



## **BOARD OF SUPERVISORS**

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

### **AGENDA FOR MEETING OF DECEMBER 18, 2012 TO BE HELD AT 11:00 A.M. IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**10:00 – 11:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION**

**[www.countyofplumas.com](http://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**

11:00 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.

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

Brief announcements by, or brief reports on their activities by County Department Heads

## **ACTION AGENDA**

### **1. 11:15 BOARD OF SUPERVISORS**

- A. Recognition of Supervisor Robert Meacher for 20 years of service as Plumas County Supervisor, District 2
- B. Set interview schedule for Director of Facility Services position
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

### **2. 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. AUDITOR/CONTROLLER/RISK MANAGER**

Approve and authorize the Chair to sign contract with Vestra for up to \$33,850 for preliminary site investigation, Dame Shirley Plaza underground storage tank removal

#### **B. AIRPORTS**

- 1) Approve supplemental budget of \$536,594 (Chester-Rogers Field); and supplemental budget of \$164,430 (Gansner Field) for capital improvement projects
- 2) Authorize the Chair to execute contract with J&P, LLC dba Silver State International for purchase of a heavy duty snow plow for Quincy Gansner Airport (\$172,700). Approved as to form by County Counsel

#### **C. SOCIAL SERVICES**

Approve and authorize the Director of Social Services to execute contracts with Mountain Circle Family Services and Environmental Alternatives for operation of the Transitional Housing Program Plus for transitional foster youth; and authorize the Director of Social Services to extend the agreements for an additional twelve months subject to the continuing availability of 100% State General Fund support for this program. Approved as to form by County Counsel

**D. DISTRICT ATTORNEY**

- 1) Approve budget transfer of \$10,743 within the District Attorney JAG grant (70305) to salaries and benefits accounts
- 2) Adopt **RESOLUTION** to amend the Plumas County Position Allocation for Budget Year 2012-2013 within the Department of the District Attorney 70302 and 70305 (Senior District Attorney Investigator). Approved as to form by Human Resources

**E. SHERIFF**

Authorize the Sheriff to execute contract between the Plumas County Sheriff and the Department of Justice (DOJ) Bureau of Criminal Identification & Information of \$40,000. Approved as to form by County Counsel

**F. PUBLIC WORKS/SOLID WASTE**

- 1) Approve budget transfer of \$3,744 (Department 20579-Solid Waste) for Solid Waste Recycle Tire Event
- 2) Appropriate \$66,442 from Public Works Road Department Contingencies (0002-20522-528400) for reclamation of the County's Rocky Point Mine to comply with requirements of the State's Office of Mine Reclamation. **Four/fifths required roll call vote**
- 3) Approve budget transfer of \$11,122 from Solid Waste Capital Improvement Projects (20579-540111) to establish payroll related line accounts for extra help in the Solid Waste Division

**G. CLERK-RECORDER**

Authorize the Clerk-Recorder to execute an Agreement between the County of Plumas and DataSafe for providing secured storage space for archival records. Approved as to form by County Counsel

**H. MENTAL HEALTH**

Authorize the Director of Mental Health to execute amendment to contract with State of California to extend effective period through April 30, 2013 for performance as County's Mental Health Plan. Approved as to form by County Counsel

**I. HUMAN RESOURCES**

Adopt **RESOLUTION** to ratify and approve Memoranda of Understanding with General Crafts & Trades and Mid-Management Units represented by Operating Engineers Local No. 3, and authorize the Chair to sign

**NOON RECESS**

Adjourn to Sweet Lorraine's Restaurant, Quincy, CA

**3. 2:00 P.M. DEPARTMENTAL MATTERS**

**A. PUBLIC WORKS – Robert Perreault**

Discussion and possible action regarding Almanor Planning Unit

**B. PROBATION – Sharon Reinert**

- 1) Approve supplemental budget transfer from Public Health Agency of \$36,538; authorize purchase of fixed assets (new juvenile transport vehicle); and authorize the Chief Probation Officer to sign contract. Approved as to form by County Counsel
- 2) Request to appropriate \$30,059 from the General Fund Contingency to Department 20400 to cover salaries and benefits for the allocated position of Deputy Probation Officer III. **Four/fifths required roll call vote**
- 3) Discussion and possible action to consider request to fill the vacant, allocated and funded position of 1.0 FTE Deputy Probation Officer III (Department 20400)
- 4) Discussion and possible action to consider request to fill the vacant, allocated and funded position of 1.0 FTE Deputy Probation Officer I/II within the Department of 20409 and 20418 (AB 109)

- 5) Discussion and possible action to consider request to fill the vacant, allocated and funded position of 1.0 FTE Supervising Probation Officer (Department 20400)
- 6) Approve supplemental budget transfer of \$25,891 from Probation-AB 109 (Department 20418) to fund the position of Deputy Probation Officer I/II
- 7) Adopt **RESOLUTION** to amend the Plumas County Position Allocation for Budget Year 2012-2013 to include 1.0 FTE Deputy Probation Officer I/II (Department 20418 Probation-AB109); and authorize the Probation Department to fill the position. Approved as to from by Human Resources.  
**Roll call vote**

C. **PUBLIC HEALTH AGENCY** – Mimi Hall

- 1) Adopt **RESOLUTION** amending the 2012-2013 County Personnel Allocation in Public Health Budget Unit 70560 and 70559 due to changes in grant approved budgets effective November 26, 2012. **Roll call vote**
- 2) Adopt **RESOLUTION** to accept Standard Agreement No. 12-89319 with the State Department of Health Care Services for the Medi-Cal Administrative Activities Program for FY 2012-2015, and authorize the Director of Public Health to sign the Standard Agreement(s) and Certifications as the Board's designee. **Roll call vote**
- 3) Receive and file the Plumas County Public Health Agency Alcohol and Other Drug Program Policies and Procedures as presented
- 4) Authorize the Chair to execute Service Agreement A&D1213WHH with West Hills Hospital to provide residential treatment services to Alcohol and Drug Program clients for FY 2012-2013
- 5) Authorize the Chair to execute Memorandum of Understanding (MOU) with Probation of \$103,077 for services provided to clients enrolled in the Adult Drug Court Program for FY 2012-2013
- 6) Approve budget transfer of \$3,000 from Public Health Budget Unit 70560-Professional Services to Revenue Account 48006 to reimburse the Sheriff's Department for costs associated with transportation services
- 7) Approve budget transfer of \$46,500 from Public Health Budget Unit 70560, 52190-Professional Services to Revenue Account 48007 to correct revenue transfer budgeted in the same amount from Drug Court 70630

**4. CLOSED SESSION**

**ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

- A. Personnel: Public employee appointment or employment – Agricultural Commissioner/Sealer of Weights & Measure
- B. Personnel: Public employee appointment or employment – Director of Mental Health
- C. Conference with Legal Counsel: Claim Against the County filed by Alan F. Schade on July 30, 2012
- D. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (c) of Government Code §54956.9 (1 case)
- E. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- F. Conference with Labor Negotiators – Sheriff's Administrative Unit
- G. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

**ADJOURNMENT**

Adjourn meeting to Tuesday, January 08, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.



5300 Aviation Drive | Redding, CA 96002  
Phone 530.223.2585 | Fax 530.223.1145  
info@vestra.com | www.vestra.com

JA

GIS, Environmental, & Engineering Services

November 15, 2012

71206

Mr. Joe Wilson  
Director of Facilities/Airports  
Plumas County Facility Services  
198 Andy's Way  
Quincy, CA 95971

**RE: Contract Addendum (Job No. 71206)**  
**Preliminary Site Investigation**  
**Dame Shirley Plaza Underground Storage Tank Removal**  
**Quincy, California**

Dear Mr. Wilson:

This Scope of Work covers professional services associated with additional site investigation activities in the area of soil boring GP-5. The preliminary site investigation is proposed in response to a letter from the Regional Water Quality Control Board (RWQCB) dated 13 November 2012, titled *Request for Preliminary Site Investigation, Underground Storage Tank Case # 320072, 555 W. Main Street, Quincy, Plumas County* (attached). In the letter, the RWQCB requested a work plan to address the following:

- Identification of the pollution source (free product observed in soil boring GP-5)
- Delineation of the lateral and vertical extent of pollutants in soil and groundwater
- Sensitive receptor survey
- Recommendations for further action

The RWQCB requested the submission of a work plan to address the above concerns by 14 January 2013. The attached Scope of Work and Cost Estimate, referenced herein and attached hereto, outline the proposed work to fulfill the request of the RWQCB.

We look forward to continuing to work with you. If you find the Scope of Work and Cost Estimate acceptable, please sign both copies of this Contract Addendum and return one copy to my attention.

Please call me at 223-2585 if you have any questions.

Sincerely,

VESTRA Resources Inc.



Wendy Johnston  
Vice President

Plumas County Department of Facility Services

  
Joe Wilson, Director

Date: \_\_\_\_\_

Attachment

**SCOPE OF WORK**  
**PRELIMINARY SITE INVESTIGATION**  
**DAME SHIRLEY PLAZA UNDERGROUND STORAGE TANK REMOVAL**

**SCOPE OF WORK**

**Task 1      Work Plan Preparation**

A Work Plan for additional site investigation will be prepared. This Work Plan will address the items requested in the Regional Water Quality Control Board (RWQCB) in a letter dated 13 November 2012. The document will cover the advancement of up to six soil borings in the area of previous soil boring GP-5. It will also describe and discuss sample collection and bore logging techniques.

**Task 2      Preliminary Site Assessment/Geoprobe Investigation**

A California-licensed Professional Geologist will be onsite to coordinate, supervise, and document soil boring installation. The onsite geologist will also be responsible for continuous logging of soil cores, as well as soil and groundwater sample collection. Soil and groundwater samples will be collected as described below.

**Task 2A      Field Work**

This task will involve mobilization to the site and the supervision and documentation of soil boring activities. Soil borings will be logged continuously according to the Unified Soil Classification System, *ASTM Standard D 2488-00 – Standard Practice for Description and Identification of Soils (Visual Manual Procedure)*.

Soil samples will be collected at 5-foot intervals from each soil boring. A grab groundwater sample will be collected from the bottom of each boring after the water is allowed to equilibrate. Soil and groundwater samples will be collected pursuant to the protocols included in the project Work Plan and submitted under chain-of-custody documentation to a California-certified laboratory in Redding, California. All reusable sampling equipment will be decontaminated between collection of samples. Soil and groundwater samples will be analyzed for the parameters listed in Table 1.

