

**Lassen County Budget, Legislative and Audit Oversight Committee
Approved Meeting Minutes of March 5, 2019**

CALL TO ORDER- Chairman Jeff Hemphill calls the meeting to order at 9:35 a.m.

INTRODUCTIONS- Introductions are made with the following are present: Chairman Jeff Hemphill, Vice-Chairman David Teeter (Entered meeting at 9:52 a.m.), Richard Egan, Tony Shaw, Julie Morgan, Diana Wemple, Yvonne Smith, Nancy Cardenas, Jennifer Branning, Jessica Valdovinos, John Bohl, Dean Growdon, Larry Millar, Nick Ceaglio, Jenna Aguilera, Michelle Latimer, Julie Bustamante, Mike Carney, Gina Mineau, Maurice Anderson, Brooke Suarez, and Eileen Spencer of KWH.

PUBLIC COMMENT- Eileen Spencer said CAO Egan last year implemented 10% reductions to budgets. This was to put 1 million dollars in Fund 154 for work on the Courthouse Project. This Fund is for the 8.5 million grant, which she questions how that will be used for the Courthouse Project. Comments about ADA compliance and the use of the funding for that purpose. She is watching the grant and asks why salaries for Egan, Shaw, and Heimbigner are being spent from grant funding.

MEETING MINUTES – Minutes from August 20, 2018, approved by the Chair and Vice-Chair at 10:09 a.m.

BUDGET UPDATE – CAO Egan said today's meeting was to discuss fees and the budget would be discussed at a future meeting.

DISCUSSION OF PENDING ITEMS WITH BUDGETARY IMPACTS OR INCREASES IN POSITIONS –

Fee Discussion – Sheriff's Department. Dean thanked Tony Shaw and his own staff present at the meeting for their help on researching and compiling supporting information for the fees. The Sheriff passed out packets with fee details and a preliminary ordinance for approval of the proposed fees. He discussed each fee in detail Will need to look again at daily electronic monitoring; saying \$7 is too low. After going through all fees, Chairman Hemphill ask about fees and why not charge \$30 if the costs to process is \$28.08. The Sheriff responds that the fees cannot be higher than the time study. A brief discussion on collections and collecting fees followed.

Vice-Chair David Teeter moves to take the fee schedule to the Board of Supervisors for possible action. Chairman Hemphill seconds the motion.

AUDIT OVERSIGHT – None.

LEGISLATION –None.

OTHER BUSINESS – None.

NEXT MEETING DATE – No date is selected for the next meeting. To be decided.

ADJOURN- There being no further business, the meeting adjourns at 10:09 a.m.

**Lassen County Budget, Legislative and Audit Oversight Committee
Approved Meeting Minutes of June 3, 2019**

CALL TO ORDER- Chairman Jeff Hemphill calls the meeting to order at 2:06 p.m.

INTRODUCTIONS- The following are present: Chairman Jeff Hemphill, Vice-Chairman David Teeter, Richard Egan, Tony Shaw, Julie Morgan, Diana Wemple, Barbara Longo, Dean Growdon, Nick Ceaglio, Gina Mineau, Maurice Anderson, Brooke Suarez, Sue Bardouski, Ellen Cognina, Craig Hemphill, and Bob Burns.

PUBLIC COMMENT- None

MEETING MINUTES – Minutes from March 5, 2019, are approved by the Chair and Vice-Chair.

BUDGET UPDATE – Julie Morgan gave a brief update. Proposed budget set for discussion and approval at next week's Board of Supervisors meeting. She is entering budgets as submitted, but still needs a few departments to submit them.

DISCUSSION OF PENDING ITEMS WITH BUDGETARY IMPACTS OR INCREASES IN POSITIONS – Fee Discussion – Environmental Health Department. Barbara Longo, HSS Director, passed out packets with fee details and a preliminary ordinance for approval of the proposed fees. She provided a brief history of departmental fee discussion that have taken place in the past. She then discussed each section of the fee packet in detail and highlighted the thoroughness and amount of work staff had put into the document. Fees were developed based upon County costs and the Auditor reviewed the calculations. Auditor Wemple acknowledged that she had reviewed the fees with Director Longo. Barbara said she would like to have the proposed fees to the Board of Supervisor for approval in June and begin collecting by mid-year of the coming fiscal year. More discussion on collections and collecting fees followed. Chairman Hemphill commended the department on the good job putting the information together. Vice-Chairman Teeter agrees and asks the question – philosophically do we charge our community fees? CAO Richard Egan said we are subsidizing private business by not charging fees; the costs are incurred. David says, yes, do we charge the fees or will we continue to subsidize the private businesses? Barbara comments that Lassen County is the only County not charging for these services. We have not approved fees because it is a political issue. Perhaps because there was more Public Health Realignment funding in the past years. Environmental Health Director Ellen Cognina comments about the fees and the services her department provides to businesses.

