

TEHAMA COUNTY BOARD OF SUPERVISORS

Steve Chamblin, District 1
Candy Carlson, District 2, Vice-Chair
Dennis Garton, District 3, Chairman
Bob Williams, District 4
Burt Bundy, District 5



Williams Goodwin
Chief Administrator

Arthur Wylene
County Counsel

Jennifer A. Vise
Clerk of the Board
(530) 527-3287

Board Chambers
727 Oak Street, Red Bluff, CA 96080
(530) 527-4655

<http://www.co.tehama.ca.us>

SPECIAL MEETING AGENDA FOR TUESDAY, FEBRUARY 14, 2017

8:30 A.M. CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. PUBLIC COMMENT PERIOD - This time is set aside for citizens to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board. The Chair reserves the right to limit each speaker to three (3) minutes. Disclosure of a speaker's identity is purely voluntary during the public comment period. Individuals addressing the Board are to speak clearly into the microphone.

REGULAR AGENDA

2. BOARD OF SUPERVISORS / OUT OF STATE TRAVEL - Chief Administrator Williams Goodwin
 - a) Discussion and possible action to approve one Tehama County Supervisor to attend the NACo Legislative Conference being held in Washington, D.C., February 25 - March 1, 2017
3. ADMINISTRATION - Chief Administrator Williams Goodwin
 - a) Board discussion and possible direction to staff regarding the appointment and supervision of the Personnel Director
4. CLOSED SESSION
 - a) EMPLOYEE NEGOTIATIONS - CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

Agency Negotiators: Linda Johnson & Williams Goodwin

Employee Organization:

Tehama County Law Enforcement Management Association

5. CLOSED SESSION

- a) PERSONNEL / PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code Section 54957)

Title: Chief Administrator

- b) EMPLOYEE NEGOTIATIONS / CONFERENCE WITH LABOR NEGOTIATOR
(Government Code Section 54957.6)

Agency Designated Representative: Chairman of the Board of Supervisors

Unrepresented / Contract Employee:

- 1) Chief Administrator

6. CLOSED SESSION

- a) PERSONNEL / PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code Section 54957)

Title: County Counsel

COMMUNICATIONS received by the Board of Supervisors are on file and available for review in the Office of the Clerk of the Board

MINUTES, AGENDAS, AGENDA MATERIAL, and ARCHIVED MATERIAL is available on our website at www.tehamacountyca.ig2.com



Board of Supervisors
Meeting Date: February 14, 2017
Prepared By: Angela Ford
Preparer Phone: (530) 527-3287
Preparer Email: aford@co.tehama.ca.us
Consent Item

PUBLIC COMMENT PERIOD

Requested Action(s)

This time is set aside for citizens to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board. The Chair reserves the right to limit each speaker to three (3) minutes. Disclosure of a speaker's identity is purely voluntary during the public comment period. Individuals addressing the Board are to speak clearly into the microphone.

Financial Impact:

none

Background Information:



Board of Supervisors
 Meeting Date: February 14, 2017
 Prepared By: Dava Kohlman
 Preparer Phone: 530-527-4655
 Preparer Email: dkohlman@co.tehama.ca.us
 Regular Item

**BOARD OF SUPERVISORS / OUT OF STATE TRAVEL - Chief Administrator
 Williams Goodwin**

Requested Action(s)

- a) Discussion and possible action to approve one Tehama County Supervisor to attend the NACo Legislative Conference being held in Washington, D.C., February 25 - March 1, 2017

Financial Impact:

In November 2016, travel expenses were estimated at \$3,240 (registration, lodging, air fare, airport parking, mileage, and meals). At that time, it was noted that costs would increase as it became closer to the conference date and there is a possibility that lodging may no longer be available.

Background Information:

In accordance with the Board's past practice, proposals for Board members to travel out-of-state on County business are brought to the full Board for approval in advance.

Candy Carlson, in her role as the Tehama County Representative of the NACo Community, Economic and Workforce Development Steering Committee, has made a request to attend the NACo Legislative Conference in Washington, D.C., in February 2017. This request was brought to the Board on 11/22/16 but the item was postponed until after the Strategic Planning Workshop held on 2/3 and 2/4/17. Since that time, Candy Carlson has been appointed as Vice Chair of the California State Association of Counties (CSAC) Health and Human Services Policy Committee. It should be noted that the 2017 NACo Annual Conference will take place July 21-24, 2017 in Franklin County, Ohio which may be a more feasible option at this late date.

At the time of the original request, a conservative estimate for the cost of this conference was \$3,240, with air fare and reduced conference hotel pricing. As of November 15, 2016, the Board had \$9,484 remaining in its travel budget. Board attendance at the 2016 annual CSAC Conference being held in Palm Springs, November 29, 2016 - December 2, 2016, was anticipated to cost approximately \$5,603, leaving a travel budget of approximately \$3,881 for the balance of the fiscal year. Subsequent to the original agenda request, two Supervisors did not attend the CSAC Conference which resulted in approximately \$800 in savings for lodging, a refund of \$550 for CSAC registration, and additional cost savings for travel expenses and per diem.

