

BOARD OF SUPERVISORS

Terrell Swofford, Vice Chair 1st District
Robert A. Meacher, Chair 2nd District
Sharon Thrall, 3rd District
Lori Simpson, 4th District
Jon Kennedy, 5th District

AGENDA FOR MEETING OF JANUARY 17, 2012 TO BE HELD AT 10:00 A.M. IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA

www.countyofplumas.com

AGENDA

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

CONSENT AGENDA: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

STANDING ORDERS

10:00 A.M. **CALL TO ORDER/ROLL CALL**

INVOCATION AND FLAG SALUTE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

ACTION AGENDA

Convene as the Governing Board for Special Districts

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Grizzly Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District.

1. 10:10 **GRIZZLY RANCH CSD** – Robert Perreault

Approve payment of Invoice No. 10270 from Signa Mechanical of \$1,415.94 without a contract

2. **WALKER RANCH CSD** – Robert Perreault

Approve and authorize the County Engineer to sign Addendum No. 2 to contract between Walker Ranch CSD and Bequette & Kimmel Accounting to process billing of water and sewer fees to property owners

Adjourn as the Governing Board for Special Districts and reconvene as the Board of Supervisors

3. 10:20 **PLUMAS COUNTY COORDINATING COUNCIL** – Robert Perreault

Consideration of the proposed Federal Advisory Committee on the implementation of the new USFS Planning Rule. Discussion, possible action and/or direction to staff

4. 10:30 **LASSEN COUNTY FIRE SAFE COUNCIL** – Tim Keesey

Approve and authorize the Chair to sign letter of support to the Sierra Nevada Conservancy regarding Grant Application for Clear Creek Forest and Meadow Watershed Restoration Project

5. 10:40 **BOARD OF SUPERVISORS**

A. Allocate \$500,710 by project as outlined in 2011 Title III Application No. 2 – Plumas County approved by the Board on September 20, 2011. Discussion, possible action and/or direction to staff

B. Correspondence

C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.

D. Appointments

REGIONAL COUNCIL OF RURAL COUNTIES (RCRC) BOARD OF DIRECTORS

Selection of Director and Alternate for 2012 RCRC Board of Directors

6. 11:00 **COUNTY ADMINISTRATIVE OFFICE** – Jack Ingstad
FY 2011-2012 Mid-Year Preliminary Budget Briefing
7. 11:15 **MANAGEMENT COUNCIL**
Report and update on activities of Management Council and recommendation on FY 2011-2012 Mid-Year Preliminary Budget
8. 11:30 **PLUMAS COUNTY VISITORS BUREAU** – Greg O'Sullivan
Request to appropriate \$67,500 from the General Fund Contingency to continue operations of the Plumas County Visitors Bureau for the remainder of FY 2011-2012. **Four/fifths required roll call vote**

9. CONSENT AGENDA

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A. BOARD OF SUPERVISORS

Appropriate \$200,000 from Title III Contingencies (20027-528400) to Sheriff Search & Rescue (20027-585160) approved by the Board on September 20, 2011. **Four/fifths required roll call vote**

B. SHERIFF

Approve supplemental budget of \$46,797 (Department 70362-Sheriff AB 109) for portion of Community Corrections Partnership budget

C. TREASURER/TAX COLLECTOR

- 1) Adopt **RESOLUTION** renewing the delegation of authority to the Treasurer to invest county funds and funds of other depositors.
- 2) Approve Treasurer's Investment Policies and Guidelines as presented

D. ELECTIONS

Adopt **RESOLUTION** authorizing the County Clerk-Registrar of Voters to conduct a vote-by-mail election on May 08, 2012 at the request of West Almanor Community Services District to extend and increase a special tax

E. PROBATION

Authorize the Auditor/Controller to move AB109 budget previously approved by the Board from Department 0001-20400 to Probation Grant Fund 0046 for more accurate record keeping

F. PUBLIC WORKS

Approve Change Orders 1 & 2 to Graeagle Transfer Station Electric Repair Contract for electrical work at the Graeagle Transfer Station and electrical work at the Gansner Park Project, and authorize the County Administrative Officer and the Director of Public Works to sign

G. LOCAL CHILD CARE PLANNING COUNCIL

Approve and authorize the Chair to sign the Certification Statement regarding composition of LPC Membership for 2012

NOON RECESS

10. 1:30 P.M. **PUBLIC AGENCY RETIREMENT SERVICES** – Mitch Barker
Presentation regarding “Complying with GASB 45”. Discussion, possible action and/or direction to staff

11. 2:00 **COUNTY ADMINISTRATIVE OFFICE** – Jack Ingstad
DEPARTMENTAL MATTERS

- A. **SOCIAL SERVICES** – Elliott Smart
Presentation regarding the Path2Health Medical Assistance Program
- B. **EMERGENCY SERVICES** – Jerry Sipe
Report and update on activities of the Fire and Emergency Services Feasibility Study Group.
Discussion and possible direction to staff
- C. **AIRPORTS** – Joe Wilson
Approve 2012 Airports Capital Improvement Plan and authorize submittal to the FAA
- D. **CRITICAL STAFFING COMMITTEE** – Gayla Trumbo
Critical Staffing report and possible action to refill the following positions:
Social Services
1.0 FTE Office Assistant III
1.0 FTE Benefits Assistant Counselor
1.0 FTE Supervising Social Worker,
1.0 FTE Employment and Training Worker III
Mental Health
1.0 FTE Psychiatric Nurse/Technician I or II
Public Works
1.0 FTE Power Equipment Mechanic.

12. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3, and Confidential Employees

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, January 24, 2012, Board of Supervisors Room 308, Courthouse, Quincy, California.

AGENDA REQUEST

January 9, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Manager, GRCSD

Subject: Agenda Request for the January 17, 2012 meeting of the Grizzly Ranch CSD Governing Board

Approval for the County Auditor to Pay Invoice #10270 from Signa Mechanical in the amount of \$1,415.94, without a contract.

Background:

In August 2011, the CSD Operator (PERC) of the Grizzly Ranch CSD experienced 2 grinder pump failures in the subdivision wastewater collection system. Another grinder failure occurred in September, 2011. At that time, there were no spare pumps in inventory.

The CSD Operator borrowed a spare unit from the subdivision Developer and requested approval from the GRCSD Manager to purchase new pumps.

The request was approved as an urgency item. Thereafter, the CSD Operator hired Signa Mechanical to repair or replace pumps. All work invoiced to date has been approved by the CSD Operator and the GRCSD Manager.

During post-work attempts at developing a contract mutually acceptable to both the GRCSD staff and Signa Mechanical, it became apparent that an impasse had been reached such that the Office of County Counsel would not approve the contract as to form, or, the GRCSD Manager needed to accept liability risk, which is not an option to the GRCSD Manager.

In order to expedite payment to the contractor following the impasse, a Purchase Order was prepared in the amount of \$4,522.01 for only costs involving purchase of supplies and equipment, i.e., not involving labor. The undersigned and the CAO have signed a purchase order and a claim has been submitted for payment.

The remaining amount due, \$1,415.94, involves labor and is submitted for consideration and approval by the Governing Board, without a contract.

A copy of the labor-related invoice is attached.

Recommendation:

It is respectfully recommended that the GRCSD Governing Board approve payment of Invoice #10570 to Signa Mechanical in the amount of \$1,415.94, without a contract, and to retroactively ratify all Signa Mechanical invoices pertaining to this matter that are approved for payment by the GRCSD Manager.

WALKER RANCH COMMUNITY SERVICES DISTRICT
C/O PLUMAS COUNTY ENGINEERING DEPARTMENT
555 MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6134
Robert A. Perreault, Jr., P.E. *County Engineer and Manager, WRCSD*



AGENDA REQUEST

Date: January 9, 2012

To: Honorable Governing Board of the Walker Ranch CSD

From: Bob Perreault, Manager, Walker Ranch CSD

Subject: Agenda Request for the January 17, 2012 meeting of the Plumas County
Governing Board of Supervisors

Approval of Addendum #2 to the contract between Walker Ranch CSD and
Bequette & Kimmel Accounting

Background: Walker Ranch CSD entered into a contract with Bequette & Kimmel Accountants on February 13, 2006 to process the billing of water & sewer fees to property owners within the boundaries of the CSD.
Bequette & Kimmel has provided exemplary service to the CSD.

Recommendation: Approval of the Addendum #2 to the contract between Walker Ranch CSD And Bequette & Kimmel.

Walker Ranch Community Services District

ADDENDUM #2 TO CONTRACT BETWEEN BEQUETTE & KIMMEL ACCOUNTANCY CORPORATION AND WALKER RANCH COMMUNITY SERVICES DISTRICT

This addendum is hereby made part of the agreement between Bequette & Kimmel, Accountancy Corporation, previously known as Bequette, Kimmel & Oravetz Accountancy Corporation ("B&K"), and the Walker Ranch Community Services District, a political subdivision of the State of California ("CSD"), executed by the parties on February 13, 2006 and February 21, 2006 and attached hereto as Exhibit "A" as amended by that certain addendum executed by the parties on March 24, 2010, April 5, 2010 and July 14, 2011 and attached hereto as Exhibit "B".

The parties agree to the following terms and conditions which shall be incorporated by reference into the agreement:

1. Paragraph 4 is amended to read as follows:
The term of this contract shall commence January 1, 2012 and the term shall be for 2 year, ending December 31, 2014, unless renewed or terminated.
It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this contract, insufficient funds are appropriated to make the payments called for by this contract, this contract shall be of no further force or effect. In this event, the CSD shall have no liability to pay any further funds whatsoever to B&K or furnish any other consideration under this contract and B&K shall not be obligated to perform any further services under this contract. If funding for any fiscal year is reduced or deleted for the purposes of this program, the CSD shall have the option to either cancel this contract with no further liability incurring to the CSD, or offer an amendment to B&K to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. B&K acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
2. It is understood that B&K is not acting hereunder as an employee of the CSD, but solely as an independent contractor. B&K and its officers, agents and employees are no, and shall not be deemed employees of the CSD for any purpose. B&K shall be solely responsible for the salaries and other applicable benefits, including Workers Compensation, of all of B&K's employees performing under this contract. B&K shall, at its own risk and expense, determine the method and manner by which duties imposed on B&K by this contract shall be performed. B&K, by virtue of this contract, has no authority to bind, or incur any obligation on behalf of CSD. Except

as expressly provided in this contract, B&K has no authority or responsibility to exercise any rights or power vested in CSD. It is understood by both B&K and the CSD that this contract shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

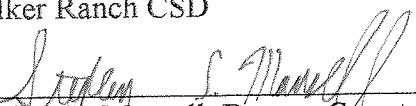
3. B&K agrees to maintain the following insurance coverage throughout the term of this contract:
 - a. General liability and professional liability coverage with a minimum per occurrence limit of five hundred thousand dollars (\$500,000.00)
 - b. Automobile liability coverage (including non-owned automobiles) with a minimum bodily injury with a limit of two hundred fifty thousand dollars (\$250,000.00) per person and five hundred thousand dollars (\$500,000.00) per accident, as well as a minimum property damage limit of fifty thousand dollars (\$50,000.00) per accident.
 - c. Workers Compensation insurance in accordance with California state law.

If requested by the CSD in writing, B&K shall furnish a certificate of insurance satisfactory to the CSD as evidence that the insurance required above is being maintained. Said certificate shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days prior written notice to the CSD. The CSD reserves the right to require complete certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. All insurance policies shall be endorsed to name the CSD, its officers, officials, employees, representatives and agents as additional insured's. B&K's insurance shall be primary insurance as respects the CSD, its officers, officials, employees, representatives and agents and any insurance or self-insurance maintained by the CSD, its officers, officials, employees, representatives and agents shall be in excess of the B&K's insurance and shall not contribute with it. B&K shall require that each of its subcontractors maintain insurance meeting all of the requirements of this section.

4. All other terms and conditions of the agreement remain unchanged.

WALKER RANCH COMMUNITY SERVICES DISTRICT

County Engineer acting as Manager of the
Walker Ranch CSD

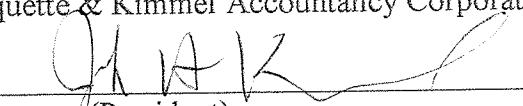

Stephen L. Mansell, Deputy County Counsel

Date: _____

Date: 12/27/2011

Jack Ingstad, County Administrator

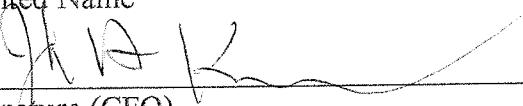
Bequette & Kimmel Accountancy Corporation


Signature (President)

John A. Kimmel
Printed Name

Date: 12-27-11

Owner
Title


Signature (CFO)

John A. Kimmel
Printed Name

Date: 12-27-11

Owner / CFO
Title

Tax ID# 94-285732

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PLUMAS COUNTY COORDINATING COUNCIL

AGENDA REQUEST

January 9, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Vice Chair, PCCC *Robert A Perreault Jr*

Subject: Agenda Request for the January 17, 2012 meeting of the Plumas County Board of Supervisors

Consideration of the proposed Federal Advisory Committee on the Implementation of the new USFS Planning Rule

Background:

The US Forest Service has solicited comments for its proposed Planning Rule. The comment period has closed, but the final rule has not yet been published.

In November 2011, the USFS announced that a FEDERAL ADVISORY COMMITTEE will be formed to provide advice and recommendations to the Secretary of Agriculture and the Chief of the Forest Service on matters related to the implementation of the new planning rule. (See e-mail, dated November 14, 2011, copy attached.)

The USFS published a call for nominations to the federal advisory committee in the December 29, 2011 edition of the *Federal Register*, beginning at Page 81911. That action was referenced in the January 5, 2012 e-mail from the USFS (see e-mail, copy attached, as well as a copy of the *Federal Register* Notice and a copy of the application form). Nominations are due in Washington, DC by February 13, 2012.

The Plumas County Coordinating Council (PCCC) discussed this topic during their meeting of January 6, 2012. The PCCC consensus is that it is particularly important that one or more proponents of COORDINATION (vs. collaboration, cooperation, etc.) be appointed to the federal advisory committee.

This topic is on the agenda of the Board of Supervisors meeting, scheduled for January 17, 2012, for discussion, comment and consideration, including possible direction to staff.

Attachments

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January 17, 2012

Mr. Jim Branham, Executive Officer
Sierra Nevada Conservancy
11521 Blocker Drive, Ste. 205
Auburn, CA 95603

Subject: Letter of Support for Sierra Nevada Conservancy Grant Application
Clear Creek Forest and Meadow Watershed Restoration Project

Dear Mr. Branham:

The Plumas County Board of Supervisors supports the Lassen County Fire Safe Council's Clear Creek Forest and Meadow Watershed Restoration Project. The Plumas County Board of Supervisors supports this effort to restore watershed functions within and around the Clear Creek community in the Lake Almanor Basin, in Plumas and Lassen Counties. This will be accomplished through the implementation of forest restoration treatments on up to 1,000 acres, depending on the funding awarded to the council. The project specifically addresses the Proposition 84 goal of restoring watersheds and their associated land, water, and natural resources and will address several SNC programmatic goals by: restoring the Region's physical and living resources; aiding in the preservation of working landscapes; reducing the risk of natural disasters, such as wildfires; improving water quality; and assisting the Regional economy.

