

## Calaveras County BOS Special Meeting - 04.20.2021

Special public meeting called to order at 9:08 a.m.

### Public Health Update

#### **5. Public Health Services (ID # 5964) Receive an update presentation from staff on COVID-19 (novel coronavirus)**

- **Sam Leach** - 38,861 tests completed, 2,060 positive, 10 active cases, 1,999 recovered, 0 active hospitalization, 51 fatalities.
  - Last week received 1,170 doses of vaccines, administered 27,709 doses to date. Clinics on Tuesday and Thursdays at Frogtown. 16 and over are eligible. 16-17 year olds can only get Pfizer. Go to MyTurn for scheduling appointments.
  - Most people who have wanted to get shots, have but still have some first dose appointments. Probably in mid-May, they will slow down.
  - Free covid testing today at Ironstone 10 a.m. to 6 p.m.; April 23 in Copper at the Armory 9:30 a.m. to noon.
  - Have seen significant decrease in participation at travel clinics so may stop those soon. But plenty places to get tested.
  - Last Tuesday, 10,707 were fully vaccinated; 5,504 received first dose; 11% to 12% of our population are currently ineligible.
  - We will move from red to orange tier today. Good news for businesses because less restrictive; restaurants will go from 25% capacity to 50% capacity.
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- **Doug Archer - Mark Twain Hospital**
  - 12 patients in house but none covid related.
  - Started covid vaccines last Saturday. This Saturday have 700 vaccines available; provided 536 doses last Saturday. Hoping to continue until we reach a good vaccination for the County.
  - Hoping this Saturday all 700 slots will fill up.
  - Sign up at MyTurn.

### Public Comments

- **Mr. Stoughton** - what is the policy regarding giving shots to people who don't live in the county. Saw in the newspaper an article where a non-county person received the vaccine and some Calaveras County residents are feeling like that should have been their shot.
- **Sam Leach** - leading up to April 1st, per the State, we were expected to hold the line regarding who got vaccinated, had to live or work in Calaveras County. We turned people away who did not qualify. When we got on MyTurn on April 1 it would be a statewide system. Not a county policy but a state policy which shifted in April. Have empty slots just about every day except the traveling sites because less doses. Today, massive amounts at Frogtown, we have empty slots everyday at Frogtown so they can get shots any Tuesday or Thursday. We have tried to get word out via social media, newspaper, etc. Now is going to more statewide process not just county. Very different now because we have the availability of doses to give to people who show up. Accepting walk-ins at Frogtown as well but encourage people to make an appointment.

### Staff Announcements

- **Lisa Medina - Environmental Management Agency** - April is heart worm awareness month. Contact local vet for heart worm preventative treatment for your dogs.

### Public Comments

- **Mr. Stoughton** - Supervisors Callaway and Garamendi stated they would like more public participation. What would you like me to talk about. Public doesn't participate because they see it as a hostile environment because they have allowed public members to attack other

public members and it is not appropriate in this environment. Make sure you are working in the framework you are supposed to work under.

### Consent Agenda

#### **6. Minutes of Board of Supervisors - Special Meeting - March 30, 2021 9:00 AM**

**7. Economic & Community Development (ID # 5996) 1) Adopt the plans and specifications for Job Order Contracting Projects for the County Administrative Office; 2) Authorize the Interim County Administrative Officer to incorporate any final changes into the respective bid documents before advertising for bids, subject to County Counsel approval to the extent said change affect any contractual terms or conditions; and 3) Authorize the Interim County Administrative Officer to solicit formal construction bids.**

**8. Administrative Office (ID # 6023) Approve form of Board letter of support regarding the Eastern Segment of the State Route 4 Wagon Trail Realignment Project for directed project funding.**

#### **Public Comments**

- **Mr. Stoughton** - would like to pull item #8.
- **Motion to approve consent agenda items (with exception of item #8) - Passed - 5- 0.**
- **Mr. Stoughton** - haven't seen letter but heard discussion last week. Sounded like you were trying to garner support. You don't want to look outside county for support. You should word letter to respect him.
- **Motion to approve consent agenda item #8 - Passed - 5- 0.**

### Regular Agenda

**9. Division of Cannabis Control (ID # 5993) Approve Board letter of support to State Senator Anna Caballero regarding SB-59, extending the sunset date for provisional licensing under the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA)**

- **Greg Waylan - Director of Cannabis Control** - concerned how state issues provisional license to cannabis applicants. Been able to coordinate our process with state and has worked out well to complete all requirements and could get permit issued and validated after they get provisional license. Provisional licenses, about 90%, rely on this provisional license. We believe it is important to continue to avoid any profound impact on our local industry that has complied with all requirements. Included letter expressing support. Believes it would be beneficial to continue this process.
- **Supervisor Callaway** - does this impact changes made to sunset clause.
- **Greg Waylan** - short answer is no.
- **Chair Stopper** - appreciates all of Greg's hard work and believes this will benefit our county.