Vice-Chair David Teeter moves to take the proposed fee schedule to the Board of Supervisors for possible action. Chairman Hemphill seconds the motion.

AUDIT OVERSIGHT – None.

LEGISLATION –Tony Shaw and Bob Burns briefly talked about the status of legislation for recreational marijuana. For our County it is a non-issue. Also comments about Use of Force legislation. Dean Growdon added and said they will need to do some training.

OTHER BUSINESS – CAO Egan brought up Sales Tax again. He said the City of Susanville is considering a measure again and thought it would be difficult if the County decided to take one later. He thought the committee should be aware of it.

NEXT MEETING DATE – The next meeting is scheduled for June 24, 2019, at 10:00 a.m.

ADJOURN- There being no further business, the meeting adjourns at 2:33 p.m.

Lassen County Budget, Legislative and Audit Oversight Committee
Approved Meeting Minutes of June 24, 2019

CALL TO ORDER- Chairman Jeff Hemphill calls the meeting to order at 10.00 a.m.

INTRODUCTIONS- The following are present: Chairman Jeff Hemphill, Vice-Chairman David Teeter, Richard Egan, Tony Shaw, Julie Morgan, Diana Wemple, Barbara Longo, Dean Growdon, Nick Ceaglio, Gina Mineau, Maurice Anderson, Brooke Suarez, Craig Hemphill, Bob Burns, Kelley Cote, Yvonne Smith, Michelle Latimer, Melyssah Rios, Nancy Cardenas, Jennifer Branning, Jessica Valdovinos, Sara Gould, Latoya Salas, Krystle Hollandsworth, Julie Bustamante, Terri Dood, John Bohl, Mike Carney, Jenna Aguilera, and Larry Millar.

PUBLIC COMMENT- None

MEETING MINUTES – Minutes from June 3, 2019, are approved by the Chair and Vice-Chair.

BUDGET UPDATE – Julie Morgan reported that some budgets are not in yet, but did not have a list of those departments. Said comprehensive discussion next meeting.

DISCUSSION OF PENDING ITEMS WITH BUDGETARY IMPACTS OR INCREASES IN POSITIONS –

CAO Richard Egan introduced the agenda topics.

Juvenile Hall and Probation – Chief Jennifer Branning gave a report on Juvenile Hall. Illustrated costs to close the Juvenile Hall as opposed to keeping it open. CAO Egan discussed the costs, and politics of having a Juvenile Hall. Chief Branning talked about staffing issues for the men and women working at the Hall. Discussed staffing ratios for the Board of State and Community Corrections inspections, resulting in noncompliance. In the past, they worked with the Sheriff to help with coverage, but this will no longer be accepted. CAO Egan has discussed closing Juvenile Hall with Chief Branning and suggested keeping the Hall open for a year, adding that if it closes, it would be hard to open it again. Vice-Chair David Teeter says the Juvenile Hall is beneficial to our community but does not see how it can be kept open and operated by government. We no longer can afford it. It doesn't fit with our budget. Chief Branning says for the cost, there are more programs to reach 300 juveniles as opposed to three in the Hall. Counsel Bob Burns asks if the Juvenile Justice committee discussed the topic. Chief Branning confirms the partners know about it. She received direction from the CAO to assess the operation and now, will wait for direction from the Budget Committee. Auditor Diana Wemple asks for the date of the possible closing. CAO Egan said he would like to close in three months, officially.

Vice-Chair David Teeter moves to recommend closing the Juvenile Hall at the time the budget is approved, estimated to be three months after the start of the current fiscal year. Chairman Hemphill seconds the motion.

Counsel Burns asks if staff will be able to be absorbed into Probation as he anticipated questions from the union. Chief Branning and CAO Egan confirmed that was the plan. CAO Egan will bring the item to the Board via Resolution.

