

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

Tuesday, August 17, 2004

Chairman Gary Freeman called a duly noticed informal meeting of the Board of Supervisors and Department Heads to order at 8:23 a.m., in the Board of Supervisors Conference Room at 526 West Sycamore Street, Willows, with Board members as follows:

Present: Supervisors Bungarz, McGowan and Freeman (Chairman)
Absent: Supervisors Hansen and Sprague
Also Present: Sandy Soeth, Assistant Clerk of the Board

1. **Supervisors/Department Heads**

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

Proceedings:

- a. Building Services Department Director Dan Gardner gave an update on the County Schools Administration building project;
- b. Health Services Agency Director Mike Cassetta spoke regarding the West Nile Virus, and advised that 246 people died last year from the virus nationwide, however, there have been 38,000 people die from the flu, also stated that horses are at the greatest risk;
- c. Human Resource Agency Director Kim Gaghagen gave an update on the Family Resource Center in Orland; reviewed various restorations made from the State budget; and advised that the Budget Committee is currently working on possible fees for services provided by the Public Guardian;
- d. Planning and Development Director Dan Obermeyer reviewed building permit activity, Williamson Act applicants, and new construction in the Orland and Artois area; also advised that upon acceptance of the Orland Airport appraisal, will be moving forward into a formal bidding process for leases with the matter to come to the Board on September 7th; and that North State Motors has shown interest in leasing County property across from WalMart;
- e. Finance Director Don Santoro advised of current legislation that will mandate booking fees;
- f. Public Works Director Doug Holvik advised that he has been called to attend an emergency meeting with the California Transportation Commission tomorrow afternoon; and
- g. The meeting was adjourned at 8:55 a.m.

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 9:04 a.m., with members as follows:

Present: Supervisors Bungarz, McGowan, Sprague and Freeman (Chairman)
Absent: Supervisor Hansen
Also Present: Belinda Blacketer, County Counsel
Sandra Pergson, Deputy Clerk

THE PLEDGE OF ALLEGIANCE WAS RECITED

1. **Minutes**

Matter: Approve the Minutes of August 3, 2004.
Motion/Second: Supervisor Sprague/Supervisor Bungarz
Order: Approve the aforesaid Minutes
Vote: Unanimous by members present.

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 Bungarz advised that since Agricultural Commissioner Bill Duckworth announced that due to budget restraints the \$5,000.00 Northern California Water Association dues would not be paid this year, he would like to draft a letter for the Chairman of the Board to execute advising the Water Association that the Board supports their efforts but cannot support financially this year; whereupon Assistant Agricultural Commissioner Mark Black advised that due to a grant being received, the dues to Northern California Water Association could possibly be paid. Mr. Black will advise the Board if dues are paid.

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- c. County Counsel Belinda Blacketer advised that the Veterans have a right to use the Memorial Halls, that through research of records it was discovered that the Memorial Halls were built with 50/50 funds from the Veterans and County. The Veterans have written a letter to the Governor of California, and he has referred that letter to the California Veterans Office. Also advised that an elevator and air conditioning are in the future plans for Memorial Hall, to meet American's Disability Act compliance.
- d. Planning & Community Development Agency Director Dan Obermeyer advised that the Orland Industrial Park will be on the agenda for a September 7, 2004 public hearing, to go to bid for lease of buildings or land.

9:24 a.m. – County Counsel Belinda Blacketer Left the Meeting

3. Consent Calendar

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

9:26 a.m. – County Counsel Belinda Blacketer Entered the Meeting

4. Transfer of Funds

Matter: Approve the following intradepartmental Transfer of Funds which requires a 4/5ths vote and has no general fund impact, for the 2003/2004 fiscal year:

