

BOARD OF SUPERVISORS

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Fifth District



COUNTY STAFF

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County Administrative Officer  
SCOTT MILES  
Interim County Counsel  
KATHY HAYES  
Clerk of the Board

**BOARD OF SUPERVISORS  
COUNTY OF HUMBOLDT**

**825 FIFTH STREET  
EUREKA, CA 95501  
SUPERVISORS' CHAMBER, FIRST FLOOR**

**ACTION SUMMARY**

Tuesday, February 27, 2024

9:00 AM

Regular Meeting - Hybrid

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The County of Humboldt is committed to providing equal access to all county programs, services and activities through the provision of accommodations for individuals with qualified disabilities as required under the Americans with Disabilities Act. With 72 hours prior notice, a request for reasonable accommodation or modification can be made. Please contact the Clerk of the Board Office at 707-476-2390 or by email [cob@co.humboldt.ca.us](mailto:cob@co.humboldt.ca.us) or the ADA Coordinator at 844-365-0352 or by email at [ada@co.humboldt.ca.us](mailto:ada@co.humboldt.ca.us).

The Fourth Street Courthouse entrance re-opened to the public on Monday, September 11, 2023; However, the Fourth Street parking lot will remain closed while exterior work is completed. ADA Accessible parking is available in the dirt parking lot on the north side of the jail, located on K and Fourth Streets

If you are unable to access the courthouse due to the closure of the 4th Street entrances remote/teleconferencing, live viewing of meetings is available on Access Humboldt as well as streaming of the meeting. Public comment can be made through Zoom or email.

**REMOTE/TELECONFERENCE PARTICIPATION**

Conference Line: 720 707 2699

Meeting ID: 814 0568 3713

Please note: Those not able to attend the Board of Supervisors meeting in person will have the opportunity to provide public comment via Zoom; however, the County of Humboldt cannot guarantee that the Zoom system will be available for the entirety of every meeting. The only ways to guarantee that your comment is received and considered by the Board of Supervisors are to attend the meeting person or submit your comment in writing in advance of the meeting.

**Zoom Public Comment:**

When the Board of Supervisors announce the agenda item that you wish to comment on, call the conference line, enter Meeting ID and press star (\*) 9 on your phone, this will raise your hand. You'll continue to hear the Board meeting on the call. When it is time for public comment on the item you wish to speak on, you'll hear a prompt that will indicate your phone is unmuted. Please state your name and the agenda item number you will be commenting on. You will have 3 minutes to comment. Please turn off your TV or live stream to avoid delays.

**Email Public Comment:**

To submit public comment to the Board please email [cob@co.humboldt.ca.us](mailto:cob@co.humboldt.ca.us), provide your name and the agenda item number(s) on which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.

Any written materials related to an item on this agenda submitted to the Board of Supervisors less than 72 hours prior to the Board meeting, and that are public records subject to the Public Records Act, are available for public inspection in the office of the Clerk of the Board at 825 5th Street, Suite 111, Eureka, during normal business hours.

Persons wishing to file documentation on any agenda item for the official record must submit an original and seven (7) copies of each document to the Clerk of the Board of Supervisors, Room 111 of the County Courthouse, 825 5th Street in Eureka. Documentation includes, but is not limited to, written correspondence, audio and video tapes, maps, photographs, and petitions. Failure to submit the required number of copies will result in the document/s not being placed in the official record. (Per Board of Supervisors' policy adopted on March 21, 1995.)

