

## SPECIAL MEETING

Tehama County  
Thursday, November 14, 2024 9:00 AM  
Board of Supervisors  
Meeting Minutes



727 Oak Street, Red Bluff, CA 96080  
(530) 527-4655  
<http://www.tehama.gov>  
Board Chambers

William Moule, District 1  
Candy Carlson, District 2  
Pati Nolen, District 3  
Matt Hansen, District 4, Vice Chair  
John Leach, District 5, Chairman

Gabriel Hydrick  
Chief Administrator

Margaret Long  
County Counsel

Sean Houghtby  
Clerk of the Board  
(530) 527-3287

### 9:00 AM CALL TO ORDER / PLEDGE OF ALLEGIANCE

**Present:** Supervisor William Moule, Supervisor Candy Carlson, Supervisor Pati Nolen, Vice Chair Matt Hansen, and Chairperson John Leach

Chairman Leach presided. Present in the chambers were Clerk of the Board Sean Houghtby Deputy by Mary DiMaggio, County Counsel Margaret Long Deputy by Daniel Klausner, and Chief Administrator Gabriel Hydrick.

### 9:01 A.M. RECESS

Supervisor Carlson present at 9:02 A.M.

### 9:09 A.M. RECONVENE

### PUBLIC COMMENT

Clerk & Recorder Sean Houghtby discussed the cancellation of the 11/26/24 meeting, regarding county ordinance and the county code rules and regulations.

In response to Supervisor Carlson, Mr. Houghtby discussed the complications of moving 11/12/24 items to the 11/26/24 meeting.

In response to Supervisor Moule, Mr. Houghtby confirmed the 11/26/24 meeting is still in session with no items.

Supervisor Carlson comments on the Board action for agendizing the cancellation of the 11/26/24 meeting.

A resident commented on the approval as to forms signatures, and errors on contracts and documents.

A resident commented on the Planning Commission meeting and advocates for medical

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cannabis and played a recording.

A resident commented on medical cannabis and played a recording.

A resident commented on the County Counsel position.

A resident commented on the position advising the Board of Supervisors and conflict of interest.

## REGULAR AGENDA

### 1. SHERIFF / PERSONNEL - Sheriff Dave Kain 24-2035

a) OTHER THAN "A" STEP - Approval to appoint applicant as Evidence Technician, Range 26, Step 5, upon successful completion of all pre-employment Requirements.

Sheriff Dave Kain read the candidate's background information and the qualifications standards.

**RESULT:** APPROVED

**MOVER:** Matt Hansen

**SECONDER:** William Moule

**AYES:** Supervisor Moule, Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and Chairperson Leach

### 2. DEPARTMENT OF AGRICULTURE / DIVISION OF ANIMAL SERVICES 24-2036

- Director of Animal Services Thomas Moss and Animal Care Center Manager Christine McClintock

a) OTHER THAN "A" STEP - Approval to appoint a candidate as Veterinary Assistant - Extra Help at Range 14, Step E, effective 11/13/24 or upon successful completion of all pre-employment requirements.

Animal Services Manager Christine McClintock discussed the candidate's qualifications.

In response to Supervisor Carlson, Ms. McClintock discussed the county positions for veterinary assistant.

In response to Supervisor Carlson, Ms. McClintock discussed the grant funding for low cost spayed and neutering.

In response to Supervisor Carlson, Ms. McClintock discussed the spay and neuter surgeries for the mobile clinic.

**RESULT:** APPROVED

**MOVER:** Pati Nolen

**SECONDER:** Candy Carlson

**AYES:** Supervisor Moule, Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and Chairperson Leach

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**3. DEPARTMENT OF AGRICULTURE / DIVISION OF ANIMAL SERVICES 24-2037**  
**- Director of Animal Services Thomas Moss and Animal Care Center Manager Christine McClintock**

a) OTHER THAN "A" STEP - Approval to appoint a candidate as Veterinary Assistant - Extra Help at Range 14, Step E, effective 11/13/24 or upon successful completion of all pre-employment requirements.

**RESULT:** APPROVED

**MOVER:** Matt Hansen

**SECONDER:** Candy Carlson

**AYES:** Supervisor Moule, Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and Chairperson Leach

**4. DEPARTMENT OF AGRICULTURE / DIVISION OF ANIMAL SERVICES 24-2038**  
**- Director of Animal Services Thomas Moss and Animal Care Center Manager Christine McClintock**

a) OTHER THAN "A" STEP - Approval to appoint a candidate as Veterinary Assistant - Extra Help at Range 14, Step E, effective 11/13/24 or upon successful completion of all pre-employment requirements.

**RESULT:** APPROVED

**MOVER:** Pati Nolen

**SECONDER:** Matt Hansen

**AYES:** Supervisor Moule, Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and Chairperson Leach

**5. HEALTH SERVICES AGENCY - Executive Director Jayme Bottke 24-2029**

a) AGREEMENT - Approval and authorization for the Chairperson to sign an Employment Agreement with Michelle Schmidt for the position of Tehama County Health Services Agency Assistant Executive Director, Program, effective 12/1/24 through 11/30/28.

Health Services Agency Executive Director Jayme Bottke discussed the candidate's position and qualifications.

**RESULT:** APPROVED

**MOVER:** William Moule

**SECONDER:** Pati Nolen

**AYES:** Supervisor Moule, Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and Chairperson Leach  
Enactment No: MISC. AGR 2024-351

**6. HEALTH SERVICES AGENCY / PERSONNEL / ADMINISTRATION - 24-2030**  
**Chief Administrator Gabriel Hydrick**

a) AGREEMENT - Approval and authorization for the Chair to sign an Employment Agreement with Jayme Bottke for the position of Executive Director, Health Services Agency, effective 11/16/24 through 11/15/27.

