



## **BOARD OF SUPERVISORS**

Dwight Ceresola, Vice Chair 1<sup>st</sup> District

Kevin Goss, 2<sup>nd</sup> District

Sharon Thrall, 3<sup>rd</sup> District

Greg Hagwood, 4<sup>th</sup> District

Jeff Engel, Chair 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF APRIL 20, 2021 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

**9:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION**

### **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**

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

### **Live Stream of Meeting**

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

### **ZOOM Participation**

The Plumas County Board of Supervisors meeting is accessible for public comment via live streaming at: <https://zoom.us/j/94875867850?pwd=SGISeGpLVG9wQWtRSnNUM25mczlvZz09> or by phone at: Phone Number 1-669-900-9128; Meeting ID: 948 7586 7850. Passcode: 261352

### **Public Comment Opportunity/Written Comment**

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address [Public@countyofplumas.com](mailto:Public@countyofplumas.com)

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

**PLEDGE OF ALLEGIANCE**

**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. **PUBLIC HEALTH AGENCY** – Dr. Satterfield

Report and update on COVID-19; receive report and discussion

### 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) **BEHAVIORAL HEALTH**

Authorize payment in the amount of \$1,275.00, exceeding contract limit, to Restpadd Health Corp. for mental health specialty services [View Item](#)

#### B) **FACILITY SERVICES**

Approve and authorize Chair to sign Amendments to Agreements regarding COVID-19 cleaning services: Amendment No. 1 between Plumas County and Bob's Janitorial, extending term and compensation, not to exceed \$110,000.00; Amendment No. 1 between Plumas County and Frasure & Son Cleaning, extending term and compensation, not to exceed \$20,000.00; and Amendment No. 1 between Plumas County and KJ's Cleaning Service, extending term; approved as to form by County Counsel. [View Item](#)

### 3. **PRESENTATION** – Feather River Tourism Association

Updates concerning the activities of the Feather River Tourism Association and future goals; request for \$50,000.00 for start-up fees; Discussion and possible action [View Item](#)

### 4. **DEPARTMENTAL MATTERS**

#### A) **HUMAN RESOURCES** – Nancy Selvage

Adopt **Resolution** adding job classification for New Sheriff Emergency Services & Training Coordinator; Description – Range 2000; and authorize Human Resource Department to recruit and fill 1.0 FTE position; Discussion and possible action; **Roll call vote** [View Item](#)

#### B) **ENVIRONMENTAL HEALTH** – Robert Robinette

Authorize Environmental Health to recruit and fill, funded and allocated 1.0 FTE position, for Administrative Assistant I/II position; Discussion and possible action [View Item](#)

#### C) **FACILITY SERVICES/AIRPORTS** – Kevin Corriera

Adopt **Resolution** to authorize the Director of Airports to submit pre-application, and applications; accept AIP grant funds, execute grant agreements and implement grant entitlements; Discussion and possible action; **Roll call vote** [View Item](#)

#### D) **LIBRARY** – Lindsay Fuchs

- 1) Authorize and approve supplemental revenue account 20675/48079 for -\$15,163.00, supplemental expenditure account 20675/51020 Other Wages; Authorize and approve supplemental revenue account 20675/48079 for -\$1,026.00 for supplemental expenditure account 20675/52410 Books; Discussion and possible action; **Four/Fifths Roll call vote** [View Item](#)
- 2) Authorize and approve supplemental budget revenue to 20670/46070 for \$2,056.00; supplemental expenditure account 20670/523712 Program Subscriptions; Discussion and possible action; **Four/Fifths Roll call vote** [View Item](#)

3) Authorize and approve transfer from account 20675/51020 for \$905.52, and transfer to account 20670/51000 Regular Wages; Authorize and approve transfer from account 20675/51020 for \$1,912.57, and transfer to account 20675/51000 Regular Wages; Discussion and possible action [View Item](#)

E) **PUBLIC HEALTH** - Tony Hobson

- 1) Authorize and approve Award Number COVID-19ELC90 from the California Department of Public Health; and authorize supplemental budget of unanticipated revenue in the amount of \$399,818.00; and authorize Human Resources to recruit and fill an extra-help Epidemiologist of up to 29 hours/week, due to resignation; Discussion and possible action; **Four/Fifths Roll call vote** [View Item](#)
- 2) Authorize supplemental budget of unanticipated revenue in the amount of \$20,042.00 in Senior Nutrition Budget Unit 20830 from Chico State Enterprises on behalf of the Area 3 Agency on Aging (AAA); Discussion and possible action; **Four/Fifths Roll call vote** [View Item](#)
- 3) Authorize supplemental budget of unanticipated revenue in the amount of \$29,310.00, from the Center at Sierra Health Foundation for Low-Barrier Opioid Treatment at Syringe Service Programs; Discussion and possible action; **Four/Fifths Roll call vote** [View Item](#)

F) **PUBLIC WORKS** – John Mannle

Authorization and approve Public Works to waive formal competitive bidding for the purchase of three (3) used CARB compliant diesel ten-wheeler dump trucks in an amount not to exceed \$330,000.00; Discussion and possible action [View Item](#)

G) **PROBATION DEPARTMENT** – Keevin Allred

Adopt **Resolution** establishing and implementing new internal department wide policies and procedures through Lexipol; Discussion and possible action; **Roll call vote** [View Item](#)

H) **SHERIFF** – Todd Johns

Authorize supplemental budget for unanticipated revenue in the amount of \$30,000.00, for DEA Grant revenue awarded after budget adoption; Discussion and possible action; **Four/Fifths Roll call vote** [View Item](#)

I) **COUNTY ADMINISTRATOR** – Gabriel Hydrick

- 1) Discussion and possible action regarding reorganization of the following Cemetery Districts: Crescent Mills Cemetery District, Cromberg Cemetery District, Meadow Valley Cemetery District and Quincy LaPorte Cemetery District [View Item](#)
- 2) Approve and adopt Injury and Illness Prevention Program: COVID-19 Addendum; Discussion and possible action [View Item](#)

5. **BOARD OF SUPERVISORS**

- A) Appoint John Mannle to Director of Public Works; and approve and authorize Chair to sign employment agreement; approved as to form by County Counsel; Discussion and possible action
- B) Appoint Dr. Dana Loomis to Director of Public Health effective May 24, 2021; and approve and authorize Chair to sign employment agreement; approved as to form by County Counsel; Discussion and possible action
- C) Correspondence
- D) Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

**6. CLOSED SESSION**

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

**Convene as the Flood Control & Water Conservation District Governing Board**

**FLOOD CONTROL & WATER CONSERVATION DISTRICT**

- A. Conference with real property negotiator, John Mannle, County Engineering and Manager, regarding sale of water by the District

**Adjourn as the Flood Control & Water Conservation District Governing Board and reconvene as the Board of Supervisors**

- A. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 - California Dept. of Water Resources v. All Persons Interested in the Matter of the Authorization of Delta Program Revenue Bonds, the Issuance, Sale and Delivery of Delta Program Revenue Bonds Series A, Series B and Subsequent Series, the Adoption of the Delta Program Revenue Bond General Bond Resolution and the Supplemental Resolutions Providing for the Issuance of Delta Program Revenue Bonds, and the Proceedings Related Thereto, Superior Court of California, County of Sacramento, Case No. 34-2020-00283112
- B. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9
- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

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

**ADJOURNMENT**

Adjourn meeting to Tuesday, May 4, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California

**TODAYS REGULAR MEETING OF THE BOARD OF SUPERVISORS  
IS DEDICATED IN MEMORY OF  
JESSICA WOLF**

2A

## PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

270 County Hospital Road, Ste 109, Quincy, CA 95971  
(530) 283-6307 FAX (530) 283-6045



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Tony Hobson Ph.D., Director

DATE: April 20, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson Ph.D., Behavioral Health Director 

SUBJECT: Consent Agenda

### **Recommendation**

1. It is respectfully requested the Board of Supervisors approve and authorize \$1,275.00 invoice payment to Restpadd Health Corp.

### **BACKGROUND AND DISCUSSION**

1. This \$1275.00 invoice amount to Restpadd will exceed the contract limit of \$50,000.00 for inpatient psychiatric services. Behavioral Health is respectfully requesting payment approval.

**FINANCIAL IMPACT:** There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.



Respadd Health Corp.  
Health Hope Dignity

# INVOICE

925 Walnut St.  
Red Bluff, CA 96080  
530.567.7300 | 530.727.9472

**DATE:** 4/8/2021  
**INVOICE #** 32117b  
**FOR:** Inpatient Psychiatric Services  
Rendered: 3/1/2021-3/31/2021

**BILL TO:**

**Contractor Agreement #:**

PATIENT NAME	Date of Birth	Admit Date	Admit Time	Discharge Date	Discharge Time	Days Present	Daily Rate	Total
	3/11/2008	3/31/2021		4/1/2021	Currently Admitted (Invoice for 3/31/21 only)	1	\$1,275.00	\$ 1,275.00

\*If patient was admitted prior to invoice month, admit will reflect beginning of current month.

\*\*If patient is present at month's end, discharge date will be first of the following month, to reflect correct calculation. Expect the remaining balance and charts for these patients to follow next month.

\*\*\*Patients discharged on the first of the month are invoiced for tracking purposes only. Date of discharge is not billable.



Kevin Correira  
Director

# County of Plumas

## Facility Services

198 Andy's Way  
Quincy CA 95971

2B  
A stylized logo for Facility Services, featuring a central figure that looks like a person in a hard hat and safety vest, surrounded by various icons representing different services or industries, such as a truck, a building, and a tree.

Phone: 530-283-6299  
Fax: 530-283-6103

DATE: April 20, 2021

TO: Honorable Board of Supervisors  
FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign contract for daily COVID-19 cleaning between Facility Services and Bob's Janitorial.

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### Recommendation

Approve and authorize Board Chair to sign contract amendment for daily COVID-19 cleaning between Facility Services and Bob's Janitorial.

### Background and Discussion

In December 2020, CalOSHA issued a requirement for daily COVID-19 cleaning and disinfecting to which a contract was executed for the aforementioned vendor; that contract will expire on April 30, 2021. County Counsel has confirmed this requirement is set to be in effect through September 2021 and will expire at that point unless extended by CalOSHA. There is also the possibility this requirement will be revoked prior to September. This contract amendment extends the original contract expiration to September 30, 2021 and increases the value of the original contract because of the extended timeframe.

Bob's Janitorial provides janitorial services to the Courthouse Annex, Permit Center, Courthouse, Facility Services office, Quincy Library, Quincy Museum, Quincy Memorial Hall, and Fairgrounds Admin office.

### BUDGETARY IMPACT:

In December 2020, the Board allocated \$85,000 to fund the services of Bob's Janitorial, KJ's Cleaning Service, and Frasure & Son Cleaning necessary to satisfy this CalOSHA requirement. Currently, there is \$37,662.50 in funding left available from this allocation; all invoices are current and paid in full through March 2021. It's estimated that April's and May's invoices for this service will be \$30-32,000.00 leaving \$5-6,000.00 available. This department may have to approach the Board in May for funding for this service for the month of June if it is determined that the Facility Services budget cannot absorb the additional cost.

**FIRST AMENDMENT TO AGREEMENT**  
**BY AND BETWEEN**  
**PLUMAS COUNTY AND BOB'S JANITORIAL**

This First Amendment to Agreement ("Amendment") is made on April 20, 2021 between COUNTY OF PLUMAS, a political subdivision of the State of California ("COUNTY"), and Tim Ringo, a sole proprietor doing business as Bob's Janitorial ("CONTRACTOR") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. COUNTY and CONTRACTOR have entered into a written Agreement dated December 15, 2020, (the "Agreement"), in which CONTRACTOR agreed to provide regular COVID-19 cleaning services for Plumas County's Quincy Facilities.
  - b. Because the current contract for COVID-19 cleaning contract expires on April 30, 2021, the parties desire to change the Agreement which will also require the value of the contract to be increased.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. The second sentence in Paragraph 2 is amended to read as follows:

The total amount paid by County to Contractor under this Agreement shall not exceed **one hundred ten thousand dollars (\$110,000)**
  - b. The entire Paragraph 3 is amended to read as follows:
    3. Term. The term of this Agreement shall be from **October 26, 2020 to September 30, 2021** unless terminated earlier as provided herein.
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated December 15, 2021 shall remain unchanged and in full force and effect.

CONTRACTOR:

Tim Ringo, a sole proprietor  
Dba Bob's Janitorial

COUNTY:

County of Plumas, a political subdivision  
of the state of California

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Tim Ringo, owner  
Date:

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Jeff Engel, Board Chair  
Date:

ATTEST:

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Heidi Putnam  
Clerk of the Board

Approved as to form:

  
Sara James  
Deputy County Counsel II

4/12/2021



Kevin Correira  
Director

# County of Plumas

## Facility Services

198 Andy's Way  
Quincy CA 95971



Phone: 530-283-6299  
Fax: 530-283-6103

DATE: April 20, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign contract for daily COVID-19 cleaning between Facility Services and Frasure & Son Cleaning.

### **Recommendation**

Approve and authorize Board Chair to sign contract amendment for daily COVID-19 cleaning between Facility Services and Frasure & Son Cleaning.

### **Background and Discussion**

In December 2020, CalOSHA issued a requirement for daily COVID-19 cleaning and disinfecting to which a contract was executed for the aforementioned vendor; that contract will expire on April 30, 2021. County Counsel has confirmed this requirement is set to be in effect through September 2021 and will expire at that point unless extended by CalOSHA. There is also the possibility this requirement will be revoked prior to September. This contract amendment extends the original contract expiration to September 30, 2021 and increases the value of the original contract because of the extended timeframe.

Frasure & Son Cleaning provides janitorial services to the Portola Library and Portola Sheriff's Substation.

### **BUDGETARY IMPACT:**

In December 2020, the Board allocated \$85,000 to fund the services of Bob's Janitorial, KJ's Cleaning Service, and Frasure & Son Cleaning necessary to satisfy this CalOSHA requirement. Currently, there is \$37,662.50 in funding left available from this allocation; all invoices are current and paid in full through March 2021. It's estimated that April's and May's invoices for this service will be \$30-32,000.00 leaving \$5-6,000.00 available. This department may have to approach the Board in May for funding for this service for the month of June if it is determined that the Facility Services budget cannot absorb the additional cost.

**FIRST AMENDMENT TO AGREEMENT**  
**BY AND BETWEEN**  
**PLUMAS COUNTY AND FRASURE & SON CLEANING**

This First Amendment to Agreement ("Amendment") is made on April 20, 2021 between COUNTY OF PLUMAS, a political subdivision of the State of California ("COUNTY"), and David Frasure, a sole proprietor doing business as Frasure & Son Cleaning ("CONTRACTOR") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. COUNTY and CONTRACTOR have entered into a written Agreement dated December 15, 2020, (the "Agreement"), in which CONTRACTOR agreed to provide regular COVID-19 cleaning services for Plumas County's Portola Facilities.
  - b. Because the current contract for COVID-19 cleaning contract expires on April 30, 2021, the parties desire to change the Agreement which will also require the value of the contract to be increased.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. The second sentence in Paragraph 2 is amended to read as follows:

The total amount paid by County to Contractor under this Agreement shall not exceed **twenty thousand dollars** (\$20,000)
  - b. The entire Paragraph 3 is amended to read as follows:

The term of this Agreement shall be from **December 15, 2020 to September 30, 2021** unless terminated earlier as provided herein.
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated December 15, 2021 shall remain unchanged and in full force and effect.

CONTRACTOR:

David Frasure, a sole proprietor  
Dba Frasure and Son Cleaning

COUNTY:

County of Plumas, a political subdivision  
of the state of California

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David Frasure, owner  
Date:

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Jeff Engel, Board Chair  
Date:

ATTEST:

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Heidi Putnam  
Clerk of the Board

Approved as to form:



Sara James  
Deputy County Counsel II

4/12/2021



Kevin Correira  
Director

# County of Plumas

## Facility Services

198 Andy's Way  
Quincy CA 95971



Phone: 530-283-6299  
Fax: 530-283-6103

DATE: April 20, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Board Chair to sign contract for daily COVID-19 cleaning between Facility Services and KJ's Cleaning Service.

### **Recommendation**

Approve and authorize Board Chair to sign contract amendment for daily COVID-19 cleaning between Facility Services and KJ's Cleaning Service.

### **Background and Discussion**

In December 2020, CalOSHA issued a requirement for daily COVID-19 cleaning and disinfecting to which a contract was executed for the aforementioned vendor; that contract will expire on April 30, 2021. County Counsel has confirmed this requirement is set to be in effect through September 2021 and will expire at that point unless extended by CalOSHA. There is also the possibility this requirement will be revoked prior to September. This contract amendment extends the original contract expiration to September 30, 2021 but does not increase the value of the contract because the current value is adequate.

KJ's Cleaning Service provides janitorial services to the Greenville Library and Sheriff Substation and the Chester Library and Sheriff Substation. KJ's Cleaning Service also provides service to several other county facilities in Chester but they are not included in this contract because they are not staffed by county employees.

### **BUDGETARY IMPACT:**

In December 2020, the Board allocated \$85,000 to fund the services necessary to satisfy this CalOSHA requirement. Currently, there is \$37,662.50 in funding left available from this allocation; all invoices are current and paid in full through March 2021. It's estimated that April's and May's invoices for this service will be \$30-32,000 leaving \$5-6,000 available. This department may have to approach the Board in May for funding for this service for the month of June if it is determined that the Facility Services budget cannot absorb this additional cost.