Child Support – Kelley Cote presented her report highlighting her budget requests. The State Budget is close to passing. Small counties will receive baseline funding. Small and very small counties wear multiple hats and she is asking for an Assistant Director. This will be a merit system position. She handed out the job description. Range would need referral to Personnel. Next, she requested to revise the Director position. Again, she presented a new job description.

Her third item presented is a request to have her caseworkers salaries increased to match the Health and Social Services (H&SS) case managers after the reclassification done recently. She would like to keep her caseworkers and not have them transfer to a different department. Child Support has enough revenue in the budget to cover these changes. CAO Egan commented that he has worked very hard to keep parity between state and federally grant funded departments and general fund departments. He said he would like to continue to do so. Counsel Burns provided some discussion/history on changes in H&SS positions. CAO Egan added that turnover is sometimes an indicator for when a position may need to be reclassified. He then said these proposed changes could be part of his budget recommendation, if the Budget Committee supports the requests.

Vice-Chair David Teeter makes a motion to move all three requests forward in the budget process. Chairman Hemphill seconds the motion.

AUDIT OVERSIGHT – None.

LEGISLATION –Julie Morgan reported Deputy Tony Shaw had given her a note that there was no RCRC Legislative report issued last week.

OTHER BUSINESS – Sheriff Dean Growdon commented on the Juvenile Hall and said he appreciates Chief Branning’s work on it. Sheriff Growdon would like to make purchases for the Motor Pool and the Homeland Security programs before approval of the final budget. He ask the Committee for direction. CAO Egan recommends the Sheriff take the budgets to the Board of Supervisors for approval in order to make the purchases, if acceptable to the Chair and the Vice-Chair. The Sheriff would like to make purchases and briefly highlights the purchase detail for the Committee.

NEXT MEETING DATE – The next meeting is scheduled for July 8, 2019, at 10:00 a.m.

ADJOURN- There being no further business, the meeting adjourns at 11:05 a.m.

**Lassen County Budget, Legislative and Audit Oversight Committee
Approved Meeting Minutes of July 8, 2019**

CALL TO ORDER- Vice-Chairman David Teeter calls the meeting to order at 10.04 a.m.

INTRODUCTIONS- The following are present: Vice-Chairman David Teeter, Richard Egan, Julie Morgan, Barbara Longo, Dean Growdon, Nick Ceaglio, Gina Mineau, Maurice Anderson, Brooke Suarez, Craig Hemphill, Bob Burns, Yvonne Smith, Nancy Cardenas, Jennifer Branning, Julie Bustamante, John Bohl, Mike Carney, Larry Millar, Rhea Giannotti, John McGarva, and Chris Mancebo.

PUBLIC COMMENT- None

MEETING MINUTES – Minutes from June 24, 2019, are approved by the Vice-Chair.

BUDGET - CAO Richard Egan introduced the agenda topic. Julie Morgan referred to the Fund Summary that she distributed. She said this is with estimated fund balances and the department's budgets, as requested. There is still work to do. She had a list of all General Fund departments and asked the Vice-Chair if he would like to address them in alphabetical order, and received a yes response. She reviewed the General Fund budgets for Administration first, discussing each budget unit in detail. The budgets are discussed either as status quo, and if not, what changes were proposed and why. The Vice-Chairman indicated that on the Board of Supervisors Budget he would like to reduce the special department expense line and increase the conferences and training line item to accommodate some travel for meetings that Supervisor Hammond would like to attend in the coming fiscal year. When reviewing the Grand Jury budget, CAO Egan said the Grand Jury would be publishing the report electronically and he would like to reduce that budget unit the amount of that cost. The Vice-Chair agreed that would make sense to do.

Next was the Agricultural Commissioner, Craig Hemphill. His budget increases due to additional grant money and gas tax revenue the department will receive. His budget proposes increases to wages. Also requesting a part time employee to work more than part time. CAO Egan brought up facility improvements and thought they need addressing rather than a salary increase. Hemphill said he had the funding to do both. He gave details of the increases in salaries and new position in his request.

Assessor Nick Ceaglio passed out handouts detailing changes he is requesting to positions and salaries. He stated he needs an increase in range to be competitive. He budgeted \$15,000, to move to a new location. Then he discussed Crest and that small counties are pulling out of it. The two remaining counties, us being one of them, will pay more in maintenance as a result. Ceaglio will be looking at options in the coming year.

