

MINUTES

BOARD OF SUPERVISORS BUDGET AND FINANCE COMMITTEE
Board of Supervisors Conference Room
Willows Memorial Hall, Upstairs

Wednesday, January 24, 2018

Present: Supervisors Corum and Minto

Others Present:

Chip Meriam, Assessor	Ian Ledbetter, AG/AP
Dawn Mayer, Child Support	Dwayne Stewart, District Attorney
Ed Lamb, Finance	Erin Valdez, HHSA
Jody Samons, HHSA	Linda Durrer, Personnel
Di Aulabaugh, PPWA and COB	Brandon Thompson, Probation
Tina Brothers, PPWA and COB	

1. **CALL TO ORDER** – Supervisor Minto called the meeting to order at 3:31 p.m.

2. **UNSCHEDULED MATTERS AND PUBLIC COMMENT**

Matter: Receive comments from the audience, staff and committee members and, if deemed necessary, refer the subject matter for follow-up and/or schedule the matter on a subsequent agenda if required.

Documents: None

Proceedings: None heard.

3. **MINUTES**

Matter: Receive and approve minutes of August 9, 2017, September 11, 2017 and November 14, 2017.

Documents: Minutes of August 9, 2017, September 11, 2017 and November 14, 2017.

Proceedings: Upon consensus the minutes were approved.

4. **JUVENILE HALL USE/FOLLOW UP**

Matter: Hear report from subcommittee regarding changing the purpose of the Juvenile Hall facility.

Documents: None

Proceedings: Brandon Thompson mentioned that Supervisor Corum, Di Aulabaugh and he have met several times to discuss options for the use of the Juvenile Hall facility. He further stated that in March, he will propose timelines and permanent solution to the Board of Supervisors.

5. **ADMINISTRATIVE MANUAL/TAX ROLL CORRECTIONS**

Matter: Hold discussion regarding changes to Administrative Manual Title 5.24.06 regarding tax roll corrections.

Documents: None

Proceedings: Chip Meriam mentioned that he reviewed Administrative Manual Title 5.24.06, which states that tax roll corrections over \$250.00 are required to go before the Board of Supervisors for approval. Supervisor Minto shared that he and Mr. Meriam will be working together to bring a revision of Title 5.24.06 to the Board of Supervisors for consideration. Mr. Meriam stated that he will present a batch of corrections to the Board in the near future.

6. BOARD OF SUPERVISOR AND COUNTY ADMINISTRATIVE OFFICER

- Matter: Pursuant to board direction of June 27, 2017 hear from Personnel Director and receive salary survey for surrounding Counties.
- Documents: None
- Proceedings: Linda Durrer reported that she had completed the salary study for Board of Supervisors and Chief Administrative Officer's in surrounding counties. Supervisor Minto stated a salary study for Department Heads and Assistants will be performed as well. Di Aulabaugh inquired if these recommendations would be included in the Budget preparation in March. Supervisor Minto advised it would not automatically be included, that the committee would review initial department requests before considering further.

7. STRATEGIC PLAN FOCUS AREAS

- Matter: a. County Financial Stability (Strategic Plan Focus Area 3)
- Documents: None
- Proceedings: Di Aulabaugh reported that talks with the City of Willows have continued. The City has expressed their continued interest in sharing building inspection services but staffing limitations in the County Building Inspection Department have prevented the County from moving forward. Ms. Aulabaugh further shared that she would like to see additional services in the agreements such as shared equipment and joint materials bidding.

- Matter: b. Focus on Renewable Energy and Efficiency Upgrades
- Documents: None
- Proceedings: Ed Lamb mentioned that at the Board's direction he submitted the Clean Renewable Energy Bond application to the Internal Revenue Service and the County was awarded an allocation. He further shared that two days prior to this meeting the President signed a Solar Panel Tariff Bill. Mr. Lamb said he will contact the County's vendor to inquire about the effects of the tariff on the County's project as it could substantially increase the cost.

- Matter: c. Standards of Practice (Strategic Plan Focus Area 4)
- Documents: None
- Proceedings: Di Aulabaugh reported a small group of department heads has met and begun the process of developing changes that will then be presented to the Department Heads for their comments prior to being brought forward to the Board of Supervisors. She stated the group has met a couple of times and is first looking at fiscal and contract changes proposed by the Director of Finance. The Travel Policy was the first item to be reviewed and will be taken to the Department Head meeting in February.

8. OTHER BUSINESS, REPORTS, AND COMMUNICATION

- Proceedings: None heard.

- 9. NEXT MEETING-**Upon consensus of Supervisors Minto and Corum a tentative date was chosen for February 22, 2108 at 1:30 p.m. if a special meeting was needed prior to the next regularly scheduled quarterly meeting.

Adjourned the meeting at 3:47 p.m.