Chief Administration Gabriel Hydrick discussed Health Services Agency Executive

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Director's contract.

Jenny Alexander commented on the issues and changes made to the contract.

Supervisor Moule commented on not seeing any issues with the terms and conditions of the contract.

Liz Merry stated she agrees with Jenny Alexander.

Supervisor Carlson commented on the language on page one and two of Mrs. Bottke's contract.

Motion made by Supervisor Moule to approve the contract written as is, seconded by Supervisor Hansen.

Motion made by Supervisor Carlson to amend Supervisor Moule's motion and to strike the language on pages one and two of the contract, seconded by Supervisor Nolen.

Discussion took place among the Board regarding the changes for contract renewal.

Supervisor Hansen discussed the job description of the Chief Administrator.

Supervisor Nolen discussed the process of human resources and progressive discipline.

Supervisor Carlson discussed the dysfunctional process of disciplines and complaints for department heads.

Further discussion from the Board regarding policy setting for discipline and language in the contract.

Supervisor Hansen asked for clarification on Supervisor Carlson's motion.

Secondary motion made by Supervisor Carlson to stricken the language on pages one, two and eight of the contract, seconded by Supervisor Nolen.

**RESULT:** APPROVED

**MOVER:** Candy Carlson

**SECONDER:** Pati Nolen

**AYES:** Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and  
Chairperson Leach

**NAYS:** Supervisor Moule  
Enactment No: MISC. AGR 2024-352

### 7. **ADMINISTRATION - Chief Administrator Gabriel Hydrick** **24-2031**

a) Staff report on the current status of the Development Impact Fee accounts for Fiscal Year 2023/24.

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Chief Administrator Gabriel Hydrick presented the staff report on the status of Development Impact Fees for the 2023/24.

In response to Supervisor Carlson, Mr. Hydrick the backup material would be included in the public hearing.

Deputy County Counsel Daniel Klausner reminded the board of the agenda items being presented.

Mr. Hydrick discussed this presentation was to set the public hearing dates and give an introductory of the governmental impact fees.

Jenny Alexander asked for clarification on the process of what would be occurring in the 12/10/24 meeting and the Board's intentions on raising those fees.

In response to Mrs. Alexander, Mr. Hydrick discussed the proposal of raising those fees and the complaints received regarding economic development.

Discussion took place on the collections, jurisdictions, and the implementation of the development impact fees.

Liz Merry commented on the commercial cannabis industry in Shasta Lake City.

b) Request to designate the Tehama County Administrative Office and the Clerk of the Board's Office as two locations where the report will be available for public review and to receive written requests for mailed notices.

Supervisor Hansen made a motion. No second.

Supervisor Carlson requested the developmental impact fees to be included on the website.

Supervisor Hansen amended the first motion to include the developmental impact fees to be posted on the website. Seconded by Supervisor Carlson.

**RESULT:** APPROVED

**MOVER:** Matt Hansen

**SECONDER:** Candy Carlson

**AYES:** Supervisor Moule, Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and Chairperson Leach

c) Board discussion and direction to staff to set a public hearing, as required pursuant to Government Code section 66006, on 12/10/24 at 10:00 a.m. to review the current status of the Development Impact Fee accounts for Fiscal Year 2023/24.

**RESULT:** APPROVED

**MOVER:** Pati Nolen

**SECONDER:** Candy Carlson

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**AYES:** Supervisor Moule, Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and Chairperson Leach

**8. BOARD OF SUPERVISORS - Park Fire Emergency Continuations 24-2032**

a) Determine that there is a need to continue the emergency proclamation issued by the Sheriff as Director of Emergency Services, proclaiming the existence of the local emergency in Tehama County caused conditions of peril.

Administrative Services Director Tom Provine discussed the continuation of the emergency services.

In response to Supervisor Moule, Mr. Provine discussed the benefits for the emergency proclamations.

In response to Supervisor Carlson, Mr. Provine explained the qualifications of a local emergency.

**RESULT:** APPROVED

**MOVER:** Pati Nolen

**SECONDER:** William Moule

**AYES:** Supervisor Moule, Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and Chairperson Leach

b) Determine that there is a need to continue the local health emergency proclamation issued by the Tehama County Public Health Officer, proclaiming the existence of the local emergency in Tehama County caused conditions of peril.

**RESULT:** APPROVED

**MOVER:** Pati Nolen

**SECONDER:** William Moule

**AYES:** Supervisor Moule, Supervisor Carlson, Supervisor Nolen, Vice Chair Hansen, and Chairperson Leach

### **FUTURE AGENDA ITEMS**

Chairman Leach confirmed there will be a scheduled meeting on 11/26/24.

### **CLOSED SESSION**

Jenny Alexander commented on the Closed Session item.

### **10:32 A.M. RECESS**

### **11:30 A.M. RECONVENE**

### **REPORTABLE ACTIONS FROM CLOSED SESSION**

9. CLOSED SESSION 24-2033 a) PERSONNEL /PUBLIC EMPLOYEE APPOINTMENT OR EMPLOYMENT (Government Code Section 54957) Title: Director of Planning

**Report Out:** Direction was given to staff

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**ADJOURN**

11:35 A.M. There being no further business before the Board, the meeting was adjourned.

ATTEST: November 21, 2024

APPROVED

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Chairman of the Board  
of Supervisors

SEAN HOUGHTBY, Clerk  
of the Board of Supervisors

by \_\_\_\_\_ DEPUTY