

NED COE
1st District

SHANE STARR
2nd District

KATHIE RHOADS
3rd District

CASEY COCKRELL
4th District

GERI BYRNE
5th District



TIFFANY A. MARTINEZ
CLERK OF THE BOARD
OF SUPERVISORS

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BOARD OF SUPERVISORS MEETING SPECIAL MEETING

May 19, 2025

3:00 PM Call to Order

Attendee Name	Title	Status	Arrived
Ned Coe	Supervisor District I	Remote	3:05 PM
Shane Starr	Supervisor District II	Present	3:00 PM
Kathie Rhoads	Supervisor District III	Present	3:00 PM
Casey Cockrell	Supervisor District IV	Present	3:00 PM
Geri Byrne	Supervisor District V	Present	3:00 PM
Chester Robertson	County Administration Officer	Remote	3:00 PM
Margaret Long	County Counsel	Remote	3:00 PM
Tiffany Martinez	Clerk of the Board/ACAO	Present	3:00 PM

Pledge of Allegiance

Moment of Prayer

Approval or Additions/Deletions to Agenda

Motion to approve the agenda as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shane Starr, Supervisor District II
SECONDER:	Casey Cockrell, Supervisor District IV
AYES:	Coe, Starr, Rhoads, Cockrell, Byrne

1. Board of Supervisors Items:

1.a. DISCUSSION/INFORMATION: Update and discussion on the Payroll and Audit Committee meeting held on May 15, 2025. (Board of Supervisors)

Supervisor Rhoads provided an update on the Payroll and Audit Committee meeting held on May 15, 2025, where there was a presentation by CliftonLarsenandAllen (CLA) on the Business Opportunity Assessment in relation to the financial systems used throughout the county.

Supervisor Byrne reported that the County of Modoc has come a long way in the fourteen years she has been on the Board. Supervisor Byrne stated the presentation by CLA was very detailed, and the assessment shows that there is still work that needs to be done to reduce the manual processes throughout the county.

County Administrative Officer, Chester Robertson, provided an update on the Business Opportunity Assessment prepared by CLA at the Payroll and Audit Committee meeting held on May 15, 2025. County Administrative Officer Robertson detailed the Business Opportunity Assessment, which is just under seventy (70) pages, has a proposed timeline, findings from the interviews, and review of documents submitted by nearly all of the departments across the county, and proposed collaborative structures as a primary objective. County Administrative Officer Robertson reported the Payroll and Audit committee recommended the County immediately begin implementing the strategies within the Business Opportunity Assessment. County Administrative Officer Robertson reported CLA would provide a summary report to the full Board of Supervisors on May 27, 2025. County Administrative Officer Robertson reported on the timeline for implementation, recommended strategies for the collaborative groups, and a consultant to lead the process. County Administrative Officer Robertson reported on the positions within the county that would need to be filled to implement the proposed software detailed in the report.

3:05 p.m. Supervisor Coe entered the meeting via teleconference.

County Counsel, Margaret Long, requested that Supervisor Coe report on his need for remote participation.

Supervisor Coe reported he is currently traveling on county business.

Ordered on a motion by Supervisor Rhoads, seconded by Supervisor Starr to approve Supervisor Coe attending the meeting remotely.

Motion carried unanimously.

County Administrative Officer Robertson reported that the main focus of the Business Opportunity Assessment was the upgrade of the general ledger accounting system. County Administrative Officer Robertson reported the Auditor has reached out to Central Square to set up a meeting on the potential of upgrading the financial system to the cloud-based system, Finance Enterprise. County Administrative Officer Robertson detailed the path for decentralization from the Auditor's office to county staff entering data into the financial system. County Administrative Officer Robertson reported that the critical county positions would not be filled until June. County Administrative Officer Robertson detailed the update on the ADP payroll system and the challenges which are present to accomplish these goals while also implementing a new financial system. County Administrative Officer Robertson reported on the efficiency gains which could be realized by implementing the ADP Time in Attendance module.

Auditor, Stephanie Wellemeyer, provided an update on the activities she has completed since the Payroll and Audit Committee meeting. Auditor Wellemeyer reported she has established a meeting with Central Square to review the upgrade of the county's financial accounting system and has

included the Information and Technology Ad Hoc Committee and the Office of Administration on the meeting information. Auditor Wellemeyer reported on the cost estimates for the upgrade of the financial system. Auditor Wellemeyer reported on the progress of the ADP time and attendance module to provide an update on the loss of the Payroll Specialist III within the payroll department. Auditor Wellemeyer reported that ADP has sent a questionnaire from ADP, which would need to be completed to begin the implementation process of the time and attendance module. Auditor Wellemeyer reported she would be holding a meeting with the Payroll Specialist III to review payroll reports. Auditor Wellemeyer reported that the Payroll Specialist III would be in the department until the end of June, and then Auditor Wellemeyer would be processing payroll moving forward. Auditor Wellemeyer stated she would be learning the ins and outs of payroll and reporting, but stated she feels there could be room for improvement within the payroll process and areas where the process could be streamlined.

Supervisor Starr asked about ADP and whether the software integrates with the financial systems.

Auditor Wellemeyer reported on how the software systems currently work and how they could potentially work in the future.

A discussion was held on the sequence of software implementation.

Human Resources, Pam Randall, asked if the Auditor's Office is currently using Active Directory Integration (ADI), which is a bridge between the software programs.

A discussion was held on the current and proposed payroll process.

County Administrative Officer Robertson reported on the recommendation from CLA to update the payroll cycle from retrospective to prospective. County Administrative Officer Robertson reported this would be proposed as a future action, but reported that if the Board provided direction to move forward with this recommendation, his office would begin discussions with the labor unions regarding the transition.

3:30 p.m. Motion to go into Closed Session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shane Starr, Supervisor District II
SECONDER:	Casey Cockrell, Supervisor District IV
AYES:	Coe, Starr, Rhoads, Cockrell, Byrne

2. Closed Session:

2.a. CLOSED SESSION: Public Employee Performance Evaluation (Pursuant to CA Government Code 54957): Title: County Administrative Officer. (Board of Supervisors)

County Counsel, Margaret Long, reported the Board met in closed session on one item and the report out is direction given to the County Administrative Officer in consultation with the Chair of the

Board to research and seek bids for a contractor to take over the payment of payroll and to report back to the full Board of Supervisors.

RESULT:	DIRECTION GIVEN
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4:41 p.m. The Board reconvened and reported out of closed session with Supervisor Rhoads, Starr, Cavasso, and Byrne present. Supervisor Coe was present by remote location.

ADJOURNMENT

Motion to adjourn.

Motion to adjourn the May 19, 2025 meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kathie Rhoads, Supervisor District III
SECONDER:	Shane Starr, Supervisor District II
AYES:	Coe, Starr, Rhoads, Cockrell, Byrne

The meeting was adjourned at 4:42 PM

There being no further business to come before the Board at this time, the meeting was adjourned to meet in regular session Tuesday, May 27, 2025 at 10:00 a.m.

Tiffany A. Martinez
Clerk of the Board

Ned Coe
Chair of the Board