



## SAN BENITO COUNTY BOARD OF SUPERVISORS

Margie Barrios	Anthony Botelho	Robert Rivas	Jerry Muenzer	Jamie De La
District No. 1	District No. 2	District No. 3	District No. 4	Cruz
Chair		Vice - Chair		District No. 5

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

### SPECIAL MEETING MINUTES March 15, 2016 9:00 AM

#### ***Mission Statement***

*The County Board of Supervisors will recognize the public trust it holds, will on all occasions conduct business with honesty, integrity, and respect for the individual, and will hold the organization of County government to that same standard.*

***The San Benito County Board of Supervisors welcomes you to this meeting and encourages your participation.***

- If you wish to speak on an item contained in the agenda please complete a Speaker Card identifying the item(s) and provide it to the Clerk of the Board prior to consideration of the item.

***Each individual speaker will be limited to a presentation total of (3) minutes unless otherwise permitted by the Board Chair.***

#### **CALL TO ORDER**

Vice Chair De La Cruz called the meeting to order at 9:02 a.m.

Vice Chair De La Cruz indicated that Chairman Rivas would not be attending today's session and that he would preside in his absence.

- a. Pledge of Allegiance

Pledge of Allegiance to be led by Supervisor Botelho.

- b. Acknowledge of Certificate of Posting

Acknowledge Certificate of Posting

Jerry Muenzer motioned to approve acknowledgement of the Certificate of Posting.. Anthony Botelho seconded the motion.

Ayes: Barrios, Botelho, De La Cruz, Muenzer, Rivas

## **CLOSED SESSION**

*Matters discussed during Closed Session include existing and pending litigation, personnel matters and real property negotiations. Reportable actions taken by the Board during Closed Session will be announced during open session. (Gov. Code Section 54957.1(a) and (b), Ralph M. Brown Act.)*

Vice Chair De La Cruz entertained public comment on the Closed Session item.

No comments were offered by the public.

Vice Chair De La Cruz asked Assistant County Counsel Barbara Thompson to read the Closed Session item into the record.

Ms. Thompson read Closed Session Item into the record.

The Board retired to Closed Session at 9:05 a.m. PST.

The Board reconvened at 9:45 a.m. PST from Closed Session.

Vice Chair De La Cruz asked Assistant County Counsel Barbara Thompson to report out from Closed Session on behalf of the Board.

Assistant County Counsel advised that the Board took no reportable action.

### **1. CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to subdivision (d)(2), (e)(5) of Government Code Section 54956.9

Number of cases: 1

Facts and Circumstances Justifying Closed Session: Statement made regarding potential litigation if County proceeds forward with the purchase of 1161 San Felipe Road for a new homeless shelter.

SBC FILE NUMBER: 235.6

**The Board shall reconvene in Open Session at 9:30 a.m. or as soon thereafter following the conclusion of Closed Session discussion(s).**

## **REGULAR AGENDA**

Watch Video

Vice Chair De La Cruz asked CAO Espinosa to introduce the Regular Session item to the Board on behalf of the administration

CAO Espinosa provided a brief overview and highlight of the County Budget Process including a Special Board Meeting scheduled for April 19, 2016 at 9:00 a.m.

CAO Espinosa introduced Management Analyst Melinda Casillas and asked her to present on behalf of the administration.

MA Casillas provided a PowerPoint presentation to the Board outlining the County Budget Process for the 2016-17 Fiscal Year Cycle.

Meeting adjourned at 10:41 a.m.

1. **COUNTY ADMINISTRATION OFFICE - R. ESPINOSA**

Fiscal & Budget Updates including but not limited to discussion of: PCNS (Authorized Position Requests), ERP budget input, Budget Policies, Proposed Budget Calendar, and Purchasing Policies for CAO regarding expenditures for travel, fixed assets, and dollar limits in general.  
SBC FILE NUMBER: 865

*NOTE: A copy of this Agenda is published, along with supportive documents, on the County's Web site on the Friday preceding each Board meeting and may be viewed at [www.cosb.us/government/meetings-agendas/](http://www.cosb.us/government/meetings-agendas/). All proposed agenda items with supportive documents are also available for viewing at the San Benito County Administration Building, 481 Fourth Street, Hollister, CA between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except holidays). This is the same packet that the Board of Supervisors reviews and discusses at each Board meeting.*

*As required by Gov. Code Section 54957.5 any public record distributed to the Board of Supervisors less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the office of the Clerk of the Board, San Benito County Administration Building, 481 Fourth Street, Hollister, CA 95023. Public records distributed during the meeting will be available for public inspection at the meeting if prepared by the County. If the public record is prepared by some other person and distributed at the meeting it will be made available for public inspection following the meeting at the office of the Clerk of the Board.*

<i>In compliance with the Americans with Disabilities Act (ADA) the Board of Supervisors meeting facility is accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the Clerk of the Board's office at (831) 636-4000 at least 48 hours before the meeting to enable the County to make reasonable arrangements to ensure accessibility.</i>
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**Item Number:**

**MEETING DATE:** 3/15/2016

**DEPARTMENT:** CLERK OF THE BOARD OF SUPERVISORS

**DEPT HEAD/DIRECTOR:**

**AGENDA ITEM PREPARER:**

**SBC DEPT FILE NUMBER:**

**SUBJECT:**

Pledge of Allegiance to be led by Supervisor Botelho.