The Lassen County Fire Safe Council has continually shown the ability to meet and exceed expectations while implementing large scale restoration projects and they have become an innovator and model for others implementing ecosystem and watershed restoration projects. The Plumas County Board of Supervisors supports the Clear Creek Forest and Meadow Watershed Restoration Project and looks forward to continuing to work with the Lassen County Fire Safe Council to restore ecosystems and watersheds to their natural condition.

Sincerely,

Robert Meacher, Chair



5A

PLUMAS COUNTY BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
ROBERT A. MEACHER, DISTRICT 2
SHARON THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JON KENNEDY, DISTRICT 5

MEMORANDUM

DATE: January 17, 2012

TO: Honorable Board Members

FROM: Nancy DaForno, Clerk

SUBJECT: **TITLE III**

On September 20, 2011, the Board approved allocation of \$820,710 for three Title III applications. The Board agreed to fund all three applications submitted by reducing the amounts requested. The amount requested for Application No. 2 was \$628,230 and was reduced to \$500,710.

I am bringing this matter back before the Board seeking direction to allocate \$500,710 amongst projects as outlined in Application No. 2 – Plumas County as follows:

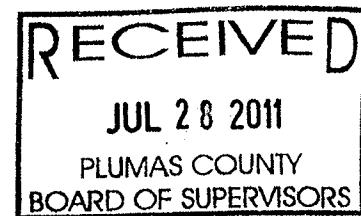
1. County Fire Warden - \$173,500 (includes previously allocated of \$75,000)
2. Office of Emergency Services - \$113,400
3. County Forester (Frank Stewart) - \$94,000 (additional funding) (Previous funding allocated through 12/31/2012 – additional funding could be used through 12/31/2014)
4. Planning Department (General Plan) - \$147,350
5. Coordinating Council - \$99,980

Thank you

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2011 Title III
Secure Rural Schools and Community Self-Determination Act
Plumas County

1.	Project Title: Plumas County Staff Proposal to Implement the Firewise Program and Develop, Monitor, and Update Community Wildfire Protection Plans	
Group Submitting Project: Plumas County Staff – Planning Department, Office of Emergency Services, Coordinating Council		
	Requested Grant Amount: \$628,230	Funding Period: October 1, 2011 to December 31, 2014
		Contact Name: Brian Morris
		Address: 520 Main Street, Room 413 Quincy, CA 95971
		Phone: (530) 283-6243
		E-Mail: brianmorris@countyofplumas.com
2.	Project Summary This project involves work by multiple Plumas County departments and contractors to implement elements of the Firewise Communities Program and to work in the development, monitoring, and updating of the Plumas County Fire Plan and local community wildfire protection plans. The attached proposal describes the roles of various departments and staff.	



2011 Title III
Secure Rural Schools and Community Self-Determination Act
Plumas County

3. How does the project address the activities authorized by Title III? Check all that apply:

I. Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing, techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires.

County Fire Warden: work includes homeowner education and assistance, review of building plans, and review and inspection of new and existing structures.

OES: work includes facilitation of community certification and recertification.

Planning Department: work includes emphasizing community planning through the Plumas County General Plan and review of individual development projects to protect people, property, and natural resources from the risk of wildland fire before a fire starts

II. Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved and (b) paid for by the participating county.

OES: potential reimbursement for emergency services and for replacement of equipment, materials, and supplies.

III. Develop community wildfire protection plans in coordination with the Secretary of Agriculture.

Fire Warden: work includes creating and updating community wildfire protection plans to expand fire protection to unprotected areas through annexations, out-of-area service agreements, or other means.

OES: work includes participation in the creation and updating of community wildfire protection plans.

County Forester: work includes monitoring and updating the Plumas County Fire Plan through coordination with the Forest Service and Herger-Feinstein Quincy Library Group Forest Recovery Act pilot project.

Planning Department: work includes developing and updating the Plumas County General Plan for consistency with and inclusion of elements in the Plumas County Fire Plan and local community wildfire protection plans.

Coordinating Council: work includes primary responsibility for county coordination with the Forest Service and CalFire in fire planning and policy matters and formalization of agreement through updates to the Plumas County Fire Plan and community wildfire protection plans.

**2011 Title III
Secure Rural Schools and Community Self-Determination Act
Plumas County**

4. Project Workplan: This project will implement elements of the Firewise Program in Plumas County and ensure that county plans and programs are consistent with, incorporated into, and reflective of ongoing updates of the overall Plumas County Fire Plan and other local community wildfire protection plans.

As described in guidance provided by the Forest Service, continuing efforts are required to monitor and update community wildfire protection plans to ensure the long-term effectiveness of those plans.

Monitoring and updating of an existing community wildfire protection plan is a reasonable interpretation of “developing” a plan in a dynamic environment where vegetation and other landscape conditions are continuously changing through natural processes or through human activity. To remain effective, community wildfire protection plans need to be monitored and updated.

FAQs for Title III-County Funds, September 24, 2009

Plumas County departments, staff, and contractors share various responsibilities for the many elements involved in community wildfire protection plans and for implementing different aspects of the Firewise Program. Working collaboratively and with local stakeholders, they will carry out the elements of this project as described in the attached proposal.

5 Project Budget: \$628,230

Budget allocations below are estimated and may be reallocated between project elements based on evolving needs and priorities.

County Fire Warden - \$173,500 (includes previously allocated \$75,000)

Office of Emergency Services - \$113,400

County Forester - \$94,000 (additional funding)

(Previous funding allocated through 12/31/12 – additional funding could be used through 12/31/14)

Planning Department - \$147,350

Coordinating Council - \$99,980



County of Plumas

Staff Proposal for Use of Title III Funds to Implement the Firewise Program And Develop, Monitor, and Update Community Wildfire Protection Plans

July 28, 2011

This project will implement elements of the Firewise Program in Plumas County and ensure that county plans and programs are consistent with, incorporated into, and reflective of ongoing updates of the overall Plumas County Fire Plan and other local community wildfire protection plans.

As described in guidance provided by the Forest Service, continuing efforts are required to monitor and update community wildfire protection plans to ensure the long-term effectiveness of those plans.

Monitoring and updating of an existing community wildfire protection plan is a reasonable interpretation of "developing" a plan in a dynamic environment where vegetation and other landscape conditions are continuously changing through natural processes or through human activity. To remain effective, community wildfire protection plans need to be monitored and updated.

FAQs for Title III-County Funds, September 24, 2009

Plumas County departments, staff, and contractors share various responsibilities for the many elements involved in community wildfire protection plans and for implementing different aspects of the Firewise Program. Working collaboratively and with local stakeholders, they will carry out the following elements of this project. The project will begin October 1, 2011, and is scheduled to be completed by December 31, 2014.

Total Project Budget: \$628,230

(Budget allocations below are estimated and may be reallocated between project elements based on evolving needs and priorities.)

County Fire Warden - \$173,500 (includes previously allocated \$75,000)

The County Fire Warden (or comparable contracted position) will provide assistance to local fire departments in creating or updating community wildfire protection plans and implementing elements of the Firewise Program.

- The Fire Warden will provide homeowner education and assistance regarding home siting, home construction, and home landscaping through review of building plans and review and inspection of new and existing structures.

- The Fire Warden will assist in creating and updating Community Wildfire Protection Plans to expand fire protection to unprotected areas through annexations, out-of-area service agreements, or other means.

Office of Emergency Services - \$113,400

The Office of Emergency Services will be involved in the creation and update of community wildfire protection plans. OES may also be provided reimbursement for emergency services provided on National Forest System lands.

OES will also help implement the Firewise Communities program and facilitate community certification in conjunction with local fire agencies and the Fire Safe Council. While counties are not eligible for direct certification under the Firewise program, counties can assist in all aspects of an individual community's recognition process, including conducting or assisting with community assessments, helping a community create an action plan, assisting with an annual Firewise Day, assisting with local wildfire mitigation projects, and communicating with the state liaison and the national program to ensure a smooth application process. Communities must renew their status annually to retain recognition, and counties can assist in ensuring an annual Firewise Day takes place and can help fund or support local wildfire mitigation projects.

County Forester - \$94,000 (additional funding)

(Previous funding allocated through 12/31/12 – additional funding could be used through 12/31/14)

The County Forester will assist in developing, monitoring, and updating community wildfire protection plans under the overarching framework of the Plumas County Communities Wildfire Protection Plan (Plumas County Fire Plan), the Herger-Feinstein Quincy Library Group (HFQLG) Forest Recovery Act and the Healthy Forest Restoration Act. The County Forester will:

- Report to the monthly meeting of the Plumas County Fire Safe Council on the status of the HFQLG Pilot Project and individual HFQLG Pilot Project elements of the community wildfire protection plans under the Plumas County Fire Plan.
- Review U. S. Forest Service plans for individual HFQLG projects and other Forest Service projects to ensure consistency and coordination with the community wildfire protection plans under the Plumas County Fire Plan.
- Submit comments to the U. S. Forest Service during the planning process on individual HFQLG projects and other Forest Service projects to ensure that final project plans are consistent with community wildfire protection plans and incorporated into the Plumas County Fire Plan.
- Attend and participate in meetings, workshops, field visits, conferences, or educational forums as necessary to coordinate with agencies, fire departments, and other stakeholders to accomplish all of the above.

Planning Department - \$147,350

The Planning Department shall develop and periodically update elements of the Plumas County General Plan for consistency with and inclusion in the Plumas County Fire Plan and local community wildfire protection plans. The Planning Department shall provide GIS mapping

support for the Plumas County Fire Safe Council to create and update maps used in community wildfire protection plans.

The Planning Department shall also coordinate with and support Firewise Communities programs and policies through the Plumas County General Plan and through review of individual development projects. As described by the Forest Service, the Firewise program is:

a cooperative, non-regulatory program ... designed to reach beyond the fire service by involving homeowners, community leaders, planners, developers, and others in the effort to protect people, property, and natural resources from the risk of wildland fire - before a fire starts. The Firewise Communities approach emphasizes community responsibility for planning in the design of a safe community as well as effective emergency response, and individual responsibility for safer home construction and design, landscaping, and maintenance.

Coordinating Council - \$99,980

The Plumas County Coordinating Council is the official venue through which county plans, policies, and priorities seek coordination with the Forest Service, CALFIRE, and other federal and state agencies and by which recommended policies and actions are advanced to the Board of Supervisors. Members of the council include the County Forester, Planning Director, and members of the Board of Supervisors, among others.

The Coordinating Council will monitor implementation of the community wildfire protection plans and coordinate on behalf of Plumas County with the Forest Service, CALFIRE, and local fire departments on the implementation and update of community wildfire protection plans. As provided by Section 302(a)(3) of the Secure Rural Schools and Community Self-Determination Act, coordination with the Forest Service is a requirement when using Title III funds to develop, monitor, and update community wildfire protection plans.

B.  **PUBLIC HEARING** – Discussion and possible action to consider applications received for 2011 Title III, Secure Rural School and Community Self-Determination Act

The public hearing is opened. The Chair takes comments from the public. There being no further comment, the public hearing is closed and before the Board for decision.

Motion: approve allocation of Title III funding of \$820,710 to fund the following applications submitted as amended, **Action:** Approve, **Moved by** Supervisor Thrall, **Seconded by** Supervisor Kennedy.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor Kennedy, Supervisor Meacher, Supervisor Simpson, Supervisor Swofford, Supervisor Thrall.

- Application No. 1 – Plumas County FireSafe Council \$120,000
- Application No. 2 – Plumas County Proposal \$500,710
- Application No. 3 – Sheriff Search & Rescue \$200,000

C.  Report and update on implementation of AB 109

D.  **CORRESPONDENCE**

- Letter from Lake Almanor Associates requesting a hearing before the Board to consider a development agreement
- Letter from Bailey Creek requesting to deed property to Plumas County
- Letter from Betty Folchi regarding turning streetlights off in Delleker
- Letter from CalEMA regarding loss of agriculture in Plumas County

E.  **INFORMATIONAL ANNOUNCEMENTS**

Report by Supervisor Thrall regarding issues related to County government and include attending Transportation Commission meeting; ABWAC meeting

Report by Supervisor Swofford regarding issues related to County government and include attending Grizzly Lake Resort Improvement District meeting; City of Portola Council meeting; Planning Commission meeting; Community Correction meeting; Eastern Plumas Recreation District meeting; Travel Management presentation by Plumas County Sheriff

Report by Supervisor Meacher regarding issues related to County government and include attending California Biodiversity 20th Anniversary meeting; Stewardship Council meeting

Report by Supervisor Kennedy regarding issues related to County government and include attending California State Parks meeting regarding closure of parks statewide including Plumas-Eureka State Park

Report by Supervisor Simpson regarding issues related to County government and include attending First 5 Commission meeting; Mental Health Commission meeting; Juvenile Justice Commission meeting

<u>APPL. NO.</u>	<u>APPLICANT</u>	<u>CATEGORY/PROJECT</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT ALLOCATED</u>
1	Plumas County Fire Safe Council and Plumas Corporation John Sheehan and Jerry Hurley	Category I/III	\$ 150,000	\$ 120,000
2	Plumas County Proposal Planning Department, Office of Emergency Services, Coordinating Council	Category I/II/III	\$ 628,230	\$ 500,710
3	Plumas County Sheriff Search & Rescue	Category II	\$ 250,000	\$ 200,000
		TOTAL BALANCE FORWARD	\$ 820,710	
		TOTAL ALLOCATED BY THE BOARD 9/20/11	\$ 820,710	
		TOTAL	\$ -	

Category I

Carry out activities under the Firewise Communities program to provide to homeowners in fire-sensitive ecosystems education on, and assistance with implementing techniques in home siting, home construction, and home landscaping that can increase the protection of people and property from wildfires

Category II

Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved or (b) paid for by the participating county

Category III

Develop community wildfire protection plans in coordination with the Secretary of Agriculture

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

9A

Department:

TIME III

Dept. No: _____

TRANSFER NUMBER

(Auditor's Use Only)

Date:

Date.

The reason for this request is (check one):

Approval Required

- A. Transfer to/from Contingencies OR between Departments Board
- B. Supplemental Budgets (including budget reductions) Board
- C. Transfers to/from or new Fixed Asset, out of a 51XXX Board
- D. Transfer within Department, except fixed assets, out of a 51XXX CAO
- E. Establish any new account except fixed assets CAO

Board

Board

Board

Board SAC

CAO

CAO

✓ TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

✓ TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSES)

Supplemental budget requests require Auditor/Controller's signature.

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

<u>APPL. NO.</u>	<u>APPLICANT</u>	<u>CATEGORY/PROJECT</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT ALLOCATED</u>
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		TOTAL ALLOCATED BY THE BOARD 9/20/11		\$ 820,710
		TOTAL		\$ -

Category I

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Reimburse the participating county for search and rescue and other emergency services, including firefighting, that are (a) performed on Federal land after the date on which the use was approved or (b) paid for by the participating county

Category III

Develop community wildfire protection plans in coordination with the Secretary of Agriculture

B.  **PUBLIC HEARING** – Discussion and possible action to consider applications received for 2011 Title III, Secure Rural School and Community Self-Determination Act

The public hearing is opened. The Chair takes comments from the public. There being no further comment, the public hearing is closed and before the Board for decision.