**FIRST AMENDMENT TO AGREEMENT**  
**BY AND BETWEEN**  
**PLUMAS COUNTY AND KJ'S CLEANING SERVICE**

This First Amendment to Agreement ("Amendment") is made on April 20, 2021 between COUNTY OF PLUMAS, a political subdivision of the State of California ("COUNTY"), and Kim Lund, a sole proprietor doing business as KJ's Cleaning Service ("CONTRACTOR") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. COUNTY and CONTRACTOR have entered into a written Agreement dated December 15, 2020, (the "Agreement"), in which CONTRACTOR agreed to provide regular COVID-19 cleaning services for Plumas County's Chester/Greenville Facilities.
  - b. Because the current contract for COVID-19 cleaning contract expires on April 30, 2021, the parties desire to change the Agreement
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. The entire Paragraph 3 is amended to read as follows:

The term of this Agreement shall be from  
**December 15, 2020 to September 30, 2021**  
unless terminated earlier as provided herein.
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated December 15, 2021 shall remain unchanged and in full force and effect.

CONTRACTOR:

Kim Lund, a sole proprietor  
Dba KJ's Cleaning Service

COUNTY:

County of Plumas, a political subdivision  
of the state of California

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Kim Lund, owner  
Date:

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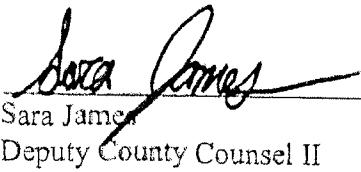
Jeff Engel, Board Chair  
Date:

ATTEST:

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Heidi Putnam  
Clerk of the Board

Approved as to form:

  
Sara James  
Deputy County Counsel II

4/12/2021



## FEATHER RIVER TOURISM ASSOCIATION

To: The Honorable Board of Supervisors of Plumas County

Date: April 9, 2021

The Feather River Tourism Association (FRTA), that oversees the Feather River Tourism Marketing District, requests approval of start-up funds of \$50,000 to be allocated by May, 2021. These funds will give FRTA the ability to begin implementing the region's strategic marketing plan 6 months ahead of expected district revenues (in May instead of November, 2021).

Implementation of the strategic marketing plan in May will enable the Marketing District to:

- Complete branding and website development by December, 2021. This creates the opportunity to show an increase in lodging revenues and county tax revenues as early as 2022. Without early start-up funding all is delayed during a period in which county businesses are in critical need of additional support.
- Maintain and increase the critical support and enthusiasm of lodging providers and stakeholders that is needed to successfully roll out the marketing strategy.
- Implement a mini-Fall colors campaign in October-November, 2021 intended to enhance tourism revenue during a shoulder season.

The completion of the Feather River Tourism Marketing District Strategic Plan was executed by volunteers during the months of January through March. It will be paid for by future district revenues. To execute the plan, FRTA must staff a marketing coordinator position earlier rather than later. It cannot be done with volunteers.

The 6 years and \$45,000 it took to form this district, intended to increase the revenues of one of the top 3 economic engines in Plumas County, was fully staffed by volunteers and paid for by private funds and loans. This request, made to the County, is to utilize a portion of public funds to kick start a much-needed economic development opportunity for our county that will also enhance public revenues.

Respectfully,

Karen Kleven

Chair, Feather River Tourism Association



**FRTMD Marketing Strategy**

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April 2021



**Our  
Mori  
Time**

Success  
Marketing  
County

As important  
to become as  
to have the  
achievement

— Edmond Rostand

- First organized tourism activities in Plumas County since 2011
- Accomplished through countless volunteer hours, private funding and extraordinary community support
- District Formation of the Year Award, Civitas
- Setting the course for the future

# Knowledge, Outcomes & Choices

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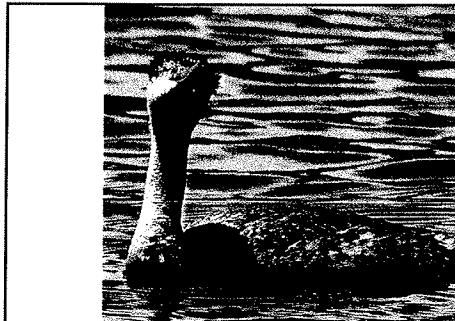
- Brand & Messaging
- Marketing Strategy
- Return on Investment
- Year 1 Action Plan
- Challenges
- Choices



## Brand & Messaging Strategy

### POSITIONING

- Differentiating ourselves from the competition
- Drawing on our strengths & opportunities
- Mitigating our weaknesses and challenges
- Changing market trends
- Our niche



## Brand & Messaging Strategy

**Create Message with Destination Pillars**

- Personalized Outdoor Adventure
- Laid-Back Outdoors
- Art & Music
- History & Nostalgia

**Enhance Year Round Positioning**

**Focus on Target Audience**

Geographic: Reno, Sacramento, Bay Area

Psychographic:

- Lover of outdoors
- Rugged and durable
- Not frustrated by changes in plans
- Excited to find own way, have unique experience
- Appreciator and caretaker of environment





**Marketing Strategy**

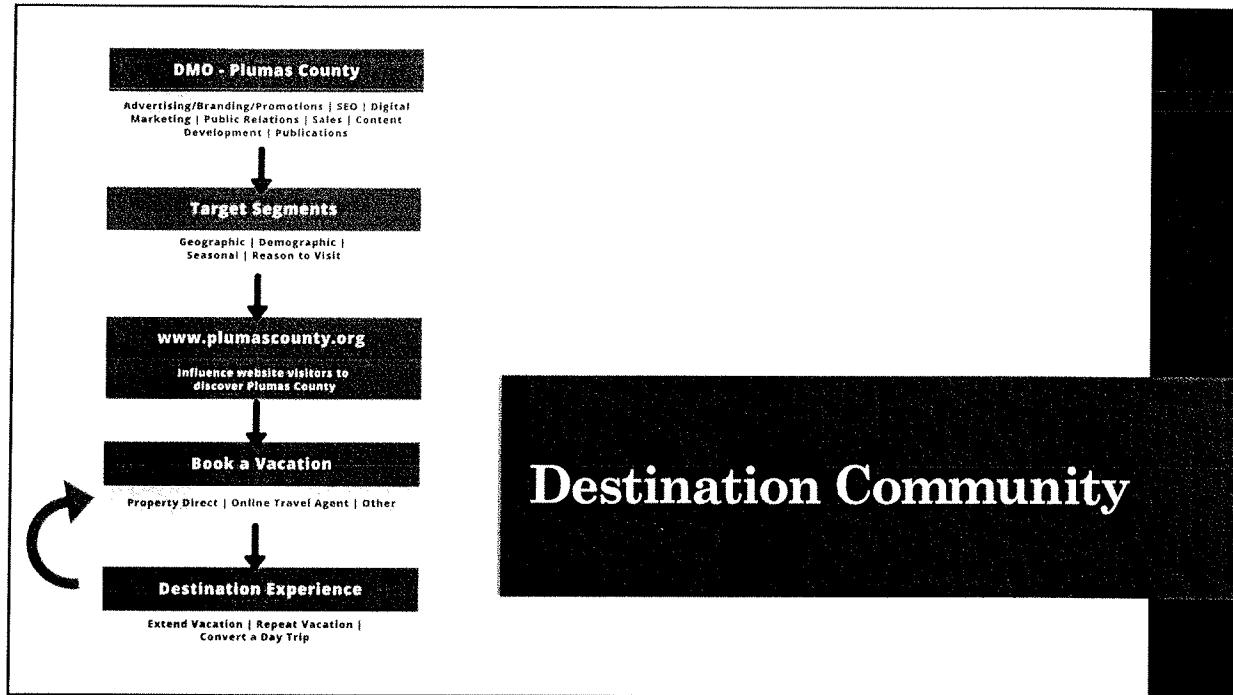
**Overarching Attraction Strategy**

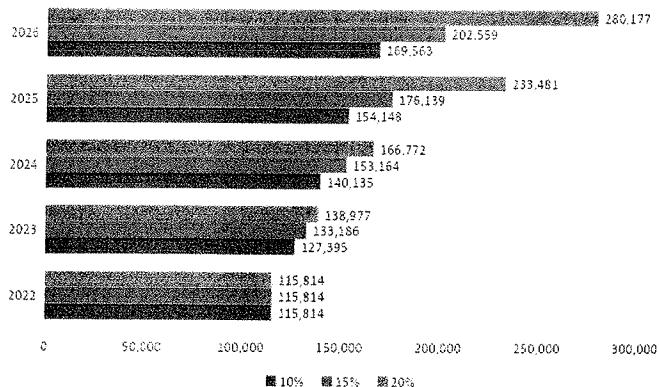
- Drive potential visitors to website - Advertising, SEO, social media, public relations.
- Visitor links to a property, books.
- Based on experience they repeat visit, extend or fall out.
- FRTMD measures effectiveness through data acquisition

**Key Priorities**

- Promotion efforts focus on elements that individual businesses can't do as well for themselves.
- Stakeholders (businesses) have to work together to support the "Destination Community" strategy







## Feather River Tourism Unique Visitors to Website | Annual Projections

Assuming a range of annual growth rates between 10% and 20% of website visitors over the next five years, there would be an incremental increase of website visitors. Assuming 10% are influenced to visit, it would mean potential lodging revenue between \$2.4M and \$6.1M generated just through the Feather River Tourism marketing efforts.

	2022	2023	2024	2025	2026
10% Growth	\$2,478,420	\$2,780,778	\$3,058,867	\$3,364,743	\$3,701,221
15% Growth	\$2,478,420	\$2,907,184	\$3,343,264	\$3,844,762	\$4,421,458
20% Growth	\$2,478,420	\$3,033,590	\$3,640,299	\$5,096,423	\$6,115,704

## Lodging Revenue Projections

Projections are based on website user growth using an estimated 10% influence to visit rate, 2.0 average length of stay, \$107 Average Daily Rate (ADR), and 2% inflation rate.

# Year 1 Plan

1

## July 2021 – June 2022

### GOAL:

Create strong foundation and brand

### OBJECTIVES:

- Hire part-time Marketing Manager
- Develop a viable one year budget with realistic income projected
- Establish regular preliminary communication with lodging providers and execute survey as to what they need for planning purposes
- Establish communication timeline with all people in District - Plumas News, etc
- Establish clear and strong brand, including logo, messaging and style guide
- Create website that delivers on modern design and effective tourism
- Capture strong visual assets including photos and video of the destination

Q1  
(Jul - Sep '21)

- Find and Hire marketing manager
- Create story bank and populate with any blog ideas, PR angles or other content ideas
- Release RFP for logo/branding, SEO/web, visual assets/creative
- Select agency(ies) for logo/branding and SEO/web
- Host community building event #1

Q2  
(Oct - Dec '21)

- Begin branding project
- Launch Instagram account
- Begin asset (photo/visual/graphics) collection and creation

Q3  
(Jan - Mar '22)

- Wrap up branding project
- Select agency(ies) for assets/creative
- Kick off Website project
- Host community building event #2

Q4  
(Apr - Jun '22)

- Asset (photo/visual/graphics) collection and creation, cont'd
- Continue website project

Year 1 DRAFT Budget		(July 2021 - June 2022)	
Item	Description	Total Cost	
Marketing Manager	Salary for part-time marketing manager	\$30,000.00	
Branding and Style Guide	Logo, tagline and identity as well as finalizing messaging	\$8,000.00	
Website Development	Strategy, copy, design, development, SEO for new tourism website (does not include imagery or video)	\$20,000.00	
Visual Asset Development	Outsourced photography, videography	\$18,000.00	
Graphic Design	Brochures and other foundational visual design needs	\$9,000.00	
Virtual Visitor Center	Development of podcast, video and "guide" content for online visitor center	\$7,080.00	
Accounting		\$1,750.00	
Insurance		\$1,200.00	
Website Fees		\$1,000.00	
Microzone Marketing	* 37%	\$70,000.00	
County Admin Fees	* 2%	\$4,000.00	
Contingency Fund	* 3%	\$5,970.00	
Civitas	* Legal Consult Completed	\$1,761.00	
SMG	* Strategic Plan Completed	\$10,000.00	
Loan Payback	* December 2021 – repayment of private funds raised to form district	\$12,210.00	
Year 1 total		\$199,971.00	

## Year 1 Budget

\* Micro-zone Marketing, County Administrative Fees, and Contingency Funds set by Management District Plan. Civitas and SMG work completed in advance of payment. Loan Payback represents Year 1 payments of \$45K raised to form the district.

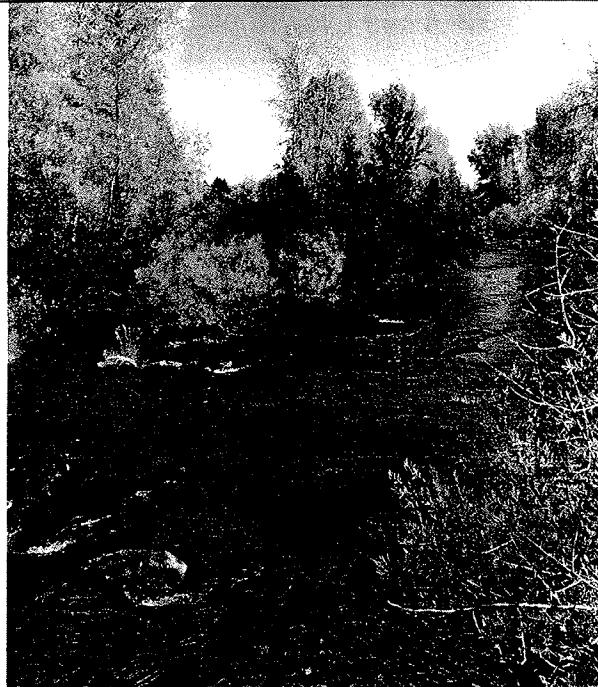
## Challenges to Success

- ✓ Goals & Objectives: Volunteers vs Staff
- ✓ Existing Debt and Funding for Year 1
- ✓ Positioning of Eastern Plumas County
- ✓ OTAs and Data Collection



## Options & Opportunities

- County grants \$50K start-up funding.
  - FRTA implements programs in May 2021 versus November 2021 when significant assessments become available.
- County partners in economic development through tourism with a seat on the FRTA board.
  - \$ 50K year 1
  - \$ 75K year 2 - 5
- County does nothing.



## Our FRTA Directors

Karen Kleven, Chair

Susan Bryner, Vice Chair

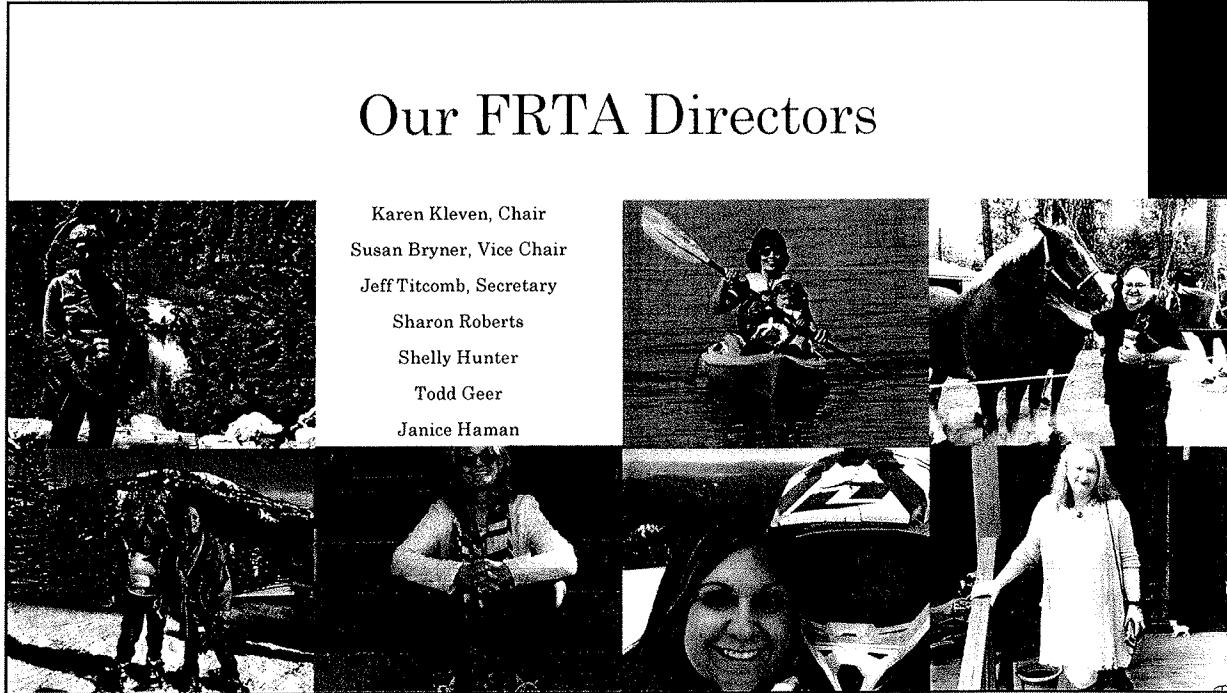
Jeff Titcomb, Secretary

Sharon Roberts

Shelly Hunter

Todd Geer

Janice Haman



4A

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: [nancy Selvage@countyofplumas.com](mailto:nancy Selvage@countyofplumas.com)



**DATE:** April 8, 2021

**TO:** Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF April 20, 2021

**RE: APPROVE RESOLUTION TO ADOPT NEW SHERIFF  
EMERGENCY SERVICES & TRAINING COORDINATOR JOB  
DESCRIPTION, RANGE 2200, AND AUTHORIZE HUMAN  
RESOURCES DEPARTMENT TO RECRUIT TO FILL 1 FTE  
POSITION**

---

### **IT IS RECOMMENDED THAT THE BOARD:**

Review and approve the attached job description for the Sheriff Emergency Services & Training Coordinator position. This is a new position for the Sheriff's department and the base wage is \$22.00 per hour.

