



SAN BENITO COUNTY BOARD OF SUPERVISORS

Margie Barrios
District No. 1

Anthony Botelho
District No. 2
Chair

Robert Rivas
District No. 3

Jerry Muenzer
District No. 4
Vice-Chair

Jaime De La Cruz
District No. 5

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

SPECIAL MEETING MAY 28, 2013 ACTION MINUTES

The Board of Supervisors of San Benito County met in the Board Chambers on the above date in *special session*. Supervisors Botelho, De La Cruz, Muenzer and Barrios were present. Supervisor Rivas was absent. Also present were Ray Espinosa, Interim CAO, County Counsel Matt Granger and Asst. Clerk of the Board Janet Slibsager. Chair Botelho presided.

9:00 a.m. CALL TO ORDER:

- a) Pledge of Allegiance was led by Supervisor Muenzer.
- b) Acknowledged Certificate of Posting.

(Board of Supervisors adjourned into closed session at 9:02 and reconvened into regular session at 11:10 a.m.)

CLOSED SESSION:

- 1) Conference with Labor Negotiators
Agency designated representatives: Allyson Hauck, Georgia Cochran, Dania Torres Wong, David Turner, Ray Espinosa, Joe Paul Gonzalez
Employee Organizations: Management Employees' Group
Institutions Association
SEIU Local 521 (General Unit Employees)
Deputy Sheriff's Association
Law Enforcement Management
Authority: California Government Code Section 54957.6
No reportable action. File #235.6

(Board took a break at 11:11 a.m. and reconvened into regular session at 11:17 a.m.)

REGULAR SESSION (11:00 a.m. or soon thereafter):

COUNTY ADMINISTRATIVE OFFICE – R. Espinosa:

- 2) Present the proposed recommended budget for FY 13/14 and provide comments, questions and direction to the CAO prior to the budget hearings on June 17, 2013.

Minutes

May 28, 2013

Approved by the Board of Supervisors on 08/20/13

Interim CAO Ray Espinosa mentioned that they would be presenting a very close to proposed recommended budget for review. Mr. Espinosa provided background information, ground rules and an overview as to what they wanted to achieve and what would take place at budget hearings beginning on June 17, 2013.

Mr. Espinosa presented and explained a handout on Salary & Benefits for General Fund, Salary & Benefits for all other groups and Salary & Benefits All Groups.

Mr. Espinosa mentioned that they are presenting a balanced budget with no furloughs and allowing step increases with concessions. We have used the 1.6 million dollars from the Maintenance of Effort that we had from our Health & Human Services Department that we are moving over that is part of the net balance. With a 1 million dollar roll over that is anticipated by the Auditor's Office and \$681,000 in contingencies. We have added a few employees where needed in different departments which Melinda will go over in her presentation.

Management Analyst Melinda Casillas did a PowerPoint presentation highlighting changes within the consent and regular items that are being proposed in the recommended budget.

(Consent Agenda)

Item #620 University of California Cooperative Extension 4-H/Farm Advisor: Advisor is requesting a part-time person that would be hired through the U.C. Cooperative Extension.

Item #300 Public Works Road Maintenance & Item #101 CSA Internal Service Fund: There are no budget changes. They are making changes in the way they categorize some of their employees.

Item #500 Human Services Agency Administration: They are requesting 4 additional full time employees, which would be covered by their revenues.

Discussion ensued by Board and staff.

(Regular Agenda)

Item #105 County Administrative Office: Added 1.3 FTE's, felt it was necessary as the budget was put together with temporary help, felt they needed more support.

Item #130 Internal Services, Item #190 Risk Management/Insurance & Item #Risk-ISF: Combined Risk Management & Internal Services and created a new Internal Services Fund which will be called Risk. Is basically an accounting change. No positions added.

Item #106 Information Technology: Adding 1 additional FTE that is going to be specifically dedicated to HSA & Behavioral Health and they would pay for that additional FTE.

Item #109 County Counsel: Additional .1 FTE, increase one of their Deputy County Counsel Attorney's from a .8 to a .9. That position would be paid by HSA.

Item #116 Tax Collector: A half-time account technician they are going to move to a 1 full-time employee. To help with backlog of outstanding property taxes.

Item #114 Assessor: Doubled temporary help employees due to backlog.

Item #110 Auditor: Have increased FTE by 2.45 for accountants, because they currently don't have any.

Item #114 Elections, Item #259 County Clerk & Item #260 Recorder: Added 3 FTE's full-time employees, which will be offset by revenues.

Item #210 Sheriff-Operations (Patrol): Increased overtime salaries by \$50,000.

Item #220 Sheriff (Jail): Overtime increased approximately \$100,000 to better reflect the overtime that is accruing.

Item #160 Building and Grounds Maintenance & Item #165 Utilities: Made a separate item Utilities from the Building and Grounds Maintenance.

Item #256 Public Works Administration and Engineering: Moved some people around. One employee that was at a .8 FTE was moved to a full-time FTE.

Item #700 Veterans Memorial Park & Item #702 Recreation and Parks: Moved employees around.

