



Board of Supervisors

Dwight Ceresola, Vice Chair 1st District
Kevin Goss, Chair 2nd District
Tom McGowan, 3rd District
Greg Hagwood, 4th District
Jeff Engel, 5th District

**AGENDA FOR REGULAR MEETING
JANUARY 3, 2023 TO BE HELD AT 10:00 AM
520 MAIN STREET, ROOM 308, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

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.

The Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commissions, committees, boards, and councils, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) 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 Government Code section 54953(e), the Boardroom will be open to the public but subject to state or federal social distancing or masking requirements, if applicable. It is strongly recommended that individuals attending meetings wear masks. 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=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> 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

CALL TO ORDER

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. BOARD OF SUPERVISORS - UPDATES AND REPORTS

A. Select Chair and Vice Chair of the Board of Supervisors for 2023

B. DIXIE FIRE COLLABORATIVE

Report, update, and discussion on Dixie Fire Collaborative efforts

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. CLERK OF THE BOARD

1) Approve Board Minutes for December 2022 **View Item**

B. BEHAVIORAL HEALTH

- 1) Authorize the Interim Director of Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Behavioral Health Site Coordinator position; vacancy due to resignation. **View Item**
- 2) Authorize the interim Director of Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Behavioral Health Administrative Assistant. **View Item**

C. COUNTY COUNSEL

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County and Robert Zernich; an attorney to fill in as Public Defender until a new one is hired; effective January 3, 2023; approved as to form by County Counsel. **View Item**

D. INFORMATION TECHNOLOGY

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County IT department and CDW-G, LLC, to provide County network security; effective January 11, 2023; not to exceed \$38,963.00; approved as to form by County Counsel. **View Item**

E. RISK MANAGEMENT

- 1) Approve and authorize the Chair to ratify and sign an agreement between Risk Management and Restoration Management Consulting (RMC) Group, LLC for construction cost estimates to rebuild County Facilities destroyed by the Dixie Fire; effective August 22, 2022; approved as to form by County Counsel. **View Item**

F. PUBLIC WORKS

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County Public Works department and the successful bidder, Ranch Fence, Inc. for fence repair work to be done at the Chester and Greenville Road Maintenance Yards; not to exceed \$73,461.00; approved as to form by County Counsel. **View Item**

G. PUBLIC HEALTH AGENCY

- 1) Approve and authorize the Public Health Director to recruit and fill; funded and allocated; one (1) FTE Admin Assistant I/II or Office Assistant I/II/III position, vacancy due to resignation. **View Item**
- 2) Approve and authorize the Chair to sign two (2) certification statements from the California Department of Health Care Services for the Child Health and Disability Prevention Program, for Children in Foster Care; approved as to form by County Counsel. **View Item**

- 3) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Public Health Department and Smile Products, Inc., a California Corporation; for lease of printers, parts, equipment and maintenance services; effective November 1, 2022; not to exceed \$50,000.00; approved as to for by County Counsel. **View Item**

H. PROBATION

- 1) Approve and authorize the Chair to ratify and sign an Agreement between the Plumas County Probation Department and Berry Enterprises, Inc., a Nevada corporation, dba Sierra Electronics in California for automotive component installation services; effective September 20, 2022; not to exceed \$4,500.00 in Fiscal Year 2022-2023, paid via grant funding, approved as to form by County Counsel. **View Item**

3. SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

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

A. CONVENE AS THE WALKER RANCH COMMUNITY SERVICES DISTRICT GOVERNING BOARD

- 1) Approve and authorize the Chair to ratify and sign Pump Service Task order No. 6 between the Walker Ranch Community Service District and Well Industries Inc. dba North State Pump and Electric for starter replacement and labor; work performed between July 5, 2022 and July 11, 2022; not to exceed \$12,414.27; approved as to form by County Counsel. **View Item**

B. ADJOURN AS THE WALKER RANCH SERVICE DISTRICT GOVERNING BOARD AND RECONVENE AS THE PLUMAS COUNTY BOARD OF SUPERVISORS.

4. DEPARTMENTAL MATTERS

A. HUMAN RESOURCES - Nancy Selvage

- 1) Adopt **RESOLUTION** adopting the Job Classification Plan affected by the California minimum wage rate schedule of \$15.50 an hour and approve Plumas County's Pay Schedule; discussion and possible action. **Roll call vote View Item**

5. COUNTY ADMINISTRATIVE OFFICE - DEBRA LUCERO

- A. Approve and authorize the reassignment of County payroll responsibilities and functions by moving these duties out of the Auditor - Controller's Office, and assigning the payroll responsibilities to the Human Resource Office to facilitate the migration from FinancePLUS (Pentimation) to Tyler/Munis, HR Module; and Adopt **RESOLUTION** to amend the position allocation for budget year 2022/2023 for the departments of #20035 and 20040; discussion and possible action. **Roll call vote View Item**
- B. Approve and authorize Human Resources, Risk Management and (a temporary move) of County Counsel to the Old Probation Department; and the approval of one-time funds to assist with the move; discussion and possible action. **Roll call vote View Item**

6. BOARD OF SUPERVISORS

- A. Review, pursuant to Health and Safety code section 101080, **RESOLUTION** No. 21-8609 ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on January 17, 2023. **View Item**

B. APPOINTMENTS

- 1) Review standing **Boards, Commissions, and Committees** and make the necessary appointments, and/ or reappointments. **View Item**

C. CORRESPONDENCE

D. INFORMATIONAL ANNOUNCEMENTS

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

7. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee evaluation - Chief Probation Officer (Board Only)
- B. 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
- C. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

8. ADJOURNMENT

Adjourn meeting to Tuesday, January 10, 2023, Board of Supervisors Room 308, Courthouse, Quincy, California



**PLUMAS COUNTY
BOARD OF SUPERVISORS
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Heidi White, Clerk of the Board
MEETING DATE: January 3, 2023
SUBJECT: Approve Board Minutes for December 2022

Recommendation

The Clerk of the Board respectfully request that the Board approve the Board of Supervisors Meeting Minutes for December 2022.

Background and Discussion

Action:

Attachments:

1. Meeting Minutes 12-06-2022
2. Meeting Minutes 12-13-2022
3. Meeting Minutes 12-20-2022



Board of Supervisors

Dwight Ceresola, Vice Chair 1st District
Kevin Goss, Chair 2nd District
Sharon Thrall, 3rd District
Greg Hagwood, 4th District
Jeff Engel, 5th District

MEETING MINUTES

ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON DECEMBER 6, 2022

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.

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CALL TO ORDER

Roll Call.

Present: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel

PLEDGE OF ALLEGIANCE

George led the Pledge of Allegiance.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

None noted.

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.

Pastor George Tarleton offered a prayer for the county and the Board.

Melissa Smith, a Social Worker with the Plumas County Social Services Department, made public comment regarding a news article published last week, and further commented regarding labor negotiations, employee wages and the proposed healthcare premium split.

Eva Hagwood, a Plumas County Child Welfare Social worker, made public comment regarding a news article published last week, and further commented regarding labor negotiations, employee wages and the proposed healthcare premium split.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

None at this time.

ACTION AGENDA

1. UPDATES AND REPORTS

A. DIXIE FIRE COLLABORATIVE

Report, update, and discussion on Dixie Fire Collaborative efforts

Kest Porter gave a report regarding the ongoing activities, challenges and progress of the Dixie Fire Collaborative.

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.

Motion: Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

A. CLERK OF THE BOARD

- 1) Approve Board Minutes for November 2022

B. COUNTY CLERK RECORDER - REGISTRAR

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County Clerk Recorder's Office and Contract and Pitney Bowes for county departments and the Plumas County Superior Court postage machine for the amount of \$6,100.20 total for a three (3) year contract; approved as to form by County Counsel.
- 2) Certify the November 8, 2022 General Election results attached in the Official Final report.

C. PLANNING DEPARTMENT

- 1) Adopt **RESOLUTION** authorizing Application for, and Receipt of, SB 2 Planning Grants Program Funds from the State Department of Housing and Community Development (HCD); approved as to form by County Counsel

Motion: Approve the following consent matters, as submitted, **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

Adopt **RESOLUTION No. 22-8750** authorizing Application for, and Receipt of, SB 2 Planning Grants Program Funds from the State Department of Housing and Community Development (HCD)

D. PROBATION

- 1) Authorize the Chief Probation Officer to recruit and fill, funded and allocated; 1.0 FTE Supervising Probation Officer position; vacancy due to resignation; position funding is 80% SB678 grant funding, and 20% General Fund budgeted in Fiscal Year 2022-2023.
- 2) Authorize the Chief Probation Officer to recruit and fill, funded and allocated; 1.0 FTE Deputy Probation Officer position; vacancy due to resignation; position funding is 60% JJCPA juvenile grant funding, and 40% General Fund, budgeted in Fiscal Year 2022-2023.
- 3) Approve and authorize the Chair to sign a Services Agreement between the Plumas County Probation Department and Kevin Lynch in Fiscal Year 2022-2023 for development of a comprehensive YOBG/JJCPA plan not to exceed \$6,000.00, approved as to form by County Counsel.

E. PUBLIC WORKS

- 1) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Public Works and Feather River Forestry for Hazard Tree Assessment Services; effective November 1, 2022; not to exceed \$45,000; approved as to form by County Counsel.
- 3) Approve and authorize the Chair to sign Amendment No. 13 to the Agreement between Plumas County Public Works Department and MGE Engineering, Inc. for On-call Civil Engineering Services for the Graeagle-Johnsville Road Rehabilitation Project; not to exceed \$220,844.49; approved as to form by County Counsel.
- 4) Approve and authorize the Chair to sign Amendment No. 1 to the Agreement between Plumas County Public Works and Bender Rosenthal Inc. for property valuation as required for the Sloat RSP Storm Drainage Repair Project; not to exceed \$2,700.00; approved as to form by County Counsel.
- 5) Approve and authorize the Chair to sign Amendment No. 2 to the Agreement between Plumas County Public Works and Bender Rosenthal Inc. for easement acquisition services required for the Radio Hill Road and Utility Easements project; not to exceed \$29,365.00; approved as to form by County Counsel.
- 6) Approve and authorize the Chair to sign Amendment No. 3 to the Agreement between Plumas County Public Works and Bender Rosenthal Inc. to modify Article X, section G on Subcontracting; approved as to form by County Counsel.
- 7) Approve and authorize the Chair to sign the Agreements between Plumas County Public Works and the following contractors: Pavement Coatings Company, Inc., J.W. Bamford, Inc., Wilburn Construction, Inc. and Dig It Construction, Inc. for the 2023 On-Call Snow Removal and Storm Damage Assistance Maintenance; not to exceed amount of \$100,000 per each agreement; approved as to form by County Counsel.

3. PRESENTATION

- A. Recreation Economy for Rural Communities (RERC) Quincy Community Action Plan (November 2022) with Local Steering Committee Presenter, Nova Collinson, Sierra Buttes Trail Stewardship

4. SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

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

A. CONVENE AS THE BECKWOURTH COUNTY SERVICE AREA GOVERNING BOARD

- 1) Sewer Lift Station Pump Replacement; discussion, direction and/or possible action.

Motion: Approve Sewer Lift Station Pump Replacement; and approve the sole source contractor bid/estimate for the replacement.

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4

Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

- 2) Approve and authorize the Chair to sign Amendment No. 1 to the Agreement between Beckwourth Community Service Area and Nichols Consulting Engineers, for the option to replace the existing submersible sewer pump with a pump that would grind up wipes without clogging the pump impeller; not to exceed \$6,500; approved as to form by County Counsel; discussion and possible action.

Motion: Approve and authorize the Chair to sign Amendment No. 1 to the Agreement between Beckwourth Community Service Area and Nichols Consulting Engineers, for the option to replace the existing submersible sewer pump with a pump that would grind up wipes without clogging the pump impeller; not to exceed \$6,500.

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

- 3) Approve no contract payment of \$1,864.13 to Jet Plumbing and \$5,975.00 to Plumas Sanitation for Emergency Repair of BCSA Sewer Pump Without a Contract; discussion and possible action.

Motion: Approve no contract payment of \$1,864.13 to Jet Plumbing and \$5,975.00 to Plumas Sanitation for Emergency Repair of BCSA Sewer Pump without a Contract.

Action: Approve, **Moved by** Supervisor - District 4 Hagwood, **Seconded by** Supervisor - District 1 Ceresola.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

B. ADJOURN AS THE BECKWOURTH COUNTY SERVICE AREA GOVERNING BOARD AND RECONVENE AS THE BOARD OF SUPERVISOR

5. DEPARTMENTAL MATTERS

A. COUNTY CLERK RECORDER - REGISTRAR - Marcy DeMartile

- 1) Adopt **RESOLUTION** authorizing the Plumas County Clerk to conduct a special vote by mail Election on May 2, 2023 within the boundaries of the West Almanor Community Services District, placing a measure before the voters in the district, extending and increasing the specialty tax for a period of 4 years, for emergency medical services, fire protection and prevention; discussion and possible action.
Roll call Vote.

Motion: Adopt **RESOLUTION No. 22-8751** authorizing the Plumas County Clerk to conduct a special vote by mail Election on May 2, 2023 within the boundaries of the West Almanor Community Services District, placing a measure before the voters in the district, extending and increasing the specialty tax for a period of 4 years, for emergency medical services, fire protection and prevention.

Action: Approve, **Moved by** Supervisor - District 3 Thrall, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

B. INFORMATION TECHNOLOGY - Greg Ellingson

- 1) Adopt the Plumas County Acceptable Use Policy as submitted, to establish acceptable guidelines for all Plumas County-owned technology resources; reviewed by County Counsel; discussion and possible action.

Motion: Adopt the Plumas County Acceptable Use Policy as submitted, to establish acceptable guidelines for all Plumas County-owned technology resources.

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

C. PROBATION - Keevin Allred

- 1) Approve the Updated Community Corrections Partnership (CCP) Public Safety Realignment Survey and Plan for FY2022-2023; discussion and possible action.

Motion: Approve the Updated Community Corrections Partnership (CCP) Public Safety Realignment Survey and Plan for FY2022-2023.

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

D. PUBLIC HEALTH

- 1) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Public Health and Erin Barnes, M.D., to perform the duties of a Deputy County Health Officer for the Public Health Agency; effective November 1, 2022; not to exceed \$11,250.00, approved as to form by County Counsel; discussion and possible action.

Motion: Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Public Health and Erin Barnes, M.D., to perform the duties of a Deputy County Health Officer for the Public Health Agency; effective November 1, 2022; not to exceed \$11,250.00. **Action:** Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 1 Ceresola.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

- 2) Approve and authorize the Chair to ratify and sign an Amendment Agreement between Plumas County Public Health and Colleen Bridger Consulting, LLC, to provide Public Health training; effective September 1, 2022; not to exceed \$34,000.00, approved as to form by County Counsel; discussion and possible action.

Motion: Approve and authorize the Chair to ratify and sign an Amendment Agreement between Plumas County Public Health and Colleen Bridger Consulting, LLC, to provide Public Health training; effective

September 1, 2022; not to exceed \$34,000.00.

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

E. PUBLIC WORKS DEPARTMENT - John Mannle

- 1) Authorize fixed asset purchase of one (1) Dixie Fire replacement used, steel drum roller, with trailer, and authorize the Director of Public Works and the County Administrative Officer to issue Plumas County Purchase Order(s); not to exceed \$63,000; discussion and possible action.

Roll call vote

Motion: Authorize fixed asset purchase of one (1) Dixie Fire replacement used, steel drum roller, with trailer, and authorize the Director of Public Works and the County Administrative Officer to issue Plumas County Purchase Order(s); not to exceed \$63,000.

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

F. SHERIFF'S OFFICE - Todd Johns

- 1) Adopt **RESOLUTION** authorizing the Sheriff to contract with the California Department of Corrections and Rehabilitation (CDCR) and execute California Department of Corrections and Rehabilitation Agreements as required; approved as to form by County Counsel; discussion and possible action. **Roll call vote.**

Motion: Adopt **RESOLUTION No. 22-8752** authorizing the Sheriff to contract with the California Department of Corrections and Rehabilitation (CDCR) and execute California Department of Corrections and Rehabilitation Agreements as required.

Action: Approve, **Moved by** Supervisor - District 4 Hagwood, **Seconded by** Supervisor - District 5 Engel.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

- 2) Authorize no contract payment of \$1,569.05, to Susanville Ford for labor and repair services for a patrol vehicle; discussion and possible action.
- 3) Authorize no contract payment of \$6,248.10 and \$2,565.27, to JBT Marine for unanticipated labor and repair services for a patrol boat; discussion and possible action.

Motion: Approve both **Items 5.F.2.** - to Authorize no contract payment of \$1,569.05, to Susanville Ford for labor and repair services for a patrol vehicle; **and Item 5.F.3.** - to Authorize no contract payment of \$6,248.10 and \$2,565.27, to JBT Marine for unanticipated labor and repair services for a patrol boat.

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** None.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

6. **BOARD OF SUPERVISORS**

- A. Review, pursuant to Government Code section 8630, RESOLUTION No. 21-8601 and RESOLUTION No. 21-8605 ratifying the Proclamations of County-Wide Local Emergency due to the Beckwourth Complex, Dixie and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring back within 60 days, on February 7, 2023.
- B. Review, pursuant to Health and Safety code section 101080, RESOLUTION No. 21-8609 ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; discussion and possible action and recommendation to continue the emergency and bring it back within 30 days, on January 3, 2023

Motion: Approve and recommend to continue emergencies of both Items 6.A. Review, pursuant to Government Code section 8630, RESOLUTION No. 21-8601 and RESOLUTION No. 21-8605 ratifying the Proclamations of County-Wide Local Emergency due to the Beckwourth Complex, Dixie and Fly Fires; and recommendation to continue the emergency and bring back within 60 days, on January 17, 2023; **and Item 6.B.** - Review, pursuant to Health and Safety code section 101080, RESOLUTION No. 21-8609 ratifying the Declaration of Local Health Emergency due to the Beckwourth Complex, Dixie, and Fly Fires; and recommendation to continue the emergency and bring it back within 30 days, on January 3, 2023;

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

C. **CORRESPONDENCE**

Supervisor Hagwood received email correspondence from staff regarding the matters addressed during public comment; and correspondence with an individual who was struggling to get a passport approved.

Supervisor Thrall received the usual correspondence, and reported that there was nothing out of the ordinary to report.

Supervisor Engel received correspondence, requesting that the snow stop.

Supervisor Ceresola received correspondence regarding updating of addresses around Chillcoot and Frenchmen for tax purposes; and snow removal correspondence.

Supervisor Goss received correspondence regarding snow removal on both highways and County Roads; correspondence regarding a letter that was published in the Plumas News, regarding some ranchers in the Indian Valley Area; and correspondence regarding various business matters at "The Spot"

D. INFORMATIONAL ANNOUNCEMENTS

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

Reported by Supervisor Hagwood regarding matters related to County Government and include a meeting with members of the Museum Association and a meeting with interested members of the community regarding Lowry House, and the funding opportunities.

Reported by Supervisor Thrall regarding matters related to County Government and include various individual meetings with residents regarding the Main Street and Vine Project.

Reported by Supervisor Engel regarding matters related to County Government and include attending a recovery meeting on Economic Development.

Reported by Supervisor Ceresola regarding matters related to County Government and included attending an air quality meeting.

Reported by Supervisor Goss regarding matters related to County Government, and did not have any scheduled meetings between the 11/29/2022 Board meeting and the 12/06/2022 Board meeting.

7. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Paul Russell, Museum Director
- B. 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
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- D. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Plumas County v. Pacific Gas and Electric Company, et al, Superior Court of the State of California, County of San Francisco, Original Case No. CGC-21-596070

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

Supervisor Goss reported that there was no reportable action taken in the Closed Session.

8. ADJOURNMENT

Adjourn meeting to Tuesday, December 13, 2022, Board of Supervisors Room 308, Courthouse, Quincy, California



Board of Supervisors

Dwight Ceresola, Vice Chair 1st District
Kevin Goss, Chair 2nd District
Sharon Thrall, 3rd District
Greg Hagwood, 4th District
Jeff Engel, 5th District

MEETING MINUTES

ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON DECEMBER 13, 2022

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.

The Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commissions, committees, boards, and councils, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) 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 Government Code section 54953(e), the Boardroom will be open to the public but subject to state or federal social distancing or masking requirements, if applicable. It is strongly recommended that individuals attending meetings wear masks. 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=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> 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

CALL TO ORDER/ ROLL CALL

Roll Call.

Present: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel

PLEDGE OF ALLEGIANCE

County Administrative Officer, Debra Lucero led the Pledge of Allegiance.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Chair Goss revised item 3.A.2. - to remove the update regarding ongoing obligations for the Arcadis agreement.

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.

Ava Hagwood attended via Zoom, and commented expressing her concern regarding the lack of pay raises and lack of affordable Health Insurance.

Amy Hendrickson commented regarding current wages and the day to day struggles of the entry level and mid-management employees that are in the General Bargaining Unit, and the current issues regarding negotiations.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

None at this time.

ACTION AGENDA

1. UPDATES AND REPORTS

A. DIXIE FIRE COLLABORATIVE

Report, update, and discussion on Dixie Fire Collaborative efforts

Dixie Fire Collaborative had no updates at this time.

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.

Motion: Approve the following consent matters, as submitted;

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

A. BEHAVIORAL HEALTH

- 1) Approve and authorize the Board Chair to ratify and sign an agreement between Plumas County Behavioral Health and Environmental Alternatives, Short Term Residential Treatment Services (STRTP), to provide family services for seriously disturbed children and youth; effective July 1, 2022; approved as to form by County Counsel.
- 2) Approve and authorize the Board Chair to ratify and sign the FY 2022/2023 Memorandum of Understanding between Plumas County Public Health and Plumas County Behavioral Health; to provide supportive services to the Plumas County Veterans; effective July 1, 2022; not to exceed \$50,000.00; approved as to form by county Counsel.
- 3) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Behavioral Health and Environmental Alternatives to provide Specialty Mental Health Aftercare Therapeutic Services to Medi-Cal beneficiaries; effective July 1, 2022; approved as to form by County Counsel.
- 4) Approve and authorize the Chair to ratify and sign the FY 2022/2023 Agreement between Plumas County Behavioral Health and Roundhouse Council to provide resource support to Native American Youth, families, and Elders in Plumas County; effective July 1, 2022; not to exceed \$50,000.00; approved as to form by County Counsel
- 5) Approve and authorize the Chair to ratify and sign the Memorandum of Understanding between Plumas County Behavioral Health and Plumas County Public Health to provide resource support to Plumas County Seniors; effective July 1, 2022; not to exceed \$65,000.00; approved as to form by County Counsel.
- 6) Approve and authorize the Chair to ratify and sign the FY 2022/2023 Services Agreement between Plumas County Behavioral Health and Plumas Unified School District, to meet the increasing need for school-based mental health prevention and early intervention services; effective July 1, 2022; not to exceed \$251,932.00; approved as to form by County Counsel.
- 7) Approve and authorize the Chair to ratify and sign the Memorandum of Understanding between Plumas County and System Partners, defining collaboratively shared design and delivery of services to children, youth, and families; effective July 1, 2021; approved as to form by County Counsel.
- 8) Approve and authorize the Chair to ratify and sign a 3-year Service Agreement between Plumas County Behavioral Health and Smile Business Products, Inc., for copy machine leases and maintenance; effective June 1, 2022; not to exceed \$50,000.00; approved as to form by County Counsel.
- 9) Approve and authorize the Chair to sign Addendum Number Two to the Memorandum of Understanding between the County of Plumas and the California Health and Wellness Plan (CHWP), setting out specific guidance supporting data sharing between healthcare providers and other public agencies; approved as to form by County Counsel.

B. FACILITY SERVICES

- 1) Approve and authorize Chair to sign and ratify an Agreement between Plumas County Facility Services and Sierra Buttes Trail Stewardship for the Claremont Planning Project effective January 1, 2022; not to exceed \$108,047.00; approved as to form by County Counsel.

C. INFORMATION TECHNOLOGY

- 1) Approve and authorize no contract payment to Esri, Inc. for GIS mapping software; not to exceed \$6,500; approved in the FY 2022-2023 budget.

D. SHERIFF'S OFFICE

- 1) Approve and authorize the Chair to sign agreement between Plumas County Sheriff's Office and Hi-Tech Frame & Finish, for Sheriff's vehicle body paint and repair; effective February 1, 2023; not to exceed \$60,000.00; approved as to form by County Counsel

E. PUBLIC HEALTH AGENCY

- 1) Approve and authorize Plumas County Public Health Director to recruit and fill, funded and allocated .625 FTE Assistant Cook Position for the Senior Services program at the Chester site; vacancy due to promotion.

F. COUNTY COUNSEL

- 1) Approve and authorize Chair to sign and ratify First Amendment to Land/Ground Lease Agreement by and between Forest Lodge, LLC and Plumas County; changing the lease to a month-to-month basis starting October 1, 2022; approved as to form by County Counsel

G. AUDITOR CONTROLLER

- 1) Authorize the Auditor/Controller to recruit and fill funded and allocated; 1.0 FTE Assistant Auditor /Controller position and approve other wages for retired Assistant Auditor Controller for training.

3. DEPARTMENTAL MATTERS

A. AUDITOR CONTROLLER - Martee Nieman (Graham)

- 1) Approve the transfer of funds from the DROC project fund 0023 in the amount of \$426,980.53 to the Disaster Fund 0022; discussion and possible action. **Roll call vote.**

Motion: Approve the transfer of funds from the DROC project fund 0023 in the amount of \$426,980.53 to the Disaster Fund 0022;

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

- 2) Report and discussion regarding the County's obligations to pay out the LEMA and EMMA assistance claims due to the Dixie Fire, in the amount of \$3,771,789.63; Update regarding ongoing obligations for the CAEHA and Arcadis Agreements; discussion, direction and possible action.

Motion: Approve County's obligations to pay out the LEMA and EMMA assistance claims due to the Dixie Fire, in the amount of \$3,771,789.63; and the matter regarding ongoing obligations for the CAEHA and Arcadis Agreements, were tabled for further investigation, to be brought back to the Board for discussion and possible action a later time.

Action: Approve, **Moved by** Supervisor - District 4 Hagwood, **Seconded by** Supervisor - District 1 Ceresola.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

B. BEHAVIORAL HEALTH - Sharon Sousa

- 1) Approve no contract payment of \$1252.00 to Community Hospital of the Monterey Peninsula CHOMP ON CALL , for mental health specialty service invoices; discussion and possible action.

Motion: Approve no contract payment of \$1252.00 to Community Hospital of the Monterey Peninsula CHOMP ON CALL , for mental health specialty service invoices;

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

C. PUBLIC WORKS - John Mannle

- 1) Adopt **RESOLUTION** to Amend the FY 2022-2023 County Personnel Allocation to change One (1) Fiscal and Technical Services Assistant position to a Management Analyst series position within the Engineering Budget Unit (20210); and allow the Department to recruit and fill the position; discussion and possible action. **Roll call vote.**

Motion: Adopt **RESOLUTION No. 22-8753** to Amend the FY 2022-2023 County Personnel Allocation to change One (1) Fiscal and Technical Services Assistant position to a Management Analyst series position within the Engineering Budget Unit (20210); and allow the Department to recruit and fill the position;

Roll call vote., Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

D. SOLID WASTE - John Mannle

- 1) Consideration and possible approval of proposed amendment to the Plumas County Purchasing Policy; discussion and possible action.

Motion: Approve proposed amendment to the Plumas County Purchasing Policy;

Action: Approve, **Moved by** Supervisor - District 4 Hagwood, **Seconded by** Supervisor - District 1 Ceresola.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

E. PLANNING - Tracey Ferguson

- 1) Approve and authorize Chair to execute Memorandum of Understanding between Golden State Connect Authority and County of Plumas regarding implementation of Local Agency Technical Assistance Grant; review and possible action; approved as to form by County Counsel

Motion: Approve and authorize the Chair to execute the Memorandum of Understanding between the Golden State Connect Authority and the County of Plumas regarding implementation of the Local Agency Technical Assistance Grant;

Action: Approve, **Moved by** Supervisor - District 4 Hagwood, **Seconded by** Supervisor - District 2 Goss.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

4. COUNTY ADMINISTRATIVE OFFICE - Debra Lucero

- A. Receive an update and presentation on the American Rescue Plan Act funds.

The Board received a report from Zachary Gately, Plumas County Grant Manager and DeAnne Blankenship, Consultant with California Health Collaborative, regarding recent ARPA activity.

- B. Receive update regarding the Local Assistance and Tribal Consistency Fund; discussion and possible direction.

Following update and discussion

Motion: Direction to staff regarding the Local Assistance and Tribal Consistency Fund; to move forward with the LATCF application with the determined criteria and priorities; to continue to identify needs based on General Fund and Administrative Costs; i.e. the Increased cost of health insurance for employees.

Action: Direction to Staff; **Moved by** Supervisor - District 4 Hagwood, **Seconded by** Supervisor - District 2 Goss.

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

5. BOARD OF SUPERVISORS

A. CORRESPONDENCE

Supervisor Hagwood received correspondence regarding a fire mitigation project for Sierra House on Bell Ln. & Quincy Junction Road; correspondence regarding the Meadow Valley Cemetery District, and the departure of the entire Board; Correspondence regarding potential new Courthouse locations; snow plowing complaints; and correspondence regarding the need for indoor winter recreation opportunities in the Quincy area.

Supervisor Thrall received correspondence mostly regarding snow plowing complaints.

Supervisor Engel received correspondence regarding snow plowing complaints, and pine needle burning.

Supervisor Ceresola received correspondence regarding snow removal, and questions about receiving wrong addresses on tax bills.

Supervisor Goss received correspondence regarding snow issues with one of the trailers at Wolf Creek

Road location; correspondence with PCIRC; and snow removal matters.

B. INFORMATIONAL ANNOUNCEMENTS

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

Reported by Supervisor Hagwood regarding matters related to County Government and include a site visit with the Planning Director at the Lowry House regarding restoration matters; and attended the LAFCo meeting on 12/12/2022.

Reported by Supervisor Thrall regarding matters related to County Government and include attending her final meeting of LAFCO as Plumas County Supervisor, District 3.

Reported by Supervisor Engel regarding matters related to County Government and include attending an RSF Chair and Co-Chair debriefing.

Reported by Supervisor Ceresola regarding matters related to County Government and included attending the Sierra Nevada Conservancy meeting; and a Sierra Groundwater Conservancy meeting;

Reported by Supervisor Goss regarding matters related to County Government and include attending the LAFCo meeting on 12/12/2022; the long term RSF debriefing meeting; the RCRC Board of Directors meeting; the Golden State Connect Authority, Golden State Finance Authority, GSNR, and the Infrastructure RSF meeting; and a meeting regarding (MORE funding opportunity) funding to help with infrastructure rehabilitation and upgrades for individually owned Mobile Home parks and individual mobile home owners to bring them up to code. Tracey Ferguson provided an email address for additional information regarding the program. more@hcd.ca.gov

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation - County Counsel (Board Only)
- B. Personnel: Public employee performance evaluation - Chief Probation Officer (Board Only)
- 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
- D. Conference with Legal Counsel: Existing litigation – Pederson, et al., v. County of Plumas, et al., United States District Court for the Eastern District of California Case No. CIV S-89-1659 JFM P, pursuant to subdivision (a) of Government Code §54956.9
- E. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- F. Conference with Legal Counsel: Existing litigation County of Plumas, et al v. AmerisourceBergen Drug Corp., et al., United State District Court, Eastern District of California, Case No. 2:18-at-669, consolidated into In Re: National Prescription Opiate Litigation, United State District Court for the Northern District of Ohio, Eastern Division, Case No. 1:17-MD-2804, pursuant to Subdivision (d)(1) of

- G. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Plumas County v. Pacific Gas and Electric Company, et al, Superior Court of the State of California, County of San Francisco, Original Case No. CGC-21-596070
- H. Conference with Risk Manager: Quarterly Risk Control Program status report

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

Supervisor Goss reported that no reportable action was taken during the Closed Session.

7. ADJOURNMENT

Adjourn meeting to Tuesday, December 20, 2022, Board of Supervisors Room 308, Courthouse, Quincy, California



Board of Supervisors

Dwight Ceresola, Vice Chair 1st District
Kevin Goss, Chair 2nd District
Sharon Thrall, 3rd District
Greg Hagwood, 4th District
Jeff Engel, 5th District

MEETING MINUTES

ADJOURNED REGULAR MEETING OF THE BOARD OF SUPERVISORS COUNTY OF PLUMAS, STATE OF CALIFORNIA HELD IN QUINCY ON DECEMBER 20, 2022

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.

The Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commissions, committees, boards, and councils, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) 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 Government Code section 54953(e), the Boardroom will be open to the public but subject to state or federal social distancing or masking requirements, if applicable. It is strongly recommended that individuals attending meetings wear masks. 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=SGlSeGpLVG9wQWtRSnNUM25mczlvZz09> 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

CALL TO ORDER

Roll Call.

Present: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel

PLEDGE OF ALLEGIANCE

Supervisor Thrall led the Pledge of Allegiance.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

The following Agenda Item was removed, to be brought back at a later date:

Item 3.B.1. **CONDUCT PUBLIC HEARING 10:00 A.M.**

Introduce and waive first reading of an ORDINANCE of the County of Plumas, State of California, Adding Chapter 14 of Title 6 of the Plumas County Code relating to Plumas County Organic Waste Disposal Reduction

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.

A member of the public brought information regarding electric vehicle (EV) infrastructure and commented on the increasing demand for electric vehicle (EV) infrastructure and possible grant funds.

Ava Hagwood commented regarding her advocacy of the county employees' wage increases.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

Tracey Ferguson updated the Board on the FERC comment letter, and an update regarding the Local Agency Technical Assistance (LATA) Grant.

Sheriff Todd Johns updated the Board regarding newly graduated deputies and other staffing matters.

ACTION AGENDA

1. UPDATES AND REPORTS

- A. Presentation by the Plumas County Board of Supervisors of Resolution(s) recognizing, and commending Honorable Supervisor Sherri Thrall, Plumas County Board of Supervisors, District 3 (2007 - 2023) thanking her for her 16 years of dedicated service to the Citizens of Plumas County, wishing her a well-deserved retirement.

Supervisor Goss presented Supervisor Thrall with a Resolution from Congressman Doug LaMalfa's Office as well as a Resolution from Senator Brian Dahle's Office, recognizing and commending her on her 16 years of distinguished service to the citizens of Plumas County, followed by a picture of Olsen Barn and a card presentation from various County Employees.

B. DIXIE FIRE COLLABORATIVE

Report, update, and discussion on Dixie Fire Collaborative efforts

Clint Koble reported on the Dixie Fire Collaboratives activities and goals for 2023.

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.

Motion: Approve the following consent matters, as submitted;

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

A. SHERIFF'S DEPARTMENT

- 1) Approve and authorize the Chair to sign an Agreement between Plumas County Sheriff's Office and Rethink Industries, for Jail inmate services; effective December 31, 2022; not to exceed \$30,275.00; approved as to form by County Counsel.

B. PLUMAS COUNTY LIBRARY

- 1) Approve and authorize the County Librarian to recruit and fill vacant Extra-Help Library Aide position(s) for Chester Branch.

C. PUBLIC WORKS

- 1) Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Public Works and Mason, Bruce & Girard for Hazard Tree Assessment Services; effective November 1, 2022; not to exceed \$45,000.00; approved as to form by County Counsel.
- 2) Approve and authorize the Chair to sign Amendment No.1 of the Agreement between the County of Plumas and Feather River Forestry for On-call Hazard Tree Assessment Services along Lake Almanor West Drive; not to exceed \$1,360.00; approved as to form by County Counsel.
- 3) Approve and authorize the Chair to sign Amendment No. 14 to the Agreement between the County of Plumas and MGE Engineering, Inc. for On-call Civil Engineering Services for Hydraulics Studies for the Camp Layman Road Bridge Rehabilitation Project; not to exceed \$25,485.82; approved as to form by County Counsel.
- 4) Approve and authorize the Chair to sign an Agreement between Plumas County Public Works and Hunt and Sons, Inc. for Fuel and Furnace Oil Purchase Delivery; not to exceed \$600,000.00; approved as to form by County Counsel.

D. PROBATION

- 1) Approve and authorize the Chair to ratify and sign an Agreement between the Plumas County Probation Department and Ing Consulting, Inc. dba Ing Counseling for psychosexual evaluation; effective June 1, 2022; not to exceed \$4000.00 in Fiscal Year 2022-2023, and to be paid via grant funding; approved as to form by County Counsel.

E. AUDITOR CONTROLLER

- 1) Authorize Auditor/Controller to allow extra help employees to work more than 29 hours per week; not to exceed ACA standard 1560 total hours in a measurement period.

F. MUSEUM

- 1) Approve and authorize closure to the public, of the Plumas County Museum, for the months of January and February 2023 to enable staff and volunteers to conduct cataloging and accessioning of collections, revision of exhibit displays and other museum work not compatible with public interaction.