### **BACKGROUND AND DISCUSSIONS**

Sheriff Johns has requested to move forward with the new position created as part of the recent reorganization not approved by the association. This position is important to the emergency services functions under the Sheriff's direction. With emergency services coordination support limited, the County needs a designated employee to handle the needed and required paperwork/documentation, coordination of the day-to-day operations of a declared County emergency. Currently there is not a designated employee to do the emergency services for the County and the responsibility comes under the Sheriff.

This position would also be responsible for tracking and coordinating the Sheriff Departments in-house training programs required for employees. This function will keep the Department up to date with their employee required training and the necessary documentation to track and maintain employee's files.

The Sheriff would like to move forward with requesting Board approval in order to recruitment to fill this position. The Sheriff Employee Association has no objections to this new position.

Thank you for your consideration.

RESOLUTION NO. 2021- \_\_\_\_\_

**APPROVE RESOLUTION TO ADOPT NEW SHERIFF EMERGENCY SERVICES & TRAINING COORDINATOR JOB DESCRIPTION, RANGE 2200**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2020/2021 Job Classification Plan covering all positions in the County service; and

**WHEREAS**, this position is necessary in the daily operational needs of the Sheriff Department emergency services and staff training coordination; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who is now requesting approval of this Resolution to amend the 2020/2021 Job Classification Plan adding a 1.0 FTE Sheriff Emergency Services & Training Coordinator position and new job classification with base wage range of 2200; and

**WHEREAS**, Plumas County Sheriff Employee Association has no objections to this new 1.0 FTE position, the County has met the meet and confer obligation.

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

Approve the amendment to the Fiscal Year 2020/2021 Job Classification Plan and Position Allocation adding the new 1.0 FTE Sheriff Emergency Services & Training Coordinator job classification and base wage of 2200 to the Sheriff's Department.

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 on the 20<sup>th</sup> day of April, 2021 by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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Chair, Board of Supervisors

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Clerk, Board of Supervisors

## **SHERIFF EMERGENCY SERVICES & TRAINING COORDINATOR -2**

### **EXAMPLES OF DUTIES**

- Plans, implements, coordinates and directs area-wide emergency services programs including policy and procedure development, resource management, operational readiness, response, rescue, and evacuation plans and capabilities.
- Directs and coordinates preparation of a variety of contingency plans, in response to identification of hazards, including radiological safety, transportation accidents, hazardous materials related incidents, fire, floods, earthquakes, and other emergencies, civil defense, communications, emergency response, and directed hazard mitigation.
- Assists in planning, formulating, updating and maintaining the County Emergency Services Plan including identification of locations to be used as emergency operating centers; maintains and updates resource lists; coordinates a public information unit/program to disseminate valid information releases.
- Consults with and advises, and acts as liaison with various County Departments and management staff, and other regional, State and Federal agencies concerned with emergency management planning, administration, operations, and emergency services policy issues and plans; and coordinates response, recovery, mitigation and public warning system activities in relation to actual emergencies.
- Develops plans to mobilize materials and resources to meet emergencies; directs and coordinates equipment acquisition and maintenance.
- Organizes and implements training programs (tabletop, functional, and full exercises) for members of County emergency team and other local entities.
- Evaluates applicable State and Federal legislation affecting departmental operations and functions; develops and/or implements recommendations to policies, plans, and/or systems changes to ensure adherence to ordinances, regulations and rules.
- Provides advice and technical assistance to County departments on the special conditions and operating requirements that would be imposed in the event of a catastrophic disaster.
- Prepares and presents oral and written reports for elected and appointed officials, State and Federal agencies, other managers, the media, community groups and the general public.
- Assist in the preparation, management, and monitoring of the Emergency Services annual budget and expenditures.
- Reviews program funding needs; obtains Federal emergency management funds, and directs the agency's participation in other State and Federal revenue programs. Oversees the preparation and administration of grant funding.
- Attends a variety of local, state and federal training programs to maintain related current and future certifications.
- Schedule, facilitate, and track training in-house and out of county to ensure compliance with Peace Officer Standards (P.O.S.T) Training.

## **SHERIFF EMERGENCY SERVICES & TRAINING COORDINATOR - 4**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Develops and directs emergency preparedness training programs.
- Conducts conferences, meetings, and interviews.
- Develops emergency operational plans, according to Federal and State guidelines.
- Works with other County staff and oversight bodies in the development of plans.
- Conducts emergency activities, according to appropriate guidelines.
- Maintains inventories of supplies and equipment.
- Serves on committees and task-forces.
- Recruits volunteers to fulfill emergency staffing requirements.
- Provides volunteer training.
- Provides public awareness of emergency planning, response capabilities, and County responsibilities before, during, and after emergencies.
- Serves as County Fire Marshal.
- Provides technical assistance to County Fire Districts.
- Represents assigned functions with the public, community organizations, other County staff, and a variety of government agencies.
- The court system, search warrant preparation and execution, civil-coroner policies and procedures and jail operations, policies and procedures

#### **Ability to:**

- Utilize basic office equipment, a mobile command unit, and various forms of communications equipment.
- Ability to establish and maintain effective working relationships with elected officials, department heads, subordinate staff, representatives of other agencies and the general public.
- Plan, organize, manage, and implement a comprehensive Countywide Emergency Services Program, including collaboration with a variety of agencies and organizations.
- Develop, implement and modify a countywide emergency operations and response plan.
- Understand and apply local, State and Federal rules and regulations governing disaster and emergency preparedness.
- Recognize, analyze and evaluate potential disaster issues and situations and recommends appropriate solutions.
- Identify training needs and develop and implement emergency preparedness training programs to diverse County agencies and organizations.
- Coordinate emergency services activities with County departments, other governmental agencies and countywide organizations.

Exhibit B:

Five-Year Projections

MISC PERS

Range - \$22.00

	20/21	21/22	22/23	23/24	FY 24/25
<b>Current Range Annual</b>	\$ 45,760.00	\$ 48,048.00	\$ 50,450.40	\$ 52,972.92	\$ 55,621.57
Retirement	\$ 12,263.68	\$ 13,703.29	\$ 14,580.17	\$ 15,679.98	\$ 16,686.47
FICA/Medicare	\$ 3,500.64	\$ 3,675.67	\$ 3,859.46	\$ 4,052.43	\$ 4,255.05
<b>Total</b>	<b>\$ 61,524.32</b>	<b>\$ 65,426.96</b>	<b>\$ 68,890.02</b>	<b>\$ 72,705.33</b>	<b>\$ 76,563.09</b>
<b>Proposed Annual Increase \$</b>	<b>\$ -</b>				
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -
FICA/Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>				
Five Year Differential	Difference				
		\$ 61,524.32			
			\$ 65,426.96		
				\$ 68,890.02	
					\$ 72,705.33
Five year increase to Personnel Budget	\$ 345,109.73				
					\$ 76,563.09
<b>Total as a % of payroll</b>	<b>26.4</b>	<b>28.52</b>	<b>29%</b>	<b>29.60%</b>	<b>30.00%</b>
ULA Payment	\$ 3,339,000.00	\$ 3,805,932.00	\$ 4,025,000.00	\$ 4,302,000.00	\$ 4,559,000.00
normal cost %	9.12%	8.99%	8.80%	8.70%	8.50%



# Plumas County Environmental Health 4B

270 County Hospital Road, Ste. 127, Quincy CA 95971  
Phone: (530) 283-6355 ~ Fax: (530) 283-6241

**Date:** April 7, 2021

**To:** Honorable Board of Supervisors

**From:** Rob Robinette, Interim Director 

**Agenda:** Agenda Item for April 13, 2021

**Recommendation:** Authorize Environmental Health to recruit and refill a vacant 1.0 FTE Administrative Assistant I/II position, created by an untimely death.

**Background and Discussion:** An Administrative Assistant in Environmental Health succumbed to an untimely death on or about April 1<sup>st</sup> 2021. This leaves the only remaining Administrative Assistant, that has been on the job for less than one month, to manage office reception, administrative and fiscal tasks for Environmental Health. Until this position is filled, the one remaining field staff and I may need to backfill administrative duties such as permit issuance, public records searches, program and grant reporting and database management. With field staff backfilling office duties, delays in field work should be expected.

In order to minimize these impacts, the Board is requested to authorize Environmental Health to recruit and refill this position immediately. This position is funded and allocated in the FY 20-21 budget. The Critical Staffing Questionnaire and the Departmental Organization Chart is attached for your review.

If you have any questions, please do not hesitate to contact me at 283-6593.

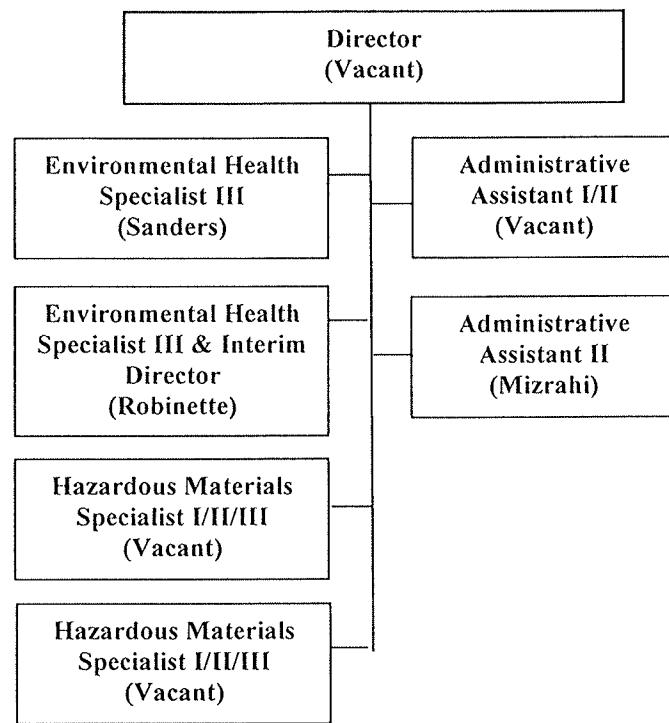
Thank you.

Enclosures: (2)

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED TO ENVIRONMENTAL HEALTH

- Is there a legitimate business, statutory or financial justification to fill the position?  
*Yes, the requested Administrative Assistant position is a critical workload, customer service, business need.*
- Why is it critical that this position be filled at this time?  
*Seasonal workloads increase this time of year due to our limited building season, special events, opening of seasonal businesses, increased tourism and other factors. This vacancy will limit Environmental Health's ability to process permits, respond to public inquiries, limit customer service, and would require field staff to perform more administrative duties, keeping them out of the field.*
- How long has the position been vacant?  
*The incumbent's untimely death occurred on or about April 1, 2021.*
- Can the department use other wages until the next budget cycle?  
*No*
- What are staffing levels at other counties for similar departments and/or positions?  
*Unknown*
- What core function will be impacted without filling the position prior to July 1?  
*The vacancy will impact customer service, data management, fiscal management, and overall operational efficiency.*
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?  
*Unknown*
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?  
*N/A*
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?  
*No*
- Does the budget reduction plan anticipate the elimination of any of the requested positions?  
*N/A*
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?  
*No general fund support is requested for this position. Ongoing funding comes from fees for service, Realignment funding and a number of small grants for various Environmental Health programs.*
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?  
*Environmental Health does not have a reserve.*

# ENVIRONMENTAL HEALTH



## Allocations 2020/2021

		19/20 Positions Adopted	20/21 Positions Requested	20/21 Positions Recommended	20/21 Positions Adopted
<b>PUBLIC ASSISTANCE TOTALS</b>					
<b>HEALTH AND SANITATION</b>					
ENVIRONMENTAL HEALTH	20550				
Environmental Health Director		1.000	1.000	1.000	1.000
Senior Environmental Health Specialist		0.000	0.000	0.000	0.000
Environmental Health Specialist I/II/III OR		4.000	4.000	4.000	4.000
Hazardous Materials Specialist I/II/III					
Environmental Health Technician I/II		0.000	0.000	0.000	0.000
Environmental Health Aide		0.000	0.000	0.000	0.000
Administrative Assistant I/II		2.000	2.000	2.000	2.000
Office Assistant I/II/III		0.000	0.000	0.000	0.000
		7.000	7.000	7.000	7.000

## **ADMINISTRATIVE ASSISTANT I**

### **DEFINITION**

Under direction, to serve as administrative assistant for an assigned County Department Head, large work unit administrator, or County board or commission; to perform a variety of administrative, staff, and office management duties for an assigned Department, work unit, board, or commission; to perform difficult, complex, and specialized office support, information gathering, information preparation, and public relations assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class may be used as an entry level for individuals with secretarial experience but no detailed program or policy knowledge of the program or service area of assignment. As requisite knowledge is gained and work skills are demonstrated, an incumbent can reasonably expect promotion to the next higher class of Administrative Assistant II. Where the position is flexibly staffed.

### **REPORTS TO**

A County Department Head, or major unit administrator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide work coordination and direction for other office support staff.

## **ADMINISTRATIVE ASSISTANT I – 2**

### **EXAMPLES OF DUTIES**

- Serves as primary administrative and staff support person for a County Department Head, major unit administrator, or County Board or Commission.
- Performs a wide variety of specialized office management, administrative support, and fiscal support assignments.
- Perform public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions and procedures.
- May assist the public with application and permit procedures, including preliminary reviews of materials and plans submitted to support applications.
- Assists with the development and administration of the Department and/or unit budget.
- Maintains and tracks a variety of fiscal and budget control journals, documents, and reports, prepares and submits activity reports and reports required by other government agencies
- Maintains and submits payroll documents and records.
- Establishes, and updates information retrieval systems.
- Prepares purchasing documents and facilitates purchasing procedures for the Department or unit.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Prepares correspondence, informational material, and documents.
- May maintain permit files and issue permits.
- May coordinate the preparation, submission, and administration of grants.
- Prepares agenda and processes materials for committees, boards, and/or commissions.
- Maintains personnel files.
- Maintains office supplies and inventory.
- May have responsibility for official Board or Commission records.
- May be responsible for proper notification and publication of board or commission hearing notices and actions.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Performs work processing.
- Operates office equipment.
- May have work coordination and lead worker responsibilities for other staff.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **ADMINISTRATIVE ASSISTANT I – 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- County policies, rules, and regulations.
- Laws, rules, and regulations affecting assigned program functions and services.
- Public and community relations.
- Office management and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and Statistical recordkeeping
- Personal computers and software applications related to administrative support work.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination and lead supervision.

#### **Ability to:**

- Perform a wide variety of complex administrative support work for an assigned Department, major unit in a County Agency, or board or commission.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department or unit budget.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for word-processing, recordkeeping, and administrative functions.
- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

## **ADMINISTRATIVE ASSISTANT I – 4**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least two (2) years of responsible experience performing a variety of administrative and office support work at a level equivalent to Secretary with Plumas County, including substantial experience in a public contact position.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

## ADMINISTRATIVE ASSISTANT II

### DEFINITION

Under direction, to serve as primary administrative assistant for an assigned County Department Head, large work unit administrator, or County board or commission; to perform a variety of administrative, staff, and office management duties for an assigned Department, work unit, board, or commission; to perform difficult, complex, and specialized office support, information gathering, information preparation, and public relations assignments; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the advanced specialized working level in the Administrative Assistant class series. Positions provide a variety of administrative, staff, and office management support for an assigned County Department, large work unit, or County Board or Commission. Incumbents report directly to the Department Head or major unit administrator with broad program responsibilities. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department or unit of assignment.

### REPORTS TO

A County Department Head or major unit administrator.

### CLASSIFICATIONS DIRECTLY SUPERVISED

May provide work coordination and direction for other office support staff.

## ADMINISTRATIVE ASSISTANT II – 2

### EXAMPLES OF DUTIES

- Serves as primary administrative and staff support person for a County Department Head, major unit administrator, or County Board or Commission
- Performs a wide variety of specialized office management, administrative support, and fiscal support assignments.
- Perform public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions and procedures.
- May assist the public with application and permit procedures, including preliminary reviews of materials and plans submitted to support applications.
- Assists with the development and administration of the Department and/or unit budget.
- Maintains and tracks a variety of fiscal and budget control journals, documents, and reports, prepares and submits activity reports and reports required by other government agencies.
- Maintains and submits payroll documents and records; establishes, and updates information retrieval systems.
- Prepares purchasing documents and facilitates purchasing procedures for the Department or unit.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Prepares correspondence, informational material, and documents.
- May maintain permit files and issue permits.
- May coordinate the preparation, submission, and administration of grants.
- Prepares agenda and processes materials for committees, boards, and/or commissions.
- Maintains personnel files.
- Maintains office supplies and inventory.
- May have responsibility for official Board or Commission records.
- May be responsible for proper notification and publication of board or commission hearing notices and actions.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports.
- Performs word processing.
- Operates office equipment.
- May have work coordination and lead worker responsibilities for other staff.

## **ADMINISTRATIVE ASSISTANT II – 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **KOWLEDGE OF:**

- County of policies, rules, and regulations.
- Laws, rules and regulations affecting assigned program functions and services.
- Budget development and control.
- Public and community relations.
- Office management and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and Statistical recordkeeping
- Personal computers and software applications related to administrative support work.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination and lead supervision.

#### **ABILITY TO:**

- Perform a wide variety of complex administrative support work for an assigned Department, major unit in a County Agency, or board or commission.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department or unit budget.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.

## **ADMINISTRATIVE ASSISTANT II – 4**

### **ABILITY TO CONTINUE:**

- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for word-processing, recordkeeping, and administrative functions.
- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

**TRAINING AND EXPERIENCE:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least (1) year of responsible experience performing a variety of administrative and office support work at a level equivalent to Administrative Assistant I with Plumas County.