Item #266 Animal Control: Will be issuing citations so will be receiving revenue.

Item #101 County Fire: There is a consolidation with the City of Hollister. There will be offsetting revenue. There is a general fund contribution in the amount of \$20,000.

Item #540 Contribution to Community Based Organizations: Will be discussed more at budget hearings.

Item #610 County Library: Increasing membership dues in the amount of \$9,000, which will allow County Librarian to have access to more resources.

Item #999 Appropriation for Contingencies: Put \$687,000 in contingencies. Set aside approximately \$200,000 for retirement & vacancies. A lot of departments were hit this year with employees that retired or laid off and it affected departments with dollar costs.

Ms. Casillas said that was all of the budget changes.

Mr. Espinosa added that after receiving reports from the Assessor and Planning, there is a possibility of more growth within our community. So we will definitely need to have more help within those departments as well as safety.

Mr. Espinosa mentioned that they would be coming back to the Board regularly to give a status report as to how the budget is tracking and how we are tracking with revenues coming in or with the growth itself and what we need to do to make sure we are supplying the services required by our community.

Supervisor Muenzer mentioned how the Board has already approved 6 new positions for the Health & Human Services Agency and they are now asking for an additional 4 in this budget. He said that he had an issue with that when we have not increased the Sheriffs operation budget and we are not backfilling the need.

Mr. Espinosa said that he has talked to the Sheriff in regards to possibly adding additional personnel to possibly cut down on overtime. It would be the wishes of the Board.

Supervisor Botelho said that he supported Supervisor Muenzer. He said that he feels there needs to be a clear plan from Health & Human Services on what those positions provide us. He said that he would like to give back to public safety.

Supervisor De La Cruz had a question in regards to overtime in the Jail and Sheriff's Office.

Sheriff Thompson indicated that the reason the overtime cost were so high was because of the minimum staffing in both corrections and in operations. Currently the State has authorized them to operate the jail with a minimum of 4 correctional deputies on duty. He said the minute we go down to 3 someone is called in on overtime. He said that it is truly costing us over \$100,000 per year. We have 17 people filling 16 mandatory positions. If we were to increase our staff by putting an additional person on each team we would reduce our overtime.

Supervisor De La Cruz said that he supports bringing back 1 employee in operations and 1 in the Jail.

Supervisor Barrios said that we are still trying to find ways to get additional revenue so that we can fund our public safety.

Supervisor De La Cruz asked if the Board could direct staff to fund 1 position to safety right now, hopefully 2.

Chairman Botelho asked from what fund.

Supervisor De La Cruz replied the contingency fund.

Interim CAO Mr. Espinosa replied that it was something they could do, if it was the pleasure of the Board.

Chairman Botelho replied we have a long ways to catch up and that is not going to solve the Sheriff's or anybody's problem, but would be a step in the right direction. He asked to set a motion.

BOARD ACTION: Upon motion made by Supervisor De La Cruz and seconded by Supervisor Barrios, **setting** a level of contingencies and **directed** the balance of the funds go back to the CAO to work with the Sheriff to apply to what is necessary. (4-1, Rivas absent)

Supervisor Muenzer said that he still has issues with going forward with 10 new employees for Health & Human Services and only 1 for our Sheriff.

Nadine DaRoza of Health & Human Services provided information to the additional employees requested.

Supervisor Muenzer said that he understood the need, but he doesn't even have a South County Deputy anymore. So the need for more Sheriff Patrol is also very much needed.

Discussion ensued by Board and staff.

Chairman Botelho opened public comment.

Chairman Botelho closed public comment.

Interim CAO Espinosa highlighted that this is something that you can take home and examine, it is going to be very close to what we are going to be recommending at budget hearings on June 17th. He asked if anyone had any questions or concerns to contact him, Ms. Casillas or a Department Head.

Mr. Espinosa thanked the following for their hard work: Ms. Casillas, Joe Paul Gonzalez, and Larry Chapin from Auditing, all Department Heads, Margie Riopel and Catherine Shaw. He said it has been a team effort to get where we are at today.

Chairman Botelho said that he feels that we are ahead of the curve and that it takes a lot of work from the Administrative staff and all Department Heads to put together these numbers. He said he feels that we will be well prepared for budget hearings and it should be a pretty smooth exercise

Supervisor Barrios thanked Ms. Casillas for her hard work and Dina Bies for the beautiful picture she put in our budget, she is a wonderful photographer and she is in house.

Supervisor Barrios also pointed out some errors and mentioned that she would like to meet with Ms. Casillas for the correction.

The vote of each member of the Board of Supervisors upon each matter at the foregoing meeting, unless otherwise stated, was as follows:

AYES:	SUPERVISORS:	Botelho, Muenzer, Barrios, De La Cruz
NOES:	SUPERVISORS:	None
ABSENT:	SUPERVISORS:	Rivas

There being no further business the Board adjourned at 12:28 p.m. to June 1, 2013 Special Meeting at 8:30 a.m.

ANTHONY BOTELHO, CHAIRMAN
San Benito County Board of Supervisors

ATTEST:
Janet Slibsager, Asst. Clerk of the Board