G. ASSESSOR

- 1) Authorize the County Assessor to recruit and fill funded and allocated; 1.0 FTE Assistant Assessor; vacancy due to retirement.

3. DEPARTMENTAL MATTERS

A. SHERIFF - Todd Johns

- 1) Authorize no contract payment of \$24,060.25 to PG&E for connection to the new Plumas County Correctional Facility; discussion and possible action. **Four/ fifths roll call vote**

Motion: Authorize no contract payment of \$24,060.25 to PG&E for connection to the new Plumas County Correctional Facility;

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

- 2) Adopt **RESOLUTION** authorizing the Sheriff to sign and submit the 2023-2024 Boating Safety and Enforcement Financial Aid Program application, accept funding and sign reimbursement claims for participation in the Department of Boating & Waterways Financial Aid Program; 2023-2024 anticipated funding amount \$132,511.00; approved as to form by County Counsel; discussion and possible action. **Roll call vote**

Motion: Adopt **RESOLUTION No. 22-8754** authorizing the Sheriff to sign and submit the 2023-2024 Boating Safety and Enforcement Financial Aid Program application, accept funding and sign reimbursement claims for participation in the Department of Boating & Waterways Financial Aid Program; 2023-2024 anticipated funding amount \$132,511.00;

Action: Approve, **Moved by** Supervisor - District 5 Engel, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

B. SOLID WASTE - John Mannle

- 1) **CONDUCT PUBLIC HEARING 10:00 A.M.**
Introduce and waive first reading of an ORDINANCE of the County of Plumas, State of California, Adding Chapter 14 of Title 6 of the Plumas County Code relating to Plumas County Organic Waste Disposal Reduction; discussion and possible action. **Roll call vote.**

This matter was removed by John Mannle, the Director of Public Works - to be brought back at a later date.

C. PLANNING -

- 1) Adopt **RESOLUTION** of Intention to Amend the Plumas County 2035 General Plan Public Health & Safety Element to Address Compliance with Senate Bill 379 (Climate Change Adaptation and Resilience) and Wildfire Hazard Legislation; approved as to form by County Counsel. **Roll call vote**

Motion: Adopt **RESOLUTION No. 22-8755** of Intention to Amend the Plumas County 2035 General Plan Public Health & Safety Element to Address Compliance with Senate Bill 379 (Climate Change Adaptation and Resilience) and Wildfire Hazard Legislation;

Action: Approve, **Moved by** Supervisor - District 3 Thrall, **Seconded by** Supervisor - District 4 Hagwood.

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

Yes: Supervisor - District 1 Ceresola, Supervisor - District 2 Goss, Supervisor - District 3 Thrall, Supervisor - District 4 Hagwood, Supervisor - District 5 Engel.

4. BOARD OF SUPERVISORS

A. CORRESPONDENCE

Supervisor Thrall received correspondence regarding snow removal.

Supervisor Hagwood received correspondence regarding garbage on the bike trail between Quincy High School and Hwy 70; correspondence regarding surplus property that the American Valley Service District has, and possible utilization of said property.

Supervisor Engel received correspondence regarding various matters.

Supervisor Ceresola received routine correspondence, but nothing out of the ordinary.

Supervisor Goss received correspondence at the community meeting regarding home sprinklers; correspondence regarding snow removal, frozen pipes and ongoing weather-related matters.

B. INFORMATIONAL ANNOUNCEMENTS

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

Reported by Supervisor Thrall regarding matters related to County Government and included the key topics discussed at the Transportation Commission meeting on Monday, 12/19/2022.

Reported by Supervisor Hagwood regarding matters related to County Government and included key topics discussed at the Community Development meeting on Tuesday 12/20/2022; reported attending the Transportation Commission meeting on 12/19/2022; reported on the American Valley Community Service District Board meeting that he attended; and reported attending a meeting with the Lowry House Project Group; and reported meeting with members of a Citizens Committee addressing the location of New Courthouse in Quincy.

Reported by Supervisor Engel regarding matters related to County Government and include key topics discussed at the Community Development meeting on Tuesday 12/20/2022; also reported attending the RSF meeting last week; and had various conversations regarding Greenville Post Office needs; and reported meeting with the owner of Greenhorn Ranch regarding various proposed projects; and met with some residents in Delleker on Sunday, regarding water rights and and sewer rights.

Reported by Supervisor Goss regarding matters related to County Government and include key topics discussed at the Disaster Council meeting, where the disaster plan was updated; he also attended a meeting regarding the trailers located at 240 Wolf Creek Road, and the Community Development meeting.

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation - Gretchen Stuhr, County Counsel
- B. Personnel: Public employee performance evaluation - Keevin Allred, Chief Probation Officer
- 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
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 – Plumas County v. Pacific Gas and Electric Company, et al, Superior Court of the State of California, County of San Francisco, Original Case No. CGC-21-596070

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

Supervisor Goss reported that there was no reportable action taken in the closed session.

6. ADJOURNMENT

Adjourn meeting to the Wildflower Cafe for a retirement luncheon in honor of Supervisor Thrall.



**PLUMAS COUNTY
BEHAVIORAL HEALTH DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Kyle Hardee, Department Fiscal Officer
MEETING DATE: January 3, 2023
SUBJECT: Authorize the Interim Director of Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Behavioral Health Site Coordinator position; vacancy due to resignation.

Recommendation

Approve the filling of the funded and allocated position of 1.0 FTE Behavioral Health Site Coordinator in Department 70571.

Background and Discussion

The Behavioral Health is requesting approval to fill the allocated and funded, 1.0 FTE Behavioral Health Site Coordinator position. The position is fully funded and allocated in Department 70571 in the 2022-2023 budget. This position would be filled without the use of any additional General Fund monies.

Action:

The Behavioral Health Department respectfully requests authorization to recruit and fill 1.0 FTE Behavioral Health Site Coordinator in Department 70571.

Attachments:

1. CRITICAL STAFFING QUESTIONNAIRE Site Coordinator 12-15-22
2. BH SITE COORDINATOR
3. Org Chart 121422

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE
CURRENTLY ALLOCATED IN 22-23 BUDGET
1.0 FTE Behavioral Health Site Coordinator

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the Behavioral Health Site Coordinator position is a legitimate business justification due to the oversight necessary to manage and oversee the activities within the Behavioral Health Department Wellness Centers.**
- Why is it critical that this position be filled at this time? **The main function of this position is covering a wide range of required administrative responsibilities, working closely with community partners and local vendors, behavioral health clients and staff, performing outreach activities and running the day to day Wellness Center operations and peer activities performed at the site.**
- How long has the position been vacant? **The position became vacant on 12/16/2022 due to the resignation of the current Site Coordinator.**
- Can the department use other wages until the next budget cycle? **The position is fully funded for the current fiscal year.**
- What are staffing levels at other counties for similar departments and/or positions? **Other county behavioral health departments of similar size use a comparable number of Site Coordinators.**
- What core function will be impacted without filling the position prior to July 1? **Without a Site Coordinator to run the Wellness Center operations, the Wellness Center would be without employee coverage. Reduction of hours the Center is open would impact the community and the clients as well as the billing of the Center.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **There is a potential for the Behavioral Health Department to suffer the loss of revenue due to the client's ability to access the Center for Crisis intervention and groups. This would reduce the Medi-Cal reimbursement of funding to the department.**
- 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? **No impact is expected as funding is secure and ongoing.**

- 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? **No.**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No General Fund monies support is required.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **Yes, the Department has an adequate reserve fund to cover emergency expenses, long-term hospitalizations, and future MHSA program development. Some reserves have been used in the past 3 budget years and financial reductions are currently a priority for sustainability.**

BEHAVIORAL HEALTH SITE COORDINATOR

DEFINITION

Under general direction to coordinate all Behavioral Health, PCIRC and other agency services delivered from a Regional Resource Center, Behavioral Health Office Site or Drop in Center including administrative support functions and as the primary face of Behavioral Health to the public; to perform a variety of office and administrative support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Behavioral Health Site Coordinator acts as administrative support and operations coordinator, assuring compliance with various state and federal laws and billing requirements in order to maximize the allowable revenues for the Behavioral Health Department and interact with outside vendors, agencies, and internal professional staff to accomplish that goal. Acts as the “face” of the agency to clients and the general public in Plumas County’s outlying areas.

REPORTS TO

Behavioral Health Supervising Site Coordinator, or Behavioral Health Administrative Services Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

Behavioral Health Administrative Assistant I/II and other specialized office support classifications as required.

EXAMPLES OF DUTIES:

- Recommends, develops, and assists with the implementation of office and administrative support goals and objectives.
- Helps plan, organize, and direct the Behavioral Health Department’s office and administrative support functions.
- Provides coordination and support for clinical employees in the regional office.
- Assists staff in problem solving.
- Establishes office schedules and assists staff.
- Assists with purchasing and inventory of office supplies and equipment.
- Coordinates staff meetings for logistical and administrative issues as to site.
- Performs related duties as assigned.

BEHAVIORAL HEALTH SITE COORDINATOR – 2

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, and equipment and business writing.
- Practices and terminology used in clerical, accounting, and in a medical setting.
- Computerized patient information systems.
- Methods, practices, principles, theory, and terminology used in bookkeeping, financial books of account and statistical recordkeeping.

Ability to:

- Plan and organize the logistics of the Behavioral Health site and clerical staff.
- Interpret department rules and regulations for patients, staff and others.
- Read and interpret patient charts.
- Use standard medical office equipment including electronic health record system.
- Apply basic bookkeeping principles.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance or supervision.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health and substance use case records and reports.
- Work cooperatively with other departments and outside agencies.

BEHAVIORAL HEALTH SITE COORDINATOR – 3

TRAINING AND EXPERIENCE

Minimum qualifications needed for this position:

One (1) year of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting

AND

One (1) year of experience in a supervisory capacity.

SPECIAL REQUIREMENTS

Must possess a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Director
VACANT

Interim Director
Unit Supervisor
Sharon Sousa

**Continuing Care
Coordinator**
Jacque Martinez-Blanton

**Administrative
Services Officer**
VACANT

Behavioral Health QA/QI Manager
Jessica McGill

MHSA
Coordinator
Kristy Pierson

**Unit Supervisor -
Nursing**
Eliza Fletcher

AOD Program Admin
Gary Sanderson

Unit Supervisor
Kathy Schwartz

Fiscal Officer
Kyle Hardee

**Information Systems
Technician**
Sam Schopplein

Office Supervisor
Nikki Smalley

**BH Supervising
Site Coordinator**
Heidi Clement

Behavioral Health
LVN
Jessica Ayotte

BH Therapist
I/II
Matt Ward

BH Therapist
I/II
VACANT

**BH Case Management
Specialist I/II/III**
Paige Connell

Management Analyst
Che Shannon

**Information Systems
Technician-Extra Help**
Jay Hemphill

**Clinical Records
Specialist**
Robert McGill

**BH Site
Coordinator**
Doug McClure

LVN
VACANT

BH Therapist
I/II
VACANT

BH Therapist
I/II
Eric Fletcher-Chavez

**BH Case Management
Specialist I/II/III**
Ingrid Tande

**Support Services
Technician
Sam Chandler**

**Case Management
Specialist I/II/III**
Anne Neilson

Administrative Assistant I/II
Amy Miller

<p>BH Site Coordinator</p> <p>VACANT</p>

BH Therapist
I/II
VACANT

BH Therapist
I/II
James Burkhalter

**BH Case Management
Specialist I/II/III**
Rich Johnston

**Support Services
Technician
VACANT**

BH Therapist
I/II
VACANT

Administrative Assistant I/II
VACANT

**BH Site
Coordinator
VACANT**

**BH Case Management
Specialist I/II/III
VACANT**

BH Therapist
I/II
Kegan Hood*

**BH Case Management
Specialist I/II/III
Ray Stivers**

**BH Case Management
Specialist I/II/III**
Jeff Achilles

<p>BH Therapist I/II Juanita Lamattina*</p>

**BH Case Management
Specialist I/II/III
VACANT**

**BH Case Management
Specialist I/II/III
Christina Caires**

Extra Help Therapist
Vacant

**BH Case Management
Specialist I/II/III
Madeline Bullion**

**Case Management
Specialist I/II/III
VACANT**

**BH Case Management
Specialist I/II/III
Sarah Hasse**

**BH Case Management
Specialist I/II/III**
Brittnee Wolfe

44- Funded and Allocated in 20/21
46- Allocated and Funded 22/23
14- Vacant Positions
(Pink boxes Extra Help)

Unit Supervisor
SMI
Vacant- In Budget



**PLUMAS COUNTY
BEHAVIORAL HEALTH DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Kyle Hardee, Department Fiscal Officer
MEETING DATE: January 3, 2023
SUBJECT: Authorize the interim Director of Behavioral Health to recruit and fill, funded and allocated, 1.0 FTE Behavioral Health Administrative Assistant.

Recommendation

Approve the filling of the funded and allocated position of 1.0 FTE Behavioral Health Administrative Assistant.

Background and Discussion

The Behavioral Health Department is requesting approval to fill the allocated and funded, 1.0 FTE Behavioral Health Administrative Assistant position. The position is fully funded and allocated in Department 70570 in the 2022-2023 budget.

This position would be filled without the use of any General Fund monies.

Action:

The Behavioral Health Department respectfully requests authorization to recruit and fill 1.0 FTE Behavioral Health Administrative Assistant.

Attachments:

1. CRITICAL STAFFING QUESTIONNAIRE Admin Assistant 12-15-22
2. BH ADMIN ASSISTANT
3. Org Chart 121422

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE
CURRENTLY ALLOCATED IN 22-23 BUDGET
1.0 FTE Behavioral Health Administrative Assistant

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the Behavioral Health Administrative Assistant position is a legitimate business justification due to the amount of financial and regulatory reporting required to be compliant with State of California.**
- Why is it critical that this position be filled at this time? **The increase in regulatory and fiscal reporting with the new CalAIM payment reform initiative requires additional personnel to complete.**
- How long has the position been vacant? **The position has been vacant since December 2020.**
- Can the department use other wages until the next budget cycle? **The position is fully funded for the current fiscal year.**
- What are staffing levels at other counties for similar departments and/or positions? **Other county behavioral health departments of similar size use a comparable number of Administrative Assistants.**
- What core function will be impacted without filling the position prior to July 1? **Without an Administrative Assistant fiscal and regulatory deadlines may not be met and additional strain will be placed on current staff to complete increased workload.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **Possible fines and delayed payments if deadlines are not met.**
- 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? **No impact is expected as funding is secure and ongoing.**
- 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? **No.**

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No General Fund monies support is required.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **Yes, the Department has an adequate reserve fund to cover emergency expenses if needed.**

BEHAVIORAL HEALTH ADMINISTRATIVE ASSISTANT I/II

DEFINITION

Under general supervision, to perform a full range of clerical duties in a clinical business office and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Behavioral Health Administrative Assistant I: This is an entry level class and the incumbent learns to perform a variety of clerical functions in the Behavioral Health Department relating to billing, admissions and patient representative work. Assist the public or other County staff with specialized Department procedures; to learn and provide a variety of information about Department policies and procedures; to perform a variety of technical and office support assignments; and to do related work as required. Incumbents in this class are expected to have substantial general office support and public assistance experience and be capable of quickly learning a specialized and technical support area. When sufficient knowledge has been demonstrated and experience requirements are met they may expect promotion to Behavioral Health Administrative Assistant II.

Behavioral Health Administrative Assistant II: This is an advanced level class in the administrative series. Incumbents perform a variety of specialized and confidential administrative, secretarial and clerical work requiring to perform multiple business office clerical functions in the Behavioral Health Department relating to billing, admissions and patient representative work. Processing financial claims to various vendors and hospitals. Assist the public or other County staff with specialized Department procedures; Provide a variety of information about Department policies and procedures; to perform a variety of technical and office support assignments; and to do related support work as required.

REPORTS TO

Behavioral Health Fiscal Officer and Department Administrative Services Officer.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 2

EXAMPLES OF DUTIES:

- Serves as an office receptionist greeting visitors and answering the telephone.
- Providing information and referring calls and visitors to appropriate staff.
- Interview patients to obtain financial, social, and medical information for admission and billing purposes.
- Reviews, evaluates, verifies, and enters admission documents and information into the electronic health record system (EHR).
- Evaluates medical and billing documents to determine charges, accuracy, completeness, and conformance with applicable rules and regulations.
- Tabulates and balances charges; investigates and resolves errors; obtains missing billing information from other medical records and/or patients.
- Determines insurance carrier for billing; figures proration of liability between patient, insurance carrier, Medi-Cal, Medicare, or Short-Doyle.
- Keeps a variety of financial, accounting, and statistical records.
- Answers routine questions from patients and insurance companies.
- Reviewing and determining file scanning classification. Scanning documentation into EHR.
- Database and records management.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 40 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; some variations in temperature and humidity; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, and equipment and business writing.
- Basic interviewing techniques.
- Practices and terminology used in clerical, accounting, and in a medical setting.

BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 3

Ability to:

- Make arithmetical computations of moderate difficulty.
- Ability to elicit information from patients related to admissions and billing.
- Learn computerized and manual private and program (Med-iCal and Medicare) regulations and insurance billing procedures.
- Interpret rules and regulations for patients and others.
- Ability to perform responsible, confidential, clerical work with speed and accuracy.
- Ability to monitor and control patient records to ensure required confidentiality, following HIPAA regulations.
- Use standard medical office equipment including electronic health record system.
- Ability to analyze situations accurately and adopt effective courses of action in emergencies.
- Deal effectively and tactfully with the public, staff, and other community members.
- Ability to learn new laws, regulations, and procedures pertaining to mental health, substance use case records and reports.
- Work cooperatively with other departments and outside agencies.
- Work independently in the absence of supervision.

TRAINING AND EXPERIENCE

Behavioral Health Administrative Assistant I:

- Equivalent to completion of the twelfth grade.
- At least two (2) years of responsible experience performing a variety of administrative and office work, including substantial experience in public contact. Education or work experience performing admissions, billing, and/or duties related to billing and collections work is highly desirable.
- Other combinations of education and experience may be considered.

Behavioral Health Administrative Assistant II:

- At least one (1) year of responsible experience performing a variety of administrative and office support work at a level equivalent to Behavioral Health Administrative Assistant I with Plumas County. At least one (1) year of experience performing admissions, billing, and/or duties related to billing and collections work.
- Special training and education in the business administration related fields is highly desirable.
- Other combinations of education and experience may be considered.

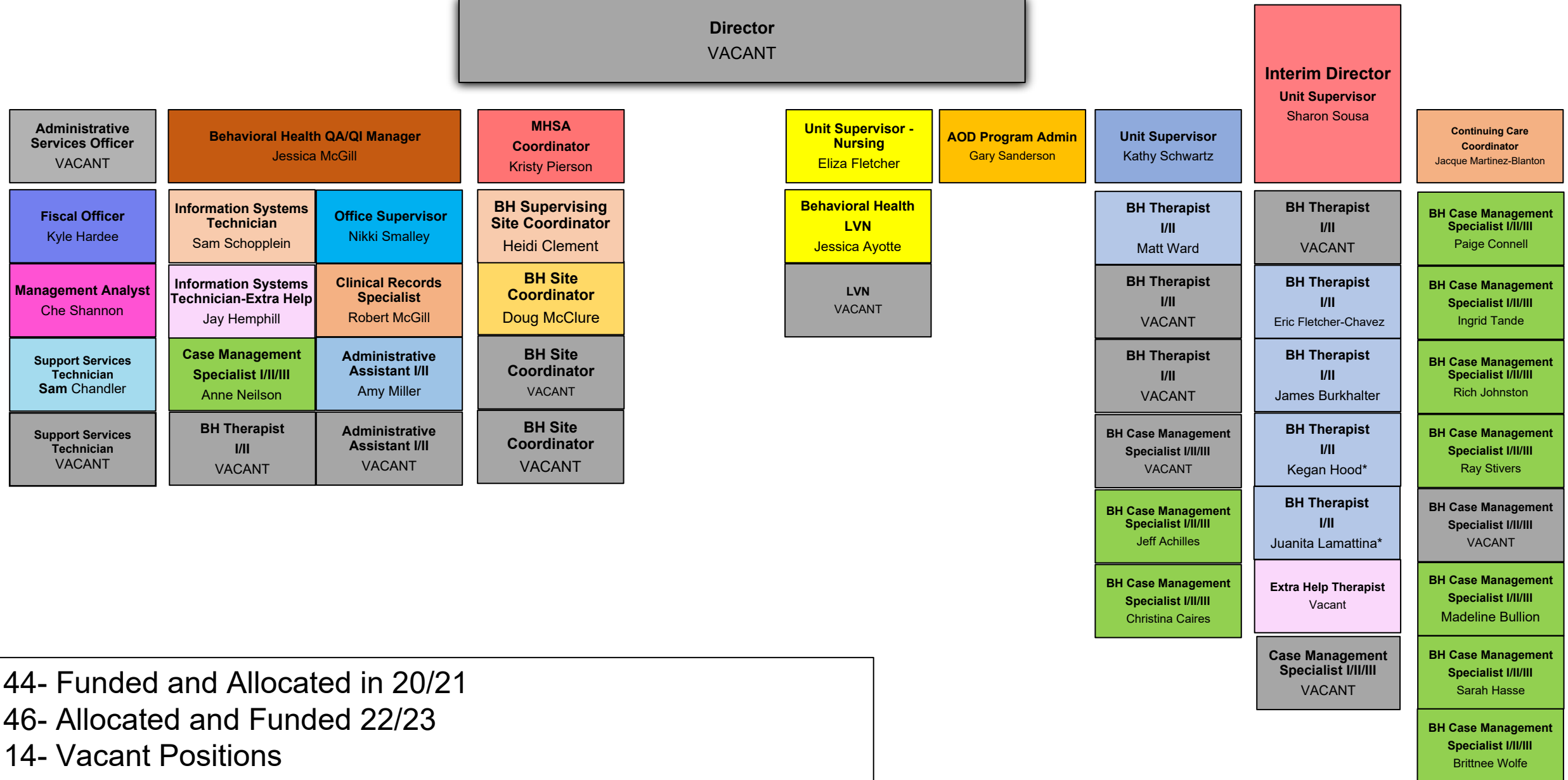
BEHAVIORAL HEALTH CLINIC ADMINISTRATIVE ASSISTANT – 4

SPECIAL REQUIREMENTS

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

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**Plumas County Behavioral Health Department
December 2022**



Unit Supervisor
SMI
Vacant- In Budget



OFFICE OF THE
COUNTY COUNSEL
COUNTY OF PLUMAS
Plumas County Courthouse
520 Main Street, Room 302
Quincy, California 95971-9115
Phone:(530) 283-6240 Fax: (530) 283-6116

GRETCHEN STUHR
COUNTY COUNSEL
SARA G. JAMES
DEPUTY COUNTY COUNSEL
JOSHUA BRECHTEL
DEPUTY COUNTY COUNSEL
KRISTINA ROGERS
PARALEGAL

January 3, 2022

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas

FROM: Gretchen Stuhr, *County Counsel*

SUBJECT: Approval of Public Defender Contract

Background:

The County Counsel's Office has been given the task of drafting a public defender contract with Robert Zernich for the temporary replacement of Stacey Montgomery.

Proposal:

The County Counsel's office would like the Board of Supervisors to approve and ratify the temporary replacement Public Defender contract with Robert Zernich, effective January 3, 2023.

Action:

It is recommended that the Board of Supervisors approve the attached Agreement.

END OF MEMORANDUM

orig

PLUMAS COUNTY
PUBLIC DEFENDER CONTRACT
For Attorney's Services Rendered
Under Court Appointment

WHEREAS, ROBERT ZERNICH, (hereafter "Attorney") and Plumas County, a political subdivision of the State of California (hereafter "County") seek to enter this contract; and,

WHEREAS, on January 3, 2023, the Plumas County Board of Supervisors considered and approved the terms and conditions that follow,

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. **Qualifications:** Attorney is qualified to practice law in California and to perform this contract. Nothing in this contract shall be construed to modify the Attorney's obligation to obey the Rules of Professional Conduct of the State Bar of California. County is authorized to enter this contract under Penal Code §987.2(b).

2. **Term of Contract:** This contract shall commence with an effective date of December 13, 2022 and end on April 3, 2023, unless terminated earlier in accordance with paragraph 13 below. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from December 13, 2022 to the date of approval of this Agreement by the Board of Supervisors.

3. **Attorney's Services:** Attorney's services shall be limited annually to approximately one-third (1/3rd) of the total appointments made by the County's courts and, more specifically, to one-third (1/3rd) of each type of case as described more fully in Paragraph 4, below. The Attorney acknowledges that one-third (1/3rd) is an approximation, and agrees not to refuse appointments on the ground of disproportionality, prior to conferring in good faith with the County Counsel or Superior Court Judges.

Attorney shall accept all assignments by the Court, where no conflict exists, for those matters enumerated in Government Code Section 27706 or as required by the laws of the United States and the State of California, except that Attorney is not obligated to represent defendants as excluded below:

(1) conservatorship cases; (2) state appellate court cases after filing of the notice of appeal and motion to appoint counsel per Penal Code Section 1240.1 [both misdemeanor and felony appeals are excluded]; (3) Family Support OSC Re: Contempt cases; (4) cases in which a violation of Penal Code Section 187 is charged; (5) Welfare and Institutions Code Section 300 cases; and (6) court scheduled probation status reviews and no more than two (2) pro per habeas corpus petitions per fiscal year.

4. **Appointment Process:** In order to ensure that the Attorney receives the correct one-third (1/3rd) proportion of cases annually, and to provide for alternative arrangements

 RL Attorney's Initials

County Initials _____

when the Attorney is unavailable, the following process shall be used:

(a) Monthly Reports on Appointments: By the fifteenth (15th) day of each month (e.g., January 15, February 15, etc.), the Attorney shall make a written report to the County Counsel, or such other County office designated as County's representative by the Board of Supervisors, identifying each court appointment for the prior month. Each appointment shall be categorized under one of four separate categories as follows: Felonies, Misdemeanors, Juvenile, Other. For each appointment there shall be stated the date of appointment, the case number, court, and the code section describing the charge or proceeding. If the Attorney does not timely make such written report, the County may withhold sums due to the Attorney until the Attorney delivers the late written report to the County.

(b) Monthly Report Summaries: County Counsel shall summarize the Attorney's monthly reports showing the total number of appointments in each of the four categories, and that number as a percentage of all appointments made to County's contract public defenders. This summary shall be forwarded promptly to the County's judges.

(c) Attorney Availability: The scheduling of court appointments shall be arranged between the Attorney and the Superior Court Judges according to the following criteria:

(1) The Attorney shall be available to receive court appointments. Recognizing that vacations, illness, or private law practice may cause unavailability from time to time, Attorney shall provide adequate prior notification of the Attorney's unavailability to the court, to the extent possible. Attorney shall arrange for a substitute attorney acceptable to the court to handle Attorney's calendar during the period of Attorney's unavailability. If a substitute for Attorney has been approved in advance by the court, then the substitute may be appointed in lieu of the Attorney, and this shall not be deemed a prohibited assignment of the contract. Attorney shall be responsible for any fees and expenses incurred by such substitute attorney, and Attorney is encouraged to negotiate in advance with such substitute attorney regarding these fees and expenses. Should Attorney not arrange for a substitute attorney during a period of unavailability, Attorney shall still be responsible for any fees and expenses incurred by an attorney or attorneys appointed by the court in Attorney's place.

(2) The Attorney shall coordinate with the County's other contract public defenders to ensure that at least one is present in court on law and motion days. If coordination cannot be arranged by and between the attorneys, the judge shall have the right under this contract to demand that the Attorney be present for a particular law and motion day.

(d) Court Use of Monthly Reports: In appointing defense counsel under this contract, the County's judges will use the County's monthly report summaries to permit each contract public defender the opportunity to attain his or her target percentage of service; provided, however, that the judges may also consider a variety of other factors such as: conflicts of interest; past representation of the same client; and the availability

123 Attorney's Initials

County Initials _____

of other contract public defenders.

(e) Default: In the event that the Attorney declines appointment or is unavailable for appointment without justification under this contract, and a substitute attorney is not provided at Attorney's cost pursuant to subparagraph (c)(1) above, then the court shall notify County of the Attorney's default in performance. The County may declare the default to be a material breach of this contract, and good cause for contract termination.

5. Cases Pending on Commencement of Contract: Public defender cases to which the Attorney was appointed by County's courts prior to January 3, 2022, shall continue to be handled by the Attorney and shall be included in the services for which compensation is made under this contract. If within the scope of services provided by this contract. Subject to appointment by the Court in such cases, Attorney agrees to take over the public defender caseload to which attorney Stacey Montgomery was appointed by the County's Courts prior to the effective date of this contract.

6. Compensation: The Attorney shall be compensated monthly on the first day of each month following the month when services are rendered, based on a rate of \$9,178.61 per month as the total compensation due Attorney under the contract. Compensation shall increase 1.5% each year thereafter. Except as set forth below, this monthly compensation is the total compensation due Attorney under the contract.

(a) Long Trials: For any trial exceeding five days, the Attorney shall be paid at the rate of \$57.50 per hour for all work after the fifth day.


(b) Complex Pretrial Preparation: For cases involving extraordinarily complex pretrial preparation, in excess of 20 hours, the Attorney may be entitled to additional compensation at the rate of \$57.50 per hour upon approval by the court. The Attorney shall be responsible for making and preserving records justifying the amount of additional compensation.

(c) Cases Transferred to Plumas County: The Attorney shall not be required to accept appointment to cases which have been transferred by another jurisdiction for trial in Plumas County, but the Attorney may accept such cases and be paid by the transferring court by agreement pursuant to Penal Code §987.2.

7. Expenses of County: The County shall pay for all services of a court reporter when such services are required by law. Subject to court approval, the County shall also pay all witness fees, including expert witnesses, laboratory services and forensic services. The costs of investigative personnel in non-routine cases, where there is prior court authorization, shall be paid by the County. Appointment of counsel other than the Attorney shall be an expense of the County when:

(a) The court finds that a case is so complex that it requires legal specialization the Attorney does not possess.

(b) The court finds a conflict of interest in appointing the Attorney.

 Attorney's Initials

(c) The court transfers venue outside of the County.

(d) The court substitutes another attorney to resolve a scheduling conflict in or between the courts.

8. **Private Practice:** The Attorney shall be permitted to engage in private practice to the extent that there is not substantial interference with performance of this contract. The Attorney shall be prohibited from privately representing any person who has previously appeared unrepresented in court on the same matter, who requested a court-appointed attorney and the Attorney declined to be appointed to the case.

9. **Client Reimbursement of County:** In relation to proceedings by the courts to obligate clients of court-appointed attorneys to reimburse some or all of the County's costs for provision of legal service, the Attorney shall:

(a) Comply with California Government Code section 27707; and,

(b) Advise the Court, in general, about how to raise the level of client reimbursements for public defender services.

10. **Independent Contractor:** The Attorney's relationship to the County is one of independent contractor and not employment. Attorney represents and warrants that Attorney is engaged in a profession described by California Labor Code section 2783 as a lawyer holding an active license from the State of California. Attorney represents and warrants that Attorney maintains a separate business location and has all required business licenses and tax registration, if any, in order to perform services under this Agreement. Attorney shall have the right to set his/her/its own hours and location of work, consistent with the nature of the services provided under this Agreement. Attorney shall determine the method, means and manner of performance of, but not limited to, such matters as outlined in this contract without restriction by County. County is interested only in the results to be achieved from Attorney's performance of the services. Attorney shall provide his/her/its own resources and equipment and direct their operation in all respects when necessary to perform these services. Notwithstanding this Agreement, Attorney shall have the right to provide the same or similar services to entities other than County without restriction, and holds themselves out as available to perform the same type of work. County shall have no authority, control, or liability regarding Attorney's performance or activities, before or after each instance, that Attorney may perform under this Agreement. Attorney 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 Attorney of any representation, warrant or agreement made by Attorney hereunder or arising out of Attorney's services.

11. **Insurance:** The Attorney shall be responsible at all times, during the term of this contract, for having professional malpractice insurance in an amount of at least \$100,000 per claim and \$300,000 for all claims made on an annual basis. If County requires higher coverage, County shall reimburse the Attorney for the additional cost. If legal developments in California reduce immunity from malpractice, and malpractice insurance costs for criminal work increase

 Attorney's Initials

County Initials _____

substantially, the Attorney may notify the County Administrator to open the contract to discuss an increase in compensation only to cover those cost increases.

12. **Termination of Contract:** Upon termination of this contract, the Attorney shall request the court to be relieved of pending cases except those set for trial. If the court denies a request, the Attorney shall be entitled to reasonable compensation for his or her services In that case, as determined by the court.

Either party may terminate this contract before its stated expiration after first serving on the other party notice of intent to terminate, at least sixty days prior to the date the termination will take effect; provided, that the County shall terminate only for good cause and shall offer an opportunity for a hearing on that issue before the Board of Supervisors or a Board-assigned hearing officer whose determination shall be final. Provided, however, that County shall terminate this contract if it is determined by the Superior Court that Attorney is not properly performing Attorney's duties hereunder, and County may terminate this contract immediately should the Plumas County Board of Supervisors fail to appropriate sufficient funds for this contract.

ATTORNEY
State of California

By  _____
Robert Zernich

By _____

Dated: _____

COUNTY OF PLUMAS


By _____
Chair
Board of Supervisors

ATTEST:

By: _____
Heidi White, Clerk of the Board

Approved as to form:

 12/29/22
Gretchen Stuhr
Plumas County Counsel

 Attorney's Initials

The Plumas County Superior Court has determined that the attorney listed above possesses the requisite ability to represent adequately indigent persons in the above-described matters before the Court. The Court has further determined that the compensation provided for herein constitutes reasonable compensation for assigned counsel in the above-described indigent cases. The judicial act of assigning counsel with knowledge of this contract shall constitute judicial approval and ratification of such reasonable compensation under the circumstances.

Dated: _____, 2022

PLUMAS COUNTY SUPERIOR COURT
By Hon. Douglas Prouty, Presiding Judge



**PLUMAS COUNTY
INFORMATION TECHNOLOGY DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Greg Ellingson, Director of Information Technology
MEETING DATE: January 3, 2023
SUBJECT: Approve and authorize the Chair to sign an Agreement between Plumas County IT department and CDW-G, LLC, to provide County network security; effective January 11, 2023; not to exceed \$38,963.00; approved as to form by County Counsel.

Recommendation

Approve and authorize the Chair to sign an Agreement between Plumas County IT department and CDW-G, LLC, to provide County network security

Background and Discussion

The contract to assist with county-wide network security between the Plumas County Informational Technology Department and CDW G is up for approval. As the Information Technology department has found the programs purchased previously under this contract to be extremely effective in enhancing network security, they would like to use this company again. Additionally, there is a strong desire to avoid any "gaps" in coverage.

The Agreement memorializes the parties' desire to enter into the Agreement memorializes the parties' desire to enter into a year-long agreement for CDW G to provide services that enhance our network security. The parties wish to continue the relationship for another year.

Action:

It is recommended that the Board of Supervisors Approve and authorize the Chair to sign an agreement between Plumas County IT department and CDW-G, LLC; effective January 11, 2023; not to exceed \$38,963.00; approved as to form by County Counsel.

Attachments:

1. PLUMAS COUNTY CDW-G Handoff Form 35308 Dec 22 2022

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Information Technology Department** (hereinafter referred to as "County"), and CDW Government LLC, an Illinois corporation

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit B, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit A, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Thirty Eight Thousand, Nine Hundred, Sixty Three Dollars (\$38,963.00).
3. Term. The term of this agreement shall be from the date of signing and for one year from the date of signing unless terminated earlier as provided herein.
4. 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 Contractor or furnish any other consideration under this Agreement and Contractor 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 Contractor 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. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
5. 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.
6. 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 Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all third-party 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 reasonable attorney's fees and court costs (hereinafter collectively referred to as "Claims"), for damage to tangible personal property, personal injury, or death, which are directly caused by any gross negligence or

willful misconduct of Contractor or its officers, employees, agents, contractors, licensees or servants, , whether active or passive of County Parties. Contractor 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.

7. Limitation of Liability. NEITHER CONTRACTOR NOR ITS AFFILIATES WILL BE LIABLE FOR LOST PROFITS, LOSS OF BUSINESS OR ANY CONSEQUENTIAL, SPECIAL, INDIRECT OR PUNITIVE DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY THIRD PARTY, WHETHER A CLAIM FOR ANY SUCH LIABILITY IS PREMISED UPON BREACH OF CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY OF LIABILITY. NEITHER CONTRACTOR NOR ITS AFFILIATES WILL BE LIABLE FOR PRODUCTS NOT BEING AVAILABLE FOR USE OR FOR LOST OR CORRUPTED DATA OR SOFTWARE. COUNTY AGREES THAT FOR ANY LIABILITY RELATED TO THE PURCHASE, DELIVERY OR USE OF PRODUCTS, NEITHER CONTRACTOR NOR ITS AFFILIATES WILL BE LIABLE OR RESPONSIBLE FOR ANY AMOUNT OF DAMAGES IN EXCESS OF THE DOLLAR AMOUNT PAID BY COUNTY FOR THE PRODUCT(S) OR SERVICES GIVING RISE TO THE CLAIM.
8. Licenses and Permits. Contractor 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 Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor 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 Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
9. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, 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, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
10. Business-to-Business Relationship. Contractor represents and warrants that Contractor is an individual acting as a sole proprietor, or a business entity formed as a partnership, limited liability company, limited liability partnership, or corporation (“business service provider”) that customarily provides services of the same nature as the services provided for County under this Agreement. Contractor represents and warrants that Contractor advertises these services to and contracts with entities other than County. 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 of, 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 the County without restriction. County shall have no authority, control, or liability regarding Contractor's performance or activities before or after each instance that Contractor may perform under this Agreement.

11. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
12. Non-discrimination. Contractor 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.
13. Choice of Law. The laws of the State of California shall govern this agreement.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.

County:

Information Technology
County of Plumas
520 Main St. Rm 211

Quincy, Ca 95971
Attention: Greg Ellingson

Contractor:

CDW-G
~~130 N. Milwaukee Ave.~~
130 N. Milwaukee Ave., Vernon Hills, IL 60061
Attention: Jeffrey Butchko

19. Time of the Essence. Reserved.
20. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
21. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, 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 Contractor 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.
22. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of Exhibit A (Crowdstrike Terms and Conditions) shall control, and the conflicting term of this agreement shall be given no effect.

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

CONTRACTOR:

CDW Government LLC, a corporation

By: Dario Bertocchi

Name: Dario Bertocchi

Title: Director, Program Sales

Date signed: Dec 22, 2022

By: _____

Name:

Title:

Date signed:

COUNTY:

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

By: _____

Name:

Title:

Date signed:

APPROVED AS TO FORM:

Joshua Brechtel
Plumas Deputy County Counsel

COUNTY:

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

By: _____

Name: Kevin Goss

Title: Chair, Board of Supervisors

Date signed: _____

ATTEST:

By: _____

Heidi White

Clerk of the Board of Supervisors

Signature Request & Handoff Form

Customer Information:

Company Name: PLUMAS COUNTY
SPS Account Number: 5913753
CDW Segment: State & Local
TTM Rev:
TTM GP:

Contract Details:

Effective Date: Dec 16 2022
Term: 24 months
Scope of Opportunity:
Contract Amount: 38,963
Price Program:
Rebate Program:
Freight Program:
CDW Contract Negotiator: Ryan Fisher
CDW Program Manager: Ben Estes

Issue Summary:

Payment Terms: 30
CDW Termination Right: Both
Assignment: Mutual
Limitation of Liability Cap: <\$250K
Limitation of Liability Carveouts:
Indemnification: Standard
Services Warranty Period:
Return Policy: Not Applicable

Acceptance Rights:

Governing Law:
Audit Rights: Standard
Liquidated Damages: No

Background Check / Drug Screening:

Subcontracting:
Most Favored Customers:

Security Breach Notification:
Privacy:

Confidentiality:
InfoSec / Data Privacy Requirements:
Time is of the Essence: No
Non-Solicitation:
IP Ownership:
Customer Policy Requirements:

Supplier Diversity Requirements:

Insurance Certificate Requirement: Yes
Insurance Certificate Requirement Details:
Mandatory Flowdowns:
International Scope:

Staging Requirements:
Service Levels:

Contract Approvers:

Approval Team	Approver
Program Management Approval Team	Ben Estes
Negotiations Completed Approval Team	Ryan Fisher

Additional Supporting Information:
Additional Concessions:

Handoff Notes:




OFFICE OF THE
COUNTY COUNSEL
COUNTY OF PLUMAS
Plumas County Courthouse
520 Main Street, Room 302
Quincy, California 95971-9115
Phone: (530) 283-6240 Fax: (530) 283-6116

GRETCHEN STUHR
COUNTY COUNSEL
SARA G. JAMES
DEPUTY COUNTY COUNSEL
JOSHUA BRECHTEL
DEPUTY COUNTY COUNSEL
KRISTINA ROGERS
PARALEGAL

December 16, 2022

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas

FROM: Gretchen Stuhr, *County Counsel*


SUBJECT: Approval of Agreement with Restoration Management Consulting Group, LLC ("RMC Group).

Background:

The Risk Management wishes to enter into an agreement for construction cost estimate with Restoration Management Consulting Group, LLC (RMC Group) to determine the estimated construction costs to rebuild the county facilities destroyed by the Dixie Fire in 2021. The information is needed to complete the insurance negotiations for payout on the county's claims. The total amount of the contract is not to exceed \$19,860.

Proposal:

Risk Management would like to enter into an Agreement signed with RMC Group, for a total amount not to exceed \$19,860.

Action:

It is recommended that the Board of Supervisors approve and authorize the Chair to sign the attached Agreement.

END OF MEMORANDUM

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Risk Management** (hereinafter referred to as "County"), and Restoration Management Consulting Group ("RMC Group"), a Kansas Limited Liability Company (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed nineteen thousand eight hundred and sixty Dollars (\$19,860.00).
3. Term. The term of this agreement shall be from August 22, 2022 through March 30, 2023, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by MRC Group. for August 22, 2022 to date of approval of this Agreement by the Board of Supervisors.
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 Contractor or furnish any other consideration under this Agreement and Contractor 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 Contractor 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. Contractor 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. Contractor 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. Contractor 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 Contractor 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 Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor 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. Contractor 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 Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor'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. Contractor'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 Contractor'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 Contractor 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, Contractor 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. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor 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 Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor 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 Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, 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, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Professional Services Contract. Contractor represents and warrants that Contractor customarily and regularly exercises discretion and independent judgment in the performance of the services, and that those services fall within those stated in California Labor Code section 2778. 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. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor 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. Contractor 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 Contractor.
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.

County:

Risk Management
County of Plumas
520 Main Street, Room 309
Quincy, CA 95971
Attention: Travis Goings

Contractor:

RMC Group
[Street address]
[City, state, zip]
Attention: [Name of contact person/official]

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 Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
26. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
 - b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
 - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
27. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, 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 Contractor 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.

28. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

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

CONTRACTOR:

RMC Group, a Kansas Limited Liability Company

By: _____
Name: Bill W. Sutter
Title: Manager
Date signed:

By: _____
Name:
Title:
Date signed:

COUNTY:

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

By: _____
Name: Kevin Goss
Title: Chair, Board of Supervisors
Date signed:

APPROVED AS TO FORM:

Gretchen Stuhr
Plumas County Counsel

EXHIBIT A

Scope of Work

See attached.

EXHIBIT B

Fee Schedule

See attached Assignment Budget



October 20, 2022

Assignment Project Budget

Client: Trindel Insurance

Insured: Plumas County

Claim #:

Insured Name:

Address: 520 Main Street, Room 302 Quincy, CA 95971

Assigned Consultant: Kevin Lahey

Title: Exec. Building Consultant

Contact Information: (818) 694-3328; k.lahey@rmcteam.com

Dear Gretchen Stuhr,

Thank you for the new assignment. As requested, below is an estimated budget for our services for the above noted assignment.

Scope of Assignment:

- Inspection of the impacted Building(s)
- Building (s) Scope determination
- RCV/ACV Building(s) Loss Determination
- Verbal and Written Reporting to include Photographs
- Reach agreed scope and RCV loss determination if/as directed

Estimated Consulting Budget:

Inspection Budget	\$	660.00
Reporting Budget	\$	4,290.00
Travel Time Budget	\$	3,630.00
Travel Hotels	\$	450.00
Travel Airline Round-Trip	\$	600.00
Travel Car Rental	\$	150.00
Per Diem	\$	150.00
Administrative Support	\$	200.00
Rental Equipment	\$	-
Subtotal	\$	9,930.00
Number of Consultants		2
Total Budget	\$	19,860.00

This estimate is "**Budgetary Only**" and actual invoicing for professional services to be rendered could change subjective to a timely resolution of the matter.



Please let us know if you have any questions. We appreciate your consideration of our services and look forward to working with you.

Sincerely,

Kevin Lahey
Exec. Building Consultant
RMC Group, LLC
(818) 694-3328
k.lahey@rmcteam.com



**PLUMAS COUNTY
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: John Mannle, Director of Public Works

MEETING DATE: January 3, 2023

SUBJECT: Approve and authorize the Chair to sign an Agreement between Plumas County Public Works department and the successful bidder, Ranch Fence, Inc. for fence repair work to be done at the Chester and Greenville Road Maintenance Yards; not to exceed \$73,461.00; approved as to form by County Counsel.

Recommendation

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Public Works Director and Chair of the Board of Supervisors to execute the attached Services Agreement with Ranch Fence, Inc., not to exceed \$73,461.00.

Background and Discussion

During the Dixie Fire of 2021, the Chester and Greenville Road Maintenance Yards sustained damages to the facility fencing. On October 20, 2022, Plumas County Public Works published a formal request for bids for repairs to the maintenance yards fences. On November 1, 2022, an addendum was published, modifying the bid opening date to November 10, 2022 and revising the plan sheet, adding additional fence length as well as specifying dimensions for end, corner and mid posts. Additionally, the addendum clarified language regarding proper filing of the bid sheet.

Bid documents were opened on Thursday, November 10, 2022, at 3:00 pm. The bids received were as follows:

Bidder	Amount
1	\$ 45,000.00
2	\$ 73,461.00
3	\$ 82,044.75
4	\$ 84,000.00
5	\$ 132,285.00

Ranch Fence, Inc. filed a formal protest to the bid results, citing that the apparent low bidder improperly filed their bid sheet. County Counsel advised that the protest was valid, and the contract should be awarded to the next lowest bidder. The apparent second lowest bidder was determined to be Ranch Fence, Inc. with a bid of \$73,461.00. The attached Service Agreement between Plumas County Public Works and Ranch Fence, Inc. was approved as to form by County Counsel.

The total compensation for this contract shall not exceed \$73,461.00. The source of funding for this contract is through FEMA reimbursement.

Action:

Approval to award contract to Ranch Fence, Inc. for fence repair work to be performed at the Chester and Greenville Road Maintenance Yards

Attachments:

1. 22-711 FINAL

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Department of Public Works** (hereinafter referred to as "County"), and **Ranch Fence, Inc., a California corporation** (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Seventy Three Thousand Four Hundred Sixty One Dollars (\$73,461.00).
3. Term. The term of this agreement shall be from the date of execution of this agreement through June 30, 2023, 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.
 - a. By County for Cause. The County may immediately terminate this Agreement for cause, upon written notice to Contractor, if Contractor (i) does not supply sufficient skilled workers or materials to ensure the timely and competent performance of the Work; (ii) fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between Contractor and the subcontractors; (iii) violates any law, ordinance, rule, regulation, or order of a public authority having jurisdiction over Contractor, the County, or this Agreement; or (iv) has committed any other substantial breach of this Agreement. If the County terminates this Agreement for cause, then Contractor shall not be entitled to receive further payment from the County other than for the value of the services and materials previously provided to the County under this Agreement.
 - b. County's Remedies. Upon terminating this Agreement for cause, County may, without prejudice to any other rights or remedies held by the County under this Agreement or applicable law, take possession of the site and all materials thereon owned by Contractor, and finish the Work by what whatever reasonable method the County deems appropriate. If the County's cost of finishing the Work under this paragraph exceeds the unpaid balance of the Contract Amount, Contractor shall pay the difference to the County. This obligation for payment shall survive the termination of this Agreement.
 - c. By County for Convenience. The County may, at any time, terminate this Agreement for convenience and without cause. After terminating this Agreement

for convenience, the County shall pay Contractor the value of the services and materials previously provided to the County under this Agreement as well as the costs incurred by Contractor by reason of such termination.

- d. By Contractor. If the County fails to make payment as provided in Exhibit B for a period of at least thirty (30) days after the date such payment is due and payable, then Contractor may, upon seven (7) additional days' written notice to the County, terminate this Agreement. Upon such termination, County shall pay Contractor for any Work performed prior to termination as well as the costs incurred by Contractor by reason of such termination.
5. County's Right to Stop and Correct Work. County may direct the Contractor in writing to stop performing the Work until Contractor corrects previously performed Work that is not in accordance with this Agreement, as determined by the County in its sole discretion. If Contractor does not commence and continue correction with diligence and promptness within seven (7) days after receiving written notice from the County to do so, the County may, without prejudice to any other rights or remedies held by the County under this Agreement or applicable law, correct the Work by what whatever reasonable method the County deems appropriate. In such case, the Contract Amount shall be adjusted to deduct the cost of this correction.
6. Supervision. Contractor shall supervise and direct the Work, using Contractor's best skill and attention. Contractor shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work. As soon as practicable after execution of this Agreement, Contractor shall furnish in writing to the County the names of any subcontractors or suppliers Contractor intends to engage in performance of the Work. Contractor shall not contract with any subcontractor or supplier to whom the County has made a timely and reasonable objection.
7. Labor and Materials. Unless otherwise provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform.
8. Warranty. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. Contractor shall, for a period of one year after substantial completion of the Work, correct Work not conforming to the requirements of this Agreement. If Contractor fails to correct nonconforming Work within a reasonable time, the County may correct the Work, and Contractor shall pay the cost of such correction to the County within fifteen (15) days of Contractor's receipt of County's

written request for such payment. This obligation for payment shall survive the termination of this Agreement.

9. Taxes. Contractor shall pay any sales, consumer, use, and similar taxes with respect to the materials and services furnished by Contractor under this Agreement.
10. Legal Notices. Contractor shall comply with any notices issued by any government agencies having jurisdiction over the Work. Contractor shall give any notices required by any government agencies having jurisdiction over the Work. If Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, then Contractor shall assume full responsibility for such Work and shall bear any costs attributable to such Work.
11. Use of Site. Contractor shall confine its operations at the Work site to areas permitted by law, ordinances, this Agreement, and the County.
12. Cutting and Patching. Contractor shall be responsible for any cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.
13. Clean Up. Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, Contractor shall remove its tools, equipment, machinery, and surplus material, and shall properly dispose of waste materials.
14. Changes in the Work. The County, without invalidating this Agreement, may approve changes in the Work within the general scope of this Agreement, consisting of additions, deletions, or other revisions. The Contract Amount and the time for completion of the Work under Section 3 shall be adjusted in writing to account for such changes, upon mutual agreement of the County and Contractor.
15. Delays in Performance. If Contractor is delayed at any time in the progress of the Work by fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond Contractor's control, then the time for completion of the Work under Section 3 shall be equitably adjusted.
16. Protection of Persons and Property. Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs, including all those required by law in connection with performance of the Work. Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees performing the Work, the Work itself and materials and equipment to be incorporated therein, and other property at the Work site or adjacent thereto. Contractor shall promptly remedy damage and loss to property caused in whole or in part by Contractor, its officers, employees, agents, contractors, licensees or servants.
17. Prevailing Wage. Contractor shall comply with all provisions of the California Public Contract Code and the California Labor Code, including, without limitation, payment of prevailing wage rates to all covered employees of Contractor and any subcontractors pursuant to California Labor Code Sections 1770 through 1780, inclusive. Pursuant to

Section 1773 of the California Labor Code, the general prevailing wage rates in the county in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wage rates for this project are in the book entitled, "Special Provisions, Notice to Contractors, Proposal and Contract." Addenda to modify wage rates, if necessary, will be issued to holders of the above referenced book. Future effective general prevailing wage rates, which have been predetermined, and are on file with the California Department of Industrial Relations, are referenced but not printed in the general prevailing wage rates. Pursuant to Section 1773.2 of the California Labor Code, General Prevailing Wage Rates included in the book entitled, "Special Provisions, Notice to Contractors. Proposal and Contract" shall be posted by Contractor at a prominent place at the site of the work.

18. Legal Compliance. Contractor 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.
19. 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 Contractor or furnish any other consideration under this Agreement and Contractor 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 Contractor 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. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
20. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor 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. Contractor 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.
21. 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.

22. 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 Contractor 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 Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor 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.
23. Insurance. Contractor 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 Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and

- iii. All of Contractor'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. Contractor'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 Contractor'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 Contractor 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, Contractor 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. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

- 24. Licenses and Permits. Contractor 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 Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor 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 Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
- 25. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, 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, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

26. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
27. Non-discrimination. Contractor 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.
28. Choice of Law. The laws of the State of California shall govern this agreement.
29. 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.
30. 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.
31. 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.
32. 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.
33. 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.
34. 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. Contractor 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 Contractor.
35. 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.

County:

Public Works
County of Plumas
1834 East Main Street
Quincy, CA, 95971
Attention: Andrew Hammond

Contractor:

Ranch Fence, Inc.
5071 Cole Road
Mariposa, CA, 95338
Attention: Courtney Twiss

36. 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.
37. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
38. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
39. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
 - a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

- b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
 - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
40. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, 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 Contractor 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.
41. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

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

CONTRACTOR:

Ranch Fence, Inc. a California corporation

By: _____

Courtney Twiss

President

Date signed:

By: _____

Jarrod Twiss

Chief Financial Officer

Date signed:

COUNTY:

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

By: _____

John Mannle, P.E.

Director of Public Works

Date signed:

By: _____

Kevin Goss

Chair of the Board of Supervisors

Date signed:

ATTEST:

By: _____

Heidi White

Clerk of the Board of Supervisors

Date Signed:

Approved as to form:



Joshua Brechtel
Deputy County Counsel I

12/19/2022

EXHIBIT A

Scope of Work

SPECIFICATION FOR SITE PERIMETER FENCING

1. GENERAL:

- 1.1. These specifications for the site perimeter fencing are for new fencing to add to partial fencing. Some vertical posts also need replacement. Fencing to be installed per the site plans and specifications and under the direction of the county resident engineer.

2. Dimensional Requirements:

- 2.1. All fencing to be 7 feet tall with 3 strand barbed wire.
- 2.2. Truss rod must be steel and have a diameter of at least ¼ inch.
- 2.3. Stretcher bar must be at least ¼ by ¾ inch.
- 2.4. Stretcher bar band must be at least 1/8 by ¾ inch.
- 2.5. End/corner posts to be 2-7/8 inch diameter minimum.
- 2.6. Mid posts to be 2-3/8 inch diameter minimum.

3. DRAWINGS:

- 3.1. See site plan drawing and fence and gate details drawing.

4. TECHNICAL SPECIFICATIONS: Materials shall meet or exceed the following:

- 4.1. Posts and Braces to be commercial-quality weldable steel
 - 4.1.1. AASHTO M181, type 1
 - 4.1.2. ASTM F1043, group IA, regular grade
 - 4.1.3. Galvanize per ASTM A53/A53M, minimum 1.2 oz/ sq ft of surface area
- 4.2. Chain link fabric
 - 4.2.1. AASHTO M181, type 1
 - 4.2.2. Galvanize per ASTM A653/A653M, coating designation G210 or ASTM A123/A123M minimum 1.2 oz/ sq ft of surface area
- 4.3. Tension wires, tie wires, Hog Rings, and post clips
 - 4.3.1. Galvanize under ASTM A116, coatings class 3
- 4.4. Turnbuckles and truss lighteners
 - 4.4.1. Commercial quality steel or malleable iron
 - 4.4.2. Must have equal tensile strength to the truss rod
- 4.5. Concrete post footings
 - 4.5.1. Bag concrete mix, 2500 psi minimum compressive strength
 - 4.5.2. Post footing concrete to be site mixed
- 4.6. Post holes
 - 4.6.1. Post hole soil to be stockpiled on site
- 4.7. Privacy slats
 - 4.7.1. Privacy slats shall be 1-3/32 inch wide minimum, forest green in color with matching color bottom channel. UVA and UVB resistant.

EXHIBIT B

Fee Schedule

1. The Contract Amount, including authorized adjustments, is the maximum amount payable by the County to Contractor for performance of the Work under this Agreement. No additional amounts will be paid to Contractor for performance of the Work except as expressly stated in this Agreement.
2. Notwithstanding anything to the contrary in this Agreement, County shall make a single payment for all Work performed by Contractor following (i) completion of the Work by Contractor, (ii) satisfaction of Paragraph 6 of this Exhibit B, and (iii) invoice by Contractor to the County. If Paragraph 6 of this Exhibit B has been satisfied, then the County shall pay the Contract Amount, as adjusted pursuant to Section 15 of this Agreement, to Contractor within thirty (30) days of County's receipt of Contractor's invoice.
3. Upon completion of a service requested by the County pursuant to this Agreement, Contractor shall provide a written invoice to the County detailing the services performed and the amounts due for such services. The County shall pay any undisputed amount invoiced within thirty (30) days of County's receipt of Contractor's invoice.
4. The County shall not have any responsibility to make payments to any subcontractor or supplier.
5. Any payment to Contractor or any partial or entire use or occupancy of the Work by the County shall not constitute acceptance of Work not in accordance with the requirements of this Agreement.
6. Acceptance of payment by Contractor, a subcontractor, or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of payment.

BID SHEET

(Revised November 1, 2022)

Provide bid cost for perimeter chain link fencing installed per the plans and specifications. Cost should include all labor, equipment costs, fees, services and all applicable taxes.

The Plumas County Board of Supervisors reserves the right to reject any and all bids.

To evaluate your proposal capabilities, please furnish a total cost:

2022 Maintenance Yard Fence Repairs

Bid Item (Furnished and installed, complete and in place.)	Quantity lf (linear feet)	Unit Price	Total Price
Replace fencing at the Greenville Maintenance Yard with privacy slats (235 lf) Replace 407 lf of barbed wire Replace 14 posts	407	\$70.50	\$28,693.50
Replace fencing at the Chester Maintenance Yard (no privacy slats) (635 lf) Replace 32 posts	635	\$70.50	\$44,767.50
		Total:	\$73,461.00



**PLUMAS COUNTY
PUBLIC HEALTH AGENCY
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors
FROM: Audrey Rice, Administrator Assistant II
MEETING DATE: January 3, 2023
SUBJECT: Approve and authorize the Public Health Director to recruit and fill; funded and allocated; one (1) FTE Admin Assistant I/II or Office Assistant I/II/III position, vacancy due to resignation.

Recommendation

The Director of Public Health respectfully recommends that the Board or Supervisors authorize the department to fill the vacancy of one (1) FTE Admin Assistant I/II or Office Assistant I/II/III in the Public Health Department.

Background and Discussion

Effective December 16, 2022, the Admin Assistant I/II or Office Assistant I/II/III of Public Health has resigned. The Department is requesting to fill this vacancy.

Fiscal Impact:

This position is able to be funded as allocated in the FY22/23 Public Health budget.

The appropriate Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

Action:

Approve and authorize the Public Health Director to recruit and fill; funded and allocated; one (1) FTE Admin Assistant I/II or Office Assistant I/II/III position.

Attachments:

1. Critical Staffing Request Admin Assistant_Office Assistant
2. Organizational Chart

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Admin Assistant/Office Assistant – Veteran Services Department, Public Health Agency

- Is there a legitimate business, statutory or financial justification to fill the position?
Administrative Assistants and Office Assistants are the workforce for administrative services, which supports the operations unit of the Department.
- Why is it critical that this position be filled at this time?
Admin Assistants/Office Assistants provide consistent financial and administrative support for the Department, and a prolonged vacancy can negatively impact the performance of the Department.
- How long has the position been vacant?
This is a new position that has been created out of necessity, as others in the Department have been filling the need and it has become detrimental to their own job responsibilities.
- Can the department use other wages until the next budget cycle?
The department's wage and benefits portion of the 22/23 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. However, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1? **N/A**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments?
There is no fiscal impact to the General Fund as this position will be funded through a Cal Vet increase in county funding. Cal Vet has assured the California Association of Veteran Service Officers that this increase will continue into the foreseeable future.
- 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? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No change in General Fund support since this funded externally.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

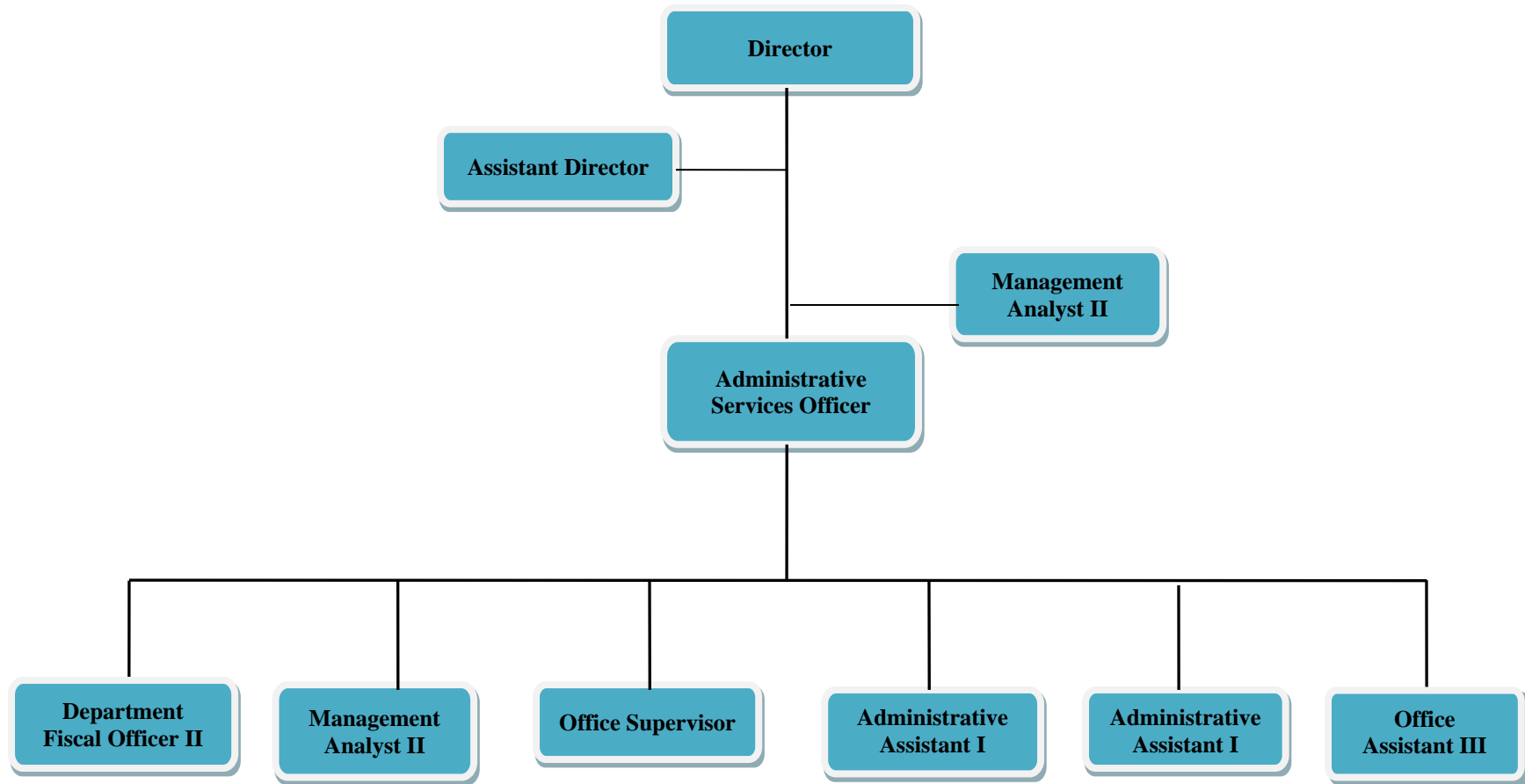
FY18/19 = \$582,102

FY19/20 = \$1410,133

FY20/21 = \$1421,255

**PLUMAS COUNTY PUBLIC HEALTH AGENCY
ADMINISTRATION & FISCAL SERVICES DIVISION**

1





**PLUMAS COUNTY
PUBLIC HEALTH AGENCY
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Audrey Rice, Administrator Assistant II

MEETING DATE: January 3, 2023

SUBJECT: Approve and authorize the Chair of the Board of Supervisors to sign two (2) certification statements from the California Department of Health Care Services for the Child Health and Disability Prevention Program; the Health Care Program for Children in Foster Care; approved as to form by County Counsel.

Recommendation

The Director of Public Health respectfully recommends that the board approve and direct the Chair to sign the required certification statements for the HCPCFC and CHDP programs on behalf of Plumas County.

Background and Discussion

As the Board is aware, the Plumas County Public Health Agency delivers various clinical and health education programs for residents of Plumas County on behalf of several state and federal agencies.

The Agency is receiving funds from the California Department of Health Care Services (DHCS) to administer the Health Care Program for Children in Foster Care (HCPCFC) and the Child Health and Disability Program (CHDP). To receive these funds, PCPHA and Plumas County must certify that we will adhere to the mandated requirements and scope of work for the programs. Among other requirements, for HCPCFC we are mandated to monitor and assist Child Protective Services in the medical and educational care of foster children, and for CHDP we must monitor and assist health care facilities in well-child checks and assure that the required services and referrals are done and followed up.

This package contains the budget, scope of work and signature pages for both programs, which have been approved as to form by County Counsel.

Action:

Approve and direct the Chair of the Board of Supervisors to sign two (2) certification statements from the California Department of Health Care Services for the Child Health and Disability Prevention Program; the Health Care Program for Children in Foster Care.

Attachments:

1. Health Care Program for Children in Foster Care Certification Statement & HCPCFC Program Letter
2. Child Health and Disability Prevention Program Certification Statement & CHDP Program Letter
3. Agency Description FY22_23



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

**Health Care Program for Children in Foster Care
Certification Statement**

County/City: Plumas

Fiscal Year: 2022-23

I certify that the Health Care Program for Children in Foster Care (HCPCFC) will comply with all applicable state and federal and state laws and regulations, including all federal laws and regulations governing recipients of federal funds granted to states for medical assistance pursuant to Title XIX of the Social Security Act (42 U.S.C. Section 1396 et seq.). I further certify that the HCPCFC will comply with all rules promulgated by DHCS pursuant to these authorities, including the Integrated Systems of Care Plan and Fiscal Guidelines Manual. I further agree that this HCPCFC may be subject to sanctions or other remedies if this HCPCFC violates any of the above.

Signature of HCPCFC Director/County Authorized
Representative

12/16/22

Date Signed

Signature of Director or Health Officer

12/16/22

Date Signed

Signature and Title of Other – Optional

Date Signed

I certify that this plan has been approved by the local governing body.

Signature of Local Governing Body Chairperson

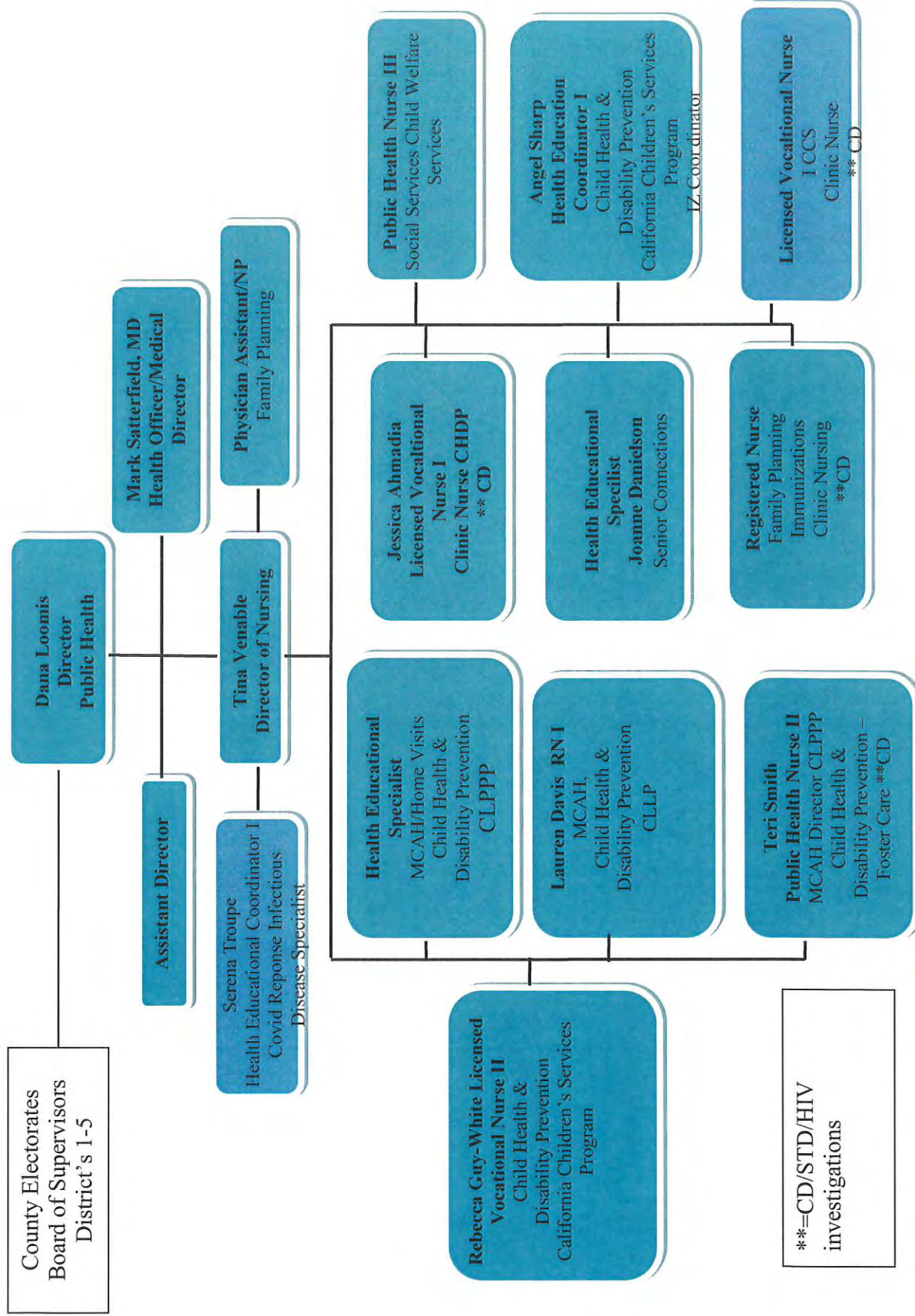
Date Signed

Health Care Program for Children in Foster Care Plan and Budget Reporting Checklist

	<i>Page Number</i>
1. HCPCFC Plan and Budget Reporting Checklist	1
2. HCPCFC Certification Statement	2
3. HCPCFC Organizational Chart	3
4. HCPCFC MOU with Local Child Welfare/Social Services	N/A
5. HCPCFC Probation IA	N/A
6. If Applicable:	
a. Contractor Equipment Purchased with DHCS Funds Form (DHCS1203)	
b. Inventory/Disposition of DHCS Funded Equipment Form (DHCS1204)	
c. Property Survey Report Form (STD 152)	
7. HCPCFC Plan and Budget Reporting Spreadsheet	
a. Agency Information Sheet	4
b. Memorandum of Understanding and Interagency Agreement List	
c. HCPCFC Incumbent List	6
d. HCPCFC Budgets	
i. Base	7
– Summary and Worksheet	8
– Budget Narrative	
ii. Psychotropic Medication Monitoring and Oversight	
– Summary and Worksheet	
– Budget Narrative	
iii. Caseload Relief	
– Summary and Worksheet	
– Budget Narrative	
iv. Optional County/City - Federal Match	
– Summary and Worksheet	
– Budget Narrative	

PLUMAS COUNTY PUBLIC HEALTH AGENCY CLINIC & NURSING SERVICES DIVISION

3





MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services

**Health Care Program for Children in Foster Care
Agency Information**



GAVIN NEWSOM
GOVERNOR

County/City:	Plumas	Fiscal Year:	2022-23
Official Agency			
Street Address:	270 County Hospital Road St	Health Officer:	Dr. Mark Satterfield
City:	Quincy	Local HCPCFC	
Zip Code:	95947	Central Inbox:	
Parent Agency Director (if applicable)			
Name:		Street Address:	
Phone:		City:	
Email:		Zip Code:	
Authorized HCPCFC Program Administrative Representative			
Name:	Tina Venable	Street Address:	270 County Hospital Rd Ste 206
Phone:	530-283-6330	City:	Quincy
Email:	tinavenable@countyofplumas.	Zip Code:	95947
Clerk of the Board of Supervisors or City Council			
Name:	Heidi White	Street Address:	520 Main Street Rm 309
Phone:	530-283-6170	City:	Quincy
Email:	pcbs@countyofplumas.com	Zip Code:	95947
Director of Social Services Agency			
Name:	Neal Caiazzo	Street Address:	270 County Hospital Rd Ste 207
Phone:	530-283-6463	City:	Quincy
Email:	nealcaiazzo@countyofplumas	Zip Code:	95947
Chief Probation Officer			
Name:	Keevan Allred	Street Address:	270 County Hospital Rd Ste 128
Phone:	530-283-6200	City:	Quincy
Email:	keevanallred@countyofpluma	Zip Code:	95947



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services

**Health Care Program for Children in Foster Care
Incumbent List**



GAVIN NEWSOM
GOVERNOR

County/City:	Plumas	Fiscal Year:	2022-23
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List all Health Care Program for Children in Foster Care staff.

