



9:00 AM CALL TO ORDER / PLEDGE OF ALLEGIANCE

Chairman Leach presided. Present in the chambers were Clerk of the Board Jennifer Vise, County Counsel Margaret Long by Deputy Andrew Plett, and Chief Administrator Gabriel Hydrick.

PUBLIC COMMENT

ANNOUNCEMENT OF AGENDA CORRECTIONS

PREVIOUS REPORTABLE ACTIONS FROM CLOSED SESSION

BOARD OF SUPERVISORS STANDING AND AD HOC COMMITTEE

REPORTS OF MEETINGS ATTENDED INCLUDING AB1234

ANNOUNCEMENTS BY COUNTY DEPARTMENTS

CONSENT AGENDA

Approval of the Consent Agenda

A motion was made by Supervisor Moule, seconded by Supervisor Carlson, to approve the Consent Agenda. The motion carried by the following vote:

RESULT: APPROVED THE CONSENT AGENDA

MOVER: William Moule

SECONDER: Candy Carlson

1. **GENERAL WARRANT REGISTER - 5/5/24 - 5/18/24**

GENERAL WARRANT REGISTER - 5/5/24 - 5/18/24

2. **AUDITOR'S CLAIM**

AUDITOR'S CLAIM

Financial Impact:

As listed

Background Information:

[Click here to enter Background Info.](#)

a) Court Operations, 2026-5323015, Benjamin E. Magid, \$1,705

**3. ADMINISTRATION / PURCHASING
ADMINISTRATION / PURCHASING**

Financial Impact:

All of the vehicle proceeds will be deposited in their respective budget unit(s).

Background Information:

The County has a contract with BidCal.com for auction services. Property that may not be suitable for auction will be offered to the highest bidder through an informal bid process. Health Services surplus vehicles are being transferred, for trade-in value towards new leased vehicles, per Health Services contract with Enterprise Fleet.

a) Declare the following vehicles to be surplus County property:

- 1) ASSESSOR - 2008 Ford F-150, VIN #1FTR12298KD09086, County Inventory #27641, Stock #850
- 2) HEALTH SERVICES AGENCY - 2011 Ford Fusion, VIN #1FADP0L35BR129251, County Inventory #28864, Stock #953
- 3) HEALTH SERVICES AGENCY - 2015 Dodge Caravan, VIN #2C4RDGBG4FR533711, County Inventory #30784, Stock #256
- 4) HEALTH SERVICES AGENCY - 2011 Chevrolet Cruz, VIN #1G1PF5S98B7271154, County Inventory #28993, Stock #961
- 5) HEALTH SERVICES AGENCY - 2008 Ford Fusion, VIN #3FAHP071X8R227338, County Inventory #26640, Stock #854
- 6) HEALTH SERVICES AGENCY - 2008 Ford Fusion, VIN #3FAHP07118R227339, County Inventory #26641, Stock #853
- 7) HEALTH SERVICES AGENCY - 2011 Chevrolet Cruz, VIN #1G1PF5S98B7276239, County Inventory #28994, Stock #962
- 8) HEALTH SERVICES AGENCY - 2011 Dodge Caravan, VIN #2D4RN4DG0BR779211, County Inventory #29180, Stock #960

**4. DEPARTMENT OF AGRICULTURE / DIVISION OF ANIMAL SERVICES
DEPARTMENT OF AGRICULTURE / DIVISION OF ANIMAL SERVICES**

Financial Impact:

Funds for the requested action are available within Salary & Wages savings.

Background Information:

The requested transfer of funds is necessary to prevent budget shortages in the designated line items. Due to an unforeseen employee leave of absence, the need for an extra help employee and additional overtime hours has extended beyond what was originally anticipated.

a) TRANSFER OF FUNDS: ANIMAL SERVICES, B-81 - From Salary & Wages (2078-51010), \$2756; to Extra Help (2078-51011), \$2,719; and Overtime (2078-51012), \$37
(Requires 4/5's vote)

5. DEPARTMENT OF AGRICULTURE / DIVISION OF ANIMAL SERVICES

DEPARTMENT OF AGRICULTURE / DIVISION OF ANIMAL SERVICES

Financial Impact:

The funds for the requested action are a result of the 2023 California Animal Welfare Funders Collaborative (CAWFC) Clinic Grant.

Background Information:

On May 10, 2023, the Division of Animal Services was selected to receive a CAWFC grant in the amount of \$18,500 to be used to establish monthly no-cost vaccine and microchipping clinics starting in July 2023. Grant funds paid for veterinary services, vaccines, microchips and medical supplies.

During the months of July through December, 2023, the Animal Care Center held seven (7) no-cost vaccine and microchipping clinics in Tehama County.

During the months of January through June, 2024, the Animal Care Center held six (6) additional no-cost vaccine and microchipping clinics.

The thirteen (13) clinics held were a huge success and as a result, 441+ cats and 598+ dogs were seen for clinic services, 897+ of which were microchipped. All grant funds have been expended.

- a) TRANSFER OF FUNDS: ANIMAL SERVICES, B-82 - From Misc. Grant Revenue (2078-466081) to Contingency (1109-59000) \$4,385.59; and From Contingency (1109-59000) to Communications (2078-53120) \$114.09; and to Medical (2078-53190) \$2,537.04; and to Prof. Services (2078-53230) \$1,734.46 **(Requires 4/5's vote)**

6. DEPARTMENT OF AGRICULTURE

DEPARTMENT OF AGRICULTURE

Financial Impact:

The revenue to be received has been identified in the department's FY 2023/2024 budget.

Background Information:

The department has historically entered into this agreement with the California Department of Food and Agriculture to perform these services. Without an approved agreement the department would not receive funding for providing these services.

