

Board of Supervisors

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



County of Colusa

Robert J. Muszar, Interim Clerk to
the Board of Supervisors/Risk/Safety
Manager
Yolanda Tirado, Chief Deputy Clerk
to the Board
Ann Nordyke, Deputy Clerk to the
Board II
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Minutes

April 21, 2015

The Board of Supervisors of the County of Colusa, State of California meets in Regular Session this 21st day of April 2015 at the hour of 9:00 AM. Present: Mark D. Marshall, Chair, Denise J. Carter, Gary J. Evans, Kim Dolbow Vann and John D. Loudon. Absent: None.

Chairman Marshall calls to order the April 21, 2015 Regular Session at 9:00 a.m., with all Supervisors present.

Present: Marcos Kropf, County Counsel.
Bob Muszar, CAO/Clerk to the Board/Safety/Risk
Management.
Elizabeth Kelly, Benny Strickland, Health & Human Services.
Peggy Scroggins, Holly Gallagher, Margaret Van Warmerdam,
Auditor-Controllers' Office.
Cindy Lovelace, Director, Human Resources Department.
Scott Lanphier, Michael Azevedo, Public Works Department.
Joe Damiano, Renee McCormick, Ag Department.
Kaline Moore, Purchasing & Procurement.
Mary Winters, Colusa citizen.
Debbie Hickel, CCEA President.
Janice Bell, Deputy Sheriff Association.
Robert Arens, Grimes citizen.
Yolanda Tirado, Ann Nordyke, Board Clerks.

Opening Prayer - Pledge of Allegiance.

MINUTES APPROVAL

1. Minutes Approval
Board of Supervisors – Regular Meeting – April 7, 2015.

RESULT:	APPROVED [4 TO 0]
MOVER:	Gary J. Evans, District IV
SECONDER:	John D. Loudon, District II
AYES:	Denise J. Carter, Gary J. Evans, John D. Loudon, Mark D. Marshall
ABSTAIN:	Kim Dolbow Vann

PERIOD OF PUBLIC COMMENT

Mr. Arens states he attended the April 7, 2015 Regular Board meeting and spoke during the Public Comment period regarding watering orchards that are growing weeds. He states he has done some sole searching and he does not wish to get into the matter any further. Brief discussion is held, with no action taken.

ANNOUNCEMENT OF CLOSED SESSION

Mr. Kropf announces the Board will meet at 11:00 a.m. later this day under Government Code Section 54957(b)(1) to conduct interviews for the position of County Librarian.

I. STAFF REPORTS

Ms. Van Warmerdam updates the Board members on items as they pertain to grant projects.

Ms. Scroggins states she attended the Auditor's conference this past week and was elected 1st Vice-President of the California State Association of County Auditors.

II. HUMAN RESOURCES

1. PUBLIC WORKS-PARKS & RECREATION SECTION

Consider approving changes to the Position Allocation list for Public Works - Parks and Recreation Section - 154-7012 by adding the position of Parks and Recreation Attendant, PFT, MSC Range 15, \$2,413.00 - \$3,082.00 per month, effective May 1, 2015 and authorize to fill.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary J. Evans, District IV
SECONDER:	Denise J. Carter, District V
AYES:	Carter, Evans, Vann, Loudon, Marshall

2. COUNTY ADMINISTRATIVE OFFICE

Consider approving the job description and changes to the Position Allocation list for CAO Budget Unit 1012 by adding the position of County Administrative Officer, PFT, UDH Range 35, \$10,906.00 - \$13,922.00 per month and authorize to fill.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, District V
SECONDER:	Gary J. Evans, District IV
AYES:	Carter, Evans, Vann, Loudon, Marshall

III. AUDITOR

1. Consider approving 2014-15 Revenue and Appropriations Inter-Budget Adjustments #063-064 as follows:

DEPT. NAME	FUND #	DEPT. #	ACCT. #	AMOUNT
CSA 1	02660	002660	53090	\$5,750.00
Solid Waste	04000	0000	454166	\$12,314.73
Solid Waste	04000	0000	53180	\$12,314.73

RESULT: APPROVED [UNANIMOUS]
MOVER: Kim Dolbow Vann, District I
SECONDER: Gary J. Evans, District IV
AYES: Carter, Evans, Vann, Loudon, Marshall

2. AUDITOR

Consider approving Intra Budget Adjustments Nos: 15070 through 15077.

