

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, November 18, 2003

The Chairman called a duly noticed informal meeting of the Board of Supervisors and the Management Team to order at 8:16 a.m., in the Board of Supervisors Conference Room at 526 West Sycamore Street, Willows, with Board members as follows:

Present: Supervisors Hansen and Bungarz (Chairman)
Absent: Supervisors Freeman, McGowan and Sprague

Also Present: Sandy Kennedy, Assistant Clerk of the Board

1. **Management Council/Supervisors**

Matter: Informal session with the County Department Heads to receive reports and updates on departmental activities.

- Proceedings:
- a. Building Maintenance and Inspection Director Dan Gardner provided a brief report on the Juvenile Hall project and advised that it should be complete by December;
 - b. Supervisor Keith Hansen advised that he attended the Inaugural of California's Governor Arnold Schwarzenegger, as he was sworn in on Monday at the State Capitol in Sacramento;
 - c. Interim Agricultural Commissioner Bill Duckworth advised that he recently went on the Ag Tourism Event, where various commodity businesses were visited; whereby discussion was held on the potential growth of economic development within Glenn County; also advised of an upcoming meeting relating to olive pest management;
 - d. Personnel Director John Greco announced that Planning Director Committee has gone through the first phase of recruiting a new Director, with interviews to held on December 1st and choice candidates to interview before the Board of Supervisors on December 2nd; also advised that all vendors of subsidiary insurances for dental, vision, short term disability and life, have had no change in rates;
 - e. Cooperative Extension Director Barbara Reed advised of the current enrollment of 4-H, bringing in new members and an expansion on new clubs; also reviewed UC Davis's budget cuts, and the impact it will have on Glenn County Cooperative Extension office;
 - f. Human Resource Agency Director/Administrative Representative Kim Gaghagen advised that he will meet with the Cities of Willows and Orland to discuss tying into the planning consolidation, economic development and also to explore joint business endeavors that will benefit the County citizens; spoke regarding freeing up County land at the Orland Airport for future economic development; and gave a brief report on legislative activities, such as Vehicle License Fees and the suspense of various legislation enacted by former Governor Davis Administration, to be reviewed by the new administration.
 - g. The Chairman adjourned the meeting at 9:00 a.m.

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 9:06 a.m., with members as follows:

Present: Supervisors Hansen, Sprague and Bungarz (Chairman)
Absent: Supervisors Freeman and McGowan

Also Present: Kim Gaghagen, Administrative Representative
Debbie Lambert, Deputy Clerk

THE PLEDGE OF ALLEGIANCE WAS RECITED

1. **Minutes**

Matter: Approve the Minutes of November 18, 2003.
Motion/Second: Supervisor Sprague/Supervisor Hansen
Order: Approve the aforesaid Minutes
Vote: Unanimous by Members present.

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2. Unscheduled Matters

- Matter: Receive comments from the audience, staff and Board members, and if deemed necessary, refer the subject matter to the appropriate department for follow-up and/or schedule the matter on a subsequent Board agenda.
- Proceedings:
- a. Reports and issues were discussed by Supervisors.
 - b. Supervisor Hansen advised that Glenn County First 5 announced that March of Dimes has designated November 18, 2003 as National Awareness of Premature Births Day.
 - c. Supervisor Bungarz advised that the Emergency Services Foundation fundraiser for the Fire Departments has been postponed to January 24, 2004, and will be held in Willows, Orland and Hamilton City.
 - d. Administrative Representative Kim Gaghagen advised that the Planning Director Review Committee will meet December 1, 2003 to screen Planning Director applicants, will forward recommendations to the Board December 2, 2003, and that the newly elected Governor Schwarzenegger has rescinded the Vehicle License Fee increases and suspended all rule making processes for review.
 - e. Supervisor Bungarz advised of a *Notice of Intent to Adopt a Negative Declaration* from the California Department of Fish and Game, Sacramento Valley and Central Sierra Region, regarding adopting a new Comprehensive Management Plan for the existing 3770 acre Wildlife Area along the Sacramento River between Woodson's Bridge and the City of Colusa, with two public input meetings to be held December 1 and December 4, 2003.

