



MARIPOSA COUNTY

Administration · 209-966-3222



RESOLUTION - ACTION REQUESTED 2013-34

MEETING: February 5, 2013

TO: The Board of Supervisors

MINUTE ORDER ATTACHED

FROM: Rick Benson, County Administrative Officer

RE: Amend Job Description and Authorize Recruitment-Community Development

RECOMMENDATION AND JUSTIFICATION: Approve amendments to the Administrative Analyst-Business Development Coordinator job description by changing the title to Administrative Analyst-Community Development and Grant Coordinator and revising other areas of the job description. Further, authorize the recruitment and filling of the position effective February 5, 2013.

Please see the attached memorandum for additional information.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Resolution No. 04-33 was adopted by the Board of Supervisors which created the Administrative Analyst-Business Development Coordinator position.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: The County will be unable to take advantage of future funding opportunities and administration of current grants may be hindered.

FINANCIAL IMPACT:

This position was fully funded in the Fiscal Year 2012-13 budget.

ATTACHMENTS:

Community Development Recruitment (DOCX)
Admin Analyst-Comm Dev Coordinator (DOCX)
Community Development redline (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrative Office

RESULT: ADOPTED AS AMENDED [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: John Carrier, District V Supervisor
AYES: Janet Bibby, Kevin Cann, John Carrier, Merlin Jones



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

TO: RICK BENSON, CAO

FROM: RENE' LaROCHE, Clerk of the Board *RL*

SUBJECT: **Approve Amendments to the Administrative Analyst-Business Development Coordinator Job Description by Changing the Title to Administrative Analyst-Community Development and Grant Coordinator and Revising Other Areas of the Job Description; Authorize the Recruitment and Filling of the Position Effective February 5, 2013**

RES. 13-34

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on February 5, 2013

ACTION AND VOTE:

4. Administration RES-2013-34

Approve Amendments to the Administrative Analyst-Business Development Coordinator Job Description by Changing the Title to Administrative Analyst-Community Development and Grant Coordinator and Revising Other Areas of the Job Description; Authorize the Recruitment and Filling of the Position Effective February 5, 2013.

Staff presentation by Rick Benson. He gave an overview of the position's duties; and noted that a large portion, if not all, of the position will be funded by grant. Supervisor Carrier commented on the difficulties that he noted with grant compliance; and requested the inclusion of additional language.

Supervisor Bibby requested clarification regarding the funding; Barbara Carrier responded.

Discussion ensued between Supervisor Bibby and Peter Rei regarding the possibility of outsourcing via a contract for services; the impact on his department; and the need for CDBG expertise. County Counsel noted that he would need to look carefully at the scope of work for an independent contractor.

Supervisor Cann commented on the other services that this position has provided; and on the risk with contracting it out. Supervisors Bibby and Carrier clarified their reservations.

Supervisor Carrier requested elaboration of what the position would do, and what would not get done if it were not filled. CAO responded; reminded the Board that this position is already funded; and feels that this position is critical.

Supervisor Jones commented on the workload of the previous position holder. Supervisor Cann feels that this position becomes important looking into the future.

Supervisor Bibby inquired as to whether the position's responsibilities could be assumed by any other staff member. CAO responded that there is no staff available, and that he is strongly advising the position be filled.

Discussion relative to consultants and contractors versus an employee; funding of the position; and other options.

Public Comment Opened.

Carol Johnson spoke to her experiences in working with Marilyn Lidyoff, the previous position holder; spoke in favor of retaining the position; and hiring as soon as possible.

Greg Kittleson spoke in favor of filling the position.

Kathy McCorry spoke in favor of filling the position.

Ruth Sellers wondered why the position is being changed, instead of just filling it as it was.

Dick Hutchison spoke of his experience working with Ms. Lidyoff, and commented on her success, and the need to keep someone in that position.

Public Comment Closed.

Vice-Chair Cann responded to questions raised during public comment; and enumerated Board options.

Action was taken to approve the item with the following amendments:

- 1) First paragraph, second sentence of page 1: change "may" to "will."
- 2) Change the end of the sentence under the "Experience" heading to read: "...including grant writing and grant administrative experience."
- 3) Add the following language under the "MINIMUM QUALIFICATIONS:" heading: "Preference given to previous Community Development Block Grant experience."

RESULT: ADOPTED AS AMENDED [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: John Carrier, District V Supervisor

AYES: Janet Bibby, Kevin Cann, John Carrier, Merlin Jones

EXCUSED: Lee Stetson

Cc: Sandi Laird, Personnel
Steven W. Dahlem, County Counsel
File