HCPFCF staffing is limited to Public Health Nurses and their Direct Support Staff. By selecting "Yes" you certify that this individuals Civil Service Classification and Duty Statement meet the requirements outlined in Section 8 of the Plan and Fiscal Guidelines for the position selected. Please enter Vacant positions, including Title.

	Name	Title	Direct Support Staff	PHN	Total % FTE as Supervising PHN	Email Address	Other Programs (with FTE % each)
1	Therese Smith	PHN		Yes	12%	terrismith@countyofplumas.ca.gov	.25 MCAH, .63 Other
2	Tina Venable	DON		Yes	2%	tinavenable@countyofplumas.ca.gov	.01 MCAH, .02 CHDP, .993 Other
3							
4							
5							
6							
7							
8							
9							
10							
	(Insert additional lines as needed)						



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services

Health Care Program for Children in Foster Care
Budget Worksheet



GAVIN NEWSOM
GOVERNOR

State/Federal Funding Source:	Base
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County/City Name:	Plumas	Fiscal Year:	2022-23
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Column	1A	1B	1	2A	2	3A	3
Category/Line Item	Total Base FTE %	Annual Salary	Total Budget	Enhanced FTE %	Enhanced (25/75)	Non-Enhanced FTE %	Non-Enhanced (50/50)
I. Personnel Expenses							
# Name							
1 Therese Smith	12%	\$128,168	\$15,380	100%	\$15,380	0%	\$0
2 Tina Venable	2%	\$215,057	\$4,301	100%	\$4,301	0%	\$0
3			\$0		\$0	100%	\$0
4			\$0		\$0	100%	\$0
5			\$0		\$0	100%	\$0
6			\$0		\$0	100%	\$0
7			\$0		\$0	100%	\$0
8			\$0		\$0	100%	\$0
9			\$0		\$0	100%	\$0
10			\$0		\$0	100%	\$0
(insert additional rows as needed)			\$0		\$0	100%	\$0
Total PHN FTE %	0%			0%		0%	
Total Direct Support Staff FTE %	0%			0%		0%	
Net Salaries and Wages			\$19,681		\$19,681		\$0
Staff Benefits (Specify %) 0%			\$0		\$0		\$0
I. Total Personnel Expenses			\$19,681		\$19,681		\$0
II. Operating Expenses							
1. Travel			\$150	100%	\$150	0%	\$0
2. Training			\$0	0%	\$0	0%	\$0
II. Total Operating Expenses			\$150		\$150		\$0
III. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %) 10%			\$1,983				\$0
IV. Total Indirect Expenses			\$1,983				\$0
V. Total Other Expenses							
Budget Grand Total			\$21,814		\$19,831		\$0

Prepared By: <i>DeLena Jones</i>	Sign	DeLena Jones	DFO II	7/20/2022	delenajones@countyofplumas.com
<i>Tina Venable</i>	Sign	Tina Venable	DON	7/20/2022	tinavenable@countyofplumas.com
Authorized HCPCFC	Sign	Print	Title	Date	Email
Program Representative:					

Budget Summary tables can be found on the "Summary Tables" sheet of this workbook.



MICHELLE BAASS
DIRECTOR

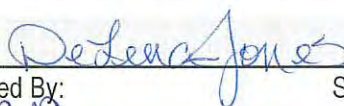

State of California—Health and Human Services Agency
Department of Health Care Services

**Health Care Program for Children in Foster Care
Budget Narrative**



GAVIN NEWSOM
GOVERNOR

State/Federal Funding Source:		Base	
County/City Name: Plumas		Fiscal Year: 2022-23	
I. Personnel Expenses Identify and Explain Any Changes in Personnel/Personnel Expenses			
II. Operating Expenses Identify and Explain All Operating Expense Line Items			
Travel:	Includes travel for local and regional meetings, vehicle use, and meals		
Training:			
III. Capital Expenses <i>cannot be included in this budget</i>			
IV. Indirect Expenses <i>Indirect External Expenses cannot be included in this budget</i> Identify and Explain All Indirect Expense Line Items			
Internal:	Program share of internal overhead costs based on the Public Health Agency's internal cost plan		
V. Other Expenses <i>cannot be included in this budget</i>			

Prepared By:		DeLena Jones	12/6/22	ajones@countyofpluma
	Sign	Print	Title	Email
		Tina Venable	12/6/22	venable@countyofplumas.
Authorized HCPCFC Program Representative:	Sign	Print	Title	Email



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

DATE: June 22nd, 2022

HPCFC Program Letter No.: 22-01

TO: Health Care Program for Children in Foster Care Program Administrators and
Department of Health Care Services Staff

SUBJECT: Fiscal Year 2022-2023 Allocation for the Health Care Program for Children
in Foster Care

The purpose of this letter is to provide Health Care Programs for Children in Foster Care (HPCFC) with their individual Fiscal Year (FY) 2022-2023 State General Fund (SGF) allocations. Detailed plan and budget information may be found in the Integrated Systems of Care Division (ISCD) Plan and Fiscal Guidelines (PFG).

This program letter serves as each local program's approved state HPCFC administrative budget and enables each local program to use this letter to develop its budget. There will be no budget approval letters issued from ISCD. Local programs that have previously utilized budget approval letters to submit to the county's authorized personnel will be able to utilize the attached allocation notice as documentation and verification of the SGF allocated. Each local program remains responsible for overseeing and tracking its administrative budget expenditures. Each local program is authorized to spend up to the amount designated in the attached funding allocation table.

Acceptance of allocated funds constitutes an agreement that the receiving local program and its agency will comply with all federal and state requirements pertaining to the HPCFC program and adhere to all applicable policies and procedures set forth by the Department of Health Care Services.

Periodically, the federal program responsible for oversight of the Medicaid program and related state administrative expenditures, will conduct programmatic audits. Finding of a federal audit exception and subsequent liability for repayment of federal Medicaid funds related to the HPCFC program audit exception, are the exclusive and sole responsibility of each local program.

HCPCFC programs must maintain an audit file. At a minimum this audit file should include:

1. Documentation on required time studies, performed during one or more representative months of the fiscal quarter for each budgeted position claimed under Federal Financial Participation (FFP).
2. Documentation in support of training and travel costs and other claimed operational expenditures.
3. Documentation in support of claimed internal and external overhead costs.

Counties should maintain and be able to produce the audit file to State and Federal regulators within seven (7) calendar days of a request.

Reporting Procedures

PFG required plan and budget reporting must be submitted electronically to the [ISCD Budget Portal](#), no later than 60 days from July 1st, 2022. In FY 2022-2023 Child Health and Disability Prevention, California Children's Services, and HCPCFC plan and budget reporting will be submitted individually. Local programs should submit their completed FY 2022-2023 HCPCFC Plan and Budget Reporting Package to the [ISCD Budget Portal](#), utilizing the reporting templates attached to this letter, as two documents:

1. One PDF document, which includes all indicated signatures.
and
2. One Excel workbook, as provided in Attachment 4B.

Contact Information

Requests for current ISCD PFG, programmatic guidance, and clarification of reporting requirements may be directed to the central program inbox: HCPCFC@dhcs.ca.gov. Questions regarding the ISCD Budget Portal may be directed to: dhcsscdadmin@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY JOSEPH BILLINGSLEY

Joseph Billingsley, Assistant Deputy Director
Integrated Systems of Care Division



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services




GAVIN NEWSOM
GOVERNOR

**Child Health and Disability Prevention Program
Certification Statement**

County/City: Plumas

Fiscal Year: 2022-23

I certify that the CHDP Program will comply with all applicable provisions of Health and Safety Code, Division 106, Part 2, Chapter 3, Article 6 (commencing with Section 124025), Welfare and Institutions Code, Division 9, Part 3, Chapters 7 and 8 (commencing with Section 14000 and 14200), Welfare and Institutions Code Section 16970, and any applicable rules or regulations promulgated by DHCS pursuant to that Article, those Chapters, and that section. I further certify that this CHDP Program will comply with the Integrated Systems of Care Plan and Fiscal Guidelines Manual, including but not limited to, Section 9 Federal Financial Participation. I further certify that this CHDP Program will comply with all federal laws and regulations governing and regulating recipients of funds granted to states for medical assistance pursuant to Title XIX of the Social Security Act (42 U.S.C. Section 1396 et seq.). I further agree that this CHDP Program may be subject to all sanctions or other remedies applicable if this CHDP Program violates any of the above laws, regulations and policies with which it has certified it will comply.



Signature of CHDP Director/Deputy Director

12-6-22

Date Signed

Signature and Title of Other – Optional

Date Signed

I certify that this plan has been approved by the local governing body.

Signature of Local Governing Body Chairperson

Date Signed



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

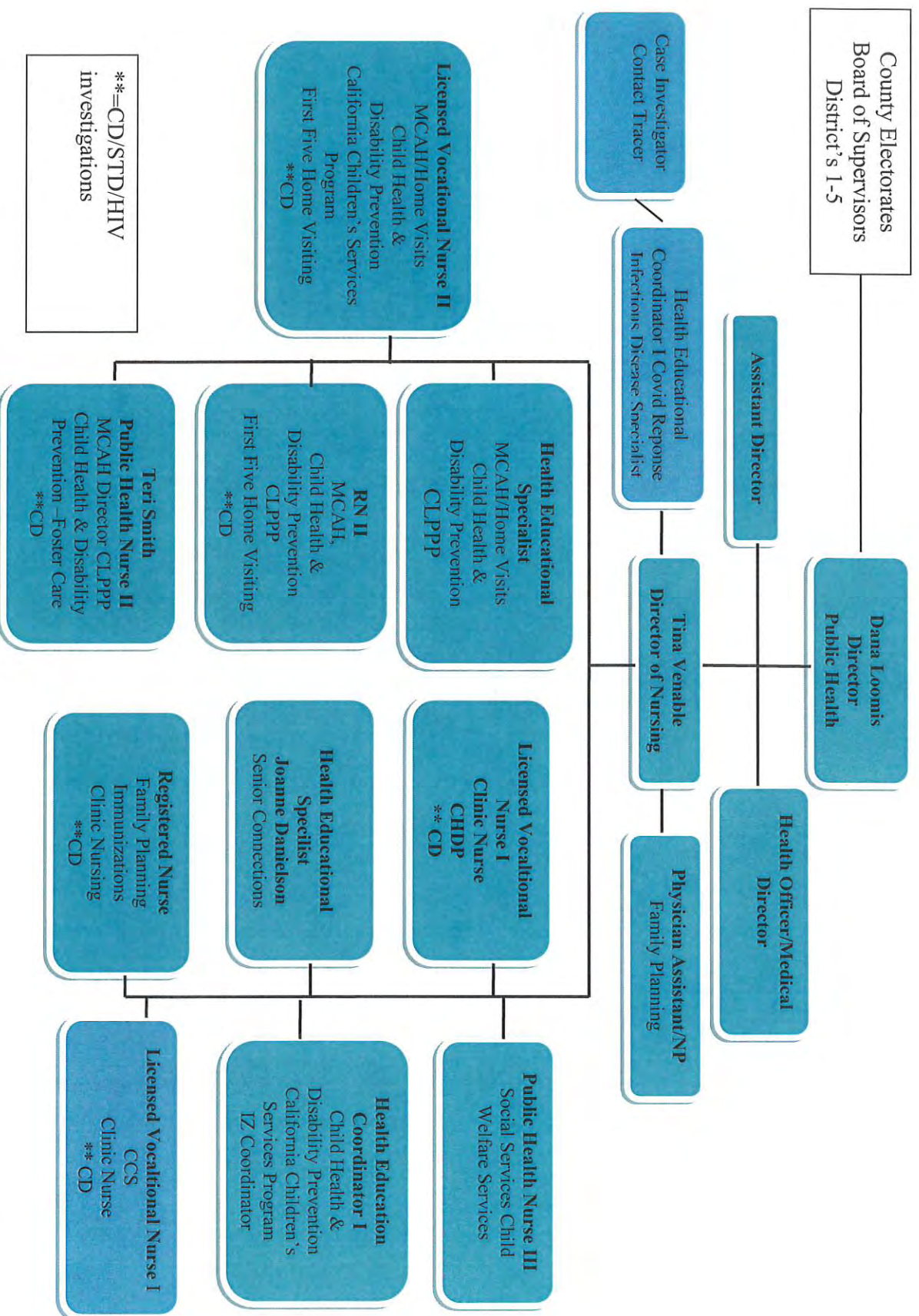
Child Health and Disability Prevention Program Plan and Budget Reporting Checklist

County/City: Plumas	Fiscal Year: 2022-23	Page Number
1. CHDP Plan and Budget Reporting Checklist		1
2. CHDP Certification Statement		2
3. CHDP Organizational Chart		3
4. CHDP New or Revise Memorandum of Understanding and Inter-agency Agreements		N/A
5. If Applicable:		
a. Contractor Equipment Purchased with DHCS Funds Form (DHCS1203)		
b. Inventory/Disposition of DHCS Funded Equipment Form (DHCS1204)		
c. Property Survey Report Form (STD 152)		
6. CHDP Plan and Budget Reporting Spreadsheet		
a. Agency Information Sheet		4
b. CHDP Memorandum of Understanding and Inter-agency Agreement List		N/A
c. CHDP Incumbent List		5
d. CHDP Budget		
i. CHDP Administrative Budget		
– Summary and Worksheet		6
– Budget Narrative		7
ii. Optional County/City - Federal Match Budget		
– Summary and Worksheet		
– Budget Narrative		

All items listed here should be submitted to the ISCD Budget Portal as one signed PDF document. In addition, Excel worksheet components of this reporting package should also be submitted as one document. Detailed instruction for each item listed can be found in the Integrated Systems of Care Division Plan and Fiscal Guidelines.

PLUMAS COUNTY PUBLIC HEALTH AGENCY CLINIC & NURSING SERVICES DIVISION

3





State of California—Health and Human Services Agency
Department of Health Care Services

**Child Health and Disability Prevention
 Agency Information**



County/City:	Plumas	Fiscal Year:	2022-23
Official Agency			
Street Address:	270 County Hospital Road St	Health Officer:	Dr. Mark Satterfield
City:	Quincy	Local CHDP	
Zip Code:	95947	Central Inbox:	
CMS Director (if applicable)			
Name:		Street Address:	
Phone:		City:	
Email:		Zip Code:	
CHDP Director			
Name:	Tina Venable	Street Address:	270 County Hospital Rd Ste 206
Phone:	530-283-6330	City:	Quincy
Email:	tinavenable@countyofplumas.	Zip Code:	95947
CHDP Deputy Director			
Name:	Rebecca Guy-White	Street Address:	Same
Phone:	530-283-6362	City:	
Email:	rebeccaguywhite@countyofplu	Zip Code:	
Clerk of the Board of Supervisors or City Council			
Name:	Heidi White	Street Address:	520 Main Street Rm 309
Phone:	530-283-6170	City:	Quincy
Email:	pcbs@countyofplumas.com	Zip Code:	95947



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services

**Child Health and Disability Prevention
Incumbent List**



GAVIN NEWSOM
GOVERNOR

County/City:	Plumas	Fiscal Year:	2022-23
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List all Child Health and Disability Prevention staff. <i>Please include applicable vacant positions, including title.</i>			
	Name	Title	Email Address
1	Rebecca Guy-White	LVN II	rebeccaguy-white@countyofplumas.com
2	Jessica Ahmadi	LVN I	jessicaahmadi@countyofplumas.com
3	Lauren Davis	RN I	laurendavis@countyofplumas.com
4	Tina Venable	DON	tinavenable@countyofplumas.com
5	Elizabeth Soder	Office Assistant III	lizsoder@countyofplumas.com
6	DeLena Jones	DFO II	delenajones@countyofplumas.com
7			
8			
9			
10			
	(Insert additional lines as needed)		

Other Programs (with FTE % each)
.3 CCS, .4 Other
.2 MCAH, .825 Other
.2 MCAH, .72 Other
.01 MCAH, .02 HCPCFC, .02 CCS, .93 Other
.26 MCAH, .24 Other
.05 MCAH, .1 CCS, .75 Other



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services

Child Health and Disability Prevention
Budget Worksheet



GAVIN NEWSOM
GOVERNOR

State/Federal Funding Source:		Base									
County/City Name:	Plumas	Fiscal Year: 2022-23									
Column	1A	1B	1	4A	4	5A	5	2A	2	3A	3
Category/Line Item	Total Base FTE %	Annual Salary	Total Budget	Enhanced FTE %	Enhanced (25/75)	Non-Enhanced FTE %	Non-Enhanced (50/50)	CHDP %	Total CHDP Budget	Medi-Cal %	Total Medi-Cal Budget
I. Personnel Expenses											
# Name											
1 Rebecca Guy-White	30%	\$76,978	\$23,093	86%	\$19,860	14%	\$3,233	0%	\$0	100%	\$23,093
2 Jessica Ahmadia	7%	\$74,965	\$5,248	86%	\$4,513	14%	\$735		\$0	100%	\$5,248
3 Lauren Davis	8%	\$89,454	\$7,156	86%	\$6,154	14%	\$1,002		\$0	100%	\$7,156
4 Tina Venable	2%	\$215,057	\$4,301	86%	\$3,699	14%	\$602		\$0	100%	\$4,301
5 Elizabeth Soder	50%	\$73,430	\$36,715	86%	\$31,575	14%	\$5,140		\$0	100%	\$36,715
6 Delena Jones	10%	\$91,042	\$9,104	0%	\$0	100%	\$9,104		\$0	100%	\$9,104
7			\$0		\$0	100%	\$0				
8			\$0		\$0	100%	\$0				
9			\$0		\$0	100%	\$0				
10			\$0		\$0	100%	\$0				
<i>(insert additional rows as needed)</i>											
Total Salaries and Wages			\$85,617		\$65,801		\$19,816		\$0		\$85,617
Less Salary Savings			\$0		\$0		\$0		\$0		\$0
Net Salaries and Wages			\$85,617		\$65,801		\$19,816		\$0		\$85,617
Staff Benefits (Specify %)	0%		\$0		\$0		\$0		\$0		\$0
I. Total Personnel Expenses			\$85,617		\$65,801		\$19,816		\$0		\$85,617
II. Operating Expenses (List in Narrative)											
II. Total Operating Expenses			\$9,986		\$0		\$9,986		\$0		\$9,986
III. Capital Expenses (List in Narrative)											
III. Total Capital Expenses			\$0				\$0		\$0		\$0
IV. Indirect Expenses											
1. Internal (Specify %)	0%		\$0				\$0		\$0		\$0
2. External (Specify %)	25%		\$23,901				\$23,901		\$0		\$23,901
IV. Total Indirect Expenses			\$23,901				\$23,901		\$0		\$23,901
V. Other Expenses											
V. Total Other Expenses			\$0				\$0		\$0		\$0
Budget Grand Total			\$119,504		\$65,801		\$53,703		\$0		\$119,504

Prepared By:	Delena Jones	DFO II	7/20/2022	delenajones@countyofplumas.com
Authorized CHDP	Tina Venable	DON	7/20/2022	tinavenable@countyofplumas.com
Program Representative:				



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services

**Child Health and Disability Prevention
Budget Narrative**



GAVIN NEWSOM
GOVERNOR

State/Federal Funding Source:		Base	
County/City Name: Plumas		Fiscal Year: 2022-23	
I. Personnel Expenses Identify and Explain Any Changes in Personnel/Personnel Expenses			
II. Operating Expenses Identify and Explain All Operating Expense Line Items			
Travel:	1000--routine, in county; 2100--special, out of county		
Training:	500--training materials		
III. Capital Expenses Identify and Explain All Capital Expense Line Items			
IV. Indirect Expenses Identify and Explain All Indirect Expense Line Items			
Internal:			
External:	postage, copy machine lease, refuse disposal, special dept expense, overhead		
V. Other Expenses Identify and Explain All Other Expense Line Items			
	Operating: Communications--1600; Household expenses--500; equipment maintenance--700; office expense--2186; program space rent--2400		

	D. Jones	ASO	12/6/2022	ble@countyofplu
Prepared By:	Sign	Print	Title	Date
	T. Venable	DON	12/6/2022	jones@countyofplu
Authorized CHDP Program Representative:	Sign	Print	Title	Date
				Email



MICHELLE BAASS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

Date: June 22nd, 2022

CHDP PROGRAM LETTER NO.: 22-03

TO: Child Health and Disability Prevention Program Directors, Deputy Directors, Medical Consultants, Dependent and Independent County Operations Staff, and Department of Health Care Services Staff.

SUBJECT: Fiscal Year 2022-2023 Allocation for the Child Health and Disability Prevention Program

The purpose of this letter is to provide Child Health and Disability Prevention (CHDP) programs with their individual Fiscal Year (FY) 2022-2023 State General Fund (SGF) allocations. Detailed plan and budget information may be found in the Integrated Systems of Care Division (ISCD) Plan and Fiscal Guidelines (PFG).

This program letter serves as each local program's approved state CHDP administrative budget and enables each local program to use this letter to develop its budget. There will be no budget approval letters issued from ISCD. Local programs that have previously utilized budget approval letters to submit to the county's authorized personnel will be able to utilize the attached allocation notice as documentation and verification of the SGF allocated. Each local program remains responsible for overseeing and tracking its administrative budget expenditures. Each local program is authorized to spend up to the amount designated in the attached funding allocation table.

Acceptance of allocated funds constitutes an agreement that the receiving local program and its agency will comply with all federal and state requirements pertaining to the CHDP program and adhere to all applicable policies and procedures set forth by the Department of Health Care Services.

Periodically, the federal program responsible for oversight of the Medicaid program and related state administrative expenditures, will conduct programmatic audits. Finding of a federal audit exception and subsequent liability for repayment of federal Medicaid funds related to the CHDP program audit exception, are the exclusive and sole responsibility of each local program.

CHDP programs must maintain an audit file. At a minimum this audit file should include:

1. Documentation on required time studies, performed during one or more representative months of the fiscal quarter for each budgeted position claimed under Federal Financial Participation (FFD).
2. Documentation in support of training and travel costs and other claimed operational expenditures.
3. Documentation in support of claimed internal and external overhead costs.

Counties should maintain and be able to produce the audit file to State and Federal regulators within seven (7) calendar days of a request.

Reporting Procedures

PFG required plan and budget reporting must be submitted electronically to the [ISCD Budget Portal](#), no later than 60 days from July 1st, 2022. In FY 2022-2023 CHDP, California Children's Services, and Health Care Program for Children in Foster Care plan and budget reporting will be submitted individually. Local programs should submit their completed FY 2022-2023 CHDP Plan and Budget Reporting Package, utilizing the reporting templates attached to this letter, as two documents:

1. One PDF document, which includes all indicated signatures.
and
2. One Excel workbook, as provided in Attachment 2B.

Contact Information

Requests for current ISCD PFG, programmatic guidance, and clarification of reporting requirements may be directed to the central program inbox CHDPprogram@dhcs.ca.gov. Questions regarding the ISCD Budget Portal may be directed to dhcsscdadmin@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY JOSEPH BILLINGSLEY

Joseph Billingsley, Assistant Deputy Director
Integrated Systems of Care Division

Attachments:

1. [CHDP FY 2022-2023 Allocation Table](#)
2. [CHDP FY 2022-2023 Plan and Budget Reporting Package](#)
 - A. CHDP FY 2022-2023 Reporting Checklist & Certification Statement
 - B. CHDP FY 2022-2023 Reporting Workbook

AGENCY DESCRIPTION

NARRATIVE:

The Plumas County Public Health Agency is the local health jurisdiction. It continues to grow, in response to local changes, service needs and community input. Through the Health Department, the county discharges its statutory duties to safeguard the health of its citizens. This agency represents a classic rural health department with long standing ties to the community and a proven history as an agency that provides county wide, multidimensional and culturally sensitive services.

The Plumas County Public Health Agency directs diverse clinical services and health education activities including but not necessarily limited to: Family Planning, STI clinics, HIV/Hep C confidential testing and counseling, Immunizations, General Communicable Disease Control and Tobacco use education and prevention as well as Public Health Preparedness Program. Other programs include: HIV case management, Childhood Lead Screening and testing, Maternal Child Health with home visiting nurses in collaboration with the First 5 grant, Childhood Injury Prevention, Five county HIV prevention Plan, Child Health and Disability Prevention, Youth prevention programs for AOD, sexual behaviors and opiate peer mentoring. Medicine Assisted Treatment (M.A.T), Needle exchange program that was able to purchase a motorhome, class C and retro fitted to provide HIV/Hep C along with the needle exchange. Promotor program for outreach and application for CMSP for the Latino population. Contract with Feather River College in providing sports physicals and limited health assessments, California Children's Services, S.N.A.P. Ed., a nutrition and exercise program in cooperation with Modoc and Lassen Counties, A program to better the lives of all citizens of Plumas Counties, 20,000 lives, which received an award for innovative ideas from the California State Association of Counties (CSAC). Veteran's Services and Senior Connections visiting/case management. The Health Agency staff coordinate with various community based non-profit organizations, private physicians, and health care providers and other county agencies such as WIC, Head Start, Early Start and Plumas Unified School District in an effort to reduce costly duplication of services, evaluate problem areas, and assess unmet needs, and other numerous opioid related programs that include harm reduction, Naloxone distribution, and Provider Prescribing Education (PEP). Another new endeavor for our Public Health Department was the submission of Public Health Accreditation Board (PHAB) application for accreditation that has been five years in the making and as of August 27, 2018 the agency is fully accredited with the PHAB.

Respectfully submitted,

Rebecca Guy-White, Health Education
Plumas County Public Health Agency
CHDP Deputy Director
CCS Program Coordinator



**PLUMAS COUNTY
PUBLIC HEALTH AGENCY
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Audrey Rice, Administrator Assistant II

MEETING DATE: January 3, 2023

SUBJECT: Approve and authorize the Chair to ratify and sign an Agreement between Plumas County Public Health Department and Smile Products, Inc., a California Corporation; for the lease of printers, related parts, equipment and maintenance services to the Public Health Department; effective November 1, 2022; not to exceed \$50,000.00; approved as to for by County Counsel.

Recommendation

Approve and authorize the Chair to sign an agreement between Plumas County Public Health Department and Smile Products, Inc., a California Corporation. Contractor will lease printers, related parts, equipment and maintenance services to Public Health Department.

Background and Discussion

This contract with Smile Products, Inc. will provide printers, related parts and equipment to Public Health Department. Monthly maintenance services, these services include both regularly scheduled maintenance and services calls made by County.

This contract runs November 1, 2022 through October 31, 2025.

The attached agreement has been reviewed and approved as to form by County Counsel.

Fiscal Impact:

There is no fiscal impact to the General Fund as this contract is fully funded through various programs in Public Health.

Action:

The Director of Public Health respectfully recommends that the Board of Supervisors approve and direct the Chair to sign a contract with Smile Products Inc. in the amount of \$50,000.00.

Attachments:

1. 22-705 FINAL

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Public Health Department (hereinafter referred to as “County”), and Smile Business Products, Inc., a California Corporation (Hereinafter referred to as “Contractor”).

The parties agree as follows:

1. **Scope of Work.** Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. **Compensation.** County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed \$50,000.00.
3. The term of this Agreement commences Nov 1, 2022, and shall remain in effect through Oct 31, 2025, unless terminated earlier pursuant to this Agreement. County’s Board of Supervisors hereby ratifies and approves for payment, services provided by Contractor from Nov 1, 2022, to the date of approval of this Agreement by the Board of Supervisors.
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 Contractor or furnish any other consideration under this Agreement and Contractor 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 Contractor 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. Contractor 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. Contractor 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. Contractor 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 Contractor 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 Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor 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. Contractor 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 Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor'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. Contractor'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 Contractor'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 Contractor 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, Contractor 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. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

- 10. Licenses and Permits. Contractor 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 Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor 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 Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, 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, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. Non-discrimination. Contractor 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.
14. Choice of Law. The laws of the State of California shall govern this agreement.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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. Contractor 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 Contractor.

21. 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.

County:

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

Contractor:

Smile Business Products, Inc
4525 Auburn Blvd.
Sacramento, CA 95841
Attention: Kimberly Bragado, GEM Billing Lead

22. 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.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
25. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.
- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates

(defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

- b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
 - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
26. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, 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 Contractor 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.
27. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

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

CONTRACTOR:

Smile Business Products, Inc., a California Corporation

COUNTY:

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

By: _____

Joseph Reeves

CEO/CFO

Date signed:

By: _____

Dana Loomis

Director

Date signed:

APPROVED AS TO CONTENT:

By: _____

Kevin Goss

Chair, Board of Supervisors

Date signed:

ATTEST:

By: _____

Heidi White

Clerk, Board of Supervisors

Date signed:

Approved as to form:



Joshua Brechtel
Deputy County Counsel I

12/15/2022

**EXHIBIT A
SCOPE OF SERVICES**

1. Contractor will lease to Public Health printers and related parts and equipment, as listed below, (the Covered Equipment) at a monthly rate of \$ 611.26. Copy machines will be located at the following address:

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

1 Sharp BP-70C45 45 PPM B&W / 45 PPM Full-Color Workgroup Document System, Serial #25067949
1 Sharp BP-FN13 1K Stacking 50-Sheet Staple Finisher
1 Sharp BP-DE14 3 x 550-sheet Paper Drawers/Stand
1 Sharp AR-D5133NT Digital Power Filter
1 Sharp BP-RB10 Paper Pass Unit (required for all External Finishers)
2 Sharp BP-70C31 31 PPM B&W / 31 PPM Full-Color Workgroup Document System, Serial #25068148, 25067968
2 Sharp BP-DE14 3 x 550-sheet Paper Drawers/Stand
2 Sharp BP-FN11 50-Sheet Staple Inner Finisher
2 Sharp AR-D5133NT Digital Power Filter
2 Sharp BP-FX11 Fax Expansion Kit
1 Sharp BP-FX11 Fax Expansion Kit
3 Kayleigh MX-SW310 Software
3 Kayleigh MX-SW312 Kayleigh Accounting Software Option
3 Kayleigh Software Professional Services Professional Services

2. Monthly maintenance services for each above location and materials to be provided by Contractor to the Covered Equipment include inspection, adjustment, all toners, parts and drum replacement as described in Paragraph 3 of this Exhibit, cleaning materials required for the proper operation of the Covered Equipment, black toner, and developer. These services include both regularly scheduled maintenance and service calls made by the County and performed by Contractor during normal business hours.
3. During the term of this Agreement, Contractor will replace, without charge, parts that have been broken or are worn through normal use and are necessary for servicing and maintenance adjustments.
4. All service calls under this agreement will be made by Contractor during normal business hours (defined as Monday through Friday, 8:00 am through 5:00 pm), solely on the Covered Equipment. Services to be furnished outside of normal business hours may be provided at rates mutually agreed upon by Contractor and the County.
5. Contractor will respond to service calls from the County within two (2) working hours of receiving the call, unless another deadline is mutually agreed upon between Contractor and the County.
6. Contractor will provide loaner equipment if any of the Covered Equipment is nonfunctional and repairs cannot be completed within twenty-four (24) working hours.

**EXHIBIT B
SCHEDULE OF FEES**

1. County shall pay a flat fee of \$971.11 (\$611.26 lease payment, \$359.85 service payment) plus applicable taxes per month for 5,000 black and white copies, 4500 color copies, and included Kayliegh Accounting software covered by this agreement.
2. County shall pay an additional \$0.0096 plus applicable taxes for every black and white copy made in excess of 5,000 per month plus .0560 for every color copy plus applicable tax made in excess of 5,000 per month.
3. Contractor shall read the image meter quarterly and shall promptly invoice County following each meter reading. Contractor shall not invoice County more frequently than once per quarter.
4. County shall pay each undisputed invoice from Contractor within thirty (30) days of County's receipt of such invoice.
5. Late fees of 1.5% monthly (or 18% on an annual basis) may apply, at Contractor's discretion, to payments that are more than 30 days past due.
6. Services or repairs made necessary by accident, misuse, abuse, neglect, relocation of equipment, theft, riot, vandalism, electrical power failure, water or other casualty, or use of parts or servicing (excluding paper) from sources other than Contractor are not included in the above rate. Such services and repairs shall be charges at Contractors then-current rates parts and labor.
7. When the covered Equipment is networked, and the network is the cause of any problems and not the Covered Equipment itself, any service calls made by Contractor in response to these network problems shall not be included in the above rates and shall instead be charges at Contractor's then current rates for such service calls.



**PLUMAS COUNTY
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Rob Thorman, Assistant Director of Public Works

MEETING DATE: January 3, 2023

SUBJECT: Approve and authorize the Chair to ratify and sign Pump Service Task order No. 6 between the Walker Ranch Community Service District and Well Industries Inc. dba North State Pump and Electric for starter replacement and labor; work performed between July 5, 2022 and July 11, 2022; not to exceed \$12,414.27; approved as to form by County Counsel.

Recommendation

Walker Ranch Community Services District staff respectfully recommends that the WRCSD Governing Board authorize the WRCSD Manager and the Chair of the Board of Supervisors to execute the On-Call Pump Services Task Order No. 6 with North State Pump and Electric, copy attached.

Background and Discussion

Walker Ranch CSD had previously executed a professional services agreement for on-call pump services with North State Pump and Electric, for emergency repairs to the water well pumps and associated electrical controls. One of the two booster pumps stopped working July 1, 2022. North State Electric & Pump responded on July 5th to diagnose the problem. It was determined that the starter needed to be replaced. This is original equipment from 1998 that was replaced.

The attached Task Order No. 6, approved as to form by County Counsel, will commence retroactively for emergency repairs required in July 2022. The total repairs including labor total \$12,414.27, including two trips to the site from Chico. It's unclear why the contractor waited 5 months to submit this invoice.

The source of funding for this contract is the budget of the Walker Ranch CSD and does not involve Plumas County general funds.

Action:

Approval of Pump Repair, Task Order No. 6

Attachments:

1. Signed Task Order Well Industries

TASK ORDER NO. 6

SERVICES AGREEMENT

This Task Order is an addendum to the Services Agreement ("Agreement") between Walker Ranch Community Services District, a political subdivision of the State of California ("District"), and Well Industries, Inc., Doing business as North State Electric & Pump ("Contractor"), dated May 5, 2020.

1. **Incorporation of Agreement.** All of the terms, conditions and provisions of the Agreement are incorporated herein by this reference and shall be fully applicable hereto.

2. **Scope of Services.** Contractor shall perform the following services:

The pressure tank on the booster pump was not working properly to maintain pressure. North State Electric and Pump responded to replace parts, restored.

3. **Compensation.** District shall compensate Contractor for the services described in Section 2 above, as follows:

Compensation to be
\$12,414.27

4. **Schedule of Performance.** Contractor shall perform the services described in Section 2 above in accordance with the following schedule:

Work performed between July 5, 2022 and July 11, 2022 .

5. **Additional Provisions.** None

All other provisions with the base contract remain in effect.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Task Order No. 6 to be executed by and through their respective authorized officers, as of the date first written above.

WALKER RANCH COMMUNITY SERVICES DISTRICT
a political subdivision of the State of California

Kevin Goss, Chair, Board of Supervisors
ATTEST:

Date: _____

Heidi White, Clerk of the Board of Supervisors
Approved as to form:

Date: _____



Joshua Brechtel
Deputy County Counsel I

Date: 12/14/2022

Well Industries Inc., doing business as North State
Electric & Pump



Signature
Ron Stilwell, CEO & CFO

Date: 12/19/2022



Signature
Suzanne Stilwell, Secretary

Date: 12-19-22

Contractor Taxpayer ID Number: 202117113

COUNTY INITIALS

- 2 -

CONTRACTOR INITIALS _____



PLUMAS COUNTY PROBATION MEMORANDUM

TO: Honorable Chair and Board of Supervisors

FROM: Miguel Herrera, Probation Department Fiscal Officer II

MEETING DATE: January 3, 2023

SUBJECT: Approve and authorize the Chair to ratify and sign an Agreement between the Plumas County Probation Department and Berry Enterprises, Inc., a Nevada corporation, dba Sierra Electronics in California for automotive component installation services; effective September 20, 2022; not to exceed \$4,500.00 in Fiscal Year 2022-2023, paid via grant funding, approved as to form by County Counsel.

Recommendation

Approve and authorize the Chair to sign a Services Agreement between the Plumas County Probation Department and Berry Enterprises, Inc. a Nevada corporation, dba Sierra Electronics in California for automotive component installation services, not to exceed \$4,500.00 in Fiscal Year 2022-2023 and to be paid via grant funding, approved as to form by County Counsel.

Background and Discussion

Plumas County Probation is continuing to contract with Berry Enterprises Inc., dba Sierra Electronics, for installation of automotive components into Probation vehicles, including cages and radios.

Of primary concern is retrofitting an existing county vehicle with a cage and radio, due to incidents which disabled both of our primary transport vehicles recently.

The service and installation of components will take place in Sparks, Nevada. The funding for this contract will vary between AB109, SB678 and the Youthful Offender Block Grant, depending on which caseload the vehicle was originally purchased from.

Action:

It is respectfully requested that the Board of Supervisors approve and authorize the Chair to sign the contract.