You may access the live stream of the meeting by using the following link:

<https://humboldt.legistar.com>

**A. ROLL CALL**

Present: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**B. SALUTE TO THE FLAG**

**C. MODIFICATIONS TO THE AGENDA**

**D. CONSENT CALENDAR**

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve the Consent Calendar. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

### **Board of Supervisors**

#### 24-204

1. Proclaim the Week of February 18th through February 24th as Engineer's Week in Humboldt County

**Recommendation:** That the Board of Supervisors:  
1. Adopt the proclamation.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

#### 24-219

2. Certificate of Recognition for Edmund Michael (Mike) Belmont for His Act of Heroism Above and Beyond the Call of Duty

**Recommendation:** That the Board of Supervisors:  
1. Ratify the Chair's signature on the Certificate of Recognition.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

#### 24-235

3. Retirement Resolution for Jill Duffy following Ten Years of Service as Executive Director at Humboldt Waste Management Authority

**Recommendation:** That the Board of Supervisors:  
1. Authorize the Chair to sign the Retirement Resolution.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

#### 24-238

4. Proclaim February 2024 as Black History Month in Humboldt County and Recognize Florence Parks of North Coast Big Brothers Big Sisters with a Certificate of Recognition

**Recommendation:** That the Board of Supervisors:  
1. Authorize the Chair to sign the proclamation and Certificate of Recognition.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

### **Clerk of the Board**

#### **24-201**

5. Submittal of Supervisors' Monthly Expense Report on Meetings Pursuant to Government Code Section 53232.3(d)

**Recommendation:** That the Board of Supervisors:  
1. Receive and file the report.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

#### **24-218**

6. Notice of Vacancy for an At-Large Member on the Forestry Review Committee

**Recommendation:** That the Board of Supervisors:  
1. Receive and file the report.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

#### **24-224**

7. Approval of the Action Summary - Meeting of February 6, 2024

**Recommendation:** That the Board of Supervisors:  
1. Approve the Action Summary for the meeting of February 6, 2024, and authorize the Clerk of the Board and the Board Chair to sign the minute book in accordance with California Governmental Code Section 25103.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

#### **24-226**

8. Approval of the Action Summary - Meeting of January 26, 2024

**Recommendation:** That the Board of Supervisors:  
1. Approve the Action Summary for the meeting of January 26, 2024, and authorize the Clerk of the Board and the Board Chair to sign the minute book in accordance with California Governmental Code Section 25103.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-225](#)

9. Approval of the Action Summary - Meeting of January 29, 2024

**Recommendation:** That the Board of Supervisors:

1. Approve the Action Summary for the meeting of January 29, 2024, and authorize the Clerk of the Board and the Board Chair to sign the minute book in accordance with California Governmental Code Section 25103.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-239](#)

10. Approval of the Action Summary - Meeting of January 30, 2024

**Recommendation:** That the Board of Supervisors:

1. Approve the Action Summary for the meeting of January 30, 2024, and authorize the Clerk of the Board and the Board Chair to sign the minute book in accordance with California Governmental Code Section 25103.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**County Administrative Office**

[24-184](#)

11. Provision of Professional Services to Support Long-Term Economic Planning and the Completion of the Humboldt County Comprehensive Economic Development Strategy

- Recommendation:** That the Board of Supervisors:
1. Ratify the fiscal year (FY) 2022 Community Project Funding (CPF) Grant Agreement NO. B-22-CP-CA-0106 between the County of Humboldt and the Department of Housing and Urban Development (HUD) (Attachment 1);
  2. Authorize the County Administrative Officer (CAO), or a designee thereof, to execute any ancillary documentation, modifications and amendments related to the CPF Grant Agreement, the project or the scope of services therein, subject to prior review and consent from County Counsel and Risk Management;
  3. Authorize the CAO, or designee thereof, to execute the attached Professional Services Agreement (Attachment 3), and any subsequent amendments, between the County of Humboldt and Thomas P. Miller & Associates to perform economic development studies and analyses of target industries in Humboldt County; and
  4. Approve and authorize the County Administrative Office Economic Development Division to advertise and distribute the attached request for proposal (RFP) (Attachment 4) soliciting proposals from qualified firms to assist in the completion of the Humboldt County Comprehensive Economic Development Strategy (CEDs).

