



# County of El Dorado

Charter Review Committee  
330 Fair Lane, Building "A"  
Placerville, CA 95667

## Minutes - Draft Charter Review Committee

*Richard Ross, District 1*  
*Cherie Raffety, District 2*  
*Jim Mitrisin, District 3*  
*Bill Carey, District 4*  
*Jeanne Harper, District 5*

*Alternate Members:*  
*Tim White, District 1*  
*Mindy Jackson, District 3*

*Paula Frantz, Sr. Deputy County Counsel*  
*Emma Owens, Principal Management Analyst*  
*Kaylee Runkle, Sr. Deputy Clerk of the Board of Supervisors*

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Monday, August 1, 2022

4:00 PM

<https://edcgov-us.zoom.us/j/87508842370>

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330 Fair Lane, Building A  
Placerville, CA

OR

Live Streamed - [Click here to view](#)

**PUBLIC PARTICIPATION INSTRUCTIONS:** The Committee meeting room will be open to the public. The meeting will continue to be live-streamed via Zoom.

Members of the public may address the Committee in-person or via Zoom to make a public comment. The public should call into 530-621-7603 or 530-621-7610. The Meeting ID is 875 0884 2370. Please note you will not be able to join the live-stream until the posted meeting start time.

To observe the live stream of the Committee meeting go to  
<https://edcgov-us.zoom.us/j/87508842370>.

If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press \*9 to indicate a desire to make a comment. Speakers will be limited to 3 minutes.

By participating in this meeting, you acknowledge that you are being recorded.

**PROTOCOLS FOR PUBLIC COMMENT**

Public comment will be received at designated periods as called by the Committee Chair.

Individuals will have three minutes to address the Committee. Except with the consent of the Committee, individuals shall be allowed to speak to an item only once.

Individual Committee members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Committee.

If a person providing input to the Committee creates a disruption by refusing to follow Committee guidelines, the Committee Chair may take the following actions:

Step 1. Request the person adhere to Committee guidelines. If the person refuses, the Committee Chair may turn off the speaker's microphone.

Step 2. If the disruption continues, the Committee Chair may order a recess of the Committee meeting.

Step 3. If the disruption continues, the Committee Chair may order the removal of the person from the Committee meeting.

**CALLED TO ORDER AT 4:00 P.M.**

**Present:** 7 - Member Ross, Member Mitrison, Member Carey, Member Harper, Member Raffety, Alternate Jackson and Alternate White

**ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR**

*There was no public comment.*

**A motion was made by Member Mitrison, seconded by Member Carey to Adopt the Agenda and Approve the Consent Calendar.**

**Yes:** 5 - Member Ross, Member Mitrison, Member Carey, Member Harper and Member Raffety

**CONSENT CALENDAR**

- 4. 22-1360** Charter Review Committee recommending as a result of ongoing concerns related to COVID-19, approve the following finding pursuant to Government Code subsection 54953(e)(3) in order to allow for the continued use of virtual or hybrid Charter Review Committee meetings as authorized under Assembly Bill 361: Pursuant to Government Code subsections 54953(e)(3)(A) and (e)(3)(B)(ii), the Charter Review Committee has reconsidered the circumstances of the Governor's proclaimed state of emergency resulting from COVID-19 and finds that the El Dorado County Public Health Officer continues to recommend measures to promote social distancing, as documented in the September 30, 2021 "Public Health Officer's Recommendations for Safe Board and Commission Meetings During COVID-19 Pandemic".

**This matter was Approved on the Consent Calendar.**

**END OF CONSENT CALENDAR****INTRODUCTION AND OVERVIEW**

- 1. 22-1349** County Counsel instruction on purpose of the Charter Review Committee including a discussion regarding the Ralph M. Brown Act (Open Meetings Law).

*There was no public comment.*

**Paula Frantz, Sr. Deputy County Counsel provided the Committee with a general overview of the County Charter and provided the committee with an overview of the Ralph M. Brown Act.**

2. **22-1350** Chief Administrative Office provide an introduction to the documents provided to the committee.