**SPECIAL REQUIREMENTS:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.



4C

## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

**Kevin Correira**  
Director

Board Meeting: April 13, 2021

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Adopt Resolution "Approving Director of Facility Services and Airports to (1) submit pre-applications and applications for airport improvement program (AIP) grants, (2) Accept grant funds, and (3) Execute AIP grant agreements.

---

### Background

Plumas County receives \$450,000 each year (\$150,000 per airport) from FAA grant entitlements provided that we have projects scheduled to be completed this year:

1. Crack and joint sealing design at Nervino airfield and Rogers field. Cost of both will not exceed \$28,600 each airport.
2. Environmental assessment for fence installation at Gansner field not to exceed \$180,587.00
3. COVID relief grants for \$9,000 each airport for Rogers field and Nervino airfield, and one for \$13,000 for Gansner airfield.

Also, this year we have received some COVID relief grants funds for our three airports as well.

### Recommendation

Adopt Resolution "Approving Director of Facility Services and Airports to (1) submit pre-applications and applications for airport improvement program (AIP) grants, (2) Accept grant funds, and (3) Execute AIP grant agreements.

RESOLUTION NO. 20- \_\_\_\_\_

A RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS AUTHORIZING THE DIRECTOR OF AIRPORTS TO (1) SUBMIT PRE APPLICATIONS AND APPLICATIONS FOR AIRPORT IMPROVEMENT PROGRAM (AIP) GRANTS, (2) ACCEPT AIP GRANT FUNDS, AND (3) EXECUTE AIP GRANT AGREEMENTS.

**WHEREAS**, the County of Plumas and the Federal Aviation Administration are parties to federal Airport Improvement Program (AIP); and,

**WHEREAS**, the California Department of Transportation, pursuant to the Public Utilities Code section 21683.1, provides grants of 5% of Federal Aviation Administration grants to airports; and,

**WHEREAS**, the California Department of Transportation requires the Board of Supervisors to adopt a resolution authorizing the submission of applications for AIP Matching grants; and,

**WHEREAS**, the need to apply for and accept federal and state grant funds and to manage the allocation of grant funds among Plumas County airports recurs regularly, and it is to the County's benefit to authorize the Director of Airports to take such actions without delay.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Supervisors of the County of Plumas, State of California:

1. Authorizes the Director of Airports to file any and all applications for federal and state AIP grants for airport projects.
2. Authorizes the Director of Airports to accept the allocation of any and all federal and state AIP grant funds for airport projects.
3. Authorizes the Director of Airports to execute any and all AIP Grant Agreements and other documentation necessary to apply for and accept federal and state AIP funds for airport projects, subject to approval as to form by the Plumas County Counsel.
4. Director of Airports to bring back to the Board for review of all AIP Grant Agreements.

**BE IT FURTHER RESOLVED**, that the authority granted above does not affect the need to comply with the Plumas County Purchasing Policy with respect to expenditure of AIP grant funds.

I hereby certify the foregoing resolution was introduced and read at the regular meeting of the County Board of Supervisors of the County of Plumas on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and the resolution was duly adopted at said meeting by the following vote:

**AYES:** \_\_\_\_\_

**NOES:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

---

Jeff Engel, Chair  
Plumas County Board of Supervisors

**ATTEST:**

---

Heidi Putnam, Clerk of the Board of Supervisors  
County of Plumas, State of California

# PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242

4D1



*Lindsay Fuchs*  
County Librarian

DATE: April 8, 2021

TO: Honorable Board of Supervisors

FROM: Lindsay Fuchs, Plumas County Librarian

RE: Authorize supplemental revenue account 20675/48079 for -\$15,163, supplemental expenditure account 20675/51020 Other Wages. Authorize supplemental revenue account 20675/48079 for -\$1,026, supplemental expenditure account 20675/52410 Books.

## Recommendation

Authorize supplemental revenue account 20675/48079 for -\$15,163, supplemental expenditure account 20675/51020 Other Wages. Authorize supplemental revenue account 20675/48079 for -\$1,026, supplemental expenditure account 20675/52410 Books.

## Background

In 2008, Plumas County Literacy launched Second Chance, a program designed to provide education services to adults incarcerated in Plumas County's jail. We receive an annual grant from the Community Corrections Partnership (CCP) to pay for this program, which includes funds for wages, books, and miscellaneous office supplies. We originally received \$23,389 for the 20/21 FY. These funds are dependent on our access to incarcerated adults inside the jail. However, due to COVID-19 and safety guidelines/restrictions, our staff has not been allowed inside the jail to teach any of our classes, though we are still able to provide jail staff with materials. Based on the current and expected amount we will be able to spend, we have decreased our funding needs by \$16,189 so the funds can be freed for use by other CCP grant-funded programs.

## Cost

There is no cost to the County. The funds are only available for the Second Chance program, so the funds are being decreased to match actual use/need.

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

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

Department: Literacy      Dept. No: 20675      Date: 2/10/2020      (Auditor's Use Only)

The reason for this request is (check one):

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

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

TRANSFER TO OR  SUPPLEMENTAL EXPENDITURE ACCOUNTS  
(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF  
SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

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.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts 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) \_\_\_\_\_

B) Decrease of anticipated amount for CCP grant due to COVID19 \_\_\_\_\_

C) \_\_\_\_\_

D) \_\_\_\_\_

Approved by Department Signing Authority: 

Approved/ Recommended \_\_\_\_\_ Disapproved/ Not recommended \_\_\_\_\_

Auditor/Controller Signature:  4/8/21

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_ Initials \_\_\_\_\_

#### INSTRUCTIONS:

Original and 1 copy of ALL budget 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/Controller.

# PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242

4D2



*Lindsay Fuchs*  
County Librarian

DATE: April 8, 2021

TO: Honorable Board of Supervisors

FROM: Lindsay Fuchs, Plumas County Librarian

RE: Authorize supplemental budget revenue to 20670/46070 for \$2,056, supplemental expenditure account 20670/523712 Program Subscriptions.

## Recommendation

Authorize supplemental budget revenue to 20670/46070 for \$2,056, supplemental expenditure account 20670/523712 Program Subscriptions.

## Background

We receive funds from California Library Services Act (CLSA) to pay for our subscription for our Overdrive (e-book/audiobook collection) and RBDigital/Zinio (e-magazine) databases. The grant can only pay for these subscriptions and covers the full cost of Overdrive and RBDigital. At the beginning of the 20/21 fiscal year, we entered this grant with a placeholder of \$4,600. Due to a vote to use reserved funds, the actual amount for the 20/21FY was \$6,656. The revenue and expenditure under Program Subscription needs to be increased to match it.

## Cost

There is no cost to the county. The CLSA funds were increased and the expenditure then matches it.

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

TRANSFER NUMBER

(Author's Use Only)

Department: Library      Dept. No: 20670      Date: 2/11/2021

The reason for this request is (check one):

- A.  Transfer to/from Contingencies OR between Departments
- B.  Supplemental Budgets (including budget reductions)
- C.  Transfers to/from or new Fixed Asset, within a §1XXX
- D.  Transfer within Department, except fixed assets
- E.  Establish any new account except fixed assets

Approval Required

Board
Board
Board
Auditor
Auditor

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

TRANSFER TO OR  SUPPLEMENTAL EXPENDITURE ACCOUNTS  
CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF  
SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

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.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts 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) \_\_\_\_\_

B) \_\_\_\_\_

C) \_\_\_\_\_

D) Received additional funds over anticipated amount \_\_\_\_\_

Approved by Department Signing Authority: 

Approved/ Recommended  Disapproved/ Not recommended

Auditor/Controller Signature:  4/8/21

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_ Initials \_\_\_\_\_

#### INSTRUCTIONS:

Original and 1 copy of ALL budget 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.

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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/Controller.

# PLUMAS COUNTY LIBRARY

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4D3



*Lindsay Fuchs*  
County Librarian

DATE: April 8, 2021

TO: Honorable Board of Supervisors

FROM: Lindsay Fuchs, Plumas County Librarian

RE: Authorize transfer from account 20675/51020 for \$905.52, transfer to account 20670/51000 Regular Wages. Authorize transfer from account 20675/51020 for \$1912.57, transfer to account 20675/51000 Regular Wages.

## Recommendation

Authorize transfer from account 20675/51020 for \$905.52, transfer to account 20670/51000 Regular Wages. Authorize transfer from account 20675/51020 for \$1912.57, transfer to account 20675/51000 Regular Wages.

## Background

We are currently halfway through the Schedule for CA Wage Rate 2017-2023; the minimum wage was set for \$14/hour effective Jan 1 2021 and will increase by one dollar for the next two years. This affected the following classifications: Branch Library Assistant, Fiscal & Technical Services Assistant, Library Aide, Library Literacy Clerk, Library Technician, and Library Literacy Program Assistant. We are requesting a budget transfer to cover some of the additional costs for Regular Wages in the 20/21FY due to this increase.

## Cost

There is no additional cost to the County. Funds are being moved from Other Wages to Regular Wages.

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

TRANSFER NUMBER  
(Auditor's Use Only)

The reason for this request is (check one):

A.	<input checked="" type="checkbox"/>	Transfer to/from Contingencies OR between Departments
B.	<input type="checkbox"/>	Supplemental Budgets (including budget reductions)
C.	<input type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX
D.	<input type="checkbox"/>	Transfer within Department, except fixed assets
E.	<input type="checkbox"/>	Establish any new account except fixed assets

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

**TRANSFER FROM OR**  **SUPPLEMENTAL REVENUE ACCOUNTS**  
(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET. CHECK "SUPPLEMENTAL REVENUE" IF  
SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

TRANSFER TO OR  SUPPLEMENTAL EXPENDITURE ACCOUNTS  
(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF  
SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

**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.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts 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) To cover additional costs from the CA minimum wage increase.

B) \_\_\_\_\_

C) \_\_\_\_\_

D) \_\_\_\_\_

Approved by Department Signing Authority: 

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: 

4/8/21

Board Approval Date: \_\_\_\_\_

Agenda Item No. \_\_\_\_\_

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_

Initials \_\_\_\_\_

#### INSTRUCTIONS:

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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/Controller.

4E1



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

**Date:** April 12, 2021

**To:** Honorable Board of Supervisors  
**Cc:** Nancy Selvage, Human Resources Director  
**From:** Tony Hobson, Acting Director

**Agenda:** Item for April 20, 2021

**Recommendation:**

- a. Approve Award Number COVID-19ELC90 from the California Department of Public Health for Enhancing Detection Expansion Funding; and
- b. approve a Supplemental Budget and unanticipated revenue in the amount of \$399,818.00; and
- c. Direct Human Resources to recruit and hire an Extra-help epidemiologist - up to 29 hours/week due to resignation.

**Background Information:** The California Department of Public Health (CDPH) is allocating an additional \$1,599,671 to the County of Plumas. These funds are intended to provide critical resources to local health departments (LHD) in support of a broad range of COVID-19/SARS-CoV-2 testing and epidemiologic surveillance related activities, including the establishment of modernized public health surveillance systems. The work supported by ELC Enhancing Detection expands upon previous COVID-19 awards (ELC CARES and ELC Community-based Surveillance). These funds will support the public health response to COVID-19 and lay the foundation for the future of public health surveillance.

**Fiscal Impact:** There is no fiscal impact to the General Fund as this position will be funded through Public Health's Award Number COVID-19ELC90.

A copy of the Supplemental Budget with line item detail is attached for your review.

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

C:\Documents and Settings\rosieolney\My Documents\BOS\ELC-Covid-19ELC90.doc



530-283-6337 OFFICE  
530-283-6425 FAX



270 County Hospital Rd, Suite 206  
Quincy, California 95971



<http://countyofplumas.com/publichealth>

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: <b>Public Health</b>	Dept. No. <u>70560</u>	Date <u>4/1/2021</u>																
<p>The Reason for this request is (check one):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td>Transfer to/from Contingencies OR between Departments</td> <td style="width: 10%;">Approval Required</td> <td>Board</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Supplemental Budgets (including budget reductions)</td> <td>Board</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Transfers to/from or new Fixed Asset, out of a 51XXX</td> <td>Board</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Transfer within Department, except fixed assets, out of 51XXX</td> <td>Auditor</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Establish any new account except fixed assets</td> <td>Auditor</td> </tr> </table>			<input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Approval Required	Board	<input checked="" type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board	<input type="checkbox"/>	Transfers to/from or new Fixed Asset, out of a 51XXX	Board	<input type="checkbox"/>	Transfer within Department, except fixed assets, out of 51XXX	Auditor	<input type="checkbox"/>	Establish any new account except fixed assets	Auditor
<input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Approval Required	Board															
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<input type="checkbox"/>	Transfer within Department, except fixed assets, out of 51XXX	Auditor																
<input type="checkbox"/>	Establish any new account except fixed assets	Auditor																

TRANSFER FROM OR  SUPPLEMENTAL REVENUE ACCOUNTS

UNBUDGETED REVENUE)			\$ AMOUNT
FUND #	DEPT #	ACCT #	
0015	70560	44141	\$ 399,918.00
Total (must equal transfer total)			<u>\$ 399,918.00</u>

TRANSFER TO OR  SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	51000	Regular Wages	\$ 19,937.00
0015	70560	51070	Unemployment Insurance	\$ 45.00
0015	70560	51080	PERS	\$ 5,344.00
0015	70560	51090	Group Insurance	\$ 7,496.00
0015	70560	51100	FICA	\$ 1,536.00
0015	70560	521900	Professional Services	\$ 182,500.00
0015	70560	524400	Special Department Exp.	\$ 182,960.00
Total (must equal transfer total)				<u>\$ 399,818.00</u>

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 request.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts 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) Received grant award. Adding 2 positions and Departmental expenses. Going to the Board of Supervisors to add these positions to the allocation.

(B) Above

C Grant term this fiscal year

(D) See above

Approved by Department Signing Authority:

Damien Fink

✓ Approved/Recommended

Disapproved/Not recommended

Auditor/Controller Signature:

Jill Garcia 4/3/21

Board Approval Date:

Agenda Item No.

Clerk of the Board signature:

Date Entered by Auditor/Controller

Initials

INSTRUCTIONS:

Original and 1 copy of ALL budget 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.

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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/Controller.



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



*Growing Healthy Communities*

4E2

**Date:** April 12, 2021

**To:** Honorable Board of Supervisors

**From:** Tony Hobson, Acting Director

**Agenda:** Item for April 20, 2021

**Item Description/Recommendation:** Approve a Supplemental Budget and unanticipated revenue in Senior Nutrition Budget Unit 20830 in the amount of \$20,042.00 from Chico State Enterprises on behalf of the Area 3 Agency on Aging (AAA).

**History/Background:** As the Board is aware Plumas County Public Health Agency receives funding from the Area Agency on Aging to provide low cost services to the elderly of Plumas County. These services include; providing nutritious meals at the congregate sites in Plumas County, and delivery of meals to seniors who are homebound.

For several years our Senior Nutrition funder, Area Agency on Aging, has awarded us one time monies to supplement our program. This year we are receiving an additional \$20,042.00. Public Health Senior Nutrition will be using these funds for the additional meals they served due to the Covid-19 pandemic.

A copy of the Supplemental Budget with line item detail is attached for your review.

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

C:\Documents and Settings\rosieolney\My Documents\BOS\SS-SB & Modification Number 1 FY 20-21.doc



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530-283-6425 FAX



270 County Hospital Rd, Suite 206  
Quincy, California 95971



<http://countyofplumas.com/publichealth>

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER  
(Auditor's Use Only)

Department:	<b>Senior Nutrition</b>	Dept. No.:	20830	Date:	4/8/2021
The Reason for this request is (check one):				Approval Required	
A.	Transfer to or from Contingencies			Board	
B. <input checked="" type="checkbox"/>	Supplemental Budgets (including budget reductions)			Board	
C.	Transfers to/from or new Fixed Asset, within a 51XXX			Board	
D.	Transfer within a department, except fixed asset			Auditor	
E.	Establish any new account except fixed assets			Auditor	

**TRANSFER FROM OR**  **SUPPLEMENTAL REVENUE ACCOUNTS**  
CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0001N	20830	44213	State Title III	\$ 20,042.00
Total (must equal transfer to total)				\$ 20,042.00

**TRANSFER TO OR**  **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0001N	20830	520300	Food	\$ 15,042.00
0001N	20830	520400	Household Expense	\$ 4,500.00
0001N	20830	520900	Equipment Maintenance	\$ 500.00
Total (must equal transfer to total)				\$ 20,042.00

Supplemental budget requests require Auditor/Controller's signature

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts 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) Unanticipated One-time money was received from AAA Title III for additional meals served --\$20,042.00  
Food, Equipment and Household line items are short due to additional expense for served meals. Requesting to use  
\$15,042 for food, \$500 for equipment maintenance, and \$4500 for household.

(B) N/A

C FY 20/21 expenses

(D) N/A

Approved by Department Signing Authority:



Approved/Recommended

Disapproved/Not recommended

Auditor/Controller Signature:

  
4/8/21

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Clerk of the Board signature: \_\_\_\_\_

Date Entered by Auditor/Controller \_\_\_\_\_ Initials \_\_\_\_\_

#### INSTRUCTIONS:

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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/Controller.

4E3



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

**Date:** April 12, 2021

**To:** Honorable Board of Supervisors

**From:** Tony Hobson, Acting Director

**Agenda:** Item for April 20, 2021

**Recommendation:** Approve a Supplemental Budget and unanticipated revenue in the amount of \$29,310.00 from the Center at Sierra Health Foundation for Low-Barrier Opioid Treatment at Syringe Service Programs.