The Auditor was unavailable for this meeting and could present at a future meeting.

County Counsel Bob Burns said his budget request was a status quo budget. He said he budgeted for a Deputy only for half of the year, other than that status quo.

Cooperative Extension was unavailable for this meeting and could present at a future meeting.

Clerk/Recorder Julie Bustamante stated her budget requests were status quo. The notable change would be in Elections, as she is required to replace the voting system and budgeted \$260,000, for this purpose. CAO Egan asked if she knew if the County would be reimbursed for the special elections. Bustamante replied she had not heard if they will. Counsel Burns asked if \$260,000 would cover the costs. Bustamante said it would be close depending on which vendor is chosen.

The Fair was unavailable for this meeting and could present at a future meeting. Vice-Chair Teeter attended the races on July 4 and it went well. He hopes the headliner goes well because if the Fair does well the general fund contribution to it can be reduced. Commented hope for a successful fair.

Personnel was unavailable for this meeting and could present at a future meeting. Julie Morgan said she thought the budget submission was a status quo budget.

Maurice Anderson, Planning and Building discussed proposed staffing. Vice-Chair Teeter inquired about Code Enforcement. Anderson replied there were two working Code Enforcement right now, 1 supervisor plus himself. There was a question on the status of building permit revenue. Brooke Suarez said they received 90% of 18-19 projected revenue. CAO Egan inquired about next year's projections, whether up or down. Anderson discussed local building trends and went on to add he expects the revenue projection to be as good or better.

Larry Millar started with Buildings & Grounds as a status quo budget. Equipment requests are stated. CAO Egan brought up season employee issues with CalPERS, etc. He and Larry have been discussing options. The Parks budget is status quo with the exception of a small decrease in utilities. Animal Shelter is status quo except for \$5,000, in building maintenance. CAO Egan said we are still 60/40 with the City of Susanville paying 40% revenue to the County.

Treasurer/Tax Collector Nancy Cardenas distributed a handout and went on to talk briefly, about how Auditor Wemple calculates fund balance. July and August have negative fund balance and then in September it starts to go up again. Cardenas talks about negative cash flow. Richard has questions regarding fund balance. Cardenas discusses year-end transfers, then moves on to the Office of Recovery and Reimbursement. She will be decreasing that budget by half of an FTE. Revenues are decreasing as the State decreased fines, so less revenue. Other fees for the department were approved recently by the Board of Supervisors, which should result in more to contribute to the General Fund. Anticipates fees will increase as the year goes on. Talks about possible training increases.

Veterans Service Officer Chris Mancebo says budget is status quo. He has reduced services and supplies. He currently has a volunteer but is keeping half of an FTE in case they leave. Talked about possible increase in revenue if State Legislation goes through.

Public Defender Rhea Giannotti requested to discuss her budget. Stated she could not hire for some positions so her budget has savings. May recommend to successor changes to departmental positions. CAO Egan asks if Giannotti has vacation time she will be paid upon retirement and if she budgeted for that. Giannotti said salary savings would cover it.

Chief Probation Officer Jennifer Branning said Probation would budget nine months of operational salary into Probation from Juvenile Hall. Counsel Burns asks the same question as last meeting, if staff will be able to be absorbed into Probation, anticipating questions from the union. Branning said yes, and she and Bob agreed they would like the minutes to reflect the question was asked. Branning talked about the plan for local youth and new staff opportunities.

Sheriff – Gina Mineau said the Sheriff would like to present at the next meeting.

DISCUSSION OF PENDING ITEMS WITH BUDGETARY IMPACTS OR INCREASES IN POSITIONS –

None.

AUDIT OVERSIGHT – None.

LEGISLATION – None.

OTHER BUSINESS – None.

NEXT MEETING DATE – The next meeting is scheduled for July 22, 2019, at 10:00 a.m.

ADJOURN- There being no further business, the meeting adjourns at 10:58 a.m.

Lassen County Budget, Legislative and Audit Oversight Committee
Approved Meeting Minutes of July 22, 2019

CALL TO ORDER- Vice-Chairman David Teeter calls the meeting to order at 10:05 a.m.