Attachments:

1. Probation - Berry Electronics Contract UNSIGNED

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **Probation Department** (hereinafter referred to as "County"), and Berry Enterprises, Inc., a Nevada corporation, which will do business in California as Sierra Electronics, (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Four Thousand Five Hundred Dollars (\$4,500.00).
3. Term. The term of this agreement shall be from September 20, 2022 through September 19, 2023, unless terminated earlier as provided herein. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Contractor from September 20, 2022 to the date of approval of this Agreement by the Board of Supervisors. Ratification Language if needed
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 Contractor or furnish any other consideration under this Agreement and Contractor 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 Contractor 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. Contractor 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. Contractor 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. Contractor 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 Contractor 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 Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor 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.
9. Insurance. Contractor 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 Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor'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. Contractor'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 Contractor'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 Contractor 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, Contractor 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. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor 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 Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor 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

Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, 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, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. Non-discrimination. Contractor 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.
14. Choice of Law. The laws of the State of California shall govern this agreement.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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. Contractor 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 Contractor.

____ COUNTY INITIALS

CONTRACTOR INITIALS 

21. 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.

County:

Plumas County Probation
County of Plumas
270 County Hospital Road, Ste. 128
Quincy, CA 95971
Attention: Chief Probation Officer Keevin Allred
Telephone: (530)283-6200

Contractor:

Sierra Electronics
690 E. Glendale Avenue, Ste. 9B
Sparks, NV 89431
Attention: Jarrel Walton, President
Telephone: (775)359-1121


22. 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.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Ukraine Sanctions. Pursuant to Executive Order N-6-22 Contractor is aware that as a compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this agreement.
25. Suspension and Debarment. The County does not employ vendors or contractors who are listed on the National World Wide Web Site System for Award Management (sam.gov) by Federal General Services Administration (GSA) for the purpose of disseminating information on parties that are debarred from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment.


- a. This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
 - b. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - c. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
 - d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any Contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
26. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, 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 Contractor 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.
27. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

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

CONTRACTOR:


Bery Enterprises, a Nevada Corporation, dba
Sierra Electronics

By: 
Name: Jarrel Walton
Title: President
Date signed:

By: 
Name: Donna Walton
Title: Secretary
Date signed:

COUNTY:

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

By: 
Name: Keevin Allred
Title: Chief Probation Officer
Date signed: 12-21-22

By: _____
Name: Kevin Goss
Title: Chair, Board of Supervisors
Date signed:

Attest:

By: _____
Name: Heidi White
Title: Clerk of the Board
Date signed:

Approved as to form:

 10/3/2022
Joshua Brechtel
Deputy County Counsel I

EXHIBIT A

Scope of Work

Sierra Electronics will provide installation service work which includes, automotive components, including labor to install cages in Probation vehicles.

____ COUNTY INITIALS

CONTRACTOR INITIALS

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EXHIBIT B

Fee Schedule

1. Contractor's work must be completed to County's sole satisfaction.
2. Contractor will provide a written estimate prior to any work being started. Contractor may not exceed or bill County for more than the written estimate authorized by the County. If at any time Contractor believes service will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing service. The hourly labor rate is \$80.00 per hour. In no event will the total amount paid under this contract exceed Four Thousand Five Hundred Dollars (\$4,500.00)

____ COUNTY INITIALS

CONTRACTOR INITIALS



PLUMAS COUNTY HUMAN RESOURCES DEPARTMENT MEMORANDUM

TO: Honorable Chair and Board of Supervisors

FROM: Nancy Selvage, Director of Human Resources

MEETING DATE: January 3, 2023

SUBJECT: Adopt RESOLUTION adopting the Job Classification Plan affected by the California minimum wage rate schedule of \$15.50 an hour and approve Plumas County's Pay Schedule; discussion and possible action. Roll call vote

Recommendation

Approve Resolution to amend job classification wage ranges affected by the increase in minimum wage based on the Schedule for California Wage Rate 2017-2023. The new minimum wage for 2023 is \$15.50 per hour.

Background and Discussion

Although there are some exceptions, almost all employees in California must be paid the new minimum wage as required by state law. Effective January 1, 2017, the minimum wage for all industries increased to \$10.50 per hour. Although we have increased wage rates over the past five (5) years with cost-of-living increases and base wage adjustments, we currently have job classifications that will need to be adjusted for the minimum wage threshold of \$15.50 per hour.

From January 1, 2017, to January 1, 2022, the minimum wage increased for employers employing 26 or more employees. This increase was delayed one year for employers employing 25 or fewer employees, from January 1, 2018, to January 1, 2023. The increases to the minimum wages are required by California law that governs the minimum wage rates.

The minimum wage has been adjusted on a yearly basis according to the new schedule as shown in the table.

Updated Schedule for California Minimum Wage rate 2017- 2023

Date	Minimum Wage for Employers with 25 Employees or Less	<i>Minimum Wage/or Employers with 26 Employees or More</i>
January 1, 2017	\$10.00/hour	\$10.501/hour
January 1, 2018	\$10.50/hour	\$11.001/hour
January 1, 2019	\$11.00/hour	\$12.00/hour
January 1, 2020	\$12.00/hour	\$13.001/hour
January 1, 2021	\$13.00/hour	\$14.00/hour
January 1, 2022	\$14.00/hour	\$15.00/hour
January 1, 2023	\$15.50/hour	15.50/hour

The attached Exhibit A is a list Plumas County Job Classifications affected by the new 2023 minimum wage of \$15.50 an hour. This new increase also affects those positions that are considered a progressive series of job classifications. Keeping the wage steps consistent with the variance of step increases for the job classifications in a series. The wage review includes required experience for the various positions in the specific series. For example, the job class series of Fiscal & Technical Services Assistant classification has three (3) levels of job classifications, i.e. I, II or III. The pay for these three different positions depends on the experience required for each position.

The attached Exhibit A is a list of affected job classifications according to the updated Schedule for California Minimum Wage Rate 2017 2023.

Action:

I recommend that the Board adopt the attached Resolution with an effective date of January 1, 2023, in accordance with the new minimum wage law and the updated pay schedules as necessary for CalPERS regulations. Departments adjust employees' pay according to the updated pay schedules for those job classifications that are affected by the updated minimum wage law, effective on January 1, 2023.

Attachments:

1. Resolution - Minimum Wage Rate

RESOLUTION NO. 2023- _____

**RESOLUTION ADOPTING JOB CLASSIFICATION PLAN AFFECTED BY
CALIFORNIA MINIMUM WAGE RATE SCHEDULE OF \$15.50 AN HOUR AND
APPROVE PLUMAS COUNTY'S PAY SCHEDULE**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2022/2023 Job Classification Plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs of the various County Departments; and

WHEREAS, this needed update was recognized by the Human Resources Director who is now requesting approval of this resolution to amend the 2022-2023 job classification wage rates and publicly posted pay Schedules; and

WHEREAS, the effective date of this Resolution is January 1, 2023, in accordance with Schedule for California Minimum Wage Rate of \$15.50 an hour and other necessary wage adjustments for Plumas County posted pay schedules; and

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

Approve the Job Classification Plan base wage increases documented in Exhibit A, and approve new pay schedules to meet the CalPERS CCR 370.5 Statutory and Regulatory Requirements, Exhibit B.

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 3rd day of January 2023 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors

*January 3, 2023 - BOS Meeting
Pay Schedule Adjustments*

Exhibit A

Effective January 1, 2023

Minimum Wage Forecast

Minimum Wage Forecast			\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$15.00	\$15.00	2023
Job Classifications		Unit	Rate		1/1/2020	1/1/2021	1/1/2022	Current	Proposed	
Engineering Aide		PW	\$11.00	\$12.24	\$13.00	\$14.35	\$15.00	\$16.50	n/c	
Equipment Service Worker		PW				\$14.79	\$15.00	\$16.50	n/c	
Public Works Maintenance Worker I		PW	\$13.22	\$13.48	\$13.48	\$14.28	\$15.00	\$16.50	n/c	
Public Works Maintenance Worker II		PW	\$14.58	\$14.87	\$14.87	\$15.30	\$15.75	\$17.33	n/c	
Public Works Maintenance Worker III		PW		\$16.39	\$16.39	\$16.87	\$17.36	\$19.10	n/c	
Public Works Maintenance Leadworker		PW				\$17.99	\$18.23	\$20.05	n/c	
Administrative Assistant I		GEN			\$13.82	\$14.35	\$15.00	\$15.00	\$15.50	
Administrative Assistant II		GEN			\$15.24	\$15.83	\$16.54	\$16.54	\$17.09	
Animal Control Officer I		GEN				\$14.60	\$15.24	\$15.24	\$18.25	
Animal Control Officer II		GEN				\$16.08	\$16.54	\$16.54	\$21.13	
Animal Shelter Attendant		GEN		\$12.83	\$13.00	\$14.35	\$15.00	\$15.00	\$15.50	
Assistant Cook		GEN	\$11.00	\$12.00	\$13.00	\$14.35	\$15.00	\$15.00	\$15.50	
Auditor Accounting Clerk I		GEN				\$14.66	\$15.00	\$15.00	\$15.50	
Auditor Accounting Clerk II		GEN				\$16.18	\$16.54	\$16.54	\$17.09	
Auditor Accounting Tech		GEN	\$12.90	\$13.16	\$13.16	\$14.35	\$18.23	\$18.23	\$18.84	
BH Administrative Assist I		GEN	\$13.55	\$13.82	\$13.82	\$14.35	\$15.00	\$15.00	\$15.50	
BH Administrative Assist II		GEN	\$14.94	\$15.24	\$15.24	\$15.83	\$16.54	\$16.54	\$17.09	
BH Supportive Services Technician I		GEN						\$15.31	\$16.28	
BH Supportive Services Technician II		GEN						\$16.40	\$17.09	
Bldg & Grounds Maintenance Technician		GEN				\$18.26	\$19.14	\$19.14	\$20.42	
Bldg & Grounds Maintenance Worker I		GEN	\$13.22	\$13.48	\$13.48	\$14.35	\$15.00	\$15.00	\$16.00	
Bldg & Grounds Maintenance Worker II		GEN	\$14.58	\$14.87	\$14.87	\$15.38	\$15.75	\$15.75	\$16.80	
Bldg & Grounds Maintenance Worker III		GEN	\$16.07	\$16.39	\$16.39	\$17.37	\$18.23	\$18.23	\$19.45	
Branch Library Assistant I		GEN	\$11.99	\$12.24	\$13.00	\$14.35	\$15.00	\$15.00	\$16.54	
Branch Library Assistant II		GEN	\$13.08	\$13.23	\$14.33	\$15.07	\$15.75	\$15.75	\$17.36	
Child Support Assistant I		GEN	\$12.90	\$13.16	\$13.16	\$14.35	\$15.00	\$15.90	n/c	
Child Support Assistant II		GEN						\$17.54	n/c	
Child Support Assistant III		GEN						\$18.37	n/c	

Exhibit A

Effective January 1, 2023

Minimum Wage Forecast

Minimum Wage Forecast		\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$15.00	\$15.00	2023
		2018	2019	2020	2021	2022	Current	Proposed	
Job Classifications		Unit	Rate	1/1/2020	1/1/2021	1/1/2022	1/1/2022	Proposed	
Child Support Specialist I	GEN		\$13.55	\$13.82	\$13.82	\$15.07	\$15.75	\$18.42	n/c
Child Support Specialist II	GEN		\$14.94	\$15.24	\$15.24	\$15.83	\$16.54	\$19.82	n/c
Child Support Specialist III	GEN		\$16.47	\$16.80	\$16.80	\$17.44	\$18.23	\$21.49	n/c
Custodian	GEN		\$11.98	\$12.00	\$13.00	\$14.35	\$15.00	\$15.00	\$15.50
Deputy Clerk-Recorder I	GEN							\$15.46	\$16.23
Deputy Clerk-Recorder II	GEN							\$16.99	\$18.69
Deputy Public Guardian/Conservator 1	GEN				\$14.35	\$15.00	\$15.00	\$15.00	\$15.50
Deputy Public Guardian/Conservator 2	GEN				\$15.83	\$16.54	\$16.54	\$16.54	\$17.09
Driver I	GEN		\$13.22	\$13.48	\$13.48	\$14.35	\$15.00	\$15.00	\$15.50
Driver II	GEN		\$13.89	\$14.17	\$14.17	\$15.07	\$15.75	\$15.75	\$16.28
Driver III	GEN		\$14.58	\$14.87	\$14.87	\$15.83	\$16.54	\$16.54	\$17.09
Elections Coordinator	GEN						\$24.68	n/c	
Elections Specialist	GEN						\$16.48	\$21.64	
Elections Services Assistant I	GEN						\$15.46	\$16.23	
Elections Services Assistant II	GEN						\$16.99	\$18.69	
Eligibility Specialist I	GEN						\$15.11	\$16.00	
Eligibility Specialist II	GEN						\$16.62	\$17.64	
Eligibility Specialist III	GEN						\$18.53	\$19.45	
Fiscal & Technical Services Assistant I	GEN	\$11.69	\$12.24	\$13.00	\$14.35	\$15.00	\$15.00	\$15.50	
Fiscal & Technical Services Assistant II	GEN	\$12.90	\$13.81	\$13.81	\$15.07	\$15.75	\$15.75	\$16.28	
Fiscal & Technical Services Assistant III	GEN			\$15.23	\$16.62	\$17.36	\$17.36	\$17.94	
Grant Compliance Assistance	GEN				\$14.93	\$15.00	\$15.00	SUSPEND	
Head Cook	GEN	\$11.55	\$12.85	\$13.65	\$15.07	\$16.54	\$16.54	\$17.09	
Health Aide I	GEN	\$11.00	\$12.24	\$13.00	\$14.35	\$15.00	\$15.00	\$15.50	
Health Aide II	GEN	\$11.55	\$12.60	\$13.65	\$15.07	\$15.75	\$15.75	\$16.28	
Law Librarian	GEN				\$14.92	\$15.00	\$15.00	SUSPEND	
Lead Deputy Clerk Recorder	GEN						\$21.23	\$21.64	
Legal Services Assistant I	GEN	\$12.90	\$13.16	\$13.16	\$14.35	\$15.00	\$15.00	\$15.50	

Exhibit A

Effective January 1, 2023

Minimum Wage Forecast

Minimum Wage Forecast		\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$15.00	\$15.00	2023
Job Classifications		Unit	Rate	1/1/2020	1/1/2021	1/1/2022	Current	Proposed	
Legal Services Assistant II		GEN	\$14.22	\$14.50	\$15.83	\$16.54	\$16.54	\$17.09	
Library Aide		GEN	\$11.00	\$12.24	\$14.35	\$15.75	\$15.75	n/c	
Library Literacy Clerk		GEN	\$11.00	\$12.24	\$14.35	\$15.75	\$15.75	n/c	
Library Technician		GEN	\$11.99	\$13.23	\$14.35	\$16.54	\$16.54	\$18.23	
Literacy Program Assistant I		GEN	\$11.98	\$12.24	\$14.35	\$15.00	\$16.54	n/c	
Literacy Program Assistant II		GEN	\$13.22	\$13.23	\$15.83	\$16.54	\$17.36	n/c	
Mentoring Coordinator		GEN	\$12.54	\$13.00	\$14.35	\$15.00	\$15.00	\$15.50	
Museum Registrar		GEN			\$14.35	\$15.75	\$15.75	n/c	
Office Assistant I		GEN			\$14.35	\$15.00	\$15.00	\$15.50	
Office Assistant II		GEN			\$15.07	\$15.75	\$15.75	\$16.28	
Office Assistant III		GEN			\$16.62	\$17.36	\$17.36	\$17.94	
Prevention Aid		GEN	\$12.21	\$12.24	\$14.35	\$15.00	\$15.00	\$15.50	
Property Tax Specialist I		GEN	\$13.95	\$14.23	\$15.07	\$17.36	\$17.36	n/c	
Property Tax Specialist II		GEN	\$15.40	\$15.71	\$16.62	\$19.14	\$19.14	n/c	
Property Tax Technician		GEN	\$12.90	\$13.16	\$14.35	\$15.75	\$15.75	n/c	
Records Management Tech I		GEN	\$12.90	\$13.16	\$14.35	\$15.00	\$15.00	\$15.50	
Records Management Tech II		GEN	\$14.22	\$14.50	\$15.83	\$16.54	\$16.54	\$17.09	
Secretary		GEN	\$12.29	\$12.54	\$14.35	\$15.00	\$15.00	SUSPEND	
Site Manager		GEN	\$12.58	\$13.49	\$15.83	\$16.54	\$16.54	\$17.94	
Treasurer/Tax Specialist I		GEN			\$14.66	\$17.36	\$17.36	n/c	
Treasurer/Tax Specialist II		GEN			\$16.18	\$19.14	\$19.14	n/c	
Treasurer/Tax Technician		GEN			\$15.60	\$18.23	\$18.23	n/c	
Victim/Witness Advocate		GEN					\$15.69	\$19.58	
Animal Control Supervisor		Mid			\$18.26	\$19.14	\$19.14	\$23.29	
Assistant Clerk/Recorder		Mid					\$27.30	n/c	
Bldg & Grounds Maint Supervisor I		Mid			\$18.32	\$20.10	\$20.10	\$20.77	
Bldg & Grounds Maint. Supervisor II		Mid			\$19.68	\$21.11	\$21.11	\$21.81	
Library Literacy Program Coordinator		Mid			\$15.70	\$16.54	\$16.54	\$18.23	

Exhibit A

Effective January 1, 2023

Minimum Wage Forecast

Minimum Wage Forecast.		\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$15.00	\$15.00	2023
Job Classifications	Unit	Rate		1/1/2020	1/1/2021	1/1/2022	Current	Proposed	
Victim/Witness Coordinator	Mid						\$18.16	\$26.29	n/c
Public Works Maintenance Worker Super.	PW Mid				\$20.64	\$21.11	\$23.22	n/c	n/c
Administrative Assist I	PROB				\$14.00	\$15.00	\$15.84	n/c	n/c
Administrative Assist II	PROB				\$15.44	\$15.75	\$16.62	n/c	n/c
Legal Services Assistant I	PROB	\$12.70	\$12.95	\$13.00	\$14.00	\$15.00	\$15.84	n/c	n/c
Legal Services Assistant II	PROB	\$14.00	\$14.28	\$14.33	\$15.44	\$16.54	\$17.46	n/c	n/c
Office Assistant I	PROB	\$12.24	\$12.24	\$13.00	\$14.00	\$15.00	\$15.84	n/c	n/c
Office Assistant II	PROB	\$12.85	\$12.85	\$13.65	\$14.70	\$15.75	\$16.62	n/c	n/c
Office Assistant III	PROB	\$13.50	\$13.50	\$15.05	\$16.21	\$17.36	\$18.32	n/c	n/c

County of Plumas
Pay Schedule

Exhibit B

Effective as of 08/16/2022 per Board of Supervisors Resolution Number 2022-8723; revised as of 12/13/2022 per Res. No. 2023-8753
and XX/XX/XXXX per Res. No. 2022-XXXX, and adopted by the Board as of XX/XX/XXXX per Resolution Number 2022-XXXX

CONFIDENTIAL EMPLOYEE UNIT

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	HOURLY RATE				
						L1	L2	L3	L4	L5
ACCOUNTANT	\$19.97	\$20.97	\$22.03	\$23.13	\$24.29	\$25.52	\$26.80	\$28.14	\$29.56	\$31.04
ACCOUNTANT AUDITOR 1	\$22.58	\$23.71	\$24.90	\$26.15	\$27.46	\$28.83	\$30.27	\$31.80	\$33.38	\$35.07
ACCOUNTANT AUDITOR 2	\$24.88	\$26.12	\$27.44	\$28.81	\$30.25	\$31.78	\$33.36	\$35.03	\$36.80	\$38.63
ASSISTANT AUDITOR/CONTROLLER	\$28.78	\$30.22	\$31.74	\$33.33	\$35.00	\$36.77	\$38.60	\$40.54	\$42.57	\$44.70
ASST RISK MGR/SAFETY OFFICER	\$26.93	\$28.28	\$29.69	\$31.18	\$32.75	\$34.39	\$36.11	\$37.93	\$39.81	\$41.81
CHIEF DEPUTY AUDITOR	\$27.45	\$28.82	\$30.26	\$31.79	\$33.37	\$35.06	\$36.82	\$38.65	\$40.60	\$42.64
DEPUTY COUNTY COUNSEL 1	\$36.08	\$37.88	\$39.78	\$41.78	\$43.87	\$46.06	\$48.37	\$50.78	\$53.32	\$55.99
DEPUTY COUNTY COUNSEL 2	\$40.22	\$42.23	\$44.34	\$46.56	\$48.89	\$51.33	\$53.90	\$56.59	\$59.42	\$62.39
DEPUTY COUNTY COUNSEL 3	\$45.24	\$47.50	\$49.88	\$52.37	\$54.99	\$57.74	\$60.63	\$63.66	\$66.84	\$70.18
FISCAL SUPPORT COORDINATOR	\$18.81	\$19.75	\$20.75	\$21.79	\$22.89	\$24.05	\$25.25	\$26.52	\$27.85	\$29.23
HR PAYROLL SPECIALIST 1	\$21.77	\$22.87	\$24.03	\$25.23	\$26.50	\$27.83	\$29.21	\$30.69	\$32.23	\$33.85
HR PAYROLL SPECIALIST 2	\$24.01	\$25.22	\$26.49	\$27.82	\$29.20	\$30.68	\$32.22	\$33.84	\$35.53	\$37.32
HUMAN RESOURCES ANALYST 1	\$22.57	\$23.70	\$24.89	\$26.14	\$27.45	\$28.82	\$30.26	\$31.79	\$33.37	\$35.06
HUMAN RESOURCES ANALYST 2	\$24.88	\$26.12	\$27.44	\$28.81	\$30.25	\$31.78	\$33.36	\$35.03	\$36.80	\$38.63
HUMAN RESOURCES TECHNICIAN 1	\$17.49	\$18.37	\$19.29	\$20.25	\$21.27	\$22.33	\$23.45	\$24.64	\$25.87	\$27.16
HUMAN RESOURCES TECHNICIAN 2	\$19.29	\$20.25	\$21.27	\$22.33	\$23.45	\$24.64	\$25.87	\$27.16	\$28.54	\$29.97
HUMAN RESOURCES TECHNICIAN 3	\$20.46	\$21.48	\$22.56	\$23.69	\$24.88	\$26.12	\$27.44	\$28.81	\$30.25	\$31.78
LEAD FISCAL & TECH SERV ASST	\$16.68	\$17.52	\$18.40	\$19.32	\$20.30	\$21.31	\$22.38	\$23.50	\$24.68	\$25.92
MANAGEMENT ANALYST 1	\$22.57	\$23.70	\$24.89	\$26.14	\$27.45	\$28.82	\$30.26	\$31.79	\$33.37	\$35.06
MANAGEMENT ANALYST 2	\$24.88	\$26.12	\$27.44	\$28.81	\$30.25	\$31.78	\$33.36	\$35.03	\$36.80	\$38.63
PARALEGAL 1	\$21.77	\$22.87	\$24.03	\$25.23	\$26.50	\$27.83	\$29.21	\$30.69	\$32.23	\$33.85
PARALEGAL 2	\$24.01	\$25.22	\$26.49	\$27.82	\$29.20	\$30.68	\$32.22	\$33.84	\$35.53	\$37.32
PARALEGAL 3	\$27.52	\$28.91	\$30.35	\$31.88	\$33.48	\$35.16	\$36.92	\$38.78	\$40.72	\$42.76
PAYROLL SPECIALIST 1	\$21.77	\$22.87	\$24.03	\$25.23	\$26.50	\$27.83	\$29.21	\$30.69	\$32.23	\$33.85
PAYROLL SPECIALIST 2	\$24.01	\$25.22	\$26.49	\$27.82	\$29.20	\$30.68	\$32.22	\$33.84	\$35.53	\$37.32
SYSTEMS ANALYST 1	\$26.15	\$27.46	\$28.83	\$30.27	\$31.80	\$33.38	\$35.07	\$36.84	\$38.67	\$40.62
SYSTEMS ANALYST 2	\$28.78	\$30.22	\$31.74	\$33.33	\$35.00	\$36.77	\$38.60	\$40.54	\$42.57	\$44.70

County of Plumas
Pay Schedule

Effective as of 08/16/2022 per Board of Supervisors Resolution Number 2022-8723; revised as of 12/13/2022 per Res. No. 2023-8753
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CONTRACT EMPLOYEES

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
AIRPORT MANAGER	\$22.03	\$23.14	\$24.29	\$25.51	\$26.78	\$28.12	\$29.53	\$31.00	\$32.55	\$34.18
ASSISTANT COUNTY COUNSEL	\$55.44	\$58.21	\$61.12	\$64.18	\$67.39	\$70.76	\$74.29	\$78.01	\$81.91	\$86.01
BH DEPUTY DIRECTOR	\$45.00	\$47.25	\$49.62	\$52.11	\$54.72	\$57.46	\$60.34	\$63.36	\$66.53	\$69.86
CLERK OF THE BOARD OF SUPERVISORS	\$26.44	\$27.77	\$29.16	\$30.61	\$32.14	\$33.75	\$35.44	\$37.22	\$39.08	\$41.34
GRANT MANAGER	\$35.00	\$36.77	\$38.60	\$40.54	\$42.57	\$44.70	\$46.93	\$49.28	\$51.74	\$54.33

County of Plumas
Pay Schedule

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DEPARTMENT HEADS

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	HOURLY RATE				
						L1	L2	L3	L4	L5
AG COMM/SEALER OF WTS & MEAS	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
ALCOHOL & DRUG ADMINISTRATOR	\$36.06	\$37.87	\$39.77	\$41.76	\$43.85	\$46.05	\$48.36	\$50.78	\$53.32	\$55.99
BEHAVIORAL HEALTH DIRECTOR	\$58.00	\$60.90	\$63.95	\$67.14	\$70.50	\$74.02	\$77.73	\$81.61	\$85.69	\$89.98
CHIEF PROBATION OFFICER	\$45.00	\$47.25	\$49.61	\$52.09	\$54.70	\$57.43	\$60.30	\$63.32	\$66.49	\$69.81
COUNTY ADMINISTRATIVE OFFICER	\$75.00	\$78.75	\$82.69	\$86.82	\$91.16	\$95.72	\$100.51	\$105.53	\$110.81	\$116.35
COUNTY COUNSEL	\$70.71	\$74.25	\$77.96	\$81.86	\$85.95	\$90.25	\$94.76	\$99.50	\$104.47	\$109.69
COUNTY FAIR MANAGER	\$42.00	\$44.10	\$46.31	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10	\$62.05	\$65.16
COUNTY LIBRARIAN	\$38.00	\$39.90	\$41.90	\$43.99	\$46.19	\$48.50	\$50.92	\$53.47	\$56.14	\$58.95
DIRECTOR OF BUILDING SERVICES	\$47.00	\$49.35	\$51.82	\$54.41	\$57.13	\$59.99	\$62.98	\$66.13	\$69.44	\$72.91
DIRECTOR OF CHILD SUPPORT SVCS	\$42.00	\$44.10	\$46.31	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10	\$62.05	\$65.16
DIRECTOR OF FACILITY SERVICES	\$40.00	\$42.00	\$44.10	\$46.31	\$48.62	\$51.05	\$53.60	\$56.28	\$59.10	\$62.05
DIRECTOR OF INFO TECHNOLOGIES	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
DIRECTOR OF PUBLIC HEALTH	\$58.00	\$60.90	\$63.95	\$67.14	\$70.50	\$74.02	\$77.73	\$81.61	\$85.69	\$89.98
DIRECTOR OF PUBLIC WORKS	\$55.00	\$57.75	\$60.64	\$63.67	\$66.85	\$70.20	\$73.71	\$77.39	\$81.26	\$85.32
DIRECTOR OF RISK MANAGEMENT AND SAFETY	\$45.00	\$47.25	\$49.61	\$52.09	\$54.70	\$57.43	\$60.30	\$63.32	\$66.49	\$69.81
ENVIRONMENTAL HEALTH DIRECTOR	\$48.00	\$50.40	\$52.92	\$55.57	\$58.34	\$61.26	\$64.32	\$67.54	\$70.92	\$74.46
HUMAN RESOURCES DIRECTOR	\$50.00	\$52.50	\$55.13	\$57.88	\$60.78	\$63.81	\$67.00	\$70.36	\$73.87	\$77.57
MUSEUM DIRECTOR	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47	\$38.29	\$40.20	\$42.21	\$44.32	\$46.54
PLANNING DIRECTOR	\$55.38	\$58.15	\$61.06	\$64.11	\$67.31	\$70.68	\$74.21	\$77.93	\$81.82	\$85.91
SOCIAL SERV DIR/PUB GUARD/PC	\$50.00	\$52.50	\$55.13	\$57.88	\$60.78	\$63.81	\$67.00	\$70.36	\$73.87	\$77.57

**County of Plumas
Pay Schedule**

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ELECTED OFFICIALS

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSESSOR	\$42.58	\$0.00	\$0.00	\$0.00	\$0.00	\$44.72	\$46.95	\$49.30	\$51.77	\$54.35
AUDITOR/CONTROLLER	\$43.96	\$0.00	\$0.00	\$0.00	\$0.00	\$46.17	\$48.47	\$50.90	\$53.44	\$56.12
BOARD OF SUPERVISORS-CPI 2014	\$22.08	\$0.00	\$0.00	\$0.00	\$0.00	\$23.19	\$24.35	\$25.56	\$26.84	\$28.19
BOARD OF SUPERVISORS-CPI 2018	\$24.29	\$0.00	\$0.00	\$0.00	\$0.00	\$25.51	\$26.78	\$28.12	\$29.53	\$31.00
BOARD OF SUPERVISORS-NON PERS	\$30.36	\$0.00	\$0.00	\$0.00	\$0.00	\$31.87	\$33.47	\$35.14	\$36.90	\$38.74
BOARD OF SUPERVISORS-PERSABLE	\$28.38	\$0.00	\$0.00	\$0.00	\$0.00	\$29.80	\$31.29	\$32.85	\$34.50	\$36.22
CLERK-RECORDER	\$42.58	\$0.00	\$0.00	\$0.00	\$0.00	\$44.72	\$46.95	\$49.30	\$51.77	\$54.35
DISTRICT ATTORNEY	\$78.16	\$0.00	\$0.00	\$0.00	\$0.00	\$82.07	\$86.17	\$90.48	\$95.00	\$99.76
SHERIFF/CORONER	\$54.21	\$0.00	\$0.00	\$0.00	\$0.00	\$56.93	\$59.77	\$62.76	\$65.89	\$69.19
TREASURER/TAX COLLECTOR	\$42.58	\$0.00	\$0.00	\$0.00	\$0.00	\$44.72	\$46.95	\$49.30	\$51.77	\$54.35

**County of Plumas
Pay Schedule**

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OE3 PUBLIC WORKS

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSOCIATE ENGINEER	\$28.95	\$30.39	\$31.93	\$33.53	\$35.21	\$36.97	\$38.83	\$40.78	\$42.82	\$44.97
ENGINEERING AIDE	\$16.50	\$17.33	\$18.19	\$19.10	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
ENGINEERING TECHNICIAN 1	\$20.00	\$21.01	\$22.07	\$23.17	\$24.34	\$25.56	\$26.85	\$28.19	\$29.61	\$31.10
ENGINEERING TECHNICIAN 2	\$21.62	\$22.69	\$23.85	\$25.05	\$26.30	\$27.62	\$29.01	\$30.46	\$31.99	\$33.61
EQUIPMENT SERVICE WORKER	\$16.50	\$17.33	\$18.19	\$19.10	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
FISCAL/TECHNICAL SERVICES ASSISTANT 1	\$16.50	\$17.33	\$18.19	\$19.10	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
FISCAL/TECHNICAL SERVICES ASSISTANT 2	\$17.33	\$18.19	\$19.10	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61	\$26.89
FISCAL/TECHNICAL SERVICES ASSISTANT 3	\$19.10	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61	\$26.89	\$28.24	\$29.65
LEAD POWER EQUIPMENT MECHANIC	\$22.48	\$23.62	\$24.81	\$26.05	\$27.37	\$28.73	\$30.18	\$31.70	\$33.29	\$34.96
MANAGEMENT ANALYST 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
MANAGEMENT ANALYST 2	\$24.09	\$25.29	\$26.56	\$27.89	\$29.28	\$30.76	\$32.31	\$33.92	\$35.62	\$37.40
MECHANIC/SHOP TECHNICIAN	\$20.37	\$21.40	\$22.47	\$23.61	\$24.79	\$26.04	\$27.36	\$28.72	\$30.16	\$31.67
POWER EQUIPMENT MECHANIC 1	\$18.85	\$19.79	\$20.79	\$21.84	\$22.94	\$24.09	\$25.30	\$26.57	\$27.91	\$29.30
POWER EQUIPMENT MECHANIC 2	\$20.37	\$21.40	\$22.47	\$23.61	\$24.79	\$26.04	\$27.36	\$28.72	\$30.16	\$31.67
PRINCIPAL TRANSPORTATION PLANNER	\$33.52	\$35.20	\$36.96	\$38.82	\$40.77	\$42.81	\$44.96	\$47.21	\$49.58	\$52.05
PUBLIC WORKS MAINTENANCE LEADWORKER	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61	\$26.89	\$28.24	\$29.65	\$31.13
PUBLIC WORKS MAINTENANCE WORKER 1	\$16.50	\$17.33	\$18.19	\$19.10	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
PUBLIC WORKS MAINTENANCE WORKER 2	\$17.33	\$18.19	\$19.10	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61	\$26.89
PUBLIC WORKS MAINTENANCE WORKER 3	\$19.10	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61	\$26.89	\$28.24	\$29.65
PUBLIC WORKS SENIOR ENV. PLANNER	\$28.95	\$30.39	\$31.93	\$33.53	\$35.21	\$36.97	\$38.83	\$40.78	\$42.82	\$44.97
SENIOR ENGINEERING TECHNICIAN	\$23.83	\$25.01	\$26.28	\$27.59	\$28.97	\$30.42	\$31.96	\$33.55	\$35.24	\$37.00
SOLID WASTE PROGRAM MANAGER	\$26.27	\$27.58	\$28.96	\$30.41	\$31.94	\$33.53	\$35.21	\$36.97	\$38.83	\$40.77
WELDER	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55	\$27.90	\$29.29	\$30.77

County of Plumas
Pay Schedule

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OE3 PUBLIC WORKS MID-MGMT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSISTANT DIRECTOR OF PUBLIC WORKS	\$35.19	\$36.95	\$38.81	\$40.76	\$42.80	\$44.95	\$47.20	\$49.57	\$52.04	\$54.65
DEPUTY DIRECTOR OF PUBLIC WORKS	\$35.19	\$36.95	\$38.81	\$40.76	\$42.80	\$44.95	\$47.20	\$49.57	\$52.04	\$54.65
EQUIPMENT MAINTENANCE SUPERVISOR	\$26.27	\$27.58	\$28.96	\$30.41	\$31.94	\$33.53	\$35.21	\$36.97	\$38.83	\$40.77
PUBLIC WORKS ADMIN SERVICES OFFICER	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26
PW FISCAL OFFICER/ADMIN SERVICES MANAGER	\$30.23	\$31.75	\$33.35	\$35.02	\$36.78	\$38.63	\$40.57	\$42.59	\$44.73	\$46.97
PW ROAD MAINTENANCE SUPERVISOR	\$23.22	\$24.38	\$25.60	\$26.90	\$28.25	\$29.66	\$31.15	\$32.72	\$34.36	\$36.08