Motion: approve allocation of Title III funding of \$820,710 to fund the following applications submitted as amended, **Action:** Approve, **Moved by** Supervisor Thrall, **Seconded by** Supervisor Kennedy.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5).

Yes: Supervisor Kennedy, Supervisor Meacher, Supervisor Simpson, Supervisor Swofford, Supervisor Thrall.

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Office of the Sheriff

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-6344

9B

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: **January 4, 2012**

TO: **Honorable Board of Supervisors**

FROM: **Sheriff Greg Hagwood**

RE: **Agenda Item for the meeting of January 17, 2011**

Recommended Action:

Approve supplemental budget request in the amount of \$46,797.00 for Dept. 70362 – Sheriff AB109 budget.

Background and Discussion:

On December 13, 2011, the Board of Supervisors approved the Community Corrections Partnership (CCP) Public Safety Realignment and Post Release Community Supervision Implementation Plan and the incorporated budget.

This supplemental budget request is the Sheriff's portion of the CCP budget at this time. This budget will be for training costs associated with the implementation of AB109 and the wages & benefits of one (1) entry level sworn deputy position. This position was authorized by Resolution No. 12-7743 adopted on January 3, 2012.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

COPY

TRANSFER NUMBER
(Auditor's Use Only)

Dept. Sheriff AB109

Dept. No.: 70362

Date: 12/12/11

1. The reason for this request is (check one):	Approval Required
A. <input type="checkbox"/> Transfer to/from Contingencies OR between Departments	Board
B. <input checked="" type="checkbox"/> Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/> Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <input type="checkbox"/> Transfer within Department, except fixed assets, out of a 51XXX	CAO
E. <input type="checkbox"/> Establish any new account except fixed assets	CAO

TRANSFER FROM OR

X SUPPLEMENTAL REVENUE ACCOUNTS

(CHECK "TRANSFER FROM: IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, (NEW UNBUDGETED REVENUE)

TRANSFER TO:

Supplemental budget requests require Auditor/Controller's Signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

PLUMAS COUNTY
AB 109 REALIGNMENT PROPOSED BUDGET FY 11/12

DESCRIPTION	UNITS	COST	TOTAL
SALARIES & BENEFITS			\$56,499
SO – Entry Level Sworn	1	\$40,499	
DA – Realignment Database Management		\$16,000	
SERVICE & SUPPLIES			\$84,672
PR – Software Licenses		\$22,300	
PR - Safety Equipment-New	4	\$12,179	
PR – Training		\$10,000	
PR – Case Management System	1	\$19,295	
SO – Training		\$6,298	
DA – Training		\$4,000	
PR – Incentives – PRCS		\$6,000	
PR – Drug Testing		\$2,500	
PR – Computer	2	\$1,600	
PR – Reference Manuals/Code Books	1	\$500	
CONTRACT SERVICES / COMMUNITY BASED ORGANIZATIONS			\$108,450
AB109 Coordinated Care Program (MH and AOD Match)		\$48,000	
PR - Mental Health		\$25,000	
PR - AOD Services		\$25,000	
PR – Housing		\$10,450	
			\$249,621
Post Release Community Supervision (PRCS)		\$153,766	
AB 109 Planning Grant		\$100,000	
AB 109 Training and Implementation Activities		\$10,850	
District Attorney / Public Defender (PCS representation)		\$5,512	Not included in total allocation
FY 11/12 TOTAL ALLOCATION		\$264,616	Remaining Balance \$14,995

RESOLUTION NO. 12-7743RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR
BUDGET YEAR 2011-2012 TO INCLUDE 1.0 FTE DEPUTY SHERIFF I OR II WITHIN THE
DEPARTMENT OF SHERIFF AB109

WHEREAS, the Board of Supervisors, through adoption of the budget, allocates positions for the various county departments each fiscal year; and

WHEREAS, during the fiscal year the Board of Supervisors may amend the position allocation by resolution; and

WHEREAS, it has been requested by the Sheriff due to the shifting of the responsibilities to the County for incarceration and supervision of a broad range of felons to increase staffing by 1.0 FTE Deputy Sheriff within a new department established for the AB109; and

WHEREAS, due to the influx of offenders and the possible result of overcrowding in the jail, the use of electronic monitoring, work and educational programs for sentence inmates as well as home arrest programs will need to be developed and staffed appropriately; and

WHEREAS, this position will be monitoring offender's participation and progress in these programs; assisting Probation Department with its monitoring; working patrol and corrections; and being the liaison between the Courts, District Attorney's Department and Probation; and

WHEREAS, the Community Corrections Partnership (CCP) has developed a 2011 Implementation Plan allocating funding for an additional Deputy Sheriff position; and

NOW, THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

1. This position is contingent on the funding stream from AB109 and the approval of the Community Corrections Partnership.
2. Approve the amendment to the Position Allocation for budget year 2011-2012 to reflect the following:

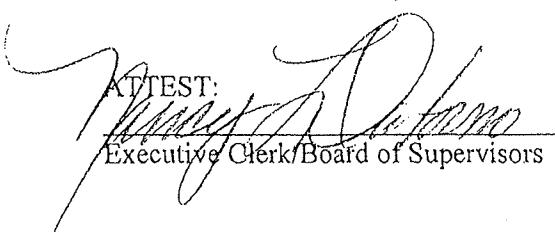
<u>SHERIFF - AB109 Dept.# 70362</u>	<u>FROM</u>	<u>TO</u>
Deputy Sheriff I or II	.00	1.0

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3rd day of January 2012 by the following vote:

AYES: Supervisors SWOFFORD, THRALL, MEACHER, KENNEDY, SIMPSON
NOES: Supervisors NONE
ABSENT: Supervisors NONE


Chairperson, Board of Supervisors

ATTEST:


Mary A. Detomo
Executive Clerk/Board of Supervisors



Sharon L. Reinert, Chief Probation Officer

Plumas County Probation Department- 1446 E. Main Street, Quincy, CA 95971

DATE: December 13, 2011

TO: Honorable Board of Supervisors

FROM: Sharon L. Reinert, Chief Probation Officer

SUBJECT: Community Corrections Partnership (CCP) Public Safety Realignment and Post Release Community Supervision Implementation Plan

Recommendation

Approve the Community Corrections Partnership (CCP) Public Safety Realignment and Post Release Community Supervision Plan and Incorporated Budget

Background and Discussion

On June 30, 2011, the CCP Committee began meeting and developing the Public Safety Realignment and Post Release Community Supervision Implementation Plan for Plumas County. The Committee met on 15 occasions during the development of the Plan and numerous objectives were taken into consideration and discussed thoroughly. After several drafts, the CCP Executive Committee, consisting of the Honorable Ira Kaufman, Sheriff Greg Hagwood, Public Defender Doug Prouty, AOD Administrator Mimi Hall, District Attorney David Hollister, and myself, as Chair, voted to adopt the Plan and submit it to the BOS for approval.

As the Board is well aware, the implementation of AB109 on October 1, 2011, has changed the way local law enforcement and the Courts will be required to prosecute, sentence, arrest, incarcerate, and supervise criminal offenders. The new responsibilities placed on local law enforcement will be challenging, at best, and continued funding from the State will be essential to the success of these new requirements and responsibilities placed on the County and local law enforcement agencies. The budget outlined in the Public Safety Realignment and Post Release Community Supervision Plan was developed after careful consideration, given the insignificant amount of dollars allocated for Plumas County, and is comparable to the additional requirements that will be imposed on the various local law enforcement agencies.

The goal of the CCP's Plan is to implement new rehabilitative programs for offenders while utilizing existing community resources, protecting public safety, and reducing offender recidivism. The Public Safety Realignment and Post Release Community Supervision Plan

before the Board should be considered a living document and as we discover its strengths and weaknesses through time and statistical data, it will be subject to modification and brought before the BOS for amendment. The CCP Committee will continue to meet, at least quarterly, and updated reports will be submitted to the BOS for their consideration.



Julie A. White
PLUMAS COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

9c

P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pcttc@countyofplumas.com
(530) 283-6260

Kelsey Hostetter, Assistant Treasurer-Tax Collector
(530) 283-6259

DATE: January 3, 2012
TO: The Honorable Board of Supervisors
FROM: Julie A. White, Plumas County Treasurer-Tax Collector/Collections Administrator
SUBJECT: Resolution authorizing investment of County funds and funds of other depositors, and approval of Treasurer's Policies and Guidelines for Investments

Action Required: Adopt resolution renewing delegation of authority to Treasurer to invest County funds and funds of other depositors, and approve the Treasurer's Policies and Guidelines for Investments.

Background and Discussion: Annually, the Board of Supervisors delegates the authority to the Treasurer to invest the excess funds available in the treasury in accordance with Sections 53607 and 27000.1. Excess funds are those funds not being expended on any given day. Each day investment decisions are made that enable all available funds to be invested.

In addition to investing those funds which are under the direction of the Board of Supervisors, the Treasurer is the existing Treasurer for all those local agencies with funds on deposit in the treasury, and invests those funds on behalf of said agencies. In addition, Board authority is required to accept funds from outside county agencies for the purpose of investing by the County Treasurer.

Annually, the Board of Supervisors must review and approve the policies and guidelines established by the County Treasurer for the administration of the investment program. The investment policies and guidelines were also reviewed by the investment advisors at PFM Asset Management, LLC.

Smith & Newell, CPA's annually audits the Treasury Oversight which oversees the policies of the investment of public funds. This audit will be presented with the entire County financial audit in February, 2012.

THE PLUMAS COUNTY TREASURER'S OFFICE
INVESTMENT POLICY AND GUIDELINES

JULY, 1985

REVISED:

August, 1985
March, 1986
September, 1986
March, 1987
April, 1987
June, 1990
March, 1991
September, 1991
January, 1996
April, 1996
February, 1997
February, 1998
August, 1998
January, 2000
February, 2001
February, 2002

Plumas County Treasurer's Office
Investment Policy

September, 1991

Revised: January, 1996

Revised: April, 1996

Revised: February, 1997

Revised: February, 1998

Revised: February, 2001

Revised: February, 2002

The county treasurer is a trustee and therefore a fiduciary subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the county treasurer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the county and other depositors. (G.C. Section 27000.3)

Sections 53630, 53601* and 53601.1 of the Government Code provide legal authorization for the investment and deposit of funds of local agencies. Section 53635 provides additional authority for counties. The Plumas County Treasurer's Office shall conform to, and comply with, the restrictions of all applicable laws. In addition, further requirements shall be established taking into consideration prudent investment standards. Investments not specifically authorized in this policy shall be considered ineligible for purchase.

An adequate percentage of the portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis should be on marketable securities with low sensitivity to market risk. The Plumas County Treasurer's Office shall also have the option of depositing funds with the Local Agency Investment Fund, especially to help meet liquidity requirements. A resolution passed by the Plumas County Board of Supervisors authorizes deposits with the California Asset Management Program (CAMP). Deposits with CAMP are legal under Section 6502 of the Government Code.

Risk shall also be controlled primarily by purchasing securities that are marketable and of high quality. Rated issues will have their ratings reflected on the trade ticket prepared by the Plumas County Investment Advisor. If a security has its quality rating decline below the legal limit after purchase, the Plumas County Treasurer's investment advisor shall evaluate the quality of that security and provide the treasurer with a recommended plan of action.

The classes of investments that most adequately meet the above mentioned criteria should be allowed for purchase. They are issues of the United States Government, agencies (The Government National Mortgage Associations, The Federal National Mortgage Association, The Federal Home Loan Bank, The Federal Home Loan Mortgage Corporation, The Federal Farm Credit System), negotiable certificates of deposit (including Yankees), bankers' acceptances (including foreign issues), medium term notes, commercial paper, and shares of beneficial interest. While not as liquid or marketable as the prior mentioned securities, repurchase agreements shall also be allowed as an investment.

Plumas County Treasurer's Office
Investment Policy
Page Two

Adequate diversification shall be applied to the individual issuers of debt (normally banks), both within each class of investment and collectively.

Competitive bids shall be obtained when purchasing or selling securities whenever practical.

Guidelines will be developed for each type of security recommended above to allow the investment policy to be properly implemented. The guidelines will also establish limits as to the amount of funds that can be placed in any one type of investment and in the securities (or deposits) in any one company. These limits will be based on the percentage each represents of surplus funds at the time of each purchase. Included in the guidelines will be a brief description of each type of security.

Whenever practical, cash will be consolidated into one bank account and invested on a pooled concept basis. Interest earnings shall be allocated according to fund cash and investment balances on a quarterly basis.

Cash flow shall be analyzed and compared with the receipt revenues and maturity of investments schedules so that adequate cash will be available to meet disbursement requirements as well as developing a basis for the investment strategy.

An economic scenario shall be developed and maintained to assist in developing an investment strategy.

An investment strategy will be developed to help optimize earnings based upon liquidity needs and the economic scenario. Investments will be selected taking many variables into consideration. Probably the most important variables will be the shape of the yield curve, the anticipated change in that curve and the relative value of available securities. Proper use of the yield curve will involve not only purchasing securities with desirable maturities, but also swapping from existing portfolio securities with less desirable maturities into those with maturities that are perceived as currently more advantageous or into securities with more relative values. Securities with maturities of greater than five years may be purchased only with prior Board approval. The weighted average maturity of the portfolio shall not exceed five years without prior Board approval.

Additional income can be obtained through prudent use of swaps. Securities in different classes (sectors) trade at "average" yield differentials from each other. When those spreads are at extremes, an opportunity to increase yield exists by selling a security in the portfolio and purchasing (swapping into) a security in another sector that has a wider than "average" yield spread. This type of swap can be reversed when the yield differential becomes narrower than normal between the two issues, and the process repeated when appropriate.

**Plumas County Treasurer's Office
Investment Policy
Page Three**

Brokers and dealers shall be selected for their proven competitiveness with regard to price and execution, clearance and settlement of transactions, commitment of capital, ability to report promptly and accurately, and to promptly and efficiently deliver securities. Additional criteria shall include the ability and willingness to supply financial publications, economic reports, and financial data. The Investment Advisory for the Plumas County Treasurer's Office shall use this criteria to assist the County Treasurer in the selection of brokers and dealers. The selection of any broker, brokerage, dealer, or securities firm that has, within any consecutive 48-month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, to the Plumas County Treasurer, any member of the Plumas County Board of Supervisors, or any candidate for those offices, shall be prohibited.

Plumas County Board of Supervisors adopted Resolution No. 92-5423 on December 15, 1992 which established a Conflict of Interest Code for Plumas County. The Code states that Subsection 18730(b) of Title 2 of the California Administrative Code, and any future amendments of that Code, is the Conflict of Interest Code for Plumas County.

The limits set forth in the California Administrative Code are the limits set forth by Plumas County.

In addition, the Board of Supervisors have adopted Rule 22 of the Personnel Rules, entitled "Code of Conduct" which further establishes limitations on the receipt of honoraria, gifts, and gratuities.

The Oversight Committee shall be provided with a monthly Investment Report that conforms with the Government Code.

Calculations for the treasurer's administrative fee for costs of investing, depositing, banking, auditing, reporting, or otherwise handling or managing funds, as authorized in Section 27013 of the Government Code, are based upon actual costs and are subtracted from interest earnings on a quarterly basis prior to distribution of interest earnings to all funds.

