



BOARD OF SUPERVISORS

Terrell Swofford, Chair 1st District

Kevin Goss, 2nd District

Sharon Thrall, 3rd District

Lori Simpson, 4th District

Jon Kennedy, Vice Chair 5th District

**AGENDA FOR REGULAR MEETING OF JULY 09, 2013 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

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

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

Convene as the Flood Control & Water Conservation District Governing Board

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Grizzly Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District; County Service Area #12.

1. FLOOD CONTROL & WATER CONSERVATION DISTRICT – Robert Perreault

Report on the status of the public negotiations with the California Department of Water Resources and the State Water Contractors having to do with the State Water Project Contract Extension. Discussion, possible action and/or direction to staff

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

2. BOARD OF SUPERVISORS

- A. Consider establishing a "Committee Structure" of the Board of Supervisors to include a Lead Supervisor and Alternate for county departments. Discussion, possible action and/or direction to staff
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
- D. Appointments

MENTAL HEALTH COMMISSION

Appoint Ellen Vieira to the Mental Health Commission as recommended

3. DEPARTMENTAL MATTERS

A. AUDITOR/CONTROLLER – Roberta Allen

Approve and authorize the Chair to execute Services Agreement between the County of Plumas and Rodney Craig Goodman for services from July 09, 2013 to June 30, 2014 and not to exceed \$60,000. Discussion and possible action

B. OFFICE OF EMERGENCY SERVICES – Jerry Sipe

Receive quarterly report and update of accomplishment by the Plumas County Fire Prevention Specialist

C. SOCIAL SERVICES – Elliott Smart

- 1) Approve an extension of a limited term 1.0 FTE Benefits Assistance Counselor I/II/III (Eligibility Worker I/II/III) by an additional six months (July 01, 2013 to January 01, 2014)
- 2) Authorize the Department of Social Services to fill two vacant, funded 1.0 FTE Office Assistant I/II positions

D. MENTAL HEALTH – Kimball Pier

- 1) Adopt **RESOLUTION** authorizing the Director of Mental Health to sign amendment No. 3 for Crestwood Behavioral Health, Inc. Approved as to form by County Counsel. **Roll call vote**
- 2) Authorize the Department of Mental Health to fill vacant, funded 1.0 FTE MHS/CSS Office Assistant position; and .5 FTE Community Case Manager position

E. DISTRICT ATTORNEY – David Hollister

- 1) Approve supplemental budget of \$5,000 for receipt of unanticipated revenue (Sales Tax 0001D-70301-40061) to be applied to various Services & Supplies accounts. **Four/fifths required roll call vote**
- 2) Approve budget transfer of \$4,940 from Salaries & Benefits to various line items for FY 2012-2013 Alternative Sentencing Program (0001D-70307)
- 3) Adopt **RESOLUTION** to amend the Plumas County Position Allocation for Budget Year 2013-2014 within Department 70307 Alternative Sentencing Program in the District Attorney's Office (increasing the allocation by 1.0 FTE Legal Services Assistant I/II). **Roll call vote**

F. SHERIFF – Greg Hagwood

- 1) Approve budget transfer of \$36,000 from AB443 Overtime (51060) to fixed asset account (Vehicle-541500) for purchase of vehicle to be reimbursed from Title III funding approved by the Board
- 2) Status report on application for funding for construction of a new Correctional Facility in Plumas County

4. 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

Approve Board minutes for June 2013

B. FACILITY SERVICES

- 1) Approve and authorize the Chair to execute Contract Amendment No. 3 with Tim Ringo dba Bob's Janitorial (Quincy Library and Museum). Approved as to form by County Counsel
- 2) Approve and authorize the Chair to execute Contract Amendment No. 2 with Tim Ringo dba Bob's Janitorial (Health & Human Services Center). Approved as to form by County Counsel
- 3) Approve and authorize the Chair to execute Contract Amendment No. 3 with James Lausen dba Awesome Lausen Janitorial (One Stop Permit Center) Approved as to form by County Counsel

C. ELECTIONS

Adopt Resolution(s) for special districts requesting consolidation with the November 05, 2013 Uniform District Election (UDEL) for special tax measures to be placed on the ballot

D. INFORMATION TECHNOLOGY

Authorize payment of software support invoices of \$17,610.44 to High Desert and Strategy 7 Company without a contract, included in the FY 2013-2014 budget

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (c) of Government Code §54956.9 - Plumas National Forest Travel Management Plan
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, July 16, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.