3. Consent Calendar

- Matter: Review and take actions related to the Consent Calendar set forth on Attachment "A".
- Motion/Second: Supervisor Hansen/Supervisor Sprague
- Order: Approve Consent Calendar as set forth on Attachment "A"
- Vote: Unanimous by Members present.

4. Group Insurance Coverage/ Administrative Manual/Resolution

- Matter: Recommendation of Personnel Director John Greco to adopt the following:
- a. Resolution 2003-120 "Amending Section 10.12.22 'Group Insurance Coverage' of the Personnel Policy of the County of Glenn"; and
 - b. Resolution 2003-121 "Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act".
- Proceedings: Mr. Greco advised that all benefit rates remain the same other than Health Insurance
- Motion/Second: Supervisor Sprague/Supervisor Hansen
- Order: Adopt Resolution 2003-120 and Resolution 2003-121
- Vote: Unanimous by Members present.

5. Position Allocation List/Health Services Agency/Resolution

- Matter: Recommendation of Personnel Director John Greco to adopt Resolution 2003-122 "Amending the Position Allocation List for the Health Services Agency to Designate One Administrative Assistant Position as Confidential".
- Motion/Second: Supervisor Sprague/Supervisor Hansen
- Order: Adopt Resolution 2003-122
- Vote: Unanimous by Members present.

6. Purchasing Agents for County Credit Card/Planning Department

- Matter: Pursuant to Minute Order 7 of November 4, 2003, consider recommendation of Planning Administrator Vince Minto to designate Mardy Thomas and Evelyn Rackley as Purchasing Agents for mailing items at the United States Post Office with the County Credit Card, as Bulk Mail service is not suitable for the requirements of the Planning Department because each mailing must consist of at least 250 identical items.
- Motion/Second: Supervisor Hansen/Supervisor Sprague
- Order: Approve the aforesaid matter
- Vote: Unanimous by Members present.

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7. **Hamilton City Fire Protection District/Appointment**
Matter: a. Accept the resignation of Mr. Herald I. Sapp from the Hamilton City Fire Protection District; and
b. Notice of Unscheduled Vacancy being posted, and no response being received thereto, consider appointment to fill the vacancy of Mr. Sapp, said appointee to serve at the pleasure of the Board.
Motion/Second: Supervisor Hansen/Supervisor Sprague
Order: Accept the resignation of Mr. Sapp and execute letter of appreciation
Vote: Unanimous by Members present.
8. **Mental Health, Alcohol & Drug Commission/Appointment**
Matter: Recommendation of Mental Health, Alcohol & Drug Commission to:
a. Remove Vern Taylor, who passed away, from the list of appointees; and
b. Notice of Unscheduled Vacancy being posted, consider appointment of Jeff Lester to fill the vacancy of Mr. Taylor, said appointee to serve term to December 31, 2003, and reappoint from January 1, 2004 to December 31, 2007.
Motion/Second: Supervisor Sprague/Supervisor Hansen
Order: Approve the aforesaid matter
Vote: Unanimous by Members present.
9. **Miscellaneous**
Matter: Reviewed the following items with no action taken:
a. Auditor's Cash Report for the month of October 31, 2003.
b. Investment Information Portfolio Report for the quarter ending September 30, 2003.
c. Notice advising that the November Technical Advisory Committee meeting for the Water Advisory Committee has been cancelled.
10. **Cooperative Extension - Holiday Closure**
Also Present: Barbara Reed, County Director, Cooperative Extension
Matter: Recommendation of Ms. Reed to approve closure of Cooperative Extension Office from December 24, 2003 through January 2, 2004.
Proceedings: Ms. Reed reviewed the aforesaid matter and advised that there has been a significant increase in 4-H enrollment
Motion/Second: Supervisor Hansen/Supervisor Sprague
Order: Approve the aforesaid matter
Vote: Unanimous by Members present.
11. **Distribution of Excess Proceeds from Sale of Tax-Defaulted Property**
Also Present: Don Santoro, Director of Finance
Matter: Recommendation of Mr. Santoro to approve proceeds distributed from sale of tax-defaulted property on September 20, 2002 in the amount of \$542,456 as set forth therein.
Proceedings: Mr. Santoro reviewed the aforesaid matter and advised that next year the tax defaulted properties will be sold through the internet
Motion/Second: Supervisor Sprague/Supervisor Hansen
Order: Approve the aforesaid matter
Vote: Unanimous by Members present.
12. **Public Hearing/Supplemental Law Enforcement Service Funds**
Also Present: Bob Shadley, Sheriff-Coroner
Matter: Pursuant to Affidavit of Publication on file in the Office of the County Clerk, hold Public Hearing to consider intended use of state award of Supplemental Law Enforcement Services Funds (SLESF) which are anticipated and allocated in the 2003/2004 budgets and to be used as follows:
a. Sheriff's SLESF Budget: \$100,000
Salaries and benefits for front line law enforcement;
b. Jail's SLESF Budget: \$7,828
Completion of the new generator project which will supply power to the entire jail complex in the event of a power outage. These funds will be used to complete necessary adaptations for final installation.
Proceedings: a. The Chairman opened the aforesaid matter for Public Hearing;
b. Sheriff Shadley reviewed the aforesaid matter;
c. The Chairman opened the hearing for public comments; whereupon none having been heard, the Chairman closed the hearing to public comments;
d. The Chairman called for exhibits, whereupon the Clerk advised that no exhibits were submitted; and