- a) AGREEMENT - Request approval and authorization for the Agricultural Commissioner to sign Cooperative Agreement Number 24-0180-000-SA with the California Department of Food and Agriculture for the provision of inspection services

relating to advertising and labeling of petroleum and automotive products in an amount not to exceed \$1,575, effective 7/1/24 and shall terminate 6/30/25

**7. HEALTH SERVICES AGENCY / PUBLIC HEALTH
HEALTH SERVICES AGENCY / PUBLIC HEALTH**

Financial Impact:

No financial impact.

Background Information:

Managed by the U.S. Health and Resources Services Administration (HRSA) Office of Pharmacy Affairs, the purpose of the 340B drug pricing program ("340B") is to "stretch scarce federal resources as far as possible, reaching more eligible patients and providing more comprehensive services." Section 340B(a)(4) of the Public Health Service Act specifies which covered entities are eligible to participate in 340B, including STD clinics and recipients of federal grants authorized under U.S. Public Health Services Act Section 318.

As a recipient of the Section 318-authorized U.S. Centers for Disease Control and Prevention (CDC) STD Prevention and Control for Health Departments (PCHD) grant (PS19-1901), CDPH STD Control Branch is eligible to participate in the 340B program. CDPH is also able to confer 340B program eligibility to qualifying STD clinics and other eligible organizations who receive in-kind support purchased with CDC STD PCHD base grant funds. This MOU formalizes an agreement by which CDPH STD Control Branch confers eligibility to the Tehama County Health Services Agency for participation in the 340B program.

a) AGREEMENT - Request approval and authorization for the Executive Director to sign the Memorandum of Understanding (MOU) with the California Department of Public Health (CDPH) Sexually Transmitted Disease (STD) Control Branch for participation in the 340B Drug Pricing Program as an STD Entity

**8. LIBRARY - County Librarian Alicia Meyer
LIBRARY - County Librarian Alicia Meyer**

Financial Impact:

There is no financial impact on the General Fund. If offered and accepted, grant revenue would be offset by an equal expense. This grant does not require matching funds.

Background Information:

Tehama County Library has been selected as a Zip Book Project participant for the past several years, allowing the Library to increase the number of new books added to our collection without impacting the General Fund.

This program allows a patron to request a book or audiobook which is not available in our collection, which is then purchased by the Library through Amazon and shipped directly to the patron's home. The patron has three weeks to use the book or

audiobook, after which time the item is returned to the Library and added to the collection for other patrons to check out. This program is hugely popular with Tehama County Library patrons, allowing them to request specific books and help the Library grow its collection with books and audiobooks that align with the local community’s needs and interests.

a) Request approval and authorization for the County Librarian to apply for the 2024-25 Zip Books Program from the California State Library.

**9. PERSONNEL / SOCIAL SERVICES
PERSONNEL / SOCIAL SERVICES**

Financial Impact:

Appropriate funding is in the agency’s budget to cover this expenditure. The bi-weekly salary for the position Range 17 Step A is \$1,478.40 (\$18.48 hourly). The increased cost from A to B is approximately \$1,913.60 in annual salary. The Department has sufficient funds budgeted for this position. There is no impact to the General Fund.

Background Information:

The Department of Social Services requests placement at Other Than A Step, Range 17, Step B for an Eligibility Specialist I. Our candidate meets more than the minimum qualifications of this position and has a Bachelor’s Degree. The candidate has many applicable skills including but not limited to: determining client eligibility for programs, reading and interpreting wage documents, and performing interactive interviews in person and over the phone. She has over 8 years of comprehensive professional experience performing duties that are relevant to this position.

The Department has struggled to recruit and retain qualified candidates in the Eligibility Specialist series for a number of years. If this action is not approved, the Department will lose an opportunity to hire a highly qualified applicant.

The Personnel Office has reviewed the candidate’s qualifications and is in agreement with placement at salary range 17, Step B upon successful completion of all pre-employments requirements.

a) OTHER THAN “A” STEP - Request approval to appoint the applicant as Eligibility Specialist I, Range 17, Step B, effective 6/5/24 or upon successful completion of all pre-employment requirements

9:40 A.M. RECESS to convene as the Tehama County Air Pollution Control District

CONSENT

Approval of the Consent Agenda

A motion was made by Supervisor Moule, seconded by Supervisor Nolen, to approve the Consent Agenda. The motion carried by the following vote:

RESULT: APPROVED THE CONSENT AGENDA
MOVER: William Moule

SECONDER: Pati Nolen

**11. TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT
TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT**

Financial Impact:

FARMER funding and associated agreements are budgeted annually by the District.

Background Information:

The Carl Moyer Memorial Air Quality Standards Attainment Program (Carl Moyer Program), Funding Agricultural Replacement Measures for Emission Reductions (FARMER) and Local AB 923 incentive programs have been highly successful for many years in reducing air pollution in Tehama County. The FARMER program provides funding through air districts for agricultural harvesting equipment, heavy-duty trucks, agricultural pump engines, tractors, and other equipment used in agricultural operations. The agreement with Belos Farm will be funded by FARMER Program funds and will help replace a 1998 Kubota M8200 tractor, equipped with a diesel-fired, 85.3-horsepower engine with a New John Deere 5115ML low profile specialty tractor, equipped with a 115-horsepower diesel-fired engine.

a) AGREEMENT - Request approval and authorization for the Air Pollution Control Officer to sign a Carl Moyer/FARMER Low-Emission Equipment Incentive Program Agreement with Belos Farm in the amount of \$51,494, effective upon execution by both parties and terminates three years from the date of installation

**12. TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT
TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT**

Financial Impact:

There is no Financial Impact associated with this item.

