

A PERFECT STORM

Using Transparency to Clear the Air



**PLUMAS
COUNTY
CALIFORNIA**

**CIVIL GRAND JURY REPORT
2022-2023**

About the Civil Grand Jury

The Civil Grand Jury (Grand Jury) is a government oversight panel of volunteers who serve for one year. It makes findings and recommendations resulting from its investigations.

Reports of the Grand Jury do not identify individuals by name. Disclosure of Information about individuals interviewed by the Grand Jury is prohibited.

California Penal Code, section 929.

2022-2023 Jurors

Karen Pierson, *Foreperson*

Valerie Campa, *Foreperson Pro-Tem*

Carol Miles, *Correspondence Secretary*

Drew Allen

Theresa Belsher-Howe

Donald "Chopper" Clark

Melanie Cragg

Richard Foster

Tate Garrett

Amy Gruber

Gina Lambert

Wendy Luna

Marvin McGirr

Laurie Scott

Joe Williams

To learn more about the Civil Grand Jury, visit: <https://www.plumascounty.us/216/Grand-Jury>

Table of Contents

| | |
|--|----|
| Summary..... | 4 |
| Background..... | 4 |
| Methodology | 5 |
| Discussion | 6 |
| Impact on County Government..... | 6 |
| Department Head Pay Adjustment: Lack of Transparency | 7 |
| Investigation Turns to Financial Impact on the County..... | 9 |
| Tyler Munis Financial Implementation Stalled..... | 9 |
| “Deferred Holiday Policy” Not Being Followed | 10 |
| Process Improvements Required to Protect Public Safety..... | 11 |
| Control of the Board of Supervisors Agenda..... | 11 |
| Lack of Support for What is Needed to Protect Public Safety..... | 12 |
| In Conclusion | 13 |
| Findings..... | 14 |
| Recommendations..... | 14 |
| Request for Response..... | 15 |
| Bibliography..... | 16 |
| Appendix A | 17 |
| Item 3C3 | 17 |
| Appendix B..... | 22 |
| Closed Session Item Descriptions..... | 22 |
| Appendix C..... | 24 |
| BOS Policy for Agenda Preparation and Submittal..... | 24 |

Summary

During the past three years, Plumas County has suffered from what may be some of the most challenging years in its history. Major events including the devastation from forest fires, the effects of a worldwide pandemic, and a cyber-attack on county government computers¹, have made the transition back to normalcy a lengthy process. Until recently, the Board of Supervisors (BOS) had assumed full authority for the management of the county by leaving the County Administrative Officer (CAO) position vacant². Several incidents have pointed to multiple weaknesses in this organizational structure. The Grand Jury found the following:

1. There was no policy in place to address the wage structure for either elected or appointed department heads.
2. The stalled implementation of Tyler Munis Financial Software gains renewed life and momentum under the oversight of a new CAO.
3. A lack of enforcement for the use of deferred holiday pay forced an unbudgeted expense on taxpayers.
4. Lack of public transparency during BOS meetings.

Background

Plumas County is a small, rural Northern California county that has survived extraordinary challenges over the past several years. The county suffered two major forest fires beginning with the Beckwourth complex and ending with the Dixie Fire. These fires ravaged our county from July through October 2021 destroying the town of Greenville, much of Canyon Dam, and Warner Valley. Over a million acres were burned and 1,365 homes and other structures were destroyed. During the summer of 2022, there remained a cloud of concern about the potential

¹ Reference 2022-2023 Mid-Year Report by CAO Debra Lucero: <https://www.plumasnews.com/the-countys-mid-year-budget-report-provides-insight-into-the-accomplishments-challenges/>

² BOS cuts CAO position in 2012 and assumes CAO duties with Department Heads. Plumas News: PLEASE hire a CAO. <https://www.plumasnews.com/please-hire-cao/>

for another devastating fire year. Many county residents were surrounded by families and friends who had been traumatized by the loss of their homes and jobs and who were trying to rebuild their lives. The economic vitality of the county continues to be at risk as tax revenues have diminished. Additionally, the cost of obtaining fire insurance has risen to rates never before seen, preventing many from insuring their homes, while others consider the possibility of relocating out of the area.

In November 2022, the Grand Jury received a complaint regarding how the salary adjustments for department heads had been determined, as well as the adjustments themselves. The primary concern was that department head pay scale adjustments were placed on the special BOS meeting agenda for May 24, 2022.

Methodology

Methodology includes the information sources used by the Grand Jury to produce this report. The Grand Jury viewed multiple live and archived BOS meetings, examined and notated BOS meeting agendas and BOS meeting packets. The Grand Jury held a series of 15 in-depth interviews with elected and appointed staff and officials from various county departments to shed light on how decisions were made and on how directives were issued in the absence of an active CAO. This included an examination of budget documents, emails, pay schedules, memoranda of understanding (MOUs), and other detailed documents provided by interviewees. A combination of sources of information was used to verify statements made during interviews and to corroborate facts and inform the findings and recommendations included in this report.

Discussion

Impact on County Government

In March of 2020, county employees began transitioning to working remotely as offices closed to in-person business during the COVID pandemic. In 2019, the county began to witness a debilitating loss of personnel in leadership positions in almost all of its departments.

Several offices that directly affect the finances of Plumas County were tasked with implementing Munis® Financial Software³, beginning in 2019. This software required the Auditor's Office, the Treasurer/Tax Collector's Office, and the Human Resources Department to use an integrated system that would allow the departments to work together effectively. However, several factors, including data incompatibility and user inexperience and incapability prevented it from being fully implemented.

A significant cyber-attack breached the county email system in 2021. Since then, the email platform has been moved to a cloud service with security managed by Microsoft. This experience has resulted in heightened awareness of potential cyber threats.