**Table 1**  
**REQUEST FOR ANALYSES**

Anticipated Number of Samples	Analytical Method
Soil	TPH Fuel Oil, TPHG, BTEX (EPA 3550/8015)
30	TPH Fuel Oil, TPHG, BTEX (EPA 3550/8015)
Groundwater	TPH Fuel Oil, TPHG, BTEX (EPA 3550/8015)
6	TPH Fuel Oil, TPHG, BTEX (EPA 3550/8015)

### **Task 2B      Geoprobe**

This task will consist of mobilization and demobilization of a Geoprobe 6600 direct-push drill rig and two-man crew. The drill rig will be used to advance six soil borings to a maximum depth of 30 feet below ground surface. Soil borings will be advanced down- and cross-gradient of soil boring GP-5 in the vicinity of the UST excavation. The borings will be backfilled with a neat cement grout per Plumas County Department of Environmental Health regulations. Underground Service Alert will be notified a minimum of 48 hours prior to boring activities. Soil borings will be logged and sampled as described under Task 2A.

This task is anticipated to be completed in two days. As part of this task, VESTRA will coordinate with the drilling contractor and obtain the required County permits.

### **Task 2C      Laboratory**

Soil and groundwater samples will be submitted under chain-of-custody documentation to Shasta Analytical Laboratory in Redding California. Samples will be analyzed for the constituents listed in Table 1. Detailed sample-handling protocols will be included in the Work Plan. Depending on the timing of the sampling, expedited turnaround may be requested from the laboratory.

### **Task 3      Reporting/Agency Interaction**

Following the Geoprobe investigation and receipt of analytical results, a report detailing the findings of the site investigation will be prepared and submitted to the RWQCB.

The Site Assessment report will include, at a minimum, the following:

- Introduction
- Description of Site Assessment Activities
- Presentation of Historical and Recent Site Data
- Interpretation of Data
- Presentation of Conceptual Site Model
  - Site hydrogeology
  - Lithologic cross-sections
  - Evaluation of contaminant sources and potential migration pathways
  - Delineation of lateral and vertical extent and magnitude of soil contamination
- Conclusions and Recommendations

The report will be prepared under the direct supervision of a Professional Geologist or Engineering Geologist registered in the State of California. Task 3 also includes correspondence and coordination with the RWQCB and the Plumas County Department of Environmental Health.

**COST ESTIMATE  
PRELIMINARY SITE INVESTIGATION  
DAME SHIRLEY PLAZA UNDERGROUND STORAGE TANK REMOVAL**

The estimated costs to complete the work are summarized in Table 1.

<b>Table 1 COST ESTIMATE</b>				
Task No./Description	VESTRA Labor	Laboratory/ Subcontractor	Mileage/ Expenses	Estimated Costs
<b>Task 1 Work Plan Preparation</b>	\$7,000	—	—	\$7,000
<b>Task 2 Preliminary Site Assessment/Geoprobe Investigation</b>				
Task 2A Field Work	3,500	—	\$550	\$4,050
Task 2B Geoprobe	—	\$8,500	—	\$8,500
Task 2C Laboratory	—	\$5,500	—	\$5,500
<b>Task 3 Reporting/Agency Interaction</b>	\$7,000	—	—	\$7,000
<b>Task 4 Project Management (10% of VESTRA total)</b>	—	—	—	\$1,800
<b>Total Estimated Cost - VESTRA</b>	—	—	—	\$18,050
<b>Total Estimated Cost - Subcontractor</b>	—	\$12,000	—	\$14,000
<b>Estimated Total Cost</b>			—	<b>\$33,850</b>

The costs presented are estimated costs, which may vary based on responses from the governmental agencies or parameters outside of VESTRA's control. The work will be performed on a time-and-materials basis at the rates shown in the attached VESTRA 2012 Rate Schedule. Additional activities and/ or requirements requested by the client or outside agencies will be addressed by a contract addendum at that time.

## 2012 VESTRA RATE SCHEDULE



Staff Classification	Per Hour
<b>Environmental Services</b>	
Environmental Technician	\$50.00 - \$85.00
Geologist	\$75.00 - \$85.00
Environmental Scientist	\$75.00 - \$85.00
Regulatory Compliance Specialist	\$75.00 - \$85.00
Environmental GIS Analyst	\$90.00
Associate Geologist	\$85.00-\$100.00
Associate Hydrologist	\$85.00-\$100.00
Senior Environmental Scientist	\$110.00
Senior Regulatory Compliance Specialist	\$110.00
Engineering Geologist	\$110.00
Professional Geologist	\$120.00-\$130.00
Professional Hydrologist	\$120.00
Project Manager	\$150.00
Senior Project Manager	\$165.00-\$170.00
Senior Consultant	\$165.00-\$170.00
Principal Consultant	\$165.00-\$170.00
<b>Biological Services</b>	
Biological Technician	\$50.00 - \$85.00
Certified Range Manager	\$95.00-\$110.00
Senior Biologist	\$95.00-\$110.00
Certified Wildlife Biologist	\$110.00
<b>Engineering Services</b>	
Engineering Technician	\$55.00 - \$75.00
Staff Engineer	\$90.00
Associate Engineer	\$100.00
Professional Land Surveyor	\$106.00
Senior Engineer	\$140.00
Survey Crew	\$100.00 - \$180.00
<b>Equipment Classifications</b>	
Large Format Color Printer	\$38.00/hour
Small Format Color Printer - Color Copies	\$1.00/copy
Small Format Color Printer - Black & White	\$0.50/copy
Small Format Black & White Printer	\$0.15/copy
Faxes	\$2.00/page
Vehicle Mileage	\$0.55/mile
<b>Administration</b>	
Admin Clerk / Document Production Technician	\$45.00
Admin/Sr. Clerk	\$60.00
Admin Supervisor / Document Production Supervisor	\$71.00

**Materials and Travel Expenses:** Billed as direct reimbursement plus 15%.

**Subcontractors:** Billed as direct reimbursement plus 15%.

**Terms:** Due and Payable upon Receipt. 1 1/4% per month (21% per annum) finance charge will be added to any balance 30 days past due.



Joe Wilson  
Director

## DEPARTMENT OF FACILITY SERVICES

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



DATE: December 04, 2012  
TO: Honorable Board of Supervisors  
FROM: Joe Wilson, Director of Facility Services/ Airports  
Subject: Approve Airport Capital Improvements- Supplemental Budgets for FAA Grants/ Projects

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### Background

Plumas County has received award of two Federal Aviation Administration Grants this fiscal year. The Grants are for improvement projects at two County Airports and are as follows:

**Gansner Field- \$164,430.00** for purchase of snow removal equipment

**Chester Rogers Field \$536,594.00** for resealing of the airfield joints and remarking of the airfield, engineering related to redesign of the apron.

These projects will contribute to the usability and safety of the Airports. Other budget adjustments are related to the projects in progress using FAA grants already awarded in previous years.

### Recommendation

Approve supplemental budgets and budget transfer as presented.



**DEPARTMENT OF**  
**FACILITY SERVICES & AIRPORTS**

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



Mark Rother  
Interim Director

**DATE:** December 10, 2012  
**TO:** The Honorable Board of Supervisors  
**FROM:** Mark Rother, Interim Director of Facilities Services  
**SUBJECT:** Agenda Item for the meeting of December 18, 2012

**Recommended Action:**

Approve and sign attached contract between the County of Plumas and Silver State International for purchase of a heavy duty snow plow for the Quincy Gansner Airport, AIP NO. 3-06-0191, as specified under the Bid Proposal of the County's Contract Documents. There is no fiscal impact to the County for this contract. This contract has been approved as to form by Plumas County Counsel.

**Background and Discussion:**

The FAA has agreed to the purchase of 1 Heavy Duty Snow Plow for the cost \$172,700.00 for Plumas County's use at the Quincy Gansner Airport. The complete contract includes; Notice to Proceed, Notice of Completion, the project Specifications, and all modifications incorporated in those documents before their execution and all obligations of the County and the Contractor are fully set forth and described therein.



DEPARTMENT OF SOCIAL SERVICES  
AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9126

ELLIOTT SMART  
DIRECTOR

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

DATE: DECEMBER 7, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: AGENDA ITEM FOR DECEMBER 18, 2012, CONSENT AGENDA

RE: APPROVAL AND AUTHORIZATION FOR THE DEPARTMENT OF  
SOCIAL SERVICES TO EXECUTE CONTRACTS WITH MOUNTAIN  
CIRCLE FAMILY SERVICES AND ENVIRONMENTAL ALTERNATIVES  
FOR THE TRANSITIONAL HOUSING PROGRAM-PLUS (THP-PLUS),

**It is Recommended that the Board of Supervisors**

1. Approve contracts with Mountain Circle Family Services and Environmental Alternatives for the operation of the Transitional Housing Program-Plus for transitional foster youth and authorize the Director of the Department of Social Services to execute the agreements.
2. Authorize the Director of the Department of Social Services to extend the agreements for additional twelve month periods subject to the continuing availability of 100% State General Fund support for this program

**Background and Discussion**

In 2001, the California State Legislature passed and the Governor signed AB 427 (Chapter 125, Statutes of 2001) as an urgency statute. AB 427 established the Transitional Housing Placement and Transitional Housing Placement-Plus (THP-Plus) programs to address the needs of the young adults who "age out" or "emancipate" from the foster care system and are transitioning into independent living. In passing this legislation, the State recognized the unique needs of former foster youth and the challenges they face in such transitions.

Since its initial implementation, various steps have been taken by the Legislature to remove barriers to the implementation of this housing and support program. The most significant step for Plumas County occurred in 2006 with the adoption by the Legislature of AB 1808 (Chapter 75, Statutes of 2006). This legislation changed the cost sharing

structure for this program from a 60% County share of the cost to 100% State General Fund reimbursement for services and housing support provided under this program.

Based on this change, in April, 2007 Plumas County Department of Social Services submitted a "letter of interest" to the California Department of Social Services and an ensuing County THP-Plus Plan for FY 2007/2008 to fund two slots for transitional housing for young adults ages 18-24 who have emancipated out of the foster care system. Our request was approved.

The matter that is before the Board today is to approve contracts with Mountain Circle Family Services and Environmental Alternatives for these services. Because this is a continuing foster care assistance payment, the Department is also requesting authority to extend the contracts by additional twelve month periods subject to the continuing availability of 100% State General Fund and federal fund support for this program.

### **Financial Impact**

The rate set for housing and supportive services is \$2,434 per month for each of the two approved slots. And, pursuant to AB 1808 costs for services and housing are 100% reimbursed from State General Fund dollars.

### **Other Agency Involvement**

The Office of County Counsel has reviewed the proposed contracts and has approved them as to form.