**Background Information:** California's nearly 60 syringe services programs (SSPs) support the health and safety of more than 150,000 people who use drugs each year. Recent surveys among people who participate in SSP services have consistently found that access to medication and other supportive services for opioid use disorder (OUD) is the most often cited service that is not currently available in most SSPs. SSP participants also frequently cite barriers to treatment access such as rigid appointment schedules, transportation challenges, and stigmatized treatment and denial of services by health care professionals that may be compounded by unmet needs related to mental illness, homelessness or criminal justice involvement. Low-barrier treatment actively seeks to identify and reduce or eliminate hurdles to people with OUD and co-occurring conditions from being able to access, initiate and continue OUD treatment. A key feature of this approach is the co-location of treatment services, including patient assessment and prescribing, with syringe access and other harm reduction services that prospective patients are already utilizing. Service locations should include any place where SSPs operate, including offices or drop-in centers and mobile-or street-based locations.

The overall goals of this funding opportunity include implementing low-barrier opioid treatment in order to: Integrate opioid treatment services into existing sites and other harm reduction services in order to increase the number of SSP sites where OUD treatment services are available and the number of SSP participants engaged in treatment; Reduce the risk of fatal and nonfatal opioid overdose; Support people who wish to reduce, modify or eliminate their injection drug use or their illicit drug use in general; Integrate harm reduction concepts and strategies with opioid treatment programs or providers in order to increase trust and treatment retention, including for people who have experienced stigma and discrimination in health care settings.

A copy of the Supplemental Budget with line item detail is attached for your review. Please contact me should you have any questions, or need additional information. Thank you.

C:\Documents and Settings\rosiecolney\My Documents\BOS\CA21MAT046.doc



530-283-6337 OFFICE  
530-283-6425 FAX



270 County Hospital Rd, Suite 206  
Quincy, California 95971



<http://countyofplumas.com/publichealth>

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: Public Health      Dept. No. 70560      Date 4/7/2021

The Reason for this request is (check one):

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

Approval Required

Board  
Board  
Board  
Auditor  
Auditor

TRANSFER FROM OR       SUPPLEMENTAL REVENUE ACCOUNTS

UNBUDGETED REVENUE)

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	45143	Miscellaneous Health Contracts	\$ 29,310.00
			Total (must equal transfer total)	\$ 29,310.00

TRANSFER TO OR       SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	521900	Professional Services	\$ 25,000.00
0015	70560	524400	Special Department Exp.	\$ 2,810.00
0015	70560	527500	Travel - Out of County	\$ 1,500.00
			Total (must equal transfer total)	\$ 29,310.00

Supplemental budget requests require Auditor/Controller's signature

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



# PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

**Date:** March 4, 2021

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Item for April 20, 2021

**Recommendation:** Approve and direct the Chair to sign Agreement Number PCPHA2122MS in the amount of \$63,000.00 with Mark Satterfield, M.D., to act as the County Health Officer/Medical Director for FY 2021-2022.

**Background:** As the Board are aware, State Health and Welfare Code mandates that each county provides the services of a County Health Officer/Medical Director. The County Health Officer is required to act as Medical Director for supervision of mid-level providers, oversee all clinical procedures, public health nursing protocols, conducts trainings with clinic staff on the use of buprenorphine for addiction treatment and Public Health Emergency Preparedness. The Plumas County Health Officer has traditionally demonstrated leadership during disasters and is responsible for medical oversight of the County Emergency Medical System. The Plumas County Health Officer also serves as Medical Director for the Mountain County HIV Care and Treatment Program.

**Fiscal Impact:** There will be no financial impact on the County General Fund, as this contract is fully funded by multiple Programs through Public Health.

This 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 if you have any questions, or need additional information. Thank you.

**CONSULTANT SERVICES AGREEMENT  
FOR  
MARK SATTERFIELD, M.D.**

This Agreement is made by and between the County of Plumas, by and through its Public Health Agency, a political subdivision of the State of California, hereinafter referred to as "County", and Mark Satterfield M.D., a Sole Proprietor, hereinafter referred to as "Consultant".

The parties agree as follows:

1. **Scope of Work.** Consultant shall provide the County with services as set forth in Exhibit A, attached hereto.
2. **Compensation.** County shall pay Consultant for the Work in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Consultant under this Agreement shall not exceed Ninety Thousand Dollars and No/100 (\$90,000.00) (hereinafter referred to as the "Contract Amount").
3. **Term.** The term of this agreement shall be from July 1, 2021 through June 30, 2022, unless terminated earlier as provided herein.
4. **Termination.** Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Consultant or furnish any other consideration under this Agreement and Consultant shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Consultant to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Consultant acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. **Warranty and Legal Compliance.** The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Consultant shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Consultant agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. **Amendment.** This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of

this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

8. **Indemnification.** To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Consultant shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Consultant or its officers, employees, agents, Consultants, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Consultant shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties. The obligations of this indemnity shall be for the full amount of all damage to County, including defense costs, and shall not be limited by any insurance limits.
9. **Insurance.** Consultant agrees to maintain the following insurance coverage throughout the term of this Agreement:
  - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
  - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
  - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
    - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
    - ii. All coverage available under such policy to Consultant, as the named insured, shall also be available and applicable to the County, as the additional insured; and

- iii. All of Consultant's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Consultant's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Consultant's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Consultant carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Consultant shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Consultant shall require all Consultants to comply with all indemnification and insurance requirements of this agreement and Consultant shall verify Consultant's compliance.

10. **Licenses and Permits.** Consultant represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Consultant to practice its profession and to perform its duties and obligations under this Agreement. Consultant represents and warrants to County that Consultant shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Consultant or its principals to practice its professions and to perform its duties and obligations under this Agreement.

Consultant represents that it holds a current active license as a Physician and Surgeon, issued by the State of California, License Number G62328.

11. **Relationship of Parties.** It is understood that Consultant is not acting hereunder as an employee of the County, but solely as an independent Consultant. Consultant, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Consultant has no authority or

responsibility to exercise any rights or power vested in County. It is understood by both Consultant and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

12. Statement of Occupation. Contractor represents and warrants that Contractor is engaged in a profession described by California Labor Code section 2783 as a physician. Contractor represents and warrants that Contractor maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Contractor shall have the right to set their own hours and location of work, consistent with the nature of the services provided under this Agreement. Contractor shall determine the method, means and manner of performance including, but not limited to, such matters as outlined in Exhibit "A" without restriction by County. County is interested only in the results to be achieved from Contractor's performance of the services Contractor shall provide their own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Contractor shall have the right to provide the same or similar services to entities other than County without restriction, and holds themselves out to as available to perform the same type of work. County shall have no authority, control, or liability regarding Contractor's performance or activities before or after each instance, wherein, Contractor may perform under this Agreement. Contractor will at all times indemnify and hold County, and their respective agents, contractors and employees harmless from any and all claims, damages, liabilities and costs (including attorneys' fees) arising out of any material breach by Contractor of any representation, warrant or agreement made by Contractor hereunder or arising out of Contractor's services.
13. Assignment. Consultant may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Consultant agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.

20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Consultant represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Consultant.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

## IF TO CONSULTANT:

Mark Satterfield, MD  
5353 Chandler Road  
Quincy, California 95971  
(530) 283-2121

## IF TO COUNTY:

County of Plumas  
Public Health Agency  
270 County Hospital Road, Suite 206  
Quincy, CA 95971

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Consultant represents that he or she is fully authorized to execute and deliver this Agreement.
25. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Consultant agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

**CONSULTANT:** Mark Satterfield, a Sole Proprietor

By: \_\_\_\_\_  
Mark Satterfield, MD

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

**COUNTY OF PLUMAS:**

By: Andrew  
Andrew Woodruff, Director  
Plumas County Public Health Agency

Date: 4/1/2021

By: \_\_\_\_\_  
Chair, Plumas County Board of Supervisors

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

Attest:

By: \_\_\_\_\_  
Clerk, Plumas County Board of Supervisors

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

Approved as to form:

Sara James  
Sara James  
Deputy County Counsel II

4/1/2021

**EXHIBIT A - SCOPE OF WORK**

Physician agrees to perform, in an efficient and professional manner, all duties and services of a County Health Officer/Medical Director including but not limited to the following:

1. Represent Plumas County Local Health Jurisdiction as an active member of California Conference of Local Health Officers Association.
2. Act as Health Officer on a consulting basis to PCPHA, providing medical oversight, recommendations, and protocols for public health programs.
3. Act as Health Officer on a consulting basis to local health care providers, and other physicians of agencies in or out of County, as necessary to meet the standards of Federal, State, and local laws.
4. Enforce and observe all laws pertaining to public and environmental health as promulgated by the County, state or federal government.
5. Direct the detection and control of communicable diseases, sexually transmitted diseases and tuberculosis; consult with physicians, nurses, patients, staff members, other county departments, agencies, or other individuals in the diagnosis of, and investigation of, cases of suspected communicable diseases and to exchange information or provide recommendations; takes measures to prevent and control epidemics.
6. Be available by pager, electronic mail, or telephone when not on site to respond to requests for information and assistance.
7. Act as employee health physician, performs physical examinations and medical evaluations in compliance with all appropriate and pertaining laws.
8. Perform other duties as mutually agreed upon by the Director of Plumas County Public Health Agency, or defined in Health & Welfare Code, Public Health Emergency Preparedness Plan or related County Codes.
9. Assessing, and implementing health officer orders authorized under declared public health emergencies.
10. Providing medical oversight and direction to regional healthcare organizations and providers during pandemics and other public health emergencies.
11. Liaise with community partners and provide guidance for safe operation during emergencies
12. Review infectious disease cases and clusters and provide guidance to internal and external response partners.
13. Represent PCPHA Health Officer perspective during emergencies to state and local officials

The local Health Officer will conduct activities, such as outreach, case finding, and provider education in regards to the local MCAH program and its utilization for their patient's thus increasing access to services for our vulnerable population.

**Implementation Activities**

1.1 The local Health Officer will provide information on MCAH services and referrals to the MCAH population through:

- Activities that facilitate early and continuous access to medical care and services, such as, outreach, case finding, and provider education
- Education to providers and partners on identification of local high risk populations and prioritization of these populations for outreach and referral services for medical care

**Evaluation Process or Outcomes**

1.1.1 Document outreach and education provided to the medical community as well as other service providers for our vulnerable populations.

1.2 The Health Officer will continue to promote community wide collaboration in the development and implementation of outreach programs and will work to assure that services are provided in a culturally sensitive manner with no duplication of services.

**Evaluation Process or Outcomes**

1.2.1 Complete and submit Form 4, MCAH Related Collaborative, with the Annual Report to document participation of MCAH staff in MCAH-related collaborative.

Act as the medical director of the Mountain Counties HIV Early Intervention Services program. The Medical Director reports to the EIS Project Director and provides expert medical oversight and program development to the EIS Program.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Responsible for the overall quality of medical care being provided to PCPHA EIS patients. Including providing consultation to the CQI/Program Coordinator and the Patient Coordinators as part of the EIS multidisciplinary team, providing medical direction and leadership for the EIS program.
2. Works with the Project Director to develop HIV providers' education plan and requirements.
3. Oversees Continuous Quality Improvement to assure that care meets current standards and that deficiencies are identified and addressed.

**KNOWLEDGE AND ABILITIES:**

1. Considerable knowledge of the principles and methods of HIV/AIDS medical care and general medicine.
2. Knowledge of current developments in the field of HIV primary care and community HIV care resources.
3. Knowledge of health services organization and procedures.
4. Graduation from an approved medical school, supplemented by the satisfactory completion of an approved residency and possession of a valid license to practice medicine in the State of California.

**EXHIBIT B – COMPENSATION****Invoicing and Payment:**

1. PCPHA shall pay Consultant the sum of Seven Thousand Five Hundred Dollars (\$7,500.00) per month as the exclusive compensation under this agreement beginning July 1, 2021 and ending June 30, 2022. Contract shall not exceed Ninety Thousand Dollars (\$90,000.00).
2. All travel will be pre-approved by the Director of Public Health and will be reimbursed with original receipts and/or per diem.

**Certificates of Insurance:**

1. County shall pay for and maintain professional malpractice insurance from CSAC Excess Insurance Authority covering the Physician, **but only with respect to work performed for the County under this Agreement and any extension or continuation of the Agreement.**
2. Physician shall carry at his sole expense, personal automobile liability insurance consistent with the insurance requirements listed in this Agreement (Item 9.0 Insurance).

**BUSINESS ASSOCIATE AGREEMENT**

This Business Associate Agreement (“Agreement”) supplements and is made a part of the Services Agreement (“SA”) by and between the COUNTY OF PLUMAS referred to herein as Covered Entity (“CE”), MARK SATTERFIELD M.D., an Individual, referred to herein as Business Associate (“BA”), dated July 1, 2015.

**RECITALS**

CE wishes to disclose certain information to BA pursuant to the terms of a business agreement between the parties (the “Contract”), some of which may constitute Protected Health Information (“PHI”) (defined below).

CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“the HITECH Act”), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws.

As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations (“C.F.R.”) and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Agreement, the parties agree as follows:

**1. Definitions**

a. **Breach** shall have the meaning given to such term under the HITECH Act [42 U.S.C. Section 17921].

b. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.

c. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.

d. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

e. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Electronic Protected Health Information means Protected Health Information that is maintained in or transmitted by electronic media.

f. **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

g. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

h. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.

i. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].

j. **Protected Information** shall mean PHI provided by CE to BA or created or received by BA on CE's behalf.

k. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.

l. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h).

## 2. Obligations of Business Associate

a. **Permitted Uses.** BA shall not use Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under this Agreement. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information (i) for the proper management and administration of BA, (ii) to carry out the legal responsibilities of BA, or (iii) for Data Aggregation purposes for the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2)(ii)(A) and 164.504(e)(4)(i)].

b. **Permitted Disclosures.** BA shall not disclose Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under this Agreement. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes for the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach [42 U.S.C. Section 17932; 45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

c. **Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a)]. BA shall not directly or indirectly receive remuneration in exchange for Protected

Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.

**d. Appropriate Safeguards.** BA Shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information otherwise than as permitted by the Contract and this Agreement that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Information, in accordance with 45 C.F.R. Sections 164.308, 164.310, and 164.312. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. Section 164.316 [42 U.S.C. Section 17931].

**e. Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and this Agreement, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 90 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].

**f. Business Associate's Agents.** BA shall ensure that any agents, including Consultants, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph c above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and Consultants that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).

**g. Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or Consultants in Designated Record Sets available to CE for inspection and copying within ten (10) days of a request by CE to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable CE to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17935(e).

**h. Amendment of PHI.** Within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or Consultants shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or Consultants, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or Consultants shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

**i. Accounting Rights.** Promptly upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents or Consultants shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or Consultants for at least six (6) years prior to the request. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received

Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or Consultants, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528].

**j. Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

**k. Minimum Necessary.** BA (and its agents or Consultants) shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use, or disclosure [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)(3)]. BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."

**l. Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.

**m. Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

**n. Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Agreement or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or this Agreement or other arrangement within five (5) days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

**o. Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or Consultants shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Agreement for the purpose of determining whether BA has complied with this Agreement; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested

by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Agreement, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract or Agreement, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights

### 3. **Termination**

a.. **Material Breach.** A breach by BA of any provision of this Agreement, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, or any provision in the Contract to the contrary notwithstanding [45 C.F.R. Section 164.504(e)(2)(iii)].

b. **Judicial or Administrative Proceedings.** CE may terminate the Agreement, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

c. **Effect of Termination.** Upon termination of the Agreement for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA or its agents or Consultants still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections of Section 2 of this Agreement to such information, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible. [45 C.F.R. Section 164.504(e)(ii)(2)(I)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed.

### 4. **Disclaimer**

CE makes no warranty or representation that compliance by BA with this Agreement, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

### 5. **Certification**

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or Consultants, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or Consultants to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

### 6. **Amendment**

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand

and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Agreement when requested by CE pursuant to this Section or (ii) BA does not enter not enter into an amendment to the Agreement providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

#### **7. Assistance in Litigation of Administrative Proceedings**

BA shall make itself, and any Consultants, employees or agents assisting BA in the performance of its obligations under the Agreement, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its Consultant, employee or agent is named adverse party.

#### **8. No Third-Party Beneficiaries**

Nothing express or implied in the Agreement is intended to confer, nor shall anything herein confer, upon any person other than CE, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

#### **9. Interpretation**

The provisions of this Agreement shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Agreement. This Agreement and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

IN WITNESS WHEREOF, the parties hereto have duly executed this Addendum as of the Addendum Effective Date.

**COVERED ENTITY**

County of Plumas, a political subdivision of the State of California

Name: Andrew Woodruff

Title: Director, Public Health Agency

Signature: Andrew

Date: 4/1/2021

**BUSINESS ASSOCIATE**

Mark Satterfield, M.D., an Individual

Name: Mark Satterfield, M.D.

Title: Plumas County Health Officer

Signature: \_\_\_\_\_

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

# PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323  
John Mannle, P.E., Acting Director Joe Blackwell, Deputy Director



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## CONSENT AGENDA REQUEST

For the April 20, 2021 meeting of the Board of Supervisors

April 12, 2021

A handwritten signature in black ink that reads "John Mannle".

To: Honorable Board of Supervisors

From: John Mannle, Acting Director of Public Works

Subject: Request authorization from the Board of Supervisors to waive formal competitive bidding for the purchase of three (3) used CARB compliant diesel ten-wheel dump trucks in an amount not to exceed \$330,000.00.

### Background:

The Department desires authorization to purchase three (3) used ten-wheel dump trucks.

The Department of Public Works manages a large fleet of “non-C.A.R.B. compliant” equipment due to the age of the fleet. To meet C.A.R.B. compliance and in order to continue to maintain County roads, the older diesel engines must be replaced. It is not cost effective to repower these units to meet the requirements, thus leaving replacement of the equipment as the only option.