Changes in leadership and the variety of approaches to supervision among county department heads have created an environment of confusion, lack of direction, and dwindling morale. When the BOS decided not to hire a County Administrative Officer (CAO) in 2012⁴, the oversight responsibilities of department heads were divided among the BOS to monitor budgets, hiring processes, and evaluations. In February, 2019, a County Administrator (CA) was hired whose responsibility was limited to serving as a liaison between department heads and the BOS, still leaving the final authority for supervision with the BOS. The CA left the county in February, 2022.

³ <https://www.tylertech.com/products/enterprise-erp/enterprise-financial-management>

⁴ CAO position cut in 2012 and duties assumed by the BOS. Plumas News: PLEASE hire a CAO.
<https://www.plumasnews.com/please-hire-cao/>

The BOS reevaluated the need for a CAO, and in November, 2022, a new CAO once again became the direct supervisor for department heads, providing budget and personnel oversight⁵. The desired outcome for reestablishing a CAO position for the county is to return order, accountability, and stability of leadership and supervision.

It should also be noted that the Plumas County Grand Jury was not seated in 2020-2021, and the 2021-2022 Grand Jury did not complete a report. This has interfered with the ability of the citizens of Plumas County to hold their county government accountable.

Department Head Pay Adjustment: Lack of Transparency

Over the past five years, fifteen department heads have retired or left to seek other employment opportunities, resulting in a great loss of operational and practical knowledge for county government. Some of the salaries paid to Plumas County department heads were among the lowest in the State of California. Some of them had not seen wage adjustments in nearly 10 years. There was a perception that these factors, coupled with the lack of clear policies addressing them, contributed to an exodus of many county employees including department heads.

A policy was not in place for setting salaries for appointed department heads and elected officials. The Human Resources Department announced it would apply the accepted practice of using a 10-county average, a process dating back to 2017. The 10 counties considered to be similar to Plumas County in size and budget included the following: Amador, Calaveras, Colusa, Del Norte, Glenn, Inyo, Lassen, San Benito, Tehama, and Tuolumne.

The Grand Jury was most interested in an agenda packet item from the May 24, 2022, BOS meeting. Item 3C3 is a memorandum from the Human Resources Department and stated the following:

- AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF MAY 24, 2022
RE: ADOPT RESOLUTION UPDATING BASE WAGES FOR PLUMAS COUNTY
DEPARTMENT HEADS, EFFECTIVE AFTER THE FIRST FULL PAYPERIOD

⁵ Plumas News: It's Official: Plumas County appoints Lucero as CAO. <https://www.plumasnews.com/its-official-plumas-county-appoints-lucero-as-cao/>

FOLLOWING BOARD OF SUPERVISOR ADOPTION. *(All caps were used in the submitted memorandum.)*

- The first page reads, "To address the need to bring our department heads up to a comparable pay schedule, Human Resources conducted a wage survey using our past MOU practice ten (10) counties".
- However, Item 3C3 Exhibit A clearly lists only eight (8) counties.

During the March 17, 2022, BOS meeting, the Human Resources Director and the District Attorney referred to the "10-County Comparison Survey." However, during the May 24, 2022 special BOS meeting no one mentioned the fact that Exhibit A in Item 3C3 listed only eight counties. The BOS approved the Human Resources Director's recommendations during this meeting believing that they were based on a 10-county comparison.

The presentation to the BOS for department head salary increases was made during this May 24th meeting. No information regarding the increases was made available to the public prior to this meeting. The vote was taken without public discussion, as this was a special meeting and not a regularly scheduled board meeting. Such lack of transparency has the potential to create public distrust, especially when the matter under consideration is something as significant as the salaries of county department heads.

Agenda Item 3C3 showed only the proposed wage⁶. This made it impossible to see the proposed raise as well as the percentage change, leading to confusion, frustration, and distrust on the part of the public and county employees⁷.

⁶ See Appendix A – Item #3C3

⁷ Plumas News – County employees press supervisors on pay; staffing levels will impact the public.

<https://www.plumasnews.com/county-employees-press-supervisors-on-pay-staffing-levels-will-impact-the-public/>