*Public Comment: T. White*

**Emma Owens, Principal Management Analyst with the Chief Administrative Office provided a brief overview of the Charter, Charter Review process, Charter Review history and Charter Review topics.**

3. **22-1352** Committee Members to provide a brief introduction and their interest in the Charter Review Committee.

*Public Comment: A. Nevis*

**Members introduced themselves and gave a brief introduction of their interest in the Committee.**

## **OPEN FORUM**

*There was no public comment.*

Open Forum is an opportunity for members of the public to address the Committee on subject matter that is not on their meeting agenda and within their jurisdiction. Public comments during Open Forum are limited to three minutes per person. The Committee Chair may limit public comment during Open Forum.

## **MEMBER REPORTS**

*There was nothing to report.*

## **STAFF/COUNSEL REPORTS**

**Paula Frantz, Sr. Deputy County Counsel explained her role in the Charter Review Committee and explained that she will provide reports at future meetings as necessary.**

**AGENDA ITEMS**

5. 22-1353 Election of Charter Review Committee Chair and Vice Chair.

*There was no public comment.*

**A motion was made by Member Raffety, seconded by Member Mitrison to nominate Bill Carey as Chair for the Charter Review Committee.**

**A motion was made by Member Harper, seconded by Member Ross to nominate Member Mitrison as Vice Chair for the Charter Review Committee.**

**Yes:** 5 - Member Ross, Member Mitrison, Member Carey, Member Harper and Member Raffety

6. 22-1354 Committee to determine the date for their next meeting and, if appropriate, establish a meeting schedule. Pursuant to El Dorado County Charter section 701, the Charter Review Committee shall hold at least two (2) public hearings prior to making any recommendation(s) to the Board of Supervisors.

*Public Comment: T. White*

**After a discussion amongst the members regarding future meeting dates it was determined Chair Carey will work with Clerk of the Board, Chief Administrative Office and County Counsel staff to determine staff and meeting room availability. Chair Carey will provide the information to members and members will send their schedule availability to Chair Carey. This information will be used to determine the Committee meeting schedule going forward.**

**7. 22-1355**

Committee to review and discuss the list of Charter Review Committee topics provided by the Board of Supervisors, determine an approach for reviewing the topics, and provide direction to staff as needed.

*Public Comment: T. White, A. Nevis, M. Jackson.*

The Committee reviewed the following list of 6 topics provided by the Board of Supervisors. The committee discussed how to approach each topic and provided direction to staff as summarized below:

**1) Consider any possible Grand Jury reports.**

The Committee determined there were no specific recommendations from the Grand Jury report to be addressed at this time.

**2) Examine an additional third term in office for Board members excluding current sitting Board members.**

The Committee has given direction to review this topic at a future meeting date to be determined.

**3) Examine staggered terms for Elected Department Heads.**

The Committee has given direction to review this topic at the next committee meeting. County Counsel staff will research staggered terms and Chief Administrative Office (CAO) staff will compile past charters, the information will be available for review at the next meeting.

**4) Align the County Charter with County Ordinance with regards to the Civil Service Commission.**

The Committee has given direction to review this topic at the next committee meeting. CAO staff will invite the Human Resources Director to attend and will compile the differences between the County Ordinance and County Charter, the information will be available for review at the next meeting.

**5) Examine increasing the number of Board members from five (5) to seven (7) members.**

The Committee has given direction to review this topic at a future meeting date to be determined.

**6) Examine term limits for Elected Department Heads and whether certain Elected Department Heads should be appointed rather than elected.**

The Committee has given direction to review this topic at a future meeting date to be determined.

## **FUTURE AGENDA ITEMS**

Committee to provide direction to staff as needed regarding future agenda items

Committee members can give suggestions to the Chair for future agenda items. The Chair will work with Emma Owens in the CAO's Office who will be drafting agenda items.

**ADJOURNED AT 6:40 P.M.**