

Clerk of the Board of Supervisors

Rachel Ferris, Clerk of the Board

	FY 20/21 Adopted Budget	FY 21/22 CAO Recommended	Change
101-1701			
EXPENDITURES			
Salaries and Benefits	\$264,720	\$273,807	\$9,087
Services and Supplies	\$44,676	\$45,320	\$644
Other Charges	\$0	\$0	\$0
Fixed Assets			\$0
TOTAL EXPENDITURES	\$309,396	\$319,127	\$9,731
REVENUE			
Fed/State			\$0
Grant			\$0
Realignment			\$0
Fees/Misc	\$3,850	\$4,700	\$850
TOTAL REVENUE	\$3,850	\$4,700	\$850
FUND BALANCE	\$0	\$0	\$0
NET COUNTY COST	\$305,546	\$314,427	\$8,881

Program Description

The Clerk of the Board of Supervisors Office performs numerous duties in fulfilling its charge to provide administrative support to the Board of Supervisors and information to the public. Many functions are defined and mandated by State of California statutes, such as the Revenue and Taxation Codes, County ordinances, resolution, and the Administrative Policy and Procedures Manual. Some duties include maintaining all Board records and agendas, preparing and monitoring the Board budget, and attending and taking minutes of all sessions of the Board and other affiliated agencies.

One additional Board Clerk I/II position has been requested to allow for succession planning and training. Training for the this position typically requires at least one-to-three years for proficiency, and promotion consideration based on level of proficiency and/or past experience working in a similar environment.

Accomplishments

FY 2021/2022

- Updated audio/visual equipment in the Board Chambers, started training various clerks that routinely use the Board chambers
- Prepared and maintained agendas, minutes, resolutions, ordinances, and contracts of Board of Supervisors, Three Rivers Levee Improvement Authority, South Yuba Transportation Improvement Authority, In Home Supportive Services Public Authority, Yuba County Public Facilities Corporation, and Countywide Redevelopment Successor Agency Oversight Board

Clerk of the Board of Supervisors

Rachel Ferris, Clerk of the Board

- Updated New Supervisors Handbook regarding general county information, roles, and responsibilities

Accomplishments

FY 2021/2022 - continued

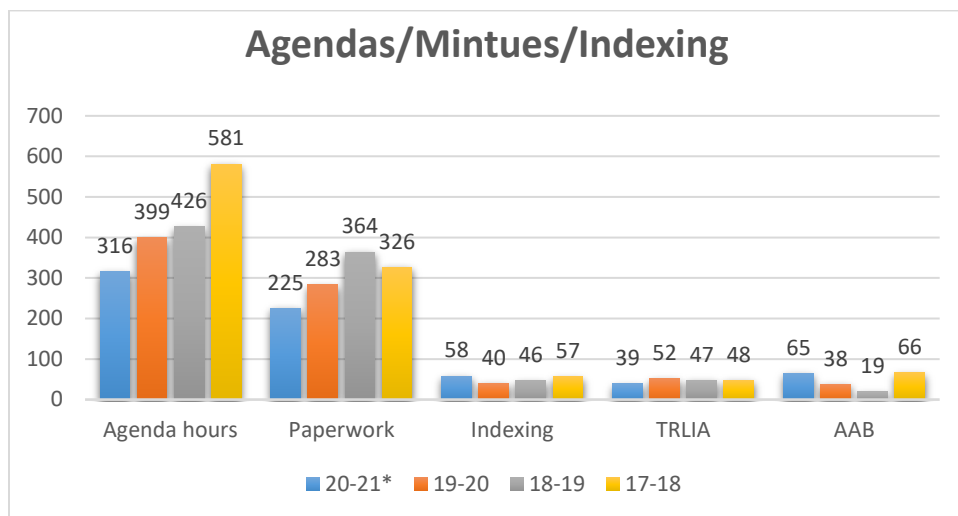
- Coordinated Assessment Appeal Board hearings for applications and received applications for changed assessments
- Successfully migrated Board and County staff to an online Zoom platform for Board meetings, due to the COVID-19 Pandemic
- Provided service to public and staff while maintaining semi-regular operating hours and response time for requests.

Performance Measures

FY 2021/2022

We continue to refine our data collection processes, and have been able to capture a clear picture of how our time is spent performing various tasks.

- ♦ Agenda processing consists of all tasks related to reviewing items, compiling, creating, publishing, and posting agendas.
- ♦ Board meetings: Hours spent actively clerking a board meeting and for the 20/21 year includes hours spent hosting Zoom meeting.
- ♦ Paperwork - Minutes/Indexing: Consist of creating and editing minutes, and indexing.
- ♦ Three Rivers Levee Improvement Authority: Meetings, minutes, and paperwork.
- ♦ Assessment Appeals: Receive, review, and process applications, prepare correspondence, hearing notices, and clerk hearings.

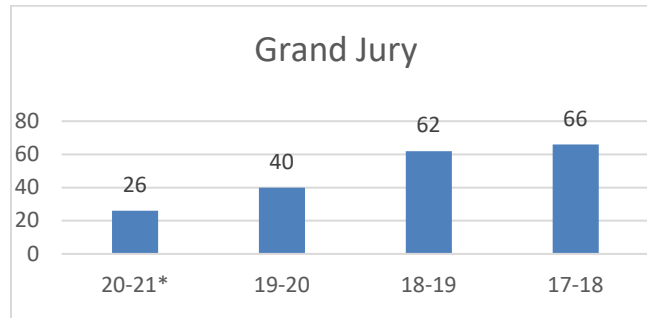


Clerk of the Board of Supervisors

Rachel Ferris, Clerk of the Board

Performance Measures - continued

- ♦ Grand Jury: Work closely with Grand Jury Foreperson and Secretary as we maintain their budget, we receive and review all timesheets and prepare claim forms for stipends and other budgetary items and tasks.



Goals and Objectives FY 2021/2022

- Updates to audio/visual equipment in the Board Chambers is complete, and will begin to schedule training for various Board Clerks and County staff
- Create a repository for Resolution on the Board of Supervisors website
- Facilitate Brown Act and Public Records Act training for Boards, Commissions, and Committees
- Review stored documents and prepare for destruction
- Develop informational handout for Board appointed representatives regarding general roles and responsibilities
- Continue updating office and agenda procedures
- Continue ascertaining opportunities to streamline operations for costs and time saving

Pending Issues/Policy Considerations FY 2021/2022

None