Figure 1: 8-County Comparative Wage Survey as of March 21, 2022

| | | | | | | | | | | Exhibit A | |
|-------------------------------|----------|----------|---------|-----------|---------|---------|---------|----------------------|---------|-----------|---------|
| Job Title | Current | Proposed | Amador | Calaveras | Colusa | Glenn | Inyo | San Benito | Tehama | Tuolumne | Average |
| AG COMM/SEALER OF WTS & MEAS | \$ 40.58 | \$48.00 | \$52.88 | \$48.84 | \$53.81 | \$47.16 | \$48.53 | \$58.65 | \$47.37 | \$59.79 | \$52.13 |
| BEHAVIORAL HEALTH DIRECTOR | \$ 53.39 | \$58.00 | \$63.51 | \$37.20 | \$57.10 | \$68.23 | \$43.90 | \$66.16 | \$58.16 | \$66.06 | \$59.49 |
| CHIEF PROBATION OFFICER | \$ 42.42 | \$45.00 | \$48.47 | \$61.25 | \$55.23 | \$49.57 | \$53.15 | \$61.72 | \$65.70 | \$54.48 | \$56.20 |
| COUNTY ADMINISTRATIVE OFFICER | \$ 47.97 | \$75 | \$90.64 | \$95.08 | \$74.94 | \$80.85 | \$0 | \$94.84 | \$85.04 | \$82.69 | \$75.51 |
| COUNTY COUNSEL | \$ 66.43 | \$70.00 | \$74.84 | \$78.93 | \$78.73 | \$68.23 | \$70.10 | \$83.94 | \$53.03 | \$69.79 | \$72.20 |
| COUNTY FAIR MANAGER | \$ 31.41 | \$42.00 | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COUNTY LIBRARIAN | \$ 31.21 | \$38.00 | \$50.06 | \$42.96 | \$44.60 | | \$27.88 | \$50.87 | \$41.81 | \$30.95 | \$41.30 |
| DIRECTOR OF BUILDING SERVICES | \$ 43.28 | \$50.00 | \$50.40 | \$61.80 | | \$32.77 | \$34.45 | \$43.18 | \$47.51 | \$43.24 | \$44.76 |
| DIRECTOR OF CHILD SUPORT SVCS | \$ 32.23 | \$42.00 | --- | --- | \$51.72 | \$50.57 | \$53.15 | \$23.55 | \$53.05 | --- | \$46.41 |
| DIRECTOR OF FACILITY SERVICES | \$ 39.42 | \$40.00 | \$48.00 | \$34.22 | --- | \$36.20 | --- | \$34.43 | \$29.86 | \$34.03 | \$36.12 |
| DIRECTOR OF INFO TECHNOLOGIES | \$ 38.19 | \$48.00 | \$59.24 | \$51.57 | \$41.56 | --- | \$70.74 | \$42.89 | \$41.17 | --- | \$51.20 |
| DIRECTOR OF PUBLIC HEALTH | \$ 53.39 | \$58.00 | \$60.10 | \$75.89 | \$61.49 | \$68.23 | \$43.90 | \$99.77 | \$50.17 | \$59.20 | \$64.84 |
| DIRECTOR OF PUBLIC WORKS | \$ 52.16 | \$60.00 | \$67.44 | \$78.93 | \$30.10 | \$62.06 | \$61.63 | \$34.84 | \$64.83 | \$60.69 | \$57.57 |
| ENVIRONMENTAL HEALTH DIRECTOR | \$ 39.76 | \$48.00 | \$50.97 | \$64.91 | \$39.54 | \$34.79 | \$48.54 | \$40.06 | \$50.04 | \$46.13 | \$46.87 |
| HUMAN RESOURCES DIRECTOR | \$ 34.89 | \$48.00 | \$57.27 | \$51.57 | \$48.03 | \$51.59 | \$43.90 | \$51.43 | \$42.53 | \$62.22 | \$51.07 |
| MUSEUM DIRECTOR | \$ 30.00 | \$30.00 | \$20.99 | --- | --- | --- | \$28.52 | --- | --- | --- | \$24.76 |
| PLANNING DIRECTOR | \$ 50.48 | \$50.48 | \$55.96 | \$67.51 | \$60.00 | \$51.59 | \$48.54 | \$66.06 | \$47.74 | \$43.24 | \$55.08 |
| SOCIAL SERV DIR/PUB GUARD/PC | \$ 40.46 | \$50.00 | \$63.51 | \$37.20 | | | | --- | \$64.32 | \$53.58 | \$54.65 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | As of March 21, 2022 | | | |

While investigating why Lassen and Del Norte counties were not included in the comparison, the Grand Jury learned from interviews that those two counties apparently did not have salary information available at the time of the survey. This reason was not disclosed in the public session. In Grand Jury interviews with the BOS, it appeared that all the supervisors were under the impression that 10 counties had been used. During supervisor interviews, one supervisor stated that he was not aware that the Human Resources Director had used two different approaches with pay increases.

Investigation Turns to Financial Impact on the County

During our interview process with county employees, additional complaints arose that required our attention. The following represents our additional investigations.

Tyler Munis Financial Implementation Stalled

In 2017, new financial software called Munis® Financial Software by Tyler Technologies was purchased⁸. The initial cost of \$750,000 was paid over a period of time, and covered the costs of purchase, maintenance, and consultants to implement the system. It has come to light that

⁸ Munis Financial Software that helps the county run its entire business, supporting automation and processes in finance, human resources, services, procurement, and more. Refer to the Bibliography for more information.

data incompatibilities between the Auditor's Office and the Treasurer's Office contributed to the inability of the two offices to combine their data. Fortunately, this is now being addressed by the new CAO and the IT director, but it serves as an example of how failure of the BOS to understand the complexities of interdepartmental communication resulted in a failure to set priorities to protect the financial health of the county. Additional consequences have included incomplete data and delays of the completion of mandated reports and audits.

During the January 3, 2023 BOS meeting, the new CAO addressed this issue by stating, "We are instituting Finance Officer training for departments beginning in the next fiscal year on Munis, Project and Grant Management modules, general accounting practices, and more."⁹ In addition, the HR payroll system has been out of date for years, and it was noted five years ago that there would eventually be no more service for the system. The Munis HR payroll system needs to be fully implemented. The lack of an integrated system is the primary reason why the books cannot be closed for 2020 and 2021, and it has caused the deadline for closing the books for 2022 to be missed. That deadline was March 31, 2023.

"Deferred Holiday Policy" Not Being Followed

County employees are entitled to specific benefits outlined in their negotiated memoranda of understanding (MOU's), which can be found on the HR website. This negotiated benefit is defined in the Sheriff's Office employees MOU, and it requires that deferred holiday time be either used by the employee or paid out by the county within 60 days. Through interviews, it came to the attention of the Grand Jury that this procedure had not been followed properly for many years. Several county employees have not used or cashed out their deferred holiday time, while some employees of county departments other than the Sheriff's Office have benefited from banking deferred holidays even though they were not entitled to this benefit. This accrual will result in an estimated total payment of \$150,000 to employees by June 30,

⁹ View January

2023. This will be paid at the employee's current wage, not at the wage at which it was accrued.

Lack of enforcement of the payout allowed employees to believe this was an acceptable past practice. This demonstrates how misguided supervision and leadership is costing the county's taxpayers. It should be noted that the Sheriff's Office has explained that, for many of its employees, staffing shortages prevented them from taking holidays. However, those employees should have been paid within 60 days per their MOU. Because other non-Sheriff's Office employees who had "banked" holidays were under the impression that this was an allowable practice, it would be unacceptable for the county to refuse payment for time accrued. The new CAO has resolved this issue and this practice will no longer be allowed unless it is included in the employee's MOU.