RESULT: APPROVED [UNANIMOUS]
MOVER: Gary J. Evans, District IV
SECONDER: John D. Loudon, District II
AYES: Carter, Evans, Vann, Loudon, Marshall

IV. PURCHASING AND PROCUREMENT1. **HEALTH & HUMAN SERVICES**

Consider approving the purchase of computer monitors for the Department of Health & Human Services from Dell in an amount not to exceed \$1,544.68 and authorize the Purchasing Agent to purchase same.

RESULT: APPROVED [UNANIMOUS]
MOVER: Denise J. Carter, District V
SECONDER: John D. Loudon, District II
AYES: Carter, Evans, Vann, Loudon, Marshall

Chairman Marshall makes time to consider reassigning responsibility for the administration of employee benefit programs from the Auditor's office to the Human Resources Department no earlier than July 1, 2015 but at a time and in a manner so as to ensure an orderly transition prior to the next regularly scheduled open enrollment period.

Mr. Muszar states Human Resources is now responsible for the administration of the County's various leave programs; the coordination of county-wide training program; employer-employee relations functions including the administration of the County's collective bargaining agreements; and, the day to day management of the County's risk management functions. He states however, responsibility for the administration of employee benefits programs, which includes pension, deferred compensation, healthcare benefits (health, dental, vision) and the employee assistance program, is still fragmented. He states further, the CAO and the Human Resources Director are responsible for the negotiation of these benefits and the interpretation/administration of the collective bargaining agreements from which they flow, yet, the Auditor's Office service as the County's primary

and in some cases only, designated contact with the County's benefit contractors, providers and plan administrators. He states this arrangement sometimes requires the CAO and Human Resources to work through the Auditor's Office to accomplish things of which the CAO and Human Resources are responsible for.

Mr. Muszar states he recommends that the Board approve the reassignment of benefit administration responsibilities to the Human Resources Department under the management control of the Human Resource Director and subject to administrative oversight by the CAO. He states the implementation would involve the modification of job descriptions, and the Payroll/Employee Benefits Specialist job description would be renamed and benefit coordination duties would be removed from the job description. He states further, both classifications are assigned to the same salary range and the same bargaining unit; therefore, implementation could be accomplished with no direct increase in costs and no change in salary for the affected individual(s).

Discussion is held regarding the benefits portion of the job being transferred to Human Resources and not the position/individual, development of an implementation plan, percentage of time spent on employee benefits not warranting a full time position, and the possibility of Human Resources taking on the responsibility/duties of employee benefits without transferring an employee.

Ms. Gallagher states she would like to share a letter she sent to the Board of Supervisors with everyone and reads the following letter into the record:

"Dear Board Members,

I would like to take an opportunity to share my thoughts regarding the reassignment of benefit administration of the County from the Auditor's Office to the Human Resources Department that is on your agenda for April 21, 2015.

I have been an employee of the Auditor/Controller for over 23 years; 19 of which have been in payroll/benefits. During my service to the County and its employees I have seen many changes in departments, policies, administration and overall functionality. I have been fortunate enough to have had positive experiences and outlook through the majority of those. I can only recall two situations where I have voiced my concerns and brought them to your attention. I take pride in my work, the level of expertise I bring to the County and my relationships with the employees I serve.

There are points within the proposal by Mr. Muszar that will certainly help with the functionality of the County and the Human Resources Department as a whole. Unfortunately there are also aspects that I feel will not benefit the County or its employees. Although, Mr. Muszar has not clarified which specific duties will be transitioned, there are many functions that are not easily separated due to the processing and critical time factors associated with payroll.