**AGENDA SECTION:**

Pledge of Allegiance

**BACKGROUND/SUMMARY:**

**BUDGETED:**

**SBC BUDGET LINE ITEM NUMBER:**

**CURRENT FY COST:**

**STAFF RECOMMENDATION:**

**ADDITIONAL PERSONNEL:**



**Item Number:**

**MEETING DATE:** 3/15/2016

**DEPARTMENT:** CLERK OF THE BOARD OF SUPERVISORS

**DEPT HEAD/DIRECTOR:**

**AGENDA ITEM PREPARER:** Janet Slibsager

**SBC DEPT FILE NUMBER:**

**SUBJECT:**

Acknowledge Certificate of Posting

**AGENDA SECTION:**

Acknowledge of Certificate of Posting

**BACKGROUND/SUMMARY:**

**BUDGETED:**

**SBC BUDGET LINE ITEM NUMBER:**

**CURRENT FY COST:**

**STAFF RECOMMENDATION:**

**ADDITIONAL PERSONNEL:**

**ATTACHMENTS:**

Description

[Certificate Document](#)

Upload Date

3/11/2016

Type

Backup Material

**SPECIAL MEETING  
COUNTY OF SAN BENITO BOARD OF SUPERVISORS**

**CERTIFICATE OF POSTING**

Pursuant to Government Code Section #54956 the agenda for the Special meeting of March 15, 2016 at 9:00 a.m. was posted on the 11th<sup>th</sup> day of March, 2016 at 5:00 p.m., at the following locations, freely accessible to the public:

The front entrance of the Old County Courthouse,  
Monterey Street, City of Hollister, San Benito County, State  
of California

and

The front entrance of the San Benito County  
Administration Building, 481 Fourth Street, Hollister, CA

I, Louie Valdez, certify under penalty of perjury, that the foregoing is true and correct.

**LOUIE VALDEZ, CLERK OF THE BOARD**  
**COUNTY OF SAN BENITO**



Item Number: 1.

**MEETING DATE:** 3/15/2016

**DEPARTMENT:** COUNTY COUNSEL

**DEPT HEAD/DIRECTOR:** Matthew Granger

**AGENDA ITEM PREPARER:** Barbara Thompson

**SBC DEPT FILE NUMBER:** 235.6

**SUBJECT:**

**CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to subdivision (d)(2), (e)(5) of Government Code Section 54956.9

Number of cases: 1

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SBC FILE NUMBER: 235.6

**The Board shall reconvene in Open Session at 9:30 a.m. or as soon thereafter following the conclusion of Closed Session discussion(s).**

**AGENDA SECTION:**

CLOSED SESSION

**BACKGROUND/SUMMARY:**

**BUDGETED:**

**SBC BUDGET LINE ITEM NUMBER:**

**CURRENT FY COST:**

n/a

**STAFF RECOMMENDATION:**

Hold Closed Session.

**ADDITIONAL PERSONNEL:**



**Item Number: 1.**

**MEETING DATE: 3/15/2016**

**DEPARTMENT: COUNTY ADMINISTRATION OFFICE**

**DEPT HEAD/DIRECTOR: RAY ESPINOSA**

**AGENDA ITEM PREPARER: MELINDA CASILLAS**

**SBC DEPT FILE NUMBER: 865**

**SUBJECT:**

**COUNTY ADMINISTRATION OFFICE - R. ESPINOSA**

Fiscal & Budget Updates including but not limited to discussion of:

PCNS (Authorized Position Requests), ERP budget input, Budget Policies, Proposed Budget Calendar, and Purchasing Policies for CAO regarding expenditures for travel, fixed assets, and dollar limits in general.

SBC FILE NUMBER: 865

**AGENDA SECTION:**

REGULAR AGENDA

**BACKGROUND/SUMMARY:**

The CAO's office will present fiscal information related to:

Fiscal Year End 14/15

Year-to-date 15/16 (as of January 31, 2016)

Budget Process 16/17 Update including but not limited to discussion of:

PCNS (Authorized Position Requests), ERP budget input, Budget Policies, Proposed Budget Calendar, and Purchasing Policies for CAO regarding expenditures for travel, fixed assets, and dollar limits in general.

**BUDGETED:**

**SBC BUDGET LINE ITEM NUMBER:**

**CURRENT FY COST:**

**STAFF RECOMMENDATION:**

Accept presentation related to fiscal years 14/15, 15/16, and 16/17 respectively.

**ADDITIONAL PERSONNEL:**