



Monterey County

Budget Committee

Meeting Minutes - Final

168 W. Alisal St., 2nd Floor
Monterey Room
Salinas, CA 93901
831.755.5115

Wednesday, February 23, 2022

1:30 PM

Monterey Room

Attendees: Supervisor Wendy R. Askew, Chair; Supervisor Luis A. Alejo, Vice-Chair; Charles McKee, County Administrative Officer; Dewayne Woods, Assistant County Administrative Officer; Ezequiel Vega, County Budget Director; Les Girard, County Counsel; Rocio Quezada, Committee Secretary; and
Elected Officials: Rupa Shah, Auditor-Controller; and Mary Zeeb, Treasurer-Tax Collector.
Excused: Steve Vagnini, Assessor-Clerk-Recorder.

Call to Order

The meeting was called to order at 1:30 p.m.

Additions and Corrections

There were no additions or corrections to the agenda.

Public Comment Period

There was no public comment received.

Approval of Action Minutes

1. Approve the Budget Committee Action Minutes of January 26, 2022.

The Budget Committee Action Minutes of January 26, 2022 were approved by consensus.

Consent Agenda

Consent Items Nos. 2 through 22

ACTION: Consent Items Nos. 2 through 22 were approved by consensus.

2. Receive the List of Standing and Follow-up Report due to the Budget Committee.
3. Support authorizing the Auditor-Controller to amend the Fiscal Year 2021-22 Adopted Budget to increase appropriations and estimated revenues by \$96,000 for the Office of the District Attorney, Fund 001, Appropriation Unit DIS001, financed by the receipt of U.S. Department of Justice funds.
4.
 - a. Support authorizing and directing the Auditor-Controller to amend the Sheriff's Office FY 2021-22 Adopted Budget to increase appropriations and estimated revenues by \$90,000 in 001-SHE003-2300-8238; and
 - b. Support adopting a resolution to increase appropriations by \$90,000 in the Sheriff's Office FY 2021-22 Adopted Budget (001-SHE003-2300-8238) financed by an increase in revenue from the Department of State Hospitals.

5. It is recommended that the Budget Committee:
 - a. Support adoption of a resolution to increase appropriations of \$50,000 for Social Services Military & Veterans Affairs 001-5010-SOC003-8260 FY 2021-22 Adopted Budget to increase funding for the Homeless Veterans Stand Down event, financed by the Cannabis Tax Assignment, BSA 001-3132 which will require a 4/5ths vote; and
 - b. Support authorizing the Auditor-Controller to amend the FY 2021-22 Adopted Budget by increasing appropriations by \$50,000 for Social Services Military & Veterans Affairs 001-5010-SOC003-8260 FY 2021-22 Adopted Budget for the Homeless Veterans Stand Down event, financed by the Cannabis Tax Assignment, BSA 001-3132 which will require a 4/5ths vote.

6.
 - a. Adopt the County of Monterey Chualar Assessment Bond and Boronda County Sanitation District Revenue Bond budgets for fiscal year 2021-22;
 - b. Support authorizing and directing the Auditor-Controller to amend the fiscal year 2021-22 Adopted Budget to: 1) Increase appropriations and revenues in the Chualar Assessment Bond, Fund 312, Appropriation Unit PFP051 by \$15,709, and 2) Increase appropriations in the Boronda County Sanitation District Revenue Bond, Fund 306, Appropriation Unit PFP052 by \$38,850, funded by an operating transfer in from Boronda County Sanitation District, Fund 156, Appropriation Unit PFP049 of \$38,350, and unassigned fund balance of \$500 (306-3101); and
 - c. Support authorizing and directing the Auditor-Controller to transfer \$38,350 for the fiscal year 2021-22 from Boronda County Sanitation District, Fund 156, Appropriation Unit PFP049, to Boronda County Sanitation District Revenue Bond, Fund 306, Appropriation Unit PFP052, where Boronda County Sanitation District has sufficient appropriations available in the adopted budget to cover the transfer.