Process Improvements Required to Protect Public Safety

Control of the Board of Supervisors Agenda

Elected officials are accountable to the public who voted them into office to perform their duties. They are not required to report to the CAO or the BOS, nor are they evaluated by the BOS. However, all budget decisions, which can drastically affect operations of the departments, must be approved by the BOS, and all staff hired must first be screened by the HR department before any department head can see the application materials. According to the HR Department, the expected turnaround for this screening is approximately two weeks. Elected department heads we interviewed have expressed concern that the HR Department has failed to provide candidates for consideration for employment in a timely manner.

It is well known that Plumas County has exceptionally low wages for many of its positions. Salaries have a significant impact on recruiting and retention of employees. The ability to evaluate and negotiate salaries is exclusive to the HR department with little input from the department heads. Since the BOS lacks expertise regarding human resources practices,

policies and regulations, the BOS relied heavily on the knowledge and expertise of the HR department.

During interviews, it was determined that concerns regarding the HR department have led to distrust of the HR department and its ability to be fair and impartial and act in the best interests of the county, its employees, and public safety. Although several members of the BOS have stated that they are open to communication with department heads, interviews indicate that some department heads feel that the channels of communication between themselves and the BOS are not functioning effectively.

Control over which personnel matters become BOS agenda items rests with the Human Resources Director. When an agenda item regarding personnel is submitted by a department head (appointed or elected), the process calls for the Human Resources Director to first agree that there is sufficient information attached to the item to support a discussion¹⁰. If it is determined to lack the information required, the item is pulled from the agenda until the Human Resources Director contacts the department head for additional information. Once that information is submitted, the item should be placed on the agenda. According to interviews, this process has not always been followed. It is unclear what qualifies as adequate information, the manner in which the request for more information is communicated, and who ultimately determines what information is pertinent. The process for the development of the BOS agenda should be defined and communicated to the public in the interest of transparency.

Lack of Support for What is Needed to Protect Public Safety

Nationwide, law enforcement is seeing a decline in prospective employees for various reasons: perception of law enforcement, change in political and social culture, and the increased safety risk to officers. Additionally, a sizeable proportion of law enforcement officers and employees have retired or sought other career choices. Neighboring counties as well as Plumas County are struggling to maintain the staffing levels necessary to provide for public safety. The Plumas

¹⁰ See Appendix C attached

County Sheriff's Office has pulled officers from working patrol to help run the jail, and this has had a severe impact on community service, public trust, and safety¹¹.

During the Grand Jury's tour of the jail, we noticed the number of Sheriff's deputies on staff at the facility. There is a federal mandate that the jail must be appropriately staffed, and this has led to patrol deputies being assigned to work at the jail. As a result, there are times when the entire county is being served by only one or two patrol deputies.

Interviews with department heads offer various insights as to why Plumas County is experiencing difficulty recruiting and retaining staff. One indisputable factor, when compared to other counties, is the low wages that are offered to Sheriff's Office employees. The Sheriff's Office has pleaded for help from the BOS and the HR Department to collaborate on ways to attract new recruits and provide higher wages.

The apparent lack of cooperation between the Sheriff's Office and the HR Department impedes the county's efforts to address the challenges facing law enforcement, including the stabilization of wages, the development of creative solutions to problems, and the protection of public safety.

In Conclusion

During interviews, the Grand Jury became aware of allegations that items not mentioned on BOS agendas were being discussed by the BOS in closed session. While this is concerning, it is difficult to verify, because no formal minutes are taken during closed session. When the BOS returns to open session after a closed session, it is required to report only on any actions that may have been taken in closed session. California law allows for closed session discussion of specific topics: Personnel matters, litigation, labor negotiations, real property negotiations, and security issues. The nature of closed sessions relies heavily on the Board of Supervisors, County Counsel, and other attendees to police themselves.

¹¹ Plumas News: Staffing Levels reach critical juncture at Sheriff's Office. <https://www.plumasnews.com/where-i-stand-staffing-levels-reach-critical-juncture-at-sheriffs-office-bos-needs-to-address-pay-benefits/>

On some occasions when the Grand Jury had requested information from several county sources, either the request was denied, or the information received was incomplete or possibly altered. The Grand Jury's one-year term limit prevented it from conducting a complete investigation of several matters that came to its attention during the jury's term. As such, several matters that were being looked at by the Jury could not be fully investigated to a level that would meet the standards of this report.

Findings

F1. The misrepresentation of the use of a 10-county comparative wage survey by HR for appointed department heads led to distrust in the Human Resources Department in establishing a fair wage system.

F2. The assumption of the role of CAO by the BOS failed to provide adequate oversight for department heads.

F3. The lack of a policy to keep department head salaries competitive resulted in fourteen department heads resigning within three years.

F4. The county's lack of oversight for the use of deferred holiday pay resulted in additional unbudgeted costs to the taxpayers.

Recommendations

R1. The Grand Jury recommends that the CAO work with all employee groups to implement an annual review process that compares wages for all county positions with the same group of 10 similar California counties on a yearly basis.

R2. The Grand Jury recommends that the BOS commit to retaining/supporting an active CAO going forward to provide needed supervision and evaluation of all staff.

R3. The Grand Jury recommends that the BOS support the Sheriff's Office in setting an appropriate wage level to attract and retain law enforcement personnel. Suggested completion date: October 1, 2023.

