

BOARD OF SUPERVISORS

REX BOHN  
First District  
ESTELLE FENNELL  
Second District  
MIKE WILSON  
Third District  
VIRGINIA BASS  
Chair - Fourth District  
RYAN SUNDBERG  
Vice-Chair - Fifth District



COUNTY STAFF

AMY S. NILSEN  
County Administrative Officer  
JEFFREY S. BLANCK  
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, September 19, 2017

9:00 AM

Regular Meeting

---

**A. SALUTE TO THE FLAG**

**B. MODIFICATIONS TO THE AGENDA**

**C. CONSENT CALENDAR**

**Auditor/Controller**

**1. Payroll Clearing Transfer for Fiscal Year**

**Recommendation:** That the Board of Supervisors approve the attached fiscal year 2016-2017 appropriation transfer for \$190,812; and authorize the Auditor-Controller to make minor budget adjustments as needed to provide sufficient appropriations to cover actual expenditures for fiscal year 2016-2017.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**Board of Supervisors**

2. Continuation of Emergency: Existence of a Local Health Emergency Caused by Air Quality Impacts Due to Smoke from Wildfires That Began on July 25, 2017 (Supervisor Virginia Bass)

**Recommendation:** That the Board of Supervisors declare that a local health emergency caused by air quality impacts due to smoke from wildfires that began on July 25, 2017, remains in effect until October 3, 2017.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

3. Afterschool Arts Instruction Grant Letter of Support (Supervisor Virginia Bass)

**Recommendation:** That the Board of Supervisors authorize the Chair to sign the letter of support.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**Clerk of the Board**

4. Approval of the Action Summary - Meeting of September 12, 2017

**Recommendation:** That the Board of Supervisors approve the Action Summary for the meeting of September 12, 2017 and authorize the Clerk of the Board and Board Chair to sign the minute book in accordance with California Government Code Section 25103.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**County Administrative Office**

5. Appoint an Authorized Designee to Review Less Than Three Acre Conservation Exemptions for the Board of Forestry and Fire Protection

**Recommendation:** That the Board of Supervisors appoint the Planning and Building Director to be the authorized designee to review less than three acre conversion exemptions for the Board of Forestry and Fire Protection (BFFP).

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**6. Set Public Hearing for Adoption of Fee Updates**

**Recommendation:** That the Board of Supervisors direct the Clerk of the Board to schedule a public hearing on Tuesday, October 3, 2017 at 9:00 a.m. or as soon thereafter as the matter may be heard, for consideration of adoption of an ordinance updating the Humboldt County Schedule of Fees and Charges; direct the Clerk of the Board to post and publish the required pre-adoption summary of the ordinance and public hearing notice for updating the Humboldt County Schedule of Fees and Charges at least 10 (ten) days prior to the public hearing, two publications are required, with at least five (5) days intervening between the dates of the first and last publication, not counting such publication dates; direct the Clerk of the Board to have the data and documentation supporting the new fees for public review at least ten (10) days prior to the public hearing; and direct the Clerk of the Board to post a certified copy of the full text of the proposed ordinance in the office of the Clerk of the Board of Supervisors at least five (5) days prior to the Board meeting at which the ordinance will be adopted [Government Code Section 25124(b)(1)].

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

**Aye:** 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**County Clerk/Recorder/Registrar of Voters****7. Allocate One Full-Time Equivalent (1.0 FTE) Recordable Documents Examiner I/II Position in Budget Unit 271**

**Recommendation:** That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Recordable Documents Examiner I/II position (salary range 287/316, class 0155) in budget unit 271 effective immediately; and approve freezing one full-time (1.0 FTE) Senior Recordable Documents Examiner position effective October 2, 2017.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

**Aye:** 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**8. Supplemental Budget and Request for Transfer of Funds from Recorder's Records Conversion Trusts (4/5 Vote Required)**

**Recommendation:** That the Board of Supervisors approve the attached supplemental budget for \$14,355 to provide funding for assembly of and index by document number; authorize the Clerk Recorder to sign BMI Change Order for Humboldt County, Ca; and direct the Auditor's Office to implement the attached supplemental budget (4/5 vote required).