Background Information:

For the District’s Equipment Replacement Program for mobile and stationary agricultural engines, the District is requiring dealerships that want to participate in the program (i.e. sell equipment to potential grantees) to sign a dealership agreement. The purpose of this agreement is for the dealership to do initial verifications on whether equipment is eligible for replacement as well as verify that proposed replacement equipment is eligible for funding under the Carl Moyer and Farmer Programs.

a) AGREEMENT - Request approval and authorization for the Air Pollution Control Officer to sign the Carl Moyer Off Road Equipment Replacement Program Agreement with Beeler Tractor Company, effective upon execution by both parties and terminate on 12/31/27

**13. TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT
TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT**

Financial Impact:

FARMER funding and associated agreements are budgeted annually by the District.

Background Information:

The Carl Moyer Memorial Air Quality Standards Attainment Program (Carl Moyer Program), Funding Agricultural Replacement Measures for Emission Reductions (FARMER) and Local AB 923 incentive programs have been highly successful for many years in reducing air pollution in Tehama County. The FARMER program provides funding through air districts for agricultural harvesting equipment, heavy-duty trucks, agricultural pump engines, tractors, and other equipment used in agricultural operations. The agreement with Harbinder Janda will be funded by FARMER Program funds and will help replace a 1981 Ford 4600 tractor, equipped with a diesel-fired, 60-horsepower engine with a New John Deere 5075M utility tractor, equipped with a 75-horsepower diesel-fired engine.

a) AGREEMENT - Request approval and authorization for the Air Pollution Control Officer to sign a Carl Moyer/FARMER Low-Emission Equipment Incentive Program Agreement with Harbinder Janda in the amount of \$48,586, effective upon execution by both parties and terminates three years from the date of installation

**14. TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT
TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT**

Financial Impact:

FARMER funding and associated agreements are budgeted annually by the District.

Background Information:

The Carl Moyer Memorial Air Quality Standards Attainment Program (Carl Moyer Program), Funding Agricultural Replacement Measures for Emission Reductions (FARMER) and Local AB 923 incentive programs have been highly successful for many years in reducing air pollution in Tehama County. The FARMER program provides funding through air districts for agricultural harvesting equipment, heavy-duty trucks, agricultural pump engines, tractors, and other equipment used in agricultural operations. The agreement with Vogt's Holstein Dairy will be funded by FARMER Program funds and will help replace a 1980 John Deere 401B tractor, equipped with a diesel-fired, 66-horsepower engine with a New Kubota M5-091 tractor, equipped with a 92.5 horsepower diesel-fired engine.

a) AGREEMENT - Request approval and authorization for the Air Pollution Control Officer to sign a Carl Moyer/FARMER Low-Emission Equipment Incentive Program Agreement with Vogt's Holstein Dairy in the amount of \$53,323, effective upon execution by both parties and terminates three years from the date of installation

9:41 A.M. ADJOURN to reconvene as the Tehama County Board of Supervisors

**10. COMMITTEES & COMMISSIONS
COMMITTEES & COMMISSIONS**

Financial Impact:

None.

Background Information:

Requests for yearly appointments to the Tehama County Law Library Board of Trustees usually occur in January; however, due to inadvertent oversight and changes in Law Library staffing the request for 2024 appointments has been delayed until now.

a) BOARD OF LAW LIBRARY TRUSTEES OF TEHAMA COUNTY - One one-year appointment to fill the expired term of Sally Conry as Interim Librarian with new said term expiring upon first Board of Supervisors' meeting of January 2025 (Interested person: Alicia Meyer, County Librarian)

b) BOARD OF LAW LIBRARY TRUSTEES OF TEHAMA COUNTY - One one-year appointment to fill the expired term of Matthew Rogers as District Attorney with new said term expiring upon first Board of Supervisors' meeting of January 2025 (Interested person: Matthew Rogers, District Attorney)

c) BOARD OF LAW LIBRARY TRUSTEES OF TEHAMA COUNTY - One one-year appointment to fill the expired term of Andrew Plett as Deputy County Counsel with new said term expiring upon first Board of Supervisors' meeting of January 2025 (Interested person: Andrew Plett, Deputy County Counsel)

RESULT: APPROVE
MOVER: Candy Carlson
SECONDER: Pati Nolen
RESULT: APPROVE
MOVER: Candy Carlson
SECONDER: Pati Nolen

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM -
Administrative Services Director Dava Kohlman
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM -
Administrative Services Director Dava Kohlman**

Financial Impact:

There will be no fiscal impact to the General Fund for any General Administration and Activity Delivery Costs. The County has paid \$11,000 for professional engineering services to have this project shovel-ready to proceed to bid at the time of application. An additional \$6,000 was paid for preparation of the grant application. These fees were paid out of 1076-532333 ADA Compliance.

Background Information:

On 2/27/24, the Board approved a resolution authorizing staff to submit an application for funding from the State CDBG Program. The proposed project was for the complete repaving of the parking lot at the Walnut Street Complex which include Americans with Disabilities Act (ADA) improvements to the parking lot and sidewalks within the complex. The Walnut Street Complex houses multiple divisions of the Health Services Agency, the Probation Department, the Juvenile

Justice Center, the Agriculture and Animal Care Departments, and the Ag Extension. This project meets the national objective of benefiting low-and moderate-income persons due to the services provided by a majority of the departments in the complex.

On 3/21/24, the County received notification that the California Department of Housing and Community Development (HCD) was recommending the Walnut Street Complex Project for funding and noted that the award recommendation may be conditioned upon completion of corrections to the application.