Copies: PCDSS Management Staff (cover memo only)

Enclosures (2):

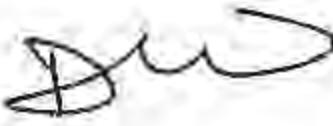


## OFFICE OF THE DISTRICT ATTORNEY

**David Hollister, District Attorney**

520 Main Street, Room 404 • Quincy, California 95971  
(530) 283-6303 • Fax (530) 283-6340

JD

Date: December 18, 2012   
To: Plumas County Board of Supervisors  
From: David Hollister, District Attorney  
Subject: Grant Budget Transfer within payroll accounts

### **Recommendation:**

1. Request approval of a budget transfer within the District Attorney JAG grant (70305) of some budgeted payroll accounts to other payroll accounts (51XXX to 51XXX).
2. Request adjustment to the allocation for the District Attorney Investigator from FTE 0.10 in the Anti-Drug Abuse Grant to FTE 0.05 in that grant and FTE 0.05 in the Justice Assistance Grant.

### **Background and Discussion**

The approved Budget Book for 2012-13 (page attached) has an allocation for the Senior DA Investigator of 0.90 in 70301 and 0.10 in 70302. The grant budget of 70302 was reduced after the budget hearings and so the allocation for that employee had to be reduced to 0.05. The unallocated FTE for this employee can be paid out of another grant budget unit in order to satisfy the allocation approved by the Board of 0.90 out of the General Fund DA budget.

The grant budget unit 70305 is a Federal Justice Assistance Grant (JAG) budget that will expire on February 28, 2013. This grant will allow the remaining Senior DA Investigator allocation of 0.05 to be covered but this allocation for an entire year will be condensed to fit into the months from July through February.

Please approve the attached Budget Transfer and Allocation Resolution.

CLASSIFICATION	11/12 Positions Adopted	12/13 Positions Requested	12/13 Positions Recommended	12/13 Positions Adopted	12/13 Adopted Reductions of Filled Positions
CHILD SUPPORT SERVICES	70280				
Director of Child Support Services	1.000	1.000	1.000	1.000	
Deputy Child Support Attorney II or	0.250	0.250	0.250	0.250	
Deputy Child Support Attorney I	0.000	0.000	0.000	0.000	
Assistant Director of Child Support Services or	1.000	1.000	1.000	1.000	
Community Outreach Coordinator	0.000	0.000	0.000	0.000	
Department Fiscal Officer I OR	0.000	0.000	0.000	0.000	
Child Support Accounting Specialist	1.000	1.000	1.000	1.000	
Supervising Child Support Specialist	0.000	0.000	0.000	0.000	
Program Training Compliance Analyst	0.000	0.000	0.000	0.000	
Child Support Specialist III or	1.000	1.000	1.000	1.000	
Child Support Specialist II or	3.000	3.000	3.000	3.000	
Child Support Specialist I or	0.000	0.000	0.000	0.000	
Child Support Assistant I	0.000	0.000	0.000	0.000	
Legal Services Assistant II or	0.000	0.000	0.000	0.000	
Legal Services Assistant I	1.000	1.000	1.000	1.000	
Administrative Assistant II or	0.000	0.000	0.000	0.000	
Administrative Assistant I	1.000	1.000	1.000	1.000	
Fiscal and Technical Services Assistant III OR	0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant II	0.000	0.000	0.000	0.000	
Child Support Assistant I	0.000	0.000	0.000	0.000	
Office Assistant III or	0.000	0.000	0.000	0.000	
Office Assistant II or	0.000	0.000	0.000	0.000	
Office Assistant I	0.000	0.000	0.000	0.000	
	9.250	9.250	9.250	9.250	
ANIMAL CONTROL	20428				
Animal Control Supervisor	0.600	0.600	0.600	0.600	
Animal Control Officer II OR	0.600	0.600	0.600	0.600	
Animal Control Officer I	0.000	0.000	0.000	0.000	
Shelter Attendant	0.500	0.000	0.000	0.000	Reduced as of 10/19/12
Fiscal & Technical Services Assistant II	0.600	0.600	0.600	0.600	
Office Assistant I, II, or III	0.000	0.000	0.000	0.000	
	2.300	1.800	1.800	1.800	
DISTRICT ATTORNEY/CRIMINAL	70301				
District Attorney	1.000	1.000	1.000	1.000	
Sr. DA Investigator	0.750	0.900	0.900	0.900	←
District Attorney Investigator	0.000	0.000	0.000	0.000	
Assistant District Attorney or	1.000	1.000	1.000	1.000	
Deputy District Attorney III or	0.000	0.000	0.000	0.000	
Deputy District Attorney II or I	1.000	1.000	1.000	1.000	
Family Violence Officer	0.000	0.000	0.000	0.000	
Department Fiscal Officer I or II OR	1.640	1.640	1.640	1.640	
Grant Compliance Officer	0.000	0.000	0.000	0.000	
District Attorney Administrator/Asst. Public Admin OR	0.560	0.560	0.560	0.560	
Paralegal I, II or III OR	1.000	1.000	1.000	1.000	
Legal Services Assistant II OR	0.000	0.000	0.000	0.000	
Legal Services Assistant I	0.000	0.000	0.000	0.000	
Investigative Assistant	0.800	0.800	0.800	0.800	
Grant Compliance Assistant	0.000	0.000	0.000	0.000	
	7.750	7.900	7.900	7.900	
DISTRICT ATTORNEY/OCJP-ADA***	70302				
Sr. District Attorney Investigator	0.100	0.100	0.100	0.100	←
Department Fiscal Officer I or II OR	0.000	0.000	0.000	0.000	
Grant Compliance Officer	0.000	0.000	0.000	0.000	
Grant Compliance Assistant	0.000	0.000	0.000	0.000	
Family Violence Officer	0.000	0.000	0.000	0.000	
	0.100	0.100	0.100	0.100	

Requested change:

DISTRICT Attorney – JAG grant  
Sr. District Attorney Investigator

70305 current  
0.000

requested  
0.050 ←

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR  
BUDGET YEAR 2012-2013 WITHIN THE DEPARTMENTS OF THE DISTRICT  
ATTORNEY 70302 AND 70305**

**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**, the District Attorney has brought forward a grant modification; and

**WHEREAS**, the OCJP ADA grant funding has been reduced; and

**WHEREAS**, with the Board of Supervisors approval of the budget transfer, there will be sufficient funding under the DA-JAG grant to cover the District Attorney Senior Investigator at .05 FTE.

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

1. Approve the amendments to the Position Allocation for budget year 2012-2013 to reflect the following:

<b><u>District Attorney – OCJP ADA -70302</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
Senior District Attorney Investigator	.10	.05
<b><u>District Attorney – JAG - 70305</u></b>		
Senior District Attorney Investigator	.00	.05

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 18th day of December, 2012 by the following vote:

AYES:              Supervisors  
NOES:              Supervisors  
ABSENT:            Supervisors

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Chairperson, Board of Supervisors

ATTEST:

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Executive Clerk/Board of Supervisors

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

**TRANSFER NUMBER**  
(Auditor's Use Only)

Dept. District Attorney - JAG (formerly SLESF)

Dept. No.: 70305

Date: 12/3/12

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 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 checked="" type="checkbox"/> Transfer within Department, except fixed assets, out of a 51XXX	Auditor
E. <input type="checkbox"/> Establish any new account except fixed assets	Auditor

**X TRANSFER FROM OR 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.

RECEIVED  
DEC 04 2012

### **Auditors / Risk**

In the space below, state (a) reason for request (b) reason why there are sufficient balances in affected account to finance transfer (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

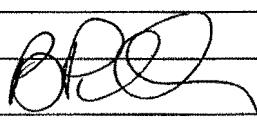
A) Payroll accounts readjusted to reflect changes in allocation since Budget Book approved.

B) Investigation staff FTEs in another grant were reduced. This replaces the reduced allocation.

C) Payroll must be paid in the year incurred.

D) No revenue changes.

Approved by Signing Authority:



12/3/2012

/ Approved/Recommended

/ Disapproved/Not Recommended

County Administrative Officer:

Signature

Board Approval Date:

Agenda Item No.

Clerk of the Board signature

Date Entered by Auditor Controller

Initials

Original and 1 copy of ALL transfers go to Auditor/Controller; If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

IF one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor.



# Office of the Sheriff

1400 E. Main Street, Quincy, California 95971 • (530) 283-6375 • Fax 283-0344

*JE*

GREGORY L. HAGWOOD  
SHERIFF

## Memorandum

**DATE:** December 10, 2012  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood  
**RE:** Agenda Items for the meeting of December 18, 2012

**It is recommended that the Board:**

Approve contract #PCSO00097 between the Plumas County Sheriff's Office (PCSO) and the Department of Justice (DOJ), Bureau of Criminal Identification & Information (BCI) in the amount of \$40,000 and authorize the Sheriff to sign.

**Background and Discussion:**

The term of this contract is 01/01/13-12/31/12. The purpose of this agreement with the DOJ is to submit fingerprint images and related information electronically and having DOJ provide PCSO with DOJ and FBI Criminal Offender Record Information (CORI). PCSO will be billed for five scar fingerprint submissions monthly and payments will be made to DOJ under this agreement.

County Counsel has reviewed and approved this agreement.

# PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Facsimile (530) 283-6323  
Robert A. Perreault, Jr., P.E., Director      Joe Blackwell, Deputy Director



## CONSENT AGENDA REQUEST

For the December 18, 2012 meeting of the Board of Supervisors

December 10, 2012

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works *Robert A. Perreault*  
Subject: Solid Waste Recycle Tire Event– Budget Transfer

### Background:

On November 10, 2012, Public Works conducted a Tire Amnesty Event in Quincy. Funding for this event was provided by Feather River Disposal – Waste Management Disposition of Overagearnings.

The event was inadvertently budgeted in the Solid Waste Capital Improvements Account #540111. The Department is requesting that the funds be transferred to the appropriate accounts, so that expenses can be paid.

### Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors approve the attached Budget Appropriation Transfer.

## PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

1834 East Main Street, Quincy CA 95971 – Phone (530) 283-6268 Facsimile (530) 283-6323  
Robert A. Perreault Jr., Director Joe Buckwell, Deputy Director



3F3

## CONSENT AGENDA REQUEST

for the December 18, 2012 Meeting of the Plumas County Board of Supervisors

Date: December 10, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Increase the budget set-aside for reclamation of the County's Rocky Point Mine to comply the requirements of the State's Office of Mine Reclamation

## Background

The Department of Public Works currently operates two mines within the County: 1) the Willow Creek Pit near Clio, and 2) the Rocky Point Pit east of Portola. These pits supply aggregate for numerous road maintenance projects.