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

### **Department of Health and Human Services: Behavioral Health**

#### **24-125**

12. Data Sharing Agreement with Partnership HealthPlan of California Regarding the Exchange of Protected Health Information and Other Data Pertaining to Identified Medi-Cal Enrollees

- Recommendation:** That the Board of Supervisors:
1. Waive the requirements of the Humboldt County Nuclear Free Ordinance with regard to the attached data sharing agreement with Partnership HealthPlan of California;
  2. Approve, and authorize the Department of Health and Human Services - Behavioral Health Director, or a designee thereof, to execute, the attached data sharing agreement with Partnership HealthPlan of California regarding the exchange of Protected Health Information and other data pertaining to identified Medi-Cal enrollees;
  3. Authorize the Department of Health and Human Services - Behavioral Health Director, or a designee thereof, to execute any and all subsequent amendments to the attached data sharing agreement with Partnership Health Plan of California; after review and approval by County Counsel, Risk Management and the County Administrative Office; and
  4. Direct the Clerk of the Board to provide the Department of Health and Human Services - Contract Unit with one fully executed, certified copy of the Board order pertaining to this item.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Department of Health and Human Services: Social Services**

24-170

13. Purchase Agreement with the California Statewide Automated Welfare System Consortium Regarding the Provision of Additional Network Infrastructure Equipment and Software for the Humboldt County Customer Service Center

**Recommendation:** That the Board of Supervisors:

1. Approve, and authorize the Department of Health and Human Services - Social Services Director, or a designee thereof, to execute, the attached purchase agreement with the California Statewide Automated Welfare System Consortium regarding the provision of additional network infrastructure equipment and software for the Humboldt County Customer Service Center in an amount not to exceed \$89,629.69 for the period of Jan. 1, 2024 through June 30, 2024;
2. Authorize the Department of Health and Human Services - Social Services Director, or a designee thereof, to execute any and all subsequent amendments to, and any other agreements, certifications, attestations and documents directly associated with, the attached purchase agreement with the California Statewide Automated Welfare System Consortium, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct the Clerk of the Board to provide the Department of Health and Human Services - Contract Unit with one fully executed certified copy of the Board Order related to this item.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

24-185

14. Professional Services Agreement with Redwood Community Action Agency Regarding the Provision of Administrative Support Services that are Designed to Assist with the Implementation and Operation of the AmeriCorps Program in Humboldt County

- Recommendation:** That the Board of Supervisors:
1. Approves, and authorize the Chair of the Board to execute, the attached professional services agreement with Redwood Community Action Agency regarding the provision administrative support services that are designed to assist with the implementation and operation of the AmeriCorps Program in Humboldt County in an amount not to exceed Seven Hundred Fifty-Five Thousand Three Hundred Sixty-Six Dollars (\$755,366.00) for the period of July 1, 2023 through June 30, 2025;
  2. Authorize the Department of Health and Human Services - Child Welfare Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Redwood Community Action Agency, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
  3. Direct Clerk of the Board to return one (1) fully executed original copy of the attached professional services agreement with Redwood Community Action Agency to the Department of Health and Human Services - Contract Unit for further processing.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

24-209

15. Professional Services Agreement with Redwood Community Services, Inc. for the Provision of California High-Fidelity Wraparound Services

- Recommendation:** That the Board of Supervisors:
1. Receive and file the proposals submitted in response to the Request for Proposal No. DHHS2022-03 regarding the provision of California High-Fidelity Wraparound services to eligible DHHS - BH and CWS clients, as well as potential clients involved in the Juvenile Probation system;
  2. Approve the selection of Redwood Community Services Inc., as the organization to provide California High-Fidelity Wraparound services to eligible DHHS - BH and CWS clients, as well as potential clients involved in the Juvenile Probation system;
  3. Approve, and authorize the Chair of the Board to execute, the agreement with Redwood Community Services, Inc. regarding the provision of California High-Fidelity Wraparound services in an amount not to exceed \$445,879 for the period of Oct. 1, 2023, through Sept. 30, 2024;
  4. Authorize the Department of Health and Human Services - Child Welfare Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Redwood Community Services, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office; and
  5. Direct the Clerk of the Board to return one fully executed original copy of the attached professional services agreement with Redwood Community Services, Inc. to the Department of Health and Human Services - Contract Unit for further processing.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

