

Clerk of the Board of Supervisors

Rachel Ferris – Clerk of the Board

Clerk of the BOS 101-1701	FY 21/22 Adopted Budget	FY 22/23 CAO Recommended	Change
EXPENDITURES			
Salaries and Benefits	\$323,836	\$321,586	(\$2,250)
Services and Supplies	\$49,975	\$84,066	\$34,091
Other Charges	\$0	\$59,069	\$59,069
Fixed Assets			\$0
TOTAL EXPENDITURES	\$373,811	\$464,721	\$90,910
REVENUE			
Fed/State			\$0
Grant			\$0
Realignment			\$0
Fees/Misc	\$4,700	\$4,525	(\$175)
TOTAL REVENUE	\$4,700	\$4,525	(\$175)
FUND BALANCE			\$0
NET COUNTY COST	\$369,111	\$460,196	\$91,085

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 County departments, 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, resolutions, and the Administrative Policy and Procedures Manual. 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.

Accomplishments

FY 2022-2023

- Received final component of the Audio/Visual update and scheduled training for staff
- 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, and created agendas for four Liaison Committee Meetings (Marysville, Linda, OPUD, Wheatland)
- Coordinated Assessment Appeal Board hearings for applications and received applications for changed assessments
- Continue to hold Board of Supervisors meeting in person and via Zoom
- Provided service to public and staff while maintaining full regular operating hours and response time for requests

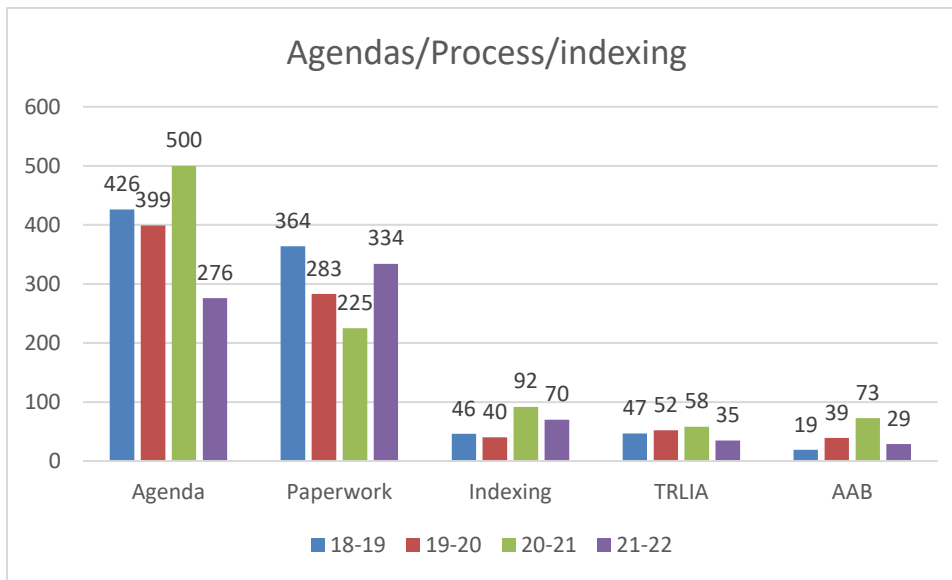
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Performance Measures FY 2021-2022

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. The below graph demonstrates time spent on creating agendas, participating in meetings and processing paperwork; and does not address all the tasks of this office.

- ◆ 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 this includes hours spent hosting Zoom meeting.
- ◆ Paperwork - Minutes/Indexing: Consists of creating and editing minutes, and indexing.
- ◆ Three Rivers Levee Improvement Authority: Clerk meetings, create minutes, and process paperwork.
- ◆ Assessment Appeals: Receive, review, and process applications, prepare correspondence, hearing notices, and clerk hearings.
- ◆



- ◆ Grand Jury: We work closely with the 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. We serve as a Liaison between all Departments and Grand Jury.

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Goals and Objectives

FY 2022-2023

- 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 savings