In August of 2013, Mr. Muszar met with me, Peggy Scroggins and Tina Jessee to discuss the potential shift of duties at that time. I had prepared a survey of other Counties within our area to determine their processes and duties within

each of the departments concerned. At that time there was a wide variety of where and how each task was handled. It was clear that those who had similar setups as Colusa County were pleased with the quality of work and the minimal amount of errors. The Counties that had major separation of duties were not satisfied with ability to perform their jobs and had a significant amount of errors on employee checks and had difficulty in the reconciliation of the payroll fund and vendor payments/billings. After the conclusion of our meeting, Mr. Muszar agreed it would be in the best interest of the County and its employees to leave the functions as is. At that time, I had considered the matter closed. Unfortunately, I was unaware of the fact that it was to be revisited at a later date. I must admit I was taken aback by the meeting I had with Mr. Muszar on April 2, 2014 when he advised us that one of the Payroll/Employee Benefit positions would be eliminated from the Auditor/Controller.

Since the negotiation, interpretation and administration of the employee benefits is an HR/CAO function, I do agree that the designated contacts with the contractors, providers and administrators should be within that department rather than the Auditor. The HR department currently performs the new employee orientation, to add the duties of distributing and reviewing new hire packets would seem to be an easy and logical change. Having the HR department as the first line of contact for employees as well as outside vendors would not interfere with the functionality of the payroll process. Also, in assessing the amount of time and workload involved in these tasks, I do not feel it warrants a full time position to be moved from the Auditor to the HR department.

The main concerns I have with functions that may possibly be moved, would be the actual enrolling and changing of benefits within the County payroll software and vendor websites. In order to provide accurate payroll checks, maintain balanced and reconciled payroll funds, and accurate/balanced payments to vendors, these are tasks that are time sensitive and must be performed in a synchronized manner so that they are reflected correctly in all areas. The majority of these tasks are not HR functions and they require an accounting background and a level of expertise in Excel, balancing and reconciliation that is not required in the HR positions.

The recommendation by Mr. Muszar states that the final implementation plan may propose the reallocation of existing personnel resources. As I stated above, I do not feel the portion of benefits that could be moved without interruption or complication of job functionality does not warrant a full time position being reallocated.

In closing, I would like to express my respect to Mr. Muszar and the Board in this decision making process. I look forward to many more rewarding years with the County and whether I remain under the Auditor or move to HR, I will continue to do my job to the best of my ability and with the employees and Counties best interests in mind.

Sincerely,

Holly Gallagher
Payroll/Employee Benefit Specialist"

Ms. Hickel, CCEA President, states employees are concerned with the proposed transfer of benefits to another department; payroll accuracy and enrolling and changes in benefits being calculated properly. Discussion is held.

V. COUNTY ADMINISTRATIVE OFFICE

1. Consider reassigning responsibility for the administration of employee benefit programs from the Auditor's office to the Human Resources Department no earlier than July 1, 2015 but at a time and in a manner so as to ensure an orderly transition prior to the next regularly scheduled open enrollment period.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary J. Evans, District IV
SECONDER:	Denise J. Carter, District V
AYES:	Carter, Evans, Vann, Loudon, Marshall

Chairman Marshall makes time to approve the purchase of two (2) Sharp Aquos Board Interactive Display Systems from Southern Computer Warehouse and authorize Purchasing Agent to make purchase not to exceed \$10,155.38. In the alternative, consider approving the purchase of one (1) Sharp Aquos Board Interactive Display Systems from Southern Computer Warehouse and authorize the Purchasing Agent to make the purchase not to exceed \$5,077.69.

Mr. Muszar states he recommends the Board consider expanding the video portion of the project to include the Board conference room. He states in addition to the Board of Supervisors, various other Department use the conference room for such things as new employee orientations, webinars, and various other purposes. Discussion is held.