Attachment List:

NACo Letter (PDF)



September 2, 2016

Dear Supervisor Carlson,

As president of the National Association of Counties (NACo), it is my pleasure to confirm your nomination as a member of the Community, Economic and Workforce Development Steering Committee and offer my congratulations!

Committee membership at the national level is a serious commitment and responsibility, but it is also a rewarding experience. A great deal of NACo's strength is in our committees and your active participation reflects and reinforces that strength. The expertise and engagement of our steering committee members is a main reason why Congress and federal agencies often look to NACo for feedback on legislative policy decisions being made in Washington D.C. This nomination to a NACo steering committee also presents a great opportunity to share with and learn from your county colleagues.

As a member of the Community, Economic and Workforce Development Steering Committee, it is important to stay informed of legislative and regulatory action relevant to your committee. Your NACo committee liaison is Daria Daniel. Daria will send regular email correspondence to committee members and you are responsible for reviewing the information supplied and responding accordingly.

As a member of a NACo steering committee, you are expected to participate in our monthly conference calls and attend both NACo's Legislative Conference and Annual Conference. Monthly conference calls are a great way to stay up to date on developments from Capitol Hill and provide a platform to discuss county issues with your colleagues across the nation. Please note the following dates and locations for the upcoming conferences:

- NACo's 2017 Legislative Conference takes place February 25-March 1 in Washington, D.C.
- NACo's 2017 Annual Conference takes place July 21-24 in Franklin County, Ohio

I also look forward to working with you the committees this year on my president initiative, "The Counties Matter Challenge: Brilliant Ideas at Work." Working with state associations and affiliates, this initiative will promote best practices that bolster our nation's ability to thrive amid ever-changing physical, social and economic conditions, and help identify and share examples of county leadership that result in improving residents' quality of life.

Again, congratulations on your nomination to the Community, Economic and Workforce Development Steering Committee. This year promises to be an exciting one and I look forward to working closely with you to further the goals of our nation's counties.

Sincerely,

Bryan Desloge
President



Board of Supervisors
 Meeting Date: February 14, 2017
 Prepared By: Dava Kohlman
 Preparer Phone: 530-527-4655
 Preparer Email: dkohlman@co.tehama.ca.us
 Regular Item

ADMINISTRATION - Chief Administrator Williams Goodwin

Requested Action(s)

- a) Board discussion and possible direction to staff regarding the appointment and supervision of the Personnel Director

Financial Impact:

Modification of the class specification to department head level may result in an adjustment to the compensation for the position.

Background Information:

The current Personnel Director classification is an unrepresented contract management position that serves at will to the Chief Administrator. The selection and appointment of the former incumbent was the sole responsibility of the Chief Administrator.

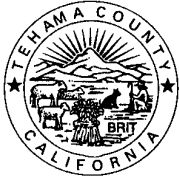
There is a current vacancy created by the retirement of the incumbent. A 60-day search was conducted and interviews were scheduled which included a panel of department heads. Prior to the interviews, Board members expressed the desire that the Board be directly involved with the selection. Individual members have asked that the full Board formally consider changing the position to a department head position reporting directly to the Board.

Six comparable counties were contacted to determine the relationship of the Personnel Director with the Board of Supervisors. The attached table summarized the finding that the Board appoints the position in three and the Chief Administrative Officer appoints in three. The position reports to the Chief Administrative Office in all but two, and one of those two does not have a Chief Administrative Officer in their organization.

Staff suggests that if the Board would like to have direct input in the selection process, they consider direction to make the Board appointing authority but allow the position to continue to serve under the Chief Administrator. This direction would not require a modification to the existing classification.

Attachment List:

Personnel Director (PDF)
 Personnel Director Survey (PDF)



TITLE: PERSONNEL DIRECTOR

FLSA: Exempt

BOARD APPROVED: January 08, 2008

CONTRACT MGMT.

DEFINITION

Under administrative direction of the Chief Administrator, plans, organizes and administers the County personnel program, ensuring County compliance with all applicable federal and state regulations, memorandums of understanding, local rules, and policies and procedures. Performs related professional and administrative work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Administrator. Provides direct supervision of Personnel Division staff.

CLASS CHARACTERISTICS

This management classification is responsible for managing the operations and services of the Personnel Office, which includes policy direction, recruitment, selection, benefits, labor relations, training, workers' compensation, loss prevention, and serves as the Safety Officer.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Administers and evaluates the hiring, management and termination of County employees and the disbursement of benefits to the entire workforce. Identifies problem areas and makes recommendations for policy and procedure adjustments as necessary, taking all applicable ethics and legal ramifications into consideration.
- Supervises, assigns and reviews the work of Personnel Division staff; hires/discharges division personnel.
- Provides guidance to department heads regarding proper personnel practices, workplace activities, behaviors, decisions, etc.
- Researches, implements, monitors and ensures compliance with various federal and state regulations as they relate to personnel functions, including EEO, FLSA, FEHA, OSHA and various others as applicable.
- Administers an effective recruitment program. Posts positions; accepts and screens applications; assists department heads in employee selection. Recruits department heads as necessary.

