed the board Spalding Community Services District (CSD) came to the county in April 2023 and requested to withdraw the district from Lassen County. The CSD was having issues with the prior Auditor's office and did not want to comply with the rules. Currently the CSD had recently received some funding and opened an outside bank account. Treasurer/Tax Collector Cardenas reminded the board that she was responsible for the CSD's funding, and it was not processed through the county and the CSD paid for bills with a personal credit card. Treasurer/Tax Collector Cardenas explained the county process to pay bills. CAO Egan recommended to the board to approve the CSD's severance from the county and stated the CSD had exhibited an utter disrespect to proper authority. Supervisor Gallagher stated this wasn't the only violation the CSD had committed. There had been multiple violations that had arose. Treasurer/Tax Collector Cardenas said she did not go to the board in April, and wanted to give a six month period to streamline the CSD's concerns. A letter was received in October 2023 from the CSD requesting to withdraw from the county. Additional discussion was held regarding the constituents, legalities, and the severance date.

SPEAKERS: Sarah Barney, Denise Pickens.

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

Aye: 5 - Gallagher, Albaugh, Bridges, Neely and Ingram

PUBLIC HEALTH AGREEMENT WITH PATHWAYS TO CHILD AND FAMILY EXCELLENCE, INC

SUBJECT: Agreement between Pathways to Child and Family Excellence, Inc. and Lassen County Public Health to provide a California Home Visiting Program (CHVP) through the California Department of Public Health-Maternal, Child and Adolescent Health (MCAH) in the amount of \$376,321

for the term of July 1, 2023, through June 30, 2024.

FISCAL IMPACT: This agreement will be paid from Public Health Fund/Budget Unit No. 110-0731.

ACTION REQUESTED: 1) Approve the Agreement with Pathways to Child and Family Excellence, Inc.; and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [H4-BOS PH Pathways \(CHVP\) 10.24.23](#)

Assistant Director/Personnel Coordinator Danielle Sanchez informed the board this item was a home visiting program and gave a brief overview of the item. Public Health Coordinator Michelle Godman informed the board this item was a sub-contract with the intention to hire new staff in addition to the support staff to expand the home visiting program in Lassen County. It is a contract with Pathways. Pathways would receive referrals from Public Health, Lassen Links, and First5. This would be a service throughout the county. Brief discussion was held.

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

Aye: 5 - Gallagher, Albaugh, Bridges, Neely and Ingram

PROBATION DEPARTMENT

COUNTY JOB DESCRIPTION

SUBJECT: Case Coordinating Supervisor - New County Job Description.

FISCAL IMPACT: Budgeted Expenditure to Probation Fund/Budget Unit No. 145-0561 that was included in the 2023/2024 Fiscal Year Probation Budget approved by the Board on 9/26/2023.

ACTION REQUESTED: Approve the job description for Case Coordinating Supervisor.

Attachments: [Prob Memo](#)

[Prob Case Coordinating Supervisor](#)

Chief Probation Officer Jennifer Branning informed the board the Probation Department had a new job description for a Case Coordinating Supervisor. This position would be responsible for coordinating medical care, dental and applications for inmates. The union approved the new position and it was passed in the 2023/2024 Fiscal Year budget. Supervisor Neely asked if there was a person in this position. Chief Probation Officer Branning stated this position would be advertised as per the normal process. Brief discussion was held.

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

Aye: 5 - Gallagher, Albaugh, Bridges, Neely and Ingram

SHERIFF'S DEPARTMENT

BOARD OF STATE AND COMMUNITY CORRECTIONS INSPECTION

SUBJECT: Results of inspections conducted by the Board of State and Community Corrections (BSCC) on July 27, 2023.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive report.

Attachments: [SO Attach 1](#)

[SO Attach 2](#)

Sheriff's Captain John McGarva gave a detailed report of the annual inspection of the jail, findings, and recommendations to move forward. Captain McGarva stated the detention facility was out of compliance in six areas which included personnel and safety checks. Captain McGarva discussed recruitment and lack of staffing, which made it difficult to consistently complete safety checks. Captain McGarva also stated he had currently been using patrol deputies and sheriff's staff to assist at the detention facility. Additional discussion was held regarding transports, in house audits to stay within compliance, fire suppression, outdoor intercoms, inmates, and new hires. Captain McGarva thanked his staff, CAO Egan, and County Counsel Uhrhammer. Supervisor Albaugh thanked Captain McGarva and staff.

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan reported: 1) There would be a Lassen Modoc County Flood Control and Water Conservation District meeting at 1:30 p.m. in the Board Chambers today; and 2) would be attending the CSAC meeting later in the week.

ADJOURNMENT

There being no further business, the meeting is adjourned at 11:50 a.m.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board