



# Lassen County

## Meeting Minutes Board of Supervisors

# DRAFT

### LASSEN COUNTY SUPERVISORS:

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

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Tuesday, February 27, 2024

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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### 9:01 A.M. CALL TO ORDER

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

Supervisor Bridges and County Counsel Amanda Uhrhammer were absent by prearrangement.

**Present:** 4 - Chris Gallagher, Aaron Albaugh, Tom Neely and Jason Ingram

**Absent:** 1 - Gary Bridges

**Excuse:** 0

### PUBLIC COMMENT

None.

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

CAO Egan announced the following closed session item:

- 1) Liability Claim; - Claimant: Fabio Russo, Agency claimed against: Lassen County.

### CLOSED SESSION

Closed session was held from 9:02 a.m. - 9:06 a.m.

Present: Supervisors Gallagher, Neely, Albaugh, and Ingram. Also present: CAO Egan, County Counsel Vander Ploeg, and Deputy Clerk of the Board Yderraga.

Personnel/Risk Analyst Regina Schaap was present from 9:02 a.m. - 9:06 a.m.

RECESS: 9:06 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 Albaugh.

#### ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session item:

- 1) Liability Claim; - Claimant: Fabio Russo, Agency claimed against: Lassen County.

No reportable action.

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

Supervisor Albaugh requested to pull Item# G9 - Meeting Minutes of February 13, 2024, and Item# H1 - Behavioral Health Agreement between Lassen County and Mar-Ric Care Home, Inc. from the agenda.

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

**Aye:** 4 - Gallagher, Albaugh, Neely and Ingram

**Absent:** 1 - Bridges

#### PUBLIC COMMENTS

Stephen Soto: Introduced himself as the Commander of the Thomas Tucker American Legion Post 204 and gave an overview of the Veterans Stand Down organization.

Ryan Nowling: Discussed the North Eastern Rural Health Clinic and medical insurance.

#### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Gallagher: 1) Discussed North Eastern Rural Health Clinic; 2) attended a City of Susanville Council meeting and congratulated the new Public Safety Chief; 3) attended the Susanville Symphony; 4) attended Dean Growdon's retirement party; 5) attended the Sheriff's swearing in ceremony at the courthouse; 6) attended a First5 meeting; 6) attended a pool meeting.

Supervisor Ingram: 1) Attended a Chamber of Commerce mixer in Westwood; 2) attended the swearing in ceremony for Sheriff/Coroner John McGarva; 3) was a judge at the 4H presentation day and thanked Nicolette Dults for the bamboo cutting board; 4) attended a Norcal EMS meeting; 5) invited Congressman Doug LaMalfa's staff to attend a zoom meeting regarding the coalition; 6) finalizing the green waste cleanup and thanked C&S Waste; 7) attended election poll training; 8) will be having Leavitt Lake cleanup day; 9) will be attending the beef weigh in; 10) will be attending the Lassen Community College welding open house.

Supervisor Neely: 1) attended the swearing in ceremony for Sheriff McGarva; 2) announced the Blue Star Mom's would be having bingo on April 2nd at 6:00 p.m.; 3) attended a pool meeting; 4) attended a Lassen Fire Safe Council

meeting; 5) was in Westwood assisting citizens with home hardening and grant process; 5) announced there was going to be a Lassen County Job Fair on March 27th from 1:00 p.m. - 4:00 p.m. at Jensen Hall.

Supervisor Albaugh: 1) Welcomed Supervisor Ingram's mother, Mrs. Ingram, for to the board meeting; 2) welcomed back County Counsel Rhetta Vander Ploeg; 3) attended a Rural Advocacy Institute (RAI) meeting; 4) wasn't able to attend Dean Growdon's retirement party due to a family reunion; 5) attended a Fire Safe Council meeting; 6) will be attending a Golden State Natural Resources (GSNR) meeting; 7) announced Supervisor Bridges was absent and requested on his behalf to have an evening meeting regarding Project Homekey.

CAO Egan stated March 12th was a scheduled regular meeting date. If a night meeting were to be held it would have to be a special meeting and wouldn't have to be on a Tuesday. CAO Egan clarified to the board regarding the Project Homekey issue, the board had previously adopted a resolution that authorized the application to be made, submitted to the state, and directed CAO Egan to execute the agreement. The decision was made to continue with the project last July.

