

## 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

KATHLEEN MORAN, COUNTY CLERK  
YOLANDA TIRADO, CHIEF BOARD CLERK  
ANN NORDYKE, DEPUTY BOARD CLERK II  
(530) 458-0508  
FAX: (530) 458-0510

[cocolusa@countyofcolusa.org](mailto:cocolusa@countyofcolusa.org)  
[WWW.COUNTYOFCOLUSA.ORG](http://WWW.COUNTYOFCOLUSA.ORG)

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### MINUTES

#### Special Session Meeting CAO Workshop September 19, 2013

The Board of Supervisors of the County of Colusa, State of California meets in Special Session this 19<sup>th</sup> day of September 2013 at the hour of 9:00 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 September 19, 2013 at 9:07 a.m., with all Supervisors present.

Present: Marcos Kropf, County Counsel.  
Debbie Hickel, CCEA.  
Greg Pankey, Darla Marazzo, Robert Zunino, Renee McCormick, Andrea Correa, Mike Azevedo, CCMC.  
Terrance Rooney, Director, Behavioral Health.  
Bill Benton, Chief Probation Officer.  
John Poyner, District Attorney.  
Steve Hackney, Director, Planning & Building.  
Elizabeth Kelly, Director, Health & Human Services.  
Wayne Zoller, Arnie Gross, Assessor's Office.  
Lora Ceccon, One-Stop.  
Joe Damiano, Ag Commissioner.  
Cindy Lovelace, Personnel Director.  
Kathleen Moran, Clerk/Recorder.  
Peggy Scroggins, Auditor-Controller.  
Scott Lanphier, Director, Public Works.  
Bob Muszar, Consultant.  
Ann Nordyke, Board Clerk.

Prayer by Chair Carter. Pledge of Allegiance.

9:09 a.m. (9:05 a.m. item on Agenda) Chair Carter states the Board of Supervisors will conduct part three of a three-part Study Session to explore the possible creation of a County Administrative Office and the possible recruitment and hiring of a County Administrative Officer.

Mr. Muszar states Colusa County is one of four California Counties operating without the equivalent of a County Administrative Officer (CAO), however, that has not always been the case. He states for decades, the County functioned with an Executive Secretary to the Board of Supervisors who served as the County's Administrative Coordinator performing many of the duties typically assigned to a CAO. Noting before the position was eliminated in approximately 1994; it appears to have been quite stable. He further states this is a preliminary report of findings and recommendations, which considers the establishment of a centralized County Administrative Office and the reestablishment of the CAO position.

Mr. Muszar also states the "Executive Summary" provides a brief overview of the report. However, it is not intended to serve nor should it be considered a substitute for reading the entire document. He further speaks to the following.

- Board of Supervisors Liaison System,
- Budget,
- Agenda Management,
- Internal Support Functions,
- Benefit Administration,
- Information Technology,
- Personnel Management,
- Fleet Management, and
- Organizational Terminology.

Mr. Muszar speaks further to the proposed Options as follows:

**Option One:** Option One would reestablish the CAO position; establish a County Administrative Office which consolidates most if not all internal support functions and places them under the control of the CAO; create an appointed Clerk of the Board and the office with the CAO; assign significant budgetary authority and responsibility to the CAO; place the responsibility for employer-employee relations at the highest possible administrative level; designate the CAO as the County's Public Information Officer; signal a major shift in the County's approach to the management of its Human Resources; take a more strategic approach to the development and use of information technology; reduce the Board's involvement in the day-to-day operations of the County while maintaining open communication between the Board and department heads.

**Option Two:** Option Two would reestablish the CAO position; consolidate most if not all internal support functions and place them under the control of an appointed department head; create an appointed Clerk of the Board and consolidates the office with the CAO; assign significant budgetary authority and responsibility to the CAO; designate the CAO as the County's Public Information Officer; signal a shift in the County's approach to the management of its Human Resources; and, would take a more strategic approach to the development and use of information technology.

**Option Three:** Option Three would reestablish the CAO position; establish a County Administrative Office which consolidates most if not all internal support functions and places them under the control of a CAO; creates an appointed Clerk of the Board and consolidates the office with the CAO; assigns significant budgetary authority and responsibility to the CAO; places the responsibility for employer-employee

relations at the highest possible administrative level; signals a major shift in the County's approach to the management of its human resources; takes a more strategic approach to the development and use of information technology; establishes a more significant role for the CAO in the appointment, evaluation and removal of department heads and, will significantly reduce and could eliminate the Board's involvement in the day-to-day operations of the County by eliminating the Board Liaison System and assigning those duties to the CAO. Discussion is held.

Mr. Muszar states in conclusion the recommendations in the report are based on the totality of this analysis and the experience gained from Consultant's real-time involvement in the business affairs of the County, which significantly influenced the conclusions that follow:

**Board of Supervisors Liaison System**-although the Board Liaison approach works quite well on many levels, it requires; the active involvement of each Board member in the day-to-day administration of County government; can diminish the Board's ability to more fully focus on strategic planning and policy development matters; can sometimes contribute to the inconsistent application of policies, procedures and discipline; and, often requires the simultaneous involvement of multiple Board Liaisons in a single matter.

**Budget**-although technically and legally sound, the budget is not very user friendly and lacks many of the typical components one would expect to find in a governmental budget.

**Agenda Management**-agenda preparation is an on-going, labor-intensive task that requires journey level knowledge of public meeting laws and significant attention to detail. Lengthy discussion is held.

Chair Carter declares a recess at 10:11 a.m. and reconvenes at 10:29 a.m. with all Supervisors present.

Present: Marcos Kropf, County Counsel.  
Debbie Hickel, CCEA.  
Greg Pankey, Darla Marazzo, Robert Zunino, Renee McCormick, Andrea Correa, Mike Azevedo, CCMC.  
Bill Benton, Chief Probation Officer.  
John Poyner, District Attorney.  
Steve Hackney, Director, Planning & Building.  
Elizabeth Kelly, Director, Health & Human Services.  
Wayne Zoller, Arnie Gross, Assessor's Office.  
Lora Ceccon, One-Stop.  
Joe Damiano, Ag Commissioner.  
Cindy Lovelace, Personnel Director.  
Kathleen Moran, Clerk/Recorder.  
Peggy Scroggins, Auditor-Controller.  
Scott Lanphier, Director, Public Works.  
Bob Muszar, Consultant.  
Ann Nordyke, Board Clerk.

Chair Carter makes time for round table discussion with the Department Heads.

Mr. Muszar thanks all the Department Heads for their time.

Supervisor Marshall thanks the Department Heads for their time and knowledge in helping put the report together and inquires whether the Department Heads feel the County is ready for a CAO.

Lengthy discussion is held regarding Option 1, the liaison system, not losing touch with the Department liaison, allowing department heads to be involved in the interviewing process and starting out with a light CAO.

10:59 a.m. Chair Carter makes time for round table discussion with employee organization.

Discussion continues regarding Option 1, memorializing the Liaison System within an ordinance, the continued ability to speak to ones department liaison, and finding the right person.

The Board adjourns at 11:33 a.m. to reconvene in Regular Session on September 24, 2013 at the hour of 9:00 a.m.

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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