Public Works staff has determined that the purchase of three (3) CARB compliant diesel ten-wheel dump trucks is necessary due to the above-mentioned reasons to meet C.A.R.B. regulations, and as a cost saving measure. The Department staff strives for the purchase of late model used equipment, when feasible. It is estimated that the used ten-wheel dump trucks will not exceed \$330,000.00.

Due to the proposal of purchasing late model, C.A.R.B. compliant used equipment, Public Works is requesting to review proposals as they are received. It is nearly impossible to request a vendor to “hold” used equipment until a specific future date. Public Works is requesting to select and accept a proposal if it meets the general specifications criteria and falls within the approved FY 20/21 Public Works budget. Funding for this equipment acquisition was approved by the Board on April 16, 2019 within the FY 19/20 RMRA Expenditure Plan under Project #14 for the purchase of one (1) paint striper truck and three (3) used CARB compliant diesel ten-wheel dump trucks. The project’s account was originally budgeted for \$790,000 but it collected a total of \$826,000 in FY 19/20.

The purchase of the three (3) used, CARB compliant diesel ten-wheel dump trucks is currently budgeted at \$330,000. Public Works will advertise in the same manner as requests for new equipment in order to draw a wider selection of dealers including placement of a Request for Bids in the newspaper and on pertinent internet sites.

**Recommendation:**

Public Works staff respectfully requests the Board of Supervisors waive formal competitive bidding for the equipment described above as well as allowing the Deputy Director of Public Works to negotiate the purchase of three (3) used CARB compliant diesel ten-wheel dump trucks that meet specifications with the condition that the purchase price does not exceed the budgeted amounts for the equipment. The Purchase Order(s) for the acquisition(s) will be signed by the Chair of the Board of Supervisors after approval as to form by County Counsel.



**County of Plumas**  
**Department of Probation**  
270 County Hospital Rd. #128,  
Quincy, California, 95971



**Keevin Allred**  
Acting Chief Probation Officer

**Phone:** 530-283-6200  
**FAX:** 530-283-6165

DATE: April 9<sup>th</sup>, 2021

TO: Honorable Board of Supervisors

FROM: Keevin Allred, Acting Chief Probation Officer *[Signature]*

SUBJECT: Board of Supervisors Agenda: April 20<sup>th</sup>, 2021

RE: A resolution to adopt new Plumas County Probation Department Policies and Procedures through Lexipol.

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**Recommendation**

Adopt a resolution establishing and implementing new internal Department-wide policies and procedures for the Plumas County Probation Department through Lexipol.

**Background and Discussion**

The Plumas County Probation Department is seeking to establish and implement an entirely new set of internal policies and procedures.

It is important to establish these policies and procedures to help outline proper Department protocol, constructing a framework upon which the Probation Department can further refine operations, maintain stability, and resolve issues in a timely manner with clearly defined expectations.

The policies presented in the Agenda Request represent the first batch of policies approved by the Chief Probation Officer, County Counsel, Human Resources, and Union Representatives. Further policies will continue to be submitted to the Board of Supervisors for approval once they are reviewed and approved to form by the aforementioned entities.

Therefore, it is respectfully requested the Board of Supervisors adopt a resolution establishing and implementing new internal Department-wide policies and procedures for the Plumas County Probation Department through Lexipol.

**RESOLUTION NO: 2021-\_\_\_\_\_**

**A RESOLUTION TO ADOPT NEW PLUMAS COUNTY PROBATION DEPARTMENT  
POLICIES AND PROCEDURES THROUGH LEXIPOL**

**WHEREAS**, Plumas County Personnel Rule 1.04 Departmental Rules provides Probation Chief Probation Officer to establish additional rules provided the County comply with the “meet and confer” obligation under California Government Code Section 3505; and

**WHEREAS**, during the Fiscal Year needs may arise to amend Plumas County’s Policies; and

**WHEREAS**, these new Probation Department Policies and Procedures are need for the day to day operations of this department; and

**WHEREAS**, this request was brought to the attention of County Counsel, Human Resources Director, and the Probation Association who approves of this resolution to adopt these Lexipol Policies and Procedures; and

**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows: Approve this Resolution to adopt new Plumas County Probation Department Policies and Procedures according to Lexipol as follows:

Policies 100, 101, 102, 103, 104, 200, 202, 303, 305, 306 and 307.

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 on the 20<sup>th</sup> day of April by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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Chair, Board of Supervisors

**ATTEST:**

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Clerk of the Board of Supervisors

# Chief Probation Officer

## 101.1 PURPOSE AND SCOPE

**State**

Chief Probation Officers employed within the State of California are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Probation Officer of the Plumas County Probation Department, who is required to exercise the powers and duties of the office as prescribed by state law (Government Code § 27771).

## 101.2 POLICY

**State**

It is the policy of the Plumas County Probation Department that the Chief Probation Officer meets the minimum standards for exercising the authority granted by law.

## 101.3 CHIEF PROBATION OFFICER REQUIREMENTS

**Best Practice** **MODIFIED**

The Chief Probation Officer of this Department shall be appointed and retained pursuant to the provisions of Government Code § 27770(a).

## Code of Ethics

### 104.1 CODE OF ETHICS

**Agency Content**

Plumas County Probation Department subscribes to the following Code of Ethics, which are derived from the American Probation and Parole Association (APPA).

- (a) I will render professional service to the justice system and the community at large in effecting the social adjustment of the offender.
- (b) I will uphold the law with dignity, displaying an awareness of my responsibility to offenders while recognizing the right of the public to be safeguarded from criminal activity.
- (c) I will strive to be objective in the performance of my duties, recognizing the inalienable right of all persons, appreciating the inherent worth of the individual, and respecting those confidences which can be reposed in me.
- (d) I will conduct my personal life with decorum, neither accepting nor granting favors in connection with my office.
- (e) I will cooperate with my co-workers and related agencies and will continually strive to improve my professional competence through the seeking and sharing of knowledge and understanding.
- (f) I will distinguish clearly, in public, between my statements and actions as an individual and as a representative of my profession.
- (g) I will encourage policy, procedures and personnel practices, which will enable others to conduct themselves in accordance with the values, goals and objectives of the Plumas County Probation Agency.
- (h) I recognize my office as a symbol of public faith and I accept it as a public trust to be held as long as I am true to the ethics of the Plumas County Probation Agency.
- (i) I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession.

## Control Devices

### 305.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

This policy does not address the application of a control device on a juvenile who has already been detained.

### 305.2 POLICY

In order to control individuals who are violent or who demonstrate the intent to be violent, the Chief Probation Officer may authorize officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

### 305.3 ISSUING, CARRYING, AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief Probation Officer or the authorized designee.

Only those members who have been authorized by the Chief Probation Officer and who have successfully completed department-approved training on this policy and the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain, or arrest a person who is violent or who demonstrates the intent to be violent and using the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

### 305.4 RESPONSIBILITIES

#### 305.4.1 SUPERVISOR RESPONSIBILITIES

The Supervisor or authorized designee shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated, or expended control devices are properly disposed of, repaired, or replaced.

Every control device will be periodically inspected by the Supervisor or authorized designee or the designated instructor for a particular control device. The inspection shall be documented.

#### 305.4.2 USER RESPONSIBILITIES

All normal maintenance, charging, or cleaning shall remain the responsibility of personnel using the devices.

Any damaged, inoperative, outdated, or expended control devices, along with documentation explaining the cause of the damage, shall be returned to the Supervising Probation Officer for

# Plumas County Probation Department

## Probation Manual

### *Control Devices*

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disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

#### **305.5 OLEORESIN CAPSICUM GUIDELINES**

As with other control devices, oleoresin capsicum (OC) spray may be considered for use to bring under control an individual engaging in, or about to engage in, violent behavior. OC spray should not be used against individuals who do not reasonably appear to present a risk to the safety of department members or the public.

##### **305.5.1 TREATMENT FOR EXPOSURE**

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

#### **305.6 POST-APPLICATION NOTICE**

Whenever OC has been introduced into a residence, building interior, vehicle, or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

#### **305.7 TRAINING FOR CONTROL DEVICES**

The Supervising Probation Officer shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the member's training file.
- (c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.
- (d) All training shall include dissemination of updated policies referencing the use of control devices and Use of Force to all members participating in such training. All participating members will execute a written acknowledgment of receipt.

#### **305.8 REPORTING USE OF CONTROL DEVICES**

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

# Emergency Plan

## 202.1 PURPOSE AND SCOPE

**State**

This policy clarifies the role of the Plumas County Probation Department and responsibilities of its members pertaining to large-scale emergencies and the State of California Emergency Plan.

## 202.2 POLICY

**State**

The Plumas County Probation Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The County Emergency Plan complies with the State of California's Emergency Services Act (Government Code § 8550 et seq.). This plan provides guidance for County emergency operations within and outside its borders as may be required.

### 202.2.1 PLUMAS COUNTY PROBATION DEPARTMENT CODE/ORDINANCES

**State** **MODIFIED**

An emergency management organization has been established by the County by ordinance. This ordinance has been approved by the County Disaster Council (Government Code § 8610).

## 202.3 ACTIVATING THE EMERGENCY PLAN

**Best Practice** **MODIFIED**

The Emergency Plan can be activated in a number of ways. For the Plumas County Probation Department, the Chief Probation Officer or the Disaster Service officer may activate the Emergency Plan in response to a major emergency.

Upon activation of the plan, the Chief Probation Officer or the authorized designee should contact the State Office of Emergency Services and/or the Plumas County Office of Emergency Services to assist with mutual aid response from local, state, and federal law enforcement agencies.

### 202.3.1 RECALL OF PERSONNEL

**Best Practice**

In the event that the Emergency Plan is activated, all employees of the Plumas County Probation Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief Probation Officer or the highest-ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

## 202.4 LOCATION OF THE EMERGENCY PLAN

**Best Practice** **MODIFIED**

# Plumas County Probation Department

## Probation Manual

### *Emergency Plan*

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Copies of the Emergency Plan are available in the Supervisor's office and also in the "Reference and Resource Library". All supervisors should familiarize themselves with the Emergency Plan and the roles members will play when the plan is implemented. The Chief Probation Officer should ensure that department members are familiar with the roles they will play when the plan is implemented.

#### **202.5 EMERGENCY PLAN REVIEW**

**Best Practice** **MODIFIED**

The Chief Probation Officer or the authorized designee shall review the Emergency Plan at least once every two years with County Risk Management as well as the Office of Emergency Services (OES), and ensure the plan conforms to any revisions made by the National Incident Management System (NIMS). The Chief Probation Officer or the authorized designee should appropriately address any needed revisions.

#### **202.6 TRAINING**

**Best Practice** **MODIFIED**

The Department should provide annual training on the Emergency Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop exercise, or management-level discussion.

# Handcuffing and Restraints

## 303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

This policy does not address the handcuffing and restraint of juveniles appearing in court or those already detained in, or committed to, a local secure juvenile facility, camp, ranch, or forestry camp.

## 303.2 POLICY

The Plumas County Probation Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy, and department training. Restraint devices shall not be used to punish, to display authority, or as a show of force.

## 303.3 USE OF RESTRAINTS

Only members who have successfully completed Plumas County Probation Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include but are not limited to:

- The circumstances or crime or violation leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing in the front to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

### 303.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion on the detainee.

### 303.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure herself or others, or damage property.

# Plumas County Probation Department

## Probation Manual

### *Handcuffing and Restraints*

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No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

#### **303.3.3 RESTRAINT OF JUVENILES**

A juvenile younger than 14 years of age should not be restrained unless the juvenile is suspected of a dangerous felony or when the officer reasonably suspects that the juvenile may resist, attempt escape, self-injure, injure the officer, or damage property.

See Procedures Manual on In-Custody and Transport Policies and Procedures for further information.

In-Custody and Transport Policies and Procedures as adopted on June 2,2020.

#### **303.3.4 NOTIFICATIONS**

Whenever an officer transports a person in restraints other than handcuffs, the officer shall inform the detention facility staff upon arrival at the facility that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the detention facility.

#### **303.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS**

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department unless required by law, other policy, or facility regulations. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

#### **303.5 APPLICATION OF SPIT HOODS**

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

# Plumas County Probation Department

## Probation Manual

### *Handcuffing and Restraints*

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Spit hoods may be placed upon a person in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and so that the restrained person can breathe normally. Officers should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations when the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head, and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after use.

#### **303.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES**

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons, and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, but while permitting adequate movement, comfort, and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

#### **303.7 APPLICATION OF LEG RESTRAINT DEVICES**

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest, or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.
- (b) Whether it is reasonably necessary to protect the person from the person's own actions (e.g., hitting head against the interior of the agency vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at the windows of the vehicle).

# Plumas County Probation Department

## Probation Manual

### *Handcuffing and Restraints*

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#### 303.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints, the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be laid face-down for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain prone in a face-down position.
- (e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (f) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

#### 303.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report. The officer should include, as appropriate:

- (a) How handcuffs were applied (e.g., double locked and gapped).
- (b) The amount of time the person was restrained.
- (c) How the person was transported and the position of the person during transport.
- (d) Observations of the person's behavior and any signs of physiological problems.
- (e) Any known or suspected drug use or other medical problems.
- (f) Any complaint regarding restraints being too tight and how the complaint was resolved.

#### 303.9 TRAINING

Subject to available resources, the designated Training Manager should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

Plumas County Probation Department  
Probation Manual

*Handcuffing and Restraints*

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- (b) Response to complaints of pain by restrained persons.
- (c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

# Mandatory Reporting

## 307.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notification to the appropriate social services entities and local law enforcement in the case of encountered, reported, or suspected abuse.

This policy also addresses documentation specific to the discovery of abuse.

## 307.2 POLICY

It is the policy of the Plumas County Probation Department to ensure documentation and notification to the proper entity, as may be required by law, in the case of encountered, reported, or suspected abuse.

## 307.3 CHILD ABUSE

### 307.3.1 NOTIFICATION

Members of this department who are mandated reporters of child abuse pursuant to Penal Code § 11165.7 shall notify law enforcement or the County Welfare Office when the member has knowledge of or observes a child who the member knows or reasonably suspects has been the victim of child abuse or neglect (Penal Code § 11165.9; Penal Code § 11166).

When the Plumas County Probation Department receives a report of abuse or neglect, notification shall be made to the law enforcement agency having jurisdiction and the County Welfare Office. The District Attorney's office shall also be notified in all instances of known or suspected child abuse or neglect reported to the Plumas County Probation Department (Penal Code § 11166).

- (a) A report of general neglect by a person who has the care or custody of a child to provide adequate food, clothing, shelter, medical care, or supervision, and where there is no physical injury to the child, shall be reported to the County Welfare Office pursuant to Penal Code § 11165.2, but should also be reported to the District Attorney.
- (b) A report of a positive toxicology screen at the time of the delivery of an infant, unless there is an indication of maternal substance abuse, shall be reported to the County Welfare Office pursuant to Penal Code § 11165.13.

When the abuse or neglect occurs at a licensed facility or is alleged to have resulted from the actions of a person who is required to have a state license (e.g., foster homes, group homes, day care), notification shall also be made to the California Department of Social Services or other applicable licensing authority (Penal Code § 11166.1; Penal Code § 11166.2).

For purposes of notification, the abuse or neglect includes physical injury or death inflicted by other than accidental means upon a child by another person; sexual abuse (Penal Code § 11165.1); neglect (Penal Code § 11165.2); willful harm or injury to a child or endangering the person or health of a child (Penal Code § 11165.3); and unlawful corporal punishment or injury (Penal Code § 11165.4). Child abuse or neglect does not include a mutual affray between minors, nor does it

# Plumas County Probation Department

## Probation Manual

### *Mandatory Reporting*

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include an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of employment as a peace officer.

#### 307.3.2 NOTIFICATION PROCEDURE

Notification should occur as follows (Penal Code § 11166):

- (a) When the member is making an initial notification:
  1. Notification shall be made immediately, or as soon as practicable, by telephone.
  2. A written follow-up mandated report shall be forwarded by fax or electronic transmission within 36 hours of receiving the information concerning the incident. See California Department of Justice Child Abuse Report for Mandated Child Abuse Reporters.
- (b) When the Plumas County Probation Department is making notification:
  1. Notification shall be made immediately, or as soon as practicable, by telephone, fax, or electronic transmission.
  2. A written report shall be forwarded by fax or electronic transmission within 36 hours of receiving the information concerning the incident.
  3. For cases involving the commercial sexual exploitation of a child who is receiving child welfare services, notification shall be made within 24 hours to a law enforcement agency that has jurisdiction over a case.
  4. For cases involving a child who is receiving child welfare services who is reasonably believed to be the victim of commercial sexual exploitation and is missing or has been abducted, notification shall be made to the appropriate law enforcement authority within 24 hours for entry into NCIC and to the National Center for Missing and Exploited Children.

#### 307.3.3 EMERGENCY REMOVAL

An officer may take temporary custody of a minor without a warrant when the officer reasonably believes that the minor (Welfare and Institutions Code § 300; Welfare and Institutions Code § 305):

- (a) Is in immediate need of medical care.
- (b) Is in immediate danger of physical or sexual abuse.
- (c) Is in a physical environment that poses an immediate threat to the minor's health or safety.
- (d) Is left unattended, posing an immediate threat to the minor's health or safety.
  1. Officers shall attempt to contact the parent or guardian to take custody of the unattended child.
  2. If contact with the parent or guardian of the unattended minor cannot be made, the County Welfare Office shall be contacted to assume custody of the minor.
- (e) Is in the hospital and release to the parent poses an immediate threat to the minor's health or safety.

# Plumas County Probation Department

## Probation Manual

### Mandatory Reporting

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- (f) Is a dependent of the juvenile court and the officer reasonably believes that the juvenile has violated an order of the court.
- (g) Has left any placement ordered by the juvenile court.
- (h) Requires medical or other care after having been found suffering from injury or sickness in a public place.