On 5/24/24, the County received a Notice of Conditional Contract Award. A correction was requested to match the amount on the Resolution with the amount on the application. The application amount was for the engineer’s estimate of \$745,577 while the resolution listed the maximum amount available to all applicants. This amended resolution is to correct the discrepancy. Compliance with the Notice of Conditional Contract Award must be completed by 6/8/24.

a) RESOLUTION - Request adoption of a resolution approving an application for funding and the execution of a grant agreement and any amendments thereto from the 2023 and/or 2024 funding year of the State CDBG Program

RESULT: APPROVE
MOVER: William Moule
SECONDER: Candy Carlson

**15. PERSONNEL / ADMINISTRATION - Chief Administrator Gabriel Hydrick
PERSONNEL / ADMINISTRATION - Chief Administrator Gabriel Hydrick**

Financial Impact:

The total salary, benefits and roll-up costs for the first year of the employment agreement for the Chief Probation Officer at Step C is \$217,312.

Background Information:

A competitive recruitment was conducted for the position of Chief Probation Officer and Ms. Gonzalez has been selected as the most qualified applicant. The Chief Administrator and Ms. Gonzalez have agreed to the salary, benefits, and all terms and conditions contained in the attached agreement. Benefits contained within the employment agreement include a \$60 per month cell phone allowance, 240 hours of Personal Time Off (PTO) per year, 40 hours of Management Time Off (MTO) per fiscal year, one (1) personal holiday per year, Parental Leave, Bereavement Leave, participation in the County sponsored Deferred Compensation plan with a \$100 matching contribution by the County, and an assigned County vehicle for use in the course of County business.

In addition, the proposed agreement clarifies Ms. Gonzalez is considered a “classic” local safety member for purposes of the California Public Employee's Pension Reform Act of 2013 and stipulates Ms. Gonzalez shall participate in the CalPERS 3% at 55

defined benefit program. Ms. Gonzalez will be required to pay the employee member contribution equal to nine percent (9%) of her compensation. The County will not pay any portion of this contribution on behalf of Ms. Gonzalez.

Should the Board not approve the proposed employment agreement with Pamela Gonzalez as the Chief Probation Officer, the County will lose the opportunity to appoint this highly qualified candidate. This is a contract, overtime exempt position.

a) AGREEMENT- Request approval and authorization for the Chair to sign an Employment Agreement with Pamela Gonzalez, Chief Probation Officer, effective 6/9/24 through 6/8/27

RESULT: APPROVE

MOVER: William Moule

SECONDER: Candy Carlson

16. SOCIAL SERVICES / SENIOR NUTRITION

SOCIAL SERVICES / SENIOR NUTRITION

Financial Impact:

There would be an additional expense to General Fund in the amount of \$12,982 and additional revenue in the Senior Nutrition Fund of \$12,982. If the contribution is not made the Fund will operate at a deficit.

Background Information:

The Tehama County Healthy Connections Senior Nutrition Program respectfully requests \$12,982 in General Fund contribution to be used as match for one-time American Rescue Plan Act (ARPA) grant funding.

In the fiscal year 2023/24 Recommended Budget process, Senior Nutrition requested a total of \$26,000 from LATCF Funding. This amount was included in the Senior Nutrition Adopted Budget; however, it was included in error. The agency was under the impression that the contribution from the LATCF funds was approved, and they expended funds anticipating the revenue. It was just recently identified as a mistake. As a result, the fund expended funds they did not have, resulting in negative cash flow.

At this time, the request is \$12,982 instead of \$26,000, based on actual and planned expenses. This match amount will enable Senior Nutrition to receive \$157,765 in ARPA and Older Americans Act (OAA) funds, which will provide a total of 1,988 congregate and 4,734 home delivered meals in May and June 2024; 4,880 frozen meals for seniors on our wait list; and \$26,974 to purchase an additional vehicle to be used for all delivery routes. The one-time ARPA grant expires in September 2024.

a) TRANSFER OF FUNDS: GENERAL FUND / SENIOR NUTRITION, B-78 - From Senior Nutrition Contribution (5000-59719) \$12,982; to Contingency (1109-59000) \$12,982; and from Contingency (1109-59000) \$12,982; to Operating Transfer In (5063-471220) \$12,982 **(Requires 4/5's vote)**

RESULT: APPROVE

MOVER: Candy Carlson

SECONDER: Pati Nolen

17. DEPARTMENT OF AGRICULTURE / DIVISION OF ANIMAL SERVICES - Director of Animal Services Doni Rulofson & Animal Care Center Manager Christine McClintock

DEPARTMENT OF AGRICULTURE / DIVISION OF ANIMAL SERVICES - Director of Animal Services Doni Rulofson & Animal Care Center Manager Christine McClintock

Financial Impact:

The funds for the requested action are a result of the Peer Mentor agreement and approval of this MOU.

Background Information:

On January 25, 2023, the Division of Animal Services entered into a Peer Mentor agreement with Best Friends Animal Society (BFAS) for the purpose of matching animal rescue and sheltering organizations across the U.S. allowing the entities to share ideas, learn from each other, assist organizations in further developing their expertise and to help organizations increase their overall effectiveness and lifesaving impact.

Because of its leadership in the field, the Division of Animal Services was asked to serve as a mentor to Colusa County Animal Shelter (Misc. Agreement #33PA23).

On April 15, 2024, BFAS requested the Division of Animal Services conduct a low cost vaccine and microchipping clinic in Colusa County. Based on a discussion with the Division, BFAS is awarding the Division funds in the amount of \$6,500 to conduct the proposed clinic in Colusa County. Pending approval of this MOU, the Division plans to host the vaccine and microchipping clinic on June 13, 2024 in Williams.

a) AGREEMENT - Request approval and authorization for the Director of Animal Services to sign the Memorandum of Understanding (MOU) with Best Friends Animal Society for the provision of providing a 4-hour public vaccine and microchipping clinic in Colusa County in the amount of \$6,500

RESULT: APPROVE
MOVER: Matt Hansen
SECONDER: William Moule

**18. PERSONNEL / PUBLIC WORKS - Director Jim Simon
PERSONNEL / PUBLIC WORKS - Director Jim Simon**

Financial Impact:

The annual base salary for a full time Civil Engineer at Step D is \$95,680.00, a \$13,041.60 increase over that of a Step A. The Department has sufficient 2024/2025 fiscal year funding budgeted for appointment at Step D. There will be no impact to the general fund.

