



MINUTES –SPECIAL MEETING
Tuesday, June 7, 2005 – HHS Conf. Rm., Bishop, CA

1. Call to Order, Establish Quorum, Public Comment

Commission Chair Griffiths opened the meeting at 6:10 pm. A legal quorum was present with Commissioners Lara Andersen, Jean Dickinson, Karen Harrison, and Margaret Peterson in attendance. Also present were Jacqueline Randall (First 5 Inyo County staff) and Genevieve Collignon, (Family Education Manager, Inyo Mono Advocates for Community Action.

Absent: Commissioners Cash and Dossey.

Commissioner Griffiths opened the meeting for Public Comment. No Public Comment

Commission Chair Griffiths closed the Public Comment period and opened the regular meeting.

2. Review of Legal Status Options for First 5 County Commissions

The Commission considered taking action based on the outcome of a Board of Supervisors Workshop held June 7, 2005 at 1:30 pm in Independence, California, regarding legal status and governance as it related to First 5 Inyo County (Children and Families Commission), identified appropriate next steps, including the Administrative Analyst II position vacancy, and discussed a follow-up Commission workshop with Mike Smith, SEI, president, Social Entrepreneurs, Inc. (SEI), and scheduled meeting date(s) as needed.

Administrative Analyst II position discussion:

Commissioner Griffiths reported that he had contacted Sherry Novick, Executive Director of the First 5 Association of California, regarding how long First 5 Inyo could operate without filling the Administrative Analyst II position. Her response was basically ‘as long as staff can handle the workload without causing delays in submission of State reports, which could affect Inyo’s finding stream’.

Commissioner Dickinson reviewed the progress to date she’s made, meeting in April with Personnel regarding a potential reclassification of the Administrative Analyst II position from a Class 68 to a Class 72 or 74. Union negotiations will also affect decisions about reclassification or change in governance of the Commission. Currently, the Inyo County Employees Association (ICEA) represents both staff positions, so any potential negative impact on Commission staff or other county employees will involve the Union.

Recruitment may draw different applicants based on the lower Administrative Analyst II requirements than the higher caliber Program Services Director proposed requirements and responsibilities.

Commissioner Dickinson stated she heard that there are least two good applicants potentially interested for the position. The applicant pool will likely be influenced by the reclassification decision by the Board of Supervisors, which will be reconsidered during budget hearings in mid- to late-September. If the pool of applicants doesn’t fill the needs of the position, hiring does not need to take place. A panel can be formed to discuss the desired qualities and qualification for the position.

D R A F T

The Board of Supervisors will consider requests for the Administrative Analyst II position (lift hiring freeze, authorize hiring, reclassification) at their June 14, 2005 meeting. Normal recruitment periods are open for two or three weeks.

Options the Commission discussed:

1. Recruit a temporary employee for a 6-month period, with one optional additional 6-month period. This would allow permanent hiring once the reclassification decision is made in September. Disadvantage: temporary positions offer no County benefits, could limit the number and caliber of applicants. The County offers a good comprehensive benefits package that draws interest in County employment.
2. Contract out some or all of the Administrative Analyst II responsibilities. Commissioner Peterson stated this still is a labor issue because County job(s) are being lost when work is contracted out.
 - An alternative could be that certain functions (i.e. the annual reports or portions of the annual report) be contracted out. This would entail writing an RFQ (Request for Qualifications) and going through a bid process, which may not work within report deadlines. With Jackie the only staff currently to support the Commission office, writing the RFQ would fall upon the Commissioners. This may not even be an issue, depending on the qualifications of the candidates and who's hired.

History:

For two years the former Commission felt that the Administrative Analyst II position warranted reclassification to a higher Class based on the changes in the position from its inception. When the Commission first formed, there was no staff support. That quickly became unmanageable. Part time staff was hired demands required a change to full time, then to hire a second staff person.

The Commission wishes to proceed with a benefited position and directed Commissioner Dickinson to proceed with Board and Personnel action. A determination will be made at a later time whether there is a need to contract work out.

Commissioner Andersen made a motion to authorize the HHS to continue pursuing having the Board of Supervisors lift the hiring freeze, make a determination about a Reclassification of the Administrative Analyst position to a Class 74, and to direct Personnel to proceed with recruitment and interviewing. Commissioner Harrison seconded the motion. Motion approved unanimously.

Governance discussion:

The Commission discussed potentially hiring a Consultant to investigate governance and cost issues if the Administrative Analyst position continues to be vacant for a length of time. Although willing to gather costs information, some of the Commissioners are not sure what information should be gathered.

Staff was directed to place a continuing discussion item on the next regular Commission meeting agenda, as a standing agenda item, to discuss possible changes in the governance structure, until such time as a determination has been made. The Commission will continue to gather information as it becomes available.

D R A F T

Legal Status and Governance Workshop:

The Commission wishes to pursue a workshop presentation by Mike Smith of Social Entrepreneurs, Inc. around legal status issues and governance. Of the possible dates were discussed, October 20th works best for the majority of the Commissioners. Staff will contact Mike Smith to confirm his availability on this date and begin the necessary paperwork, including obtaining a cost estimate for the workshop, and drafting contract documents.

Meeting adjourned at 7:20 P.M.

NOTICE: The next Commission Meeting is scheduled for June 30, 2005 at 9:00 AM. The meeting location will be at the Health and Human Services Conference Room, 1351 Rocking W Drive, Bishop, CA