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

**Aye:** 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

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

9. Authorize Temporary Increase in Pay for Regina Martinez, Senior Fiscal Assistant Pursuant to Article 12.4.1 of the AFSCME Memorandum of Understanding (MOU)

**Recommendation:** That the Board of Supervisors authorize temporary increase in pay for Senior Fiscal Assistant, Regina Martinez, (Class 0124, Range 347) as though promoted to Fiscal Services Supervisor (Class 1149, Range 376) beginning September 26, 2017 and continuing until the position is filled.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

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

10. Professional Services Agreement with Dimension Reports LLC Regarding the Provision of Reporting Services Related to Behavioral Health Claims Submitted to the California Department of Health Care Services for Fiscal Years 2017-2018 through 2020-2021

**Recommendation:** That the Board of Supervisors approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Dimension Reports LLC regarding the provision of reporting services related to behavioral health claims submitted to the California Department of Health Care Services for fiscal years 2017-2018 through 2020-2021; and direct the Clerk of the Board to return two (2) fully executed originals of the attached professional services agreement to the Department of Health and Human Services - Contract Unit.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

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

11. Agreement with Humboldt State University's California Center for Rural Policy for the Dental Transformation Initiative's Local Dental Pilot Project

**Recommendation:** That the Board of Supervisors approve the agreement with Humboldt State University's California Center for Rural Policy (CCRP) for the Dental Transformation Initiative's Local Dental Pilot Project (LDPP); direct the Chair of the Board to sign two (2) originals of the agreement; direct the Clerk of the Board to return one signed original to Department of Health and Human Services (DHHS) - Contract Unit for submission to Public Health; and authorize the Director of Public Health or designee to sign future amendments or budget revisions directly related to this agreement upon review and approval of County Counsel and Risk Management.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

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

12. Agreement with Red Deer Consulting for Tribally-Specific Cultural Advising and Mentoring Services for Children and Youth

**Recommendation:** That the Board of Supervisors approve the agreement between County of Humboldt and Red Deer Consulting for tribally-specific cultural advising and mentoring services to children and youth for fiscal year 2017-18; authorize the Chairperson to execute three (3) originals of the agreement; and direct the Clerk of the Board to route two (2) fully executed originals of the agreement to the Department of Health and Human Services (DHHS) - Contract Unit for forwarding to DHHS - Children and Family Services.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**Human Resources**

13. Revision to the Amendment of the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees, Local 1684 to Adopt the New 40 Hour Classifications of Senior Boat Operator, Geographic Information Systems Analyst and Geographic Information Systems Coordinator

**Recommendation:** That the Board of Supervisors adopt the new 40 hour class of Senior Boat Operator (salary range 367, class 0441, unit 03) into the classification plan; adopt the 40 hour class of Geographic Information Systems Analyst (salary range 410, class 0339, unit 04) into the classification plan; adopt the 40 hour class of Geographic Information Systems Coordinator (salary range 446, class 0338, unit 04) into the classification plan; and adopt Resolution No. \_\_\_\_ (attached) approving the Amendment to Appendix A of the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME), Local 1684 to include the new 40 hour classifications of Senior Boat Operator, Geographic Information Systems Analyst and Geographic Information Systems Coordinator, effective the beginning of the biweekly pay period following approval.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**Libraries**

14. Year-End Supplemental Budget Request for Fiscal Year (FY) 2016-17 (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors approve the attached Supplemental Budget in Fund 1500 Budget Unit 621 in FY 2016-17.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**Planning and Building Department**

15. Adoption of Ordinance Adding Chapter 3 of Division 4 to Title VIII of the Humboldt County Code Relating to Expedited Permitting of Electric Vehicles and Electric Vehicle Charging Stations

**Recommendation:** That the Board of Supervisors adopt Ordinance No. \_\_\_\_\_, relating to Expedited Permitting of Electric Vehicles and Electric Vehicle Service Equipment, adding Chapter 3 of Division 4 to Title VIII of the Humboldt County Code.

**A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**D. PUBLIC COMMENT ON NON-AGENDA ITEMS****E. SPECIAL PRESENTATIONS****Board of Supervisors**

1. Resolution Recognizing DHHS's Immunization Coordinator Susan Wardrip, RN, on Her Retirement (Supervisor Virginia Bass)

**Recommendation:** That the Board of Supervisors authorize the chair to sign the Resolution.

**A motion was made by Supervisor Bass, seconded by Supervisor Fennell, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

2. Proclaim September 2017 as National Recovery Month (Supervisor Virginia Bass)

**Recommendation:** That the Board of Supervisors adopt the Proclamation.

**A motion was made by Supervisor Bass, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**F. MATTERS SET FOR TIME CERTAIN**

**G. ITEMS PULLED FROM CONSENT****H. MATTERS INITIATED BY BOARD MEMBERS**

1. Discussion of Prorated Collection of Excise Tax in the First Year of Approval for New Cultivation Sites (Supervisor Estelle Fennell and Supervisor Ryan Sundberg)

**Recommendation:** That the Board of Supervisors direct staff to implement prorated collection of excise tax for new cultivation sites in the first year of approval.