R4: The Grand Jury recommends that the CAO publish all salary and wage changes for county employees for the past 10 years on the county's website, following the approach used by Glenn County¹².

R5. The Grand Jury recommends that the BOS ensure that any potentially controversial action items are included in its agendas and are thoroughly discussed in open session before a vote is taken.

Request for Response

Pursuant to Penal Code sections 933 and 933.05, the Civil Grand Jury requests responses as follows:

From these County Agencies within 90 days:

- From the Board of Supervisors (BOS)
 - Recommendations 2, 3, 5
- From the County Administrative Officer (CAO)
 - Recommendations 1, 4

¹² See Bibliography for Glenn County website

Bibliography

Agenda and Backup Materials for Plumas County Board of Supervisor meetings.

Valuable source of reference materials for Items submitted during BOS meetings. At the end of each calendar year, agendas and backup materials are moved to the Archive Center. [Archived Agendas and Backup Materials](#)

Board of Supervisors Meetings, Plumas County. BOS Meeting Videos – both live and archived – can be accessed via this link: [Board of Supervisor Meetings](#)

Glenn County of California website. Glenn County's website is an excellent example of promoting public transparency via its website. <https://www.countyofglenn.net/>

Grand Jury Reports, Plumas County.

- Past Grand Jury Reports: <https://plumascounty.us/Archive.aspx?AMID=37>
- Responses to Grand Jury Reports: <https://plumascounty.us/Archive.aspx?AMID=38>

Plumas County Mid-Year Budget Review FY 2022-2013. This well-written, researched document is required reading for anyone genuinely interested in Plumas County. It came from CAO Debra Lucero. Although it was partially quoted in Plumas News, the full version of the document contains detailed budget information.

Munis Financial Software by Tyler Industries.

" <https://www.tylertech.com/resources/resource-downloads/brochure-munis-financial-software>

Plumas News. Excellent source for news related to everything of interest in Plumas County Government. <https://www.plumasnews.com/category/news/>

Appendix A

Item 3C3

Item 3C3

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971


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

Email: nancyselvage@countyofplumas.com



DATE: May 17, 2022

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director 

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF MAY 24, 2022
RE: ADOPT RESOLUTION UPDATNG BASE WAGES FOR PLUMAS COUNTY DEPARTMENT HEADS, EFFECTIVE AFTER THE FIRST FULL PAYPERIOD FOLLOWING BOARD OF SUPERVISOR ADOPTION

IT IS RECOMMENDED THAT THE BOARD:

Adopt the updated pay schedules for Plumas County department heads, effective the first full pay period after Board adoption, on June 5, 2022 pay period #26.

BACKGROUND AND DISCUSSIONS

The department heads job classifications have not been updated across the pay schedule in a very long time in Plumas County. Some updates to department head pay schedules were due to vacant positions and to recruitment replacements, the wage issue needed to be updated in order to be competitive. More recently with the shortage in labor market needs, many of our department heads are being recruited to other agencies. Some of our department heads have not seen an update to their base wages in our pay schedules for a very long time. In fact, HR pay schedules do not go back far enough to give us the record of when they were last updated. So it is not clear as to the timeline for the department heads last increases unlike the resolution for the elected officials last increase. It could have been well over ten years ago, for some much longer.

To address the need to bring our department heads up to a comparable pay schedule, Human Resources conducted a wage survey using our past practice ten (10) counties. This survey was used to adjust the base wages for our department head positions. It is important to keep up with the wages for our department heads as well as our employees. The employees' wages have been adjusted through recent MOUs and will continue to be reviewed as the County negotiates new MOUs. It is reasonable to point out that our departments should offer advancement opportunities within the departments. With decent paying positions for our department heads,

Page 1
BOS Agenda Item May 24, 2022

employees may see themselves promoting into these position as the opportunity arises. Pay schedules need to be competitive and relevant to today's employment market.

Based on survey results, Exhibit A, I am recommending the below department head new pay schedules. I have done the cost analysis for each department and I strongly urge the Board of Supervisors to approve these recommendations.

| DEPARTMENT HEADS | | | | | | | | | | |
|----------------------------------|-------------|---------|---------|---------|---------|---------|----------|----------|----------|----------|
| Job Title | HOURLY RATE | | | | | | | | | |
| | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| 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 |
| 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 ADMINISTRATOR | \$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 | \$48.00 | \$50.40 | \$52.92 | \$55.57 | \$58.34 | \$61.26 | \$64.32 | \$67.54 | \$70.92 | \$74.46 |
| DIRECTOR OF PUBLIC WORKS | \$55.00 | \$57.75 | \$60.64 | \$63.67 | \$66.85 | \$70.20 | \$73.71 | \$77.39 | \$81.26 | \$85.32 |
| 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 |
| DIRECTOR OF RISK MGMT and SAFETY | \$ 45.00 | \$47.25 | \$49.61 | \$52.09 | \$54.70 | \$57.43 | \$60.30 | \$63.32 | \$66.49 | \$69.81 |

Once approved, all department heads will need to have their individual Employee Agreements updated with an addendum indicating the change in pay, and a new Personnel Action Form (PAF) to process the increase.

I appreciate the opportunity to bring this matter forward for the Board of Supervisors consideration and approval. Thank you for reviewing this matter and your dedication in serving Plumas County.

Page 2
BOS Agenda Item May 24, 2022

RESOLUTION NO. 2022- _____

**ADOPT RESOLUTION UPDATNG BASE WAGES FOR PLUMAS COUNTY
DEPARTMENT HEADS, EFFECTIVE AFTER THE FIRST FULL PAYPERIOD
FOLLOWING BOARD OF SUPERVISOR ADOPTION**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2021/2022 Position Allocation Plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs of the Plumas County's various departments; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution for the Board of Supervisors to approve the base wage adjustments to the below Department Head positions.