## **307.4 ELDER AND ADULT DEPENDENT ABUSE**

### **307.4.1 NOTIFICATION**

Members of this department who are mandated reporters of elder or dependent adult abuse pursuant to Welfare and Institutions Code § 15630 shall notify the county adult protective services agency when the member reasonably suspects, has observed, or has knowledge of an incident that reasonably appears to be abuse of an elder or dependent adult, or are told by an elder or dependent adult that the individual has experienced abuse.

For purposes of notification, a dependent adult is an individual between 18 and 64 years of age who has physical or mental limitations that restrict the ability to carry out normal activities or to protect the individual's rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.23). An elder adult is an individual residing in this state who is age 65 or older (Welfare and Institutions Code § 15610.27).

For purposes of notification, abuse is physical abuse, abandonment, abduction, isolation, financial abuse, or neglect. Physical abuse includes any assault or sex crime (Welfare and Institutions Code § 15610.63). Financial abuse includes taking personal or real property by undue influence or intent to defraud (Welfare and Institutions Code § 15610.30).

Because additional notifications may also be required, depending on where the alleged abuse occurred, the supervisor is responsible for ensuring that proper notifications are made to the District Attorney's Office and any other regulatory agency that may be applicable (e.g., care facility, hospital) (Welfare and Institutions Code § 15630).

### **307.4.2 NOTIFICATION PROCEDURE**

Notification should occur as follows (Welfare and Institutions Code § 15630):

- (a) Notification shall be made immediately, or as soon as practicable, by telephone, fax, or electronic transmission. See Suspected Dependent/Elder Abuse Report form.
- (b) A written report shall be forwarded within two working days.

## **307.5 DOCUMENTATION**

In all encountered, reported, or suspected cases of abuse, officers should, after making the notifications above, document the notification and the circumstances surrounding discovery of the abuse.

Plumas County Probation Department  
Probation Manual

*Mandatory Reporting*

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**307.6 CONFIDENTIALITY OF REPORTS**

Information related to incidents of abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Penal Code § 11167.5; Welfare and Institutions Code § 15633).

## Oath of Office

### 102.1 PURPOSE AND SCOPE

**State**

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

### 102.2 POLICY

**State**

It is the policy of the Plumas County Probation Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

### 102.3 OATH OF OFFICE

**State** **MODIFIED**

All department members shall take and subscribe to the oaths or affirmations applicable to their positions as determined by the Chief Probation Officer (Cal. Const. Art. 20, § 3). Subsequently, department members shall be provided a badge.

### 102.4 MAINTENANCE OF RECORDS

**Best Practice**

The oath of office shall be filed in accordance with the established records retention schedule.

# Organizational Structure and Responsibility

## 200.1 PURPOSE AND SCOPE

Discretionary

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

## 200.2 POLICY

Discretionary MODIFIED

The Plumas County Probation Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control, and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

See attachment: Plumas County Probation Org Chart 20200819.pdf

See County Job Descriptions.

## 200.3 DIVISIONS

Discretionary MODIFIED

The Chief Probation Officer is responsible for administering and managing the Plumas County Probation Department. There are three divisions in the Department:

- Adult Division
- Juvenile Division
- Administrative Division

### 200.3.1 ADULT DIVISION

Discretionary MODIFIED

The Adult Division is commanded by the Supervising Probation Officer, whose primary responsibility is to provide general management, direction, and control for the Adult Division. The Adult Division consists of officers and probation assistants.

### 200.3.2 JUVENILE DIVISION

Best Practice MODIFIED

The Juvenile Division is commanded by the Supervising Probation Officer, whose primary responsibility is to provide general management, direction, and control for the Juvenile Division. The Juvenile Division consists of officers tasked with the field supervision of juveniles and probation assistants.

### 200.3.3 ADMINISTRATIVE DIVISION

Discretionary MODIFIED

# Plumas County Probation Department

## Probation Manual

### *Organizational Structure and Responsibility*

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The Administrative Division is commanded by the Department Fiscal Officer, whose primary responsibility is to provide general management, direction, and control for the Administrative Division. The Administrative Division consists of technical and administrative services.

#### **200.4 COMMAND PROTOCOL**

**Best Practice**

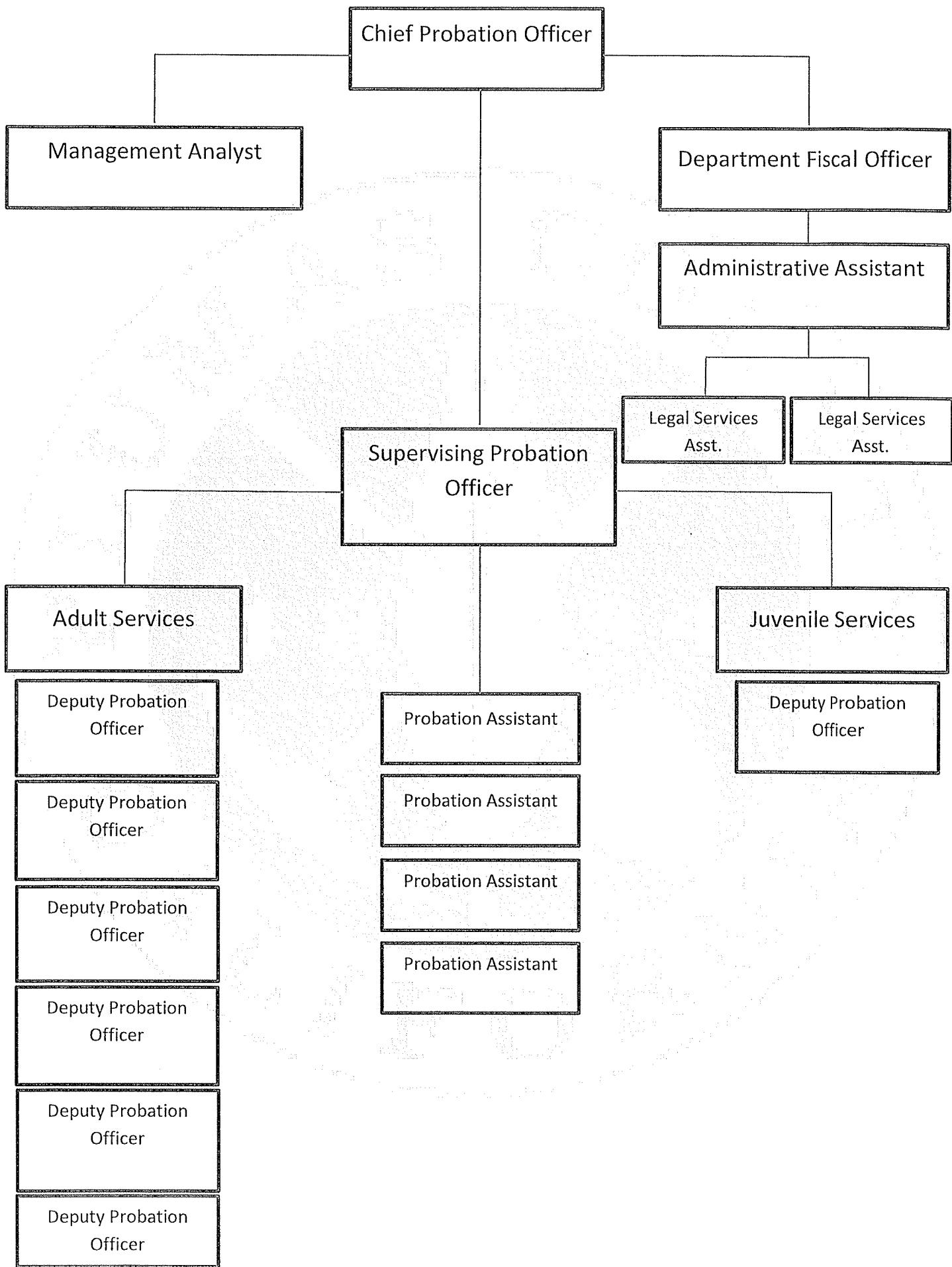
##### **200.4.1 SUCCESSION OF COMMAND**

**Best Practice** **MODIFIED**

The Chief Probation Officer exercises command over all members of the Plumas County Probation Department. During planned absences, the Chief Probation Officer designates the Supervising Probation Officer to serve as the acting Chief Probation Officer. Except when designated as above, the order of command authority in the absence or unavailability of the Chief Probation Officer is the next most senior sworn position.

## Attachments

## **Plumas County Probation Org Chart 20200819.pdf**



# Policy Manual

## 103.1 PURPOSE AND SCOPE

**Discretionary**

The manual of the Plumas County Probation Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules, and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders, and regulations that conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

## 103.2 POLICY

**Best Practice**

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

### 103.2.1 DISCLAIMER

**Best Practice**

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Plumas County Probation Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials, or department members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The Plumas County Probation Department reserves the right to revise any policy content, in whole or in part.

### 103.3 AUTHORITY

**Discretionary**

The Chief Probation Officer shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state, and local laws. The Chief Probation Officer or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

# Plumas County Probation Department

## Probation Manual

### *Policy Manual*

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#### **103.4 DEFINITIONS**

Best Practice MODIFIED

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

**PCPD** - The Plumas County Probation Department.

**Department** - The Plumas County Probation Department.

**Employee** - Any person employed by the Department.

**Manual** - The Plumas County Probation Department Policy Manual.

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person employed or appointed by the Plumas County Probation Department, including:

- Full- and part-time employees
- Volunteers

**Officer** - Those employees of the Plumas County Probation Department who engage in the supervision of clients.

**On-duty** - A member's status during the period when actually engaged in the performance of assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**POST** - The Commission on Peace Officer Standards and Training.

**Rank** - The title of the classification held by any officer.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**STC** - Standards and Training for Corrections.

**Supervisor** - A person in a position of authority that may include directing the work of other members, the authority to adjust grievances, and responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other members. The supervisory exercise of authority may not be merely routine or clerical in nature, but requires the use of independent judgment. For the purposes of this policy and the duties noted above, the only positions within the department having authority are the Chief Probation Officer and the Supervising Probation Officer.

#### **103.5 ISSUING THE POLICY MANUAL**

Best Practice

# Plumas County Probation Department

## Probation Manual

### *Policy Manual*

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An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief Probation Officer or the authorized designee.

Each member shall acknowledge that the member has been provided access to and has had the opportunity to review the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

#### **103.6 PERIODIC REVIEW OF THE POLICY MANUAL**

**Best Practice**

The Chief Probation Officer will ensure that the Policy Manual is periodically reviewed and updated as necessary.

#### **103.7 REVISIONS TO POLICIES**

**Best Practice**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that the member has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Supervisor will ensure that members under the Supervisor's command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

## Probation Authority

### 100.1 PURPOSE AND SCOPE

**State**

This policy is to identify the authority of Plumas County Probation Department officers.

### 100.2 POLICY

**Best Practice**

It is the policy of this department for all officers to exercise their authority fairly and objectively.

This department recognizes the power of officers to use discretion in the exercise of the authority granted to them. Officers are encouraged to use sound discretion in the exercise of their duties.

This department does not tolerate abuse of authority.

### 100.3 OFFICER AUTHORITY

**State**

Officers are authorized to supervise clients as provided in this manual, applicable court orders, and state law (Penal Code § 1202.8; Penal Code § 1203.71).

### 100.4 ARREST AND OTHER POWERS

**State**

Officers authorized by the Chief Probation Officer may exercise peace officer powers at any place in the state while engaged in the performance of official duties. The authority extends only to (Penal Code § 830.5; Penal Code § 1203.71; Penal Code § 3455):

- (a) Conditions of any person being supervised by this department who is on parole, probation, mandatory supervision, or post-release community supervision.
- (b) The escape of any inmate or ward from a state or local institution.
- (c) The transportation of persons on parole, probation, mandatory supervision, or post-release community supervision.
- (d) Violations of any penal provisions of law discovered while performing the usual or authorized duties of employment.
- (e) Rendering mutual aid to any other law enforcement agency.

### 100.5 CONSTITUTIONAL REQUIREMENTS

**Federal**

All members shall observe and comply with every person's clearly established rights under the United States and California constitutions.

## Search and Seizure

### 306.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Plumas County Probation Department personnel to consider when dealing with search and seizure issues.

### 306.2 POLICY

It is the policy of the Plumas County Probation Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards, and prosecutorial considerations regarding specific search and seizure situations.

### 306.3 SEARCHES GENERALLY

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions to the rule that permit a warrantless search.

Examples of probation supervision activities that are exceptions to the general warrant requirement include but are not limited to searches pursuant to:

- Authorization under the terms or conditions of a person's release or supervision.
- Valid consent.
- Incident to a lawful arrest.
- Lawful vehicle searches under certain circumstances.
- Exigent circumstances.

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and the member's familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

## *Search and Seizure*

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### **306.4 SEARCH PROTOCOL**

Although conditions will vary, and officer safety and other exigencies must be considered in every search situation, these guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations, or access codes when a search of locked property is anticipated.
- (e) Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.
- (f) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, these guidelines should be followed:
  1. Another officer or a supervisor should witness the search.
  2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing, or clothing that could not reasonably conceal a weapon.

### **306.5 DOCUMENTATION**

Officers are responsible for documenting any search and ensuring that any required reports are sufficient, including, at a minimum, documentation of:

- Reason for the search.
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys).
- What, if any, injuries or damage occurred.
- All steps taken to secure property.
- The results of the search, including a description of any property or contraband seized.
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer.

Supervisors shall review documentation of the event in the case management system to ensure the reports are accurate, that actions are properly documented, and that current legal requirements and department policy have been met.



# Office of the Sheriff

## Office of Emergency Services

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

TODD JOHNS  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** April 6, 2021

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Todd Johns 

**RE:** Agenda Item for the meeting of April 20, 2021

### **Recommended Action:**

Approve supplemental budget request for funding received from the U.S. Department of Justice, Drug Enforcement Agency in the amount of \$30,000.00.

### **Background and Discussion:**

The Sheriff's Office received an annual funding allotment from the U.S. Department of Justice (USDOJ), Drug Enforcement Administration (DEA) for the Domestic Cannabis Eradication & Suppression Program (DCESP) for 2021 in the amount of \$75,000. At this time, a supplemental budget in the amount of \$30,000 is needed for FY 20/21 as costs will be incurred prior to June 30, 2021. This supplemental budget will allow for the costs to be paid from the DCESP budget and applied to the federal grant funds accordingly.

The remaining balance of grant funds will be budgeted for FY 21/22.

This funding is used specifically for expenses associated with illegal cannabis eradication.

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

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

Department: DCESP - SHERIFF

Dept. No: 70348

Date

4/6/2021

The reason for this request is (check one):

### Approval Required

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

TRANSFER FROM OR  SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

**SUPPLEMENTAL EXPENDITURE ACCOUNTS**

(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

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.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts 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) SUPPLEMENTAL BUDGET REQUEST FOR GRANT REVENUE ALLOCATED AFTER BUDGET ADOPTION**

B) N/A

C) EXPENSES ARE ANTICIPATED TO BE INCURRED PRIOR TO FY 20/21 END

D) GRANT REVENUE AWARDED AFTER BUDGET ADOPTION

Approved by Department Signing Authority:

Roni Towner

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Board Approval Date:

### Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

## Initials

## **INSTRUCTIONS:**

Original and 1 copy of ALL budget 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/Controller

# STATE/LOCAL AGENCY 2021 DCESP MONTHLY ACCOUNTING FORM

THIS FORM IS FOR REPORTING DEA FUNDS ONLY  
 TO BE COMPLETED BY THE STATE/LOCAL AGENCY AND SUBMITTED TO THE DEA DCESP CONTRACTOR  
 ALL OTHER FORMS ARE OBSOLETE

State of California  
 LOA Number 2021-33  
 LOA Agency Plumas County Sheriff's Department  
 Month April

Initial DEA Funds Allocated:	\$75,000.00		
	Amendment No. 1	Amendment No. 2	Amendment No. 3
DEA Enhancement(s):	\$0.00	\$0.00	\$0.00
Total Amount Received:	\$75,000.00	Equipment Cap	\$ 7,500.00

Reporting Period	Previous Cumulative	April	Current Cumulative
Aircraft Expenses	\$0.00	\$0.00	\$0.00
Clothing/ Protective Gear	\$0.00	\$0.00	\$0.00
Container/ Space Rental	\$0.00	\$0.00	\$0.00
Equipment** (Not to exceed 10% of Allocation)	\$0.00	\$0.00	\$0.00
Miscellaneous Commercial Contracts	\$0.00	\$0.00	\$0.00
Overtime*	\$0.00	\$0.00	\$0.00
Supplies/ Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Travel/ Per Diem	\$0.00	\$0.00	\$0.00
Vehicle Rental*	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Balance of Funds Allocated - Not Expended:

(Total Funds Allocated - Total Expenditures)

*Balance Cannot Exceed Total Amount Received*

\$75,000.00

**Signature of Agency Official/Title/Date:**

Digital Signature accepted by email; otherwise "WET COPY" mailed to the DCESP Contractor

**Signature of DEA DCESP Contractor/Date:**

DEA Fiscal DNO#

Region 1 Steve Smith San Francisco Division 450 Golden Gate Avenue San Francisco, CA 94102

\*Copy of agency's general ledger; and if applicable, invoices reflecting the expenditures for equipment in excess of \$2,500 that was previously approved by DEA HQS; the expenses associated with the rental or leasing of vehicles or aircraft; and when overtime is claimed, the officer's name(s), date worked, hours worked, and rate of pay, are REQUIRED.