Background Information:

The candidate’s 6 years as a Professional Engineer and his additional licensure as a

surveyor, combined with his relevant public agency experience and skills, exceeds the qualifications for this position and that of an entry level employee. This candidate was considered the highest-ranking candidate during the application process for this position and has agreed to employment at the negotiated rate within the Tehama County salary scale. Public Works would like to realize the opportunity to appoint a highly qualified candidate such as this.

The Personnel Office has reviewed the candidate’s qualifications and is in agreement with placement at Salary Range 48, Step D upon successful completion of all pre-employment requirements.

a) Request approval to appoint the candidate as a Civil Engineer at Salary Range 48, Step D, effective 6/30/24 or upon successful completion of all pre-employment requirements

RESULT: APPROVE

MOVER: Candy Carlson

SECONDER: Pati Nolen

19. PERSONNEL / PUBLIC WORKS - Director Jim Simon

PERSONNEL / PUBLIC WORKS - Director Jim Simon

Financial Impact:

The annual base salary for a full-time Administrative Secretary at Step C is \$47,944.00, a \$4451.20 increase over that of a Step A. The Department has sufficient 2024/2025 fiscal year funding budgeted for appointment at Step C. There will be no impact to the general fund.

Background Information:

The candidate’s 6 years’ experience in office work and development engagement, with lengthy exposure to customer service, data tracking, phone support, the Microsoft Suite, managing calendars, and creating agendas and minutes, among others, exceeds the qualifications for this position at entry level. This candidate was considered the highest-ranking candidate during the interview process for this position and has agreed to employment at the negotiated rate within the Tehama County salary scale. Public Works would like to realize the opportunity to appoint a highly qualified candidate such as this.

The Personnel Office has reviewed the candidate’s qualifications and is in agreement with placement at Salary range 22, Step C upon successful completion of all pre-employment requirements.

a) Request approval to appoint the candidate as an Administrative Secretary II at Salary Range 22, Step C, effective 6/30/24 or upon successful completion of all pre-employment requirements

RESULT: APPROVE

MOVER: Candy Carlson

SECONDER: William Moule

20. PERSONNEL / SHERIFF’S OFFICE - Sheriff Dave Kain

PERSONNEL / SHERIFF’S OFFICE - Sheriff Dave Kain

Financial Impact:

The funds for this position are currently budgeted in the FY 2023-24, Budget Unit 2027

Background Information:

This applicant holds an AA degree in Anthropology, AA degree in Sociology, AA degree in Behavioral Science, and a Bachelor’s degree in Anthropology. The applicant also holds certification in Forensic Science. Additional training consists of Advanced Archaeological Field training, Biological Anthropology, Human identification, surveying of Forensic Science, Criminology, Genetics, Advanced Field Archaeology, Human Genetics, and Chemistry. Furthermore, the applicant has extensive experience with Adobe, IBM statistical software, Google workspace, and Microsoft 365 and is fluent in Spanish.

During the applicant’s application process, this agency received 3 letters of recommendation from PHD Chico State Professors including the Director of the Human Identification Laboratory: all highly recommending the applicant for the position of Deputy Coroner.

In consulting with the applicant, she cannot accept employment as a deputy coroner without minimally being brought in at step 3. Anything below step 3 would be a reduction in what the applicant is currently being paid.

This agency believes that step 3 would be the most appropriate range for this candidate based on her training, education, and experience.

The Personnel Office has reviewed the applicant’s qualifications and is in agreement with placement at Range 29, Step 3 upon successful completion of all pre-employment requirements.

a) OTHER THAN “A” STEP - Request approval to appoint applicant as Sheriff’s Deputy Coroner I, Range 29, Step 3, upon successful completion of all pre-employment requirements

RESULT: APPROVE
MOVER: Matt Hansen
SECONDER: Candy Carlson

21. PURCHASING / SHERIFF’S OFFICE - Sheriff Dave Kain
PURCHASING / SHERIFF’S OFFICE - Sheriff Dave Kain

Financial Impact:

On 5/16/23, the Board approved an allocation of up to \$100,000 for the acquisition of a mobile shower trailer for Emergency Operations. A transfer of funds will be brought to Board for approval at the time of bid award.

Background Information:

An ADA restroom/shower trailer is needed in the County of Tehama to provide

underserved populations effected by natural disasters, fires and manmade events that require the County of Tehama to provide alternate shelters for our population and as mutual aid assistance to our response region. Shelters were opened in Tehama County during the Dixie Fire, but our primary shelter locations lack shower units and ADA compliant shower availability is needed to meet the basic requirements of our access and functional needs population. The mobile restroom/shower trailer will allow more buildings and locations to become available as shelter sites and provide a rapid response to emergency situations that have not been available in Tehama County in the past.

a) Request approval of specifications for one mobile shower trailer to be utilized by the Sheriff’s Office of Emergency Management

b) Request authorization for the Purchasing Department to solicit bids for, one mobile shower trailer with bid opening set for 3:00 pm on June 14,2024 at the Administrative Office, 727 Oak Street, Rm. 202, Red Bluff CA

- RESULT:** APPROVE
- MOVER:** Matt Hansen
- SECONDER:** William Moule
- RESULT:** APPROVE
- MOVER:** Matt Hansen
- SECONDER:** William Moule

22. PERSONNEL / SHERIFF’S OFFICE - Sheriff Dave Kain
PERSONNEL / SHERIFF’S OFFICE - Sheriff Dave Kain

Financial Impact:

The funds for this position are currently budgeted in the FY 2023-24, Budget Unit 2027

Background Information:

The selected candidate for this position has prior experience in the Law Enforcement field. From January 2022 - April 2023 the candidate worked as a sworn Corrections Deputy. The candidate learned and applied all phases of custody to include inmate supervision, arrest & control techniques, de-escalation, inmate behavior, chain of command, cpr, searches, institutional security, interviews & interrogation, radio procedures, and basic law enforcement rules & regulations. The candidate also worked for an allied Police Department June 2023 - February 2024 as a Police Officer handling general calls for service, investigations, interviewing & interrogation, issue citations, arrest & control, public disputes, public safety, writing reports, chain of command, evidence, self defense training, firearm proficiency, and emergency vehicle operation.