Trans No.	Department/Budget	Description	Amount
5493	North Willows Community Service Area	To appropriate North Willows County Service Area general reserve funds to cover services & supplies expenses.	\$ 2,165.00
5507	Realignment-Health	To appropriate unanticipated realignment revenues to cover expenditures in Public Health program.	\$ 2,642.00
5508	Realignment-Mental Health	To appropriate unanticipated realignment revenues to cover expenditures in Mental Health program.	\$ 78,122.00
5509	Realignment-CMSP	To appropriate unanticipated realignment revenues to cover expenditures in Health Services CMSP program.	\$ 28,397.00
5510	Tobacco Control Trust	To appropriate general reserve fund and unanticipated revenue in the Tobacco Control trust to cover Interfund expenses to Health Services programs	\$ 3,534.19
5511	Public Health	To appropriate unanticipated Interfund revenue reimbursement to cover professional services in Public Health budget.	\$ 3,534.19
5512	Public Health	To adjust and reclassify Interfund revenue in the Public Health budget.	\$ 48,290.00
5513	Maternal and Child Health	To appropriate unanticipated Interfund revenue and transfer appropriations from salaries & wages & services & supplies to cover Intrafund expenses in Maternal/Child Health program.	\$ 19,500.00
5514	California Children's Services	To appropriate unanticipated realignment revenue to cover intrafund expenses in California Children's Services program.	\$ 15,780.00
5517	Realignment-Social Services	To appropriate unanticipated sales tax realignment revenue to distribute to Social Service Programs and California Children's Services & Delinquency Prevention to cover County match requirements.	\$ 157,369.02

Motion/Second: Supervisor Sprague/Supervisor Bungarz
 Order: Approve the aforesaid matter
 Vote: Unanimous by members present.

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5. **Resolution – Position Allocation List/Sheriff**

Also Present: Robert Shadley, Sheriff-Coroner
Matter: Recommendation of Sheriff Robert Shadley to adopt Resolution 2004-80 "Amending the Position Allocation List for the Sheriff's Department", which eliminates one Deputy Sheriff from the Universal Hiring Program (COPS) budget, due to lack of funding.
Proceedings: Sheriff Shadley reviewed the aforesaid matter, and advised that the lay off of one deputy is being processed.
Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Adopt Resolution 2004-80
Vote: Unanimous by members present.

6. **Undersheriff Recruitment**

Also Present: John Greco, Personnel Director
Bob Shadley, Sheriff-Coroner
Matter: Hold discussion with possible action regarding the recruitment of the Undersheriff.
Proceedings: Sheriff Shadley and Mr. Greco reviewed the aforesaid matter, and requested that the Board approve having two Undersheriffs from November 15, 2004 to December 23, 2004 for training purposes
Motion/Second: Supervisor Sprague/Supervisor McGowan
Order: Schedule matter on September 7, 2004 agenda for a new position allocation list with two Undersheriff's from November 15, 2004 to December 23, 2004
Vote: Unanimous by members present.

7. **Budget Restoration**

Also Present: Don Santoro, Director of Finance
Kim Gaghagen, Administrative Representative
Matter: Recommendation of the ad hoc Budget Committee to implement the following restorations for the 2004/2005 fiscal year:

Department	Amount to Restore
Juvenile Hall	\$95,000.00
Sheriff's Department	\$12,000.00
Planning & Community Development Agency	\$75,000.00
Animal Control	\$25,000.00
Building Services Department	\$37,500.00
County Libraries	\$36,864.00
Cooperative Extension	\$20,000.00

Proceedings: a. Mr. Santoro and Mr. Gaghagen reviewed the aforesaid matter, and advised that \$500,000.00 was given for the Rural Law Enforcement at the last minute of the State budget process; and
b. Later this date, Willows Library Board President Adrian Hill and Elk Creek Library Representative Keith Carly thanked the Board for the restoration to the County Libraries.

Motion/Second: Supervisor Bungarz/Supervisor Sprague
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

**10:06 a.m. -- The Chairman Called the Meeting in Recess
Deputy Clerk Debbie Lambert Entered the Meeting and
Deputy Clerk Sandra Pergson Left the Meeting
10:13 a.m. -- The Chairman Called the Meeting to Order**

Supervisor Sprague Left the Meeting Due to Conflict of Interest

8. **Community Development Services**

Also Present: Kim Gaghagen, Human Resource Agency Director
Scott Gruendl, Staff Services Manager II
Matter: Recommendation of Mr. Gaghagen to:
a. Approve the Agreement with County of Glenn and Community Development Services for job development services;
b. Authorize the Director, or his designee, to sign Agreement; and
c. Authorize the Director, or his designee, to modify or amend the Agreement contingent upon review and approval of County Counsel. (No general fund impact)
Proceedings: a. Mr. Gaghagen reviewed the aforesaid matter;

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- b. County Counsel requested that page one, #7 wording be changed from "adverse impacts of the planned Wal-Mart Super Store" to "significant impacts of the planned Wal-Mart Super Store"; and
- c. Valley Mirror John Brooks advised that SBDC is part of Butte College, and that a comma should be between Tri-County Economic Development Center and (SBDC) on page one, item D 1.).

Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Approve the aforesaid matter with the change in proceeding (b) as set forth above
Vote: Unanimous by members present.

9. **Contract – Human Resource Agency**

Also Present: Kim Gaghagen, Human Resource Agency Director
Scott Gruendl, Staff Services Manager II

Matter: Recommendation of Human Resource Agency Director Kim Gaghagen to:

- a. Approve the Memorandum of Understanding between the Glenn County Human Resource Agency, Community Action Division, and the Community Development and Services Agency for the Coordination of Job Development and Business Services Activities;
- b. Authorize the Human Resource Agency Director, or his designee to execute the agreement; and
- c. Authorize the Human Resource Agency Director, or his designee, to modify and amend the agreement contingent upon County Counsel review and approval.

Motion/Second: Supervisor McGowan/Supervisor Bungarz
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

Supervisor Sprague Entered the Meeting

10. **Contract – Health Services Agency**

Matter: Recommendation of Health Services Agency Director Mike Cassetta to approve and authorize the Board of Supervisors Chairman to execute *Immunization Network of Northern California Intergovernmental Agreement* with Butte County, which is an immunization registry system that contains certain information, research and assistance functions and services. (No general fund impact)

Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

11. **Transfer of Vehicle to TAGMET**

Matter: Recommendation of Public Works Director Doug Holvik to authorize Fleet Manager Rick Nunes to transfer Vehicle #5121 to the Willows Police Department to be used by Tagmet. (No general fund impact)

Motion/Second: Supervisor Sprague/Supervisor Bungarz
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

12. **Olive Pest Management District Donations**

Matter: Recommendation of Agricultural Commissioner Bill Duckworth to authorize Mr. Duckworth to deposit donations totaling \$2,187.58 for the Olive Pest Management District (OPMD) into the OPMD account, to assist in the ongoing efforts with eradication of the olive fruit fly.

Motion/Second: Supervisor Sprague/Supervisor Bungarz
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

13. **Federal Forest Reserve Payments for Title II Projects**

Matter: Recommendation of Supervisor Bungarz to execute letter to the USDA Forest Service to set aside 15% of the Federal Forest Reserve Payments for Title II Projects on or near the Mendocino National Forest that are recommended by the Glenn-Colusa Resource Advisory Committee (RAC).

Motion/Second: Supervisor McGowan/Supervisor Sprague
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

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14. **Regional Council of Rural Counties Annual Conference – Commodity Basket**
Matter: Recommendation of Supervisor Bungarz to authorize the expenditure of up to \$250.00 for a basket of commodities that represents Glenn County for the Regional Council of Rural Counties Annual Conference in September 2004, with funding to come from the Board of Supervisors budget.
Proceedings: Upon discussion, the Chairman ordered that next budget year the aforesaid matter be referred to the Budget Committee to determine the funding source
Motion/Second: Supervisor Sprague/Supervisor Bungarz
Order: Approve the aforesaid matter
Vote: Unanimous by members present.
15. **Department Head Evaluation Process**
Matter: Recommendation of Assistant Clerk of the Board Sandy Soeth to review for possible modification of the Department Head Evaluation process and proposed forms as listed:
a. Department Head Evaluation Forms, Part 1 & 2
b. Department Head Evaluation Schedule
c. Letter to Department Heads
Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Approve the aforesaid matter and add Planning & Development Director Dan Obermeyer to the list of Department heads for evaluation
Vote: Unanimous by members present.
16. **First 5 of Glenn County Appointment**
Matter: Recommendation of Health Services Agency Director Mike Cassetta to appoint to the First 5 of Glenn County Nadine Viet, to represent the Health Department, with Grinnell Norton to serve as an alternate, to serve at the pleasure of the Board.
Motion/Second: Supervisor McGowan/Supervisor Bungarz
Order: Approve the aforesaid matter
Vote: Unanimous by members present.
17. **Long Term Care Council - Dissolve**
Matter: Pursuant to Legislation signed by Governor Davis in May 2003, and letter from Vicki Paxton, Area 3 Agency on Aging Director, stating that the Board of Supervisors no longer appoints to the Long Term Care Council, dissolve the Long Term Care Council from the County Appointment Roster.
Motion/Second: Supervisor McGowan/Supervisor Bungarz
Order: Approve the aforesaid matter
Vote: Unanimous by members present.
18. **Miscellaneous**
Matter: Reviewed the following items with no action taken:
a. Notice from California Oak Foundation requesting support for Senate Bill 1334/Oak Woodlands Conservation which outlines mitigation options under existing law
b. Notice from Agricultural Commissioner Bill Duckworth advising that the Technical Advisory Committee Meeting for the Water Advisory Committee, which would have been scheduled for August 24, 2004 has been cancelled.
c. Notice from Governor's Office of Emergency Services granting a Secretarial Disaster designation for the counties of Butte, Glenn, and Yuba and the contiguous counties of Colusa, Lake, Mendocino, Nevada, Placer, Plumas, Sierra, Sutter and Tehama due to agriculture losses caused by high temperatures and low humidity that occurred March 12 through March 15, 2004.

