



Tehama County

Legislation Details (With Text)

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Type: Resolution **Status:** Adopted
File created: 9/23/2024 **In control:** Board of Supervisors
On agenda: 10/22/2024 **Final action:** 10/22/2024
Title: PERSONNEL / PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR - Public Guardian/ Public Administrator Melani Kain

Sponsors:

Indexes:

Code sections:

Attachments: 1. Reso_PG-PA_LS_I-III

| Date | Ver. | Action By | Action | Result |
|------------|------|----------------------|--------|--------|
| 10/22/2024 | 1 | Board of Supervisors | | |

PERSONNEL / PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR - Public Guardian/ Public Administrator Melani Kain

Requested Action(s)

a) RESOLUTION - Request adoption of a resolution to amend the FY 2024-25 Personnel Allocation List (PAL), (Reso #2024-080), by adding one (1.00 FTE) Legal Secretary I/II/III, effective 10/22/24

Financial Impact:

This fiscal year, there is a salary savings of \$80,525.64 resulting from the unfilled Chief Deputy Public Guardian/Public Administrator position. Of this amount, \$34,300 will be allocated to fund the Legal Secretary I/II/III position, including onboarding expenses. Beginning in fiscal year 2025/2026, an allocation will need to be sourced from the general fund and/or other revenues generated by this department.

Background Information:

The Public Guardian / Public Administrator's office is requesting to add one (1.00 FTE) Legal Secretary I/II/III to the Department's Position Allocation List (PAL). Until recently, a Legal Secretary II within the Tehama County, County Counsel's Office performed duties on behalf of the PG/PA Department. These duties are now being transferred to the Department. As a result, the Department is requesting approval to add the new allocation.

The Joint Council Bargaining Unit has been notified of the changes and are in agreement.

Environmental Health Director Tia Branton explained the ordinance for the debris removal.

In response to Supervisor Moule, Ms. Branton discussed there are no exemptions for this since this is a state-run program that the debris still need to be cleaned up.

In response to Supervisor Moule, Ms. Branton explained the debris is hazardous within the area and clean-up is required.

RESULT: APPROVED
MOVER: Pati Nolen
SECONDER: William Moule
AYES: Supervisor Moule, Supervisor Nolen, and Chairperson Leach
ABSENT: Supervisor Carlson, and Vice Chair Hansen
Enactment No: ORDINANCE2141

23. PROBATION - Chief Probation Officer Pam Gonzalez 24-1700

a) AGREEMENT - Approval and authorization for the Chairman to sign the agreement with Evident Change, to provide license rights to use risk and needs assessment instruments for Adults (CAIS - Correctional Assessment and Intervention System) and Juveniles (JAIS - Juvenile Assessment and Intervention System) for rates as set forth in Exhibit "B" with maximum compensation not to exceed \$105,992, effective 6/1/24 and shall terminate 5/31/29 (*subject to receipt of required insurance documentation*).

Chief Probation Officer Pam Gonzalez gave additional background information about the agreement.

In response to Supervisor Moule, Ms. Gonzalez explained the informational program and confirmed this program assists with the data if a juvenile were to reoffend.

In response to Supervisor Moule, Ms. Gonzalez confirmed the program will be used during the interview process and will help with static information to help reduce reoffenders.

RESULT: APPROVED
MOVER: Pati Nolen
SECONDER: William Moule
AYES: Supervisor Moule, Supervisor Nolen, and Chairperson Leach
ABSENT: Supervisor Carlson, and Vice Chair Hansen
Enactment No: MISC. AGR 2024-331

24. PERSONNEL / PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR – Public 24-1656

Guardian/ Public Administrator Melani Kain

a) RESOLUTION - Adoption of a resolution to amend the FY 2024-25 Personnel Allocation List (PAL), (Reso #2024-080), by adding one (1.00 FTE) Legal Secretary I/II/III, effective 10/22/24.

Public Guardian/Public Administrator Melani Kain discussed the position of hiring a legal secretary.

In response to Supervisor Moule, Mrs. Kain explained the use of salary saving for this fiscal year to fund the legal secretary and next fiscal year would look into other options within the department.

Jenny Alexander asked for the board for an explanation why this position is not being provided by County Counsel.

County Counsel Margaret Long gave background information of why this position is not provided in their department.

In response to Supervisor Moule, Mrs. Kain confirmed this position would be best in the long term.

RESULT: APPROVED

MOVER: William Moule

SECONDER: Pati Nolen

AYES: Supervisor Moule, Supervisor Nolen, and Chairperson Leach

ABSENT: Supervisor Carlson, and Vice Chair Hansen

Enactment No: RES NO. 2024-086

25. SHERIFF'S OFFICE - Sheriff Dave Kain 24-1766

a) DONATION - Request to accept a donation in the amount of \$20,000 from Tehama County Anti-Gang/Anti-Drug Unit to be put in Other Government Agencies fund 2027-450740 to be used for professional services obtained for the maintenance of the helicopter

b) TRANSFER OF FUNDS - PROFESSIONAL/SPECIAL SERVICES, B-2 - From Other Government Agencies (2027-450740), to Contingency (2002-59000), \$20,000; and From Contingency (2002-59000), to Professional/Special Services (2027-53230), \$20,000 **(Requires 4/5's Vote)**.

Motion by Supervisor Moule to Table this item to 11/5/24 meeting, seconded by Supervisor Nolen.

RESULT: TABLED

MOVER: William Moule

SECONDER: Pati Nolen

AYES: Supervisor Moule, Supervisor Nolen, and Chairperson Leach

ABSENT: Supervisor Carlson, and Vice Chair Hansen

26. SHERIFF'S OFFICE - Sheriff Dave Kain 24-1773

a) AGREEMENT - Approval and authorization for the Sheriff and Chairman to sign the agreement with Enloe Medical Center, a California non-profit corporation (Hospital), for the purpose of performing forensic examinations of victims of sexual assault, including but not limited to a medical evidentiary examination by a Sexual Assault Response Team (SART) in the amount of \$2,500 for each medical evidentiary examination performed, effective 7/1/24 and shall terminate 6/30/25 *(Subject to receipt of required insurance documentation)*.

In response to Supervisor Moule, Sheriff Dave Kain confirmed this agreement includes juveniles and everyone involved to a sexual assault response team for any sexual