**A motion was made by Supervisor Fennell, seconded by Supervisor Wilson, to prorate the excise tax based on the time the permit was issued, contingent on them not having violated any provisions of the permit. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

2. Discussion of Need for Ordinance(s) to Prohibit Cannabis Activities in the Coastal Zone Until Certification of Coastal Cannabis Regulations and Defining the County Commercial Medical Marijuana Land Use Ordinance to Address Adult or Recreational Use of Marijuana (Supervisor Estelle Fennell and Supervisor Ryan Sundberg)

**Recommendation:** That the Board of Supervisors direct staff to prepare ordinances to address the following: prohibit cannabis activities in the Coastal Zone of Humboldt County until regulations governing cannabis activities have been adopted by the County of Humboldt, certified by the California Coastal Commission and become effective; and define Adult or recreational use of Cannabis to fall under the regulations established in the Commercial Medical Marijuana Land Use Ordinance.

**A motion was made by Supervisor Fennell, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

**I. DEPARTMENT REPORTS****County Administrative Office**

1. Responses to 2016-17 Grand Jury Reports: Jails and Law Enforcement Facilities; Managing Our Waste; Rural Policing; Workforce Development

**Recommendation:** That the Board of Supervisors review and modify as necessary the proposed Grand Jury responses from the Board of Supervisors (Attachments 2, 5 and 7), and the Workforce Development Board (Attachment 10); receive reports from the Sheriff (Attachments 3 and 8); approve the documents, as may be modified, as the response; direct the Clerk of the Board, within five working days, to submit the final response with an accompanying Board Order to the 2016-17 Grand Jury and the Presiding Judge of the Superior Court; and direct the Clerk of the Board, within five working days, to submit two copies of all responses to the County Clerk/Recorder, one of which will be forwarded to the State Archivist, together with a copy of the original report.

**A motion was made by Supervisor Fennell, seconded by Supervisor Wilson, that the**

*recommendations be approved. The motion carried by the following vote:*

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

### **In-Home Supportive Services**

2. Humboldt County Public Authority for In-Home Supportive Services (IHSS) to Approve Recommendation to Reappoint IHSS Advisory Board Members; Approve Recommendation to Accept the Resignation of an IHSS Advisory Board Member; and Approve Recommendation to Appoint an IHSS Advisory Board Member

**Recommendation:** That the Board of Supervisors adjourn as Humboldt County Board of Supervisors; convene as the Governing Board of the Humboldt County In-Home Supportive Services (IHSS) Public Authority and consider the following agenda: a. Approve recommendation to reappointment Ms. Deborah Kindley and Ms. Margaret Lewis, b. Approve recommendation to accept resignation of Ms. Donna Wheeler, c. Approve recommendation to appoint Ms. Amanda Winstead; and reconvene as Humboldt County Board of Supervisors.

*A motion was made by Supervisor Wilson, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:*

Aye: 5 - Rex Bohn, Estelle Fennell, Virginia Bass, Ryan Sundberg, and Mike Wilson

### **J. PUBLIC HEARINGS**

### **K. DISCUSSION ITEMS**

### **L. CLOSED SESSION**

### **M. ADJOURNMENT**

*I, BROOKE EBERHARDT, 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.*

BROOKE EBERHARDT

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



September 19, 2017






MINUTES  
TUESDAY, SEPTEMBER 19, 2017  
Regular Session

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, October 3, 2017 with the vote as shown below.

AYES:	Supervisors:	Fennell, Wilson, Bass, Bohn, Sundberg
NAYS:	Supervisors:	n/a
ABSENT:	Supervisors:	n/a

  
BROOKE EBERHARDT  
Deputy Clerk of the Board

  
VIRGINIA BASS  
Chair of the Board



## COUNTY OF HUMBOLDT

For the meeting of: October 3, 2017

Date: September 20, 2017  
 To: The Honorable Board of Supervisors  
 From: Clerk of the Board of Supervisors  
 Subject: **Approval of the Action Summary – Meeting of September 19, 2017**

RECOMMENDATION: That the Board of Supervisors approve the Action Summary for the meeting of September 19, 2017 and authorize the Clerk of the Board and Board Chair to sign the minute book in accordance with California Government Code Section 25103.

SOURCE OF FUNDING: General Fund

DISCUSSION: The Action Summary from the meeting of September 19, 2017 is attached. This Action Summary encompasses all actions taken by the Board of Supervisors at their September 19, 2017 meeting.

FINANCIAL IMPACT: None

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: Direct the Clerk of the Board to prepare a corrected Action Summary, if necessary.

ATTACHMENT(S): Action Summary

Prepared by Brooke Eberhardt, Deputy Clerk of the Board

CAO Approval: 

## REVIEW:

Auditor \_\_\_\_\_ County Counsel \_\_\_\_\_ Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

## TYPE OF ITEM:

☒ Consent  
☐ Departmental  
☐ Public Hearing  
☐ Other \_\_\_\_\_

## BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell Seconded by Supervisor Wilson

Ayes Fennell, Wilson, Bass, Bohn, Sundberg

Nays  
 Abstain  
 Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: October 3, 2017

By:   
 Kathy Hayes, Clerk of the Board