County of Plumas
Pay Schedule

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OE3 GENERAL

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
4-H REPRESENTATIVE	\$17.66	\$18.54	\$19.46	\$20.45	\$21.47	\$22.56	\$23.70	\$24.88	\$26.13	\$27.43
ACCOUNTANT	\$18.57	\$19.51	\$20.49	\$21.51	\$22.60	\$23.74	\$24.93	\$26.18	\$27.49	\$28.87
ACCOUNTING TECHNICIAN	\$17.74	\$18.63	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.56
ADMINISTRATIVE ASSISTANT 1	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
ADMINISTRATIVE ASSISTANT 2	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55
AG & STANDARDS INSPECTOR 1	\$20.81	\$21.85	\$22.95	\$24.10	\$25.31	\$26.58	\$27.91	\$29.32	\$30.78	\$32.33
AG & STANDARDS INSPECTOR 2	\$24.20	\$25.42	\$26.69	\$28.02	\$29.43	\$30.91	\$32.46	\$34.09	\$35.80	\$37.59
AG & STANDARDS INSPECTOR 3	\$26.70	\$28.04	\$29.45	\$30.92	\$32.47	\$34.10	\$35.81	\$37.61	\$39.49	\$41.47
AG & STANDARDS TECHNICIAN 1	\$16.08	\$16.89	\$17.74	\$18.63	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99
AG & STANDARDS TECHNICIAN 2	\$19.45	\$20.42	\$21.44	\$22.51	\$23.64	\$24.82	\$26.06	\$27.37	\$28.73	\$30.17
AG & STANDARDS TECHNICIAN 3	\$19.17	\$20.13	\$21.15	\$22.21	\$23.33	\$24.50	\$25.73	\$27.02	\$28.37	\$29.80
AG & STANDARDS MANAGEMENT ANALYST 1	\$21.55	\$22.63	\$23.77	\$24.96	\$26.21	\$27.52	\$28.91	\$30.35	\$31.88	\$33.48
AG & STANDARDS MANAGEMENT ANALYST 2	\$23.96	\$25.16	\$26.42	\$27.75	\$29.14	\$30.61	\$32.14	\$33.75	\$35.44	\$37.22
ALCOHOL & DRUG PREV COORD	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
ALCOHOL & DRUG THERAPIST 1	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64	\$35.33
ALCOHOL & DRUG THERAPIST 2	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08	\$38.94
ALTERNATIVE SENTENCING COORD	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.56	\$28.95	\$30.40
ANIMAL CONTROL OFFICER 1	\$18.25	\$19.16	\$20.12	\$21.13	\$22.18	\$23.29	\$24.46	\$25.68	\$26.96	\$28.31
ANIMAL CONTROL OFFICER 2	\$21.13	\$22.18	\$23.29	\$24.46	\$25.68	\$26.96	\$28.31	\$29.73	\$31.21	\$32.78
ANIMAL SHELTER ATTENDANT	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
APPRAISER 1	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
APPRAISER 2	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55	\$32.08
APPRAISER 3	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64	\$35.33
APPRAISER ASSISTANT	\$17.74	\$18.63	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.56
ASSISTANT COOK	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
ASSISTANT MUSEUM DIRECTOR	\$16.48	\$17.30	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
ASSISTANT PLANNER	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
ASSOCIATE PLANNER	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
AUDITOR ACCOUNTING CLERK 1	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
AUDITOR ACCOUNTING CLERK 2	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55
AUDITOR ACCOUNTING TECH 1	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55	\$27.90	\$29.29
AUDITOR/APPRaiser 1	\$17.74	\$18.63	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.56
AUDITOR/APPRaiser 2	\$19.18	\$20.15	\$21.16	\$22.22	\$23.33	\$24.51	\$25.73	\$27.02	\$28.38	\$29.80
AUDITOR/APPRaiser 3	\$21.15	\$22.21	\$23.32	\$24.50	\$25.72	\$27.01	\$28.37	\$29.79	\$31.28	\$32.85
BH ADMINISTRATIVE ASSISTANT 1	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
BH ADMINISTRATIVE ASSISTANT 2	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
BH CASE MGMT SPECIALIST 1	\$20.90	\$21.96	\$23.05	\$24.21	\$25.42	\$26.70	\$28.04	\$29.45	\$30.92	\$32.48
BH CASE MGMT SPECIALIST 2	\$23.04	\$24.20	\$25.41	\$26.69	\$28.03	\$29.44	\$30.91	\$32.47	\$34.10	\$35.80
BH CASE MGMT SPECIALIST SR	\$25.18	\$26.46	\$27.78	\$29.17	\$30.64	\$32.17	\$33.78	\$35.48	\$37.26	\$39.12
BH CLINICAL RECORDS SPECIALIST	\$18.22	\$19.14	\$20.10	\$21.10	\$22.17	\$23.28	\$24.45	\$25.67	\$26.96	\$28.31
BH QUALITY ASSURANCE COORD	\$27.87	\$29.26	\$30.74	\$32.29	\$33.90	\$35.60	\$37.38	\$39.26	\$41.23	\$43.30
BH SITE COORDINATOR	\$19.34	\$20.32	\$21.33	\$22.41	\$23.52	\$24.71	\$25.95	\$27.24	\$28.62	\$30.05
BH SUPERVISING SITE COORD	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
BH SUPPORT SERVICES COORD	\$17.30	\$18.18	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.62	\$26.91
BH SUPPORTIVE SERVICES TECH 1	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29
BH SUPPORTIVE SERVICES TECH 2	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55
BH SYSTEMS ANALYST	\$26.79	\$28.15	\$29.55	\$31.04	\$32.60	\$34.24	\$35.95	\$37.75	\$39.65	\$41.64
BH THERAPIST 1	\$26.07	\$27.37	\$28.74	\$30.19	\$31.69	\$33.28	\$34.95	\$36.71	\$38.55	\$40.49
BH THERAPIST 2	\$28.72	\$30.17	\$31.66	\$33.26	\$34.93	\$36.68	\$38.53	\$40.46	\$42.49	\$44.62
BH THERAPIST SENIOR	\$31.71	\$33.30	\$34.97	\$36.73	\$38.57	\$40.51	\$42.54	\$44.67	\$46.90	\$49.25
BLDG & GRNDS MAINT TECHNICIAN	\$20.42	\$21.44	\$22.51	\$23.64	\$24.82	\$26.06	\$27.37	\$28.73	\$30.17	\$31.68
BLDG & GRNDS MAINT WORKER 1	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45	\$20.42	\$21.44	\$22.51	\$23.64	\$24.82
BLDG & GRNDS MAINT WORKER 2	\$16.80	\$17.64	\$18.52	\$19.45	\$20.42	\$21.44	\$22.51	\$23.64	\$24.82	\$26.06
BLDG & GRNDS MAINT WORKER 3	\$19.45	\$20.42	\$21.44	\$22.51	\$23.64	\$24.82	\$26.06	\$27.37	\$28.73	\$30.17
BRANCH LIBRARY ASSISTANT 1	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
BRANCH LIBRARY ASSISTANT 2	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
BUILDING INSPECTOR 1	\$20.14	\$21.15	\$22.22	\$23.34	\$24.51	\$25.75	\$27.04	\$28.39	\$29.81	\$31.31
BUILDING INSPECTOR 2	\$23.31	\$24.49	\$25.72	\$27.01	\$28.36	\$29.78	\$31.27	\$32.84	\$34.49	\$36.22
BUILDING PLANCHECK INSPECTOR	\$25.06	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93
BUILDING PLANS EXAMINER 1	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
BUILDING PLANS EXAMINER 2	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88
CADASTRAL DRAFTING SPECIALST	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64	\$35.33
CHILD SUPPORT ACCOUNTING SPEC	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
CHILD SUPPORT ASSISTANT I	\$15.90	\$16.70	\$17.53	\$18.41	\$19.33	\$20.29	\$21.31	\$22.37	\$23.49	\$24.67
CHILD SUPPORT ASSISTANT II	\$17.54	\$18.42	\$19.34	\$20.32	\$21.33	\$22.41	\$23.52	\$24.71	\$25.95	\$27.24
CHILD SUPPORT ASSISTANT III	\$18.37	\$19.29	\$20.25	\$21.27	\$22.33	\$23.45	\$24.64	\$25.87	\$27.16	\$28.52
CHILD SUPPORT LEGAL CLERK I	\$16.46	\$17.28	\$18.15	\$19.05	\$20.01	\$21.01	\$22.06	\$23.16	\$24.32	\$25.53
CHILD SUPPORT LEGAL CLERK II	\$18.09	\$18.99	\$19.96	\$20.95	\$22.01	\$23.10	\$24.27	\$25.48	\$26.75	\$28.09
CHILD SUPPORT LEGAL CLERK III	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28	\$29.70
CHILD SUPPORT SPECIALIST 1	\$18.42	\$19.34	\$20.32	\$21.33	\$22.41	\$23.52	\$24.71	\$25.95	\$27.24	\$28.62
CHILD SUPPORT SPECIALIST 2	\$19.82	\$20.81	\$21.85	\$22.95	\$24.10	\$25.31	\$26.58	\$27.91	\$29.32	\$30.78
CHILD SUPPORT SPECIALIST 3	\$21.49	\$22.56	\$23.69	\$24.88	\$26.12	\$27.44	\$28.81	\$30.25	\$31.78	\$33.37
CODE ENFORCEMENT OFFICER	\$25.30	\$26.57	\$27.90	\$29.29	\$30.77	\$32.32	\$33.93	\$35.63	\$37.41	\$39.29
COLLECTIONS OFFICER 1	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
COLLECTIONS OFFICER 2	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
COMMUNITY OUTREACH COORDINATOR	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
CUSTODIAN	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
DA ADMIN/ASST PUBLIC ADMIN	\$21.67	\$22.76	\$23.90	\$25.09	\$26.35	\$27.66	\$29.06	\$30.52	\$32.06	\$33.66
DA INVESTIGATIONS SPECIALIST	\$25.17	\$26.45	\$27.77	\$29.16	\$30.63	\$32.16	\$33.77	\$35.47	\$37.25	\$39.11
DA INVESTIGATIVE ASSISTANT	\$20.17	\$21.18	\$22.24	\$23.35	\$24.53	\$25.77	\$27.06	\$28.42	\$29.84	\$31.33
DEPUTY CHILD SUP ATTORNEY 1	\$26.95	\$28.30	\$29.71	\$31.21	\$32.78	\$34.43	\$36.16	\$37.97	\$39.87	\$41.87
DEPUTY CHILD SUP ATTORNEY 2	\$29.74	\$31.23	\$32.80	\$34.45	\$36.18	\$37.99	\$39.89	\$41.89	\$43.99	\$46.20

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPUTY CLERK-RECORDER 1	\$16.23	\$17.04	\$17.89	\$18.79	\$19.73	\$20.71	\$21.75	\$22.84	\$23.98	\$25.18
DEPUTY CLERK-RECORDER 2	\$18.69	\$19.62	\$20.61	\$21.64	\$22.72	\$23.87	\$25.06	\$26.33	\$27.63	\$29.03
DEPUTY DISTRICT ATTORNEY 1	\$35.18	\$36.94	\$38.79	\$40.73	\$42.76	\$44.90	\$47.14	\$49.50	\$51.98	\$54.58
DEPUTY DISTRICT ATTORNEY 2	\$39.16	\$41.12	\$43.17	\$45.33	\$47.60	\$49.98	\$52.48	\$55.10	\$57.86	\$60.75
DEPUTY DISTRICT ATTORNEY 3	\$43.60	\$45.78	\$48.07	\$50.47	\$53.00	\$55.65	\$58.43	\$61.35	\$64.42	\$67.64
DEPUTY PUB GUARD/CONSERVATOR 1	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
DEPUTY PUB GUARD/CONSERVATOR 2	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55
DISTRICT ATTORNEY INVESTIGATOR	\$23.32	\$24.49	\$25.72	\$27.01	\$28.36	\$29.79	\$31.28	\$32.85	\$34.50	\$36.23
DRINKING DRIVER COORDINATOR	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
DRIVER 1	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
DRIVER 2	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29
DRIVER 3	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55
ELECTIONS COORDINATOR	\$24.68	\$25.93	\$27.22	\$28.60	\$30.04	\$31.55	\$33.14	\$34.80	\$36.55	\$38.39
ELECTIONS SERVICES ASSISTANT 1	\$16.23	\$17.04	\$17.89	\$18.79	\$19.73	\$20.71	\$21.75	\$22.84	\$23.98	\$25.18
ELECTIONS SERVICES ASSISTANT 2	\$18.69	\$19.62	\$20.61	\$21.64	\$22.72	\$23.87	\$25.06	\$26.33	\$27.63	\$29.03
ELECTIONS SPECIALIST	\$21.64	\$22.72	\$23.87	\$25.06	\$26.33	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61
ELIGIBILITY SPECIALIST 1	\$16.00	\$16.80	\$17.64	\$18.52	\$19.45	\$20.42	\$21.44	\$22.51	\$23.64	\$24.82
ELIGIBILITY SPECIALIST 2	\$17.64	\$18.52	\$19.45	\$20.42	\$21.44	\$22.51	\$23.64	\$24.82	\$26.06	\$27.37
ELIGIBILITY SPECIALIST 3	\$19.45	\$20.42	\$21.44	\$22.51	\$23.64	\$24.82	\$26.06	\$27.37	\$28.73	\$30.17
EMPLOYMENT & TRAINING WORKER 1	\$18.11	\$19.01	\$19.98	\$20.97	\$22.03	\$23.12	\$24.29	\$25.50	\$26.78	\$28.13
EMPLOYMENT & TRAINING WORKER 2	\$19.96	\$20.95	\$22.01	\$23.10	\$24.27	\$25.48	\$26.76	\$28.11	\$29.51	\$31.00
EMPLOYMENT & TRAINING WORKER 3	\$22.00	\$23.09	\$24.26	\$25.47	\$26.75	\$28.10	\$29.50	\$30.99	\$32.54	\$34.17
ENVIRONMENTAL HEALTH AIDE	\$17.30	\$18.18	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.63	\$26.91
ENVIRONMENTAL HEALTH SPEC 1	\$24.32	\$25.54	\$26.82	\$28.18	\$29.58	\$31.07	\$32.63	\$34.27	\$35.98	\$37.78
ENVIRONMENTAL HEALTH SPEC 2	\$26.83	\$28.19	\$29.59	\$31.08	\$32.64	\$34.28	\$35.99	\$37.79	\$39.69	\$41.68
ENVIRONMENTAL HEALTH SPEC 3	\$29.52	\$31.01	\$32.56	\$34.20	\$35.91	\$37.71	\$39.61	\$41.59	\$43.68	\$45.86
ENVIRONMENTAL HEALTH TECH 1	\$17.30	\$18.18	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.63	\$26.91
ENVIRONMENTAL HEALTH TECH 2	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
EXECUTIVE ASSISTANT-PLANNING	\$16.48	\$17.30	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
FAIR FISCAL COORDINATOR 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
FAIR FISCAL COORDINATOR 2	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
FAMILY VIOLENCE OFFICER	\$18.72	\$19.66	\$20.64	\$21.69	\$22.78	\$23.92	\$25.12	\$26.38	\$27.71	\$29.10
FIELD SERVICES ASSISTANT	\$15.70	\$16.49	\$17.32	\$18.20	\$19.12	\$20.08	\$21.08	\$22.15	\$23.26	\$24.43
FISCAL & TECH SERVICES ASST 1	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
FISCAL & TECH SERVICES ASST 2	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29
FISCAL & TECH SERVICES ASST 3	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55	\$27.90
GEO INFO SYS (GIS) PLANNER 1	\$22.20	\$23.31	\$24.49	\$25.71	\$27.00	\$28.36	\$29.78	\$31.27	\$32.84	\$34.49
GEO INFO SYS (GIS) PLANNER 2	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
HAZ MAT SPECIALIST 1	\$24.32	\$25.54	\$26.82	\$28.18	\$29.58	\$31.07	\$32.63	\$34.27	\$35.98	\$37.78
HAZ MAT SPECIALIST 2	\$26.83	\$28.19	\$29.59	\$31.08	\$32.64	\$34.28	\$35.99	\$37.79	\$39.69	\$41.68
HAZ MAT SPECIALIST 3	\$29.52	\$31.01	\$32.56	\$34.20	\$35.91	\$37.71	\$39.61	\$41.59	\$43.68	\$45.86
HEAD COOK	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55
HEALTH AIDE 1	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
HEALTH AIDE 2	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
HEALTH EDUCATION COORDINATOR 1	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
HEALTH EDUCATION SPECIALIST	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
HIV SPECIALTY CLINIC THERAPIST	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08	\$38.94
INFORMATION SYSTEMS TECHNICIAN	\$22.36	\$23.47	\$24.65	\$25.89	\$27.18	\$28.55	\$29.98	\$31.48	\$33.06	\$34.72
LEAD DEPUTY CLERK-RECORDER	\$21.64	\$22.72	\$23.87	\$25.06	\$26.33	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61
LEGAL SECRETARY	\$19.19	\$20.16	\$21.17	\$22.23	\$23.34	\$24.52	\$25.75	\$27.03	\$28.39	\$29.81
LEGAL SECRETARY - SENIOR	\$20.36	\$21.38	\$22.46	\$23.59	\$24.77	\$26.01	\$27.32	\$28.69	\$30.12	\$31.63
LEGAL SECRETARY - TRAINEE	\$17.40	\$18.28	\$19.20	\$20.16	\$21.18	\$22.24	\$23.36	\$24.53	\$25.76	\$27.05
LEGAL SERVICES ASSISTANT 1	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
LEGAL SERVICES ASSISTANT 2	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55
LIBRARIAN	\$21.54	\$22.62	\$23.76	\$24.95	\$26.21	\$27.52	\$28.91	\$30.36	\$31.88	\$33.48
LIBRARY AIDE	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
LIBRARY LITERACY CLERK	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
LIBRARY TECHNICIAN	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28
LICENSED VOCATIONAL NURSE 1-BH	\$20.69	\$21.74	\$22.83	\$23.97	\$25.17	\$26.45	\$27.77	\$29.16	\$30.63	\$32.16
LICENSED VOCATIONAL NURSE 1-PH	\$20.69	\$21.74	\$22.83	\$23.97	\$25.17	\$26.45	\$27.77	\$29.16	\$30.63	\$32.16
LICENSED VOCATIONAL NURSE 2-BH	\$21.73	\$22.82	\$23.96	\$25.16	\$26.43	\$27.76	\$29.15	\$30.62	\$32.15	\$33.76
LICENSED VOCATIONAL NURSE 2-PH	\$21.73	\$22.82	\$23.96	\$25.16	\$26.43	\$27.76	\$29.15	\$30.62	\$32.15	\$33.76
LITERACY PROGRAM ASSISTANT 1	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66
LITERACY PROGRAM ASSISTANT 2	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
MANAGEMENT ANALYST 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
MANAGEMENT ANALYST 2	\$24.09	\$25.29	\$26.56	\$27.89	\$29.28	\$30.76	\$32.31	\$33.92	\$35.62	\$37.40
MENTORING COORDINATOR	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
MUSEUM REGISTRAR	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43
NATURAL RESOURCES ANALYST	\$21.15	\$22.21	\$23.32	\$24.50	\$25.72	\$27.01	\$28.37	\$29.79	\$31.28	\$32.85
NURSE PRACTITIONER	\$47.63	\$50.02	\$52.53	\$55.16	\$57.91	\$60.82	\$63.87	\$67.07	\$70.42	\$73.94
OFFICE ASSISTANT 1	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
OFFICE ASSISTANT 2	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29
OFFICE ASSISTANT 3	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55	\$27.90
OFFICE AUTOMATION ANALYST	\$22.73	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31
OFFICE AUTOMATION SPECIALIST	\$18.72	\$19.66	\$20.64	\$21.69	\$22.78	\$23.92	\$25.12	\$26.38	\$27.71	\$29.10
PARALEGAL 1	\$16.48	\$17.30	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61
PARALEGAL 2	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61	\$26.91	\$28.26
PARALEGAL 3	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
PERMIT TECHNICIAN	\$16.88	\$17.73	\$18.62	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25
PHYSICIAN ASSISTANT	\$47.63	\$50.02	\$52.53	\$55.16	\$57.91	\$60.82	\$63.87	\$67.07	\$70.42	\$73.94
PLANNING TECHNICIAN	\$18.26	\$19.17	\$20.13	\$21.14	\$22.20	\$23.31	\$24.48	\$25.70	\$26.99	\$28.34
PREVENTION AIDE	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
PROG COMPL & TRAINING ANALYST	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
PROGRAMMER ANALYST	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64	\$35.33
PROJECT MANAGER	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.93
PROPERTY TAX ASSESSMENT SPEC 1	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
PROPERTY TAX ASSESSMENT SPEC 2	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28	\$29.70
PROPERTY TAX ASSESSMENT TECH	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
PSYCHIATRIC NURSE 1	\$26.79	\$28.15	\$29.55	\$31.04	\$32.60	\$34.24	\$35.95	\$37.75	\$39.65	\$41.64
PSYCHIATRIC NURSE 2	\$30.01	\$31.51	\$33.09	\$34.75	\$36.49	\$38.32	\$40.24	\$42.26	\$44.38	\$46.61
PSYCHIATRIC TECHNICIAN	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
PUBLIC HEALTH NURSE 1	\$26.79	\$28.15	\$29.55	\$31.04	\$32.60	\$34.24	\$35.95	\$37.75	\$39.65	\$41.64
PUBLIC HEALTH NURSE 2	\$30.01	\$31.51	\$33.09	\$34.75	\$36.49	\$38.32	\$40.24	\$42.26	\$44.38	\$46.61
PUBLIC HEALTH NURSE 3	\$33.22	\$34.89	\$36.64	\$38.48	\$40.41	\$42.44	\$44.56	\$46.79	\$49.14	\$51.60
QUALITY ASSURANCE COORDINATOR	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08	\$38.94
RECORDS MANAGEMENT TECH 1	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08
RECORDS MANAGEMENT TECH 2	\$17.09	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55
REGISTERED DENTAL ASSISTANT 1	\$20.69	\$21.74	\$22.83	\$23.97	\$25.17	\$26.45	\$27.77	\$29.16	\$30.63	\$32.16
REGISTERED DENTAL ASSISTANT 2	\$21.73	\$22.82	\$23.96	\$25.16	\$26.43	\$27.76	\$29.15	\$30.62	\$32.15	\$33.76
REGISTERED NURSE 1 - BH	\$26.79	\$28.15	\$29.55	\$31.04	\$32.60	\$34.24	\$35.95	\$37.75	\$39.65	\$41.64
REGISTERED NURSE 1 - PH	\$26.79	\$28.15	\$29.55	\$31.04	\$32.60	\$34.24	\$35.95	\$37.75	\$39.65	\$41.64
REGISTERED NURSE 2 - BH	\$30.01	\$31.51	\$33.09	\$34.75	\$36.49	\$38.32	\$40.24	\$42.26	\$44.38	\$46.61
REGISTERED NURSE 2 - PH	\$30.01	\$31.51	\$33.09	\$34.75	\$36.49	\$38.32	\$40.24	\$42.26	\$44.38	\$46.61
SENIOR BUILDING INSPECTOR	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
SENIOR BUILDING PLNCHK INSP	\$27.55	\$28.94	\$30.39	\$31.91	\$33.51	\$35.19	\$36.95	\$38.81	\$40.75	\$42.79
SENIOR DISTRICT ATTORNEY INVST	\$25.69	\$26.98	\$28.33	\$29.76	\$31.25	\$32.82	\$34.47	\$36.20	\$38.02	\$39.92
SENIOR PERMIT TECHNICIAN	\$18.98	\$19.95	\$20.94	\$22.00	\$23.09	\$24.26	\$25.47	\$26.75	\$28.10	\$29.50
SENIOR PLANNER	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88
SENIOR SOCIAL WORKER A	\$26.26	\$27.57	\$28.96	\$30.41	\$31.94	\$33.53	\$35.21	\$36.97	\$38.83	\$40.77
SENIOR SOCIAL WORKER B	\$28.73	\$30.18	\$31.68	\$33.27	\$34.94	\$36.70	\$38.53	\$40.48	\$42.51	\$44.64
SITE MANAGER	\$17.94	\$18.84	\$19.78	\$20.78	\$21.82	\$22.92	\$24.08	\$25.29	\$26.55	\$27.90
SOCIAL SERVICES AIDE	\$16.18	\$16.99	\$17.86	\$18.75	\$19.69	\$20.67	\$21.72	\$22.81	\$23.95	\$25.15
SOCIAL WORKER 1	\$20.90	\$21.96	\$23.05	\$24.21	\$25.42	\$26.70	\$28.04	\$29.45	\$30.92	\$32.48
SOCIAL WORKER 2	\$23.04	\$24.20	\$25.41	\$26.69	\$28.03	\$29.44	\$30.91	\$32.47	\$34.10	\$35.80
SOCIAL WORKER 3	\$25.18	\$26.46	\$27.78	\$29.17	\$30.64	\$32.17	\$33.78	\$35.48	\$37.26	\$39.12
STAFF SERVICES ANALYST 1	\$22.46	\$23.58	\$24.76	\$26.01	\$27.32	\$28.69	\$30.14	\$31.64	\$33.23	\$34.90
STAFF SERVICES ANALYST 2	\$24.75	\$26.00	\$27.31	\$28.68	\$30.12	\$31.63	\$33.22	\$34.89	\$36.64	\$38.48
STAFF SERVICES SPECIALIST	\$21.67	\$22.76	\$23.90	\$25.09	\$26.35	\$27.66	\$29.06	\$30.52	\$32.06	\$33.66
SUBSTANCE USE DISORDER SPEC 1	\$20.07	\$21.07	\$22.14	\$23.25	\$24.42	\$25.64	\$26.93	\$28.28	\$29.69	\$31.19
SUBSTANCE USE DISORDER SPEC 2	\$22.14	\$23.25	\$24.42	\$25.64	\$26.93	\$28.28	\$29.69	\$31.19	\$32.76	\$34.40
TELECOMMUNICATIONS TECHNICIAN	\$22.72	\$23.87	\$25.06	\$26.33	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30
TREAS/TAX COLLECTIONS OFFCR 1	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08	\$30.55
TREAS/TAX COLLECTIONS OFFCR 2	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
TREASURER/TAX SPECIALIST 1	\$17.36	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94
TREASURER/TAX SPECIALIST 2	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28	\$29.70
TREASURER/TAX TECHNICIAN	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28
VETERANS SERVICE REP 1	\$15.70	\$16.49	\$17.32	\$18.20	\$19.12	\$20.08	\$21.08	\$22.15	\$23.26	\$24.43
VETERANS SERVICE REP 2	\$17.30	\$18.18	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.62	\$26.91
VICTIM/WITNESS ADVOCATE	\$19.58	\$20.55	\$21.58	\$22.66	\$23.80	\$24.99	\$26.25	\$27.56	\$28.95	\$30.40
WELFARE/FRAUD INVESTIGATOR 1	\$22.78	\$23.92	\$25.12	\$26.38	\$27.71	\$29.10	\$30.57	\$32.10	\$33.70	\$35.39
WELFARE/FRAUD INVESTIGATOR 2	\$24.70	\$25.94	\$27.23	\$28.61	\$30.04	\$31.54	\$33.13	\$34.79	\$36.53	\$38.37

County of Plumas
Pay Schedule

Effective as of 08/16/2022 per Board of Supervisors Resolution Number 2022-8723; revised as of 12/13/2022 per Res. No. 2023-8753
and XX/XX/XXXX per Res. No. 2022-XXXX, and adopted by the Board as of XX/XX/XXXX per Resolution Number 2022-XXXX

OE3 MID-MANAGEMENT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
A&D PROG CLINICIAN/SUPERVISOR	\$30.47	\$32.00	\$33.60	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.32
ALCOHOL & DRUG PROG CHIEF	\$30.47	\$32.00	\$33.60	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.32
ALTERNATIVE SENTENCING MANAGER	\$26.29	\$27.60	\$28.99	\$30.44	\$31.97	\$33.57	\$35.25	\$37.02	\$38.88	\$40.83
ANIMAL CONTROL SUPERVISOR	\$23.29	\$24.46	\$25.68	\$26.96	\$28.31	\$29.73	\$31.21	\$32.78	\$34.43	\$36.16
ASSESSOR'S OFFICE MANAGER	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
ASSISTANT BUILDING OFFICIAL	\$30.47	\$32.00	\$33.60	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.32
ASSISTANT COUNTY ASSESSOR	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.93
ASSISTANT DISTRICT ATTORNEY	\$54.62	\$57.35	\$60.22	\$63.23	\$66.39	\$69.71	\$73.20	\$76.86	\$80.70	\$84.73
ASSISTANT PLANNING DIRECTOR	\$30.47	\$32.00	\$33.60	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.32
ASST-COUNTY CLERK-RECORDER	\$27.30	\$28.67	\$30.10	\$31.60	\$33.19	\$34.86	\$36.60	\$38.45	\$40.37	\$42.40
ASST DIR DEPT OF CHILD SUP SVC	\$33.56	\$35.24	\$37.00	\$38.85	\$40.79	\$42.83	\$44.97	\$47.22	\$49.58	\$52.06
ASST DIRECTOR OF PUBLIC HEALTH	\$38.89	\$40.84	\$42.89	\$45.04	\$47.29	\$49.66	\$52.15	\$54.78	\$57.51	\$60.39
ASST TREASURER/TAX COLLECTOR	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.93
BH ADMIN SERVICES OFFICER	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26
BH AOD PROGRAM ADMIN	\$37.50	\$39.39	\$41.37	\$43.44	\$45.61	\$47.90	\$50.30	\$52.83	\$55.47	\$58.25
BH CONTINUING CARE COORDINATOR	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26
BH QUAL IMPROVEMENT/COMPL MGR	\$37.50	\$39.39	\$41.37	\$43.44	\$45.61	\$47.90	\$50.30	\$52.83	\$55.47	\$58.25
BH UNIT SUPERVISOR	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26
BH UNIT SUPERVISOR-NURSING	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26
BLDG/GRDS MAINT SUPERVISOR 1	\$20.77	\$21.81	\$22.90	\$24.04	\$25.25	\$26.52	\$27.85	\$29.23	\$30.70	\$32.25
BLDG/GRDS MAINT SUPERVISOR 2	\$21.81	\$22.90	\$24.04	\$25.25	\$26.52	\$27.85	\$29.23	\$30.70	\$32.25	\$33.87
BUILDING OFFICIAL	\$33.58	\$35.26	\$37.03	\$38.89	\$40.84	\$42.89	\$45.04	\$47.29	\$49.66	\$52.15
CHIEF APPRAISER	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88
CHIEF CODE ENFORCEMENT OFFICER	\$29.30	\$30.78	\$32.33	\$33.94	\$35.64	\$37.42	\$39.30	\$41.27	\$43.34	\$45.51
CHIEF DEP PUB GRDN/CONSERVATOR	\$25.18	\$26.46	\$27.78	\$29.17	\$30.64	\$32.17	\$33.78	\$35.48	\$37.26	\$39.12
CHILDRENS SERVICES COORDINATOR	\$29.76	\$31.25	\$32.82	\$34.47	\$36.20	\$38.01	\$39.91	\$41.91	\$44.01	\$46.22
COMMUNITY CARE CASE MANAGER	\$18.17	\$19.09	\$20.05	\$21.05	\$22.12	\$23.23	\$24.40	\$25.61	\$26.91	\$28.26
DEPUTY AG COMM/SEALER OF WEIGHTS & MEASURE	\$29.38	\$30.85	\$32.39	\$34.01	\$35.71	\$37.50	\$39.38	\$41.35	\$43.42	\$45.59
DEP DIR/SOC SERV PROGRAM MGR	\$35.04	\$36.81	\$38.65	\$40.59	\$42.62	\$44.75	\$47.00	\$49.35	\$51.82	\$54.42
DEPARTMENT FISCAL OFFICER 1	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
DEPARTMENT FISCAL OFFICER 2	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
DIRECTOR OF NURSING - PH	\$40.73	\$42.77	\$44.92	\$47.16	\$49.52	\$52.00	\$54.61	\$57.35	\$60.22	\$63.24
DIV DIR VETERANS SVCS OFFICER	\$23.88	\$25.07	\$26.33	\$27.64	\$29.04	\$30.49	\$32.02	\$33.62	\$35.31	\$37.08
ELIGIBILITY SUPERVISOR	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
EMPLOYMENT & TRNG WKR SUP	\$26.90	\$28.25	\$29.66	\$31.15	\$32.72	\$34.36	\$36.08	\$37.88	\$39.78	\$41.78
FISCAL SUPPORT COORD	\$18.96	\$19.91	\$20.91	\$21.96	\$23.06	\$24.22	\$25.43	\$26.70	\$28.05	\$29.45
GEO INFO SYSTEM (GIS) COORD	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88	\$42.93

Job Title	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
GRANT COMPLIANCE OFFICER	\$18.71	\$19.65	\$20.63	\$21.68	\$22.77	\$23.91	\$25.11	\$26.37	\$27.69	\$29.08
HEALTH EDUCATION COORDINATOR 2	\$26.32	\$27.63	\$29.03	\$30.48	\$32.01	\$33.61	\$35.30	\$37.07	\$38.93	\$40.88
LIBRARY LITERACY PROGRAM COORD	\$18.23	\$19.14	\$20.10	\$21.11	\$22.16	\$23.27	\$24.43	\$25.66	\$26.94	\$28.28
MNLT HLTH SERVICES ACT COORD	\$29.76	\$31.25	\$32.82	\$34.47	\$36.20	\$38.01	\$39.91	\$41.91	\$44.01	\$46.22
OFFICE SUPERVISOR	\$19.29	\$20.26	\$21.28	\$22.36	\$23.47	\$24.65	\$25.89	\$27.18	\$28.55	\$29.98
PERMIT MANAGER	\$21.66	\$22.74	\$23.89	\$25.08	\$26.34	\$27.65	\$29.05	\$30.50	\$32.04	\$33.64
PH ADMIN SERVICES OFFICER	\$34.30	\$36.01	\$37.81	\$39.71	\$41.70	\$43.79	\$45.98	\$48.29	\$50.72	\$53.26
PROGRAM CHIEF-NURSING	\$30.47	\$32.00	\$33.60	\$35.29	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.32
PROGRAM MANAGER 1	\$31.71	\$33.30	\$34.97	\$36.73	\$38.57	\$40.51	\$42.54	\$44.67	\$46.90	\$49.25
PROGRAM MANAGER 2	\$33.30	\$34.97	\$36.73	\$38.57	\$40.51	\$42.54	\$44.67	\$46.90	\$49.25	\$51.72
PUBLIC HEALTH PROG DIV CHIEF	\$29.00	\$30.45	\$31.98	\$33.58	\$35.26	\$37.03	\$38.89	\$40.84	\$42.89	\$45.04
RECORDS MGMT COORDINATOR	\$18.72	\$19.66	\$20.64	\$21.69	\$22.78	\$23.92	\$25.12	\$26.38	\$27.71	\$29.10
SENIOR SERVICES DIVISION DIR.	\$22.20	\$23.31	\$24.49	\$25.71	\$27.00	\$28.36	\$29.78	\$31.27	\$32.84	\$34.49
SOCIAL SERVICES SUPERVISOR 1	\$27.48	\$28.86	\$30.32	\$31.84	\$33.44	\$35.12	\$36.88	\$38.72	\$40.66	\$42.70
SOCIAL SERVICES SUPERVISOR 2	\$31.71	\$33.30	\$34.97	\$36.73	\$38.57	\$40.51	\$42.54	\$44.67	\$46.90	\$49.25
STAFF SERVICES MANAGER	\$30.46	\$31.99	\$33.59	\$35.28	\$37.05	\$38.91	\$40.86	\$42.91	\$45.06	\$47.31
VICTIM/WITNESS COORDINATOR	\$26.29	\$27.60	\$28.99	\$30.44	\$31.97	\$33.57	\$35.25	\$37.02	\$38.88	\$40.83

County of Plumas
Pay Schedule

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and XX/XX/XXXX per Res. No. 2022-XXXX, and adopted by the Board as of XX/XX/XXXX per Resolution Number 2022-XXXX

PROBATION MID-MANAGEMENT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
DEPARTMENT FISCAL OFFICER 1	\$22.08	\$23.20	\$24.36	\$25.59	\$26.86	\$28.20	\$29.62	\$31.11	\$32.66	\$34.30
DEPARTMENT FISCAL OFFICER 2	\$24.34	\$25.56	\$26.84	\$28.18	\$29.60	\$31.09	\$32.64	\$34.28	\$36.00	\$37.80
SUPERVISING PROBATION OFFICER	\$26.21	\$27.52	\$28.91	\$30.35	\$31.88	\$33.48	\$35.15	\$36.92	\$38.77	\$40.71

County of Plumas
Pay Schedule

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PROBATION ASSC

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ADMINISTRATIVE ASSISTANT 1	\$15.84	\$16.62	\$17.46	\$18.32	\$19.25	\$20.21	\$21.22	\$22.29	\$23.39	\$24.57
ADMINISTRATIVE ASSISTANT 2	\$16.62	\$17.45	\$18.33	\$19.24	\$20.21	\$21.23	\$22.30	\$23.42	\$24.60	\$25.84
DEPUTY PROBATION OFFICER 1	\$18.98	\$19.95	\$20.94	\$22.00	\$23.09	\$24.26	\$25.47	\$26.75	\$28.10	\$29.50
DEPUTY PROBATION OFFICER 2	\$20.54	\$21.57	\$22.64	\$23.77	\$24.97	\$26.21	\$27.52	\$28.90	\$30.34	\$31.86
DEPUTY PROBATION OFFICER 3	\$22.64	\$23.77	\$24.97	\$26.21	\$27.52	\$28.90	\$30.34	\$31.86	\$33.45	\$35.13
DETENTION COORDINATOR	\$20.06	\$21.06	\$22.13	\$23.24	\$24.41	\$25.63	\$26.92	\$28.27	\$29.68	\$31.16
LEGAL SERVICES ASSISTANT 1	\$15.84	\$16.62	\$17.46	\$18.32	\$19.25	\$20.21	\$21.22	\$22.29	\$23.39	\$24.57
LEGAL SERVICES ASSISTANT 2	\$17.46	\$18.32	\$19.25	\$20.21	\$21.22	\$22.29	\$23.39	\$24.57	\$25.79	\$27.09
MANAGEMENT ANALYST 1	\$22.41	\$23.53	\$24.71	\$25.95	\$27.24	\$28.62	\$30.05	\$31.55	\$33.13	\$34.79
MANAGEMENT ANALYST 2	\$24.93	\$26.18	\$27.49	\$28.87	\$30.31	\$31.84	\$33.43	\$35.11	\$36.87	\$38.72
OFFICE ASSISTANT 1	\$15.84	\$16.62	\$17.46	\$18.32	\$19.25	\$20.21	\$21.22	\$22.29	\$23.39	\$24.57
OFFICE ASSISTANT 2	\$16.62	\$17.46	\$18.32	\$19.25	\$20.21	\$21.22	\$22.29	\$23.39	\$24.57	\$25.79
OFFICE ASSISTANT 3	\$18.32	\$19.25	\$20.21	\$21.22	\$22.29	\$23.39	\$24.57	\$25.79	\$27.09	\$28.44
PROB PROG COORD/ADMIN ASSIST	\$19.94	\$20.95	\$21.99	\$23.10	\$24.27	\$25.48	\$26.76	\$28.12	\$29.53	\$31.00
PROBATION ASSISTANT	\$15.99	\$16.79	\$17.63	\$18.51	\$19.44	\$20.41	\$21.44	\$22.52	\$23.65	\$24.83
PROBATION REPORT WRITER	\$19.06	\$20.01	\$21.02	\$22.07	\$23.19	\$24.35	\$25.57	\$26.85	\$28.19	\$29.61

