

# Clerk of the Board of Supervisors

Mary Pasillas, Clerk of the Board

Clerk of the BOS 101-1701	FY 22/23 Adopted Budget	FY 23/24 CAO Recommended	Change
<b>EXPENDITURES</b>			
Salaries and Benefits	\$376,098	\$384,509	\$8,411
Services and Supplies	\$84,566	\$73,039	(\$11,527)
Other Charges	\$59,069	\$59,069	\$0
Fixed Assets			\$0
<b>TOTAL EXPENDITURES</b>	<b>\$519,733</b>	<b>\$516,617</b>	<b>(\$3,116)</b>
<b>REVENUE</b>			
Fed/State			\$0
Grant			\$0
Realignment			\$0
Fees/Misc	\$4,525	\$12,600	\$8,075
<b>TOTAL REVENUE</b>	<b>\$4,525</b>	<b>\$12,600</b>	<b>\$8,075</b>
<b>FUND BALANCE</b>			<b>\$0</b>
<b>NET COUNTY COST</b>	<b>\$515,208</b>	<b>\$504,017</b>	<b>(\$11,191)</b>

## Program Description

The Clerk of the Board of Supervisors office performs numerous duties in its charge to provide administrative support to the Board of Supervisors and various County departments, as well as acting as an informational resource 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 but are not limited to maintaining Board records and agendas, preparing and monitoring multiple budgets, and clerking and taking minutes of all sessions of the Board and other affiliated agencies.

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

One Office Specialist position was added to provide assistance to the Board of Supervisors with their personal calendars, schedules, and assist the Clerk of the Board with front office infrastructure.

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## Accomplishments

### FY 2022-2023

- Yuba.Org Website
  - Resolutions uploaded from 2013 through current date.
  - Minutes uploaded from 2003 through current date.
- Questys/LSX Data Management System
  - Resolutions uploaded from 1970 through current date.
  - Minutes uploaded from 1970 through current date.
  - Ordinances uploaded from 1970 through current date.
- Prepared and maintained agendas, minutes, resolutions, ordinances, and contracts of the 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 4 Liaison Committee Meetings (Marysville, Linda, OPUD, Wheatland).
- Coordinated Assessment Appeal Board hearings for applications and received applications for changed assessments.
- Clerked Board of Supervisors meetings in person and hosted virtually via Zoom.
- Provided prompt and accurate customer service to public and staff while maintaining full regular operating hours.

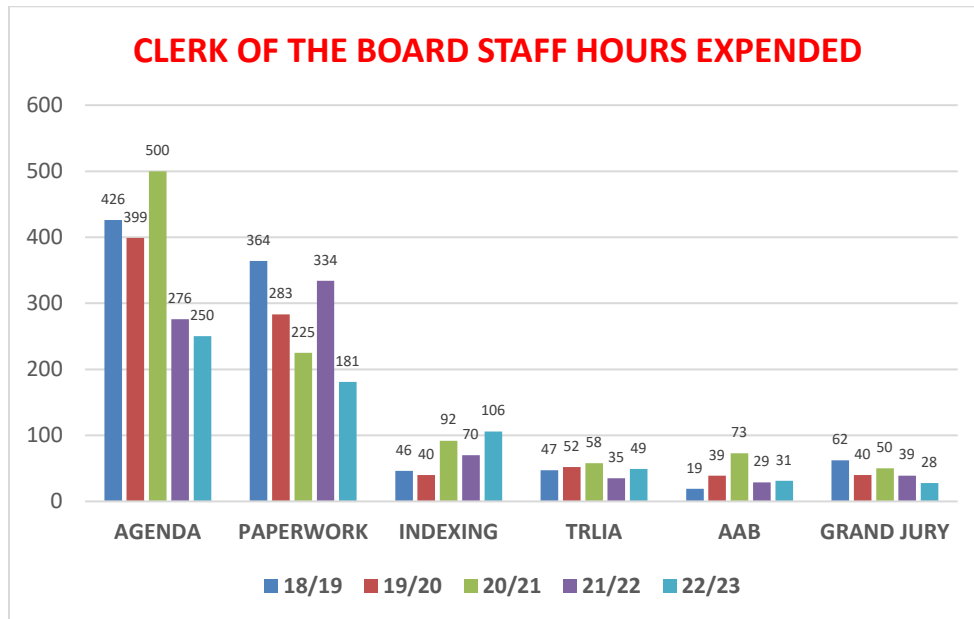
## Performance Measures

### FY 2022-2023

Although we continue to improve our data collection methods, we are able to capture a clear picture of how our time is managed performing various tasks. The following graph demonstrates time spent creating and refining agendas, clerking and hosting various meetings, and paperwork processing and follow-up. However, it does not address all the tasks of this office.

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- Agenda processing consists of all tasks related to receiving and reviewing items, compiling, creating, publishing, and posting agendas.
- Board meetings: Hours spent actively clerking board meetings; 2020/2021 year includes hours spent hosting Zoom meetings.
- Paperwork - Minutes/Indexing: Consists of creating, editing, and indexing meeting minutes.
- Three Rivers Levee Improvement Authority: Clerk meetings, create minutes, and process paperwork.
- Assessment Appeals: Receive, review, and process applications, prepare correspondence and hearing notices, and Clerk hearings.
- Grand Jury: We serve as liaison between all departments and the Grand Jury, working closely with the Grand Jury Foreperson and Secretary. The Clerk of the Board staff receives and reviews all timesheets and prepares claim forms for stipends and other budgetary items. We also maintain the Grand Jury budget and manage all supplies/equipment needs.

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## Goals and Objectives

### FY 2023-2024

- Continue to implement document imaging retrieval on the County website for easy access of public and staff.
- Build database of Board minutes, resolutions, ordinances, live video stream and agendas.
- Facilitate Brown Act and Public Records Act training for Boards, Committees, and Commissions.
- Facilitate agenda preparation workshop for County staff.
- Develop informational handout for Board appointed representatives regarding general roles and responsibilities.
- Continue reviewing office and agenda procedures for improved efficiency and efficacy.
- Seek opportunities to streamline operations for increased cost and time saving.

## Pending Issues/Policy Considerations

### FY 2023-2024

None at this time