Sierra County  
Board of Supervisors'  
Agenda Transmittal &  
Record of Proceedings

<table>
<thead>
<tr>
<th>MEETING DATE:</th>
<th>TYPE OF AGENDA ITEM:</th>
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<tbody>
<tr>
<td>August 7, 2018</td>
<td>☑ Regular ☐ Timed ☑ Consent</td>
</tr>
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<tr>
<th>DEPARTMENT:</th>
<th>APPROVING PARTY:</th>
<th>PHONE NUMBER:</th>
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<tbody>
<tr>
<td>Clerk-Recorder</td>
<td>Heather Foster</td>
<td>530-289-3295</td>
</tr>
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**AGENDA ITEM:** Minutes from the special meeting held on June 8, 2018.

**SUPPORTIVE DOCUMENTS ATTACHED:** ☐ Memo ☐ Resolution ☐ Agreement ☑ Other Minutes

**BACKGROUND INFORMATION:**

**FUNDING SOURCE:**

**GENERAL FUND IMPACT:** No Additional General Fund Impact

**OTHER FUND:**

**AMOUNT:** $ N/A

**ARE ADDITIONAL PERSONNEL REQUIRED?**

☐ Yes, -- --  ☑ No

**IS THIS ITEM ALLOCATED IN THE BUDGET?** ☐ Yes ☑ No

**IS A BUDGET TRANSFER REQUIRED?** ☐ Yes ☑ No

**SPACE BELOW FOR CLERK’S USE**

**BOARD ACTION:**

☐ Approved  
☐ Approved as amended  
☐ Adopted  
☐ Adopted as amended  
☐ Denied  
☐ Other  
☐ No Action Taken

☐ Set public hearing  
For: __________________________

☐ Direction to: __________________________

☐ Referred to: __________________________

☐ Continued to: __________________________

☐ Authorization given to: __________________________

Resolution 2018- ____________
Agreement 2018- ____________
Ordinance ____________

**Vote:**

Ayes: __________________________
Noes: __________________________
Abstain: __________________________
Absent: __________________________

☐ By Consensus

**COMMENTS:**

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**CLERK TO THE BOARD** __________________________ **DATE** __________________________
The Sierra County Board of Supervisors met in a special teleconference session commencing at 10:00 a.m. on June 8, 2018. Locations available for the public to attend the teleconference meeting will be in the Board of Supervisors' Chambers, Courthouse, Downieville, CA, and the Sheriff's Substation, 61050 State Route 49, Loyalton, CA. This meeting was recorded for posting on the Board of Supervisors' website at www.sierracounty.ca.gov.

ROLL CALL

Present:  Lee Adams, Supervisor, District #1  
P. O. Box 1 - Downieville, CA 95936 - 530-289-3506 - supervisor1@sierracounty.ca.gov  
Peter W. Huebner, Supervisor, District #2  
P. O. Box 349 - Sierra City, CA 96125 - 530-565-6055 - phuebner@sierracounty.ca.gov  
Paul Roen, Vice-Chair, District #3  
P. O. Box 43 - Calpine, CA - 530-565-6048 - supervisor3@sierracounty.ca.gov  
Jim Beard, District #4  
P. O. Box 1140 - Loyalton, CA 96118 - 530-565-6092 - jbeard@sierracounty.ca.gov  
Scott A. Schlefstein, Chair, District #5  
P. O. Box 192 - Loyalton, CA 96118 - 530-913-9218 - supervisor5@sierracounty.ca.gov

Absent: Scott A. Schlefstein, Supervisor, Chair, District #5

Staff: Heather Foster, Clerk-Recorder  
David Prentice, County Counsel via teleconference  
Van Maddox, Auditor/Treasurer Tax-Collector  
Tim Beals, Director of Planning and Transportation  
Laura Marshall, Assessor/IS Manager
APPROVAL OF REGULAR AGENDA

The Board moved to approve the Regular Agenda.