**INFORMATION/CONSENT CALENDAR**

Supervisor Albaugh requested to pull Item# G10 - Amendment to Behavioral Health Agreement Between Lassen County and the Department of Health Care Services, for additional discussion.

**Approval of the Consent Agenda**

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

**Aye:** 4 - Gallagher, Albaugh, Neely and Ingram

**Absent:** 1 - Bridges

**BOARD OF SUPERVISORS**

**DISCRETIONARY FUNDS - SUPERVISOR GALLAGHER**

**SUBJECT:** Request to designate: 1) \$250 to the Lassen Grizzly Claybreakers.

**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.**

**DISCRETIONARY FUNDS - SUPERVISOR ALBAUGH**

**SUBJECT:** Request to designate: 1) \$100 to the Lassen Grizzly Claybreakers; \$400 to the Big Valley Bull's Eyes; \$ 250 to the Lassen County Sheriff's Search and Rescue fund.

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.**

LETTER OF SUPPORT

SUBJECT: Approval of a letter to U.S. Department of Agriculture Rural Business Development expressing the County of Lassen's support of the Volcanic Legacy Community Partnership, the managing entity of the Volcanic Legacy Scenic Byway All American Road.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve and authorize the Chairman to execute.

**Attachments:** [240227 Letter of Support Volcanic Legacy Community Partnership](#)

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

AUDITOR AND TREASURER DEPARTMENTS

FUND CASH BALANCES

SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of November, 2023.

FISCAL IMPACT: None.

ACTION: Receive and file.

**Attachments:** [Fund Cash Bal Nov](#)

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

FUND CASH BALANCES

SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of December, 2023.

FISCAL IMPACT: None.

ACTION: Receive and file.

**Attachments:** [Fund Cash Bal Dec](#)

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

PORTFOLIO

SUBJECT: Treasurer's Investment Report for November, 2023.

FISCAL IMPACT: None.

ACTION: Receive and file.

**Attachments:** [Portfolio Nov](#)

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

PORTFOLIO

SUBJECT: Treasurer's Investment Report for December, 2023.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Portfolio Dec](#)

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

COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF  
FEBRUARY 7, 2024  
SUBJECT: Meeting Minutes of February 7, 2024.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2024-02-07](#)

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

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF  
FEBRUARY 13, 2024  
SUBJECT: Meeting Minutes of February 13, 2024.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

This item was pulled from the agenda.

HEALTH AND SOCIAL SERVICES

**DEPARTMENT REPORTS**

HEALTH & SOCIAL SERVICES

AMENDMENT TO BEHAVIORAL HEALTH AGREEMENT BETWEEN  
LASSEN COUNTY AND DEPARTMENT OF HEALTH CARE SERVICES  
SUBJECT: Amendment A01 to Performance Agreement #21-10088  
between County of Lassen and Department of Health Care Services for \$0  
for the term of July 1, 2021 through June 30, 2025.  
FISCAL IMPACT: This is a Zero Dollar Agreement with no Fiscal Impact.  
ACTION REQUESTED: 1) Approve Amendment A01 to Performance  
Agreement #21-10088; and 2) authorize the County Administrative Officer to  
execute the Amendment.

Attachments: [G10-BOS-BH 21-10088 A01 02.27.24](#)

Assistant Director/Personnel Coordinator Danielle Sanchez informed the board this item was an extension for another year. There were zero dollars and just a one year extension of the term. They did not fund the previous four years. Assistant Director Sanchez also stated this was the same Behavioral Health agreement provided and ensured compliance with the rules and regulations.

**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, Albaugh, Neely and Ingram

**Absent:** 1 - Bridges

BEHAVIORAL HEALTH AGREEMENT BETWEEN LASSEN COUNTY AND MAR-RIC CARE HOME, INC

SUBJECT: Agreement between Lassen County and Mar-Ric Care Home, Inc. for the maximum amount of \$1,000,000 for the term of July 1, 2023, through June 30, 2025, to provide residential care home services.

FISCAL IMPACT: This Agreement will be paid out of Behavioral Health Fund/Budget Unit No. 110-0751 and/or Mental Health Services Act Fund/Budget Unit No. 164-7520.