The State Office of Mine Reclamation has oversight over mining operations within the State pursuant to the Surface Mining and Reclamation Act (SMARA). Among the regulations set forth by SMARA is the requirement to provide an estimate of the cost to reclaim the site and the submittal of an appropriate financial assurance mechanism. The approved financial assurance mechanisms for the Plumas County mines are in the form of budget set-asides.

Each year the County is required to submit to the Office of Mine Reclamation annual operator reports. These reports are to be accompanied by a revised financial assurance cost estimate, and a copy of the approved financial assurance mechanism.

Recent revisions to the reclamation plan for the Rocky Point Pit necessitate an increase in the amount of the financial assurance mechanism from \$55,000 to \$121,441.40. Most of this cost increase is due to excavating the pit slopes to a safe condition upon the conclusion of the mining activity. The excavation of the pit slopes will occur as part normal on-going extraction of the pit slopes. Therefore, the final cost to reclaim the site will decrease as materials are removed as part of the normal yearly extraction of the aggregate material.

#### Recommendation by Public Works:

It is respectfully recommended that the Board of Supervisors approve the attached Budget Appropriation Transfer.

**PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS**

1834 East Main Street, Quincy, CA 95971 — Telephone (530) 283-6268 Facsimile (530) 283-6333  
Robert A. Perreault, Jr., P.E., Director Joe Blackwell, Deputy Director



**CONSENT AGENDA REQUEST**

for the December 18, 2012 meeting of the Board of Supervisors

December 10, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works *Robert A. Perreault*

Subject: Establishment of Payroll-related Line Accounts for Extra Help in the Solid Waste Division.

**BACKGROUND**

Public Works staff provides support services to the Plumas County Solid Waste Program.

Until recently, such staff support was provided by full time employees. As such, payroll-related line accounts (48000 and 58000) are already in place.

With the recent use of "retired annuitants" to provide support services, however, there is a need for payroll-related line item accounts to be created for the Extra Help.

The creation of the additional accounts do not affect the budget amounts in the Budget for FY 2012-13, adopted on October 2, 2012.

**RECOMMENDATION**

The Department of Public Works respectfully recommends that the Board of Supervisors approve the attached Budget Appropriation Transfer.

**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 10, 2012

TO: Honorable Board of Supervisors, County of Plumas

FROM: Kathy Williams, Clerk-Recorder,  
County of Plumas

SUBJECT: Approval of Agreement with DataSafe, Inc. for  
Archival Record Storage

Kathy Williams  
Clerk - Recorder  
Registrar of Voters  
[kathywilliams@countyofplumas.com](mailto:kathywilliams@countyofplumas.com)

Melinda Rother  
Assistant  
[melindather@countyofplumas.com](mailto:melindather@countyofplumas.com)

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve the Agreement between the County of Plumas and DataSafe, Inc. for the purpose of depositing and maintaining Plumas County archival records in their secured storage facility.
2. Designate Kathleen Williams, Plumas County Clerk-Recorder as the signing authority for execution of the agreement that has been approved as to form by Steve Mansell, Deputy County Counsel.

**BACKGROUND:**

Microfilmed records dating back to the 1800's of all of the historic land title documents, vital statistic records such as births, deaths and marriages as well as other archival documents are required to be stored offsite in a temperature and humidity controlled environment. This provides a means to preserve these records in the event of a catastrophic event at the courthouse.

The full agreement is on file in the office of the Clerk to the Board of Supervisors, 520 Main Street, Room 309, at the courthouse in Quincy.

# PLUMAS COUNTY MENTAL HEALTH SERVICES

320 County Hospital Road Sse 109 Quincy, CA 95971 (530) 283-6107 FAX (530) 283-6045



**Patricia Leslie, MS Interim Director**

**DATE:** DECEMBER 7, 2012

**TO:** The Honorable Board of Supervisors

**FROM:** Patricia Leslie, Interim Director Mental Health

**SUBJECT:** Agenda item for Board of Supervisors for December 18, 2012, consent agenda

**RE:** Approve an amendment extending the effective period of a State Agreement designating Plumas County Mental Health Department as the county's Mental Health Plan for FY 12/13 and authorize the Director of Mental Health Services to sign and implement Amendment A01.

**It is recommended that the Board :**

Approve a contract extension, of four months, between the State of California Department of Health Care Services and Plumas County Mental Health Department.

**Background and Discussion:**

The Department of Mental Health is the county's provider for Medi Cal covered specialty mental health services. This action is necessary to assure the continuation of the designation and the Medi Cal funding to Plumas County. Because the Standard Agreement expires on December 31, 2012, the parties desire to change the contract, to extend the term of the Agreement effective period through April 30, 2013.

**Budget Impact:**

This Agreement is for State funding, maximum amount of \$2,048,266.00.

Patricia Leslie, Interim Director, requests that the Honorable Board of Supervisors renew Standard Agreement 11-73033-000 and authorize the Director of Mental Health to sign and submit Amendment A01 in order to extend the Standard Agreement effective period through April 30, 2013.

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 — Telephone (530) 283-6268 — Facsimile (530) 283-6323  
Robert A. Petreault, Jr., P.E., Director      Joe Blackwell, Deputy Director



3A

## AGENDA REQUEST

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for the Dec 18, 2012 Meeting of the Plumas County Board of Supervisors

Date: December 10, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Almanor Planning Unit; Discussion and Direction to Staff

### Background:

At the request of PG&E, a kickoff meeting for the subject project was conducted on Thursday, November 8, 2012, in the Public Works Conference Room. Plumas County officials met with a PG&E representative and a representative of the Stewardship Council.

Present at the meeting: Jon Wilcox, PG&E  
Toby Perry, Stewardship Council  
Craig Seulenire  
Randy Wilson  
Mike Kroencke  
Bob Perreault

A representative of the Feather River Land Trust (FRLT) was not present.

The purpose of the meeting was a "kickoff" discussion of various topics to help identify the different issues and tasks associated with the implementation of the "Land Stewardship Proposal for the Lake Almanor Planning Unit," as submitted by the County of Plumas in November 2010. In general, a parcel with frontage along Lake Almanor, at the mouth of Bailey Creek, is proposed for fee transfer to Plumas County (or a dependent special district), to be in "common ownership of the Bailey Creek area and coordinated resource management and enhancement," including the granting of an overlay easement to the Feather River Land Trust.

The following is pertinent:

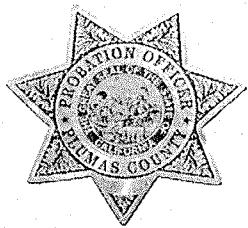
1. A "transaction agreement" needs to be negotiated. A PG&L attorney will submit the first draft.
2. Plumas and the FRLT need to conduct direct discussions to identify FRLT expectation of terms to appear in the final document, understanding that PG&L will retain certain rights therein. Public Works will set up a meeting with FRLT to initiate discussion.

3. The fee transfer will not include that portion of the shoreline lands that are part of the FERC jurisdiction.
4. A boundary survey is needed to accurately identify the parcel being transferred. The Stewardship Council (SC) stated that it does have some funding available to offset the boundary survey cost.
5. A “Baseline Report” will be prepared by the SC. Such a report will document existing conditions at the time of transfer. The baseline report will thereafter be the standard in regard to the future condition of the parcel. The baseline report will be prepared by FRLT, with SC to provide funding. The existing non-firesafe condition of the parcel was identified and discussed. There is apparently a need for a fuels-reduction project to be conducted on the parcel before a baseline report can be finalized.
6. A PG&E attorney will submit the following draft, proposed documents to Plumas officials: Transaction Agreement, Environmental Agreement, NDA Non-disclosure, Deed.
7. At some point in time, PG&E will seek approval of the transaction by the California Public Utilities Commission. The PUC approval process is expected to take at least 1 year.
8. A Land Conservation Conveyance Plan (LCCP) will be prepared as part of the entire process.
9. Tax Neutrality was discussed. The present Tax Neutrality issues are County based – not single-parcel transaction based – so transfer of this property can proceed forward without the overall Tax Neutrality issues being completely resolved, provided that the LCCP for this transaction addresses Tax Neutrality for this one parcel.
10. Public Works will review, and submit proposals, to SC that pertain to the boundary survey and a fuels reduction project – along with requests for funding from SC.
11. The Stewardship Council is responsible for the preliminary title report.

**Recommendations:**

Recognizing that Brian Morris was formerly the lead County staff involved in this matter, Public Works staff has agendized this matter for discussion with the Board of Supervisors to:

- Conduct an updated review of the project details,
- Conduct a discussion of potential costs that are better known at this time, and
- Enable a re-affirmation by the Board of Supervisors for staff to continue forward.



Sharon L. Reinert, Chief Probation Officer

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

DATE: December 11, 2012  
TO: Honorable Board of Supervisors  
FROM: Sharon L. Reinert, Chief Probation Officer  
SUBJECT: Supplemental Budget and Purchase of Vehicle

### **Recommendation**

1. Approve supplemental budget in the amount of \$36,538 in unanticipated revenue.
2. Authorize the Chief Probation Officer to sign a contract approved by County Counsel for the purchase of a juvenile transport vehicle in an amount not to exceed \$36,538.

### **Background and Discussion**

In May 2012, the Probation Department lost a juvenile transportation vehicle due to an accident. A transfer of \$29,780.00 from the Plumas County Health Department to the Probation Department was authorized by the Board of Supervisors on June 5, 2012, to purchase a new vehicle. That money needed to be spent by June 30, 2012; however, a suitable vehicle was not located prior to that date and the funding was transferred back to the Health Department. Most recently, the Health Department calculated the amount of \$36,538 was due to the Probation Department from prior grant funds (MAA/TMC). This money was being held by the Health Department to ensure there would be no audit exception, as a result of an agreement between prior Chief Probation Officer Tom Frady and, to this Officer's knowledge, Rita Scadarchi, the previous Department Head of the Health Department.

It is the intent of the Probation Department to purchase a new juvenile transport vehicle using these funds.



3B2-B5

Sharon L. Reinert, Chief Probation Officer

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

DATE: December 11, 2012  
TO: Honorable Board of Supervisors  
FROM: Sharon L. Reinert, Chief Probation Officer  
SUBJECT: Request for appropriation of General Fund Contingency & Filling of Vacant Positions

**Recommendation**

1. Appropriate \$30,059 from the General Fund Contingency to Department 20400 to cover wages and benefits for the allocated position of Deputy Probation Officer III.
2. Approve the filling of the vacant, allocated position of 1.0 FTE Deputy Probation Officer III within the Department of Department 20400.
3. Approve the filling of the vacant position of 1.0 FTE Deputy Probation Officer I or II within the Departments of 20409 and 20418 (realignment dollars), which is already allocated and funded in the 2012-2013 budget.
4. Approve the filling of 1.0 FTE Supervising Probation Officer within the Department of 20400 (50% of which wages and benefits are paid with grant/realignment money), which is already allocated and funded in the 2012-2013 budget.