APPROVED. Motion: Adams/Huebner/Unanimous Roll Call Vote: 4/0/1 (Supervisor Schleifstein ABSENT)

REGULAR AGENDA

2. PUBLIC COMMENT OPPORTUNITY

At 10:13 a.m. Vice-Chair Roen opened and closed the public comment opportunity with no persons addressing the Board.

3. BOARD OF SUPERVISORS

3.A. Discussion and possible approval of reorganizing information services for the County of Sierra:

1) Discussion and approval of the concept of an IT Department for County of Sierra.

County Counsel provided brief background on the Assessor’s letter of resignation as the IS Manager, effective August 31, 2018 and the need to develop the IT Department.

Supervisor Adams reviewed the discussion held at the Finance Committee with respect to moving the IT Department to a standalone agency and converting one of the existing positions to a department manager.

Comments were received by the Auditor in regards to the costs associated with the proposed reorganization of the IT Department which would be approximately $14,000 to the general fund.

The Director of Planning asked a number of questions with respect to the salary and benefits of the proposed department manager position and the overall cost to the general fund. The Director also expressed concerns with prematurely adopting a job description without having a qualified individual to perform an independent analysis of what the service and needs are for the County.

Comments were received by the IS Manager and Auditor with respect to an independent analysis having already been done in the past.

Considerable discussion ensued with the Board and staff.

Public comment was received by Mary Jo Rust, Downieville in regards to the proposed reorganization of the department.
The Board moved to approve the concept of an IT Department for the County of Sierra.

**APPROVED.** Motion: Adams/Beard/Unanimous  Roll Call Vote:  4/0/1 (Supervisor Schlefstein ABSENT)

2) Discussion and approval of job description for Information Technology Officer (ITO).

County Counsel provided background on the proposed job description for an Chief Technology Officer which was developed using other counties job descriptions and was also reviewed by County Counsel’s IT consultant who indicated the proposed job description was good for a Chief Technology Officer.

The Board moved to approve the job description for the Chief Technology Officer.

**APPROVED.** Motion: Adams/Huebner/Unanimous  Roll Call Vote:  4/0/1 (Supervisor Schlefstein ABSENT)

3) Discussion and adoption of resolution setting the salary for ITO position.

The Auditor briefly reviewed the proposed salary for the Chief Technology Officer (CTO) position which is set by law at a minimum of $91,000 annually with an inflation factor.

In response to Supervisor Adams inquiry, the Auditor clarified the CTO position serves at the pleasure of the Board of Supervisors.

The Board moved to adopt the resolution setting the salary for a Chief Technology Officer at $95,000.

**ADOPTED,** Resolution 2018-068. Motion: Adams/Beard/Unanimous  Roll Call Vote:  4/0/1 (Supervisor Schlefstein ABSENT)

4) Discussion and approval of a contract with CPS for recruitment of ITO.

County Counsel briefly reviewed the contract with CPS for the recruitment of a Chief Technology Officer which has a two year warranty.

The Auditor commented that the maximum contract amount is $24,000, however it could come in at a lower amount.
The Board moved to approve the contract with CPS for recruitment of a Chief Technology Officer and to include the County Clerk as the contact for the contract.

**APPROVED**, Agreement 2018-057. Motion: Adams/Huebner/Unanimous Roll Call Vote: 4/0/1 (Supervisor Schlefstein ABSENT)

5) Direction to staff regarding development of further actions to facilitate IT Department creation.

The Board moved to direct staff to take necessary actions to facilitate the IT Department creation.

**APPROVED.** Motion: Adams/Huebner/Unanimous Roll Call Vote: 4/0/1 (Supervisor Schlefstein ABSENT)

**ADJOURN**

At 10:55 a.m., with no further business, Vice-Chair Roen adjourned the meeting.

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PAUL ROEN, VICE-CHAIR
BOARD OF SUPERVISORS

ATTEST:

_________________________________________

HEATHER FOSTER
CLERK OF THE BOARD