#### **Public Comments**

- **None**
- **Motion to approve - Passed - 5- 0.**

**10. Assessor (ID # 6029) Receive information from staff and provide direction regarding possible changes to help mitigate the Grand Jury findings.**

- **Leslie Davis - County Assessor - presented a power point presentation. Please refer to power point for complete information.**
- Grand Jury has provided their findings and recommendations.
- Grand Jury found admin should develop a comprehensive staffing and work methods analysis. More than 3 years behind on residential and 4 years behind on business. Recommending eliminate back log in one year. That is not possible because of amount and length of events.
- Work in progress at this point in time - 7,168 re-appraisable events, 3,454 new construction events, 1,815 of events are incomplete new construction; 21 are other type of events. 2,697 have two or more events on same parcel; 3,728 values to roll - meaning they have been re-appraised. Authorized overtime to staff, 3 have taken advantage of this, not everyone wants to spend many hours at work.
- Recommendation to plan for public outreach - can't reasonably accommodate because it takes time and distal information into sound bites is time consuming and difficult. This power point was very difficult to prepare so it could be understandable to the public.
- Finding market analysis is time consuming. Agrees. Recommended we invoke Rule 2, define market value and define rebuttal presumption. Will streamline how we value property.
- Use first in first out process - is designed to ensure everyone is treated the same, intended to get the older re-appraisable events first; then will minimize number of work flow process. Need to treat everyone equitably.
- Grand Jury concerned a lot about backlog. Asked Assessor to report to BOS quarterly. She suggests quarterly progress to BOS on or about every three months during time department heads can report out.
- Challenge to recruit and retain qualified staff - she agrees. Has been a challenge to retain qualified staff. Lost 2 more appraisers, down to 1 appraiser and 1 chief appraisers. Can't recruit a senior appraiser. Thanks to Judy and Christa for their assistance on how they might change things.
- Impacts of backlog can't be understood unless working in the office. Tax payers are bearing the brunt of this. They could get hit with a bill for four prior years and a supplement tax and it puts them in a very difficult position. Roll corrections are very time consuming. Working diligently to work on backlog.
- County General Fund impact - impacted because they are behind. Options - bring in consultants - but need at least 2 bids; 1 company interested in helping but hasn't found any other company willing to bid; bring in limited term or extra hire folks - if training is required, it is very time consuming.
- Prop 15 failed on 2020 ballot but an effort to revise and make some changes.
- Have started career paths to train them to move them up the org chart. Lost 2 employees last year to Amador County. Paid 9% to 30% higher.
- She is the only department head who doesn't have a deputy. Didn't previously fill for 3 years because of the recession and layoffs. Currently, they are growing. Having an assistant assessor/chief deputy would be a key component to have them be efficient. Proposing to delete appraiser position and reclassify 2 appraiser 1 to appraiser aide/trainee; reclassify 3 - assessment technicians to assessment analyst. Need to recognize the value of work these folks are doing.
- Reorgs add about \$61,000 in annualized costs and that includes benefits.
- Regarding consolidation of assessor and clerk recorder office - combined offices do have deputies in assessor and clerk recorder office. Asked colleagues in consolidated districts re pros and cons. Received responses from 16 counties (approximately 1/2 of consolidated counties) that stated it is more efficient and beneficial to the public, provides additional career path for staff. Most challenging is the learning up front due to the consolidation.
- **Chair Stopper** - supports her bringing this forward because of grand jury report and the previous item we just discussed.
- **Supervisor Tofanelli** - What time frame would your reorg take to see more productivity in your office. Understands the history in your office and loss of positions.