The candidate possesses POST certification, bachelor’s degree in criminal justice, and additionally completed over 60 college units at local jr. college.

The candidate’s training and experience exceeds the minimum qualifications of the classification and justifies placement at Range 36, step 4 within the Deputy Sheriff Association (DSA).

The Personnel Office has reviewed the candidate’s qualifications and is in agreement with placement at Salary Range 36, Step 4 upon successful completion of all pre-employment requirements.

a) OTHER THAN “A” STEP - Request approval to appoint applicant as Deputy Sheriff I, Range 36, Step 4, upon successful completion of all pre-employment requirements

RESULT: APPROVE

MOVER: Matt Hansen

SECONDER: Candy Carlson

23. PERSONNEL / HEALTH SERVICES - Executive Director Jayme Bottke

PERSONNEL / HEALTH SERVICES - Executive Director Jayme Bottke

Financial Impact:

The requested action of amending the salary ranges for four (4.00 FTE) Nutrition Assistant II Bilingual from Salary Range 16 to Salary Range 19 will result in an annual increase of approximately \$17,696. The requested actions will have no impact to the General Fund as these positions are paid for by the Women, Infant and Children (WIC) funding.

Background Information:

The Tehama County Health Services Agency (TCHSA) is requesting approval of the revised Nutrition Assistant I/II and Nutrition Assistant III classification specifications. These classifications were created in 2003 during the time that the Health Services Agency acquired the Women, Infants & Children (WIC) program. Both the WIC program and the Agency have since grown over time, acquiring new needs for the Nutrition Assistant Program. For example, with the development of the Partnership Healthcare plan, there is a need for the Agency to hire Nutrition Assistants that can serve more than just the WIC clients. As the class specification currently reads, it is very specific to the WIC program. Another reason for the requested revisions is that the Agency determined the need to clarify the distinction between the roles and responsibilities between the Nutrition Assistant I, II, and III levels. As the WIC program has grown over the years, both in complexity and in client volume, there has been a need to revisit the essential functions, qualifications and education and experience necessary to implement the programming.

The areas of revision that are being requested for these classification specifications include updates to the definition, class characteristics, essential functions, and qualifications sections. More specifically, the duties have been revised to reflect broader language, should the Agency decide to implement these classifications in other areas of the center. Additionally, the duties were updated to better clarify the distinction of the Nutrition Assistant I/II from the Nutrition Assistant III. The Education and Experience was updated for all levels to reflect education and experience requirements as well as WIC-specific requirements when an incumbent is assigned to the WIC program. Considering the expanded duties and qualifications required for these positions over time, as well as the Agency’s desire to have the ability to perform nutrition counseling in other centers within the Agency, the Department has requested

that the Nutrition Assistant salary ranges be reviewed and adjusted to an equitable rate as researched and recommended by Personnel.

A review of similar positions within comparator agencies, Butte, Shasta, and Humboldt, was conducted to help clarify the distinctions between the series, and a salary survey was performed to determine the median salary among those comparator agencies. The salary survey results confirmed that Tehama County Nutrition Assistant salaries are below the comparator agencies. The Health Services Agency is requesting to increase the salaries for the Nutrition Assistant I/II from Salary Ranges 12/16 to Salary Ranges 15/19 and the Nutrition Assistant III salary from Range 20 to Salary Range 23. If approved, this will result in a 7.5% increase for all levels and will put Tehama County Nutrition Assistants in line with the median salary among the comparator agencies.

The Joint Council Bargaining Unit has been notified of the proposed changes and an agreement has been reached.

a) Request approval of the revised classification specifications for Nutrition Assistant I/II and Nutrition Assistant III within the Joint Council Bargaining Unit, effective 6/4/24

b) RESOLUTION - Request adoption of a resolution to amend the FY 2023-24 Personnel Allocation List (PAL), (Reso #2023-88) and the Master Salary Schedule, amending the Salary Ranges for Nutrition Assistant I/II from Salary Ranges 12/16 to Salary Ranges 15/19 and Nutrition Assistant III from Salary Range 20 to Salary Range 23, effective 6/4/24

- RESULT:** APPROVE
- MOVER:** Candy Carlson
- SECONDER:** Pati Nolen
- RESULT:** APPROVE
- MOVER:** Candy Carlson
- SECONDER:** Pati Nolen

24. HEALTH SERVICES AGENCY - Executive Director Jayme Bottke
HEALTH SERVICES AGENCY - Executive Director Jayme Bottke

Financial Impact:

The Governor’s May Revision budget proposal is set to eliminate the entire FoPH funds, and Tehama County Public Health stands to lose \$642,801 per fiscal year for FY’s 23-24, 24-25, and 25-26.

Background Information:

The Budget Act of 2022 for budget year 2022-2023 (Health and Safety Code 101320, 101320.3, and 101320.5) provides \$200,400,000 annually allocated to 61 local health jurisdictions (LHJ's) for public health workforce and infrastructure, referred to as the Future of Public Health Funding.