Plumas County Treasurer's Office
Investment Policy
Page Four

Any local agency and other entity not required to deposit funds in the county treasury may do so for investment purposes according to the terms set forth in Section 53684 of the Government Code. In addition, the local agency or other entity must enter into a contract with the county treasurer stating the minimum amount to be deposited, the term of the deposit and anticipated cash-flow projection for deposits and withdrawals, agreement to share in the administrative costs as allowed under Section 27013 of the Government Code, and any other deposit terms required of the treasurer.

Before approving any request to withdraw funds, the county treasurer shall evaluate the request as per Government Code Section 27136 and 27133 (h). The evaluation will be based upon the following criteria:

- (a) legality
- (b) size of request and effect on liquidity of the pool
- (c) effect on earnings rate of the balance of funds in the pool
- (d) assessment of the stability and predictability of the investments in the treasury.

In addition, requests for withdrawal of funds will be at the lower of adjusted cost or market value of the pool at the time of withdrawal - or - to the last available report reflecting market values as of month end.

**PLUMAS COUNTY TREASURER'S OFFICE
SUMMARY OF INVESTMENT LIMITATIONS**

February, 2002

	<u>*Limit Per Institution</u>	<u>*Limit Per Type of Investment</u>
Treasuries		100%
Agencies		
GNMA		50%
FCCS		50%
FHLB		50%
FHLMC		50%
FNMA		50%
BAs	15%	40%
CDs	10%	20%
CP	10%	40%
MTNs	10%	30%
SBIs	15%	15%
TCDs		
Meeting minimum rating requirement	15%	50%
Not meeting minimum rating requirement but with branches in Plumas Co.	\$300,000	
Repos		
Less than 30 days	20%	100%
Greater than 30 days	10%	100%

The aggregate of all investments in any one bank or savings and loan shall be no more than 20 percent of available funds.

*Based on total of available funds at the time the investment decision is made.

Plumas County Treasurer's Office
INVESTMENT GUIDELINES
U.S. Treasuries and Agencies

July, 1985
Revised: January, 1996
Revised: February, 2002

INVESTMENTS: Issues of the U.S. Treasury (treasuries or governments), agencies of the federal government, and the Federal National Mortgage Association (FNMA) shall be authorized as acceptable investments for the Plumas County Treasurer's Office.

REASONS: U.S. Treasury issues are judged to be the safest of all investments. Agencies are typically considered the next safest class of securities available. (The Federal National Mortgage Association is now publicly owned, but the investment world still generally groups it with the agencies. For purposes of this recommendation it will be referred to as an agency.) These securities are also very liquid, marketable, and they offer a wide range of available maturities.

LEGAL AUTHORITY: Section 53601 of the Government Code authorizes local agencies to purchase all of these securities with no limitations as to the amount that can be owned of each.

CHARACTERISTICS: Agencies of the Federal Government are the Federal Home Loan Bank system (FHLB), the Federal Farm Credit System (FFCS), the Federal Home Loan Mortgage Corporation (FHLMC), the Government National Mortgage Association (GNMA).

Securities issued by the GNMA are guaranteed by the Federal Government and it is a general belief that the other agencies carry an "implied" guarantee (excluding FNMA).

Along with treasuries, agencies can be issued in discount form for securities with maturities of one year or less, or with coupons if the maturities are greater than one year. Maturities on these issues can be from just a few days to thirty years.

While all of these securities are classified as agencies, there can be perceived differences in quality and consequently, each can trade at a different yield from each other and treasuries. Issues of the GNMA, because of the government guarantee, are considered the safest of the agencies.

GUIDELINES GOVERNING GOVERNMENT AND AGENCY ISSUES: There should be no restrictions on the amount of dollars to be placed in governments at any one time. As a general guide, no more than 50 percent of available funds should be in any one agency.

Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Bankers' Acceptances

July, 1985
Revised: August, 1985
Revised: January, 1996
Revised: May, 2000
Revised: February, 2002

INVESTMENTS: Domestic Bankers' Acceptances only shall be authorized as acceptable investments for the Plumas County Treasurer's Office.

REASONS: Bankers's Acceptances (BA's) are a suitable alternative to Fed Funds as a short-term investment. In addition to providing additional yield, they are considered a safe and liquid investment.

DEFINITION: A BA is a time draft drawn on and accepted by a bank for payment of the shipment or storage of merchandise. The initial obligation of payment rests with the drawer, but the bank substitutes its credit standing for that of the borrower and assumes the obligation to pay face value at maturity.

LEGAL AUTHORITY: Sections 53601 and 56635 of the Government Code allow counties to place up to 40 percent of available funds in bankers' acceptances with maturities not to exceed 180 days.

FOREIGN BA'S: During the 1970's foreign banks, and in particular the Japanese agencies, became a competitive force in the U.S., especially in the issuance of BA's. The International Banking Act (IBA) was passed by Congress and signed into law in 1978 to regulate foreign banks. The IBA created a dual state and federal regulatory system. The Fed was authorized to fix reserve requirements for both state and federally licensed agencies of foreign banks. Most states require foreign agencies to maintain assets in an amount not less than 108 percent of the adjusted total liabilities of the agency and to deposit cash or securities with the state equal to five percent of adjusted total liabilities.

HISTORY: A form of BA's was used to finance foreign trade as early as the 12th century and they have been used in the United States for over 100 years. The Federal Reserve allowed national banks to accept time drafts in 1913 to encourage foreign trade and subsequently took action to promote expansion of the BA market. The most dramatic growth of the BA market began in 1974 when the total of BA's outstanding was approximately \$10 billion.

CHARACTERISTICS: BA's are issued in bearer form and are a discount instrument. Normal trading blocks are \$5 million, but the odd-lot market is active. The majority of BA's are created with a 90-day maturity and rarely extend over 180 days.

Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Bankers' Acceptances
Page Two

Due to the high volume of BA's being traded, they are relatively liquid instruments with spreads between the quoted bid and offer typically being between five and ten basis points, but often brokered for as little as two basis points.

The spread between treasuries and BAs will vary, depending upon a variety of circumstances. During periods of tight money, the spreads can be substantial. Likewise, easy money can produce narrower yield differentials.

Since BA's are a "two-name paper" they are perceived to be the safest of bank obligations. During the more than 70 years that BA's have been actively traded in the U.S. no loss of principal has been documented.

GUIDELINES GOVERNING BA INVESTMENT: Only the most financially sound banks should be acceptable for purchase. BAs shall only be purchased from banks that are approved by the Plumas County Treasurer with recommendations by its investment advisor.

Since BA's are a relatively safe investment, the Plumas County Treasurer's Office is authorized to invest in BA's up to the 40 percent maximum authorized by law. However, no more than 15 percent of funds in the Plumas County Treasurer's Office shall be placed in the BA's of any one bank at any one time. In combination with all other investments from the same bank (excluding repurchase agreements and commercial paper with maturities of seven days or less), BA's of any one bank should not exceed 20 percent of available funds.

Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Commercial Paper

July, 1985
Revised: August, 1985
Revised: January, 1996
Revised: January, 2000

INVESTMENT: Commercial paper (CP) shall be authorized as an acceptable investment for the Plumas County Treasurer's Office.

REASONS: Commercial paper can be an appropriate short-term investment because of yield, liquidity and choice of maturities.

DEFINITION: Commercial paper is an unsecured negotiable instrument normally issued by large and financially sound corporations.

LEGAL AUTHORITY: Section 53601 of the Government Code allows local agencies to invest up to 30 percent of surplus funds in commercial paper if certain conditions are met.

HISTORY: The origin of commercial paper can be traced to the 19th Century in the United States where it became a substitute for bank loans.

CHARACTERISTICS: Commercial paper can be issued bearing a coupon or it can be discounted. Maturities never exceed 270 days and the majority of commercial paper is issued for 30 days or less. It can be issued by an "industrial" company or a bank holding company, but not directly by a bank.

Commercial paper can be written for any amount, but normally is issued in increments of \$1 million. There is a secondary market for commercial paper, but it has very limited liquidity compared to the CD or BA markets.

Commercial paper issuers can obtain a letter of credit from a bank to guarantee payment of principal and interest at maturity or a bank line of credit that can be drawn on for such payment.

Top grade commercial paper will typically yield slightly less than top grade CDs.

RECOMMENDED GUIDELINES GOVERNING COMMERCIAL PAPER INVESTMENTS:

Commercial paper eligible for purchase by the Plumas County Treasurer's Office shall be issued by a company that:

- (1) Has the highest rating offered by Moody's Investors Service, Inc. (A-1), or Standard and Poor's Corporation (P-1). (Current Law)

Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Commercial Paper
Page Two

- (2) Has a Moody's or Standard and Poor's rating of "A" or better on its debentures other than commercial paper. (Current Law)
- (3) Is approved by the Plumas County Treasurer with recommendations by its investment advisor. This is the same restriction placed on banks that issue BA's and CD's.
- (4) Are organized and operating within the United States. (Current Law)
- (5) Have assets in excess of \$500,000,000. (Current Law)

Maturities of commercial paper shall not exceed 180 days. (Current Law)

Purchases of the commercial paper of any one corporation shall not exceed 10 percent of its outstanding paper. (Current Law)

Up to 40% of surplus funds may be placed in commercial paper (Law as of 1-1-00).

No more than 10 percent of surplus funds shall be placed in the commercial paper of any one institution at any one time (Law as of 1-1-00).

In combination with all other investments from the same bank (excluding repurchase agreements of seven days or less) the commercial paper of any one institution shall not exceed 20 percent of surplus funds.

Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Medium-Term Corporate Notes

March 13, 1987
Revised: January, 1996
Revised: January, 2000
Revised: February, 2002

INVESTMENT: Medium-term notes (MTNs) shall be authorized as acceptable investments for the investment portfolio of the Plumas County Treasurer's Office.

REASON: Medium-term notes are a suitable investment for maturity requirements of one to five years. High-quality corporate notes are relatively safe as to principal, reasonably liquid and they can offer attractive yields and a wide range of maturities.

DEFINITION: MTNs are negotiable instruments issued by corporations with maturities of nine months to fifteen years. Most are unsecured, although some are collateralized or carry other credit enhancements such as a letter of credit. The definition of legal investments under this section of the Code was expanded on 1-1-00 to include "all corporate and depository institution debt securities."

LEGAL AUTHORITY: Section 53601 of the Government Code allows public agencies to invest a maximum of 30 percent of surplus funds in MTNs with maturities up to five years. Issuers must be operating within the United States and possess ratings in the top three categories (A or better) by a nationally recognized rating service.

HISTORY: MTNs were initially issued by General Motors Acceptance Corporation (GMAC) in 1972. They have become a more prevalent investment since 1982 when the SEC removed some restrictions that had previously hindered their sale. Currently, there are over 100 issuers of MTNs.

CHARACTERISTICS: MTNs are generally issued in minimum amounts of \$25,000 or \$100,000 and integral amounts of \$1,000. Interest is calculated on a 30-day month, 360-day year basis and paid semi-annually on two pre-established dates. Floating rate MTNs can pay interest monthly, quarterly, or semi-annually.

Yields on MTNs will normally exceed those on treasuries with comparable maturities by about 10 to 75 basis points. Levels of interest rates, maturities, the quality of each issue, and supply and demand factors will affect available yields.

GUIDELINES GOVERNING MTNs INVESTMENTS: In addition to meeting legal rating requirements, MTNs must be approved by the Plumas County Treasurer with recommendations by its investment advisor prior to purchase. Up to 30 percent of surplus funds shall be allowed to be placed in MTNs at any one time. No more than 10 percent of surplus funds should be allowed to be placed in the notes of any one issuer at any one time.

**Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Medium-Term Corporate Notes
Page Two**

In combination with any other debt issued by any one corporation or its holding company (excluding repurchase agreements and commercial paper with maturities of seven days or less), no more than 20 percent of available should be placed in that corporation at any one time.

Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Negotiable Certificates of Deposit

October, 1991
Revised: August, 1985
Revised: January, 1996
Revised: February, 2002

INVESTMENT: Domestic and Yankee negotiable certificates of deposit (CDs) shall be authorized as acceptable investments for the investment portfolio of the Plumas County Treasurer's Office.

REASONS: CDs have become a desirable investment because they offer a good combination of liquidity, marketability, yield, safety and choice of maturities.

DEFINITION: A CD is a negotiable instrument evidencing a time deposit with a bank at a fixed rate of interest for a fixed period of time. A variation is a variable rate CD that periodically changes the interest rate based upon a predetermined index, usually an average of shorter term CDs or treasury bills. CDs are not collateralized and should be considered an unsecured deposit.

Yankee CDs are issued by foreign bank branches in the United States.

LEGAL AUTHORITY: Section 53601 of the Government Code allows public agencies to invest in a maximum of 30 percent of surplus funds in CDs.

HISTORY: New York banks began issuing CDs in 1961 in an effort to attract deposits from the national market. A secondary market was created at the same time. Yankee CDs began trading actively in the late 1970's.

CHARACTERISTICS: CDs are coupon bearing, which on CDs with maturities of one year or less is usually paid at maturity. A small percentage of CDs issued have maturities greater than one year and will normally pay interest on a semiannual basis. The majority of CDs are issued in the 30-90 day range.

CDs are normally issued in denominations of \$1 million and the normal trading block is \$5 million. The odd-lot market is active, but marketability and yield suffer slightly.

Yankee CDs usually trade at a slight yield premium to domestic CDs, and domestics at a premium to treasuries.

GUIDELINES GOVERNING CD INVESTMENTS: Since CDs are an unsecured deposit, only banks of the highest quality shall be eligible for purchase. CDs shall only be purchased from banks that have been approved by the Plumas County Treasurer with recommendations by its investment advisor.

**Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Negotiable Certificates of Deposit
Page Two**

Because CDs are considered lower quality than BAs, they shall represent a smaller percentage of the portfolio than BAs. That limit shall be 20 percent of available funds, and no more than 10 percent of those funds shall at any one time be in the CDs issued by a single bank. In combination with any other debt issued by any one bank, (excluding repurchase agreements and commercial paper with maturities of seven days or less), no more than 20 percent of available should be placed in that bank at any one time.

Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Repurchase Agreements

July 1, 1985

Revised: August, 1985

Revised: January, 1996

Revised: August, 1998

Revised: February, 2002

INVESTMENT: Repurchase Agreements (repos) shall be authorized as acceptable investment instruments for the Plumas County Treasurer's Office.

REASONS: Repos are one of the most flexible investments available to invest short-term funds, and when proper guidelines are followed, are relatively safe.

DEFINITION: A repo involves two simultaneous transactions. One transaction involves the sale of securities (collateral) by a borrower of funds, typically a bank or broker/dealer in governments or agencies, to a lender of funds. The lender can be any investor with cash to invest. The second transaction is the commitment by the borrower to repurchase the securities at the same price plus a predetermined amount of interest on an agreed future date.

LEGAL AUTHORITY: Section 53601 of the Government Code permits Repos in any security that is allowed for purchase as defined in that same section of the Code. Collateral must be delivered to the local agency by book entry, physical delivery or third party custodial agreement.

CHARACTERISTICS: Repos can be entered into with any amount of dollars, including odd amounts. They are typically for very short periods, often one day; but it is not unusual for repos to be for periods of up to 180 days and occasionally longer.

Any type of security can be used as collateral, but most often government or agencies securities are utilized.