INTRODUCTIONS- The following are present: Chairman Jeff Hemphill, Vice-Chairman David Teeter, Julie Morgan, Barbara Longo, Dean Growdon, Nick Ceaglio, Brooke Suarez, Craig Hemphill, Bob Burns, Yvonne Smith, Jennifer Branning, John Bohl, Mike Carney, Larry Millar, Kelley Cote, Jessica Valdovinos and Melyssah Rios.

PUBLIC COMMENT- None

MEETING MINUTES – Minutes from July 8, 2019, are approved by the Chair and Vice-Chair.

BUDGET – 1) Sheriff. Sheriff Dean Growdon begins addressing each of his budgets.

Boating - They are having a hard time filling half time positions and have some improvement projects on the boats. They plan on spending what they have and then applying for more funding.

Court Security – Cost have risen here. Law says Sheriff will provide the service, but we have an expired MOU. He will have a meeting with the Presiding Judge. They did cut one position in the operation, but cannot cut anymore. We are in the position of continued support from the General Fund. Vice-Chair Teeter asked if there was anything they could do to help, like speaking with the Judge. Bob Burns commented that we should not have to subsidize but we are. Sheriff Growdon said Courts have not passed out growth in realignment funding. They have been receiving and keeping it, not passing it on to the County, but we have an obligation to provide the service. Julie Morgan pointed out the projected ending fund balance for this fund on the fund summary. It is currently a deficit and could take additional General Funding to balance.

Tobacco – One deputy working the program right now. Hope to assign another after training. There will be more revenue after the second deputy is assigned.

Animal Control – Doing fieldwork now. Have been receiving Public Health Realignment funding, but that funding is going down. If there is not as much realignment funding then it would require more General Fund support.

Patrol – Discussed the Coroner costs. We currently contract with Washoe County for forensic services related to coroner cases. The number of examinations has increased due to the nature of the cases. For inmate deaths, we are required to do them, but we do get money back for those.

Dispatch – Nothing significantly changed. Working on an RFP with the City of Susanville for a new records management system. The hope is this will increase efficiency. Money will be needed for this project.

Jail – Trying to maximize revenue. They might get more revenue from Shasta County. Cost are up due to increase in jail population. Captain Mike Carney said there are 115 inmates in the jail right now. Sheriff Growdon said the number of female offenders in jail has increased, and has brought a number of challenges. They have a better situation with housing now for female population. A contract is being worked on with CFMG, the medical services provider.

Jail Hospital – Cost have been low the last few years. It is volatile. Sometimes charges can be negotiated for lesser amounts.

Inmate Welfare – Status quo, mostly pass-through funding. Morgan said she would make expenditure adjustment to balance budget depending on beginning fund balance and will work with Gina Mineau.

Asset Forfeiture – Burns asked if there are opportunities for asset forfeiture. Sheriff Growdon said primarily do not come across large assets or cash to forfeit. They could revisit, but the rules are more complicated than in the past.

Motor Pool – Taking budget to the Board of Supervisors tomorrow to request approval. They want to order cars.

Jail Facilities Construction – They are working on a project with this budget unit. We will need to have money up front to make this happen. We have to come up with a plan, as we will need to do something with the jail in the next few years.

Sheriff DNA Fund – This funding is available for the County and the City to do forensics.

CALMET – This is revenue for other budgets.

CCF Equipment Depreciation – Local law enforcement pass through. This budget is going to the Board of Supervisors tomorrow for approval.

BUDGET – 2) Community Corrections Partnership (CCP). Chief Probation Officer Jennifer Branning distributed copies of the budget, which has been approved by the CCP. She discussed in detail the budgeted expenditures, highlighting the operating transfers and where they go and the purpose of them. Sheriff Growdon asked where the money for the records management system is budgeted. Chief Branning responds it is in Profession and Specialized Services (3002300). We still have an existing MOU with the City of Susanville.

BUDGET – 3) Other. District Attorney Melyssah Rios requested to be on the next agenda. Sheriff Growdon added for the Coroners operation, he has two people going to custody inquest training. This training may be helpful in the event of a jail death case. He said he sees the value in this. If implemented, he may come forward with a budget request during the year.

DISCUSSION OF PENDING ITEMS WITH BUDGETARY IMPACTS OR INCREASES IN POSITIONS – None.

AUDIT OVERSIGHT – None.

