



SAN BENITO COUNTY BOARD OF SUPERVISORS

Don Marcus
District No. 1

Anthony Botelho
District No. 2
Vice Chair

Pat Loe
District No. 3

Reb Monaco
District No. 4

Jaime DeLaCruz
District No. 5
Chair

County Administration Building – Board of Supervisors Chambers, 481 Fourth Street, Hollister, California

SPECIAL MEETING BOARD RETREAT THURSDAY, NOVEMBER 6, 2008 ACTION MINUTES

The Board of Supervisors of San Benito County met in the San Benito County Behavioral Health Department Conference Room on the above date *in special session*. Supervisors Reb Monaco, Don Marcus, Anthony Botelho and Jaime De La Cruz were present. Supervisor Loe was absent. Also present was Supervisor Elect Margie Barrios, County Administrative Officer Susan Thompson, Assistant County Administrative Officer Rich Inman, County Counsel Dennis LeClere, and Clerk of the Board Linda Churchill. Chairman Jaime De La Cruz presided.

CALL TO ORDER 9:00 A.M.

- a) Supervisor Elect Margie Barrios led the Pledge of Allegiance.
- b) *Upon motion duly made seconded and carried, acknowledged Certificate of Posting.*

SPECIAL AGENDA

For each agenda item, the following schedule shall occur:

- a) *Board Discussion*
- b) *Public opportunity to address the Board on a particular agenda item.*

1) **2009 Board Goals and Objectives.**

County Administrative Officer Susan Thompson provided two handouts to Board members: 1) CAO Goals FY 2008-09; and, 2) Board of Supervisors 2006-2007 Highest Priority Project Goals as Determined During October 12, 2007 Board Retreat.

Chairman De La Cruz asked each Board member to name two priority goals for the upcoming year.

Supervisor Monaco stated that he would like to be very cautious in these uncertain economic times that we maintain the current fiscal security that we now have and to continue budget stability. Secondly, with regards to large developments that are coming down the pike, and with all of the publicity that they are getting and questions that are asked of the supervisors, we need to be monitoring it more diligently

at Board level and make sure that the process is fair and moving along at a reasonable pace.

Supervisor Botelho stated that he felt we would be experiencing a budget crisis and anything we can do that raises employment base and a tax base in this county should be considered and encouraged and we should not be tying it up in a long planning process. Secondly, we need to better manage the County Service Areas (CSA's) and keep moving forward on this process.

Supervisor Marcus stated that for the short term he would like to have the revisions of the Growth Ordinance and the Inclusionary Ordinance completed by the end of 2008 or beginning of 2009. Secondly, that with regards to enhancing economic development, we must have cooperation from the City of Hollister and also Tres Pinos and San Juan Bautista and we must come up with a fast track procedure with certain requirements to encourage business here.

Supervisor Elect Margie Barrios agreed with Supervisors Botelho and Marcus stating that we need to be very pro-active in economic development. Secondly, we need to keep the Gang Prevention Committee active and alive and strong to be able to address issues that affect young people.

Chairman De La Cruz stated that the Board needs to look into fiscal aspects especially in the next couple of years and this needs to be done prior to the budget hearings in June with Human Services as the main focus.

Discussion ensued about what should be fiscal priorities and the importance of the relationship with the City of Hollister.

Chairman De La Cruz stated that his second priority is to decide what is important to the economic development to downtown Hollister and what role does the Board of Supervisors play in this.

Supervisor Monaco would like a report on the Inter-governmental Committee meetings agendized on a monthly basis.

Supervisor Botelho stated that there should be a report on particular committees periodically at Board of Supervisor's meetings.

Chairman De La Cruz summarized the top goals for 2009 as follows:

- Continue fiscal management responsibility.
- Work on fast tracking development projects that can generate an increase in tax base.
- Continue to encourage the partnerships relating to youth intervention and education.
- Continue CSA management process.
- Write a fair policy process on such developments as DMB / El Rancho San Benito and Santana Ranch which are currently on the books.
- Agendize monthly reports on particular committee meetings.
- Address issues around the General Plan.

File #156

2) Enhanced reporting and documentation process of Treasury Investment performance and status on a regular basis.

CAO Thompson provided background information stating that we have had what has been sort of a defunct, non-operable Treasury Oversight Committee for some time

now. CAO Thompson stated that we could improve on our reporting to the community and the Board of Supervisors about our Treasury Investment performance and suggests a face-to-face report from our investment consultants in a Board of Supervisor's meeting setting which would allow for more transparency.

Discussion ensued with regards to the legality of eliminating the Treasury Oversight Committee or having the Board of Supervisors sit as this committee and to have a twice a year or quarterly agenda item reports from the investment consultants.

CAO Thompson will meet with Treasurer/Tax Collector Mary Lou Andrade and County Counsel to discuss these items.

3) Philosophy and process by which special formal recognition and awards are conferred by the Board and individual Board members.