**County of Plumas
Pay Schedule**

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SHERIFF EMPLOYEE ASSC

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASSISTANT PROGRAM MANAGER	\$15.86	\$16.66	\$17.49	\$18.37	\$19.29	\$20.25	\$21.27	\$22.33	\$23.45	\$24.64
CORRECTIONAL OFFICER 1	\$18.98	\$19.95	\$20.94	\$22.00	\$23.09	\$24.26	\$25.47	\$26.75	\$28.10	\$29.50
CORRECTIONAL OFFICER 2	\$20.92	\$21.97	\$23.07	\$24.23	\$25.45	\$26.73	\$28.07	\$29.48	\$30.95	\$32.51
CORRECTIONAL SERGEANT	\$23.20	\$24.36	\$25.59	\$26.86	\$28.20	\$29.62	\$31.11	\$32.66	\$34.30	\$36.02
CRIME ANALYST	\$17.85	\$18.75	\$19.69	\$20.67	\$21.72	\$22.81	\$23.95	\$25.15	\$26.41	\$27.73
DEP SHERIFF 2/COM EQUIP COORD	\$29.41	\$30.88	\$32.42	\$34.05	\$35.76	\$37.55	\$39.44	\$41.42	\$43.50	\$45.67
DEPUTY SHERIFF 1	\$21.52	\$22.60	\$23.74	\$24.93	\$26.18	\$27.49	\$28.87	\$30.31	\$31.83	\$33.42
DEPUTY SHERIFF 2	\$23.70	\$24.89	\$26.14	\$27.45	\$28.82	\$30.26	\$31.79	\$33.37	\$35.06	\$36.81
DEPUTY SHERIFF 2-ADVANCED	\$24.95	\$26.21	\$27.52	\$28.91	\$30.36	\$31.88	\$33.48	\$35.15	\$36.91	\$38.78
DEPUTY SHERIFF 2-INTERMEDIATE	\$24.42	\$25.64	\$26.93	\$28.28	\$29.69	\$31.19	\$32.76	\$34.40	\$36.12	\$37.93
SH INVSTG/CANNABIS CODE COMPL	\$28.74	\$30.19	\$31.69	\$33.28	\$34.95	\$36.71	\$38.55	\$40.49	\$42.51	\$44.64
SHERIFF DISPATCHER 1	\$18.98	\$19.95	\$20.94	\$22.00	\$23.09	\$24.26	\$25.47	\$26.75	\$28.10	\$29.50
SHERIFF DISPATCHER 2	\$20.27	\$21.28	\$22.36	\$23.47	\$24.65	\$25.89	\$27.18	\$28.55	\$29.98	\$31.48
SHERIFF EMERGENCY SERVICES & TRAINING COORD	\$23.23	\$24.40	\$25.61	\$26.91	\$28.26	\$29.68	\$31.17	\$32.73	\$34.37	\$36.09
SHERIFF INVESTIGATOR	\$25.49	\$26.77	\$28.13	\$29.54	\$31.02	\$32.58	\$34.22	\$35.94	\$37.74	\$39.63
SHERIFF INVESTIGATOR SERGEANT	\$31.08	\$32.64	\$34.28	\$35.99	\$37.79	\$39.69	\$41.68	\$43.76	\$45.95	\$48.25
SHERIFF INVESTIGATOR-ADVANCED	\$26.83	\$28.19	\$29.59	\$31.08	\$32.64	\$34.28	\$35.99	\$37.79	\$39.69	\$41.68
SHERIFF INVESTIGATOR-INTERMED	\$26.27	\$27.58	\$28.96	\$30.41	\$31.94	\$33.53	\$35.21	\$36.97	\$38.83	\$40.77
SHERIFF SERGEANT	\$26.77	\$28.13	\$29.54	\$31.02	\$32.58	\$34.22	\$35.94	\$37.74	\$39.63	\$41.61
SHERIFF SERGEANT-ADVANCED	\$28.87	\$30.31	\$31.84	\$33.43	\$35.11	\$36.87	\$38.72	\$40.66	\$42.69	\$44.82
SHERIFF SERGEANT-INTERMEDIATE	\$28.24	\$29.66	\$31.15	\$32.72	\$34.36	\$36.08	\$37.88	\$39.78	\$41.78	\$43.87
SHERIFF SERVICES ASSISTANT 1	\$17.14	\$17.99	\$18.90	\$19.85	\$20.85	\$21.90	\$23.00	\$24.15	\$25.37	\$26.64
SHERIFF SERVICES ASSISTANT 2	\$18.89	\$19.84	\$20.84	\$21.89	\$22.99	\$24.14	\$25.36	\$26.63	\$27.97	\$29.37

County of Plumas
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SHERIFF EMPLOYEE ASSC MID-MGMT

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
ASST DIR OF EMERGENCY SERVICES	\$24.24	\$25.45	\$26.73	\$28.07	\$29.48	\$30.95	\$32.51	\$34.13	\$35.84	\$37.64
COMMUNICATIONS SUPER ADVANCED	\$24.51	\$25.75	\$27.04	\$28.39	\$29.81	\$31.31	\$32.88	\$34.52	\$36.25	\$38.07
COMMUNICATIONS SUPER INTERMED	\$24.04	\$25.25	\$26.52	\$27.85	\$29.23	\$30.70	\$32.25	\$33.87	\$35.56	\$37.34
COMMUNICATIONS SUPERVISOR	\$23.34	\$24.51	\$25.75	\$27.04	\$28.39	\$29.81	\$31.31	\$32.88	\$34.52	\$36.25
JAIL COMMANDER	\$33.41	\$35.10	\$36.86	\$38.71	\$40.64	\$42.67	\$44.82	\$47.07	\$49.43	\$51.91
SH INV/SGT/CODE COMPLIANCE SUP	\$33.41	\$35.10	\$36.86	\$38.71	\$40.64	\$42.67	\$44.82	\$47.07	\$49.43	\$51.91
SHERIFF ADMIN SERGEANT	\$31.08	\$32.64	\$34.28	\$35.99	\$37.79	\$39.69	\$41.68	\$43.76	\$45.95	\$48.25
SHERIFF FISCAL OFFICER 1	\$23.90	\$25.09	\$26.35	\$27.66	\$29.06	\$30.52	\$32.06	\$33.66	\$35.34	\$37.11
SHERIFF FISCAL OFFICER 2	\$28.21	\$29.62	\$31.12	\$32.68	\$34.32	\$36.04	\$37.86	\$39.74	\$41.74	\$43.83
SHERIFF PATROL COMMANDER	\$33.41	\$35.10	\$36.86	\$38.71	\$40.64	\$42.67	\$44.82	\$47.07	\$49.43	\$51.91
SHERIFFS SPECIAL OPS SGT	\$31.08	\$32.64	\$34.28	\$35.99	\$37.79	\$39.69	\$41.68	\$43.76	\$45.95	\$48.25

County of Plumas
Pay Schedule

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UNDERSHERIFF

Job Title	HOURLY RATE									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	L1	L2	L3	L4	L5
UNDERSHERIFF	\$34.21	\$35.93	\$37.73	\$39.62	\$41.61	\$43.70	\$45.89	\$48.19	\$50.60	\$53.13



**PLUMAS COUNTY
COUNTY ADMINISTRATOR
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Debra Lucero

MEETING DATE: January 3, 2023

SUBJECT: Approve and authorize the reassignment of County payroll responsibilities and functions by moving these duties out of the Auditor - Controllers Office, and assigning the payroll responsibilities to the Human Resource Office to facilitate the migration from FinancePLUS (Pentimation) to Tyler/Munis' HR Module; and Adopt RESOLUTION to amend the position allocation for budget year 2022/2023 for the departments of #20035 and 20040; discussion and possible action. Roll call vote.

Recommendation

Approve and authorize the reassignment of County payroll responsibilities and functions, by moving these duties out of the Auditor - Controllers Office, and assigning the payroll responsibilities to the Human Resource Office to facilitate the migration from FinancePLUS (Pentimation) to Tyler/Munis' HR Module

Background and Discussion

OVERALL STATEMENT

Plumas County's 15-year FinancePlus (Pentamation) system, which supports our payroll functions, is beyond its lifespan. Attached is the Pentatmation (FinancePLUS) memo from 2017 stating that our payroll and financial system is too old to get support from the vendor. This notice was given to the County five years ago. Lack of action has become critical to our payroll processing including the ACA 1095-C reports, W2/1099 releases and EEO-4 reporting just to name a few reports. County employees been handicapped by the inability to move forward with a new payroll system and have been forced to do work arounds to make various report deadlines.

The annual cost to "support" this system is \$13,363.30 or nearly \$67,000 over the past five years, yet real support is not actually available. IT says "support" depends on if there is anyone left at the company who can "remember" how to service the software. The County, meanwhile, has been paying \$60,000 per year, for the past five years at a cost of \$300,000 for the Munis HR Payroll Module. Yet the County has yet to transition to this system. Our neighbor, Lassen County, has been on Munis' HR Payroll Module for the past year or so. In addition to the Munis Training on the Payroll Module, our plan is to reach out to Lassen County for mutual aid as we transition.

MOVING PAYROLL FROM THE AUDITOR-CONTROLLER'S OFFICE TO HUMAN RESOURCES

Recently, I met with the Auditor-Controller and a hired consultant to go over the office's workload, training considerations, staffing issues and upcoming projects (there are 20 projects – all with immediate needs and some having 50 separate steps to complete, including the 21-22 Annual Audit). It is quite a heavy lift. We discussed the office's needs as well as the idea of switching to the new payroll system – something that needs to happen this fiscal year while we have the initial support of Munis (Tyler) for the migration.

I was informed this could not happen due to the current workload and due to the uncertainty of what it might cause in the Munis system in regards to the Cash Accounting issues (this was an audit finding noted in our 20-21 Annual Audit). At that point, I discussed the idea of moving payroll functions out of the Auditor's Office to alleviate the workload and move functions to the Human Resources Office to facilitate moving forward with the migration.

Concerns were then voiced about separation of duties (checks and balances) between the Auditor-Controller's Office and HR for payroll functions. While this is understandable as many counties operate in this manner, it should be pointed out that many California cities and counties have payroll operating completely out of HR or even out of the Auditor-Controller's Office only. It is really a matter of which department has capacity and understanding of the process and can get it done most efficiently. This could be a permanent solution or a temporary solution depending on how the workload, training and staffing occur in the Auditor-Controller's Office, which has undergone tremendous change over the past year. This, in no way, reflects upon the current Auditor-Controller but the situation is what it is at this point.

As the Board is aware, there is increasing complexity to payroll due to CalPers, EDD requirements, and more – something HR deals with on a daily basis. Migrating to the new payroll system must happen. Previous attempts to migrate to a new system have been stymied and the County now has no timeline left nor does it have a back-up plan if the current end-of-life payroll software quits functioning. This entire memo is not meant to cast dispersion on any department; everyone is overloaded, but we need to make this switch now to facilitate starting FY2022-23 with the new system.

TIMELINE: Moving the payroll functions from the Auditor-Controller's Office would occur in January 2023.

COST: \$93,073.84 – benefits included for a second Payroll Specialist (On-going General Fund commitment).

PAYROLL SYSTEM MIGRATION (Please see Memo with Timeline and Key Dates from Greg Ellingson, Director of Information Technology)

TIMELINE: The migration from FinancePLUS (Pentimation) to Munis' HR Module would begin in January 2023. Detailed timeline attached.

COST: \$185 per hour for Munis Training for \$30,000-\$40,000 cost over the migration period. This one-time cost would be covered by the LATCF funds.

Action:

The County Administrative Office respectfully request that the Board of Supervisors approve and authorize the reassignment of County payroll responsibilities and functions, moving these duties out of the Auditor - Controllers Office, and assigning the payroll responsibilities to the Human Resource Office to facilitate the migration from FinancePLUS (Pentimation) to Tyler/Munis' HR Module.

1. Approve migration to new payroll system and one-time use of LATCF funds for training.
2. Approve moving payroll functions from the Auditor-Controller's Office to the Human Resources Department.
3. Adopt Resolution to amend the position allocation for Budget Year 2022/2023 for departments #20035 and #20040, establishing another Payroll Specialist position and moving a Payroll Specialist position from the Auditor-Controller's to Human Resources

Attachments:

1. IT Board Memo - Payroll Migration (1-10-23)
2. Email Pentimation_20221221_115608
3. Munis Timeline - Key Dates - Final 12-20-22
4. Munis Timeline - Final 12-20-22
5. RESOLUTION Position Allocation Munis

Plumas County Department of Information Technology



County Courthouse, 520 Main Street, Room 211
Quincy, California 95971
Phone: (530) 283-6263
Fax: (530) 283-0946

Greg Ellingson
*Director of Information
Technology*

DATE: December 20th, 2022
TO: Honorable Board of Supervisors
FROM: Greg Ellingson, Director of Information Technology

SUBJECT: **PAYROLL SYSTEM MIGRATION UPDATE**

This memo will revisit the importance from an Information Technology perspective of the need for a timely migration to our new Human Resources system Munis in 2023. As you are all aware, Plumas County continues to use our legacy system FinancePlus (Pentamotion) for employee payroll purposes. This system has been in use for more than 15 years and was not updated during its lifespan. There are many concerns regarding its continued usage, and I will discuss them each briefly in the following paragraphs.

This system, due to its age, is a security risk to the county. Many software vulnerabilities exist that cannot be avoided or patched due to end of operating system support from Microsoft. Information technology staff have taken all possible actions to isolate this system from any form of unwanted access, but this cannot be guaranteed due to the age of the operating system and software being used.

Annual cost to the county to maintain & support our current payroll system is \$13,636.30. Instability from the company providing these services has been noticeable with the company changing hands multiple times over the past few years. CentralSquare, the current providers, have mentioned that the software version being used by the County is considered end of life, and support may end if they are unable to retain veteran employees that have knowledge of this specific version.

Due to the outlined issues and concerns with our legacy payroll system, I strongly suggest that the County swiftly move forward with the HR / payroll migration as outlined in the timeline provided.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Ellingson", with a long, sweeping horizontal line extending to the right.

Greg Ellingson
Plumas County Director of Information Technology

Selvage, Nancy

From: Brian Rubin (Lake Mary) <Brian.Rubin@superion.com>
Sent: Friday, May 26, 2017 8:51 AM
Cc: Amy Basnage (Bethlehem); Chris McAtee (Bethlehem)
Subject: PLUS Regulatory & EEO-4 Supported Version Update

Hello PLUS Users,

As a follow up to last year's communication, our customer base is distributed across many versions of FinancePLUS and CommunityPLUS, the oldest of which was released more than a decade ago. This creates challenges that limit our ability to serve you. The most serious issue is that several technologies, which are required for older PLUS versions, are no longer supported by their respective vendors.

Some examples are:

- FourJs - Genero versions older than 2.02, this is the run time environment for the PLUS products.
- Microsoft – Windows Server 2000, 2003 and Database SQL Server 2000.
- Informix 11.1 and older
- Red Hat Linux 3 and older
- HP-UX 11i and older

There are many advantages to you for staying current on your PLUS software release including:

- Your users will benefit from new, advanced features and functions.
- You can take advantage of training and professional service offerings not available to customers on older versions of PLUS.
- You will also benefit from faster support response, as we are able to support the current versions more efficiently.
- The security risks of running unsupported OS/DBS versions is mitigated.

Therefore, in order to improve the value we provide to all of our PLUS customers, we will offer regulatory support for only the current version and two previous major releases of PLUS going forward. With 5.1/9.1 currently released, Superion will now provide regulatory updates for 5.1, 5.0 and 4.3 only. There will be a surcharge for regulatory updates for the unsupported versions of FinancePLUS. This includes State Regulatory, Federal Regulatory including Affordable Care Act, W2/1099 releases and EEO-4 reporting.

- The surcharge for EEO-4 will be waived if an upgrade contract to the latest version is signed by September 30, 2017.
- In order to focus resources on best serving our customers, this will be the final year that Superion will offer regulatory updates for the unsupported versions of FinancePLUS.

To plan an upgrade to the latest version of FinancePLUS and CommunityPLUS, please feel free to reach out to Chris McAtee (Chris.McAtee@Superion.com). Please reach out to me or Amy Basnage if you have any questions. Amy can be reached at Amy.Basnage@superion.com. My contact information appears below and I look forward to being of assistance.

Thanks,



Brian Rubin • Product Manager
1000 Business Center Dr, Lake Mary FL 32746
m. 407.986.0607 • brian.rubin@superion.com

Human Capital Management Conversion to MUNIS - Key Dates

JANUARY: WEEKS 27-23

- ☐ Start duplication entry into Munis
- ☐ Check the 2023-2024 tax tables
- ☐ Import leave accrual tables
- ☐ Complete time entry templates for each department
- ☐ Test process: PR/HR Setup - Complete
- ☐ Test process: Payroll Processing (1st half)
- ☐ Refresher training on payroll processing
- ☐ Run pay period **#15** parallel & audit
- ☐ Test process: Position Control and Budgeting - Complete
- ☐ Test process: Benefits Administration

FEBRUARY: WEEKS 23-19

- ☐ Test process: Accident and Injuries - Complete
- ☐ Test process: Grievances/Disciplinary - Complete
- ☐ Test process: Substance Testing - Complete
- ☐ Test process: Case Management - Complete
- ☐ Test process: Driver's Licenses - Complete
- ☐ Run pay period **#16** parallel & audit
- ☐ Test process: Payroll Processing (2nd half) - Complete
- ☐ Test process: Payroll Setup
- ☐ Test process: Employee Maintenance - Complete
- ☐ Run pay period **#17** parallel & audit
- ☐ Test process: Employee History - Complete

MARCH: WEEKS 19-15

- ☐ Opportunity for training and catch-up
- ☐ Run pay period **#18** parallel & audit
- ☐ Run pay period **#19** parallel & audit

APRIL: WEEKS 15-10

- ☐ Run pay period **#20** parallel & audit
- ☐ Launch Employee Self-Service Portal and work out bugs
- ☐ Test process: Reporting - Complete
- ☐ Test process: Recruiting - Complete
- ☐ Test process: Human Resources - Complete
- ☐ Run pay period **#21** parallel & audit
- ☐ Test process: Training & Certifications - Complete
- ☐ Test process: Evaluations - Complete
- ☐ Test process: Expense claims entry via Munis - Complete
- ☐ Test process: Cash advances - Complete
- ☐ Test process: Create GB invoice for expense overpayment - Complete
- ☐ Test process: Convert claim to AP invoice - Complete
- ☐ Test process: Convert claim to PR run - Complete
- ☐ Run pay period **#22** parallel & audit

MAY: WEEKS 10-6

- ☐ Test process: Employee Self Service - Complete
- ☐ Run pay period **#23** parallel & audit
- ☐ Test process: CalPERS Reporting
- ☐ Opportunity for training and catch-up

JUNE: WEEKS 6-1

- ☐ Complete Payroll HR Go-Live Checklist
- ☐ Run pay period **#24** parallel & audit
- ☐ Opportunity for training and catch-up
- ☐ Run pay period **#25** parallel & audit
- ☐ Run pay period **#26** parallel & audit
- ☐ Import all 2023 parallels into Production
- ☐ **GO LIVE for pay period #27!!**

Munis Project Timeline – January 2023 through June 2023

Human Capital Management Conversion to MUNIS

Goal: Run first full payroll out of Munis for PP#27 (6/18/22 through 7/1/22)

**Note – all parallels MUST be done in Production for taxes and reports to run correctly (until things are squared away, parallels can be done in Train and once the file matches Pentamation, it can be imported into PROD)*

Training Needs:

Refresher on Running Payroll – ideally scheduled during the week of 1/15/23-1/20/22

Flores “OT” calculations – not coming out right yet (could be included in the payroll refresher training)

CalPERS setup & reporting

Creating longevity tables

ACA Reporting – 2022 won’t be done through Munis but we’ll need to confirm everything works before we hit the Go-Live date.

Color Key: HR Auditor IT

27 Weeks to Go! 1/1/23 – 1/7/23

- ☐ Start doing duplication into Pentamation & Munis
- ☐ Confirm that 2023-2024 tax tables are set up correctly – see the “Taxes” & “Update Tax Tables” documents on SharePoint
- ☐ Delete old pay schedules and create new ones – see the “Pay Schedules” document on SharePoint
- ☐ Leave accrual tables imported
- ☐ Time Entry templates created for each department

Test Process: PR/HR Setup –

- ☐ Export a list of all location codes to Excel and check that they are in properly
- ☐ Export a list of all Group/BU codes to Excel and check that they are in properly
- ☐ Search for all current Salary Tables and/or Pay Bands and check that they are in properly
- ☐ Export a list of all Personnel Action codes to Excel and check that they are in properly
- ☐ Export a list of all Inactive/Termination codes to Excel and check that they are in properly
- ☐ Export list of Personnel Status codes to Excel and check that they are in properly
- ☐ Export a list of all Job classes to Excel and check that they are in properly
- ☐ Search for all Non-Exempt Job Classes and check that they are in properly
- ☐ Search for all Temporary and Seasonal Job Classes and check that they are in properly
- ☐ Search for all Job Classes with a default Vacation leave accrual type and check that they are in properly

26 Weeks to Go! 1/8/23 – 1/14/23

Test Process: PR/HR Setup –

- ☐ Search for all Positions in a specific location and check that they are in properly
- ☐ Search for all Positions on a Salary Table or Pay Band and check that they are in properly
- ☐ Search for all Positions with a Payroll Allocation code and check that they are in properly
- ☐ Search for all Pay Codes with a category of 'Base Pay' and check that they are in properly
- ☐ Search for all Pay Codes associated with leave or absence and check that they are in properly
- ☐ Search for all pay codes (Cell Phone, Clothing, Tool, Car, etc.) and check that they are in properly
- ☐ Search for all Employer Paid Benefit deduction codes and check that they are in properly
- ☐ Search for all deduction codes associated with a charitable donation and check that they are in properly
- ☐ Search for the Basic Life Insurance deduction codes and check that they are in properly
- ☐ Search for all Medical Insurance deduction codes and check that they are in properly
- ☐ Search for all Sick Leave accrual tables and check that they are in properly
- ☐ Search for all Accrual Tables in which the leave balance is carried forward at the End of the Year to the Next Year and check that they are in/working properly

25 Weeks to Go! 1/15/23 – 1/21/23

- ☐ Time entry templates complete and imported into Munis for PP15

Test Process: Payroll Processing –

- ☐ Start a new payroll warrant for the current pay period
- ☐ Start a new Time Entry batch for the current payroll
- ☐ In the Time Entry batch enter all hours for an hourly paid employee
- ☐ In the Time Entry batch enter leave/absence hours for a salaried employee
- ☐ Proof the Time Entry batch
- ☐ Verify the Time Entry batch or submit it through Workflow
- ☐ Move the Time Entry batch into the Payroll
- ☐ Generate Earnings and Deductions for 1 Group/BU or 1 Location
- ☐ Move time and attendance batch(es) into the current payroll
- ☐ Display the Earnings and Deductions error report
- ☐ Search for all Earnings and Deductions records with an error (Error Level is not 0)
- ☐ Correct the serious errors listed

24 Weeks to Go! 1/22/23 – 1/28/23

- ☐ Run PP#15 parallel and audit

Test Process: Position Control and Budgeting –

- ☐ Add a position control record for a new police officer, firefighter, correctional officer, or teacher position that has been approved by the Budget
- ☐ Change a position FTE from 1.0 to 0.5

- ☐ Find a Vacant Position and designate it as Inactive
- ☐ Run the Vacancy Report to create a list of all vacant positions.

Test Process: Benefits Administration –

- ☐ Update the Medical and Dental Insurance Coverage for an employee who has changed from Employee Only to Employee and Spouse
- ☐ Add a record for an employee who has recently enrolled in a Voluntary insurance benefit (AFLAC, Voluntary Life, Voluntary Life Spouse, AD&D)
- ☐ Simulate creating new Health Insurance Premium table records for the upcoming Benefit Plan year

23 Weeks to Go! 1/29/23 – 2/4/23

- ☐ **Resolve any PP#15 Parallel issues**
- ☐ Time entry templates complete and into Munis for PP#16

Test Process: Accidents and Injuries –

- ☐ Create Injury record for an employee injured at work
- ☐ Add/Maintain additional details associated with the Injury record

Test Process: Grievances/Disciplinary –

- ☐ Enter Grievances record for an employee who is disputing unpaid wages
- ☐ Add details of individual states of the grievance case
- ☐ Run reports for Case Listings and Case Details

Test Process: Substance Testing –

- ☐ Create Substance Testing records in mass for a group of employees using the 'Create Rec' function
- ☐ Run the Random function to randomly select 4% of employees for a Random Substance Test
- ☐ Update the Employee Substance Test Detail records with the results of the Random Substance Test

Test Process: Case Management –

- ☐ Create an employee case management record for an employee who has been disciplined.
- ☐ Review case management records through the Case Management History program

Test Process: Driver's Licenses –

- ☐ Add a Driver's License record for a new employee
- ☐ Search for all Driver's Licenses that are set to expire in the next 12 months

22 Weeks to Go! 2/5/23 – 2/11/23

- ☐ Run PP#16 parallel in Munis

Test Process: Payroll Processing –

- ☐ Run the Employee Update process
- ☐ Create the Direct Deposit File for the bank

- ☐ Print payroll Direct Deposit Advices
- ☐ Print Payroll Checks
- ☐ Print the Payroll Check Register
- ☐ Create the Positive Pay file for the bank
- ☐ Process the GL Distribution Journal; verify and post journal entries in GL
- ☐ Process a void payroll; void a check from the payroll you processed

Test Process: Payroll Setup

- ☐ Search for Current Year Married Federal Income Tax Table
- ☐ Find the Dependent Deduction Allowance for Federal Income Tax
- ☐ Export a list of all Location codes to Microsoft Excel
- ☐ Export a list of all Group/BU codes to Microsoft Excel
- ☐ Search for the Routing Transit Number of a local Credit Union
- ☐ Search for all Pay codes with a category of 'Base Pay'
- ☐ Search for all Pay codes associated with leave or absence
- ☐ Search for all allowance pay codes (Cell Phone, Clothing, Tool, Car, etc.)
- ☐ Search for all Employer Paid Benefit deductions
- ☐ Search for all deduction records associated with Direct Deposit
- ☐ Search for the Basic Life Insurance deduction
- ☐ Search for all Medical Insurance deductions
- ☐ Search for the record(s) controlling exemptions/exceptions for Medicare Tax
- ☐ Search for all Sick Leave accrual tables
- ☐ Search for all Accrual Tables in which the leave balance is carry forwarded at the End of the Year to the Next Year

21 Weeks to Go! 2/12/23 – 2/18/23

- ☐ **Resolve any PP#16 Parallel issues**
- ☐ Time entry templates complete and into Munis for PP#17

Test Process: Employee Maintenance –

- ☐ Search for an employee by last name
- ☐ Search for all employees in a specific Group/BU
- ☐ Search for all employees born hired before 1/1/2015
- ☐ Add a Child Support deduction to an employee
- ☐ Change an Employee Federal Tax deduction record from Married to Single
- ☐ Add a new Flat Amount Direct Deposit for \$100.00 to an employee
- ☐ Add an Accrual History record for an employee that forgot to record 8 hours of Sick Leave on his/her timesheet
- ☐ Add an Accrual History record for an employee that earned 4.5 hours of Sick Leave that was not correctly awarded last month

20 Weeks to Go! 2/19/23 – 2/25/23

- ☐ Run PP#17 parallel in Munis

Test Process: Employee Inquiry –

- ☐ Search for all Active employees with a BiWeekly pay frequency
- ☐ Search for all Active employees with a Direct Deposit advice deliver of 'P - Print Advice'
- ☐ Search for all employees hired since January 1 of the current year
- ☐ Search for all Base Pay records for active employees in a specific Group/BU
- ☐ Search for all active employees with a annual salary greater than \$50,000
- ☐ Search for all active employees with an allowance pay (Cell Phone, Clothing, Moving, etc.)
- ☐ Search for all active employees with a Federal Income Tax status of 'Single'
- ☐ Search for all active employees with a Flat Amount Direct Deposit deduction
- ☐ Search for all active employees with a Child Support wage garnishment deduction
- ☐ Search for all employees who are currently set to Prenote for Direct Deposit
- ☐ Search for all employees who have no remaining Sick Leave time
- ☐ Search for the employee with the most available Vacation or PTO time

19 Weeks to Go! 2/26/23 – 3/4/23

- ☐ Resolve any PP#17 Parallel issues
- ☐ Time entry templates complete and into Munis for PP#18
- ☐ **Opportunity for training/catching up**

18 Weeks to Go! 3/5/23 – 3/11/23

- ☐ Run PP#18 parallel in Munis
- ☐ **Opportunity for training/catching up**

17 Weeks to Go! 3/12/23 – 3/18/23

- ☐ **Resolve any PP#18 Parallel issues**
- ☐ Time entry templates complete and into Munis for PP#19
- ☐ **Opportunity for training/catching up**

16 Weeks to Go! 3/19/23 – 3/25/23

- ☐ Run PP#19 parallel in Munis
- ☐ **Opportunity for training/catching up**

15 Weeks to Go! 3/26/23 – 4/1/23

- ☐ **Resolve any PP#19 Parallel issues**
- ☐ Time entry templates complete and into Munis for PP#20
- ☐ **Opportunity for training/catching up**

14 Weeks to Go! 4/2/23 – 4/8/23

- ☐ Run PP#20 parallel in Munis
- ☐ **Launch Employee Self-Service Portal**

Test Process: Reporting –

- ☐ Run the Quarterly 941 Report
- ☐ Run the State Retirement Report(s)

13 Weeks to Go! 4/9/23 – 4/15/23

- ☐ Resolve any PP#20 Parallel issues
- ☐ Time entry templates complete and into Munis for PP#21

Test Process: Recruiting –

- ☐ Add Job Opening Requisitions using Job Opening File Maintenance
- ☐ Add pending applicants through Applicant Tracking F/M including skills, education, references, reference checks, interviews, work history, tests/conditions
- ☐ Transfer new hires via Personnel Actions Entry

Test Process: Human Resources –

- ☐ Add a job opening record through the Job Opening program.
- ☐ Create an evaluation for an employee

12 Weeks to Go! 4/16/23 – 4/22/23

- ☐ Run PP#21 parallel in Munis

Test Process: Training & Certifications –

- ☐ Create Training & Certifications records

Test Process: Training & Certifications –

- ☐ Create Training & Certifications records

Test Process: Evaluations –

- ☐ Create Evaluations

11 Weeks to Go! 4/23/23 – 4/29/23

- ☐ Resolve any PP#21 Parallel issues
- ☐ Time entry templates complete and into Munis for PP#22

Test Process: Expense claim entry via Munis –

- ☐ Enter expense claim using different templates
- ☐ Enter expense claim using GSA per diem
- ☐ Enter expense claim using information expenses
- ☐ Enter expense claim using attachments
- ☐ Enter expense claim using estimates
- ☐ Enter expense claim using actuals

Test Process: Allocating accounts –

- ☐ Enter expense claim using actuals

10 Weeks to Go! 4/30/23 – 5/6/23

- ☐ Run PP#22 parallel in Munis

Test Process: Cash advances –

- ☐ Process cash advances for overpayments
- ☐ Process cash advances for underpayments

Test Process: Create GB invoice for expense overpayment –

- ☐ Create GB Invoice for expense overpayment

Test Process: Convert claim to AP invoice –

- ☐ Convert claim to AP invoice using one time vendors
- ☐ Convert claim to AP invoice using individual vendor records

Test Process: Convert claim to PR run –

- ☐ Convert claim to PR run using different pay codes

9 Weeks to Go! 5/7/23 – 5/13/23

- ☐ Resolve any PP#22 Parallel issues
- ☐ Time entry templates complete and into Munis for PP#23

Test Process: Employee Self Service

- ☐ Search for all Accrual Tables in which employees can view and request time off on Employee Self Service
- ☐ Change an employee to receive W2's through ESS only
- ☐ Approve a W-4 Request that an employees submitted on Employee Self Service
- ☐ Enter expense claim using different templates
- ☐ Enter expense claim using GSA per diem
- ☐ Enter expense claim using information expenses
- ☐ Enter expense claim using attachments
- ☐ Enter expense claim using estimates

8 Weeks to Go! 5/14/23 – 5/20/23

- ☐ Run PP#23 parallel in Munis

Test Process: CalPERS Reporting

- ☐ Create XML file for submission

7 Weeks to Go! 5/21/23 – 5/27/23

- ☐ Resolve any PP#23 Parallel issues

- ☐ Time entry templates complete and into Munis for PP#24
- ☐ **Opportunity for training/catching up**

6 Weeks to Go! 5/28/23 – 6/3/23

- ☐ Run PP#24 parallel in Munis
- ☐ **Complete Payroll HR Go-Live Checklist**
- ☐ **Opportunity for training/catching up**

5 Weeks to Go! 6/4/23 – 6/10/23

- ☐ Resolve any PP#24 Parallel issues
- ☐ Time entry templates complete and into Munis for PP#25
- ☐ **Opportunity for training/catching up**

4 Weeks to Go! 6/11/23 – 6/17/23

- ☐ Run PP#25 parallel in Munis
- ☐ **Opportunity for training/catching up**

3 Weeks to Go! 6/18/23 – 6/24/23

- ☐ **Resolve any PP#25 Parallel issues**
- ☐ Time entry templates complete and into Munis for PP#26

2 Weeks to Go! 6/25/23 – 7/1/23

- ☐ Run PP#26 parallel in Munis

1 Weeks to Go! 7/2/23 – 7/8/23

- ☐ **Resolve any PP#26 Parallel issues**
- ☐ Time entry templates complete and into Munis for PP#27
- ☐ **Previous parallels all imported into PROD**

GO LIVE – PAYPERIOD #27

RESOLUTION NO. 2023- _____

**RESOLUTION TO AMEND THE POSITION ALLOCATION FOR BUDGET YEAR
2022/2023 FOR THE DEPARTMENTS OF
#20035 AND #20040**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2022/2023 Job Classification Plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs of payroll and the migration of current payroll system into the Munis payroll system; and

WHEREAS, this needed update was recognized by the County Administrative Officer who is now requesting approval of this resolution to amend the 2022-2023 position allocation; and

WHEREAS, it is needed to amend the Position Allocation for Budget Year 2022/2023 in order to accommodate the transfer of one Payroll Specialist out of the Auditor's department and add an additional Payroll Specialist to the Human Resources department in order to complete the payroll migration into Munis; and

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

Approve the Position Allocation as follows:

<u>Department 20035</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
HR Payroll Specialist I/II	1.0	3.0
<u>Department 20040</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
Payroll Specialist I/II	1.0	0.0

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 3rd day of January 2023 by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors



**PLUMAS COUNTY
COUNTY ADMINISTRATOR
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Debra Lucero

MEETING DATE: January 3, 2023

SUBJECT: **Approve and authorize Human Resources, Risk Management and (a temporary move) of County Counsel to the Old Probation Department;** and the approval of one-time funds to assist with the move; **discussion and possible action. Roll call vote**

Recommendation

Approve and authorize Human Resources, Risk Management and (a temporary move) of County Counsel to the Old Probation Department.

Background and Discussion

HUMAN RESOURCES MOVE FROM COURTHOUSE TO THE OLD PROBATION BUILDING

As part of the Payroll Migration and switch of payroll operations to Human Resources, there would be a need to move a Payroll Specialist out of the Auditor-Controller's office and possibly add another person to Human Resources to assist with the migration tasks. This will allow for much-needed cross-training in case one or the other person is unavailable for payroll. Every task must be done twice during this migration period, increasing workload across the department.

