

Board of Supervisors

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



COUNTY OF COLUSA

ROBERT J. MUSZAR, CAO
YOLANDA TIRADO, CHIEF DEPUTY CLERK
ANN NORDYKE, DEPUTY CLERK II
(530) 458-0508
FAX: (530) 458-0510
cocolusa@countyofcolusa.org
WWW.COUNTYOFCOLUSA.ORG

Minutes

February 4, 2014

The Board of Supervisors of the County of Colusa, State of California meets in a workshop setting this 4th day of February 2014 at the hour of 9:00 a.m.. Present: Supervisors, Thomas A. Indrieri, Vice-chair, Denise J. Carter, Gary J. Evans and Mark D. Marshall. Absent: Supervisor Kim Dolbow Vann.

Vice-chair Indrieri calls to order the workshop of February 4, 2014 at 9:07 a.m., with all Supervisors, except Supervisor Vann present.

Present: Marcos Kropf, County Counsel.
Bob Muszar, Interim CAO.
Peggy Scroggins, Robert Zunino, Auditor-Controller's Office.
Elizabeth Kelly, Director, Health and Human Services.
Scott Lanphier, Mike Azevedo, Amy Gwinnup, Public Works.
Steve Hackney, Director, Planning and Building.
Michael Laffin, Behavioral Health.
Wendy Burke, County Librarian.
Kathie Moran, County Clerk-Recorder.
Yolanda Tirado, Board Clerk.

Prayer by Vice-chair Indrieri. Pledge of Allegiance.

Vice-chair Indrieri calls for a period of public comment. Hearing none, Vice-chair Indrieri closes the period of public comment.

Vice-chair Indrieri makes time for presentation by the Auditor-Controller of the Cost Allocation Plan.

Ms. Scroggins distributes document entitled "Cost Allocation Plan" and speaks to the following:

- Purpose of a Cost Allocation Plan
- Cost Allocation Cycle
- Cost Allocation Plan Overview
- Original Purpose of Cost Allocation Plans
- Additional County Benefits Due to Cost Allocation Plans
- Important Factors to Consider
- Federal and State Guidelines

-
- Types of Cost Allocation
 - Acceptable Cost Allocation Plans
 - Types of Operational Costs
 - Distribution of Indirect Costs
 - Preparing a Cost Allocation plan
 - Cost Plan Timing
 - Carry Forward (True Up)
 - Colusa County Service Departments/Functions
 - Building Usage
 - Equipment Usage
 - County Administrative Officer
 - Auditor-Controller
 - Treasurer-Tax Collector
 - Revenue and Recovery
 - County Counsel
 - Personnel
 - Buildings and Grounds-Maintenance
 - Buildings and Grounds-Custodian
 - Risk Management
 - Information Technology
 - Central Services (Purchasing)
 - Service Department Expenses Compared to Total General Fund
 - Preparation Expense Compared to Potential Recoupment

Discussion is held regarding indirect versus direct costs, recoupable expenses/costs and time studies, with no action taken.

Vice-chair Indrieri makes time for an overview of California's public meeting laws.

Mr. Kropf speaks at length to the Ralph M. Brown Act and how it applies to the County.

9:50 a.m. Vice-chair Indrieri vacates his chair and leaves the Bureau chamber.

Mr. Kropf provides examples of serial meetings, social gatherings, lobbying, exceptions to the Brown Act and the need for transparency and keeping the public informed. Discussion is held, with no action taken.

10:20 a.m. Vice-chair Indrieri is now present.

Vice-chair Indrieri makes time for a brief discussion of assignments and workflow of the CAO's Office.

Mr. Muszar states the Chief Deputy Clerk and Deputy Clerk are now the administrative support to the CAO as well as the five board members, and notes the Board members can continue to approach the Board Clerks for routine matters with all out of the ordinary matters referred to him. He states the job descriptions approved at the January 28, 2014 Board meeting for the Board Clerks incorporates those duties. He also speaks to the need for Departments to adhere to the deadlines for submittal of agenda requests to the Clerk.

Vice-chair Indrieri declares a recess at 10:29 a.m. to reconvene at 10:42 a.m. with all Supervisors, except Supervisor Vann present.

Present: Marcos Kropf, County Counsel.
Bob Muszar, Interim CAO.
Peggy Scroggins, Robert Zunino, Auditor-Controller's Office.
Elizabeth Kelly, Director, Health and Human Services.
Scott Lanphier, Mike Azevedo, Amy Gwinnup, Public Works.
Terrance Rooney, Michael Laffin, Behavioral Health.
Wendy Burke, County Librarian.
Kathie Moran, County Clerk-Recorder.
Yolanda Tirado, Board Clerks.

Vice-chair Indrieri makes time for review and guidance regarding possible modifications to the County's Purchasing Ordinance and purchasing/procurement policies. Lengthy discussion is held as to giving authority to the Purchasing Agent to make purchases and enter into contracts up to a certain dollar amount, sending/publishing RFPs (following bid guidelines) without having to return to the Board of Supervisors for approval, in some cases having master countywide contracts for use of all county departments and designation of and formal appointment of a Purchasing Agent.

Following discussion, direction is given to County Counsel, the Interim CAO and Policy Ad-hoc Committee to work on the Purchasing Policy and return to the Board at a later date with same.

Vice-chair Indrieri makes time to consider the following:

- Review the County Mission Statement (Board)
- Goals and Objectives regarding
 1. the process by which the Board would develop goals and objective that are consistent with and in support of the County's Mission Statement
 2. process by which Department would develop goals and objectives consistent with and in support of the Board's goals and objectives and
 3. the possible development of strategic planning initiatives.
- Budget Development
 1. review and provide guidance regarding budget development schedule.
 2. provide guidance regarding the Board's overarching goal for the 2014/15 Budget.
 3. provide guidance regarding the use of the budget as significant policy statement and action-plan.

Lengthy discussion is held regarding the above subject matters, i.e., possible ways to bring more revenue to the county, impact of drought to community as well as the county revenues, concern of Assessor regarding depreciation of the PG&E plant, county revenues and expenditures, budget schedule, developing a budget policy, economic development, being business friendly and incentives to bring in business to Colusa County, goals for Board for 2015, discussion of 3 to 5 goals at committee level and bring back to Board in a workshop setting for consideration.

Following discussion, the Interim CAO states he will present the County Mission Statement at the next Board meeting for formal Board approval. He further states he'll meet with the Budget Committee and return at a later date to update the Board as to goals developed by the Committee.

Supervisor Evans expresses his appreciation to the departments for staying within their budgets.

Vice-chair Indrieri adjourns the Workshop at 11:59 a.m. to reconvene in Regular Session on February 11, 2014 at the hour of 9:00 a.m.

Thomas A. Indrieri, Vice-chair

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

BY _____
Yolanda Tirado, Chief Deputy Clerk