- **Leslie Davis** - normally BOS would approve by end of June. In past years, BOS would tell her when to fund it. I would anticipate working with Judy could have back to BOS and approved in place by October 1st, believes that is a reasonable time frame.
- **Supervisor Folendorf** - concern with time line is we are competing with retention and backlog. Agree we need to invest in Assessor's Office but not comfortable with other things getting pushed aside. We need a constant, everything else is too moving, need stability.
- **Leslie Davis** - the constant is her 2 chiefs and staff that has been here awhile. Have a chief appraiser and appraiser 2 that have been here a long time. Three new appraisers pushing work as quickly as she can and they are already productive. Would make the commitment to work faster and get the reorg done sooner if that is what the BOS wants.
- **Chair Stopper** - some good points to the reorg chart but concerned if we brought in new people and the work gets caught up that positions then may not be needed. Would need to consider recurring costs and one time costs. In favor of getting an outside organization to get us caught up. Fine juggle between reoccurring costs and one-time cost to get us caught up. May need some of the positions but there is a lot of thought that needs to go into this.
- **Leslie Davis** - I can disagree but it doesn't mean I don't do something. I don't just say no and move on to something else. I try to figure out a way to make things work. There is no one in her office that "twiddles their thumbs." Continued short cuts will continue to bite them in the butt. There is plenty of continual work to do. The 17 positions on the books are needed right now the problem has been to recruit and retain people. Proposal of reorg is to be efficient and have growth for staff so they don't quit or move on.
- **Chair Stopper** - I am in favor a career ladder and providing a series of succession and good move for retainment of employees and future endeavors. Want to continue to look at the RFP process. It addresses some issues of grand jury but doesn't believe backlog issue will be addressed in a timely manner. Sees positive outcomes coming from many of these things but backlog is one of the main priorities.
- **Supervisor Folendorf** - does CSAC or Board of Equalization or any other organization provide any assistance.
- **Leslie Davis** - yes but due to the record level of disasters in the State, BOE has refused future assistance. CSAC typically doesn't get involved. Have one county willing to train her new assessors in July. Have no problem going out with RFP. Have done 4,000 appraisals this year with 2 FTE. Feels her team can get backlog caught up with her current staff and potentially people she will be hiring. BOE has never offered staff to come in and help with backlog except assistance with Butte fire; otherwise, she would have welcomed it with open arms.
- **Supervisor Callaway** - recruitment has been an issue and a consistent message from Leslie's office. This is a succession plan and is good planning. I support the succession plan as presented and we can deal with the cost down the road. The concept of what the Assessor wants is if it is good business for the County and I say yes. This is also a good reason why the Assessors and Clerk Recorders office should merge. I support the Deputy Chief Assessor position.
- **Supervisor Garamendi** - excited about the fact that we will get caught up soon. Would like to get caught up with consultants and then see needs of plan of department and evaluate and determine what team is necessary.
- **Supervisor Tofanelli** - in support of proposal brought in by Leslie today. Believes they won't run out of work because that is what got us in the mess today, being short staffed. Once we get caught up, we can maintain that. Also, quarterly reports will keep us posted on status. Interested in sending out for RFPs to see what we get back to see if we could get caught up quicker and the fee for it.
- **Leslie Davis** - reason to get two people trained in commercial properties is to have backup. Bulk of work is in residential; bulk of money may be commercial but future work will continue to be in residential. Looking to build team based on work on a continuing basis. Approximately 25% commercial; 75% residential. Will get an RFP specifically on commercial and residential as well.

- **Chair Stopper** - majority in favor of career ladder and succession plan as proposed in org chart but Leslie will finalize it for approval. Looking to fill positions by October. Will look for RFP to get caught up.
- **Christa VonLotta - County Administrator** - timeline for RFP - will work with Assessors office to get it out as quickly as possible. Will make this a priority. Probably will take 6 to 8 weeks but hopefully shorter.

#### **Public Comments**

- **None**

**Motion not required at this time. Will bring back to BOS for a vote at a later time.**

#### **11. Human Resources (ID # 60006) Provide direction to staff on 1) Class and Comp Study, 2) Elected Officials Salaries, 3) Consolidation of Departments.**