The interest rate earned on a repo is a function of short-term borrowing rates, the term of the repo, the size of the transaction; and the quality and supply of the securities used as collateral.

When Repos are transacted with a bank it is a normal practice to allow that bank to maintain the collateral in a pooled trust account. When the transaction is with a broker/dealer investment policies differ, but typically the collateral is transferred to the safekeeping account of the investor, especially if the dollars involved are large and the term of the Repo is relatively long.

RISK: There are minimal risks involved in a repo transaction if the collateral is priced properly. Caution should be used for repos of greater than 30 days so that market changes do not substantially change the value of the collateral.

Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Repurchase Agreements
Page Two

GUIDELINES: Collateral used for repos shall be any security approved for purchase. Collateral for repos transacted with banks shall be allowed to be maintained in a pooled trust account. Collateral for repos transacted with broker/dealers shall be delivered to the Plumas County's safekeeping agent.

For repos of 30 days or less, no more than 20 percent of the available funds shall be invested with any one dealer.

Securities purchased through repurchase agreements shall be considered "owned" and added to the total of those securities (excluding repos of seven days or less). This will prevent percentage limitations on any type of security from being exceeded.

Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Time Certificates of Deposit

July 1, 1985
Revised: March, 1986
Revised: January, 1996
Revised: August, 1998
Revised: February, 2002

INVESTMENT: Time Certificates of Deposit (TCDs) shall be authorized as acceptable investments for the investment portfolio of the Plumas County Treasurer's Office.

REASONS: TCDs can be attractive investments because they offer competitive yields, a wide range of maturities, and a relatively high degree of safety if they are insured and/or issued by a financial institution of high quality.

DEFINITIONS: A TCD is a non-negotiable instrument evidencing a deposit with a financial institution for a fixed period of time and normally for a fixed rate of interest. TCDs can be collateralized with securities or mortgages or, if issued in denominations of \$100,000 or less, they can be insured.

LEGAL AUTHORITY: Section 53630 of the Government Code allows public agencies to invest in the TCDs of banks, savings associations, or federally insured industrial loan companies.

HISTORY: Prior to 1975, bank TCDs collateralized with securities were one of the few investments allowed for public agencies. Subsequently, TCDs of other depositories were legalized as investments, the insured portion of TCDs was raised to \$100,000, mortgages could be utilized as collateral, and collateral could be waived in lieu of insurance.

CHARACTERISTICS: TCDs purchased by public agencies pay interest at least quarterly. Maturities are typically one year or less. Because they are non-negotiable, they are non-liquid and cannot be sold or redeemed prior to maturity without suffering a loss of interest. TCDs can be written for any amount, but it has become common practice over the past few years to issue TCDs in \$100,000 denominations to take advantage of the insurance available on that amount.

TCDs covered by insurance typically yield slightly more than TCDs collateralized. Yields on TCDs issued by different institutions can vary a great deal depending upon the quality and size of the institution.

GUIDELINES GOVERNING TCD INVESTMENTS: Only TCDs of financial institutions of highest quality should be purchased.

**Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Time Certificates of Deposit
Page Two**

At the discretion of the Treasurer, up to \$300,000 may be placed in a bank or savings and loan not meeting the minimum rating requirement if a branch office is maintained in Plumas County.

No more than 15 percent of surplus funds shall be placed in TCDs of any one institution at any one time.

Waivers for insurance will be allowed.

Interest shall be collected monthly when possible.

Up to 50 percent of funds being managed may be deposited in TCDs at any one time. Deposits in any one financial institution, in combination with any other debt issued by that institution should equal not more than 20 percent of available funds (excluding repos and commercial paper with maturities of seven days or less).

Plumas County Treasurer's Office
Investment Guidelines
Shares of Beneficial Interest

January, 1996
February, 2002

INVESTMENT: Shares of Beneficial Interest shall be authorized as acceptable investments for the investment portfolio of the Plumas County Treasurer's Office.

REASONS: Shares of Beneficial Interest offer a reasonable amount of liquidity, diversification and safety. They are also easy to invest in and they allow odd amounts of money to be fully invested.

DEFINITION: Shares of Beneficial Interest are mutual funds. Each share of the Fund represents an ownership of the Fund's assets and shares all income and expenses.

LEGAL AUTHORITY: Section 53601 of the Government Code authorizes local agencies to purchase Shares of Beneficial Interest if they have been awarded the highest letter and numerical rating provided by at least two of the three largest nationally recognized rating services; or if they are managed by an investment advisor registered with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations as authorized in Section 53601 of the Government Code and with assets under management in excess of \$500,000,000. Eligible Shares of Beneficial Interest must only invest in securities that meet the requirements and restrictions listed in Section 53601 of the Government Code. Commissions may not be included in the purchase price and the total of all Shares of Beneficial Interest may not exceed 15 percent of available funds.

GUIDELINES: The restriction on Shares of Beneficial Interest allow for prudent use of them. No additional restrictions need to be applied.

**Plumas County Treasurer's Office
INVESTMENT GUIDELINES
Exceptions to Established Guidelines**

**September 4, 1986
Revised: January, 1996
Revised: February, 2002**

When appropriate alternative investments cannot be located or because of time constraints, funds may temporarily be invested in BAs, CP or repos if the following conditions are met:

1. The maturity of the investment does not exceed 14 days.
2. The issuer is approved by the Plumas County Treasurer with recommendations by its investment advisor.
3. The amount invested in any one institution does not exceed legal limits.

PLUMAS COUNTY CLERK
Recorder (530) 283-6218
Registrar of Voters (530) 283-6256
Records Management (530) 283-6007



520 Main Street, Room 102, Courthouse
Quincy, CA 95971 * Fax: (530) 283-6155

DATE: December 30, 2012
TO: Honorable Board of Supervisors, County of Plumas
FROM: Kathy Williams, Clerk-Recorder, Registrar of Voters
SUBJECT: Agenda Item for Board Meeting - January 17, 2012

Resolution: Authorization to Conduct a Special Tax Election
for the West Almanor Community Services District
on May 8, 2012

IT IS REQUESTED THAT THE BOARD:

Authorize the County Clerk, Registrar of Voters to conduct a Vote By Mail Election on behalf of the West Almanor Community Services District, on May 8, 2012, to consider extending and increasing the special tax currently in place.

BACKGROUND: The West Almanor Community Services District has adopted Resolution #11- 06 requesting the County Clerk, Registrar of Voters to conduct an all Mailed Ballot Election within the boundaries of the district, submitting a measure to the voters to extend and increase the special tax already in place for emergency medical services, fire protection and prevention. The district's proposed ballot measure resolution is hereto attached and made part of the resolution authorizing the County Clerk, Registrar of Voters to conduct the election.

9B
Kathy Williams
Clerk – Recorder
Registrar of Voters
kathywilliams@countyofplumas.com

Melinda Rother
Assistant
melindarother@countyofplumas.com

**A RESOLUTION AUTHORIZING THE PLUMAS COUNTY CLERK
TO CONDUCT A SPECIAL VOTE BY MAIL ELECTION ON MAY 8, 2012,
WITHIN THE BOUNDARIES OF THE WEST ALMANOR COMMUNITY SERVICES
DISTRICT, PLACING A MEASURE BEFORE THE VOTERS IN THE DISTRICT,
EXTENDING AND INCREASING THE SPECIAL TAX FOR A PERIOD OF 7 YEARS,
FOR EMERGENCY MEDICAL SERVICES, FIRE PROTECTION AND PREVENTION**

WHEREAS, the West Almanor Community Services District (hereinafter "District") has adopted and forwarded to the County Clerk a resolution, (see copy attached hereto and made part of), requesting that the Plumas County Board of Supervisors authorize the Plumas County Clerk to conduct a special election on May 8, 2012, as set forth in Resolution #11-06, as follows:

"Upon a two-thirds vote of approval, shall a special tax, replacing the current special tax of \$90.00 which will expire on June 30, 2012, be imposed for a period of 7 years starting July 1, 2012 for the specific purpose of emergency medical response, fire protection and prevention and hazardous materials response; and shall this tax be authorized in the amount of \$195.00 per year on each parcel of real property or condominium unit within the District, excluding those parcels exempt from property tax and the following parcel numbers: 108-010-004, 108-101-008, 108-101-015, 108-010-016, 108-010-017, 108-010-021, 108-010-023, 108-053-006, 108-053-007, 108-090-002, 108-141-001, 108-211-008, 108-283-004, 108-232-001, 108-241-003 and 108-320-035, said tax will be collected along with the Plumas County property taxes and shall the District appropriations limit (spending limit) be raised by the amount of the annual proceeds from this special tax for the period this tax is in effect, which revenue shall be deposited into a specifically created account on which an annual report shall be made as required by Government Code Section 50075.3?"

NOW, THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

1. The ballot measure set forth in the attached Resolution #11-06, authorized by the Board of Directors of the West Almanor Community Services District, which is incorporated herein by reference in its entirety, is hereby set for May 8, 2012, for a Special Vote By Mail Election and shall require a two-thirds vote of the voters voting to approve the special tax.
2. The Plumas County Clerk is requested to conduct a Vote By Mail election within the boundaries of the West Almanor Community Services District, including preparation and publication of all legal notices, providing necessary supplies and equipment, preparation of official ballots, canvassing the returns and taking all other necessary steps required under state and local law in conducting an election. The Plumas County Clerk, Registrar of Voters is authorized to recover expenses for any election service performed, by advance payment or reimbursement from the District.

The foregoing resolution was adopted on _____, at a regular meeting of the Plumas County Board of Supervisors, by the following vote:

AYES:

NOES:

ABSENT:

Chair of the Board of Supervisors

ATTEST:

Nancy DaForno, Clerk to the Board



RE

PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT
CHIEF PROBATION OFFICER

1446 E. Main St., Quincy, CA 95971
(530) 283-6200 Fax (530) 283-6165

DATE: January 6, 2012

TO: Honorable Board of Supervisors

FROM: Sharon L. Reinert, CPO 

SUBJECT: AB109 Funds

Recommendation:

Approve request granting authority be given to the Auditor to move AB109 budget previously approved by the Board of Supervisors from Department 20400, fund 001, to Probation's grant fund 0046, in a new, unique department for more accurate record keeping. The Auditor will assign a new department number upon the Board's approval.

Background:

The goal of the CCP's AB109 Budget is to implement new rehabilitative programs for offenders while utilizing existing community resources, protecting public safety, and reducing offender recidivism. The Board of Supervisors approved Probation's AB109 supplemental budget for 2011/2012 on December 20, 2011.

The Plumas County Board of Supervisors approved the Community Corrections Partnership (CCP) Public Safety Realignment and Post Release Community Supervision Plan and Incorporated Budget on Tuesday, December 13, 2011.

The County has already received the first payments of \$100,000 and \$10,850 and will receive additional funds in accordance with the State's schedule.

This unanticipated revenue will be used for training, program implementation, and sustainability, etc.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

B103

TRANSFER NUMBER
(Auditor's Use Only)

Dept. Probation

Dept. No.:

Date: 12/13/11

1. The reason for this request is (check one):	<u>Approval Required</u>
A. <input type="checkbox"/> Transfer to/from Contingencies OR between Departments	Board
B. <input checked="" type="checkbox"/> Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/> Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <input type="checkbox"/> Transfer within Department, except fixed assets, out of a 51XXX	CAO
E. <input type="checkbox"/> Establish any new account except fixed assets	CAO

TRANSFER FROM OR

X SUPPLEMENTAL REVENUE ACCOUNTS

(CHECK "TRANSFER FROM: IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, (NEW UNBUDGETED REVENUE)

TRANSFER TO:

<u>FUND #</u>	<u>DEPT. #</u>	<u>ACCT. #</u>	<u>ACCOUNT NAME</u>	<u>\$ AMOUNT</u>
		520410	SOFTWARE LICENSES	22,300.00
		520940	SAFETY EQUIPMENT	12,179.00
		521231	COMPUTERS <1500	1,600.00
		521900	PROFESSIONAL SVS	60,450.00
		524803	DRUG TESTING	1,500.00
		524804	DRUG TESTING SUPPL	1,000.00
		523670	REF MANUAL LAW BOOKS	500.00
<i>524410</i>	527710		NON EMPL INCENTIVES	6,000.00
<i>Q</i>		527500	TRAVEL OOC	5,795.00
		540412	SOFTWARE	19,295.00
			TOTAL:	130,619.00

Supplemental budget requests require Auditor/Controller's Signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

Probation
COPY

RECEIVED
DEC 20 2011
Auditors / Risk

DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN STREET, QUINCY, CA 95971-9795 PHONE (530) 283-6268 FAX (530) 283-6323



9F
ROBERT A. PERREAU LT.
Director of Public Works

CONSENT AGENDA REQUEST

ASST. DIRECTOR

JOE BLACKWELL
DEPUTY DIRECTOR

January 6, 2012

To: Honorable Board of Supervisors
From: Robert Perreault, Director of Public Works
Subject: Consent Agenda Request for the January 17, 2012 Meeting of the Plumas County Board of Supervisors:

A handwritten signature in black ink that reads "Robert A. Perreault".

Change Orders to Graeagle Transfer Station Electrical Repair Contract

Background:

Reference contract between Taylor Electric and the County, dated 12/05/11 in the amount of \$6,900.00 for electrical repairs at the Graeagle Transfer Station.

Unforeseen work resulting from problems with the hydraulic system for the compactor at the Graeagle Transfer Station necessitated additional trips and work by Taylor Electric, the electrical contractor for that project. This is the basis for Change Order No. 1 for \$2,138.00. Payment for Change Order No. 1 will come from the Solid Waste Capital Improvement budget.

In addition, during the in-house construction of the Gansner Park Pathway Project, electrical repairs were required while excavating for the new bicycle/pedestrian path at the park. To expedite construction, it was decided to have Taylor Electric, already under contract for the Graeagle Transfer Station, make the repairs. Change Order No. 2 for \$3,961.34 covers the work at Gansner Park. Payment for Change Order No. 2 will come from the pathway project budget.

Recommendation:

The Department of Public Works respectfully requests that the Board of Supervisors approve Change Orders No. 1 and No. 2, and authorize the County Administrative Officer and the Director of Public Works to sign the two (2) change orders.

Attachments:

Change Order No. 1 w/invoices
Change Order No. 2 w/invoices

DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY CA 95971 PHONE (530) 283-6268 FAX (530) 283-6323



ROBERT A. PERREAU LT Jr.
DIRECTOR

MARTIN BYRNE
ASST. DIRECTOR

JOE BLACKWELL
DEPUTY DIRECTOR

CONTRACT CHANGE ORDER

DATE	CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	LOCATION	
12/27/11	1		PWSW 11-010	Graeagle, CA	

TO Taylor Electric **CONTRACTOR**

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. NOTE: This change order is not effective until approved by the engineer.

Description of work to be done, estimate of quantities and prices to be paid. (Segregate between additional work at contract price, agreed price and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the engineer's estimate.