24-210

- 16. Memorandum of Understanding with Redwoods Community College District Regarding the Provision of Educational and Training Opportunities as Part of the Foster and Kinship Care Education Program

**Recommendation:** That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached memorandum of understanding with Redwoods Community College District regarding the provision of educational and training opportunities as part of the Foster and Kinship Care Education Program for the period of Feb. 27, 2024 through June 30, 2026;
2. Authorize the Department of Health and Human Services - Child Welfare Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached memorandum of understanding with Redwoods Community College District, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct the Clerk of the Board to provide the Department of Health and Human Services - Contract Unit with one fully executed, original copy of the attached memorandum of understanding with Redwoods Community College District for further processing.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Human Resources**

24-182

- 17. Adopt the Job Classification of Assistant Director of Public Health Nursing and Allocate 1.0 Full Time Equivalent (FTE) Position

**Recommendation:** That the Board of Supervisors:

1. Adopt the job classification of Assistant Director of Public Health Nursing (class 0498, salary range 570 bargaining unit 008) into the classification plan effective immediately;
2. Adopt the job specification (Attachment 1) for Assistant Director of Public Health Nursing (class 0498, salary range 570, bargaining unit 008) into the classification plan effective immediately;
3. Allocate 1.0 FTE Assistant Director of Public Health Nursing (salary range 570, class 0498, bargaining unit 008) in budget unit (BU) 400; effective the first full pay period following Board approval;
4. Increase the salary range for the Director of Public Health Nursing (salary range 573, class 0508) to range 580 effective the first full pay period following Board approval;
5. Increase the salary range for the Health & Human Services - Mental Health Branch Director (salary range 586, class 0545) to range 590 effective the first full pay period following Board approval;
6. Increase the salary range for the Health & Human Services - Public Health Branch Director (salary range 586, class 0544) to range 590 effective the first full pay period following Board approval;
7. Adopt the amended Comprehensive Compensation Schedule (Attachment 2) effective March 3, 2024; and
8. Adopt the resolution (Attachment 3) approving the amendments to the Compensation Plan for Designated Management & Confidential Employees effective March 3, 2024.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-190](#)

**18. Adoption of New Job Classifications and Compensation Schedule and Classification Summary**

**Recommendation:** That the Board of Supervisors:

1. Adopt the new job classification of Child and Family Administrative Manager (classification # 1801, salary range 502) into the classification plan effective the pay period following board approval;
2. Adopt the new job classification of Child and Family Support Program Manager (classification #1802, salary range 502) into the classification plan effective the pay period following board approval;
3. Adopt the Resolution (Attachment 1) approving the amendment of the Jan. 1, 2022 - Dec. 31, 2024, Compensation Plan for Designated Management and Confidential Employees; and
4. Adopt the Comprehensive Compensation Schedule and Classification Summary effective March 3, 2024 (Attachment 2).

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

24-223

19. Position Allocation Modifications for Child Support Services and Adoption of New Compensation Schedule and Classification Summary