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

Approve Resolution effective May 24, 2022 to approve the base wages for the following department head job classifications pay schedules:

| DEPARTMENT HEADS | | HOURLY RATE | | | | | | | | | |
|----------------------------------|----------|-------------|---------|---------|---------|---------|----------|----------|----------|----------|--|
| Job Title | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 | |
| 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 | |
| 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 ADMINISTRATOR | \$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 | \$48.00 | \$50.40 | \$52.92 | \$55.57 | \$58.34 | \$61.26 | \$64.32 | \$67.54 | \$70.92 | \$74.46 | |
| DIRECTOR OF PUBLIC WORKS | \$55.00 | \$57.75 | \$60.64 | \$63.67 | \$66.85 | \$70.20 | \$73.71 | \$77.39 | \$81.26 | \$85.32 | |
| 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 | |
| DIRECTOR OF RISK MGMT AND SAFETY | \$ 45.00 | \$47.25 | \$49.61 | \$52.09 | \$54.70 | \$57.43 | \$60.30 | \$63.32 | \$66.49 | \$69.81 | |

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 24^h day of May, 2022 by the following vote:

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

Chair, Board of Supervisors

Clerk, Board of Supervisors

Appendix B

Closed Session Item Descriptions

CLOSED SESSION ITEM DESCRIPTIONS UNDER THE RALPH M. BROWN ACT

The following chart can be used when drafting the closed session item descriptions on agendas and minutes of governing board meetings. These item descriptions are from the “safe-harbor” descriptions under Government Code section 54954.5.

| GOV. CODE SECTION | CLOSED SESSION ITEM DESCRIPTION (The same language should be used for both the agenda and minutes) |
|---|--|
| 54956.8 (Use to discuss the purchase, sale, exchange, or lease of real property by or for the school) | CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code section 54956.8.) Property: <i>[address]</i> Agency negotiator: <i>[name of negotiator]</i> Negotiating parties: <i>[name of opposing party]</i> Under negotiation: <i>[E.g. price and/or terms of payment]</i> |
| 54956.9 (Use when the school is threatened with litigation or an administrative proceeding, e.g. if the charter authorizer may revoke/ non-renew the charter) | CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): (<i>[number of matters]</i>). |
| 54956.9 (Use when the school is considering suing someone) | CONFERENCE WITH LEGAL COUNSEL—LITIGATION (Gov. Code section 54956.9(d)(4).): (<i>[number of matters]</i>). |
| 54956.9 (Use to confer with, or receive advice from, legal counsel regarding pending litigation) | CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) Name of Case: <i>[insert case name]</i> <i>OR, if disclosing the case name would jeopardize settlement negotiations, use the following:</i> CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) Case Name Unspecified: (disclosure would jeopardize settlement negotiations) |
| 54957 (Use when discussing the hiring of a new employee) | PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1).) Title: <i>[title of position to be filled]</i> |
| 54957 (Use when reviewing | PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) |

| | |
|--|--|
| the performance of an existing employee) | Title: <i>[title of employee being evaluated]</i> |
| 54957 (Use when discussing the discipline or dismissal of an employee; keep in mind there are also notice obligations for this type of closed session) | PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code section 54957(b).) |
| 54957.6 (Use when negotiating [salaries, compensation, etc.] with represented or unrepresented employees) | CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code section 54957.6.) Agency designated representatives: <i>[names of representatives]</i> Employee Organization: <i>[name of organization representing employees]</i> <i>OR, if the employee is unrepresented, use the following:</i> CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code section 54957.6.) Unrepresented employee: <i>[title of employee]</i> |
| 54957 (Use when meeting with law enforcement personnel on matters posing a threat to the security of public buildings or services—this is rare) | THREAT TO PUBLIC SERVICES OR FACILITIES (Gov. Code section 54957(a).) Consultation with: <i>[specify name of law enforcement agency and title of officer]</i> |

Appendix C

BOS Policy for Agenda Preparation and Submittal



PLUMAS COUNTY BOARD OF SUPERVISORS' POLICY FOR AGENDA PREPARATION AND SUBMITTAL

(ADOPTED BY THE BOARD OF SUPERVISORS ON
AUGUST 14, 2018)

THIS POLICY is adopted by the Plumas County Board of Supervisors pursuant to Government Code Section 25003, "The board may make and enforce rules and regulations necessary for the government of the board, the preservation of order, and the transaction of business."

I. INTRODUCTION AND GOALS OF AGENDA REVIEW PROCESS:

The importance of proper preparation and submittal of agenda items is that it assists the Board to be able to review items prior to the meetings, ensures that items before the Board have been reviewed by involved departments, and ensures that the Board's conduct of business is in compliance with Open Meeting Act (i.e. "Brown Act"). At the meeting in which the item is considered, the Board should be provided with complete and accurate backup material. In addition, matters placed before the Board of Supervisors should stand on their own in the public record. Years from now when a member of the public is researching the Clerk's records and locates a Department's board item and supporting materials, the issue should be self-explanatory and complete.

