

Board of Supervisors

Kim Dolbow Vann, District I
Thomas A. Indrieri, District II,
Vice-chair
Mark D. Marshall, District III
Gary J. Evans, District IV
Denise J. Carter, District V,
Chair



COUNTY OF COLUSA

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MINUTES

Special Session Meeting CAO Workshop October 15, 2013

The Board of Supervisors of the County of Colusa, State of California meets in Special Session this 15th day of October 2013 at the hour of 9:30 a.m., Present: Supervisors, Denise J. Carter, Chair, Gary J. Evans, Thomas A. Indrieri, Kim Dolbow Vann and Mark D. Marshall. Absent: None.

Chair Carter calls to order the Special meeting of October 15, 2013 at 9:30 a.m., with all Supervisors present.

Present: Marcos Kropf, County Counsel.
Joe Damiano, Renee McCormick, Ag Commission.
John Poyner, District Attorney.
John Loudon, Colusa citizen.
Kathy Craigo, Media Consulting.
Cindy Lovelace, Personnel Director.
Wendy Burke, County Librarian.
Debbie Hickel, CCEA.
Darla Marazzo, Treasurer/Tax Collector.
Rose Tanner, Health & Human Services.
Laura Ceccon, One Stop Partnership.
Kathleen Moran, Clerk-Recorder.
Yolanda Tirado, Ann Nordyke, Board Clerks.

Prayer by Chair Carter. Pledge of Allegiance.

Chair Carter makes time for period of public comment. Hearing none, Chair Carter closes the period of public comment.

Chair Carter makes time to consider Consultant's Report of Finding and Recommendations regarding the County Administrative Officer Project and possible action regarding the creation of a County Administrative Office and the reestablishment of the CAO position.

Mr. Muszar states at the third of three publicly noticed Study Sessions regarding the reestablishment of the County Administrative Officer (CAO) the two Employee groups in attendance expressed universal support for the reestablishment of the

CAO position and strong support for Option One. He states there was no support offered for Option Three and nearly no mention of Option Four. He states further both department heads and employee representatives continued to stress the importance of selecting an individual who would be a good fit for the County and the need to maintain open lines of communications with the Board. He states the Board members comments focused on Options One and Two with emphasis being given to the importance of maintaining open communications and preserving the Board Liaison System with it being suggested that the Board Liaison System be codified in some fashion.

Mr. Muszar states Option One and Two have been modified to address concerns and suggestions expressed at the September 19, 2013 Study Session noting due to the lack of support for Option Three, it has been eliminated. He further speaks to Option One as follows:

Option One: Option One, which can be considered as "CAO Medium/Light" on the CAO Continuum, has been modified to codify the Board Liaison System and can be described as follows:

CAO Position: Reestablish the CAO Position by ordinance and by policy.

Amend Chapter 2, Article II of the Colusa County Code to describe the powers and duties of the CAO generally and to reference his/her role in the integrated Board/CAO Liaison System.

By formally adopted Policy of the Board, describe the CAO's duties in enumerated fashion including, but not limited to, his/her responsibilities within the Integrated Board/CAO Liaison System

Once Chapter 2, Article II has been amended and the CAO Powers and Duties Policy has been adopted, repeal Chapter 2, Article III of the County Code to avoid confusion; and,

As implementation nears completion and prior to opening the recruitment for a permanent CAO, approve a CAO job description and set compensation levels that are consistent with the Board's actions.

Mr. Muszar states the goal of the Integrated Board/CAO Liaison System is to reduce the need for Board involvement in the day-to-day operations of the county; allowing the Board members to concentrate more fully on strategic and long range financial planning and policy development; while maintaining open communications between Board members and Department Heads.

Discussion is held regarding the following:

County Administrative Office,
Clerk of the Board,
Public Information Officer,
Employer-Employee Relations Officer,
Central Services,
Human Resources Department, and
Appointing Authority.

Following discussion, Supervisor Evans expresses concern regarding Page 3 of the report pertaining to Appointing Authority. Discussion is held.

Chair Carter calls for comments. Hearing none, Chair Carter makes time for discussion of the Board members.

Supervisor Vann thanks Mr. Muszar and Chair Carter for their time and efforts. She further states she would be remiss if she did not say she is disappointed in some of the letters received. She further states with a CAO it would free up a lot of time for the Supervisors to concentrate on planning, policy development and strategic and long term financial planning. She states further, in the Board members collective free time, they were able to accomplish the following:

- \$4.2 million PG&E Power Plant,
- \$246,693 Central Valley Gas Storage,
- \$100,000 Mushroom plant,
- \$500,000 savings for asking for free mitigation credits on the Westerville Bank,
- \$300,000 Regional Water Public Works Permit stopped (savings),
- \$1.0 million Regional Juvenile Hall,
- \$175,000 change in 109 formula,

Noting these are the types of things that can be accomplished when they have time to focus on the County as a whole and not just the administrative and day-to-day business. She states Colusa County is the only county in the State that did not have layoffs, furlough's, or changes to COLA's, ranges and step increases.

Supervisor Marshall states they have heard everybody that attended the workshops and that the Board needs to choose the right person. He states this Board has taken a lot of time to make sure the employees have been heard, after all the Board is here to serve the citizens of Colusa County and the employees are the citizens of the community and they would be remiss not to listen. He states the sole intent is to provide better service for the County. He states further a CAO will help each one of them in their day-to-day jobs, help make County Governance a more seamless task, and by doing that the County will not only save money and develop a better economy it will also encourage other company's/businesses to come to our County.

Discussion is held regarding the following:

- A draft amendment to Chapter 2, Article II of the Colusa County Code renaming and modifying the Article to establish the CAO position and describe its duties generally making reference to the CAO's responsibility to work within the Integrated Board/CAO Liaison System,
- Drafting a temporary Board Policy enumerating the Interim CAO's duties and responsibilities through the implementation phase of the CAO Project,
- Drafting a Board Resolution repealing Chapter 2, Article III of the Colusa County Code; Drafting an Implementation Plan for the Board's consideration and approval, and
- Directing Consultant to return to the Board with the above-described

documents, for consideration and possible action by the Board, no later than the Board's first meeting in November 2013.

ADMINISTRATION: It is moved by Supervisor Evans, seconded by Supervisor Indrieri to approve Option 1, and move forward with the reestablishment of a CAO. **Further**, Consultant (Mr. Muszar) is directed to work with the CAO Ad-hoc Committee and County Counsel on the implementation of Option 1 and the reestablishment of a County Administrative Office (CAO). Motion carried: All yes. Absent: None.

The Board adjourns at 10:12 a.m. to reconvene in Regular Session on October 22, 2013 at the hour of 9:00 a.m.

Denise J. Carter, Chair

Attest: Kathleen Moran, County Clerk
and ex-officio Clerk to the Board of
Supervisors

BY _____
Ann Nordyke, Deputy Board Clerk II