The Auditor's office (down in numbers of necessary personnel) may need to do some re-organization as the Payroll Specialist picked up the slack in the office when payroll was finished.

As the Board is aware, the County Counsel offices were recently relocated to the Old Probation Building due to flooding. While they are still located over there, this is not the ideal location for this department and ultimately, County Counsel offices returning to the Courthouse is ideal. Repairs must occur prior to re-inhabiting the third-floor offices or elsewhere within the Courthouse, however.

Risk Management would also move over to the Old Probation Building as many of the training, safety meetings and programs intersect with HR.

Overview of issues and potential litigation regarding the current HR space within the Courthouse:

- HR conducts new hire weekly orientations and the office does not have a conference room to conduct these meetings. Currently, the department schedules the board room for new hire orientations. The board room is in heavy use and not always available for the many special meetings that occur. Recently, a CalPers training interrupted a regularly scheduled meeting due to lack of space. The County also needs appropriate space for group testing, bargaining negotiations, training meetings, and a general meeting space. With the migration to the new payroll system, new space and training facilities will be paramount.
- The Old Probation Building would provide the three departments with the room needed to conduct business, such as testing in an environment that is conducive to testing. Applicants or those sitting for tests currently put up with people walking through the testing area or opening the main door to the

Human Resources offices. This is an ethics issue with psychological testing protocols. We are required to provide a testing site that is consistent and free of interruptions and an environment that is fair to all test takers. The move to the other building would provide this and more for test administration. It would also provide:

- General meeting rooms
- A room for new hire orientations
- Testing room
- Training room for payroll migration for all county departments; employee training, finance officer training, etc.
- Bargaining units' negotiation room
- Computer access and self-service for employees
- Adequate office space for all three departments' staff.

TIMELINE: The physical move would occur in January 2023 and would be facilitated by the department with some assistance from Facility Services.

COST: \$7,000-\$10,000 one-time cost funded from LATCF Funds (See attached Excel Spreadsheet for details)

Action:

The County Administrative Office respectfully requests that the Board of Supervisors approve and authorize the physical move of HR, Risk Management and County Counsel to the Old Probation Department and approval of one-time funds to assist with the move.

Attachments:

1. Cost of Move to Old Probation Building
2. HR Move & diagram

Estimated expenses for Payroll staffing, office supplies, utilities:

Full payroll staffing for HR :		Ongoing Cost	One-time General Fund Request (funded with LATCF funds)
Add 1 payroll specialist:	\$ 93,073.84	\$93,073.84	
benefits included			
Transfer 1 payroll specialist		\$93,073.84	
benefits included from Auditor-Controller's office			

Building Expenses:

County Counsel Offices x two	\$3,631.08
Estimate attached	
Cost to be covered by PG&E rental set-aside	\$5,200

Furniture:

Locking filing cabinets	\$ 3,500.00	
Conference table & Chairs	\$ 2,500.00	
Bookshelves	\$ 1,000.00	
HR plans to salvage much of this list	\$ 7,000.00	\$7,000.00
from other departments except		
Locking filing cabinets; budget is estimated if items can't be found		

Building Utilities:

	Monthly	Annual
Heating	\$ 180.00	\$ 10,080.00
Water & Sewer	\$ 110.00	
Garbage	\$ 30.00	
Janitorial Services	\$ 520.00	
	\$ 840.00	

Utilities cost will be out-of-budget this year for HR/General Counsel/Risk Management but factored in the following year.

Rental fees collected from PG&E: \$5,200.00

Wish List: Generator

MOUNTAIN BUILDING SUPPLY
PO BOX 99
1947 LEE ROAD
QUINCY, CA 95971
PHONE: (530) 283-0924

PAGE NO 1

PLUMAS COUNTY FACILITY SERVICE
 198 ANDY'S WAY

QUINCY CA 95971

CUST#: 1734
 TERMS: NET 10TH

EXP. DATE: 8/10/22

DOC #: 949103
 DATE : 8/ 3/22 TIME : 3:01
 CLERK: JW TERM#551
 SLSPR: 04 JAMIE
 TAX : 001 CA SALES TAX

EST.#: 949103

 * ESTIMATE *

LN#	QTY	UM	SKU	DESCRIPTION	UNITS	SUGG	PRICE/PER	EXTENSION
1	6	EA	2410DFS	2X4-10' DF STD/BTR	6		9.75 /EA	58.50
2	4	EA	2416DFS	2X4-16' DF STD/BTR	4		18.00 /EA	72.00
3	75	EA	24STUD	92-1/4" PRE CUT STUD	75		7.50 /EA	562.50
4	.50	EA	4820DFS	4X8-20' GRN DF #1/BTR	.50		169.00 /EA	84.50
5				1010'				
6	13	SF	R1315K40	R13 15" KRAFT INSUL 40 SQ FT	13		33.99 /SF	441.87
	2		SWITCHES				1.50 EA	3.00
	6		RECEPTACLES				1.50 EA	9.00
	10		NAILON BOXES				1.50 EA	15.00
	1		3/4 FLEX CONDUIT	25' Roll			40.00	40.00
	1		12/2 Romex WIRE	250' Roll			200.00	200.00
	22		1/2 X 12' SHEET ROCK				30.00 EA	660.00
	2		10" X 25' INSULATED DUCT PIPE				123.00	246.00
	2		Y FITTING 10"				293.00	586.00
	2		36" X 80" Prehung Door (1XRH) (1X LH)				200.00	400.00
								3,378.37
CA SALES TAX								244.93
1% CA LUMBER TAX								7.78
								<u>\$3,631.08</u>

** ESTIMATE ** ESTIMATE ** ESTIMATE ** ESTIMATE **

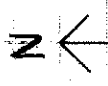
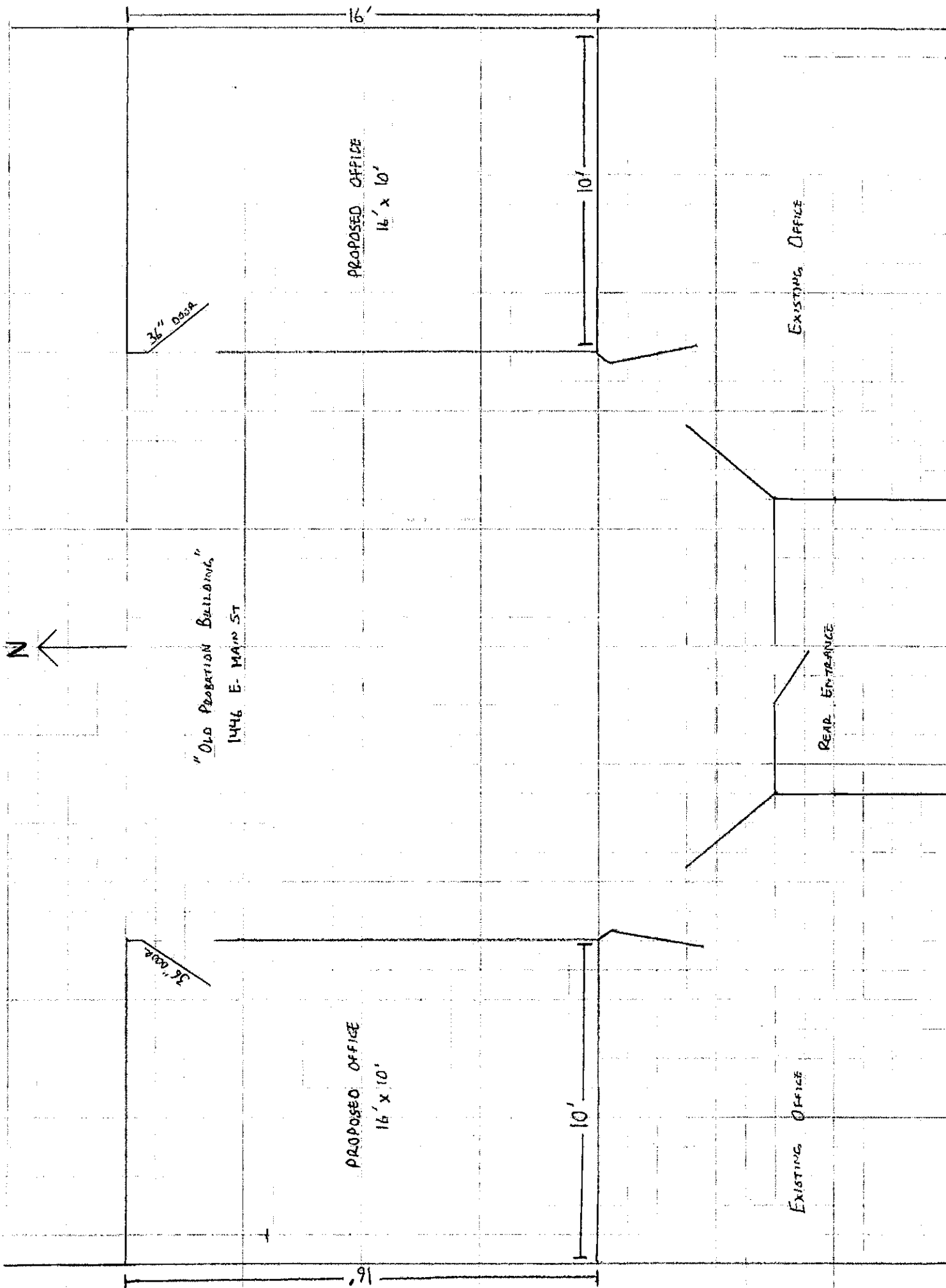
(BRUCE ROBBINS)

TAXABLE 1219.37
 NON-TAXABLE 0.00
 SUBTOTAL 1219.37

TAX AMOUNT 96.19
 TOTAL AMOUNT 1315.56

X

Received By



"Old Probation Building"
1446 E. MAIN ST

PROPOSED OFFICE
16' x 10'

EXISTING OFFICE

REAR ENTRANCE

PROPOSED OFFICE
16' x 10'

EXISTING OFFICE

RESOLUTION NO. 21-8609

A RESOLUTION RATIFYING THE PLUMAS COUNTY HEALTH OFFICER'S
DECLARATION OF LOCAL HEALTH EMERGENCY

BECKWOURTH COMPLEX FIRE, DIXIE FIRE AND FLY FIRE

WHEREAS, Health and Safety Code section 101080 authorizes a local health officer to declare a local health emergency in the jurisdiction, or any part thereof: when the local health officer reasonably determines that there is an imminent and proximate threat of the introduction into the jurisdiction, or any part, thereof of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent; and,

WHEREAS, on July 26, 2021, Plumas County's Health Officer, Mark Satterfield, MD, declared a local health emergency based on an imminent and proximate threat to public health due to hazardous waste in the form of contaminated debris from hazardous waste/materials and structural debris from the Beckwourth Complex Fire, the Dixie Fire and the Fly Fire (which has now merged with the Dixie Fire), such declaration being attached hereto and incorporated herein; and

WHEREAS, under Health and Safety Code section 101080, a local health officer's declaration of a local health emergency must be ratified by the Board of Supervisors within seven (7) days in order to remain in effect; and

WHEREAS, Health and Safety Code section 101080 generally requires the Board of Supervisors to review the need for continuing the local health emergency at least every 30 days until the local health emergency is terminated; and

WHEREAS, Health and Safety Code section 101080 requires local jurisdictions to terminate the emergency at the earliest possible date that conditions warrant termination; and

NOW THEREFORE, BE IT RESOLVED, that the Plumas County Board of Supervisors hereby, and pursuant to Health and Safety Code section 101080, ratifies the declaration of a local health emergency declared by the local health officer on July 23, 2021.

The foregoing resolution was duly passed and adopted by the Board of Supervisors for the County of Plumas, State of California at the special meeting of the Board of Supervisors on July 27, 2021 by the following vote:

AYES: Supervisor (S) Ceresola, Goss, Thrall, Hagwood, and Engel

NOES: None

ABSENT: None



Chair, Board of Supervisors

ATTEST:



Clerk of the Board of Supervisors

DECLARATION NO. 21-

**DECLARATION OF A LOCAL HEALTH EMERGENCY IN THE COUNTY OF PLUMAS
BY PLUMAS COUNTY HEALTH OFFICER
FOR THE BECKWOURTH COMPLEX AND DIXIE AND FLY FIRES**

WHEREAS, The Beckwourth Complex is comprised of the Dotta Fire and the Sugar Fire on the Beckwourth Ranger District of the Plumas National Forest. The Dotta Fire is thought to have been ignited by lightning on June 30, 2021 near Dotta Canyon, and on July 2, 2021, the Sugar Fire is thought to have been ignited by lightning west of Sugarloaf Peak; and

WHEREAS, the Plumas National Forest failed to control the fires and on July 4, 2021, the California Incident Management Team 4 (CALIMT4) took over command and control of the fires and combined them to be called the Beckwourth Complex Fire; and

WHEREAS, Plumas County Proclaimed a Local State of Emergency on July 8, 2021 related to the significant impacts of the Beckwourth Complex Fire; and

WHEREAS, on July 13, 2021 the Plumas County Board of Supervisors confirmed and ratified said Proclamation of Local Emergency by Resolution No. 21-8601; and

WHEREAS, on July 16, 2021, Governor Newsom issued a Proclamation of a State of Emergency due to the Beckwourth Complex Fire because the wildfire had destroyed homes, caused the evacuation of residents, and damaged critical infrastructure; and

WHEREAS, the Dixie Fire started in the Feather River Canyon near the Cresta Powerhouse on July 13, 2021. The cause of the fire is currently unknown and under investigation; and

WHEREAS, the Dixie Fire is over 190,000 with 21% containment and continues to threaten life and property, creating conditions of extreme peril and triggering evacuations of thousands of people; and

WHEREAS, Plumas County Proclaimed a Local State of Emergency on July 16, 2021 related to the significant impacts of the Dixie Fire; and

WHEREAS, on July 20, 2021 the Plumas County Board of Supervisors confirmed and ratified said Proclamation of Local Emergency by Resolution No. 21-8605; and

WHEREAS, the Fly Fire started in the Butterfly Valley area on July 22, 2021. The cause of the Fire is currently unknown and is under investigation; and

WHEREAS, the Fly Fire was 4,300 acres as of July 24, 2021 with 5% containment and has threatened life and property, creating conditions of extreme peril and triggering evacuations of thousands of people. The Fly Fire merged with the Dixie Fire on the night of July 24, 2021; and

WHEREAS, on July 23, 2021 Plumas County Proclaimed a Local State of Emergency related to the significant impacts of the Fly Fire; and

WHEREAS, on July 23, 2021, Governor Newsom issued a Proclamation of a State of Emergency due to the Dixie and Fly Fires because the fires have destroyed homes, caused evacuation of residents, and damaged critical infrastructure; and

WHEREAS, as of July 26, 2021, the Beckwourth Complex Fire has destroyed 16 structures in Plumas County and as a result the wildfire has created an enormous amount of debris; and

WHEREAS, as of July 26, 2021, the Dixie Fire has destroyed 16 structures and 6 other minor structures in Plumas County and as a result the wildfire has created an enormous amount of debris; and

WHEREAS, the debris resulting from the Beckwourth Complex Fire, and the Dixie and Fly Fires contain hazardous material in the ash of burned structures, which has created a health emergency and poses a substantial present and future hazard to human health and safety and the environment unless it is addressed and managed; and

WHEREAS, there is an imminent and proximate threat of exposure to partially respirable-size particulate matter, possible infection or communicable disease exposure to biological agents due to combustion of animal carcasses, possible accumulation of perishable foods and other organic materials that normally require refrigeration but have been left to spoil due to lack of electricity, potential contamination or destruction of residential and commercial drinking water supplies, and potential pollution of nearby surface water; and

WHEREAS, the seasonal thunderstorms and inclement weather could spread the hazardous material in the ash of the burned structure and could thereby pollute and contaminate surface water and the domestic water supplies of the affected areas of Plumas County; and

WHEREAS, California Health and Safety Code section 101075 confers upon the local Health Officer emergency powers necessary to protect public health and safety; and

WHEREAS, California Health and Safety Code section 101080 authorizes the local Health Officer to declare the existence of a local health emergency when this County or any area of the county is affected or likely to be affected by a public health threat while the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven (7) days, and subject to reaffirmation every thirty (30) days thereafter until such local health emergency has ceased; and

WHEREAS, the Health Officer hereby finds that:

- (a) The Beckwourth Complex Fire, Dixie Fire and Fly Fire have created certain hazardous waste conditions in Plumas County in the form of contaminated debris from household hazardous waste/materials and structural debris resulting from the destruction of residences and structure; and
- (b) The hazardous waste debris poses a substantial present or potential hazard to human health and the environment unless immediately addressed and managed; and
- (c) There is an imminent and proximate threat of infections or communicable disease and/or non-communicable agents due to fire related debris; and

(d) The Board of Supervisors of the County of Plumas is not in session and cannot immediately be called into session; and

These threats to public health necessitate the declaration of a local health emergency.


NOW, THEREFORE, IT IS DECLARED that a local health emergency exists in the County of Plumas, due to hazardous waste in the form of contaminated debris from the hazardous waste/material and structural debris from the ongoing Beckwourth Complex Fire, Dixie Fire and Fly Fire; and

NOW, THEREFORE, IT IS FURTHER DECLARED AND ORDERED that during the existence of the local health emergency the power, functions and duties of the Health Officer shall be those prescribed by State law, including the provisions of California Health and Safety Code sections 101040 and 101085; and by ordinances, resolutions and approved plans of the County of Plumas to mitigate the effects of the local emergency.

NOW, THEREFORE, BE IT RESOLVED the Plumas County Health Officer, Mark Satterfield, M.D. declares:

A local health emergency is declared in Plumas County commencing on or about 2:04 PM
a.m./p.m. of the 26th day of July, 2021.

7/26/21
Date



Mark Satterfield, M.D.
Health Officer
County of Plumas



**PLUMAS COUNTY
BOARD OF SUPERVISORS
MEMORANDUM**

TO: Honorable Chair and Board of Supervisors

FROM: Heidi White, Clerk of the Board

MEETING DATE: January 3, 2023

SUBJECT: Review standing Boards, Commissions, and Committees and make the necessary appointments, and/ or reappointments.

Recommendation

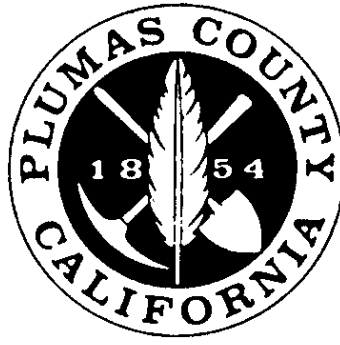
Review the Plumas County standing **Boards, Commissions, and Committees** and make the necessary appointments, and/ or reappointments.

Background and Discussion

Action:

Attachments:

1. BOARDS AND COMMISSIONS-LOCAL-ADVISORY
2. BOARDS AND COMMISSIONS-REQUIRED BY STATUTE



PLUMAS COUNTY
BOARDS, COMMISSIONS AND COMMITTEES

Established by Board or Local Action and Membership Organizations

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PURSUANT TO GOVERNMENT CODE §54970, THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, HAS CAUSED TO BE PREPARED THE FOLLOWING LIST OF REGULAR AND ONGOING BOARDS, COMMISSIONS AND COMMITTEES

CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC)

Supervisor Greg Hagwood – 2022- 23
Supervisor Jeff Engel, Alternate

CALIFORNIA STATE ASSOCIATION OF COUNTIES EXCESS INSURANCE AUTHORITY (CSAC EIA)

Travis Goings, Board member Nancy Selvage, Alternate

CAPITAL FACILITIES PLANNING COMMITTEE

Committee dissolved by the Board of Supervisors on February 19, 2019

CHESTER DESIGN REVIEW COMMITTEE

Under re-organization (Pending Appointments)

1. Historical Architecture/Architectural Design
2. Business/Property owner
3. Business/Property owner
4. Real Estate Industry
5. Public/Resident

COORDINATING COUNCIL, PLUMAS COUNTY (Established by Resolution 08-7514)

The Plumas County Coordinating Council was established to implement Coordinated Agency Status and help ensure that management plans and actions of state and federal agencies are coordinated with local plans as required by state and federal law.

Permanent Members:

Director of Planning
Director of Public Works
General Manager, Plumas County Flood Control & Water Conservation District
Supervisor VACANCY
Supervisor Jeff Engel

Appointed by the Board of Supervisors:

County Administrator Officer
John Sheehan
Forest Service Members Plumas, Sierra, Lassen

DEBT ADVISORY COMMITTEE (Established by Resolution 92-5392 and re-activated in July 2004)

Board of Supervisors Chair County Counsel
Auditor/Controller Treasurer/Tax Collector

DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

Dixie Valley Community Services District Walker Ranch Community Services District
Quincy Lighting District Crescent Mills Lighting District
Plumas County Flood Control and Water Conservation District

<u>FAIR BOARD-PLUMAS-SIERRA COUNTY</u>	<u>3 YEAR TERM</u>	<u>TERM EXPIRES</u>
Chris Kennedy (Sierra County)		12/24
Jim Griffin (Sierra County)		12/24
Duncan Kennedy (Sierra County)		12/24
Andrea Ceresola-White	District 1	12/24
VACANCY	District 1	TBD
Susan Neer	District 2	12/24
Jenay Cogle	District 2	12/24
VACANCY	District 3	TBD
VACANCY	District 3	TBD
VACANCY	District 4	TBD
Kenny Chance (President)	District 4	12/22
VACANCY	District 5	TBD
Cindy Noble	District 5	12/22

FEATHER RIVER REGIONAL WATER MANAGEMENT GROUP - Plumas County Representative
(Established by Feather River Regional MOU – 6/1/09) Term: Indefinite
Supervisor Ceresola Supervisor Hagwood (Alternate)

FEATHER RIVER REGIONAL WATER MANAGEMENT GROUP - Steering Committee (County Seats)
(Established by Feather River Regional MOU – 6/1/09) Term: 2 years
Supervisor Dwight Ceresola, District 1
Supervisor Paul Roen (Sierra County)

<u>FISH & GAME ADVISORY COMMISSION</u>	<u>TERM OF OFFICE = 1 YEAR</u>	<u>TERM EXPIRES</u>
<u>DISTRICT 1</u>		
Matt Brubaker	Portola	12/23
Dave Valle	Portola	12/23
<u>DISTRICT 2</u>		
Bob Orange	Greenville	12/22
Frank Williams	Greenville	12/22
<u>DISTRICT 3</u>		
VACANCY	Chester	12/21
James Pleau	Chester	12/22
<u>DISTRICT 4</u>		
Gary Rotta	Quincy	12/23
Bryan Roccucci	Quincy	12/23
<u>DISTRICT 5</u>		
Ron Horton	Quincy	12/23
Jim Magill	Quincy	12/23

HOUSING & LAND USE COMMITTEE (QUINCY) - Appointed 01/24/06

Supervisor Hagwood
Economic Development (John Steffanic, Fair)
Community Development Commission
Planning Department

JOHNSVILLE SPECIAL PLAN REVIEW COMMITTEE HISTORICAL AREA

Robert Murray	Planning Director	Public Works Director
Ken Hattich	Alice Abbott	
David Daun	Mary Katherine Piepho	

<u>MUSEUM BOARD</u>	<u>TERM OF OFFICE = 3 YEARS</u>	<u>TERM EXPIRES</u>
Richard Short	Graeagle	12/22
Norman Lamb	Greenville	12/22
VACANCY	Chester	12/23
Helen Roberti	Sierra Valley	12/23
Michelle Fulton	Meadow Valley	12/23

NATIONAL ASSOCIATION OF COUNTIES (NACo)

Supervisor Greg Hagwood

NUISANCE ABATEMENT COMMITTEE

County Counsel
Supervisor Kevin Goss
Director of Environmental Health
Director of Public Health Agency
Building Department – Building Official and Code Enforcement Officer
Planning Director

PUBLIC SAFETY COMMUNICATIONS ADVISORY COMMITTEE – Established January 05, 2016

Supervisor Thrall	
Sheriff Johns	Chuck White
Mike Grant	Tracey Ferguson

QUINCY DESIGN REVIEW COMMITTEE – County Code §9-2.3704

Brian Walmer – (Chair) Historical Architecture

Johnny Mansell – Real Estate

Alan Baitinger – Resident

Pete Hentschel – Resident

David Caldeira -- Business Owner

Tracey Ferguson – Planning & Building Services

RURAL COUNTY REPRESENTATIVES OF CALIFORNIA (RCRC) 2022-2023

Supervisor Kevin Goss

Supervisor Jeff Engel, Alternate

GOLDEN STATE FINANCE AUTHORITY (GSFA) 2022-2023

Supervisor Kevin Goss

Supervisor Jeff Engel, Alternate

GOLDEN STATE CONNECT AUTHORITY (GSCA) 2022-2023

Supervisor Kevin Goss

Supervisor Jeff Engel, Alternate

SIERRA NEVADA CONSERVANCY NORTH CENTRAL SUB-REGION

Plumas County Supervisor Dwight Ceresola, Representative

SIERRA VALLEY GROUNDWATER MANAGEMENT DISTRICT – (4 YEAR TERMS)

<u>DIRECTOR NO.</u>		<u>TERM EXPIRES</u>
01	Dwight Ceresola, Plumas County Supervisor	2025
02	Paul Roen, Sierra County Supervisor	2022
03	Jim Roberti (Plumas appointment)	2022
04	Don Wallace (Sierra appointment)	2021
05	Greg Ramelli (Plumas appointment)	2023
06	Dave Goicoechea (Sierra appointment)	2023
07	Einen Grandi (District appointment)	2023

Plumas Alternate: Supervisor Kevin Goss

WESTERN INTERSTATE REGION (WIR) – CSAC APPOINTMENT



PLUMAS COUNTY
BOARDS & COMMISSIONS

Required by Statute

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PURSUANT TO GOVERNMENT CODE §54970, THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, HAS CAUSED TO BE PREPARED THE FOLLOWING LIST OF REGULAR AND ONGOING BOARDS, COMMISSIONS AND COMMITTEES.

ABANDONED VEHICLE ABATEMENT AUTHORITY BOARD**VC §22710**

Tom Cooley	City of Portola
Susan Scarlett	City of Portola
Chuck White	Building
Kevin Goss	Board of Supervisors
Greg Hagwood	Board of Supervisors

AIRPORT LAND USE COMMISSION Established 10/13/99 and reinstated on April 03, 2007
PUC Code § 21670 (b) and 21671.5 – Term of office shall be four years

TERM EXPIRES

Ron Matlock – (Chair) Plumas County Board of Supervisors Appointee	2024
Gordon Bennie - Plumas County Board of Supervisors Appointee	2026
Shawn McKenzie - ALUC Appointee Member of the public	2025
Jon Kennedy- (Vice Chair) City of Portola Appointee	2023
Todd Roberts - City of Portola Appointee	2026
Brendan Herbert - Airport Manager Appointee – Expertise in Aviation	2024
Mathew Samuelson - Airport Manager Appointee – Expertise in Aviation	2025

ALCOHOL AND DRUG ADVISORY BOARD - FOUR YEAR TERM (RESOLUTION NO. 93-5532)**H&S §11805****The Alcohol & Drug Advisory Board is now under the Behavioral Health Commission****AUDIT COMMITTEE** Established April 10, 2007

Board of Supervisors Chair	Board of Supervisors Vice Chair
Auditor/Controller	County Administrator
Treasurer/Tax Collector	Two Grand Jury members

BEHAVIORAL HEALTH COMMISSION - W&I §5604 (3 YEAR TERM)

Pursuant to W&I §5604 the Commission shall include: 3 Family Members; 3 Consumers; 1 Family Member or Consumer; 1 member of the Board of Supervisors; and the remaining membership is “Undesignated”

<u>NAME</u>	<u>STATUS</u>	<u>TERM EXPIRES</u>
Supervisor Goss	Board of Supervisors	
Kristy Tucker	Consumer	2024
Kendra Fredricksen	Family Member	2025
Lisa Tobe	Undesignated	2022
Vicki Chestnut	Undesignated	2025
VACANCY	Family Member	2021
Valerie Sheldon	Consumer	2022

CEMETERY DISTRICTS (H&S 9001) - 4 YEAR TERMS**CHESTER CEMETERY DISTRICT****TERM EXPIRES**

WILSON, Ken	2025
HARDIG, Judy	2023
PRICE, David	2026
SPECIALE, Dennis J.	2025
GRAMS, George	2025

Mailing: PO Box 539 Chester, CA 96020

Phone: 258-3878

**By action of the Board of Supervisors on June 1, 2021, the Board increased the number of District Board Members from 3 to 5*

QUINCY/LA PORTE CEMETERY DISTRICT**TERM EXPIRES**

LOWE, Michelle	2023
KING, Steven	2023
GRAY, Jon	2023

Mailing: PO Box 3933, Quincy CA 95971

MEADOW VALLEY CEMETERY DISTRICT**TERM EXPIRES**

Resolution 05-7135 adopted 04/19/05 increasing the number of members to the district

VACANCY	TBD
VACANCY	TBD
VACANCY	TBD
VACANCY	TBD
VACANCY	TBD

Mailing: PO Box 208, Meadow Valley 95956

CROMBERG CEMETERY DISTRICT**TERM EXPIRES**

GAGE, Barbara	2022
HINTON, Carolyn	2022
VACANCY	2021

Mailing: PO Box 30206 Cromberg, CA 96103

MOHAWK VALLEY CEMETERY DISTRICT**TERM EXPIRES**

BRIDGE, Patricia	2023
CORRELL, James	2022
SMITH, Andrew	2022

Mailing: Box 1051, Graeagle, CA 96103

PORTOLA CEMETERY DISTRICT (530) 832-4323**TERM EXPIRES**

VACANCY	2023
VACANCY	2021
MARSHALL, Curtis	2023
FRUCHTENICHT, Edward Patrick	2022
FRANCE, Gary	2022

Mailing: PO Box 3 Portola, CA 96122

TAYLORSVILLE CEMETERY DISTRICT**TERM EXPIRES**

Resolution 04-7036 adopted 6/15/04 increasing the number of members to the District

MORRIS, Megan	2023
ERICKSON, Kathleen	2023
REED, Suzette	2021
LEHR, Delbert	2021
VACANCY	2021

Mailing address: PO Box 52, Taylorsville 95983

GREENVILLE CEMETERY DISTRICT

CROUCH, Marilyn
NEER, Susan
CHRONISTER, Marsha
CASSOL, Debbie
CASSOL, Matt
Mailing: PO Box 834 Greenville, CA 95947

TERM EXPIRES

2023
2023
2025
2027
2021

CRESCENT MILLS CEMETERY DISTRICT

WRIGHT, Kerry
VACANCY
VACANCY
Mailing: PO Box 55 Crescent Mills CA 95934

TERM EXPIRES

2023
2021
2021

CHILD CARE COUNCIL EARLY EDUCATION

Rachael Brothers, Coordinator
Debbie Guy PRS-Child Care Resource and Referral
Lucie Kreth Portola Kids, Inc.
Ellen Vieira First 5 Plumas
Merle Rusky FRC Early Childhood Education Program
Elisabeth Welch PRS – First 5 IMPACT
Dorrie Philbeck Plumas County Public Health – Family First

CHILDREN'S COUNCIL, PLUMAS

Cal Works-Social Services	Child Abuse Treatment – CHAT
Child Care & Development Council	Child Development Center
Children's Systems of Care-Mental Health	Child Welfare Services
First 5 Plumas	Healthy Touch
Parent	Plumas CASA
Plumas Crisis Intervention	County Probation
Women's Mountain Passages	SCFO Head Start
UCCE 4H	Plumas Rural Services
Roundhouse Council	

CHILDREN & FAMILIES COMMISSION (First 5) - H&S Code 9001(b)(c); H&S Code 9010-9014

Dr. Dana Loomis – Public Health	Neil Caiazzo – Social Services
Supervisor Ceresola – Board of Supervisors	Pam Becwar – At Large ECE
Rachelle Hines – At-Large	Colleen Kroll – At-Large
Kendra Fredrickson, At-Large	
VACANCY – At-Large	
VACANCY – At-Large	

DISASTER COUNCIL ORDINANCE NO. 92-790 Govt. Code §8610

Members of the Plumas County Board of Supervisors
City of Portola Administrator
Plumas/Sierra REA
Union Pacific Railroad
Feather River College
California Highway Patrol
Sheriff Department
Greenville CSD
US Forest Service
Social Services
Quincy Fire Department
Emergency Medical Services
Plumas County Clerk/Information Officer
Public Health Agency
Plumas County Public Works
Plumas County OES
Plumas County CAO

EMERGENCY MEDICAL CARE COMMITTEE HEALTH & SAFETY CODE §197.270

	<u>Primary</u>	<u>Alternate</u>
Chester Fire Department	Chris Dean	Brian Layne
Peninsula Fire Department	Gary Pini	Andrew Courtright
Indian Valley Ambulance Authority	Guy McNett	Amy Burkhardt
Plumas District Hospital Ambulance	Sam Blesse	Matt Brown
Eastern Plumas Healthcare Ambulance	John DeArmund	Patty Schulz
Seneca Healthcare District	Royce Raker	Linda Mcurdy
Plumas District Hospital	Darren Beatty	Zoe Stancer
Eastern Plumas Healthcare	Vacant	Dee Dee Clark
Fire Chief's Association	Joe Waterman	Robbie Cassou
Sheriff's Office	Mike Grant	Becky Grant
Public Health Officer	Mark Satterfield, MD	Tina Venable, RN, PHN
Board of Supervisors	Supervisor Sharon Thrall	Supervisor Kevin Goss

FAR NORTHERN COORDINATING COUNCIL

Deborah Anderson

FEATHER RIVER RESOURCE CONSERVATION DISTRICT (PRC SEC. 9251,9351) - (4 YEAR TERM)

Public Resource Code 9161 et seq and 9181-9190; Govt. Code 56825

Resolution adopted by FRRCD (2009-01) reducing Board members from seven to five

LUNDER, Nils	2022
DVORAK, John	2026
WILSON, James	2024
REID, Russell	2024
NOIA, Phillip	2024

INTEGRATED WASTE MANAGEMENT TASK FORCE – 2 YEAR**TERM EXPIRES**

John Sciborski, Chair – District 5
John Forno - District 3
Faith Strailey
Terry Swafford
Lauren Knox - City of Portola
Todd Roberts (City of Portola Alternate)
Marsha Roby - Alternate District 2
Joe Waterman, Chester PUD

JUVENILE JUSTICE COORDINATING COUNCIL – Resolution No. 19-8425

One member from each of the following agencies

District Attorney's Office	Public Defender
Board of Supervisors	Social Services
Behavioral Health	County Office of Education
Alcohol & Drug Program	Sheriff's Department
Nonprofit Org. Providing Services to Minors	At-Large Community Representative

LOCAL AGENCY FORMATION COMMISSION-LAFCo**TERM EXPIRES** (4 Year Term)**Govt. Code 56325**

Supervisor Thrall	County Supervisor
Supervisor Goss	County Supervisor
Bill Powers	Portola City Government
Tom Cooley	Portola City Government
Matthew Haesche	Public Member (LAFCo appointment)

Alternates

Terry Swofford	Public Member
Pat Morton	Portola City Government
Supervisor Engel	County Supervisor

LOCAL SOLID WASTE ENFORCEMENT APPEALS BOARD (PRC §44305)

Board of Supervisors Representative – Kevin Goss
Technical Expert – Jim Perez
Public Representative – Terry Swofford

NORCAL-EMS BOARD OF DIRECTORS

Supervisor Goss appointed August 6, 2019

NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM (NoRTEC) BOARD OF DIRECTORS

Supervisor Thrall

NORTH CAL-NEVA RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL

Pierce Flournoy, Chair	Ron Sharpless, Treasurer	Supervisor Engel
Central Modoc RCD	Modoc Fire Safe Council	Plumas County
Sandy Higa	Jerry Shea, Secretary	
Vya Conservation District	City of Alturas	

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

Formed in 1986, required by State law

Ed Schofield	Nevada County	Peter Huebner	Sierra County
Richard Anderson	Nevada County	Paul Roen	Sierra County
Supervisor Thrall	Plumas County		
Supervisor Ceresola	Plumas County		

Alternates

Lee Adams	Sierra County
Hank Weston	Nevada County
Jeff Engel	Plumas County

PLANNING COMMISSION

Established on March 29, 2005 pursuant to Ordinance No. 05-1026 – Govt. Code 65101

Term of Office: Members shall serve for a term which shall expire the date the appointing Supervisor leaves office.

District No. 1	Chris Spencer
District No. 2	VACANCY
District No. 3	VACANCY
District No. 4	Charles Leonhardt
District No. 5	Harvey West

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES (AREA 2)

TRANSPORTATION COMMISSION

Govt. Code §29535

Susan Scarlett	Phil Oels
City of Portola Appointment	City of Portola Appointment
Bill Powers	Supervisor Jeff Engel
City of Portola Appointment	Board of Supervisors Appointment
Supervisor VACANCY	Supervisor Greg Hagwood
Board of Supervisors Appointment	Board of Supervisors Appointment