II. DEADLINES:

- A. **"Regular Meetings:"** Regular meetings of the Board of Supervisors are held the first, second, and third Tuesdays of a calendar month. The deadline to place an item on the agenda for a *regular* board meeting is the Monday at 12:00 noon a week prior to the meeting. If the Monday deadline falls on a holiday, the deadline is then the Friday before the holiday.
- B. **"Special Meetings:"** For special meetings, the times vary and you should check with the Clerk of the Board.
- C. **"Urgency" Items:** If your matter is "urgent", meaning that the need for Board action was discovered after the submittal deadline and that the item cannot wait until the next Board meeting, then complete the Agenda Request Form and add in the background information why the matter is urgent (provide all relevant detail please.) Provide this to the Clerk of the Board and receive instructions about what time you should be present at the Board meeting. After the posting of the agenda, and before the item can be added to the agenda, the Brown Act requires that Board make findings by a four-fifths vote that: 1) the need

¹ See Plumas County Code section 2-1.101.

for action came to the attention of the agency (this includes any County employee or official) after the posting of the agenda; AND 2) the need for action cannot reasonably wait until the next regularly scheduled meeting.²

III. HOW TO PLACE AN ITEM ON THE AGENDA:

- A. Submit a completed agenda request form to the Clerk of the Board. This form can be obtained from the Clerk. This form may also be downloaded from the County webpage at www.countyofplumas.com. Each form must be complete and must notice the Clerk of the Board that the request has been reviewed by all involved departments. For example, contracts, resolutions, and ordinances should be reviewed and approved as to form by the County Counsel's office; the Human Resources Director should review personnel matters; budget transfers by the Auditor's office, etc. These pre-meeting courtesy contacts with affected departments will avoid surprises both for you and for others. The Agenda Request Form, with original signatures, needs no additional copies.
- B. Submit the necessary backup. To assist the Board, there must be attached to the agenda request some background information in the form of a letter or memorandum.
 1. The memo should be directed to: "The Honorable Board of Supervisors."
The memo should include at least the following elements:
 - a) Under a heading entitled "Recommendation," please provide a succinct description of the action you are asking the Board to take, and who needs to take the recommended action. For example: "Receive the report from the Health and Human Services Cabinet, and authorize the Social Services Director to submit the necessary grant application to fund the proposed consulting services."
 - b) Under a heading entitled "Background and Discussion" please describe
 - 1) the historical context of the requested action,
 - 2) why the action is timely;
 - 3) the financial impact to the County if the Board takes the recommended action, (for example, the dollar impact to the General Fund), and
 - 4) whether the Board has previously considered the action and when, and,
 - 5) any other relevant information.
 2. Please provide 13 copies along with your original backup information letter or memo, including any attachments to it. If an attached document is very lengthy, please provide one copy of the Clerk of the Board and mention in your background information that a copy is on file with the Clerk of the Board for public review.
 3. All supporting backup material shall be submitted to the Clerk of the Board with the required agenda request form by the deadline. Any supporting backup material submitted after the posting of the agenda will be held by the Clerk of the Board and the matter will be continued to the next regular meeting of the Board.

² Brown Act, at Government Code section 54954.2(b)(2)

IV. SPECIAL INSTRUCTIONS FOR SPECIFIC TYPES OF AGENDA ITEMS:

These items require special processing before being placed on the agenda.

A. Agreement and Leases:

Three (3) original copies of any agreements, contracts, MOU's, or leases must be attached to the agenda backup documents. Original signatures must be on all three copies except those situations where an outside party insists on the County first approving the contract. The Clerk of the Board will keep a signed original document for the County's records. The other two documents will be returned to the submitting department. One is for the other party (i.e. the vendor) and one is for the department's file. Contracts, Agreements, MOU's, Leases, or similar documents must be approved by County Counsel prior to being placed on the Board's agenda.

B. Ordinances and Resolutions:

Attach only one (1) original ordinance or resolution as there can be only one original document. Upon request, the Clerk of the Board can provide a certified copy of any original document approved by the Board of Supervisors.

If the ordinance or resolution amends a previously adopted ordinance or resolution, please provide the revised resolution and in the backup, please show a marked-up version of the same ordinance or resolution using bold italic font to highlight any language changed or added and the "strikeout" function to highlight any deleted language in the document. This allows the Board to clearly see the changes being made. If any exhibits are referenced in the ordinance or resolution, be sure that the exhibits are clearly marked and attached accordingly.

Consider if a summary of the ordinance will need to be prepared for publication in the newspaper and allow sufficient time for the preparation of the summary and scheduling publication. See Government Code 25124. Department Heads shall contact the Clerk of the Board to determine if a summary will be necessary to save on the cost of publication. Nearly all ordinances will require publication in the local newspaper. If the ordinance is relatively short, it can be published one time within 15 days after it is adopted. More lengthy ordinances are very expensive to publish in the newspaper. A summary of a lengthy ordinance should be prepared and published the first time at least five (5) days prior to the meeting at which the ordinance is adopted. The summary of the ordinance is published a second time, showing the votes for and against, within 15 days after it is adopted. The Board of Supervisors designates the County Counsel to prepare a summary of each ordinance prior to submission of such ordinance to the Board of Supervisors. The Clerk to the Board is authorized to publish such summary in the manner provided by law in lieu of publishing the verbatim text of such ordinance. The proponent of the proposed ordinance shall submit a draft summary of the proposed ordinance to the County Counsel.

Resolutions and Ordinances shall be reviewed by County Counsel, and any other departments that may be affected, prior to the proposed ordinance or resolution being placed on the Board's agenda. For example, if the proposed ordinance imposes a new County Code violation, evaluate whether the Sheriff's Department and/or the Code Compliance Officer should review it.

C. Request for Budget Appropriation Transfer or Supplemental Budget:

Follow the requirements of the Budget Appropriation Transfer or Supplemental Budget Form, attached. All required signatures shall be obtained before the agenda request is submitted. Please submit these forms to the Auditor's office by the Friday before the agenda is due.

D. Request to Appropriate Funds from Fund 001, Dept. 20980, Acct. 52840 (General Fund Contingency):

These requests shall be placed on the regular agenda, not on the consent agenda and will require a four/fifths majority roll call vote.

