



# MARIPOSA COUNTY

Administration • 209-966-3222



## RESOLUTION - ACTION REQUESTED 2013-211

MEETING: May 28, 2013

TO: The Board of Supervisors

FROM: Rick Benson, County Administrative Officer

**MINUTE ORDER ATTACHED**

RE: Approval of Human Resources Location

**RECOMMENDATION AND JUSTIFICATION:** It is recommended that your Board approve leasing approximately 825 ft.<sup>2</sup> in the building located at the northwest corner of Bullion Street and 11th Street in Mariposa to house Human Resources operations.

Please see attached report.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** In October 2012, your Board directed staff to identify and recommend a location for the Human Resources division.


**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:** Please see attached report.

**ATTACHMENTS:**

- Human Resources location report (DOCX)
- revised remodel (PDF)
- Possible Remodel (PDF)

**CAO RECOMMENDATION**

Requested Action Recommended

  
 Rick Benson, County Administrator 5/28/2013

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Merlin Jones, District II Supervisor  
**SECONDER:** Janet Bibby, District III Supervisor  
**AYES:** Stetson, Jones, Bibby, Cann, Carrier



# COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222



LEE STETSON, CHAIR  
KEVIN CANN, VICE-CHAIR  
JANET BIBBY  
MERLIN JONES  
JOHN CARRIER

DISTRICT I  
DISTRICT IV  
DISTRICT III  
DISTRICT II  
DISTRICT V

## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: RICK BENSON, CAO  
FROM: RENE' LaROCHE, Clerk of the Board *RL*  
SUBJECT: **Approval of Location for Human Resources**  
RES. 13-211

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on May 28, 2013

#### ACTION AND VOTE:

#### **3. Administration RES-2013-211**

##### **Approval of Location for Human Resources**

Rick Benson/County Administrative Officer made the staff presentation; noting that the text of the item refers to the "Human Resources Division," when it is the "Human Resources Department."

Discussion ensued between the Board regarding the plans, entrances, proposed features, and when the building will be ready. Mr. Benson, and Tessa Pritchard/Human Resources - Risk Management Director responded.

Supervisor Cann required clarification regarding the cost of the door; and commented on the safety issue with only one entrance, as well as his discomfort with the security issue that such a single entrance represents. Mr. Benson and Ms. Pritchard responded.

Supervisor Bibby discussed the formation of this department and its needs, and requested clarification of the second alternative and its costs. Mr. Benson responded.

Supervisor Carrier would like to see a second door for safety and security; and suggested that, to enhance security, the separation between the reception area and the office should be a full wall with a counter and, possibly, a window, Board of Supervisors May 28, 2013

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as well as a full door.

Supervisor Cann noted that the cost estimates for the two options seem to jump disproportionately.

Supervisor Jones noted that he would like to see the second door, and would like to proceed with this as fast as possible.

Public comment opened.

Ruth Catalan/speaking against this item inquired as to why this money is being spent for three employees, and whether there is any other space available. Chair Stetson responded.

Public comment closed.

**11:01 AM** Chair Stetson suspended discussion on this item in order to attend to a time sensitive Closed Session.

*Clerk's Note: Discussion on this item was resumed at 12:13 PM after Closed Session. The remaining narrative is located after the Report Out.*

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Merlin Jones, District II Supervisor

**SECONDER:** Janet Bibby, District III Supervisor

**AYES:** Stetson, Jones, Bibby, Cann, Carrier

### **J.3 (Continued from earlier this date) Approval of Human Resources Location**

**12:13 PM** Chair Stetson resumed the discussion of this item.

Chair Stetson noted earlier discussion on this item was attempting to resolve cost and a door.

Supervisor Cann inquired as to the square footage rental cost of the Human Services building. Sandra Laird/Administrative Analyst responded from the audience, and discussion ensued regarding that building.

Discussion ensued between the Board and the CAO regarding lease term; employee safety; functionality; differences between the two plans that were submitted with this item; location of present entrance; and the reception area. Tessa Pritchard provided clarification regarding the counter and door.

The Board deliberated the features of the two plans.

Supervisor Jones moved that the Board authorize the \$38,000 version, unless the door comes in at \$3000, or less, in which case they would go ahead with the cheaper version. Chair Stetson noted that the Board still wished to deliberate, and Supervisor Jones withdrew his motion.

Discussion continued regarding the options.

CAO restated the following direction: that the Board wishes to pursue the former Health Department building, and that we are not looking at any other locations; and that he is being given direction to make modifications to the building plans. He noted that he needs a motion from the Board approving moving in to that facility with the modifications discussed.

Supervisor Jones moved that the Board approve the former Health Department building as the location for the new Human Resources Department. Supervisor Bibby seconded, and requested clarification of whether the County would be able to sublet the property. County Counsel and CAO responded. The Motion passed unanimously.

Cc: Rick Benson, CAO  
File