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**Background and Discussion**

In July 2012, a Deputy Probation Officer (DPO) III was promoted to Supervising Probation Officer (SPO). During the 2012-2013 budget process, due to extreme

cuts to the Probation Department, the funding to fill that vacant, allocated position was eliminated from the Department's budget. However, during the SPO's probationary period, she decided to resign from her position as SPO and return to her previous position of DPO III due to personal issues. Therefore, I am requesting the Board appropriate \$30,059 from the General Fund Contingency to Department 20400 to cover wages and benefits for the vacant DPO III position and authorize the Department to fill that vacant position, as well as the vacant SPO position (wages and benefits paid 50% using realignment dollars).

In addition, a DPO II working in the Department has been offered another job contingent upon passing the background investigation. It is anticipated he will pass the background and separate from the County in January 2013. It is being requested of the Board that the Department be able to fill this upcoming vacant position, which is allocated and funded in the 2012-2013 budget using grant and realignment dollars. There is no cost to the General Fund.



3B3  
3B6,7

Sharon L. Reinert, Chief Probation Officer

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

DATE: December 11, 2012

TO: Honorable Board of Supervisors

FROM: Sharon L. Reinert, Chief Probation Officer 

SUBJECT: AB109 Supplemental Budget and amendment to Position Allocation

### **Recommendation**

1. Approve attached supplemental budget for AB109 funding allocated by the Community Corrections Partnership for the position of Deputy Probation Officer I or II.
2. Approve Resolution to amend the 2012-2013 Position Allocation to add 1.0 FTE Deputy Probation Officer I or II within Department 20418.
3. Approve the filling of 1.0 FTE Deputy Probation Officer I or II within the Department of 20418.

### **Background and Discussion**

On October 4, 2011, the Board passed a Resolution approving additional allocations to the Probation Department, which included two Deputy Probation Officers as a result of SB678 funding. As the Board is aware, on October 1, 2011, realignment under AB109 went into effect. This shift in responsibility from state to county resulted in additional responsibilities and mandates placed on Probation Departments throughout the State. On October 31, 2012, the Community Corrections Partnership committee unanimously approved AB109 funding for a 1.0 FTE Deputy Probation Officer. This position will support the Probation Department's Adult High Risk Offender - Intensive Supervision caseload using evidence-based practices. There will be no cost to the

General Fund as a result of approving this position.

Additionally, it should be noted, due to budget cuts to the Department during the 2012/2013 budget process, SB678 funding previously allocated to fund one of the Deputy Probation Officer positions was realigned to fund portions of wages and benefits of several existing staff, rather than undergo layoffs.



3C1

# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-6346 (530) 283-6428 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health - Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: December 3, 2012  
To: Honorable Board of Supervisors  
From: Mimi Khin Hall  
CC: Gayla Trumbo, Human Resources  
Agenda: Item for December 18, 2012

**Item Description/Recommendation:** Approve a Resolution Amending the 2012-2013 County Personnel Allocation in Public Health Budget Units 70560 and 70559 due to changes in grant approved budgets, effective November 26, 2012.

**History/Background:** As the Board is aware Plumas County Public Health Agency manages multiple grants in various Budget Units. Plumas County Public Health Agency staff is often funded by a variety of state categorical funds. As funding source budgets change, so do duties and related staffing.

One of those sources is the Ryan White Part C Program, which provides funds for direct opposition HIV primary care. Plumas County Public Health Agency just received the approved budget for the Ryan White Part C Program, which began on April 1, 2012.

At this time adjustments to the County Personnel Allocation are necessary in order to match the approved grant budget. The requested personnel allocation adjustments will not result in a net change of FTEs, but only a reallocation of existing FTEs.

A copy of the Resolution to Amending the 2012-2013 County Personnel Allocation is attached for your review.

Please contact me if you have any questions or need additional information. Thank you.



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

3c2

Minh Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6335 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health - Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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**Date:** November 21, 2012

**To:** Honorable Board of Supervisors

**From:** Minh Khin Hall

**Agenda:** Presentation Item for December 18, 2012

**Item Description/Recommendation:** Approve a Resolution to accept Standard Agreement Number 12-89319 with the State Department of Health Care Services for the Medi-Cal Administrative Activities Program for FY 2012-2015, and authorize the Director of Public Health to sign the Standard Agreement(s) and Certifications as the Board's designee.

**Background Information:** Plumas County Public Health Agency has participated in the Medi-Cal Administrative Activities (MAA) Program for the past several years. This program allows counties, through a system of time studies and cost reports to enhance existing time and activities performed by specific staff relating to administration of Medi-Cal related services. Staff time and activities are enhanced with Federal funds using a formula based on staff classification, organizational structure and duty statements.

The goal of the Medi-Cal Administrative Activities Program is to ensure that local assistance is provided to Medi-Cal eligible individuals, and their families in facilitating their receipt of services and activities from the Medi-Cal Program.

The Standard Agreement was reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review.

Please contact me should you have any questions or need additional information. Thank you.



3C3

# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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**Date:** November 28, 2012

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Presentation Item for December 18, 2012

**Recommendation:** Receive and file the Plumas County Public Health Agency Alcohol and Other Drug Program Policies and Procedures.

**Background Information:** As the Board is aware, the California Department of Alcohol and Drug Programs (ADP) receives funding under the federal Substance Abuse Prevention and Treatment (SAPT) Block Grant to administer alcohol and drug assessment programs such as prevention, early intervention, treatment, and recovery support services within California. To ensure compliance with federal and state regulations and requirements, ADP contracts with counties to provide alcohol and other drug (AOD) programs and services.

Counties receiving Substance Abuse Prevention and Treatment Block Grant (SAPT BG) funds are required to develop written policies and procedures as outlined in the Negotiated Net Amount (NNA) Contract and as required under Title 42, USC and Title 45, CFR. Counties are also required to develop written policies and procedures for the alcohol and drug assessment programs supported with SAPT BG funds. The programs include: Adolescent / Youth Treatment, CalOMS Treatment Data Collection, Cultural Competency, Human Immunodeficiency Virus (HIV), Interim Services, Perinatal Treatment, Primary Prevention and Tuberculosis (TB).

A copy of the Policy and Procedure manual is attached for your review.

Please contact me should you have any questions, or need additional information. Thank you.



## **Plumas County Public Health Agency**

### **ALCOHOL AND OTHER DRUG PROGRAMS**

#### **POLICIES AND PROCEDURES**

Revision Date: July 1, 2012

Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
POLICIES AND PROCEDURES

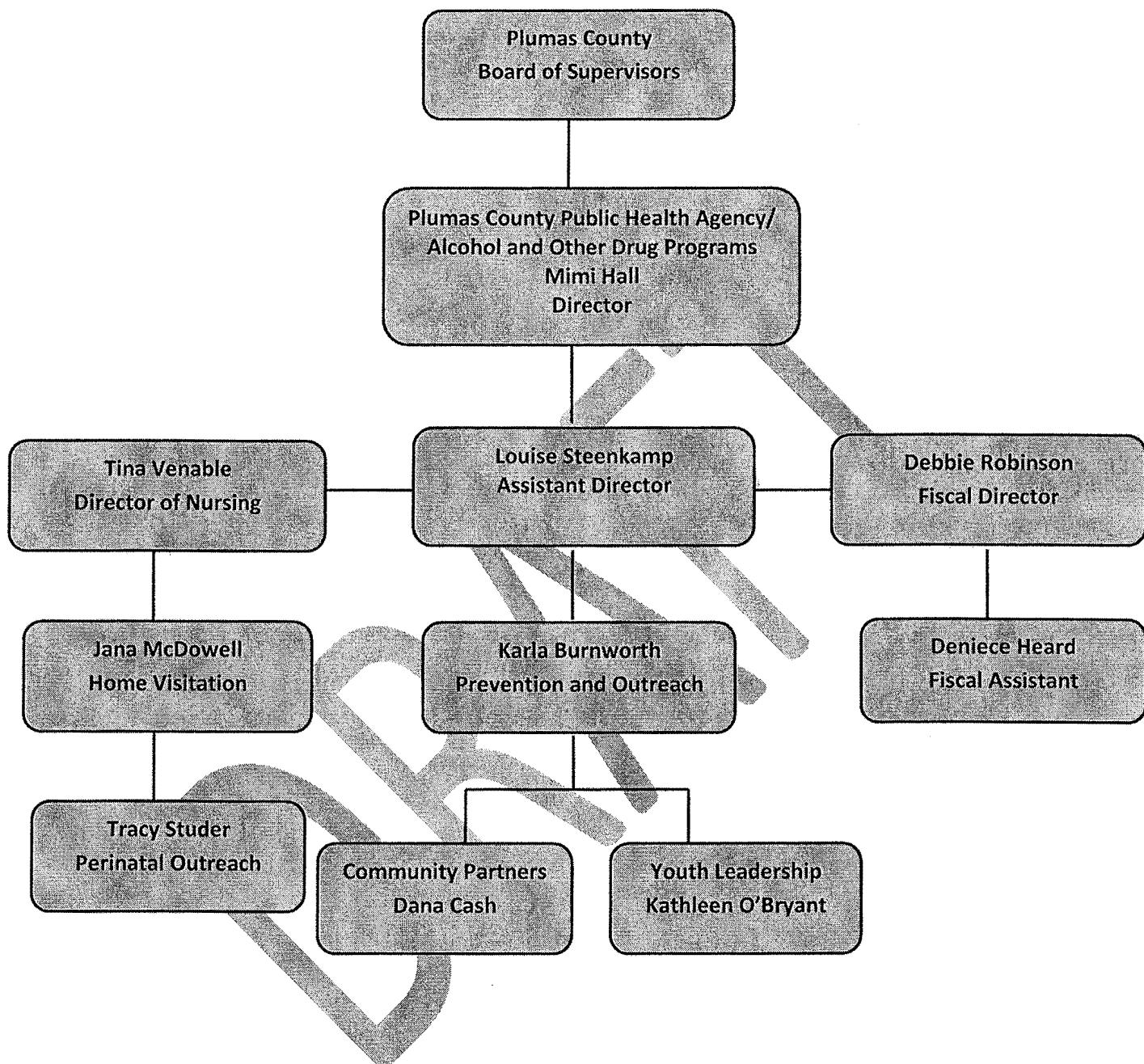
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## Section 1 – Administration



## Introduction

Counties receiving Substance Abuse Prevention and Treatment Block Grant (SAPT BG) funds are required to develop written policies and procedures as outlined in the Negotiated Net Amount (NNA) Contract, Article 1 (B)(1) and as required under Title 42, USC and Title 45, CFR. Counties are also required to develop written policies and procedures for the following programs supported with SAPT BG funds:

- Admission for Substance Abuse Treatment
- Adolescent/Youth Treatment
- CalOMS Treatment Data Collection
- Cultural Competency
- Human Immunodeficiency Virus (HIV)
- Interim Services
- Perinatal Treatment
- Primary Prevention
- Tuberculosis (TB)

Plumas County Public Health Agency/Alcohol and Other Drug Programs' written policies and procedures for SAPT BG funds and for the above listed programs supported with SAPT BG funds are set forth in this document, Plumas County Public Health Agency/Alcohol and Other Drug Programs (PCPHA/AOD) Policies and Procedures. Management decisions made pursuant thereto shall be subject, at a minimum, to annual review by the PCPHA/AOD Director. A contract with the State Department of Alcohol and Drug Programs, containing program goals and objectives to be measured is developed with community input via the PCPHA/AOD Director, the County Board of Supervisors, and various planning and collaborative bodies.