\*\*Equipment expenditures should not exceed 10% of the allocated funds. All purchases must be related to eradication or interdiction efforts. Purchases of durable items require DEA Coordinator's approval and expenditures more than \$2,500 (singular or aggregate) require DEA/HQ approval

## COUNTY ADMINISTRATOR

Gabriel Hydrick



## AGENDA REQUEST AND STAFF REPORT

For the April 20, 2021 meeting of the Plumas County Board of Supervisors

**Subject:** Consideration of Transitioning Cemetery Districts to Dependent Special Districts of the County

**To:** Honorable Board of Supervisors, Clerk of the Board, County Counsel

**From:** Gabriel Hydrick, County Administrator

**Date:** 4/13/2021

**Background/Introduction:**

Plumas County Cemetery Districts are facing particular struggles related to maintaining full governing bodies and operating within legal requirements for public agencies. In particular, at least four cemetery districts are presently without functioning boards (Crescent Mills Cemetery District, Cromberg Cemetery District, Meadow Valley Cemetery District, and Quincy LaPorte Cemetery District), and thus unable to have a quorum for decision making purposes and are in need of restructuring in order to continue services. Being that the Board of Supervisors is charged with appointing the board members for these districts, it has a vested interest in ensuring that these districts are operating properly, and the governing body is functioning appropriately.

At the March 2, 2021 meeting, the Board of Supervisors discussed three options to remedy this issue (becoming dependent special districts of the County, annexation by another cemetery district, or form a new district) and the Board expressed interest in exploring annexation by another cemetery district further and resorting to them becoming dependent districts as a last resort.

This item has been agendized to allow for further discussion among the Board members including Supervisor conversations with constituents, district members and LAFCO discussions in an effort to further refine the solution. The most urgent needs are to:

- either consolidate the Quincy LaPorte and Meadow Valley Cemetery Districts or the County Board of Supervisors making the districts dependent of the County and the Supervisors would be the governing body of the districts.
- to have the Mohawk Valley Cemetery District take on (annex) the Cromberg Cemetery District

**Finding Analysis:**

To date, efforts to solicit feedback from cemetery district stakeholders has been very limited and unsuccessful despite County team efforts. Mohawk appears to be willing to take on Cromberg while Quincy LaPorte appears to not be interested in taking on Meadow Calley.

**Recommended Actions:**

Staff respectfully requests the Board to continue discussion based on current information and provide staff direction as the Board sees fit.

**Fiscal Impact:**

The fiscal impact is not yet understood as an analysis has yet to be undertaken. Nevertheless, the County has and does provide support services for many of the Special Districts including reporting, bookkeeping and Human Resource functions. So, additional incurred expenses beyond these services may be minimal, but updating fees, agreements, and instituting internal controls should be top priority to provide better fiscal health for these districts and the County.

**Attachments:**

None

# COUNTY ADMINISTRATOR

Gabriel Hydrick



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## AGENDA REQUEST AND STAFF REPORT

For the April 20, 2021 meeting of the Plumas County Board of Supervisors

**Subject:** **Approve and adopt an addendum to the IIPP COVID-19**  
**To:** Honorable Board of Supervisors, Clerk of the Board, County Counsel  
**From:** Gabriel Hydrick, County Administrator  
**Date:** 4/13/2021

### Background/Introduction:

An Injury and Illness Prevention Program (IIPP) is a proactive process to help County staff find and fix workplace hazards before they become a problem, danger or liability. The IIPP is presented and reviewed in person with all newly hired employees from at Safety Orientation Trainings. Many organizations adopt IIPPs to be consistent with CalOSHA regulations, including COVID-19. When an IIPP is in place, employers experience dramatic decreases in workplace injuries, and often report a transformed workplace culture that can lead to higher productivity and quality, reduced turnover, reduced costs, and greater employee satisfaction. The County's IIPP is intended to safeguard all employees, residents and visitors from avoidable harm.

CalOSHA released new regulations regarding personnel health and safety related to COVID-19. For this purpose, staff is bringing forward this addendum to the IIPP to meet CalOSHA regulations. The County's IIPP was approved by the Board 7/7/2010 with a revision approved on 1/10/14. Included in this addendum is a list of required trainings, which are to be completed by each new employee. The required training list includes CalOSHA's online COVID-19 Preventing Infections at the Workplace training and a signature page acknowledging the employee's understanding of COVID guidelines.

### Finding Analysis:

Staff finds this satisfies the new regulations.

### Recommended Actions:

Staff recommends the Board:

- Approve and adopt the COVID-19 Addendum to the IIPP in its entirety.

Or

- Provide different direction to staff

### Fiscal Impact:

The regulations do not have hard costs applied to them, but soft costs will accumulate and include printing orientation packets, staff time presenting the material at New Hire Orientation, and any minor purchase of supplies as needed.

**Attachments:**

Attachment 'A'- COVID-19 IIPP Addendum

**COUNTY OF PLUMAS**  
**COVID-19 Addendum**  
Injury & Illness Prevention Program



## TABLE OF CONTENTS

I.	PURPOSE.....	1
II.	SCOPE.....	1
III.	ABOUT CORONAVIRUS DISEASE 2019 (COVID-19) .....	1
IV.	COVID-19 TRANSMISSION.....	2
V.	INFECTION PREVENTION MEASURES .....	2
VI.	EMPLOYEE RESPONSIBILITIES .....	3
VII.	PERSONAL PROTECTIVE EQUIPMENT (PPE) .....	4
VIII.	CLEANING AND DISINFECTION.....	5
IX.	RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES.....	5
X.	COMMUNICATION .....	7
XI.	TRAINING .....	7
XII.	RECORDKEEPING.....	8
	ATTACHMENT A - COVID-19 SELF-SCREENING CHECKLIST .....	9

## **I. PURPOSE**

It is the policy of the County of Plumas, hereinafter referred to as 'the County,' to protect the safety of our staff and to comply with California Labor Code 6400 which requires that every employer must furnish employment and a place of employment that is safe and healthful for the employees therein.

## **II. SCOPE**

This policy applies to all County employees, volunteers, and interns that may be exposed to the coronavirus as a result of the performance of their duties. Contained herein are general best practices for exposure prevention.

This addendum to our Injury and Illness Prevention Program (IIPP) is a framework applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Centers for Disease Control and Prevention (CDC), state and local public health agencies, and County operations.

## **III. ABOUT CORONAVIRUS DISEASE 2019(COVID-19)**

On February 11, 2020 the World Health Organization (WHO) announced an official name for the disease caused by the novel coronavirus SARS-CoV-2. The name of the new disease is coronavirus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness. Symptoms may appear two to fourteen days after exposure to the virus. People with the below symptoms could have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

It is important to note that laboratory testing is necessary to confirm an infection.

#### **IV. COVID-19 TRANSMISSION**

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. The virus is more likely to spread when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary way the virus spreads, transmission may be possible by touching a surface or object that has the virus on it and then touching one's own mouth, nose, or eyes.

#### **V. INFECTION PREVENTION MEASURES**

The County has established infection prevention measures to control or eliminate COVID-19 related hazards in the workplace. Anytime the Center for Disease Control, California Department of Public Health, or California Occupational Safety and Health Standards Board issue regulations or guidelines more restrictive than the measures listed below, it is required that the more restrictive measures be implemented in the workplace. The County, to the extent possible, will implement the following guidelines to mitigate exposure to COVID-19:

1. The use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.
2. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
3. Encourage employees to use the County's self-screening checklist (Attachment A) at home prior to reporting to work.
4. Instruct individuals to stay home when feeling sick.
5. Employees who become symptomatic of COVID-19 while at work will be asked to leave the workplace and encouraged to seek testing for COVID-19.
6. The County will adhere to state guidance and local public health agency recommendations regarding the arrangement of office and workplace furniture to maintain physical distancing, as much as possible.
7. Employees with medical conditions or other comorbidities that put them at an increased risk of COVID-19 shall be encouraged to contact their supervisor to initiate the Interactive Accommodation Process.
8. Require employees to use face coverings whenever possible.

*Note:* Face-coverings combined with physical distancing help prevent infected persons without symptoms or who are pre-symptomatic from unknowingly spreading the coronavirus.

9. The department shall supply a face covering to all employees who have reported to the workplace without a face covering.

10. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products, such as hand sanitizer and soap, in the workplace.
11. The County has placed signs and/or instructions in common areas (e.g., reception area, break rooms, public common areas, etc.) to communicate face covering and physical distancing requirements, and to provide other COVID-19 infection prevention information to the general public entering the worksite and buildings.
12. The County will regularly evaluate the workplace for compliance with this addendum.

## **VI. EMPLOYEE RESPONSIBILITIES**

1. During the COVID-19 public health emergency, County employees have a collective responsibility to ensure the protection of all people in the workplace, and to comply with County policies and the latest local public health guidelines to mitigate the impacts of COVID-19 to themselves and anyone visiting the worksite.
2. Employees are encouraged to self-screen for COVID-19 symptoms prior to leaving home for their shift.
  - a. A copy of the County's COVID-19 Self-Screening Checklist shall be given to all existing employees and all new employees upon hire.
  - b. The County's COVID-19 Self-Screening Checklist shall be made available on the Human Resources Intranet site.
3. Employees must stay home if they are sick, follow public health agency guidelines, and contact their supervisor to report COVID-19 symptoms.
  - a. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have tested negative for the COVID-19 virus, are encouraged to consult with their physician before physically returning to work.
  - b. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:
    - i. At least 24 hours have passed without a fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; **and**
    - ii. At least 10 days have passed since the symptom onset; **and**
    - iii. Other symptoms have improved.
  - c. Employees who return to work following an illness must promptly report any recurrence of symptoms to their supervisor.
4. Employees shall practice physical distancing by at least six feet, except where six feet of separation is not possible, and except for momentary exposure while persons are in movement, such as two people passing each other in a corridor. When it is not possible to maintain a distance of six feet, individuals shall be as far apart as possible.
5. Employees shall substitute in-person meetings with video or telephonic meetings as much as practicable.

6. Employees shall wear face coverings over the nose and mouth when indoors, and when outdoors and less than six feet away from another person. Face coverings are defined as a tightly woven fabric or non-woven material with no visible holes or openings. The following are exceptions to the face coverings requirement:
  - a. When an employee is alone in a room.
  - b. While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
  - c. Employees performing specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
  - d. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
    - i. Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
7. Employees shall avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
8. Employees shall wash hands with soap and water for at least twenty seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
9. Employees shall cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.
10. Employees shall avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).
11. Employees shall follow the process of reporting to Building Maintenance Custodial staff if any washing facilities do not have an adequate supply of suitable cleansing agents, water, single-use towels, or blowers.
12. Employees shall participate in all COVID-19 workplace investigations.

## **VII. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal Protective Equipment (PPE) shall be used to minimize risk of exposure to COVID-19. The type of PPE used will vary based on the level of precautions required by the employee's job tasks and risk of infection. The department Appointing Authority or designee is responsible for:

1. Determining PPE required for department staff.
2. Providing department staff will all required PPE.
3. Ensuring staff are provided training on how to effectively use the required PPE, including the sequence for donning and removing PPE.

## **VIII. CLEANING AND DISINFECTION**

The County recognizes that high-traffic and high-touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The County has assigned personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces, and trash cans.

The process of disinfecting includes:

1. Providing disinfecting products that are approved for use against the virus that causes COVID-19; and
2. Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

## **IX. RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES**

The County will follow the California Public Health Department strategies, listed below, for returning employees to work. Note that some variation may occur depending on our local public health department and unique circumstances. The County's Risk Management office should be contacted with any questions regarding returning employees to work.

<b>Employees</b>	<b>Minimum Criteria for Returning to Work</b>
<b>Symptomatic Positive</b>  Employees with symptoms who are laboratory confirmed to have COVID-19	<ol style="list-style-type: none"> <li>1. At least twenty-four hours have passed since resolution of fever without the use of fever-reducing medications; and</li> <li>2. At least ten days have passed since symptom onset; and</li> <li>3. Other symptoms have improved.</li> </ol>
<b>Asymptomatic Positive</b>  Employees who never had symptoms and are laboratory-confirmed to have COVID-19	A minimum of ten days has passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for symptomatic positive cases apply.

<b>Symptomatic Negative</b>  Employees who had symptoms of COVID-19 but test result returned negative	Use the same criteria as symptomatic positive cases.
<b>Asymptomatic Negative</b>  Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case-patient and were negative	Employees should consult the Public Health Department. Employees may need to quarantine at home for fourteen days after the last known close contact with the case-patient. Symptoms can develop even after testing negative within fourteen days of exposure. Our Public Health Department may consider allowing an earlier return to work only for an employee who had a low exposure risk and who is in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee.
<b>Symptomatic Untested</b>  Employees who had symptoms of COVID-19 but were not tested	Testing is encouraged. If an employee cannot be tested, use the same criteria for return to work as symptomatic positive cases.
<b>Asymptomatic Untested</b>  Employees who had close contact to a laboratory-confirmed case-patient at work, home, or in the community and do not have symptoms.  <b>OR</b>  Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case-patient, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms.	Employees should consult the Public Health Department. Employees may need to quarantine at home for fourteen days after the last known close contact with the case-patient. Symptoms can develop even after testing negative within fourteen days of exposure. Our Public Health Department may consider allowing an earlier return to work only for an employee who had a low exposure risk and who is in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee.  Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as symptomatic positive cases.

If an employee tests positive for COVID-19, the County will immediately initiate an investigation and inform close contact coworkers of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). The investigation shall include in-house contact tracing to determine and mitigate any work-related factors that may have contributed to the risk of infection.

The Risk Management Office will notify employees who may have been exposed to COVID-19 of the potential exposure within one business day. COVID-19 testing shall be made available at no cost to all employees who have been identified as a close contact to the infected employee. All confidential medical information will be preserved and protected pursuant to the Confidentiality of Medical Information Act (“CMIA”).

Procedures for Cleaning and Disinfecting Following a Confirmed COVID-19 Case:

1. Temporarily close the general area where the infected employee worked until cleaning is completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait twenty-four hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas such as hallways, with a cleaning agent approved for use against the coronavirus.
4. Custodial employees cleaning the area must be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

## X. COMMUNICATION

Communication between employees and the County on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the County has established a communication system for reporting COVID-19 Symptoms, possible COVID-19 close contact exposures, and possible COVID-19 hazards at County worksites and facilities.

Therefore, this policy requires **Plumas County** employees immediately report to their manager or supervisor, and the **Plumas County** manager or supervisor report to Risk Management, any of the following:

- (1) the employee's presentation of COVID-19 symptoms;
- (2) the employee's possible COVID-19 close contact exposures;
- (3) possible COVID-19 hazards at County worksites or facilities.

**Plumas County** will not discriminate or retaliate against any **County** employee who makes such a report.

## XI. TRAINING

The County will provide employees training on this COVID-19 Addendum, and training and instruction on the following subjects:

1. The general description of COVID-19 and the symptoms associated with COVID-19;
2. The County's COVID-19 prevention policies and procedures;
3. COVID-19 related benefits, including leave rights, that may be available to employees;

4. Information about the transmission of the virus that causes COVID-19; and
5. Information about effective prevention measures, including requirements for physical distancing and the use of face coverings, and information about hand washing and general hygiene.

## **XII. RECORDKEEPING**

The County's Risk Management Office will keep all records related to COVID-19 cases in the workplace, including exposure reports, investigative reports, and notices. To the extent required, the Risk Management Office shall provide access to such reports and records, including the following:

1. Records of cases of COVID-19 reported to the local health department;
2. Records of disabling work-related COVID-19 illnesses reported to Cal/OSHA;
3. Records of employee notice and training on this Addendum;
4. Records of close contact tracing of all COVID-19 cases in the workplace; and
5. Records of COVID-19 cases, with employee-identifying information removed, provided to employees and employee organizations.

## ATTACHMENT A - COVID-19 SELF-SCREENING CHECKLIST



### COVID-19 Self-Screening Checklist For employee use at home

Complete the following screening process 30 minutes prior to reporting for work:

Employee Name: \_\_\_\_\_

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

**Instructions:** ALL employees must answer the following questions accurately and observe the appropriate response.

<b>1. Temperature check</b>		If you have thermometer at home, please take your temperature before reporting to work. If not, proceed on to #2				
		If your temperature is 100.4° or lower, proceed to #2				
		If your temperature is greater than 100.4°, <u>do not</u> report for work, notify your supervisor that you need to stay home.				
<b>2. Are you feeling feverish?</b>		<input type="checkbox"/> Yes - Do not report for work, notify your supervisor <input type="checkbox"/> No - Proceed to #3				
<b>3. Are you having chills?</b>		<input type="checkbox"/> Yes - Do not report for work, notify your supervisor <input type="checkbox"/> No - Proceed to #4				
<b>4. Do you have any of the following symptoms? (If yes to any, you may not report for work and need to notify your supervisor. If NO to all, proceed to #5)</b>		New or worsening cough <input type="checkbox"/> Yes <input type="checkbox"/> No	New or worsening shortness of breath <input type="checkbox"/> Yes <input type="checkbox"/> No	Sudden lack of taste or smell <input type="checkbox"/> Yes <input type="checkbox"/> No	Sudden onset of unexplained gastrointestinal illness <input type="checkbox"/> Yes <input type="checkbox"/> No	Fever greater than 100.4° F <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. Have you had contact with anyone that has been advised to self-quarantine by a health care provider or by public health?</b>		<input type="checkbox"/> Yes - Do not report for work, notify your supervisor <input type="checkbox"/> No - Proceed to #6  (Supporting documentation will be requested by Human Resources)				
<b>6. Have you traveled outside of the Country in the past two weeks?</b>		<input type="checkbox"/> Yes - Do not report for work, notify your supervisor <input type="checkbox"/> No - Proceed to #7				
<b>7. Report to work</b>		Remember to wash hands or use alcohol-based sanitizer frequently and maintain a six (6) foot separation from others.				