2013 "The Year of the Child"



PLUMAS COUNTY MENTAL HEALTH COMMISSION

Henry J Eisenman, Mental Health Commission Chairman
(530) 283-0782 eisenmanhenry@yahoo.com

2A

To: Plumas County Board of Supervisors
Subject: *Plumas County Mental Health Commission membership*
From: Plumas County Mental Health Commission
Date: June 17, 2013

The application for membership of Ellen Vieira has been reviewed by the Plumas County Mental Health Commission and is attached for the Board of Supervisors. The Mental Health Commission members accepted the application at its regular meeting June 12, 2013.

It is the recommendation of the Mental Health Commission that the application is approved and Ellen Vieira is appointed to the Mental Health Commission for the term commencing June 12, 2013 and ending June 2016.

Respectively Submitted by: *Plumas County Mental Health Commission*

The handwritten signature of Henry Eisenman, Chairperson.
Henry Eisenman, Chairperson

CC: Kimball Pier, Plumas County Mental Health Department Director

Services Agreement

3A

This Agreement is made as of July 9, 2013, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Office of the Auditor (hereinafter referred to as "County"), and Rodney Craig Goodman Jr., an individual (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 Sixty Thousand and No/100 Dollars (\$60,000.00).
3. **Term.** The term of this agreement shall be from July 9, 2013 through June 30, 2014, unless terminated earlier as provided herein.
4. **Termination.** Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. **Non-Appropriation of Funds.** It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to 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. General liability coverage with a minimum per occurrence limit of One Million Dollars (\$1,000,000).
 - b. Professional liability coverage with a minimum per occurrence limit of two-hundred fifty thousand Dollars (\$250,000), with a Two-Hundred Fifty Thousand Dollars (\$250,000) aggregate.
 - c. Automobile liability coverage (including non-owned automobiles) with a minimum bodily injury limit of Fifty Thousand dollars (\$50,000) per person and One Hundred Thousand Dollars (\$100,000) per accident, as well as a minimum property damage limit of Fifty Thousand Dollars (\$50,000) per accident.
 - 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. All insurance policies shall be endorsed to name the County, its officers, officials, employees, representatives and agents as additional insureds. Contractor's insurance 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. Contractors shall require that each of its subcontractors maintain insurance meeting all of the requirements of this section.

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:

Roberta Allen, Auditor/Controller
County of Plumas
520 Main Street, Room 205
Quincy, CA 95971
Attention: Linda Williams

Contractor:

Rodney Craig Goodman Jr., CPA
8830 Elk Grove Blvd.
Elk Grove, CA 95624

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.

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

CONTRACTOR:

Rodney Craig Goodman Jr.,
an individual

COUNTY:

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

By: _____
Name:
Title:
Date signed:

APPROVED AS TO FORM:

Plumas County Counsel

By: _____
R. Craig Settlemire
County Counsel

EXHIBIT A

Scope of Work

- Assist the Auditor-Controller's Office in creating and maintaining a year-end closing process.
- Assist the Auditor-Controller's Office in providing year-end training to departments that will facilitate the year-end data collection and verification process.
- Assist the Auditor-Controller's Office to identify, compile, and record all closing entries while maximizing the use of the County of Plumas' accounting system data for the preparation of full disclosure financial statements for FY 2013-2014 in compliance with generally accepted accounting principles.
- Provide general training to staff of the Auditor-Controller's Office on year-end closing, reporting and other processes.
- Other professional services as mutually agreed upon between Contractor and County.

EXHIBIT B

Fee Schedule

Total compensation under this Agreement shall not exceed Sixty Thousand and No/100 Dollars (\$60,000.00).

Contractor shall charge \$160 per hour for services provided under this Agreement, inclusive of all expenses unless expressly authorized by County in writing prior to the occurrence of such expense.

Contractor shall submit an invoice to County on a monthly basis. County shall reimburse Contractor within fifteen (15) days of receipt of undisputed invoice.