**Recommendation:** That the Board of Supervisors:

1. Approve the deallocation of 2.0 full time equivalent (FTE) vacant Child Support Assistant I/II positions (classification # 0366A/B, position 02 and 03, salary range 338/351) in BU 206, effective the pay period following Board approval;
2. Approve the deallocation of 1.0 FTE Child Support Assistant III (classification # 0367, position 01, salary range 384), effective the pay period following Board approval;
3. Approve the adoption of Child Support Assistant III (classification # 0366C, salary range 384) into the classification system effective the pay period following Board approval;
4. Approve the reallocation of 2.0 FTE Child Support Assistant I/II (classification # 0366A/B, salary range 338/351) and 3.0 FTE Child Support Assistant III (classification # 0367, salary range 384) in BU 206, to 5.0 FTE Child Support Assistant I-III (classification # 0366A/B/C, salary range 338/351/384), effective the pay period following Board approval;
5. Transfer Cynthia Macias and Brandi Fyfe to Child Support Assistant III (classification # 0366C, salary range 384) effective the pay period following Board approval;
6. Approve the reallocation of 1.0 FTE SSB - Information Systems Analyst I/II (classification # 1740A/B, position 01, salary range 416/446) in BU 206, to 1.0 FTE Departmental Information Systems Analyst (classification # 0762, salary range 446) in BU 206, effective the pay period following Board approval;
7. Reclassify Christopher Watts from a 1.0 FTE SSB - Information Systems Analyst I (classification # 1740A, salary range 416) in BU 206, to a 1.0 FTE Departmental Information Systems Analyst (classification # 0762, salary range 446) in BU 206, effective the pay period following Board approval;
8. Approve the allocation of 1.0 FTE Office Services Supervisor (classification # 0122, salary range 402) in BU 206; effective the pay period following Board approval;
9. Approve the removal of the Child Support Assistant III (classification # 0367, salary range 384) from the classification system effective the pay period following Board approval;
10. Adopt the Resolution (Attachment 1) approving the amendment of the Jan. 1, 2022 - Dec. 31, 2024, Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees; and
11. Adopt the Comprehensive Compensation Schedule and Classification Summary effective March 3, 2024 (Attachment 2).

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Libraries**24-188

20. Supplemental Budget Request for County Library Budget Unit 1500621 for Fabrication of Delivery Van for the Library-At-Your-Door Program (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:

1. Approve the attached supplemental budget request for the Library Budget, 1500621, in the amount of \$6,832.98 for fiscal year (FY) 2023-24 (4/5 Vote Required).

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

24-207

21. Authorize a Temporary Increase in Pay for Corin Balkovek, Librarian II, Retroactively Pursuant to Article 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU) (4/5th Vote Required)

**Recommendation:** That the Board of Supervisors:

1. Authorize a retroactive temporary increase in pay for Librarian II, Corin Balkovek, (Class 0653B, Range 401, Step D) as though promoted to Supervising Librarian (Class 0658, Range 443) effective Jan. 23, 2024, and continuing until the permanent Supervising Librarian position is filled. (4/5th Vote Required)

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Public Works**24-102

22. Fifth Amendment to Lease at 1608 Pickett Road, McKinleyville with McKinleyville Community Services District (MCSD)

**Recommendation:** That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to execute the attached fifth amendment to the lease with McKinleyville Community Services District (MCSD), for continued use of the Sheriff's Substation facility at 1608 Pickett Road; McKinleyville, California for the period of March 1, 2024 through June 30, 2025; and
2. Direct the Clerk of the Board to return one (1) fully executed original copy of the attached fifth amendment to the lease agreement with McKinleyville Community Services District to the Department of Public Works - Real Property Division for further processing.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-173](#)

23. Accept Completed Contract for Pine Hill Road Over Swain Slough Bridge No. 04C-0260

**Recommendation:** That the Board of Supervisors:

1. Accept the completed contract, including all change orders approved by the Public Works Department, between McCullough Construction, Inc., and Humboldt County for construction of Pine Hill Road over Swain Slough Bridge No. 04C-0260; and
2. Approve the final claim for payment, to be submitted by the Public Works Department to the Auditor-Controller, in the amount of \$187.50, which will bring the total amount paid to 100% of the contract.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-174](#)

24. Request for Qualifications No. DPW2024-002 Regarding the Provision of Architecture and Engineering Services for the Public Health Laboratory Replacement Project, #170256

**Recommendation:** That the Board of Supervisors:

1. Approve, and authorize the Director of Public Works to advertise and distribute, the attached request for qualifications regarding the provision of architecture and engineering services for the Public Health Laboratory Replacement Project, #170256.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-187](#)

25. Advanced Salary Step Request for John Conn, Road Maintenance Worker I (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:

1. Approve the advanced step increase for John Conn, Road Maintenance Worker I (Class 0238A, Range 357) in budget unit 1200325 from salary step 1A to salary step D, effective at the beginning of the pay period immediately following approval (4/5 Vote Required).