Extra Work at Agreed Lump Sum Price

Additional work to troubleshoot hydraulic problems with compactor at Graeagle Transfer Station. 14 hours each for an electrician and electrician's helper, plus 6 hours travel time for each. CCO #1 (Lump Sum): \$2,138.00

Estimated Cost: Decrease Increase

By reason of this order the time of completion will be adjusted as follows: No Adjustment

SUBMITTED BY		
SIGNATURE 	John Kolb Assistant Engineer	DATE 12/27/11

APPROVAL RECOMMENDED BY		
SIGNATURE 	John Kolb Project Engineer	DATE 12/27/11

APPROVALS BY		
SIGNATURE	Robert Perreault, Jr. Director of Public Works	DATE
SIGNATURE	Craig Settemire County Counsel	DATE
SIGNATURE	Jack Ingstad County Administrator	DATE
SIGNATURE	Brian Taylor Contractor	DATE

Taylor Electric

CA License No. 880029 (C10) Electrical

INVOICE NO.12/5/2011

Owner's Name: Plumas County Public Works		Owner's Address 1834 East Main Street	
Owner's City Quincy	Owner's Zip Code 95971	Owner's Home Phone	Owner's Work Phone
Project Address Graeagle Transfer Station		Project City Graeagle	Project Zip Code

Taylor Electric
PO Box 780
Chester, CA 96020

530.260.3108
btaylor96020@hotmail.com

8 Date
12/5/2011

APPROVED BY OWNER

Owner's Signature

SUBMITTED BY

Contractor's Signature

DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY CA 95971 PHONE (530) 283-6268 FAX (530) 283-6323



ROBERT A. PERREAU LT Jr.
DIRECTOR

MARTIN BYRNE
ASST. DIRECTOR

JOE BLACKWELL
DEPUTY DIRECTOR

CONTRACT CHANGE ORDER

DATE	CCO NUMBER	SUPPL. NUMBER	CONTRACT NUMBER	LOCATION	
12/27/11	2		PWSW 11-010	Quincy, CA	

TO **Taylor Electric** CONTRACTOR

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. NOTE: This change order is not effective until approved by the engineer.

Description of work to be done, estimate of quantities and prices to be paid. (Segregate between additional work at contract price, agreed price and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the engineer's estimate.

Extra Work at Agreed Lump Sum Price

Additional work and materials to repair broken underground electric lines and replace an exterior electrical panel at Gansner Park.
CCO #2 (Lump Sum): \$3,961.34

Estimated Cost: Decrease Increase

By reason of this order the time of completion will be adjusted as follows: No Adjustment

SUBMITTED BY

SIGNATURE 	John Kolb Assistant Engineer	DATE 12/27/11
---------------	---------------------------------	------------------

APPROVAL RECOMMENDED BY

SIGNATURE	Jerry Blinn Project Engineer	DATE 12/27/11
-----------	---------------------------------	------------------

APPROVALS BY

SIGNATURE	Robert Perreault, Jr. Director of Public Works	DATE
SIGNATURE	Craig Settemire County Counsel	DATE
SIGNATURE	Jack Ingstad County Administrator	DATE
SIGNATURE	Brian Taylor Contractor	DATE



CA License No. 880029 (C10) Electrical

INVOICE NO.12/5/2011

Taylor Electric
PO Box 780
ester, CA 96020

530.260.3108

96020@hotmail.com

www.english-test.net

Owner's Name: Plumas County Public Works		Owner's Address 1834 East Main Street	
Owner's City Quincy	Owner's Zip Code 95971	Owner's Home Phone	Owner's Work Phone
Project Address Gasner Park		Project City Quincy	Project Zip Code 95971

APPROVED BY OWNER

SUBMITTED BY

Owner's Signature

Contractor's Signature



GRANITE
ELECTRICAL SUPPLY, INC.

GRANITE SUSANVILLE
472-750 JOHNSTONVILLE ROAD
SUSANVILLE CA 96130

Tel: 530-251-5599
Fax: 530-251-8550

INVOICE

PAGE	INVOICE DATE	INVOICE NUMBER
1 of 2	11/02/11	S1500765.001
PLEASE REMIT PAYMENT TO:		
GRANITE ELECTRICAL SUPPLY, INC. PO BOX 348450 SACRAMENTO CA 95834		

BILL TO:

SHIP TO:

TAYLOR ELECTRIC
P.O. BOX 780
CHESTER CA 96020

TAYLOR ELECTRIC - SHOP
665 TERRANOVA DR
LAKE ALMANOR CA 96137

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON		
			WRITER	SHIP VIA	TERMS
9239	PLUMAS	GANTZER	SAM GIBSON	WC WILL-CALL	1.5% 10TH NET 25TH
					11/02/11 10/27/11
DESCRIPTION	ORDER QTY	SHIP QTY	NET UNIT PRICE	UOM	EXTENDED
GE TLM2020RCU 200A LD-CNTR	1	1	230.62	ea	230.62
GE THOM200D	1	1	143.83	ea	143.83
GE THQL2130 2P30A 120/240 PLG-IN CB	1	1	9.55	ea	9.55
GE THQL21100 3P 100A 120/240V CB	1	1	34.92	ea	34.92
GE THQL1120 1P 20A 120V PLUG-IN CB	1	1	4.59	ea	4.59
PVC 3-IN-PVC-SCRED-40-10FT CONDUIT	10	10	155.22	c	155.22
PVC 3-IN-PVC-SCHED-80-10FT CONDUIT	10	10	172.45	c	172.45
PVC 3-IN-90D-SCH-40-COND-ELL	4	4	500.01	c	20.00
PVC 3-IN-PVC-COND-CPLG	2	3	142.82	c	4.28
PVC 3-IN-PVC-TERM-ADPT	1	1	206.55	c	2.07
ARL 40G 3-IN STEEL LOCKNUT	1	1	151.53	c	1.52
3M 331-SUPER-3/4X66FT PVC TAPE	4	4	4.91	ea	19.64
3M 35-RED-3/4 CODING TAPE	2	2	4.56	ea	9.12
3M 35-BLUE-3/4 CODING TAPE	2	2	4.56	ea	9.12
3M 35-WHITE-3/4 CODING TAPE	2	2	4.56	ea	9.12
3M 35-GREEN-3/4 CODING TAPE	1	1	6.00	ea	6.00
TPS 400 "BUTT" PT. (#12082) PVC GLUE	4	4	€7.15	c	2.68
CONDUIT 1/2XCLOSE-X1-1/8-GALV-NIP	4	4	86.69	c	3.47
CONDUIT 3/4XCLOSEX1-3/8-GALV-NIP	4	4	129.94	c	5.20
CONDUIT 1XCLOSEX1-1/2-GALV-NIP	2	2	169.12	c	3.38
CONDUIT 1-1/4XCLOSEX1-5/8-GALV-NIP	2	2	250.37	c	5.01
CONDUIT 2XCLOSEX2-GALV-NIP	1	1	7.03	ea	7.03
DOTTIE 210-2X100 10MIL WRAP TAPE	3	3	9.30	ea	27.90
DOTTIE HF-340 12-02 FOAM SEALANT	1	1	722.27	c	7.22
BLKBKR ADR25-21-6-250 2BRL ALCU LUG	2	2	259.27	c	5.19
BLKBKR ADR11-21 14-1/0 2BRL LUG	2	2	243.72	c	4.87
BLKBKR ADR21-21 14-2/0 2BRL LUG	5	5	108.00	c	5.40
BLKBKR ADR11 14-1/0 ALCU SCR LUG	5	5	77.19	c	3.86
BLKBKR ADR2 14-2 ALCU SCR LUG	45	45	3634.20	m	163.54
WIRE THHN-3/0-3LK-19STR-CU-5000R					

*** Continued on Next Page ***



GRANITE ELECTRICAL SUPPLY, INC.

GRANITE SUSANVILLE
472-750 JOHNSTONVILLE ROAD
SUSANVILLE CA 96130

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Fax: 530-251-8550

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CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		RELEASE NUMBER		SALESPERSON	
9239		PLUMAS				HOUSE ACCOUNT	
CARRIER		SHIP VIA		TERMS		SHIP DATE	ORDER DATE
SAM GIBSON		WC WILL-CALL		1.5% 10TH NET 25TH		11/02/11	10/27/11
DESCRIPTION	ITEM	ORDER QTY	SHIP CITY	NET UNIT PRICE	UOM	EXTENDED	
CUT 3 X 15		1		33.89	ea	0.33	
ARL 445 2-IN PLSTC INS BUSHING		1		006.30	ea	64.50	
T&B 54511 3/0AWG ORANGE 2WAY CONN		0					
T&B HS4-30L 9-IN HEAT SHRINK TUBING		6		1239.95	ea	74.41	

If paid by 12/30/11, you may deduct \$13.97

Invoices are due by 12/25/13 net of any cash discounts.

RECORDED IN INDEX TO RECORDS OF THE STATE OF NEW YORK.

SUBTOTAL.

931.06

SBU CHGS

SALVADOR

6750

96

PLUMAS COUNTY CHILD CARE & DEVELOPMENT PLANNING COUNCIL
50 CHURCH STREET, QUINCY CA 95971 – 530.283.6500 X234

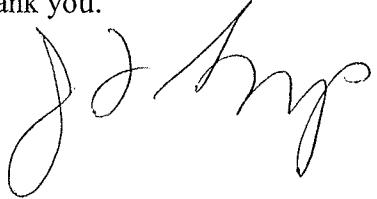
TO: The Honorable Board of Supervisors
FROM: Joyce Scroggs, Council Coordinator
DATE: January 17, 2012
RE: Certification of Council Membership

Education Code, Sections 8499.3 and 8499.4 requires that the County Board of Supervisors and the County Superintendent of Schools appoint members to the Local Planning Council.

The Council recommends that the following Plumas County residents be appointed for two year terms beginning January 1, 2012. The Certification Statement is attached for signature of the Chair of the Board of Supervisors.

Aimee Heaney	Parent
Lucie Kreth	Portola Kids, Inc.
Shelley Morrison	Feather River College Child Development Center
Christina Peck	Chester State Preschool
Anne Nielson	PRS-Child Care Resource & Referral
Wendy Hood	PRS-Child Care Support Program
Ellen Vieira	First 5 Plumas
Shelley Miller	FRC Early Childhood Education Program
Janine	Plumas Children's Council
Merle Rusky	Sierra-Cascade Family Opportunities-Head Start
Dennis Thibeault	Plumas Crisis Intervention & Resource Center

Thank you.



CERTIFICATION STATEMENT
REGARDING COMPOSITION OF LPC MEMBERSHIP

Return to:

California Department of Education
Child Development Division
Local Planning Council Team
1430 N Street, Suite 3410
Sacramento, CA 95814

Due Date:
Annually on January 15

Please complete all information requested below:

County Name: Plumas		County Coordinator Name and Telephone Number: Joyce Scroggs 530-283-6500 ext 234
Membership Categories		
Name of Representative	Address/Telephone Number	Appointment Date & Duration
20% Consumers (Defined as a parent or person who receives, or who has received within the past 36 months, child care services.)		
Aimee Heaney	348 Alder St Quincy 95971 530-283-4813	1/1/12 2 years
20% Child Care providers (Defined as a person who provides child care services or represents persons who provide child care services.)		
Lucie Kreth	Portola Kids, Inc. 420 N. Pine St. Portola 96122 530-832-5678	1/1/12 2 years
Merle Rusky	SCFO-Head Start 80 Main St. Quincy 95971 530-283-1242	1/1/12 2 years
Christina Peck	Chester State Preschool Box 1071 Greenville 95971 530-258-3194	1/1/12 2 years
Anne Nielson	Plumas Rural Services-Child Care R&R 586 Jackson St. Quincy 95971 530-283-4453	1/1/12 2 years
20% Public Agency Representative (Defined as a person who represents a city, county or local education agency.)		
Ellen Vieira	First 5 Plumas 270 Hospital Rd. Ste 206 Quincy 95971 530-283-6159	1/1/12 2 years
Shelley Miller	Feather River College-ECE Program 570 Golden Eagle Ave. Quincy 95971 530-283-0202 x 311	1/1/12 2 years
Shelley Morrison	Feather River College-Child Development Ctr 570 Golden Eagle Ave Quincy 95971 530-283-0521	1/1/12 2 years

Membership Categories		
Name of Representative	Address/Telephone Number	Appointment Date & Duration
20% Community Representative (Defined as a person who represents an agency or business that provides private funding for child care services, or who advocates for child care services through participation in civic or community-based organizations but is not a child care provider or CDE funded agency representative.)		
Janine	Plumas Children's Council Box 382 Quincy 95971 530-283-5333	1/1/12 2 years
Dennis Thibeault	Plumas Crisis Intervention & Resource Center 591 Main St. Quincy CA 95971 530-283-5515	1/1/12 2 years
20% Discretionary Appointees (Appointed from any of the above categories or outside of these categories at the discretion of the appointing agencies.)		
Wendy Hood	Plumas Rural Services-Child Care Support 586 Jackson St. Quincy 95971 530-283-4453	1/1/12 2 years

Authorized Signatures		
We hereby verify as the authorized representatives of the county board of supervisors (CBS), the county superintendent of schools (CSS), and the Local Child Care and Development Planning Council (LPC) chairperson that as of January 13, 2009, the above identified individuals meet the council representation categories as mandated in AB 1542 (Chapter 270, Statutes 1997; California <i>Education Code</i> Section 8499.3). Further, the CBS, CSS, and LPC chairperson verify that a good faith effort has been made by the appointing agencies to ensure that the ethnic, racial, and geographic composition of the LPC is reflective of the population of the county.		
Authorized Representative - County Board of Supervisors	Telephone Number	Date
	530-283-6170	
Authorized Representative - County Superintendent of Schools	Telephone Number	Date
	530-283-6500 ext 221	
Local Child Care Planning Council Chairperson	Telephone Number	Date
	530-283-4453 ext *824	



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368

DATE: JANUARY 6, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

MIMI HALL, DIRECTOR
PUBLIC HEALTH AGENCY

SUBJ: BOARD AGENDA ITEM FOR JANUARY 17, 2012

RE: PRESENTATION REGARDING THE PATH2HEALTH MEDICAL
ASSISTANCE PROGRAM

It is Recommended that the Board of Supervisors

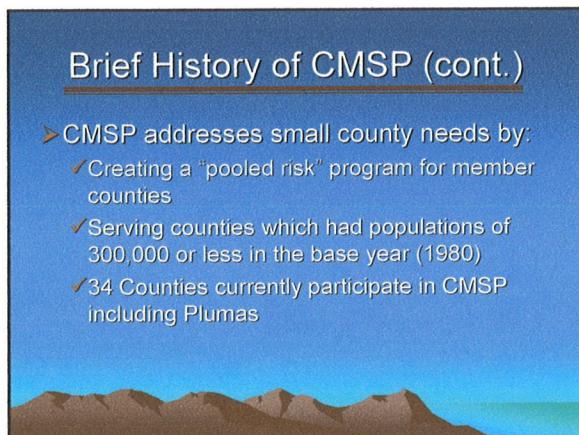
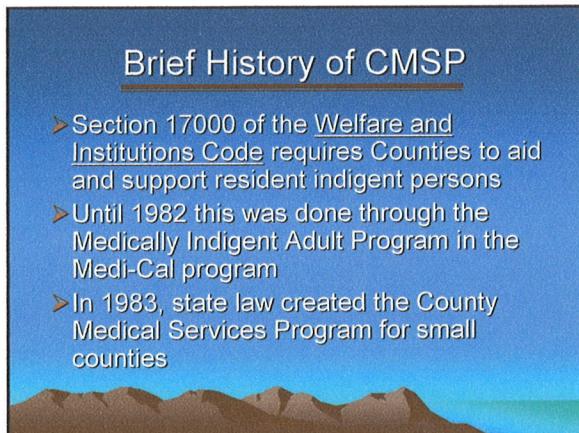
Receive and file a report and presentation regarding the Path2Health Program.