The Future of Public Health (FoPH) initiative aims at transforming and modernizing California to be able to handle public health threats. The COVID-19 pandemic

highlighted the critical role of public health systems, but also their understaffing, inadequate information technology (IT) systems, and lab capacity. Therefore, California has adopted a modified foundational public health framework addressing six (6) key service areas:

- Workforce Development, Recruitment, and Training
- Emergency Preparedness and Response
- IT, Data Science, and Informatics
- Communications, Public Education, Engagement, and Behavior Change
- Community Partnerships
- Community Health Improvement

There will be a substantial negative impact to our local Public Health infrastructure if the FoPH funding is eliminated.

a) LETTER - Request approval and authorization for the Executive Director to sign and submit a letter requesting the rejection of Governor Newsom’s proposal to eliminate the entire \$300,000,000 ongoing General Fund Future of Public Health (FoPH) investment to Senator Caroline Menjivar & Assembly Member Akilah Weber

RESULT: APPROVE
MOVER: Pati Nolen
SECONDER: Candy Carlson

25. HEALTH SERVICES AGENCY - Executive Director Jayme Bottke

HEALTH SERVICES AGENCY - Executive Director Jayme Bottke

Financial Impact:

The funding for this agreement comes from the Department of Health Care Services (DHCS) multi-year contract for Substance Use Disorder (SUD) services, and the 2011 Realignment Behavioral Health Subaccount (BHS) allocation with a maximum amount not to exceed \$1,300,000.00 per fiscal year.

Background Information:

The Department of Health Care Services (DHCS) Drug Medi-Cal (DMC) Program requires the Health Services Agency to subcontract for the following covered services: Outpatient drug-free treatment; Narcotic Replacement Therapy; Naltrexone Treatment; Intensive Outpatient Treatment; and Perinatal Residential Substance Abuse Services.

This amendment will allow the Tehama County Health Services Agency (TCHSA) to continue to meet these requirements by subcontracting with Aegis Treatment Centers for treatment provided by a Licensed NRT Program, combined with substance use disorder counseling, medical screening/treatment, and behavioral health services for a comprehensive and effective treatment plan.

a) AGREEMENT - Request approval and authorization for the Executive Director to sign Amendment #1 with Aegis Treatment Centers, LLC (Misc. Agree. #2023-300) for Narcotic Replacement Therapy (NRT) services thereby increasing the maximum FY compensation not to exceed \$1,300,000, effective 7/1/23 through 6/30/26

RESULT: APPROVE
MOVER: Candy Carlson

SECONDER: Pati Nolen

26. JOINT COUNCIL MEMORANDUM OF UNDERSTANDING - Personnel Director Coral Ferrin

JOINT COUNCIL MEMORANDUM OF UNDERSTANDING - Personnel Director Coral Ferrin

Financial Impact:

The proposed contract allows for a 0% salary increase effective July 2, 2023, a 2.5% salary increase effective June 30, 2024, and a 3% salary increase effective June 29, 2025. The increased cost for the contract term through June 30, 2026 is approximately \$1,753,213 for salary, payroll taxes, and County CalPERS contributions, of which approximately \$508,431 is General Fund.

Background Information:

The Memorandum of Understanding (MOU) between the County and the Joint Council Bargaining Unit expired on 07/01/23. Prior to the expiration date, the County began to meet and confer with the bargaining unit over a new successor MOU. The resulting MOU, if approved, will be for a three-year term effective 07/02/23 through 06/30/26 and will include the following agreements:

COMPENSATION: All employees in the bargaining unit will receive a 0% salary increase in the first year effective 07/02/23, a 2.5% salary increase in the second year effective 06/30/24, and a 3% salary increase in the third year effective 06/29/25.

HOLIDAYS: All employees in the bargaining unit will be entitled to the holiday Juneteenth (June 19) effective 2024 if the agreement is ratified and adopted by the Board on June 4, 2024. Additionally, effective in the calendar year 2025, all employees in the bargaining unit will be entitled to the holiday Caesar Chavez Day (March 31). Caesar Chavez Day (March 31) will be added in exchange for removal of Lincoln's Birthday (February 12).

SAFETY SHOES AND REQUIRED UNIFORMS: All eligible employees in the classification series of Public Works Maintenance Worker, Fleet Mechanic, Facilities Maintenance Technician, Public Safety Vehicle & Equipment Mechanic, Professional and Paraprofessional Engineering, Code Enforcement Officer and Building Inspector will receive a reimbursement for safety shoes up to a maximum of three hundred dollars (\$300) once per calendar year upon presentation of proof of purchase or repair by the employee instead of once every two years.

SHIFT DIFFERENTIAL: All employees eligible for shift differential under Article 11.2 who are working between the hours of 2:30 pm and 10:30 pm will receive an increase from a rate of forty (.40) cents to sixty (.60) cents per hour and between the hours of 10:30 pm and 2:00 pm an increase from a rate of seventy-five (.75) cents to one dollar (1.00) per hour for each hour worked. In addition, all employees eligible for shift differential under Article 11.3 will receive an additional fifty cents per hour for each hour worked.

ADDITIONAL CHANGES INCLUDE: Revisions included removing language and adding clarifying or non-economic language to several articles. This includes changes to Article 8.2 section (a) outlining the process for altering an employee’s 9/80 work schedule and requiring ten days advance written notice except for cases of an extreme emergency. Additional changes to Article 8.10 include agreeing to meet prior to the end of calendar year 2024 to discuss Department specific concerns regarding implementation of an alternate work schedule. Articles 9.4, 17.3, 26, and 27 were updated to reflect changes made during the County’s transition from semi-monthly to bi-weekly pay periods. In addition, Article 10 was updated to reflect the current bilingual pay practices in accordance with TCPR §3302 Bilingual Pay.