Internal program development, designed to meet County goals and objectives, may be determined by, but not limited to:

- Input and suggestions from staff meetings
- Input and suggestions from management meetings
- Follow-up data as it relates to outcomes

**Board of Directors (Plumas County Board of Supervisors)**

Terry Swofford, District One  
Robert Meacher, District Two  
Sherrie Thrall, District Three  
Lori Simpson, District Four  
Jon Kennedy, District Five

**Plumas County Public Health Agency/Alcohol and Other Drug Programs Director**

Mimi Hall, MPH, CHES  
Director  
Plumas County Public Health Agency  
270 County Hospital Road, Suite 206  
Quincy, CA 95971

**Community Advisory Board (Strategic Planning Steering Committee)**

Mimi Hall – Public Health Director  
Mike Kirk – Community ATOD Coalition Chair  
Barbara Palmerton – Community Member  
Sharon Reinert – Chief Probation Officer  
John Sebold – Mental Health Director  
Lori Simpson – Board of Supervisor Member  
Elliot Smart – Director of Social Services  
Louise Steenkamp – Prevention Subcommittee Chair  
Ellen Vieira – Executive Director, Plumas First Five Commission

**Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Procedures**

**SUBJECT: ADMISSION AND RE-ADMISSION CRITERIA**

**POLICY:** PCPHA/AOD has written admission and readmission criteria that meets the requirements of the State Standards for Alcohol and Drug Treatment Programs. PCPHA/AOD does not discriminate in the delivery of services due to race, religion, ethnicity, national origin, gender, sexual orientation, disability, or ability to pay. All persons over the age of eighteen will be considered for services, and individuals from fifteen years of age to seventeen years of age will be considered for services. It is the policy of PCPHA/AOD to determine whether an individual meets the admission criteria by having an intake appointment to evaluate if potential clients meet the admissions criteria. All individuals admitted to services shall meet the admission criteria, and this shall be documented in the client file.

**Admission Criteria:**

1. Individual must have an identifiable pattern of substance abuse or pathological use that interferes with his/her life, or exhibit related alcohol or other drug problems.
2. Participants who are admitted into a treatment program must be physically and mentally able to comply with the program rules and regulations.
3. Admissions to services shall not be denied on the basis of ethnic group identification, color, religion, gender, age, sexual preference, disability, or an inability to pay.
  - a) The above criteria shall not preclude this agency from emphasizing services for specific populations; and
  - b) Whenever non-disability-related needs of the applicant cannot be reasonably accommodated, every effort shall be made to refer to appropriate services.
4. In the event of reduced capacity, admissions will be allowed in the following order:
  - a. Pregnant intravenous drug using women;
  - b. Pregnant substance-abusing women;
  - c. Other intravenous drug users, and
  - d. All other substance abusing individuals.
5. No individuals shall be admitted who, on the basis of staff judgment:
  - a) Exhibits behavior dangerous to staff, self, or others; or
  - b) Requires an immediate medical evaluation, medical attention or nursing care.

**PROCEDURE:** An initial interview with a treatment provider shall determine whether an individual meets the admission criteria.

1. The treatment provider will evaluate based on an interview with the individual whether s/he meets the above criteria.
2. The treatment provider will identify alcohol and illicit drugs used and document in the individual's file.
3. The treatment provider will also provide the documentation social, psychological, physical and/or behavioral problems related to substance abuse.
4. The treatment provider will provide individual with a statement of non-discrimination at the conclusion of the interview.
5. The treatment provider will make a follow-up appointment for a full assessment within two weeks.

The client must be willing to address their respective alcohol and other drug issues, and as appropriate, any co-occurring issues. Clients need to be willing to consider the alternatives to continued use. It will be incumbent on the treatment staff to adopt and employ current evidenced based treatment protocols in order to engage individuals. Interventions utilized may include motivational interviewing, harm reduction and other pre-contemplative strategies as appropriate. Abstinence will always remain the ultimate goal.

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**REFERENCE:** 45 CFR, Section 96.126 and 96.131

**Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Procedures**

**SUBJECT: ADOLESCENT AND YOUTH TREATMENT**

**POLICY:** PCPHA/AOD treatment services for adolescents and youth will be provided by subcontractors. Treatment providers will be required to follow the Youth Treatment Guidelines established by the California Department of Alcohol and Drug Program.

**PROCEDURE:** Establishing and implementing adolescent and youth services will follow the following guidelines:

A) Alcohol and other drug abuse and dependence are complex problems, and as such services will address:

- 1) Biological predisposition
- 2) Psychological factors such as depression or distress
- 3) Social factors like family, community and peer relationship

B) The adolescent criteria in ASAM's Patient Placement Criteria for the Treatment of Substance Abuse related disorders will be used to determine appropriate placement.

C) There will be a full continuum of care available to address the varying levels of services needed by youth, including but not limited to pre-treatment, relapse prevention (during the course of treatment), and aftercare services.

**Target Population**

A) The target population for youth treatment is individuals ages 12 through 17 (inclusive).

B) To serve youth over age 18 and younger than age 12, treatment providers will:

- 1) Document clinical appropriateness individually for each client; and,
- 2) Have a written protocol that addresses developmentally appropriate services for that age group.

C) Admission priority will be based on program design, client assessment, and clinical judgment.

**Outcomes**

A) Treatment providers will assess the desired system level outcomes, such as:

- 1) increases in youth-specific programs/treatment capacity;
- 2) increased access to youth specific services;
- 3) increased quality of services; and,
- 4) achieving and maintaining a continuum of care for youth.

B) Treatment providers will assess the desired client level outcomes for youth in treatment, such as:

- 1) reduction and/or elimination of AOD use;
- 2) improved level of functioning in major life domains; and,
- 3) placement and safe treatment in the most appropriate, least restrictive settings.

Service components may include outreach, screening and initial/continuing assessment, diagnosis, placement and treatment planning, counseling, youth development approaches to treatment, family interventions and support systems, educational and vocational activities, structured recovery-related activities, alcohol and drug testing, discharge planning, and continuing care.

**REFERENCE:** NNA contract, Exhibit C, Article 1. Formation and Purpose, Paragraph B. Control Requirements, Item 9 states: Contractor shall follow the guidelines in Document 1V, incorporated by this reference.

**Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Procedures**

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**SUBJECT: CAL OMS TREATMENT DATA COLLECTION**

**POLICY:** It is the policy of PCPHA/AOD and its subcontractors to submit PCPHA/AOD CalOMS treatment data to the State Department of Alcohol and Drug Programs (ADP) as soon as possible but not later than 45 days after the end of the report month.

**PROCEDURE:**

- a) PCPHA/AOD and its subcontractors may submit monthly electronic CalOMS treatment data as soon as it is available, either during or after the end of the report month (i.e., the calendar month in which the admissions, discharges, or annual updates occur). PCPHA/AOD and its subcontractors may submit CalOMS treatment data in one or more batch files, as PCPHA/AOD deems fit.
- b) PCPHA/AOD and its subcontractors shall correct data errors identified by ADP and resubmit corrected CalOMS treatment data to ADP as soon as possible but not later than 75 days after the end of the original report month.
- c) Annually, not more than five percent (5%) of individual admission reports and ten percent (10%) of individual discharge reports shall be submitted from months prior to the current report month.
- d) PCPHA/AOD and its subcontractors shall account for all (100 percent) of treatment providers in monthly CalOMS treatment batch file.
- e) PCPHA/AOD and its subcontractors shall account for all (100 percent) of treatment providers, including providers with transaction records, (e.g. admissions, discharges, or annual updates) as well as providers that show no activity.
- f) All treatment providers shall submit CalOMS data for all admissions, discharges, or annual updates every month. All providers must report each month. If a provider has no reportable CalOMS activity, the provider must report "No Activity" as defined in the CalOMS Input Data File Instructions and the CalOMS Data Dictionary.
- g) PCPHA/AOD and its subcontractors shall submit CalOMS treatment data that contains valid entries in every field of every record.
- h) The rate of fatal record errors detected shall not exceed five percent (5%) for each CalOMS treatment data batch file submitted.

**Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Programs**

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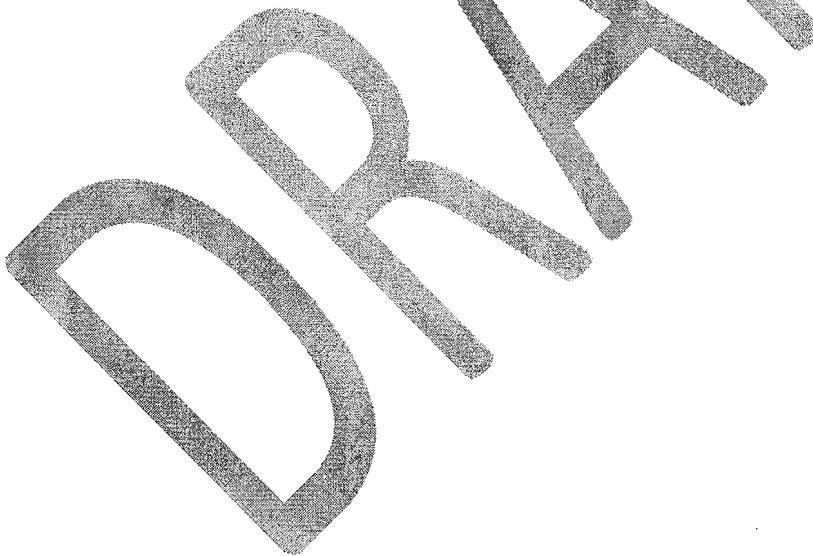
**SUBJECT: CHARITABLE CHOICE**

**POLICY:** It is the policy of PCPHA/AOD to meet the requirements of the Net Negotiated Amount (NNA) contract with the State Department of Alcohol and Drug Programs (ADP) and Title 42, Code of Federal Regulations, Part 54: Nondiscrimination and Institutional Safeguards for Religious Providers.