- Develops and implements effective prevention and compliance training program for County employees.
- Administers the classification and compensation plan; manages conduction of salary and classification surveys as needed.
- Directs the County's benefit program; manages insurance enrollment and implementation; assists in the management of the worker's compensation program.
- Coordinates employee grievance procedures.
- Coordinates investigations of workplace wrongdoing as necessary.
- Administers workers compensation program coordinating with Risk Manager/Fiscal Manager as it relates to program cost allocations, budget analyses, policies and procedures, reserves and program funding.
- Coordinates with Risk Manager/Fiscal Manager to ensure compliance with Americans with Disabilities Act with respect to County facilities used by employees.
- Directs and coordinates County return to work and accommodation programs.
- Directs and coordinates the County safety program and serves as Safety Officer.
- Researches, secures, analyzes and compiles information for use in administrative policy and decision making throughout the organization.
- Serves as a/the primary contact with employee units to discuss issues, provide interpretation, and resolve issues listed above.
- Assists in the development of County policies and procedures related to human resources for approval by the Board of Supervisors; prepares agenda items for consideration by the Board of Supervisors and appears before the Board, as necessary.
- Receives and responds to departmental inquiries and requests for assistance regarding personnel policies, procedures and programs.
- Represents the County in employee negotiations, as necessary.
- Coordinates DOT compliance drug testing, as necessary.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Public personnel policies and practices;
- Principles, practices and techniques of public administration;
- Laws and regulations governing human resource administration and employer/employee relations;
- Methods involved in employee negotiations, recruitment, compensation, administration and risk management;
- Administrative principles involved in developing, directing and supervising various programs of the County;
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures;
- Modern office practices, methods and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

- Plan, develop and implement comprehensive personnel, employment relations and risk management programs;
- Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations;
- Properly interpret and make long-term goals related to County purposes;
- Assist, motivate and provide supervision and/or leadership to support staff;
- Work under stressful conditions related to meeting deadlines, internal problems, etc.;
- React calmly and professionally in emergency, emotional and/or stressful situations;
- Maintain high personal standards of ethics and integrity;
- Make sound, educated decisions;
- Input and retrieve data from required computer systems and programs at the speed and accuracy required to perform the essential functions of the position;
- Work independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Maintain significant flexibility in daily operations and decision making;
- Read and interpret various materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines in politically sensitive situations;
- Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade and graduation from an accredited college or university with a Bachelor's degree and five (5) years of progressively responsible professional personnel or human resources experience, including three (3) years of supervisory experience.
- Other combinations of education and experience may be considered.

License and Special Requirements:

- Requires a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. While this is primarily a sedentary office

classification; the job also involves field investigation work requiring walking at work site areas to investigate personnel related concerns and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions, and however when investigating in the field, may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

Personnel Director Survey

January 11, 2017

Survey Agencies	Appointed By:	Reports To:	Contract Yes or No	Term of Contract
Butte County	Board of Supervisors	County Administrator	Yes	3 Years
Glenn County (No CAO)	Board of Supervisors	Board of Supervisors	Yes	2 Years
Lake County	Board of Supervisors	Board of Supervisors	No	At Will Employee
Shasta County	County Executive Officer	County Executive Officer	No	At Will Employee
Siskiyou County	County Administrator	County Administrator	No	At Will Employee
Yuba County	County Administrator	County Administrator	No	At Will Employee



Board of Supervisors
Meeting Date: February 14, 2017
Prepared By: Brant Mesker
Preparer Phone: 530-527-3365
Preparer Email: bmesker@co.tehama.ca.us
Consent Item

CLOSED SESSION

Requested Action(s)

- a) EMPLOYEE NEGOTIATIONS - CONFERENCE WITH LABOR NEGOTIATORS
(Government Code Section 54957.6)

Agency Negotiators: Linda Johnson & Williams Goodwin

Employee Organization:

Tehama County Law Enforcement Management Association

Background Information:

None



Board of Supervisors
Meeting Date: February 14, 2017
Prepared By: Brant Mesker
Preparer Phone: 530-527-3365
Preparer Email: bmesker@co.tehama.ca.us
Consent Item

CLOSED SESSION

Requested Action(s)

- a) PERSONNEL / PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code Section 54957)

Title: Chief Administrator

- b) EMPLOYEE NEGOTIATIONS / CONFERENCE WITH LABOR NEGOTIATOR
(Government Code Section 54957.6)

Agency Designated Representative: Chairman of the Board of Supervisors

Unrepresented / Contract Employee:

- 1) Chief Administrator

Background Information:

None



Board of Supervisors
Meeting Date: February 14, 2017
Prepared By: Arminda Searcy
Preparer Phone: 530-527-9252
Preparer Email: asearcy@co.tehama.ca.us
Consent Item

CLOSED SESSION

Requested Action(s)

- a) PERSONNEL / PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code Section 54957)

Title: County Counsel

Background Information:

None