7.
 - a. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary range of the Fleet Manager classification as indicated in Attachment A;
 - b. Support directing the Human Resources Department to implement the changes in the Advantage HRM system.

8. Adopt Resolution to:
 - a. Amend the FY 2021-22 Workforce Development Board Adopted Budget (021-1050-8478 CAO030) to reallocate one (1) 1.0 FTE Accountant I to one (1) 1.0 FTE Accountant II, as indicated in Attachment A; and
 - b. Authorize the Auditor Controller and the County Administrative Office to incorporate the position reallocation in the FY 2021-22 Adopted Budget

9.
 - a. Support amending the Auditor-Controller Adopted Budget (001-1110-8372-AUD001) to reallocate one (1) 1.0 FTE Accounts Payable Supervisor to one (1) 1.0 FTE Accountant Auditor III and three (3) 3.0 FTE Senior Account Clerks to three (3) 3.0 FTE Accounting Technicians as indicated in Attachment A; and
 - b. Support directing the County Administrative Office and the Auditor-Controller to incorporate the approved changes in the FY 2021-22 Adopted Budget.

10.
 - a. Support amending the Mail Operations (001-1050-CAO035-8509) to reallocate one (1) FTE Mailroom Clerk (80O22) to one (1) Courier (70F21) as indicated; and
 - b. Support authorizing the Auditor-Controller and County Administrative Office to incorporate the

position changes in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

11. a. Support amending the Health Department Budget Unit 4000-8450-Fund 001-Appropriation Unit HEA007 to reallocate and approve the reclassification of one (1) Clinic Office Supervisor to one (1) Supervising Patient Services Representative as indicated in Attachment A;
 - b. Support amending the Health Department Budget Unit 4000-8099-Fund 001-Appropriation Unit HEA007 to reallocate and approve the reclassification of one (1) Clinic Office Supervisor to one (1) Supervising Patient Services Representative as indicated in Attachment A;
 - c. Support directing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget.
12. Support a recommendation that the Board of Supervisors adopt a resolution to:
 - a. Authorize the Assistant County Administrative Officer and/or the Economic Development Manager to sign any documents and certifications that may be required to comply with the CARES Act revolving loan fund grant terms and conditions set by the U.S. Department of Commerce, Economic Development Administration, subject to review by the Office of the County Counsel as to form;
 - b. Certify that the Small Business Revolving Loan Fund is being operated consistent with the EDA approved administrative plan; and,
 - c. Authorize the Auditor-Controller to amend the Fiscal Year 2021-22 Adopted Budget to increase appropriations and estimated revenues by \$1,760,000 for the Revolving Loan Program, 011-1050-CAO040-8516, to recognize the investment by the U.S. Department of Commerce, Economic Development Administration (EDA) in the County's Small Business Revolving Loan Fund (SBRLF).
13. Support authorizing the Auditor-Controller to amend the FY2021-22 Election's Adopted Budget by increasing appropriations by \$1,312,292, resulting from increased expenditures related to the recall election (001-ELE001-1410-8064-6412) financed by increased state reimbursement revenue (001-ELE001-1410-8064-5460).
14. a. Support approval of a resolution to increase appropriations and revenues of \$1,030,207 for the Social Services - Area Agency on Aging's Fund 001, Appropriation Unit, SOC010 FY 2021-22 Adopted Budget to provide funding to various programs which will require a 4/5ths vote; and
 - b. Support authorizing and directing the Auditor-Controller to amend the FY 2021-22 Adopted Budget by increasing appropriations and revenues by \$1,030,207 in Social Services - Area Agency on Aging's Budget, Fund 001, Appropriation Unit SOC010 and will require a 4/5ths vote.
15. Support Natividad Medical Center to increase the project cost for the Pharmacy Renovation by \$705,411 for additional construction, inspection and permit fees for a total project cost of \$1,905,411.
16. a. Support amending the Fiscal Year (FY) 2021-22 Health Department Adopted Budget 001-4000-8124-HEA003 to add 1.0 FTE Management Analyst (MA) II, 4.0 FTE Behavioral Health Aide (BHA), 4.0 Community Service Aide (CSA) II, 1.0 FTE Supervising Public Health Nurse (SPHN), and 1.0 FTE Social Worker Supervisor (SWS) I, resulting in estimated increased costs of \$267,750 for FY 2021-22 and \$1,071,001 for FY 2022-23, financed by a combination of grant funds, Enhanced Care Management (ECM) revenue, and Whole Person Care (WPC) funds (4/5ths vote required); and