2. **COUNTY ADMINISTRATIVE OFFICE**

Approve the purchase of two (2) Sharp Aquos Board Interactive Display Systems from Southern Computer Warehouse and authorize Purchasing Agent to make purchase, not to exceed \$10,155.38.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, District V
SECONDER:	John D. Loudon, District II
AYES:	Carter, Evans, Vann, Loudon, Marshall

3. **COUNTY ADMINISTRATIVE OFFICE**

Approve the purchase and installation of an audio system in the Board Chambers and the installation of Sharp Aquos Interactive Display System boards in the Board Chambers and the Board conference room from Paradyme Sound & Vision and authorize Purchasing Agent to make the purchase in an amount not to exceed \$10,250.43

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, District V
SECONDER:	John D. Loudon, District II
AYES:	Carter, Evans, Vann, Loudon, Marshall

VI. APPOINTMENTS

1. AG/AIR POLLUTION CONTROL AFFAIRS ADVISORY COMMITTEE

Consider re-appointment of the following individuals to the Ag/Air Pollution Control Affairs Advisory Committee:

Jeff Miller, effective May 8, 2015 through May 9, 2019, and Charles Marsh, effective April 17, 2015 through April 18, 2019.
(Applications received: Jeff Miller and Charles Marsh)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, District V
SECONDER:	John D. Loudon, District II
AYES:	Carter, Evans, Vann, Loudon, Marshall

2. WILLIAMS CEMETERY DISTRICT

Consider re-appointment of Fay C. Turner to the Williams Cemetery District, effective January 23, 2015 through January 24, 2019. (Applications received: Fay C. Turner)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary J. Evans, District IV
SECONDER:	Kim Dolbow Vann, District I
AYES:	Carter, Evans, Vann, Loudon, Marshall

3. FIRST 5 CHILDREN & FAMILIES COMMISSION

Consider re-appointment of Bonnie Davies to the First 5 Children & Families Commission, effective May 13, 2015 through May 12, 2018. (Applications received: Bonnie Davies)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, District V
SECONDER:	Gary J. Evans, District IV
AYES:	Carter, Evans, Vann, Loudon, Marshall

Chairman Marshall makes time for approval of Consent Agenda Items 1 through 13.

Supervisor Loudon expresses concern regarding Consent Item No. 8 as follows:

8. Approve a one year contract between the County of Colusa and Sukhraj S. Pamma, doing business as the Pamma Law Firm to provide court appointed legal representation for indigent parties, in certain criminal and juvenile matters, effective

May 1, 2015 through April 30, 2016, in an amount not to exceed \$128,400.00, with a sixty (60) day written termination clause by either party.

and requests Consent Item No. 8 be pulled from the Consent Agenda and considered separately.

Chairman Marshall so directs, stating Consent Agenda Item No. 8 will be considered following the Consent Agenda.

CONSENT AGENDA

Approve Consent Agenda Items 1 through 7 and 9 through 13 as follows:

- C15-035** 1. PURCHASING AND PROCUREMENT
Approve modification of Intergovernmental Agreement No. 97-09-0001 to contract C09-062, between Colusa County Sheriff and the **United States Marshals Services** to incorporate the Affordable Care Act and the Prison Rape Elimination Act language, effective January 1, 2015, with terms as set forth in the Modification and all other terms to remain in full force and effect and authorize the Chair to sign.
- C15-036** 2. SHERIFF
Approve Hold Harmless and Indemnity agreement between the Colusa County Sheriff's Office and **Prysmian Cables & Systems Ltd.**, effective through December 15, 2015, with terms and conditions as set forth in the Agreement and authorize the Chair to sign.
- C15-037** 3. HEALTH AND HUMAN SERVICES
Approve the **AVSS Technical Assistance** agreement to provide the Department of Health and Human Services' (DHHS) Public Health staff with technical assistance as needed to the computer program for collecting and cataloging vital statistics, at no financial cost to DHHS, effective July 1, 2015 through June 30, 2016, with a thirty (30) day written termination clause by either party and authorize the Board Chair to sign.
- C15-038** 4. HEALTH AND HUMAN SERVICES
Approve Standard Agreement #14-10497-Amendment #01(amending Colusa County contract C14-200) between Colusa County and the **California Department of Public Health (CDPH)** to increase the total dollar amount of the agreement by \$124,479, for a revised total of \$988,923, to support Public Health Emergency Preparedness and the Hospital Preparedness Program and related emergency preparedness operations, effective through June 30, 2017, with all other terms and conditions to remain in full force and effect and authorize the Board Chair to sign.
- C15-039** 5. HEALTH AND HUMAN SERVICES
Approve Memorandum of Agreement (MOA #M-117-15) between Colusa County and **Sacramento County** for a consortium-based, regional approach to administration of the Cash Assistance Program for Immigrants, at no cost to Colusa County, effective July 1, 2015 through June 30, 2020, with a 30-day written termination clause by either party, and authorize the Director of the Department of Health and Human Services (DHHS) to sign.