- **Judy Hawkins - Director - presented a power point presentation. Please refer to power point for complete information.**
- No employees are being paid below minimum wage but want to make sure they are being paid competitively.
- Assessor, Treasurer, Tax Collector, and Auditor - when we compared them to different counties which were negotiated in an MOU, averages were brought back and we are below the average. Problem it creates is their primary assistants are bumping up to them. All positions are being impacted up to the elected officials. Elected officials are falling behind the appointed positions.
- We are not competitive and we are having a difficult time recruiting. These positions are working heads of their department.
- District Attorney and Sheriff - they are not as far out of line as above positions.
- Consolidation of Departments - Assessor and Clerk Recorders Office is done in other counties. Found 28 out of 58 that have these offices combined. In reviewing the Sheriff's office, 43 of 58 counties is a sheriff-coroner combined and creates an efficiency.
- Need by December 2021, would like ordinances in place by August 2021.
- Different type of comp studies. This will take 12 to 18 months to complete. Want a majority of classifications to be studied and appropriately classified. Last time it was done by outside agency was 2002.
- Comp policy - purpose is to have a good process on how to manage data and how to fix and implement process. Contractor can assist in writing this process to be able to put in place and bring to board to adopt.
- Recommended steps - put out RFP for comp study, include salary adjustments and recommended budget, provide direction on office consolidations.
- **Supervisor Folendorf** - does this caption pension liability as well.
- **Judy Hawkins** - yes. Currently, no one's salary needs to be adjusted because everyone is above minimum wage; this is for future positions/salaries.
- **Supervisor Callaway** - is there a way if positions are completed prior to 18 months we could take action on positions other than the elected so we don't get further behind. On elected positions - wouldn't that have to be done before their elections?
- **Christa VonLotta - County Administrator** - typically, the contractor brings all the information back at once but we can try to do a phased approach. Yes, would have salaries adjusted prior to elected filing dates. Will bring forward total compensation and what action BOS wants to take.
- **Supervisor Garamendi** - thought you were going to look at different ways to compensate BOS.
- **Christa VonLotta - County Administrator** - have not looked at BOS.
- **Supervisor Tofanelli** - do you have any figures what total annual costs would be including PERS.

- **Christa VonLotta - County Administrator** - \$38,800; \$155,256 for four elected officials. Can bring back similar comparison for BOS as well.
- **Kevin Raggio - County Coroner** - I am the fifth elected official, are they going to study his as well, he is the lowest salaried position. On the fence on whether he is going to retire or not; if we combine with sheriff's office his total budget is \$330,000; fixed costs will always be there, will need more personnel if combined with sheriff's office. We are death professionals and deal with it every day, that is what we do. If we combine, will be a crime scene each time. We are unique and do our services at an economical cost.
- **Supervisor Callaway** - Support class study and RFP, would like to see it in phases so we don't get further behind. Re elected official salaries - if we have problems because of salary, we go through process re market rate, should not be treating elected any different than appointed staff. Both should be treated the same. Re consolidation of departments - supports looking at combining the four departments into two.
- **Chair Stopper** - concurs with Callaway on class and comp study. Would support doing a deadline for RFP so we can incorporate it into the budget and fit in with our revenue. Salary adjustments to elected officials - on the fence on this one. Re office consolidation - Assessor and Clerk brought forth previously, I think there is a lot of work that needs to be done, would like to put off voting on this one for direction because a lot more discussion needs to be done; leaning in favor of sheriff-coroner consolidation.
- **Supervisor Garamendi** - no opposition to class comp study, hard pill to swallow on elected officials. Assessor and Clerk Recorder is a difficult one - value independence of recorder's office and holding it separate makes it very good, the two positions are so different. Won't support that action.
- **Supervisor Tofanelli** - re comp study - in agreement to do this; salary adjustments - agrees; elected officials - interested to see what is brought back to us; re office consolidation - in agreement with Jack - enough work in Assessor's office; Clerk Recorders Office is doing a great job and running very well; interested in Sheriff - Coroner's office consolidation - interested in going forward with that.
- **Supervisor Folendorf** - re comp study - supportive; elected officials - disproportionate, need to look into this more within the time frame; consolidation - interested to look into both once more information is received.
- **Chair Stopper** - majority wanting to move forward with comp study timely; bring back another discussion on officials' salaries - need to refine it; consolidation - 3 supervisors not in favor of clerk recorders office and assessors office combined; majority in favor of consolidation of coroner and sheriff office.
- **Christa VonLotta - County Administrator** - Will bring back discussion re official's salaries; BOS salaries; consolidation of sheriff and coroner's office.
- **Supervisor Folendorf** - concerned about proceeding without discussing item #10. (Discussed item #10 out of order)
- **Sarah Edwards - Attorney** - can hold this vote until after you hear next item (#10).
- **Chair Stopper** - we have clear direction and can change with direction.

#### **Public Comments**

- **Mr. Stoughton** - with regards to elected offices, should combine as many as possible. The reason is they no longer do the implied job which is sticking up for the public and cost advantages. Re salaries - we are a small county without the resources of some of the other larger counties. We should be looking at our lowest paid employees re how much they come to a living wage not minimum wage versus only looking at top officials.

**Motion not required at this time. Will bring back to BOS for a vote at a later time.**

**Supervisor Announcements**

- **Supervisor Tofanelli** - attended Mountain Valley MS meeting last Wednesday, put committee together to meet with Stanislaus County. Will meet early next week and will report out next Tuesday.
- **Supervisor Callaway** - have virtual CSAC conference and board meeting this week.

**Meeting adjourned at approximately 2:00 p.m.**