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- e. On motion of Supervisor Sprague, seconded by Supervisor Hansen, it was unanimously ordered by members present to conclude hearing, decide matter, and approve matter (a) and (b) as set forth above.

**9:50 a.m. -- The Chairman Called the Meeting in Recess
10:00 a.m. -- The Chairman Called the Meeting to Order**

13. **Kanawha Fire Protection District Audit Report**
Also Present: Don Santoro, Director of Finance
Matter: Recommendation of the Audit Committee to execute a letter to the Fire District requesting compliance with all audit recommendations by December 1, 2003.
Proceedings: a. Mr. Santoro reviewed the aforesaid matter;
b. Internal Auditor Frank Fields advised that all Fire Districts will be audited by June 30, 2004;
c. On motion of Supervisor Hansen, seconded by Supervisor Sprague, it was unanimously ordered by members present to approve the aforesaid matter;
d. Upon discussion, the motion was amended by Supervisor Hansen, with Supervisor Sprague concurring, to report back to the Board December 2, 2003 regarding the Fire District's response.
14. **Resolution/Position Allocation List – Assessor/Clerk-Recorder and Buildings Maintenance and Inspection Director**
Also Present: Kim Gaghagen, Administrative Representative
John Greco, Personnel Director
Dan Gardner, Building Maintenance and Inspection Director
Matter: Recommendation of Mr. Greco to adopt Resolution 2003-123 “*Transferring Authorization to Provide Administration for the Glenn County Planning Department From the Glenn County Assessor/Clerk-Recorder to the Glenn County Building Maintenance and Inspection Director and Amending the Position Allocation List for the Assessor/Clerk-Recorder and the Buildings and Grounds Departments*”.
Proceedings: a. Mr. Gaghagen advised that the aforesaid matter is the recommendation of the Planning Director Review Committee;
b. On motion of Supervisor Sprague, seconded by Supervisor Hansen, it was unanimously ordered by members present to adopt Resolution 2003-123; and
c. Upon discussion, the motion was amended by Supervisor Sprague, with Supervisor Hansen concurring, to thank Assessor/Clerk-Recorder with gratitude for a job well done.
15. **Closed Session**
Matter: Pursuant to subdivision (a) of Government Code Section 54956.9, hold Closed Session to conference with Legal Counsel – existing litigation Bennett vs. County of Glenn, et al.
Proceedings: The Chairman announced the aforesaid matter
Motion/Second: Chairman Direction
Order: Adjourn to Closed Session
16. The Chairman adjourned the meeting at 11:13 a.m.