6. TREASURER
Accept Treasurer's Monthly Investment Report for March 2015.

7. PUBLIC WORKS/ROAD DEPARTMENT
Set May 12, 2015 at 9:30 a.m. for a Public Hearing to consider issuance of assembly licenses pursuant to Colusa County Code 26 to San Francisco Institute of Possibility for an outdoor assembly/event known as "Camp Topsy" to be held at the East Park Reservoir, June 29, 2015 through July 5, 2015 and direct the Clerk to publish and post Notice of Hearing.

C15-040 9. COUNTY COUNSEL
Approve First Modification of contract C15-016, extending a short term contract between the County of Colusa and **Albert Smith** of the Smith Law Firm to provide court appointed legal representation for indigent parties, in certain criminal, juvenile, and conservatorship matters, effective through June 30, 2015, with terms and conditions as set forth in the Modification and all other terms and conditions to remain in full force and effect and authorize the Chair to sign.

C15-041 10. COUNTY ADMINISTRATIVE OFFICE
Approve First Amendment to Contract C15-021 between the County of Colusa and **Vanir Construction Management** for Jail Facility Grant Application Project Management Services by: adding completion of California Environmental Quality Act analysis to the contract as described in Attachment B to the contract; increasing the do not exceed amount from \$99,040 to \$139,820; with all other terms and conditions to remain in full force and effect and authorize the Chair to sign.

11. COUNTY ADMINISTRATIVE OFFICE
Adopt **Resolution No. 15-016** a Resolution of the Colusa County Board of Supervisors Approving the Proposed Revisions to the California Home Finance Authority (formal name change to Golden State Finance Authority Pending) Joint Powers Agreement. **C15-041a** Further, approve agreement between the County of Colusa and **Golden State Finance Authority**, Amended and Restated Joint Exercise of Powers Agreement, effective effective April 21, 2015, with all other terms and conditions to remain in full force and effect and authorize the Chair to sign.

12. ADMINISTRATION
Approve a letter of support of Assembly Bill 203 - Fire Prevention Fee Due Dates and authorize the Chair to sign.

13. ADMINISTRATION
Approve a letter of Support of AB568, District No. 108: hydroelectric power and authorize the Chair to sign.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary J. Evans, District IV
SECONDER:	Kim Dolbow Vann, District I
AYES:	Carter, Evans, Vann, Loudon, Marshall

Chairman Marshall makes time to consider Consent Agenda Item No. 8.

Supervisor Loudon expresses concern regarding Mr. Pamma's lack of experience in dealing with felony cases, as expressed to him by the Courts. Brief discussion is held.

C15-042 8. COUNTY COUNSEL

Approve a one year contract between the County of Colusa and **Sukhraj S. Pamma, doing business as the Pamma Law Firm** to provide court appointed legal representation for indigent parties, in certain criminal and juvenile matters, effective May 1, 2015 through April 30, 2016, in an amount not to exceed \$128,400.00, with a sixty (60) day written termination clause by either party and authorize the Chair to sign.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kim Dolbow Vann, District I
SECONDER:	Gary J. Evans, District IV
AYES:	Carter, Evans, Vann, Loudon, Marshall

VIII. ADMINISTRATION

1. Chairman Marshall makes time for discussion regarding the Sites JPA.

Supervisor Evans states Sites JPA is in the process of hiring a General Manager effective June 1, 2015, and states there is no place to house this individual. He further suggests using the Wells Fargo building located in Maxwell.