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-189](#)

26. Advanced Salary Step Request for Monet Bessingpas-Hamor, Road Maintenance Worker II (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:

1. Approve the advanced salary step increase for Monet Bessingpas-Hamor, Road Maintenance Worker II (Class 0238B, Range 371) in budget unit 1200325 from salary step A to salary step C, effective March 31, 2024 (4/5 Vote Required).

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-191](#)

27. Authorize a Temporary Retroactive Increase in Pay for David Wrisley, Fabricator-Mechanic, Pursuant to Section 12.4 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:

1. Authorize a temporary retroactive increase in pay for David Wrisley, Fabricator-Mechanic (class 0235, range 407), Pursuant to Section 12.4 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU), as though promoted to Heavy Equipment Maintenance Supervisor (class 0213, range 441) beginning Dec. 18, 2023, and ending Jan. 27, 2024 (4/5 Vote Required).

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-193](#)

28. Change Order 3.0 to the Humboldt County Probation Building Fire Reconstruction Project (Project No. 170212F)

**Recommendation:** That the Board of Supervisors:

1. Approve, and authorize the Public Works Director to execute, Change Order 3.0 to the Humboldt County Probation Building Fire Reconstruction Project (Project No. 170212F) for a total cost increase of Twenty-Six Thousand Fifty-Four Dollars and Eighty-Three Cents (\$26,054.83) and a time extension of twenty-one (21) calendar days (4/5 vote required); and
2. Direct the Clerk of the Board to provide the Humboldt County Department of Public Works with one (1) fully executed, certified copy of the Board order related to this item.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-195](#)

**29. Extension of Extra Help Hours - Roads Heavy Equipment ISF 3540330 (4/5 Vote Required)**

**Recommendation:** That the Board of Supervisors:

1. Authorize the extension of extra-help employment hours for Fleet Services Equipment Mechanic, Joey Jacobs, to a maximum of 1920 hours for fiscal year (FY) 2023-24 (4/5 Vote Required).

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-199](#)

**30. Lease/Purchase of One (1) New Caterpillar Model: AP455 Paver, Authorization to Enter into Lease/Purchase Agreement and Declare Equipment Surplus**

**Recommendation:** That the Board of Supervisors:

1. Authorize the lease/purchase of one (1) AP455 Asphalt Paver;
2. Authorize the Purchasing Agent to enter into a lease/purchase agreement with Caterpillar; and
3. Declare one (1) 2000 Leeboy Paver, Equipment number 95105 as surplus equipment.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[24-202](#)

**31. Bid Award for the Courthouse Re-roofing Project, Project Number 170245, and Supplemental Budget for Public Works' Capital Projects, 3562170 (4/5 Vote Required)**

**Recommendation:** That the Board of Supervisors:

1. Receive and file the bids for the Courthouse Re-roofing Project, Project Number 170245;
2. Award the project to the lowest responsible and responsive bidder, Adams Commercial General Contracting, Inc., Eureka, California, in the amount of One Million Six Hundred Twenty-Four Thousand Four Hundred Fifty-Two Dollars (\$1,624,452) for the base bid (there were no alternate bids);
3. Authorize the Chair of the Board to execute the attached construction agreement with Adams Commercial General Contracting, Inc. after staff approves the bonds and insurance; and
4. Approve the Supplemental Budget request for Public Works' Capital Projects (3562170) in the amount of \$799,813 from Capital Projects Reserve (3562) in the amount of \$425,913 and a transfer of \$373,900 from the Deferred Maintenance Fund (3464). (4/5 Vote Required)

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

24-203

32. Extension of Extra Help Hours- Parks & Recreation 1100 713 (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:

1. Authorize the extension of extra- help employment hours for Park Caretaker I, Theodore Shill to a maximum of 1,920 hours for fiscal year (FY) 2023-24 (4/5 Vote Required).