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19. The Chairman adjourned the meeting at 10:37 a.m.

GARY FREEMAN, Chairman

ATTEST:

Vince T. Minto, County Clerk-Board of Supervisors

BY:

Sandra Pergson, 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 Sprague/Supervisor McGowan
 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/Budget	Description	Amount
5506	Mental Health User's Group	To transfer appropriations from services & supplies to cover cost allocation charges in the Mental Health User's Group budget unit.	\$ 9,085.00
5515	Bio-Terrorism	To transfer appropriations from Professional Services to cover Interfund expenses in the Bio-Terrorism grant.	\$ 13,010.00

b. **Contract-Health Services Agency**

Upon the recommendation of Health Services Agency Director Mike Cassetta, approved and authorized the Board of Supervisors Chairman to execute an Amendment to the *Net Negotiated Amount State Contract* for alcohol and drug services and the perinatal treatment expansion programs for fiscal year 2003/04, which increases the amount received to \$710,829.00. (No general fund impact) (County Contract 537)

c. **Purchasing Authority-Human Resource Agency**

Upon the recommendation of Human Resource Agency Director Kim Gagghagen approved list of Human Resource Agency Personnel authorized to use their County issued credit card to purchase goods and services per the authorization level guidelines as assigned by the Human Resource Agency's Purchasing Policy as follows:

Level 1:(Full Authority)

Kim Gagghagen	Cheryl Hagen	Scott Gruendl	Robyn Krause
Korri VonSeggern	Bill Krause	Dory Bowman	

Level 2:(Prior approval from Level 1)

Becky Hansen	Suzi Walsh	Karen Hansen	Christine Zoppi
Merrie Wales	David Allee	Domingo Aguilar	Carolyn Johnson
Lucy Hernandez	Elizabeth Kelly	Chellie Gates	Judy Anthony

Level 3:(Direct service client needs only, requires Level 1 approval prior to the purchase)

Linda Joseph	Leslie Corbin	Cheryl Harrison	Kristine Green
Brid Power	Rex Gould	Duke Stemrick	Gail Woolery
Heather Alexander	Linda M. Johnson	Linda G. Johnson	Jene Rindlisbacher
Sandra Valdez	Colleen Ellis	Chuck Haake	Brenda Prather
Rachel Parker	Kris Ogle	Anita Perez	Yassi Lam
Teresa Pinedo	David Pratt	Steve Thalken	Jason Votaw
Jeanne Masters	Patti Fumasi	Ken Hahn	Terri Brown
Baudel Ramirez	Jim Rogers	Nan Simpler	Kathy Hansen
Marcelina Porras	Rose Fisher	Lisa Permann	David Prest
Kimberly Holbrook	Amparo Perez	Laurie Chandler	Kathy Terry
Chelle Whitlock	Craig Cassetta	Becki Kennedy	Lisa Kelly
Marcia Schouten	Donna Jacobs	Anita Fitzgerald	Dennis Duncan