DG BUNGARZ, Chairman

ATTEST:

Vince T. Minto, County Clerk-Board of Supervisors

BY: _____

Debbie Lambert, Deputy Clerk

Distribution:	Board Members	KIQS Radio Station	Willows Library
	County Counsel	Sacramento Valley Mirror	Orland Library
	Finance Director	Elections	

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ATTACHMENT "A"

3. **Consent Calendar**

Matter: Review and take actions related to the Consent Calendar.
 Motion/Second: Supervisor Hansen/Supervisor Sprague
 Order: Approve Consent Calendar as set forth below
 Vote: Unanimous by Members present.

a. **Transfer of Funds**

Approved the following intradepartmental Transfer of Funds:

Trans No.	Department	Description	Amount
5088	Supplemental Law Enforcement Services Fund	To set appropriation for distribution of Supplemental Law Enforcement Funding fiscal year 03/04	\$ 391,448.00
5089	Human Resource Agency/Community Action Division	The Glenn County Emergency Food & Shelter Grant (FEMA) for Glenn County closes 9/30/03. This appropriation brings in \$45.33 in interest. Transfer to adjust appropriations to actual expenditures for close of contract #21-0676-00	\$ 45.33
5090	Human Resource Agency/Community Action Division	The Glenn County Emergency Food & Shelter Grant (FEMA) for Colusa County closes 9/30/03. This appropriation brings in \$39.93 in interest. Transfer to adjust appropriations to actual expenditures for close of contract #21-0658-00	\$ 39.93
5091	Human Resource Agency/Community Action Division	Contract #02030110 closes effective 9/30/03. This appropriation brings in \$204.13 in interest for the Child Abuse Treatment Program (CHAT)	\$ 204.13

b. **Contract - Child Support Services**

Upon the recommendation of Child Support Services Director Mike Murray, approved and authorize the Director to execute *Agreement Between the County of Glenn and Colusa County Department of Child Support Services* for training and consulting services provided by Colusa County, cost being the actual salary and benefit cost being paid to the Colusa County employee at the time the training is being provided. (No General Fund Impact)

c. **Contract - Health Services Agency**

Upon the recommendation of Health Services Agency Director Mike Cassetta, executed Amendment to the Agreement with the *State Department of Health Services, WIC Program*, which increases the maximum amount of the contract to \$982,337.00 for fiscal years 2002 through 2005. (No General Fund Impact) (County Contract 1734)

d. **Certification of Assurance of Compliance – Victim Witness Assistance Program/Human Resource Agency**

Upon the recommendation of Human Resource Agency Director Kim Gaghagen, executed *Certification of Assurance of Compliance* for the Victim Witness Assistance Program.

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e. **Line Item Budget – Human Resource Agency**

Upon the recommendation of Human Resource Agency Director Kim Gaghagen, approved the following line item budget: (No General Fund Impact)

Fund Title	Service Account	Department Name	Amount
Community Action	04999648	ULTS Program	\$15,470.00

f. **Line Item Budget – Human Resource Agency**

Upon the recommendation of Human Resource Agency Director Kim Gaghagen, approved the following line item budget: (No General Fund Impact)

Fund Title	Service Account	Department Name	Amount
Community Action	04999415	Federal Emergency Shelter Grant	\$204,000.00

g. **Blue Claim – Clerk-Recorder/Finance**

Upon the recommendation of Assistant Director of Finance Debbie Newman, approved payment of claim to Eagle Computer Systems for invoices dated over one year old, for \$2,120.06.