Plumas County Office of Emergency Services

3B

270 County Hospital Road #127
Quincy, California 95971

Phone: (530) 283-6367
Fax: (530) 283-6241

Date: June 24, 2013

To: Honorable Board of Supervisors
From: Jerry Sipe
RE: Agenda Item for July 9, 2013

Recommendation: Receive the Quarterly Report and Update of Accomplishments of the Plumas County Fire Prevention Specialist.

Background and Discussion: As the Board is aware, Sue McCourt is serving under contract as the county's Fire Prevention Specialist. Funded through Title III, her scope of work includes a wide range of Firewise and Community Wildfire Protection Planning duties and activities.

The attached report summarizes her recent activities and accomplishments. At this time the Board is asked to receive and file this report and is invited to ask questions regarding ongoing fire prevention activities.

If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

Enclosure

Summary of Quarterly Activities and Accomplishments February 2013- June 2013
Fire Prevention Specialist

Provide assistance to Fire Protection Districts in Plumas County:

- Continued discussions with area fire districts on outreach and education opportunities to communities interested in annexation to fire districts. LaPorte & EPFPD.
- Provided informational updates and input opportunities of Fire Districts to Plumas County Hazard Mitigation Plan update process.

Firewise activities:

- Continued outreach to potential communities on Firewise program through area Fire Chiefs and key community leaders.
- Participated in Plumas County Hazard Preparedness Open House. March - Quincy.
- Presentation to Portola Rotary on Firewise Communities.
- Provide technical assistance to Lake Almanor Country Club Firewise Committee as they proceed with Firewise Community certification.
- Provide technical assistance to Graeagle Firewise Committee and participation at May Firewise day. Assisted with custom publications.
- Met with Gold Mountain Firewise Board for review of upcoming Firewise projects.
- Met with Lake Davis area homeowner association presidents on Firewise Communities concept. Firewise presentation to two homeowners groups.
- Beckwourth Fire District field visit and assessment for Firewise opportunities.
- Lead on research and rewrite of Plumas County Preparedness and Evacuation Plan together with Plumas Firesafe Council coordinator.
- Technical input with Firesafe Council coordinator to upcoming Living with Fire newspaper tabloid for distribution countywide.

Continued implementation of action items in Communication Plan: Fire Protection in Plumas County- Public Education and information relating to residents residing outside a Fire District.

- Updating plan with reference materials as presented from Fire Districts to use as additional examples.
- Presentations to Portola and Almanor Basin realtors. Distributed hard copy and electronic copy of Understanding your Fire Protection brochure for utilization during point of sale.
- Collaborated with LAFCo Executive Officer John Benoit on Plumas LAFCo detailed Question and Answers for Fire Districts for use when discussing annexation options and costs. Attended LAFCo meeting covering Fire District SOI updates.

Plumas County Multi hazard Mitigation Plan

- Participated in working group meetings and open house in County.
- Provided Technical review of wildfire elements in plan.

Plumas County CWPP

- Provided technical review for 2013 plan update.



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DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART
DIRECTOR

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

DATE: JUNE 20, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR JULY 9, 2013, CONSENT AGENDA

RE: EXTENSION OF A LIMITED TERM BENEFITS ASSISTANCE
COUNSELOR I/II/III FOR AN ADDITIONAL SIX MONTH PERIOD UNTIL
JANUARY 1, 2014

REF: BOARD ITEM OF FEBRUARY 19, 2013, COPY ATTACHED

It is Recommended that the Board of Supervisors

Approve an extension of a limited term 1.00 FTE Benefits Assistance Counselor I/II/III (Eligibility Worker I/II/III) by an additional six months, July 1, 2013 through January 1, 2014.

Background and Discussion

Following the presentation of the enclosed Board item, your Board approved the allocation of a limited term Benefits Assistance Counselor I/II/III effective through July 1, 2013. The prior incumbent for this position has been on long term medical leave for over 17 months. She is not expected to return.

Financial Impact

Funds for this position come from federal, state and 1991 Realignment sources. There is no impact to the County General Fund. Because we are unable to predict salary savings prior to the budget year, funding for the position is included in our proposed County budget.