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

24-208

33. Notice of Intention to Purchase Real Property Located at 803 4th Street, Eureka, California

**Recommendation:** That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to execute the Notice of Intention to Purchase Real Property located at 803 4th Street, Eureka, California (Attachment 1) in accordance with California Government Code Section 25350; and
2. Direct the Clerk of the Board to publish the attached Notice of Intention to Purchase Real Property located at 803 4th Street, Eureka, California once a week for three (3) successive weeks in accordance with California Government Code Section 6063.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

24-229

34. Accept Completed Contract for Bridge Preventive Maintenance Project at Six Locations in Humboldt County

**Recommendation:** That the Board of Supervisors:

1. Accept the completed contract, including all change orders approved by the Public Works Department, between Mercer-Fraser Company and Humboldt County for construction of Bridge Preventive Maintenance Project at Six Locations in Humboldt County; and
2. Approve the final claim for payment, to be submitted by the Public Works Department to the Auditor-Controller, in the amount of \$250.00, which will bring the total amount paid to 100% of the contract.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Sheriff**24-221

35. Waiver of Extra-Help Hours for Four Employees of the Humboldt County Sheriff's Office (HCSO) (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:

1. Approve a waiver of the 960 extra-help hour limitation for Miyanna Dorrell, Emergency Communications Dispatcher (Budget Unit 1100-221360) and an extension of an additional 1,040 hours, for a maximum of 2,000 hours for Fiscal Year 2023-24, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required);
2. Approve a waiver of the 960 extra-help hour limitation for Justin Barragan, Extra Help Community Services Officer (Budget Unit 1100-297300) and an extension of an additional 440 hours, for a maximum of 1,400 hours for Fiscal Year 2023-24, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required);
3. Approve a waiver of the 960 extra-help hour limitation for Chaz Schlesiger, Extra Help Community Services Officer (Budget Unit 1100-297300) and an extension of an additional 440 hours, for a maximum of 1,400 hours for Fiscal Year 2023-24, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required); and
4. Approve a waiver of the 960 extra-help hour limitation for Stephen Falkenstrom, Extra Help Deputy II, (Budget Unit 1100-221600) and an extension of an additional 440 hours, for a maximum of 1,400 hours for Fiscal Year 2023-24, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Treasurer/Tax Collector**24-179

36. Resolution to Auction Tax-Defaulted Properties

**Recommendation:** That the Board of Supervisors:

1. Approve the attached Resolution (Attachment 1) for sale of properties tax-defaulted, subject to sale; and
2. Direct the Clerk of the Board to provide the Treasurer-Tax Collector with two certified copies of the Resolution by March 4, 2024. Approval is given to re-offer, within 90 days of the original sale date, any unsold parcels in accordance with Revenue and Taxation Code, Section 3698.5.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:***

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**E. ITEMS PULLED FROM CONSENT****F. PUBLIC COMMENT ON NON-AGENDA ITEMS****G. MATTERS SET FOR TIME CERTAIN****Board of Supervisors (Presentation)**24-163

1. 9:30 AM - Presentation from the California CareForce on Their Available Services and Upcoming Event (Supervisor Natalie Arroyo)

**Recommendation:** That the Board of Supervisors:

1. Hear the presentation and take appropriate action as needed.

**A motion was made by Supervisor Wilson, seconded by Supervisor Arroyo, to approve staff recommendations. The motion carried by the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**County Counsel (Closed Session)**24-237