Background and Discussion

When the Congress passed Federal Health Reform under the Patient Protection and Affordable Care Act, they included a provision which allows states to request a waiver to become an early implementer of some of the provisions of the Act. The waiver, titled the Bridge to Reform, enables states to utilize the non-Federal dollars they otherwise spend on health care for state citizens as a match to draw down Federal matching dollars to expand health care to low income populations that are uninsured.

The 34 CMSP counties submitted a waiver request to operate a low income health project which is referred to as Path2Health. The waiver has been approved and implementation of Path2Health became effective January 1, 2012. The Directors of the Social Services Department and Public Health Agency are before your Board today with a brief overview of the CMSP and Path2Health programs.

Enclosures



CMSP Member Counties



Brief History of CMSP (cont.)

- CMSP originally administered by the state
- In 1995 new law established the CMSP Governing Board
- The CMSP Governing Board consists of 10 County officials elected from member counties and one ex-officio member from the State Health and Human Services Agency

Brief History of CMSP (cont.)

- The CMSP Governing Board is charged with overall policy and fiscal responsibility for the program
 - ✓ Sets CMSP eligibility standards
 - ✓ Defines scope of covered services
 - ✓ Sets CMSP provider payment rates

Path2Health (cont.)

- Path2Health is a separate, time limited project, operational until January 1, 2014 when Federal Health reform will cover this population
- Path2Health will not add new costs to county participation fees beyond what is currently paid
- Path2Health will utilize existing CMSP infrastructure and contract administrators

Path2Health (cont.)

- For those between 100% and 200% of poverty, CMSP rules will continue to apply
 - ✓ No asset waiver
 - ✓ Share of Cost based on income
 - ✓ Require documentation of citizenship status
 - ✓ Full scope benefits

Path2Health (cont.)

- All members are entitled to full scope benefits with the exception of undocumented members
- All members including CMSP members will be entitled to new mental health and substance abuse counseling benefits

Mental Health and Substance Abuse Benefits Added

- New mental health benefit includes up to 10 annual individual or group counseling sessions per member per year.
- New substance abuse benefit includes one assessment, two annual individual counseling sessions and up to 20 group counseling sessions per year.



Mental Health and Substance Abuse Payment Rates

- For non clinic providers, the rate will be \$90 for an assessment and \$70 for an individual counseling visit
- For group substance abuse counseling sessions the rate is \$30 per group member
- For Federally Qualified Health Clinics and Rural Health Clinic providers the rate is the Federally approved rate.



Provider Rates/ID Cards

- All provider rates shall be the same as those currently paid by CMS
- New member ID cards for Path2Health



Projected New Enrollment

- Projected enrollment increase for Plumas County of about 100+ new members following January 1, 2012
- In addition new eligible population for Healthy Families Program after January 1, 2012 of 80+ families

Path2Health

QUESTIONS AND ANSWERS



Plumas County Office of Emergency Services

11B

270 County Hospital Road #127
Quincy, California 95971

Phone: (530) 283-6332
Fax: (530) 283-6241

Date: January 6, 2012

To: Honorable Board of Supervisors

From: Jerry Sipe

RE: Agenda Item for January 17, 2012

Recommendation: Report and update on the activities of the Fire and Emergency Services Feasibility Study Group and possible direction to staff.

Background and Discussion: As the Board will recall, in April 2011, the Board of Supervisors reconvened the Fire and Emergency Services Feasibility Study Group. Comprised of representatives from Plumas National Forest, Cal Fire, local fire departments, Fire Safe Council, county staff and interested citizens, this group has been working to help resolve the out-of-district problem for local fire and emergency medical response.

The attached report summarizes some of the notable steps in the process and highlights some areas of general agreement, including:

- The county has taken steps to prevent the out-of-district problem from getting worse.
- Funding for local fire agencies is complex and property owners are largely unaware of how their property tax is apportioned.
- Success will come at the 'grass roots' community-by-community level with agreement between property owners and the district providing the service.

As this project moves to the community level, the full Feasibility Group's role will likely be replaced by smaller planning and implementation groups working with the Fire Prevention Specialist and the individual fire districts. The County's role will be to enter into tax exchange negotiations with the districts to help ensure they can sustain fire and emergency services throughout their new and larger service areas.

At this time the Board is asked to receive this report and provide any necessary direction to staff. If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

Enclosure

Fire and Emergency Services Feasibility Group's Update

April 2007 – The Fire and Emergency Services Feasibility Study Group was formed. Its mission was to “determine the funding feasibility of providing uniform and comprehensive emergency services to all of Plumas County”. This resulted in 3 core objectives:

- Increase funding for all emergency services
- Mitigate existing and future hazards that adversely impact public health and safety
- Encourage a uniform level of service countywide that meets federal, state and local mandates.

March 2008 – Developed a 2007/2008 Mid Year report. The report outlined the development of the Mission Statement and Group Objectives. Recommendations were to form a County Fire Department with a County Fire Chief and have pooled insurance services. Options for funding to help mitigate budget problems were presented as were preliminary recommendations for Fire Improvement Standards.

September 2009 – Community Workshop

The community workshop outlined fire protection responsibilities of federal, state and local agencies and highlighted three primary issues:

- Growing concern over out-of-district fire and emergency medical calls handled by local fire agencies.
- The need for a County Fire Warden
- Presented a report on “Recommendations for Fire Protection Improvement Standards”

At that time, the preferred alternative was a comprehensive Fire Warden/OES Director to administer and deliver services countywide throughout the un-served area. Subsequently, a job description was developed, but a lack of dedicated and ongoing funding prevented this alternative from moving forward.

The Recommended Fire Protection Improvement Standards Report suggested specific administrative and policy changes for Plumas County to ensure fire safety issues are identified and addressed during land use decisions, permit applications, and construction.

Following the public meeting, the Group met with Planning & Building Services to resolve a number of the issues related to planning and building through administrative processes.

June 2010 – 2009-2010 Grand Jury Report

The 2009-10 Grand Jury report emphasized that one-fifth of residential properties in Plumas County are located outside of a fire protection district. Identifying cost effective, equitable solutions remains the steadfast focus of this group and members continue volunteering, contributing, and working to solve this challenging problem.

April 2011 – Board of Supervisors Reconvenes Feasibility Group

The Feasibility Group continues working to better understand the problem and possible solutions. The following is a summary of their recent work.

The Feasibility Group continues working to define the out-of-district problem.

Almost 22% of private property acreage is outside an existing fire district. Private property acreage includes timber harvest and agricultural zones with and without homes or residents. By 2010 census data, 4.56% of Plumas County population resides outside a fire district. However, the census data is also not the best measure of the problem, and efforts are underway to better identify and map structures outside of districts.

Furthermore, many residents and homeowners are not aware if their property is located outside a fire district. By any measure, the out-of-district problem is as significant as it is challenging to solve.

Because of the differences in parcels, land use and population outside fire districts, a comprehensive fire district may not be the best option.

Fire services for the seasonal, recreational properties like Warner Valley may look very different from the services provided for a community like Clio, which borders two existing districts. The Feasibility Group recommends working on a case-by-case, community-by-community basis with annexations as the primary objective for the unserved areas needing fire protection services. This work is best accomplished at the ‘grass-roots’ level, with and through members of each community in need of fire protection services.

Updates to the General Plan and changes in land use and building application policies will prevent the out-of-district problem from getting worse.

Through ongoing work with the Planning and Building Departments along with input by the County Fire Safe Council, many recommendations related to land use and planning from the Fire Improvement Standards have been adopted. The county’s draft General Plan update emphasizes the need for fire protection services for new development, and the Building Department has updated codes, policies and procedures to ensure new construction minimizes impacts and exposure for existing fire districts.

For annexation or out-of-area service agreements, both the district and population served must agree on the terms and conditions for fire service.

Out-of-area service agreements or annexations are under the purview of LAFCo, but ultimately the issue boils down to money. The district must have adequate funding to provide the needed level of service, and the population served must feel their money is buying an appropriate level and quality of service. A tax exchange agreement, or in some cases a special assessment, is necessary to ensure sustainability. Communication,

coordination, and education between the public, fire district, and the county are also essential. The LAFCo Executive Officer is currently working with individuals from Beckwourth and Quincy to initiate annexations before LAFCO.

To assist with communication, coordination, and education, the Board of Supervisors has dedicated Title III funding for a Fire Prevention Specialist.

This position will develop strategies and plans to help resolve the out-of-district problem by working with the public, local fire districts, Fire Safe Council, Feasibility Group and the Board of Supervisors and by updating community wildfire protection plans and Firewise Community plans.



Joe Wilson
Director

DEPARTMENT OF FACILITY SERVICES

198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103

FC



DATE: January 9, 2012

TO: Honorable Board of Supervisors

FROM: Joe Wilson, Director of Facility Services/ Airports

Subject: Approve 2012 Airport Capital Improvements Plan and authorize
submittal to the FAA

Background

Each year Plumas County submits an Airport Capital Improvement Plan (ACIP) to the FAA for consideration. This plan lists the desired improvement projects for the next 9-15 years and is essentially a "wish list" that the FAA uses in considering funding applications. Each year during preparation of this plan Plumas County has the ability to re-order the projects as needs become apparent.

An effort has been made over the past few years to focus the scope of projects in areas that will enhance the safety and usability of the three County Airports. Other areas focused on in the ACIP include pavement rehabilitation in an effort to preserve our existing assets. Lastly future expansion is considered and included in the ACIP. This strategy has historically resulted in successful grant awards. Staff has had several teleconferences and meetings with the FAA Airports District Office to determine the likelihood of funding and has taken that into consideration during the preparation of this plan.

Recommendation

Approve 2012 Airport Capital Improvements Plan and authorize the Airport Director to submit the ACIP to the FAA.

110

PLUMAS COUNTY CRITICAL STAFFING COMMITTEE

Robert Meacher, Jack Ingstad and Gayla Trumbo

DATE: January 9, 2012

TO: The Honorable Board of Supervisors

FROM: Critical Staffing Committee

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
JANUARY 17, 2012.

RE: CRITICAL STAFFING REPORT AND POSSIBLE ACTION:

REFILL THE FOLLOWING POSITIONS: DEPARTMENT OF SOCIAL SERVICES -
1.0 FTE OFFICE ASSISTANT III, 1.0 FTE BENEFIT ASSISTANT COUNSELOR, 1.0
FTE SUPERVISING SOCIAL WORKER, 1.0 FTE EMPLOYMENT AND TRAINING
WORKER III; MENTAL HEALTH DEPARTMENT - 1.0 FTE PSYCHIATRIC
NURSE/PSYCHIATRIC TECHNICIAN I OR II; DEPARTMENT OF PUBLIC
WORKS - 1.0 FTE POWER EQUIPMENT MECHANIC.

RECOMMENDED THAT THE BOARD:

1. Approve the recommendation of the Critical Staffing Committee to refill the following positions: Social Services 1.0 FTE Office Assistant III; 1.0 FTE Benefit Assistant Counselor; 1.0 FTE Supervising Social Worker; 1.0 FTE Employment and Training Worker III; Mental Health 1.0 FTE Psychiatric Nurse/Psychiatric Technician I or II and Public Works 1.0 FTE Power Equipment Mechanic.

BACKGROUND AND DISCUSSION

Critical Staffing Committee met on January 4, 2012, to review requests to refill positions in the departments of Social Services and Public Works. After our meeting, Critical Staffing received additional request from Social Services and Mental Health that have been included in this report.

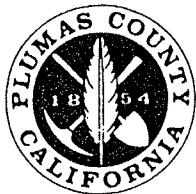
The Critical Staffing Committee over the last few months has reviewed and recommended refilling numerous requests from Social Services Director, Elliott Smart. These requests were a result of resignations, retirements, and failure to pass employees probationary periods. Before you today is a report that includes the recommendation to refill four (4) positions within this department. The Office Assistant III, Benefit Assistant Counselor, and the Employment and Training Worker III are requested to be refilled as a result of employees who have been promoted within the department to refill vacant positions that have already been approved by this

Board. As a result of these promotions the Department is now seeking to refill these positions. In the case of the Supervising Social Worker, within the Child Protective Services Division the vacancy is due to a resignation of the incumbent.

The Mental Health Director, John Sebold, recently received a letter of resignation from the Psychiatric Nurse at the Sierra House Board and Care Facility. This position will be vacant as of January 25, 2012. The allocation for this position is 1.0 FTE as a Psychiatric Nurse or Psychiatric Technician I or II. This position is critical to the safe operations of this facility due to the need to have a position that can accurately dispense and manage medications and address medical issues. By having someone on staff that is familiar with the residents, early detection of changes in behavior or in residents overall health can be made at the earliest possible stage. This provides safety to employees, public and to the other residents at the facility.

Public Works Director, Robert Perreault also received a letter of resignation from one of his Power Equipment Mechanics. This position has the responsibility to maintain the equipment and vehicles of the Public Works Department. The position is allocated and funded for this fiscal year.

Critical Staffing Committee recommends the refilling of the positions listed in this report.



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368

DATE: JANUARY 5, 2012
TO: GAYLA TRUMBO, HUMAN RESOURCES DIRECTOR
FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES
SUBJ: REQUESTS FOR CRITICAL STAFFING COMMITTEE REVIEW
OF TWO VACANT POSITIONS: BENEFITS ASSISTANCE
COUNSELOR AND OFFICE ASSISTANT III

In accordance with the policy established by the Board of Supervisors, this memorandum requests Critical Staffing Committee review of two vacant positions in the Department of Social Services. I have enclosed with this memorandum position classification forms, class specification statements and Questions for Critical Staffing Committee review with this memorandum. The vacancies are in the class of Benefits Assistance Counselor I/II and Office Assistant III.

As is explained in the attached information, the Benefits Assistance Counselor I/II vacancy has occurred because the prior incumbent, Suzanne Wilson, has been promoted to the vacant Benefits Assistance Counselor Supervisor position. The Office Assistant III position has become vacant because the prior incumbent, Carrie Vineyard, has been promoted to Benefits Assistance Counselor.

If it is necessary, please let me know if I need to attend the Critical Staffing Committee meeting. I would appreciate the expediting of these requests.

PLUMAS COUNTY DEPT. OF SOCIAL SERVICES

A handwritten signature of Elliott Smart in black ink, appearing to read "ES".

ELLIOTT SMART, DIRECTOR

Copy: PCDSS Management Staff (w/o enclosures)
Neal Caiazzo, Program Manager (w/ enclosures)

Enclosures

2012 JAN 5 PM 2:18

PC HUMAN RESOURCES

Position Classification: Benefits Assistance Counselor (BAC) I/II

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description:

This position is primarily responsible for performing eligibility determinations for the Medi-Cal, CMSP and CalFresh (Foodstamp) programs. Eligibility determinations for the Medi-Cal and CMSP programs are critical to the mission of assuring that county citizens who do not have medical insurance or another payer for health care services have access, to the extent that they are eligible, to the State Medi-Cal and County CMSP programs. This also helps to assure that hospitals that are required by law to serve poor and indigent county residents receive payment for the services they provide. Eligibility determinations for the CalFresh (Foodstamp) program are a state mandated activity.