Chairman De La Cruz provided background information stating that he would like to discuss how to develop a process to agree to recognize organizations and public members and do it fairly.

Discussion ensued about not setting a precedent relating to recognitions, possibly establishing criteria for a recognition that merits approval by the entire Board of Supervisors and also another level of recognition that is only from a particular Board member.

CAO Thompson handed out a copy of the Board of Supervisor's Rules of Procedure which she stated could be amended at any time by a 4/5 vote and the Board may want to address this is a general way. CAO Thompson stated that the reality is that this will be on a case by case situation.

Supervisor Monaco stated that he has never felt that any organization has the right to dictate to the Board of Supervisors who makes the presentation to them or how the presentation is made. The Board of Supervisors should make the decision as to how the presentation is made.

It was the consensus of the Board that certificates for organizations should be channeled through the CAO and must be approved by the entire Board of Supervisors at a meeting and it will be at the discretion of the Chairman as to who and how the presentation will be made. Also, individual Board members may sign certificates of recognition for a public member who may reside in their district but it would not be on behalf of the entire Board of Supervisors.

The Board took a five-minute break at 10:20 a.m.

File #156

4) Future department head recruitment processes, options and preferences.

CAO Thompson reported that there are currently two department head vacancies potentially coming up.. One is the County Counsel, and also the current Public Works Director vacancy. CAO Thompson stated that she would like to proceed with the hiring of a recruitment firm but there were decisions that need to be made such as whether or not to go forward with a Public Works Administrator or an Engineer. CAO Thompson handed out the job descriptions for the Public Works Administrator and the Director, Public Works & Parks.

Lengthy discussion ensued with regards to the possibility of hiring a recruiter for the two positions at the same time and whether or not one position should be an

Administrator or an engineer and whether the recruitment would be done simultaneously and whether a restructure of the Public Works Department should be done. CAO Thompson stated that these items would then be considered at a regular Board of Supervisor's meeting.

It was the consensus of the Board that they would like to see an administrator position for Public Works.

Discussion also included the issue of severance pay and whether it should be included and how it should be paid and to possibly tier the severance pay by years of service or pay a higher salary without severance pay.

Assistant CAO and Human Resources Director Rich Inman noted that severance is an issue because at-will employees may work under different boards and it may become a political issue such as a new board member not liking a department head although he/she is performing well and this is a risk for taking the job. Mr. Inman noted that about 75% of counties pay severance.

Supervisor Elect Barrios asked Mr. Inman to look into the 25% of counties that don't pay severance and how they handle it.

Mr. Inman outlined the recruitment process stating that it could take up to six months.

CAO Thompson stated that the first step will be to bring a recruitment firm contract to the Board of Supervisors for consideration. Also, she would like to have the Board members look over the job description for the Public Works Administrator position and provide input at a regular Board meeting as to what they may want to add to the job description.

CAO Thompson stated that she and Interim Public Works Director Janelle Cox would be meeting about possible restructuring of the Public Works Department.

File #156

5) Role for elected officials in disaster response.

Management Analyst and former Emergency Services Director Margie Riopel provided two handouts: 1) Emergency Management for the Board of Supervisors – The Role of the Supervisor; and, 2) The County Executive Officer Authority and the Emergency Operations Center (EOC) Structure for Major Catastrophic Emergency to San Benito County.

Ms. Riopel explained the organizational chart for the EOC structure and the County Executive Officer authority.

Ms. Riopel explained the following Emergency Management roles:

- Why is it important to know about Emergency Management
- Role of the Supervisors After an Emergency
- Do's and Don'ts
- What Every Supervisor Should Know about Emergency Management
- Resources
- Training Opportunities
- Recommended Training for the Board of Supervisors.

Ms. Riopel answered questions posed by Board members.

It was the consensus of the Board to set up training for election officials.

File #156

The Board took a 15-minute break at 11:50 a.m.

6) Economic development activity and opportunity for County input/leadership.

CAO Thompson handed out a copy of an E-Mail from Nancy Martin, the new Executive Director of the Economic Development Corporation (EDC), dated Monday, November 3, 2008 to EDC Board members with an attachment titled Economic Development Corporation of San Benito County Monthly Activity Report, October 2008. CAO Thompson reported that there is a Retreat of the EDC Board to be held on December 10th and also she and Rich Inman would be meeting with Ms. Martin tomorrow morning.

Discussion was held about what the Board envisions for the EDC to accomplish. It was the consensus of the Board to try to encourage businesses from other counties.

The Board would like Nancy Martin to provide a report to the Board of Supervisors in the near future.

File #156

There being no further business the Board adjourned at 12:20 p.m. to a regular meeting on November 25, 2008 at 9:00 a.m.

JAIME DE LA CRUZ, CHAIRMAN
San Benito County Board of Supervisors

ATTEST:
Linda Churchill
Clerk of the Board