ACTION REQUESTED: 1) Approve Agreement with Mar-Ric Care Home, Inc.; and 2) authorize the County Administrative Officer to execute the Amendment.

Attachments: [HSS Mar Ric Attach](#)

This item was pulled from the agenda.

COMMUNITY SOCIAL SERVICES CALWORKS SYSTEM IMPROVEMENT PLAN (CAL-SIP) REPORT

SUBJECT: Community Social Services CalWORKs System Improvement Plan (Cal-SIP) Report.

FISCAL IMPACT: No Fiscal Impact.

ACTION REQUESTED: 1) Receive and Approve Report for Submittal to State.

Attachments: [H2-BOS-CSS Cal-SIP Report 02.27.24](#)

Director of Community Social Services (CSS) Laura Atkins introduced Lassen WORKs Program Manager Yvonne Hawkes. Program Manager Hawkes gave a detailed presentation of a self improvement plan for Lassen WORKs and was asking for consideration to move forward. Program Manager Hawkes also discussed CalWORKs, welfare building resilience, and economic growth for independent children. Lassen WORKs had to complete a self assessment and develop a plan that has a five year life cycle. Program Manager Hawkes stated she would be bringing the plan to board on an annual basis for review and discussed cost. Additional discussion was held regarding cash aid services and outreach. Consensus of the board was to take no action and re-agendize the item for a future board meeting.

PUBLIC HEALTH POSITION CHANGE REQUEST

SUBJECT: Request to increase a 0.5 Public Health Nurse Position to a 1.0 FTE Public Health Position.

FISCAL IMPACT: funds for this increase are budgeted in Fund/Budget Unit No. 110-0731. Costs are included in the budget.

ACTION REQUESTED: 1) Approve the increase of a 0.5 FTE Public Health Nurse Position to a 1.0 FTE Public Health Position.

**Attachments:** [H3-BOS- PH Nurse Increase FTE 02.27.24](#)

Health and Social Services Assistant Director/Personnel Coordinator Danielle Sanchez informed the board the 2023/2024 Fiscal Year budget included a part time public health nurse position. Due to the restructure of the public health department and reorganization of program nurses, it was identified a need to increase the part time nurse position to a full time position and the request was to increase the FTE to a 1.0. Assistant Director Sanchez gave an overview of current public health nurses, staffing, vacancy savings, and the purpose to increase a part time nurse to a full time position. Assistant Director Sanchez also discussed current staffing and programs. Additional discussion was held pertaining to step salary and certifications.

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

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

**Absent:** 1 - Gallagher

#### INFORMATION SERVICES

##### MICROSOFT ENTERPRISE AGREEMENT

SUBJECT: Request to Approve 3-Year Microsoft Enterprise Agreement Renewal.

FISCAL IMPACT: \$472,628.94 (annual payments of \$157,542.98) to be paid from Fund/Budget Unit No. 104-0322 Maintenance-Computer Equipment and the appropriation is included in the Fiscal Year 2026 budget. Departments are billed back their share of cost through the Cost Allocation Plan.

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

**Attachments:** [EA20241EnrGov\(US\)SLG\(ENG\)\(Oct2023\)\(CR\)](#)

[County of Lassen - EA Renewal 2024 M3 F3 - 2-8-24](#)

[ProgramSignForm\(MSSign\)\(NALatAm\)ExBRAMLI\(ENG\)\(May2020\)\(CR\) \(002\)](#)

[Memo to BOS for Microsoft 3-Year Agreement 2024](#)

Information Services Department (ISD) Supervisor Jason Housel informed the board this was a routine item and was brought to the board every three years to renew an agreement with Microsoft. Microsoft handles the licensing for the county's data systems and servers. ISD Supervisor Housel briefly discussed databases, number of users, current licensing and cost. Additional 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:** 4 - Gallagher, Albaugh, Neely and Ingram

**Absent:** 1 - Bridges

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan reported: Will be attending a Public Risk Innovation Solutions Management (PRISM) meeting and gave a brief overview of the topics for discussion at the upcoming PRISM meeting.

**ADJOURNMENT**

There being no further business, the meeting is adjourned at .

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

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

ATTEST:

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