Funding Sources: Medi-cal is entirely funded by State General Fund and federal pass through dollars. There is a small apportionment of Realignment dollars that is part of the funding mix for this position, generally 15% of the cost of time spent performing CalFresh (Foodstamp) eligibility determinations. As is explained below, there are potential Realignment funding implications *when the position is left empty*.

Special Considerations: Department of Social Services funding mechanisms are structured on a very specific cost allocation plan that generates the distribution of fixed overhead costs based on filled positions. To the extent that a position is not filled, the fixed overhead costs redistribute themselves in uncontrolled and unpredictable ways adding unanticipated costs to other program areas particularly to program areas that contain Realignment dollars in their cost structure. It is in the County's best interests to avoid such a scenario.

Reason for the Vacancy: The reason for this vacancy is because the prior incumbent, Suzanne Wilson, has been promoted to a vacant Benefits Assistance Counselor Supervisor position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Benefits Assistance Counselor – Medi-Cal/CalfFresh Program

- Is there a legitimate business, statutory or financial justification to fill the position?

Answer: Yes. Medi-Cal and CalFresh (Foodstamp) administration is a state mandated service. The Benefits Assistance Counselor performs eligibility determinations for these services

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth.

- How long has the position been vacant?

Answer: The position became vacant effective October 24, 2011.

- Can the department use other wages until the budget is adopted?

Answer: No.

- What are staffing levels at other counties for similar departments and/or positions?

Answer: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.

- What core function will be impacted without filling the position prior to July 1?

Answer: We will not be able to process applications for Medi-Cal in accordance with the state requirements.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

Answer: We will not expend state funds that have been allocated to this function and Realignment dollars will be disbursed to other programs costing the Department money.

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

Answer: No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

Answer: No.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
- **Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.**

Position Classification: Office Assistant III

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description: This position is responsible for clerical support provided to the Employment and Financial Services Division. The incumbent performs a variety of more difficult and complex clerical work including sorting through new and updated forms used to determine initial and continuing eligibility for public assistance benefits; preparing case files and keeping such files properly organized and maintained; keeping procedural binders up to date; organizing and sorting client mail; and, preparing form letters and other documents for use by the eligibility and the employment and training staff. A copy of the class description is attached.

Funding Sources: The funding to support this position comes from federal pass through dollars, the State General Fund and county Realignment dollars. There is no cost to the County General Fund associated with this position.

Reason for the Vacancy: This position is vacant because the prior incumbent, Carrie Vineyard, was promoted to a vacant Benefits Assistance Counselor I/II position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Office Assistant III

- Is there a legitimate business, statutory or financial justification to fill the position?

Answer: Yes. Public social services are state mandated.

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: The position is funded in the current budget and has no General Funds associated with it. This position provides support to the eligibility staff who are providing mandated services to a growing number of applicants and recipients.

- What is the reason for the vacancy? How long has the position been vacant?

Answer: The position is vacant because the prior incumbent was promoted to a vacant Benefits Assistance Counselor position. The position has been vacant since January 5, 2012.

- Can the department use other wages until the budget is adopted?

Answer: No.

- What are staffing levels at other counties for similar departments and/or positions?

Answer: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.

- What core function will be impacted without filling the position prior to July 1?

Answer: We will not be able to process perform tasks associated with Eligibility Determinations.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

Answer: We will not expend state funds that have been allocated to this function.

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

Answer: Not at the present time.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

Answer: Not at the present time.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year. Below, we provide the activity for the past three years:

- FY 2006/07 --- \$658,071
- FY 2007/08 --- \$744,339
- FY 2008/09 --- \$494,112 (at mid-year)
- FY 2009/10 --- \$686,779
- FY 2010/11 --- \$950,504 (at mid-year)



DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368

DATE: NOVEMBER 7, 2011
TO: GAYLA TRUMBO, HUMAN RESOURCES DIRECTOR
FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES
SUBJ: REQUEST FOR CRITICAL STAFFING COMMITTEE REVIEW:
EMPLOYMENT AND TRAINING WORKER III

Enclosed with this memorandum are the forms needed for the Critical Staffing Committee to review a current vacancy in the Department of Social of Social Services. The vacant position is Employment and Training Worker III.

Please let me know if my attendance is required at this review session.

PLUMAS COUNTY DEPT. OF SOCIAL SERVICES

A handwritten signature in black ink, appearing to read "ES".

ELLIOTT SMART, DIRECTOR

Copy: Neal Caiazzo, Program Manager

Enclosures

2012 JAN - 4 PM 1:40

PC HUMAN RESOURCES

11/8/11

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Employment and Training Worker III

- Is there a legitimate business, statutory or financial justification to fill the position?

Answer: Yes. Foster Care Assistance is a state mandated/county administered cash assistance program for Foster Homes that provide care to abused and neglected children. In addition, this position is responsible for County Administrative Hearings and functions as the Unit Lead.

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: The position is funded in the current budget and has no General Funds associated with it.

- How long has the position been vacant?

Answer: The position became vacant effective November 7, 2011.

- Can the department use other wages until the budget is adopted?

Answer: No.

- What are staffing levels at other counties for similar departments and/or positions?

Answer: Other counties are structured in a very similar way – that is Unit Leads are a feature of the unit designated organizational structure. The state approves appropriate classification levels.

- What core function will be impacted without filling the position prior to July 1?

Answer: The Department would not have staff to perform Foster Care Assistance payments as mandated by State law nor would we have staff to support the County Administrative Hearing processes.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

Answer: We will not expend state funds that have been allocated to the administration of Foster Care and Realignment dollars will be disbursed to other programs costing the Department money.

- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

Answer: No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

Answer: No.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.

Position Classification: Employment and Training Worker (ETW) III

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description: This position is responsible for the most difficult levels of work assigned to the Eligibility and Employment Services Division. Case work assigned to this employee includes the administration of Foster Care payments, processing and clearing reports from external data sources such as the Integrated Earnings Verification System (IEVS) and the payment verification systems. This employee is also responsible for preparing for and representing the Department at client initiated administrative hearings. This position also functions as a Unit Lead for the Employment and Training Workers.

Funding Sources: The funding to support this position comes from federal pass through dollars, the State General Fund and county Realignment dollars. There is no cost to the County General Fund associated with this position.



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368

DATE: DECEMBER 19, 2011
TO: GAYLA TRUMBO, HUMAN RESOURCES DIRECTOR
FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES
SUBJ: REQUEST FOR CRITICAL STAFFING COMMITTEE REVIEW:
SUPERVISING SOCIAL WORKER – CHILD PROTECTIVE
SERVICES

Enclosed with this memorandum are two required forms necessary for the Critical Staffing Committee to review an upcoming vacant position in the Department of Social Services. The vacancy will be at the Social Worker Supervisor level and will be effective January 6, 2012.

As is described in the enclosed material, the Social Worker Supervisor position is a mission critical position that is connected directly with child safety in the Department's Child Protective Services program.

In view of the critical nature of this position, may I request that you expedite the review of this position? As always, if it is necessary, I am happy to address any questions the Committee members may have.

PLUMAS COUNTY DEPT. OF SOCIAL SERVICES

A handwritten signature of Elliott Smart, consisting of stylized initials "ES" and a surname.

ELLIOTT SMART, DIRECTOR

Copy: DSS Management Staff

Enclosures

2011 DEC 20 PM 3:25

PC HUMAN RESOURCES

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Social Worker Supervisor – Child Protective Services

- Is there a legitimate business, statutory or financial justification to fill the position?

Answer: Yes. Child Protective Services is a state mandated program.

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: The position is assigned duties that include public protection, specifically, abused and neglected children. This is a mission critical position.

- How long has the position been vacant?

Answer: The position will be vacant effective January 6, 2012.

- Can the department use other wages until the budget is adopted?

Answer: No.

- What are staffing levels at other counties for similar departments and/or positions?

Answer: Staffing levels for this program are a function of the allocation of state general fund dollars for the position. Currently, the state provides funding for six social workers in Plumas County for this program.

- What core function will be impacted without filling the position prior to July 1?

Answer: Children Protective Services is a mission critical function. Absence of a supervisory position can add to the risks associated with determining the level of child safety present in a home situation.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

Answer: This position is funded by Federal and Realignment dollars. The Realignment dollars allocated to this program may not be used for other programs.

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies. Currently Child Welfare Services is not among the programs impacted by proposed reductions in the State's budget.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

Answer: No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

Answer: No.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Answer: The Department does not presently utilize General Fund dollars. Filling this position does not change that.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

Answer: Yes. The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year. Below, we provide the activity for the past five years:

- FY 2006/07 --- \$658,071
- FY 2007/08 --- \$744,339
- FY 2008/09 --- \$494,112 (at mid-year)
- FY 2009/10 --- \$686,779
- FY 2010/11 --- \$950,504 (at mid-year)

Position Classification: Social Worker Supervisor – Child Protective Services

FTE: 1.00

Budgeted Position: Yes

CWS is funded through Federal (50%), 2011 Realignment (35%) and 1992 Realignment (15%) dollars for the basic program. Our total allocation for 2012-2013 is \$1,116,704. This allocation of funds is specifically for Child Welfare Services. It cannot be spent on other programs.

Mandated Program: Yes.

Child Welfare Services is a state-mandated, county-administered program. The mandate for Child Protective Services is found at Welfare and Institutions Code Section 16500, *et seq.* The mandated services include 24 hour, 7 days per week emergency response services for allegations of abuse or neglect of children, case management services to families whose children are removed from the home (including mandatory visits to both children and parents), reunification services to reunite families, and permanency services when reunification avenues are exhausted.

Position Description:

This position is responsible for supervising the Child Protective Services Social Workers that perform the investigation of allegations of abuse or neglect of children. The incumbent reviews all allegations and investigations and assists Social Workers in making decisions about child safety. The incumbent reviews all Court documents and petitions and assists with determining whether families have made sufficient progress toward achieving case plan goals. The incumbent is the primary liaison with the Plumas County Superior Court regarding Child Protective Services. There is typically a significant amount of interaction with community based partner organizations that work with the Department towards goals associated with strengthening families.

Funding Sources:

The funding to support these positions comes from federal pass through dollars and county 1992 and 2011 Realignment dollars. There is no cost to the County's General Fund associated with these positions.

CRITICAL STAFFING QUESTIONS

Department: Mental Health

Position: Psychiatric Nurse/Psychiatric Tech I/II

Vacancy Date: January 25, 2012

Date: January 6, 2012

Requestor: John Sebold

- **Is there a legitimate business, statutory or financial justification to fill the position?**

The MHD has recently received a termination letter from its only employee in this classification and will have an open FTE on January 25, 2012. This FTE is necessary to assure the efficient and safe operation of the Sierra House Board and Care including consistent and accurate dispensing of medications that modulate the emotions, thoughts and behavior of individuals with severe mental illness. There is considerable research that shows the cost effectiveness of proactively addressing and managing patient medication needs. Additionally this approach assures the safety of the residents and the public while decreasing the potential of costly hospitalizations and repetitive use of correctional facilities and emergency room services.

- **Why is it critical that this position be filled prior to the adoption of the next County's budget?**

This position is currently budgeted. The MHD is not seeking an expanded allocation at this time. This position fills a critical community need that assures appropriate levels of low cost residential care that decrease the risk of behaviors that might put individual patients, mental health staff and community members at risk of harm.

- **How long has the position been vacant?**

The position will be open as of January 25, 2012.

- **Can the department use other wages until the budget is adopted?**

This position is fully budgeted.

- **What are staffing levels at other counties for similar departments and/or positions?**

The MHDs staffing levels are consistent with that of other small county mental health services that offer board and care and drop in services for chronically mentally ill individuals.

- **What core function will be impacted without filling the position prior to July 1?**

As previously noted this position is responsible for critical aspects of patient care and supervision. The stability of consumers that use the Sierra House Board and Care are dependent upon the services provided by this position.

- **What negative fiscal impact will the County suffer if the position is not filled prior to the next budget year?**

The risks of a negative patient outcome are significant without this position. This position plays a critical role in assuring the health and safety of patients and also decreases the risk of litigation that is associated with patient care by assuring that proper medical and treatment procedures are followed by appropriately licensed and trained individuals. Without this position other employees will be forced to manage patients with uncontrolled symptoms thus causing significant stress and staff burnout. This increases the potential for direct costs to the County including but not limited to: 1) Workers Comp claims, 2) Work related stress claims, 3) Increase sick leave, 4) Stress related practice errors and liability claims, 5) Poor treatment outcomes and 6) Poor work performance leading to audit errors and Federal and State recovery of funds.

- **A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?**

The funds for this position are recovered almost completely through billings to Medi Cal and are when necessary supplemented by Mental Health realignment funding. Funding for this position is assured at this time and for a minimum of three years. The MHD has significant reserves to address a catastrophic fund loss. If necessary the department would utilize reserves over a 6-12 month period to transition to a balanced supportable departmental budget. The MHD has historically adjusted FTEs to avoid budget shortfalls and to rebalance its budget and or to build a reserve.

- **Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?**

No, the MHD always anticipates audit exceptions due to the political and partial subjective nature of service billing audits. It maintains reserves to assure that

typical audit losses and billing exceptions can be absorbed without impacting the balance of its budget.

- **Does the budget reduction plan anticipate the elimination of any of the requested positions?**

The Department is always open to the potential elimination or temporary loss of FTEs but seeks to avoid losses by a conservative budget approach and an aggressive revenue strategy. This position has funding that the MHD is confident will exceed three years with potential for extensions within the MHSA funding structure thus the MHD does not anticipate the elimination of the position.

- **Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?**

The MHD does not intend to seek GF dollars other than the mandatory minimum annual total contribution that averages approximately 11K.

- **Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?**

Yes, Activity has reflected principle and interest growth over the past 3 years slowing to primarily interest growth with the exception of MHSA reserves. The department's current budget reserve exceeds its annual budget expenditure thus the department should remain stable over the next three years and beyond.

DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN STREET, QUINCY, CA 95971-9795 PHONE (530) 283-6268 FAX (530) 283-6323



ROBERT A. PERREAULT Jr.
Director of Public Works

December 12, 2011

ASST. DIRECTOR

JOE BLACKWELL
DEPUTY DIRECTOR

TO: Critical Staffing Committee

FR: Public Works, Road Dept.
Robert Perreault, Director

A handwritten signature in cursive script that reads "Robert Perreault".

RE: Power Equipment Mechanic Resignation

On December 9, 2011 the Department received a letter of resignation from one of our newly hired Power Equipment Mechanics. This employee has been with us for 1 year as a full time permanent employee.

This employee based his decision to move on due to the initiation of furlough days and having to make a contribution to his PERS. The financial hit was more than he could endure as much as he would have liked to stay on with our Department.

It is necessary for the position to be filled in order to maintain our fleet of equipment and vehicles.

This position is allocated and fully funded within our 11/12 Road Department Budget.

Attached is a completed "Questions for Staffing Critical Positions Which are Currently Allocated."

Public Works is requesting authorization from the Critical Staffing Committee and the Board of Supervisors to fill the Power Equipment Mechanic vacancy.

Thank you.

2011 DEC 13 AM 11:32

criticalstaffing.VacancyMech.
pmt

PC HUMAN RESOURCES