If the requested action is not approved, the collective bargaining unit process will not be complete.

a) AGREEMENT / RESOLUTION - Request adoption of a resolution approving the Memorandum of Understanding (MOU) between the County of Tehama and the Joint Council of International Union of Operating Engineers (Local 39), effective 7/2/23 through 6/30/26 and approval of corresponding revisions to the Tehama County Master Salary Schedule

RESULT: APPROVE
MOVER: William Moule
SECONDER: Matt Hansen

27. PERSONNEL - Director Coral Ferrin
PERSONNEL - Director Coral Ferrin

Financial Impact:
There is no fiscal impact.

Background Information:
§8101: Workplace Violence Prevention Plan

California Senate Bill (SB 553) amended the California Labor Code by adding new requirements which will be in effect on July 1, 2024. SB 553 requires covered employers to establish, implement, and maintain, at all times in all work areas, an effective workplace violence prevention plan. The workplace violence prevention plan must be in writing and be available, contain specified information, and be easily accessible to employees at all times. Fortunately, Tehama County has had a workplace violence prevention policy in place since 2021. Therefore, in order to be in compliance with SB 553, only minor changes to our current policy needed to be made.

The revisions were drafted by the Personnel Department, then routed through the Personnel Review Committee, the Department Heads, and the bargaining units, if applicable. The process then continues to presentation and/or approval by the full Board, which is the final step in approving this Personnel Rule.

a) Request adoption of revisions to TCPR §8101: Workplace Violence Prevention Plan
RESULT: APPROVE

MOVER: William Moule
SECONDER: Candy Carlson

- 28. **DIBBLE CREEK FIRE STATION ROOF PROJECT - Administrative Analyst Tom Provine**
DIBBLE CREEK FIRE STATION ROOF PROJECT - Administrative Analyst Tom Provine

Financial Impact:

Costs of the project are included in the Fire Department's budget.

Background Information:

The existing roof at the Dibble Creek Fire Station was replaced due to age. Tehama County Fire opted for a metal roof for the project in order to extend the anticipated life of the roof and limit need for maintenance.

Change Order 1 was necessary due to dry rot found in the course of construction that required replacement.

- a) CHANGE ORDER - Request confirmation of Change Order No. 1 to the agreement with Four Seasons Roofing (Misc. Agree. #2023-216) for the Dibble Creek Fire Station Roof Project, thereby allowing for various plan changes as listed, for a contract increase in the amount not to exceed \$589.34

- b) NOTICE OF COMPLETION - Request approval for the Chair to sign the Notice of Completion for the Dibble Creek Fire Station Roof Project, as contracted by Four Seasons Roofing of Chico, California

RESULT: APPROVE
MOVER: Matt Hansen
SECONDER: Pati Nolen
RESULT: APPROVE
MOVER: Matt Hansen
SECONDER: Pati Nolen

- 29. **JAIL CELL SAFETY PADDING PROJECT - Administrative Analyst Tom Provine**
JAIL CELL SAFETY PADDING PROJECT - Administrative Analyst Tom Provine

Financial Impact:

The project is included in the current Jail maintenance budget.

Background Information:

This project is for the repair of safety padding in two cells located at the Tehama County Jail. If these repairs are not approved, the safety padding material may be further damaged by inmates housed in those cells.

- a) Consider adoption of a finding that the Jail Cell Safety Padding Project is categorically exempt from review under the California Environmental Quality Act, (CEQA) (Class 1 Categorical Exemption) and direction to the Chief Administrator to file the Notice of Exemption

b) Request approval of the plans and specifications for the Jail Cell Safety Padding Project

c) Request authorization for Administration to advertise for bids on the project, with the bid opening to be held at 3:00 p.m. on 6/14/24 in the Administrative Office, 727 Oak Street, Room #202, Red Bluff, California

- RESULT:** APPROVE
- MOVER:** Matt Hansen
- SECONDER:** Pati Nolen
- RESULT:** APPROVE
- MOVER:** Pati Nolen
- SECONDER:** Matt Hansen
- RESULT:** APPROVE
- MOVER:** Pati Nolen
- SECONDER:** Matt Hansen

30. BOARD OF SUPERVISORS
BOARD OF SUPERVISORS

Financial Impact:

None for these actions. Board will take further action on expenditure of funds.

Background Information:

At the May 21, 2024 meeting, Supervisor Moule, as a member of the American Rescue Plan Act Ad Hoc Committee, recommended dissolution of the Ad Hoc, as it had accomplished what it could, and upcoming deadlines for expenditures are approaching. He recommended bringing all information back to the full Board to make decisions and move forward.

a) Request approval and authorization to dissolve the American Rescue Plan Act (ARPA) Ad Hoc Committee

b) Informational Presentation and possible direction to staff regarding American Rescue Plan Act Fund deadlines and recommendations from the committee

- RESULT:** APPROVE
- MOVER:** Candy Carlson
- SECONDER:** Pati Nolen
- RESULT:** APPROVE
- MOVER:** Matt Hansen
- SECONDER:** Pati Nolen

31. APPROVAL OF MINUTES - Clerk & Recorder Jennifer Vise
APPROVAL OF MINUTES - Clerk & Recorder Jennifer Vise

Financial Impact:

None

Background Information:

a) Waive the reading and approve the minutes of the regular meeting held 5/14/2024

RESULT: APPROVE

MOVER: Pati Nolen

SECONDER: Matt Hansen

FUTURE AGENDA ITEMS

REPORTABLE ACTIONS FROM CLOSED SESSION

ADJOURN

ATTEST: June 21, 2024

APPROVED

Board

Chairman of the

Supervisors

of

JENNIFER A. VISE, Clerk
of the Board of Supervisors