LEGISLATION – None.

OTHER BUSINESS – None.

NEXT MEETING DATE – The next meeting is scheduled for August 5, 2019, at 10:00 a.m.

ADJOURN- There being no further business, the meeting adjourns at 10:42 a.m.

**Lassen County Budget, Legislative and Audit Oversight Committee
Approved Meeting Minutes of August 5, 2019**

CALL TO ORDER- Chairman Jeff Hemphill calls the meeting to order at 10:00 a.m.

INTRODUCTIONS- The following are present: Chairman Jeff Hemphill, Vice-Chairman David Teeter, Richard Egan, Julie Morgan, Nick Ceaglio, Jennifer Branning, John Bohl, Mike Carney, Kelley Cote, Jessica Valdovinos, Melyssah Rios, Mark Beallo, Michelle Latimer, Julie Bustamante, Krystle Hollandsworth, Latoya Salas, Gina Mineau, Diana Wemple, and Jenna Aguilera.

PUBLIC COMMENT- None

MEETING MINUTES – Minutes from July 22, 2019, are approved by the Chair and Vice-Chair.

BUDGET – 1) District Attorney. District Attorney Melyssah Rios begins discussion on the department's budgets. She said the prior year that she was underspent on budget by about \$30,000. She has cut one position from her budget. She currently has vacant positions and talked about those positions and hiring for them. The current budget request for the DA includes replacing a Durango with a new fleet vehicle. Even with this request, the current budget proposal is less than last year's budget. They are also purchasing two additional vehicles, one from the Victim Witness budget and one from Child Advocacy budget. She is planning to go paperless, but it will take some work to get there. They bought two Surface Pros and the IT charges reflect those additional devices. There were questions and some discussion about grant-funded budgets as opposed to the DA budget. Rios finished her presentation with Homicide budget, saying it is basically the same as last year. CAO Richard Egan asked the DA, considering the current vacancies, if she could come up with a vacancy savings amount. This followed with additional discussion regarding the timing of when new employees may be hired. Rios will estimate and provide to Julie Morgan. CAO Egan said the amount would be put in the Vacancy Savings line in the budget. He went on to say he would be looking to each budget unit for a vacancy savings amount.

BUDGET – 2) Other. Assessor Nick Ceaglio shared information on Property Taxes. Both secured and unsecured rolls will have an increase. He said about a 4.3% increase is anticipated for 2019/2020. Egan responded the revenues will be entered to reflect the increase. Egan asked about supplemental taxes and Ceaglio said supplemental is related to sales and new construction so it may not see any increase.

DISCUSSION OF PENDING ITEMS WITH BUDGETARY IMPACTS OR INCREASES IN POSITIONS – Julie Morgan went over fund balances as of today, which did not include the increase in property tax revenue. Diana Wemple is still working on fund balances. Accounts payable and receivable are not due until mid-month. CAO Egan again requested departments to look at vacancies and assist Morgan with the numbers. Rios said she had already cut one position. Morgan discussed possible public hearing dates and the posting requirements. Egan did not want to rush and try for the last meeting in August, which would be the earliest we could post and hold the public hearing. The next available board meeting date is September 10, 2019. This is the selected target date to hold the Public Hearing for the budget.

AUDIT OVERSIGHT – None.

LEGISLATION – CAO Egan said he does not foresee great impacts to the County from current legislative proposals. Rios asked whether Behavioral Health could get money from the state for mental health services. She thought we might be able to get grant funds for an attorney to be at Mental Health Court. Jenna Aguilera said she was working on this with Jennifer Branning and would include Rios in the discussion.

OTHER BUSINESS – Health and Social Services will be on the next agenda.

NEXT MEETING DATE – The next meeting is scheduled for August 26, 2019, at 10:00 a.m.

ADJOURN- There being no further business, the meeting adjourns at 10:29 a.m.

**Lassen County Budget, Legislative and Audit Oversight Committee
Unapproved Meeting Minutes of August 26, 2019**

CALL TO ORDER- Chairman Jeff Hemphill calls the meeting to order at 10:00 a.m.