Discussion is held regarding the use of the Wells Fargo building, the ATM machine, repairs/maintenance that needs to be done on the building, the use of the building as an in-kind match for the project, and the Sheriff using the building as a substation.

Following discussion, Chairman Marshall directs the CAO to place on the May 12, 2015 Regular Agenda discussion and possible action regarding the use of the Wells Fargo building located in Maxwell for the Sites JPA General Manager and the possible use of Special Project Funds for repairs/maintenance of the building.

IX. SUPERVISORS' REPORTS OR COMMENTS

Supervisor Carter

Meetings/functions attended:

- Ambulance Ad-hoc meeting.
- Groundwater meeting.
- Common threads luncheon.
- ACWA drought briefing.

Supervisor Vann

Meetings/functions attended:

- Elected Secretary and Treasurer of Sites JPA.
- CDBG Committee meeting.

Supervisor Loudon

Meetings/functions attended:

- Grimes Fire Department dinner.

VFW meeting; discussed upgrade of kitchen & bathrooms.
 ACWA drought update meeting.
 Sheriff town meeting in Maxwell.
 Conference call with CSAC Water Board re: drought.
 Attended Western Days-Dutch oven cook-off judge.
 Northern California Water Storage meeting, Water Commission.
 Behavioral Health Board meeting.
 CSAC class-Realignment 101.
 Met with Lewis Bair, re: understanding water transfers.
 Attended fund raiser for Bill Dodd at Williams Museum.
 Participated in Virginia Read.
 Colusa Partnership Board meeting.
 Colusa County One-Stop Board meeting.

Supervisor Marshall

Meetings/functions attended:

- CDBG Committee meeting.
- Ambulance Ad-hoc meeting.

X. STATE OR FEDERAL LEGISLATION/GENERAL BUDGETARY MATTERS

Mr. Muszar states the budget process is moving along and informal reviews will start tomorrow, April 22, 2015. Discussion is held, with no action taken.

Supervisor Vann states in the upcoming week she will be meeting with various Colleges regarding High school students being able to enroll in college classes while attending High school and the Colleges offering Vocational education/training classes. Discussion is held, with no action taken.

XI. CLAIMS

1. ADMINISTRATION

Consider approving Special Claims.

<u>Claim #</u>	<u>Fund/Department</u>	<u>Vendor</u>	<u>Amount</u>
570610	Road	Gallaway Enterprises	\$431.10
570724	Public Defender	James Rokop PH.D	\$1,500.00
570725	Public Defender	Law Offices of John K Hinely	\$1,080.00
570726	Public Defender	Eleonora Furst	\$310.61

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gary J. Evans, District IV
SECONDER:	Denise J. Carter, District V
AYES:	Carter, Evans, Vann, Loudon, Marshall

2. ADMINISTRATION

Consider approving Claims Register Sheets from April 7, 2015 through April 20, 2015.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, District V
SECONDER:	Gary J. Evans, District IV
AYES:	Carter, Evans, Vann, Loudon, Marshall

Chairman Marshall declares a recess at 10:04 a.m. to convene at 11:00 a.m., in Closed Session and reconvenes at 2:10 p.m. into Regular Session with all Supervisor present.

Present: Marcos Kropf, County Counsel.
Bob Muszar, CAO/Interim Clerk to the Board/Safety/Risk Management.
Yolanda Tirado, Ann Nordyke, Board Clerks.

11:00 a.m. CLOSED SESSION/HUMAN RESOURCES

Mr. Kropf states under Government Code Section 54957(b)(1) the Board of Supervisors met to conduct interviews for the position of County Librarian. He states a contingent offer was made to one of the two candidates.

Chairman Marshall reminds the Board members the Joint Cities County Meeting is scheduled for April 29, 2015 starting at 6:00 p.m. at the Steelhead Lodge.

Chair Marshall adjourns the meeting at 2:11 p.m. to reconvene in Regular Session on May 12, 2015 at the hour of 9:00 a.m.

Mark D. Marshall, Chair

Attest: Robert J. Muszar,
Interim Clerk to the Board of Supervisors

BY _____
Ann Nordyke, Deputy Clerk