**PROCEDURE:** PCPHA/AOD shall comply with Title 42, CFR, and Part 54 by:

- Identifying religious providers in the county
- Incorporating the applicable Part 54 requirements into county/provider contracts with religious providers, including a notice to client
- Establishing a referral process, to a reasonably accessible program, for clients who may object to the religious nature of a program.

To ensure compliance with Title 42 CFR, Part 54, all PCPHA/AOD contracts shall include language prohibiting discrimination against individuals on the basis of religion. In addition, religious organizations shall be equally eligible for receipt of contracts through PCPHA/AOD for the provision of alcohol and drug treatment or recovery services. PCPHA/AOD will send all referral information pertaining to Charitable Choice Organizations utilized on an annual basis. Contracts with religious organizations shall require that the organization establish a referral process to a reasonably accessible program for those clients who may object to the religious nature of the program, and shall require that contractors not use funds provided through the contract for religious program content.



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**REFERENCE:** Net Negotiated Amount (NNA) contract with the State Department of Alcohol and Drug Programs (ADP) and Title 42, United States Code (USC), Section 300x-65; Title 42, CFR, Part 54, and Title 45, Code of Federal Regulations, Part 96, Section 96.122 and Section 96.132 (b).

**Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Procedures**

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**SUBJECT: CONFIDENTIALITY OF CLIENT RECORDS**

**POLICY:** It is the policy of PCPHA/AOD to have on the premises a copy of the federal regulations. Also, all employees will be educated on confidentiality requirements and be informed that disciplinary action may occur upon inappropriate disclosures of confidential information of any participant past or present that has or has had involvement with this agency. Confidentiality Laws prohibit employees, agents, or representatives of this agency from disclosing any information identifying a participant as an alcohol or drug abuser, unless:

1. The participant consents in writing; OR
2. The disclosure is allowed by a court order; OR
3. The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit or program evaluators; OR
4. The participant commits or threatens to commit a crime either at the program or against any person who works for the agency.

Federal Laws and regulations do not protect any information about suspected child abuse.

**PROCEDURE:** Any violation of Confidentiality Laws and/or Regulations regarding persons or their protected information under such Laws and Regulations may be reported to the United States Attorney in the district where the violation occurs.

A copy of the federal regulations can be obtained from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

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**REFERENCE:** Title 45, Code of Federal Regulations, Part 96, Section 96.132 (e), Title 42, Code of Federal Regulation, Part 2. State of California Health and Safety Code, Sections 11812(c) and 11977. This requirement cannot be waived.

Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Procedures

**SUBJECT: CONTRACTOR COMPLIANCE**

**POLICY:** It is the policy of PCPHA/AOD to utilize only those contractors which are in compliance with the standards established by the California Department of Alcohol and Drug Programs. All contracted services will be monitored receiving regular State reports on compliance and/or site visits to insure that standards are in place. In the event a contractor becomes out of compliance, steps will be taken to address the compliance issues.

**PROCEDURE:** When we receive the State NNA Contract Compliance Monitoring Report which shows a contractor out of compliance, a written letter will be sent to the contractor stating that PCPHA/AOD will not use their services until such time as we receive confirmation of their compliance with the State.

DAE

**REFERENCE:** NNA Contract, Exhibit C, Article III, Paragraph E.3.

**Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
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**SUBJECT: CULTURALLY AND LINGUISTICALLY APPROPRIATE SERVICES (CLAS)**

**POLICY:** It is the policy of PCPHA/AOD and its subcontractors to provide services to all eligible persons in accordance with all federal and state statutes and regulations. Standard seven of the nationally-recognized standards for culturally and linguistically appropriate services (CLAS) states: "Healthcare organizations must make available easily understood patient-related materials and post signage in the languages of the commonly encountered groups and/or groups represented in the service area." PCPHA/AOD will require that educational materials and other resource materials related to PCPHA/AOD and its subcontractors for treatment services will be made available, when necessary, (by interpretation or whatever means) to all eligible persons in need of such services.

**PROCEDURE:**

- a) Lack of fair and equitable access to public health information for people with limited English proficiency places residents at high risk of adverse health outcomes and contributes to health disparities among these vulnerable populations. Many of these populations also face extreme barriers when accessing health and social services. Misinformation due to low-quality translations further exacerbates the risk to adverse health outcomes for these vulnerable populations. PCPHA/AOD and its subcontractors will promote fair and equitable access to culturally and linguistically appropriate health promotion information produced by PCPHA/AOD and its subcontractors for people with limited English proficiency.
- b) PCPHA/AOD and its subcontractors will make every effort to ensure any and all barriers to treatment services are addressed. In particular, trainings are provided regularly regarding cultural and ethnic barriers.
- c) PCPHA/AOD and its subcontractors will provide Spanish speaking clients' services by means of an on-call interpreter or will access interpreters from the local community to provide interpretation for those individuals. In addition, PCPHA/AOD will make accommodations to provide sign language services as needed.

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**REFERENCE:** NNA contract, Exhibit C, Article IV, Paragraph B. 2.

**Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Procedures**

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**SUBJECT: HIV SET-ASIDE**

**POLICY:** It is the policy of PCPHA/AOD to offer education to all clients about HIV/Aids in the course of treatment services. Also, all individuals at high risk for HIV/Aids will be referred to Plumas County Public Health Agency for voluntary HIV pre-test, testing and post-test counseling. Clients identified as HIV positive will be referred to appropriate programs that provide linkages to community clinics and private health care.

**PROCEDURE:** At the time of intake all treatment providers, when encountering individuals who admit to high risk behaviors verbally or through the health assessment, will adhere to the following procedures:

- a) Information will be given to the client regarding confidential testing.
- b) A referral will be filled out and sent to Plumas County Public Health Agency
- c) Counselor will be required to follow-up with client regarding outcome of appointment.

~~DRUG FREE~~

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**REFERENCE:** 45CFR, Parts 96.128 and 96.121 and ADP Bulletin 04-12

**Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Procedures**

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**SUBJECT: INTERIM SERVICES**

**POLICY:** It is the policy of PCPHA/AOD to provide interim services within 48 hours to pregnant IV drug using woman, substance abusing pregnant women, and all IV drug users.

**PROCEDURE:**

- 1) When a client completes the intake packet, a treatment provider will note whether the client is a pregnant drug user and/or an IV drug user (pregnant or not).
- 2) The treatment provider will meet with the client at that time for an intake and an assessment.
- 3) The treatment provider will place the client into the perinatal program, or an appropriate out-patient or residential program; at the very least ensure that that said clients are provided interim services which include but are not limited to counseling and education about:
  - HIV and TB
  - the risk of needle sharing
  - the risk of transmission to sexual partners and infants
  - steps than can be taken to ensure transmission does not occur
  - referral for HIV or TB treatment if necessary

For pregnant women, interim services will also include counseling of the effects of alcohol and drug use on the fetus, as well as, a referral for prenatal care.

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**REFERENCE:** 45 CFR, Sections 96.121(4), 96.126 and 96.131

**Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Procedures**

**SUBJECT: NONDISCRIMINATION IN THE PROVISION OF SERVICES**

**POLICY:** Pursuant to the State and Federal Codes, Laws and Regulations outlined in the reference, PCPHA/AOD Policies and Procedures, its employees, agents, representatives, or its contracted facilities shall not in policies, activities or services to individuals discriminate on the basis of age, race, color, sexual orientation, ethnic group identification, national origin, religion, physical or mental disability.

**PROCEDURE:** Any person who feels they have been unlawfully discriminated against by PCPHA/AOD, its employees, agents, representatives, or its contracted facilities has the right to file a formal complaint. Information on nondiscrimination in the provision of services and how to go about filing a complaint will be posted in facility lobby and each counselor's office. Complaints of Discrimination may be discussed with the following person, at this agency, who will supply you with a written statement summarizing your rights in this area.

Louise Steenkamp, Assistant Director  
270 County Hospital Rd., Suite 111  
Quincy, CA 95971  
Phone: (530)283-6330

In accordance with Title 9, Chapter 4 Section 10544 (c), of the California Code of Regulations, any individual may request an inspection of an alcohol or drug abuse recovery or treatment facility. Complaints should be directed to:

Department of Alcohol and Drug Programs  
Licensing and Certification Branch  
1700 K Street Sacramento, CA 95814-4037  
Attn: Complaint Coordinator  
(916) 322-2911

**REFERENCE:** Section 504 of the Federal Rehabilitation Act of 1973, Pursuant to Title VI of the Federal Civil Rights Act of 1964, (Section 2000d, Title 42, United States Code), the Federal Age Discrimination Act of 1975, Section 11135 et. Seq. of the California Government Code and Regulations, the Rehabilitation Act of 1973 (Section 794, Title 29, United States Code), the Americans with Disabilities Act of 1990 (Section 12132, Title 42, United States Code), Section 11135 of the California Government Code, and Chapter (commencing with Section 10800) Division 4, Title 9 of the California Code of Regulations.