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- b. Support directing the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2021-22 Health Department Adopted Budget 001-4000-8124-HEA003.
- 17.** a. Support adoption of a resolution to amend the Department of Social Services Budget 001-5010-8262-SOC005 to add one (1) Social Work Supervisor II and four (4) Social Worker V for Social Services Aging and Adult Services;
- b. Support authorizing the Auditor-Controller and the County Administrative Office to incorporate the changes to the FY 2021-22 Adopted Budget 001-5010-SOC005-8262;
- c. Support approval for an increase in appropriations and estimated revenues of \$194,359 for the Social Services 001-5010-SOC005-8262 FY 2021-22 Adopted Budget which will require a 4/5ths vote; and
- d. Support authorizing the Auditor-Controller to amend the FY 2021-22 Adopted Budget by increasing appropriations and estimated revenues by \$194,359 in the Social Services Budget 001-5010-8262-SOC005 which will require a 4/5ths vote.
- 18.** a. Support adoption of a resolution to amend the Department of Social Services Budget 001-5010-8262-SOC005 to add one (1) Business Technology Analyst IV (16C93) to backfill for a current employee that will be assigned to the California Statewide automated Child Welfare System Case Management System (CWS/CMS) Migration Project;
- b. Support authorizing the Auditor-Controller and the County Administrative Office to incorporate the changes to the FY 2021-22 Adopted Budget 001-5010-SOC005-8262;
- c. Support approval for an increase in appropriations and estimated revenues of \$46,480 for the Social Services 001-5010-SOC005-8262 FY 2021-22 Adopted Budget which will require a 4/5ths vote; and
- d. Support authorizing the Auditor-Controller to amend the FY 2021-22 Adopted Budget by increasing appropriations and estimated revenues by \$46,480 in the Social Services Budget 001-5010-8262-SOC005 which will require a 4/5ths vote.
- 19.** a. Support adoption of a resolution to amend the Department of Social Services Budget 001-5010-8262-SOC005 to add one (1) Management Analyst II and reallocate one (1) Senior Account Clerk to one (1) Account Technician for Social Services Administration.
- b. Support authorizing the Auditor-Controller and the County Administrative Office to incorporate the changes to the FY 2021-22 Adopted Budget 001-5010-SOC005-8262;
- c. Support approval for an increase in appropriations and estimated revenues of \$47,666 for the Social Services 001-5010-SOC005-8262 FY 2021-22 Adopted Budget which will require a 4/5ths vote; and
- d. Support authorizing the Auditor-Controller to amend the FY 2021-22 Adopted Budget by increasing appropriations and estimated revenues by \$47,666 in the Social Services Budget 001-5010-8262-SOC005 which will require a 4/5ths vote.
- 20.** a. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to create the classification of Chief Assistant Public Defender with the salary range as indicated in Attachment A;
- b. Support amending the Public Defender Budget Unit 2270-8169-Fund 001 - Appropriation Unit PUB001 to reallocate and approve the reclassification of one (1) Assistant Public Defender to one (1) Chief Assistant Public Defender as indicated in Attachment A;
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- c. Support directing the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.
21. a. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A to adjust the base wage salary ranges of the Patient Services Representative I/II, Senior Patient Services Representative, and Supervising Patient Services Representative classifications as indicated in Attachment A;
- b. Support directing the Human Resources Department to implement the changes in the Advantage HRM system.
22. a. Support amending the Auditor-Controller's Office - Budget Unit 1110-8373-Fund 001 -Appropriation Unit AUD001 to allocate a Departmental Information Systems Manager II as indicated in Attachment A;
- b. Support directing the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2021-22 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

Regular Agenda

23. Receive the Monterey County Financial Forecast, which assesses the County's fiscal condition for the current year and three forecast years (Fiscal Year 2022-23 through Fiscal Year 2024-25).