2. 11:00 AM - Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(1) to Discuss Existing Litigation in the Case of Jason Daniels v. County of Humboldt, et al., Humboldt County Superior Court Case No. CV2400192

**The Board voted 4-1, with Chair Bohn voting no, to authorize the Risk Manager to enter into an agreement with Liebert Cassidy Whitmore for defense of the case of Jason Daniels v. County of Humboldt, et al., Humboldt County Superior Court Case No. CV2400192**

**H. PUBLIC HEARINGS****I. MATTERS INITIATED BY BOARD****Board of Supervisors**24-147

1. Pavement Management Program Update for the Public Works Department (Supervisor Michelle Bushnell)

**Recommendation:** That the Board of Supervisors:

1. Hear the update from the Public Works Department.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to receive and file the report. The motion carried by the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

24-181

2. Discussion about Potential Revisions to Humboldt County Ordinance No. 2718 - Comprehensive Tobacco Retailer Licensing Ordinance (Supervisor Michelle Bushnell)

**Recommendation:** That the Board of Supervisors:

1. Discuss potential revisions to the Tobacco Use Ordinance and direct staff as needed.

**A motion was made by Supervisor Wilson, seconded by Supervisor Arroyo, to approve staff recommendations. The motion carried by the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

## J. DEPARTMENT REPORTS

### Department of Health and Human Services: Social Services

#### 24-153

1. Governing Board of the Humboldt County In-Home Supportive Services (IHSS) Public Authority to Receive Report from IHSS Advisory Board Chairperson, Approve Recommendation to Appoint IHSS Advisory Board, Approve Recommendation to Chairperson and Vice Chairperson of the IHSS Advisory Board, and Approve Amendment to the Bylaws of the IHSS Advisory Board

**Recommendation:** That the Board of Supervisors:

1. Adjourn as the Humboldt County Board of Supervisors;
2. Convene as the Governing Board of the Humboldt County In-Home Supportive Services (IHSS) Public Authority and consider the following agenda;
  - a. Receive report from IHSS Advisory Board Chairperson Margaret Lewis
  - b. Approve recommendation to appoint Claudia Cranford to the IHSS Advisory Board;
  - c. Approve recommendation to appoint Corbett Peterson to the IHSS Advisory Board;
  - d. Approve recommendation to reappoint Margaret Lewis as Chairperson of the IHSS Advisory Board;
  - e. Approve recommendation to appoint Vivian Deniston as Vice Chairperson of the IHSS Advisory Board;
  - f. Approve amendment to the Bylaws of the IHSS Advisory Board to the Public Authority;
  - g. Direct the Clerk of the Board to send an executed copy of the agenda item to the IHSS Public Authority Executive Director; and
3. Reconvene as the Humboldt County Board of Supervisors.

**A motion was made by Supervisor Wilson, seconded by Supervisor Bohn, to approve staff recommendations. The motion carried by the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

## K. CLOSED SESSION (See Matters Set for Time Certain)

**L. ADJOURNMENT**

*I, NIKKI TURNER, Deputy Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct original record of the above-entitled meeting of the Humboldt County Board of Supervisors held in Eureka California.*

*IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.*

NIKKI TURNER

*Deputy Clerk of the Board of Supervisors of the County of Humboldt, State of California.*

  
\_\_\_\_\_  
02/27/2023



MINUTES

Tuesday, February 27, 2024

The Honorable Board of Supervisors of the County of Humboldt met in regular session on the above date within the Humboldt County Courthouse, Eureka, California. The minutes of this meeting were approved on Tuesday, March 5, 2024 with the vote as shown below.

AYES:	Supervisors:	--	Bohn, Bushenll, Arroyo, Wilson, Madrone
NAYS:	Supervisors:	--	
ABSENT:	Supervisors:	--	
ABSTAIN:	Supervisors:	--	

  
\_\_\_\_\_  
Nikki Turner  
Deputy Clerk of the Board

  
\_\_\_\_\_  
Rex Bohn  
Chair of the Board