E. Increase in Position Allocations, Changes in Job Descriptions, or Similar Agenda Items:

These requests require the approval of the Human Resources Department ("HR") before submitting the agenda request. The HR department will provide the County department with the appropriate resolution.

F. Grants:

All new grant awards shall be reviewed by the Auditor's office prior to submittal to the Clerk of the Board. Reoccurring funding sources for Departments do not need to be reviewed by the Auditor's office. If specific legal questions are raised by the grant, provide all relevant documents to the County Counsel's office along with the legal question to be addressed. Also, provide copies of all contracts to be executed to the County Counsel's office for review.

G. Policy Issues:

Any proposed policy that potentially affects multiple county departments shall be reviewed by County Counsel and presented to Management Council for input to the proponent prior to submittal to the Clerk of the Board to be placed on the agenda for Board approval. The cover letter or memorandum to the Board shall provide the date the matter was presented to Management Council and summarize the position of Management Council, if any.

The policy shall include a title, content, signature line for the Chair and date adopted and/or amended. The request shall be placed on the regular agenda, not on the consent agenda.

Upon adoption by the Board of Supervisors, the Clerk of the Board will provide each county department with a copy of the policy.

V. SPECIFIC TIME REQUIREMENTS FOR REVIEW BY OUTSIDE DEPARTMENTS PRIOR TO AN ITEM BEING PLACED ON THE AGENDA:

- A. Human Resources: For normal agenda items, such as position increase due to grant funding, please provide one week for the Department to review the item. If the agenda item involves reorganization of the Department, revisions of job descriptions, or other more complex issues, additional time may be needed. Please contact the Department for specific instructions. When presenting the proposed agenda item to the department, please present the specific item that will be presented to the BOS and any additional information which may be necessary for Department to evaluate the agenda request.
- B. Auditor/Controller:
 - 1. **Grants**: Provide copy of grant application, grant guidelines, and supplemental budget adjustments for any Departments affected by the grant. This information shall be provided at least the Thursday prior to the Agenda deadline.
 - 2. **Other agenda items**: Other agenda items, such as supplemental budget adjustments, must be presented to the Auditor's office by the Friday prior to the Agenda deadline.
- C. Information Technology: For any agenda items which need I.T.'s review, present the proposed agenda item to the Director of Information Technology at least one week prior to the agenda deadline.
- D. County Counsel: Any contracts, leases, ordinances, resolutions or other items needing County Counsel's review, must be presented for review at least two weeks prior to the Agenda deadline. Please indicate if your agenda item is needed for a specific Board date. Also, please indicate any specific legal questions that you wish addressed. Additional lead time is required for proposed ordinances that require preparation of a summary of the ordinance and publication of the summary in the local newspaper.
- E. Other Departments: When your agenda item affects any other County department, you must provide that department with the agenda request for their review.

VI. GUIDELINES FOR CONSENT AGENDA:

A department head may request non-controversial or routine items to be placed on the consent agenda. These items are such that the Board may approve them quickly without discussion. If an item is placed on the consent agenda, the requesting party or department head need not appear at the Board of Supervisors meeting. However, any member of the Board or a member of the public may ask that an item be removed from the consent agenda for discussion. In this case, your attendance may be required and a call will be placed to you to appear at the Board meeting.

VII. SETTING THE AGENDA FOR PUBLICATION

The Board of Supervisors controls its own agenda. Working with the County Administrative Officer, the Clerk of the Board prepares the initial draft agenda from the requests submitted and forwards the draft to the Chair and Vice Chair for review. The Chair and Vice Chair have the authority to add, delete, postpone, or limit the time for consideration of any agenda item request. Notwithstanding the foregoing, all requests by a member of the Board of Supervisors shall be included in the agenda, subject to approval of the agenda at the beginning of the meeting. Requests from members of the public must have the support of the Chair or another member of the Board.

VIII. AFTER THE BOARD MEETING

When the Board authorizes specific action which was not part of the original agenda item, the Department head shall ensure that all required documents, such as budget transfers, supplemental budgets, or position allocations, are completed and forwarded to the relevant departments in a timely manner.

Since the agenda packet is the most readily available source of information for matters considered by the Board, whenever possible Board minutes should indicate whether something was approved "as presented" or "as reviewed by the Board." This will clarify whether an item in the agenda packet is the final version of a document.

IX. CONSEQUENCES OF NOT COMPLYING WITH AGENDA REQUIREMENTS:

If an item is incomplete, it will not be placed on the agenda and will be held until the item is complete or it will be returned to the Department with a note as to what needs to be done or what might be lacking. Further, an agenda item that requires the review or coordination with another department or the recommendation or approval from another Department, will not be placed on the agenda unless those Departments have signed the agenda request form indicating that they have had the opportunity to read the material, confer with the requesting Department head, and prepare their own written recommendation to the Board if desired. This policy has been applied consistent over the years without regard to whether the Department head is appointed or elected, based on the premises that the Board should have the best and most complete information available to it when it is asked to determine policy. The philosophy is that when an item is placed before the Board, it should be ready for the Board's action and should not require additional research or work for its implementation.

Please contact the Clerk of the Board regarding: Advance timing necessary for Public Hearing notices, ordinance summaries, and any other questions you may have regarding the agenda process.

X. ADOPTION:

This "Plumas County Board of Supervisors' Policy for Agenda Preparation and Submittal" is revised and adopted by the Plumas County Board of Supervisors at a meeting held August 14, 2018.

Plumas County Board of Supervisors

By  Jeff Engel, Chair

Attest:


Nancy DaForno, Clerk of the Board

Revision History:

| | |
|-------------------|-----------|
| Initial Adoption: | * |
| Revised: | * |
| Revised: | 10/1/2013 |
| Revised: | 6/2/2016 |
| Current: | 8/14/2018 |