ACTION: The Committee received the Monterey County Financial Forecast for FY 2022-23 through FY 2024-25.

24. a. Support request to reallocate unspent American Rescue Plan Act of 2021 (ARPA) funds to the Health Department; and
- b. Support request to amend the Health Department FY 2021-22 Adopted Budget to increase appropriations by \$4,298,565 (\$2,782,986 in the Public Health Bureau 001-4000-8124-HEA003 and \$1,515,579 in the Health Administration Bureau 001-4000-8438-HEA014) to accommodate COVID-19 response activities and procurement of testing supplies, financed by an increase in revenues in the CAO budget 001-1050-8041-CAO019 funded by ARPA funds; and
- c. Support directing the Auditor-Controller and County Administrative Office to incorporate the changes in the FY 2021-22 Health Department Adopted Budget.

ACTION: The Committee supported the recommendations under Item No. 24.a thru 24.c by consensus.

25. Support a recommendation that the Board of Supervisors adopt a resolution to:
- a. Authorize the Assistant County Administrative Officer and/or the Economic Development Manager to execute an Agreement for ARPA Economic Recovery Hospitality and Tourism Standard Agreement for Monterey County Convention and Visitors Bureau to perform all tasks necessary to develop and implement hospitality and tourism support services in Monterey County, for the period of three (3) years, for the term March 8, 2022, through December 31, 2024, in the amount not to exceed \$1,800,000; and
- b. Authorize the Auditor-Controller to amend the FY 2021-22 County Administrative Office

Development Set-Aside Adopted Budget 001-1050-CAO036-8512 to increase appropriations by \$360,000, financed by an increase in non-program revenue 001-1050-CAO019-8041 funded by ARPA revenue (4/5th vote required).

ACTION: The Committee supported the recommendations under Item No. 25.a and 25.b by consensus.

26. Support amending the FY 2021-22 Adopted Budget for Emergency Operations Center (EOC) 001-1050-CAO005-8541 to increase appropriations by \$1,438,412 financed by the Cannabis Tax Assignment (001-3132) in support of the EOC and ongoing COVID-19 operations throughout the County.

ACTION: The Committee supported the recommendation under Item No. 26 by consensus.

Quarterly Reports

27. Receive Natividad Medical Center's Financial Report for the second quarter (October 2021 thru December 2021) of fiscal year 2022.

ACTION: The Committee received NMC's Financial Report for the period October 2021 thru December 2021.

Semi-Annual Reports

28. Receive and accept the bi-annual financial report for the Information Technology Department (ITD) for FY 2021-22.

ACTION: The Committee received ITD's bi-annual financial report for FY 2021-22.

29. Receive and accept the semi-annual report of expenditures and caseload data for the Department of Social Services for the period of July through December 2021.

ACTION: The Committee received the semi-annual report of expenditures and caseload data for the Department of Social Services for the period July thru December 2021.

30. Receive a report on Natividad Medical Center's key capital projects as of December 31, 2021.

This item was deferred to the March meeting.

31. Receive the Monterey County Workforce Development Board FY 2021-22 Second Quarter Financial Status Report for the Workforce Innovation and Opportunity Act (WIOA) funded programs through December 31, 2021.

ACTION: The Committee received the Workforce Development Board second quarter financial report for the period ending December 31, 2021.

32. Consider receiving the Monterey County Water Resources Agency (MCWRA) FY 2021-2022 Financial Status Report through December 31, 2021.

This item was deferred to the March meeting.

Adjournment

The meeting adjourned at 3:00 p.m. The next meeting is scheduled for March 30, 2022 at 1:30 p.m. in the Monterey Room.