INTRODUCTIONS- The following are present: Chairman Jeff Hemphill, Vice-Chairman David Teeter, Richard Egan, Julie Morgan, Nick Ceaglio, Jennifer Branning, John Bohl, Mike Carney, Kelley Cote, Jessica Valdovinos, Julie Bustamante, Gina Mineau, Diana Wemple, Matt May, Larry Millar, Gaylon Norwood, Yvonne Smith, Bob Burns, Nancy Cardenas, Dean Growdon, Brooke Suarez, Cynthia Raschein, Barbara Longo, and Tony Shaw.

PUBLIC COMMENT- None

MEETING MINUTES – Minutes from August 5, 2019, are approved by the Chair and Vice-Chair.

BUDGET – 1) Health and Social - Barbara Longo passed out a presentation power point. She went through her presentation, highlighting programs, changes in staff, and funding. There is a slight increase in the budgets of a little over \$200,000, which includes negotiated salary increases. They will be implementing with this budget the new Environmental Health fees. The Public Guardian budget has been reduced by about \$53,000, due to restructuring staffing. Overall, they are decreasing FTE's by 5 positions, but have reclassified 4 positions.

DISCUSSION OF PENDING ITEMS WITH BUDGETARY IMPACTS OR INCREASES IN POSITIONS –

- 1) Planning and Building Fees – addressed this item after Health and Social Services presentation. Gaylon Norwood spoke on this item. He distributed a fee packet and went over each fee in detail for the group. Vice-Chair David Teeter moves to take the proposed fee schedule to the Board of Supervisors for possible action. Chairman Hemphill seconds the motion.

BUDGET – 2) Other - A current fund summary report was distributed. Richard Egan commented that the numbers do not include a final beginning fund balance, revenues or expenditures. Diana Wemple is still working on final fund balances and accounts payable and receivable are still being entered. Administration will make certain assumptions. The Road budgets have already been adopted, and Health and Social Services are largely untouched. The budget is balanced for the public when the notice comes out in the paper this Tuesday. Some vacancy savings amounts are in budget units. Many departments are fully staffed. Egan discussed the fund summary and the ending balances, also briefly touched on the accrual system we are using now. Departments need to submit their accounts payables and receivables timely.

Egan began discussing detailed changes in revenue. Tony Shaw addressed sales tax revenue and why it was lower for 18/19 and the low projection for 19/20. He said the County was overpaid in 17/18 and will have to pay the amount back. We do not know when that will happen. Continued on past some revenues and then went through all public safety revenues. Went through the Natural Resources budget, fund 141 and discussed program changes over time and funding changes. Briefly went through Probation budgets. We have already been discussing them due to the Juvenile Hall closure. Public Health Realignment and Animal Control received specific discussion. Revenue can be shifted between Social Services Realignment and Public Health Realignment up to 10%. Yvonne Smith said the amount would be about \$220,000.

Egan then went on to expenditures and highlighted selective budget units in the general fund. Discussed some of the changes in his recommended numbers. The Assessor talked about his salary and benefits, the changes and reasoning behind them, adding he has budgeted a vacancy factor. After going through general fund discussion moved to Cemetery and Aviation budgets, then on to Public Safety.

Next, a detailed discussion regarding Fund 138, the CCP budgets occurred with the CAO, the Sheriff and the Chief Probation Officer all discussing the budget plan. Chief Branning noted we need to be careful we are not appearing to be supplanting. Sheriff Growdon said we are not supplanting, but adding. From pre-realignment to post-realignment we have a completely differ operation with new positions and training and jail high school education programs. He said we should consider breaking budget units out by program. He said we have lots of programs and services in the jail to reduce recidivism.

Egan commented again on Fund 141, Natural Resources saying we may want to move this function to Public Works in the General Fund.

The closing of the Juvenile Hall was talked about, with Probation and Juvenile Hall showing some savings this year, possibly more next year. Some transitional costs will occur this fiscal year. Juvenile Hall is covering a portion of the CFMG contract this year, but this will go away next year and the cost will be need to be paid elsewhere.

The Capital Projects Fund (150) was cut, due to limited funding resources. Egan said there is money budgeted for ADA transition this fiscal year.

Capital Projects – Lease Purchase (151) was discussed in detail highlighting some of the budgetary plans for the coming year.

AUDIT OVERSIGHT – None.

LEGISLATION – None.

OTHER BUSINESS – None.

NEXT MEETING DATE – Not scheduled at this time.

ADJOURN- There being no further business, the meeting adjourns at 11:48 a.m.