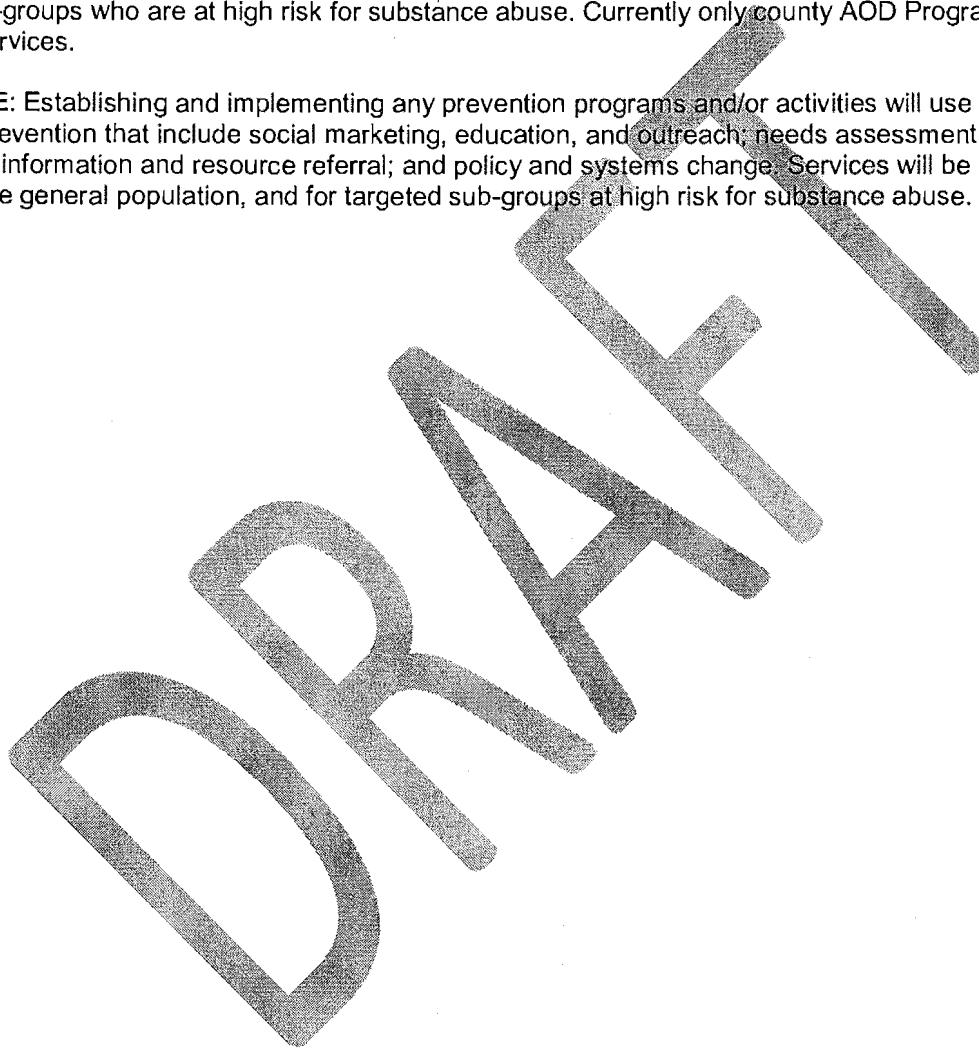
**Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Procedures**

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**SUBJECT: PRIMARY PREVENTION SET-ASIDE**

**POLICY:** It is the policy of PCPHA/AOD to fund only those providers, using the Primary Prevention Set-Aside, who follow Guidelines that incorporate the approved strategies for primary prevention as established by the California Department of Alcohol and Drug Programs. In addition, only individuals not identified to be in need of treatment shall receive these services. The comprehensive program shall be provided in a variety of settings for both the general population, as well as targeting sub-groups who are at high risk for substance abuse. Currently only county AOD Program employees deliver prevention services.

**PROCEDURE:** Establishing and implementing any prevention programs and/or activities will use only approved strategies for primary prevention that include social marketing, education, and outreach; needs assessment and community engagement; information and resource referral; and policy and systems change. Services will be provided in a variety of settings for the general population, and for targeted sub-groups at high risk for substance abuse.



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**REFERENCE:** Title 45, Code of federal Regulations, Part 96, Section 96.125

Plumas County Public Health Agency  
Alcohol and Other Drug Programs  
Policies and Procedures

**SUBJECT: TUBERCULOSIS (TB) SERVICES**

**POLICY:** (a) It is the policy of PCPHA/AOD to screen for and provide Tuberculosis information and referral to all individuals presenting at this agency, whether or not such individuals are admitted for AOD services. It is our policy to identify and refer to Plumas County Public Health Agency, as well as provide case management, to all individuals who are at high risk of becoming infected for Tuberculosis.

(b) All facilities that have contracts with PCPHA/AOD for residential services will be in compliance with the above requirements.

**PROCEDURE:** (a) At the time of intake, all individuals presenting for services will be required to complete a Health Screening Assessment. Information will be given to the client on Tuberculosis, and individuals at risk for infection will be identified and referred to the Plumas County Public Health Agency for services. Case management to ensure individuals are seen and provided treatment is the responsibility of Plumas County Public Health Agency.

(b) All clients who are being referred to any residential facility we contract with will be required to receive a TB test and have the results submitted with admission application to the facility. An exception may be granted with permission of the contracted facility to provide the service when the client arrives.

**REFERENCE:** Title 45, Code of Federal Regulations, Part 96, Section 96.127 and Title 45, Code of Federal Regulations, Part 96, Section 96.121



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 205 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-5546 (530) 283-0425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-5241 Fax	<input type="checkbox"/> Environmental Health - Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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**Date:** December 3, 2012

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Presentation Item for December 18, 2012

**Item Description/Recommendation:** Approve Service Agreement #A&D1213WHF with West Hills Hospital to provide residential treatment services to Alcohol and Drug Program clients for FY 2012-2013, and direct the Chair to sign.

**History/Background:** As the Board is aware Plumas County Public Health Agency has the fiscal and administrative responsibilities for a number of different programs with diverse funding sources from the State Department of Health Services, private foundations, local sources, realignment and other county departments. Often, in an effort to work effectively and efficiently with communities, Public Health contracts with providers to extend programs and provide services to diverse populations throughout the county.

This agreement is funded through the Alcohol and Drug Program for detoxification and residential drug treatment services for Plumas County residents.

The agreement was approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review.



# Plumas County Public Health Agency 345

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health - Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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**Date:** December 3, 2012

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**CC:** Community Corrections Partnership Executive Committee

**Agenda:** Presentation item for December 18, 2012

**Item Description/Recommendation:** Approve Memorandum of Understanding (MOU) with Probation in the amount of \$103,077 for services provided to clients enrolled in the Adult Drug Court Program for FY 2012-2013, and direct the Chair to sign.

**History/Background:** As the Board is aware Plumas County Public Health Agency (PCPHA) has the fiscal and administrative responsibilities for alcohol and drug prevention services. Often, in an effort to work effectively and efficiently with communities, Public Health contracts with providers to extend programs and provide services to diverse populations throughout the county.

For the last several years, the Drug Court Program has funded the Probation Department with a .5 FTE Probation Officer, part-time Probation Aides for drug testing, and various services and supplies related to the Drug Court Program. Through the current MOU, Public Health will continue to reimburse the Probation Department for the cost of a .5 FTE Probation Officer assigned to a caseload of felony offenders in the Drug Court Program and various services and supplies. Unlike previous years, this MOU will also reimburse the Probation Department for a .2 FTE Supervising Probation Officer and .1 FTE Grants Fiscal Officer. Funding for this MOU comes from the Drug Court Realignment funds. As the fiduciary agent responsible for these public funds, PCPHA is required to restrict Drug Court Program expenditures to services provided to clients formally enrolled in the Drug Court Program, and will reimburse the Probation Department quarterly based on actual expenditures made in accordance with the MOU budget.

The MOU was reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review.



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khuu Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6111 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-5546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6253 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health - Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: December 10, 2012

To: Honorable Board of Supervisors

From: Mimi Khuu Hall

Agenda: Presentation Item for December 18, 2012

**Item Recommendation:** Approve a budget transfer in the amount of \$3,000.00 from Public Health Budget Unit 70560, professional Services to Revenue Account 48006 in order to reimburse the Sheriff's Department for costs associated with transportation services.

**History/Background:** As the Board is aware Plumas County Public Health Agency has the fiscal and administrative responsibilities for alcohol and drug prevention services, which includes funding residential treatment services to clients. Public Health has the responsibility of transporting these clients to and from residential treatment facilities when needed.

Prior to Public Health Agency's ability to acquire transport service, the Sheriff's Office provided their own staff and vehicle for client transportation to a residential treatment facility. This budget transfer will allow Public Health to reimburse the Sheriff's Department for costs associated with the transportation services. The offset in the Sheriff's Department is in Budget Unit 70380, account 48001.

A copy of the budget transfer is attached for your review. Please contact me with Thank you.



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# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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**Date:** December 5, 2012

**To:** Honorable Board of Supervisors

**From:** Mimi Hall

**CC:** Community Corrections Partnership Executive Committee  
Pat Leslie, Intern Mental Health Director

**Agenda:** Presentation Item for December 18, 2012

**Item Recommendation:** Approve a budget transfer in the amount of \$46,500 from Public Health Budget Unit 70560, 52190 (professional services) to Revenue Account 48007, to correct a revenue transfer budgeted in the same amount from Drug Court 70630.

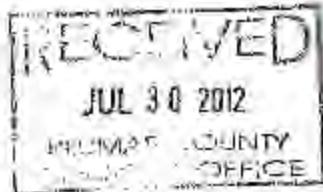
**History/Background:** As the Board may be aware, Plumas County Public Health Agency Alcohol and Drug Programs has an Agreement with the Mental Health Department in which PCPHA provides \$46,500 to Mental Health for a portion of a Behavioral Health Therapist who provides individuals incarcerated or on post release community supervision as a result of AB 109 with treatment for co-occurring disorders.

These funds were incorrectly budgeted as a revenue transfer out of Drug Court Realignment. Drug Court Realignment funding is to be spent specifically for Drug Court planning, implementation, treatment and assessment; however, although AB 109 clients are involved in the criminal justice system, the clients served under the MOU with Mental Health are either incarcerated as a result of AB 109 or on post release community supervision. These individuals are not be eligible to be enrolled in the Drug Court Program clients by definition, which is a form of voluntary alternative sentencing for individuals with certain nonviolent drug offenses.

Individuals eligible for services within the agreement with Mental Health are AB 109 inmates or post release community supervision individuals directly identified by the Probation Department and referred to the Behavioral Health Therapist for assessment and treatment, if indicated by a diagnosis of co-occurring mental health and substance use disorders.

The budget transfer (copy attached) will allow Public Health to reimburse the Mental Health Department, out of the correct funding stream, for costs associated with services of the Behavioral Health Therapist.

July 27, 2012



Dear Mr. Settemire:

I wanted to direct a letter to the attention of County Department of Water Resources, but haven't had any luck at determining if it is in Plumas County or Butte County, so I thought that I would send it to your attention and ask that you forward it to the proper party.

I boat at Frenchman's Lake. I recently ran aground at least 100 yards from shore. The area was not properly marked as a dangerous area. Expectation is that when boating near shore, be aware of obstacles, but this far from shore is purely negligence on the part of the county or state. I voiced my concerns to the Plumas County Boat Patrol Sheriff. Brian Marcus actually took a picture of my ruined propeller. Luckily my wife and I were not hurt. I would appreciate an official review my request for the County to pay for a new propeller which will cost \$175.00.

Thank you for your concern,

*Alan Schade*

Alan Schade

1555 Alicia Way

Reno, NV 89506

775-972-8934

ALAN F. SCHADE  
1555 ALICIA WAY  
RENO, NV 89506

RENO, NV 895  
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R. Craig Settemire  
County Counsel  
520 Main St. Rm. 301  
Quincy, CA 95971

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