Copy: DSS Management Staff

Enclosure



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART
DIRECTOR

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

DATE: FEBRUARY 5, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR FEBRUARY 19, 2013

RE: AUTHORIZE A TIME LIMITED INCREASE IN THE PERSONNEL
ALLOCATION IN THE DEPARTMENT OF SOCIAL SERVICES FOR
BENEFITS ASSISTANCE COUNSELOR I/II/III

It is Recommended that the Board of Supervisors

1. Authorize a time limited increase in the Department of Social Services personnel allocation of Benefits Assistance Counselors I/II/III by 1.00 FTE effective immediately and ending July 1, 2013 unless extended by action of the Board of Supervisors.
2. Authorize the Department of Social Services to fill the position as soon as administratively possible.

Background and Discussion

The approved budget for the Department of Social Services for FY 2012-2013 includes an allocation of 5.00 FTE Benefits Assistance Counselors I/II/III. Benefits Assistance Counselors (Eligibility Workers) are the classification of employee that perform eligibility determinations for categorical public assistance programs and grants in aid: CalFresh (SNAP), CalWORKs cash assistance, Medi-Cal, CMSP/Path2Health and County General Assistance.

On February 3, 2012, an incumbent Benefits Assistance Counselor began an extended leave for medical reasons. While that leave was interrupted by a very short duration return to work for less than a week, as this report is being received by your Board, that leave has now exceeded one year.

On December 3, 2012, a second Benefits Assistance Counselor notified the Department that she would be taking leave from her position due to a medical condition. While it is not known at this writing how long this absence will be in place, due to the nature of her diagnosis it is the Department's expectation that the employee will not return to work over the next few months if not before the end of the current fiscal year.

The absence of two of our five allocated FTE's creates an effective 40% loss of work time available to process applications and re-applications for public assistance. This comes at a time when the demands for public assistance are at an all time high due to the lingering effects of the economic recession.

The Department was able to adjust to a single FTE lost by assigning part of the caseload to a supervisor, distributing other work to staff including one that is working out of classification and through the judicious use of overtime. We cannot reasonably adjust to two vacancies.

The Department met with the Director of Human Resources to review any options that might be available to move forward with either resolving the long term leave or implementing some other remedy permitted by the Personnel Rules. After conducting this review, we have determined that the best course of action for the present is to seek Board approval of a time limited additional position allocation. That is what brings the Department before your Board today.

Local Agency Personnel Standards (LAPS), the personnel rules governing Department of Social Services found at Section 17486 provide that a position can be filled on a limited term basis provided the term is for one day less than the probationary period. This rule gives the Department latitude to make an appointment provided the Board allocates a position in the classification that can be filled on that basis. With that in mind, the present request is to authorize the position through June 30, 2013.

At this writing, the Department believes that there are sufficient funds in the Department's current budget due to salary savings from vacant positions to cover the cost of the new allocation. Should that not materialize by the end of May, the Department would need to prepare a supplemental budget, however such a budget would not require a contribution from County General funds.

Financial Impact

There is no financial impact to the County's General Fund as a result of taking this action nor will there be a financial impact in the future because all funds to support this position come from federal, state and Realignment sources.

Other Agency Involvement

As is discussed earlier in this report, the Department met with the Human Resources Department to look at various options to assist with resolving this matter. At the present time, the recommendation before the Board today represents the best choice for the Department. The HR Department agrees.

Alternatives

As is discussed above, the Department examined a number of other alternatives with the assistance of the Human Resources Department.

Copies: PCDSS Management Staff
 Ms. Gayla Trumbo, Human Resources Director

C. ► **SOCIAL SERVICES** – Elliott Smart

Authorize a time limited increase in the Department of Social Services personnel allocation of Benefits Assistance Counselors I/II/III by 1.0 FTE effective immediately and ending July 01, 2013 unless extended by action of the Board; and authorize the Department of Social Services to fill the position as soon as administratively possible. Fiscal Impact: No impact to the General Fund

Motion: Authorize a time limited increase in the Department of Social Services personnel allocation of Benefits Assistance Counselors I/II/III by 1.0 FTE effective immediately and ending July 01, 2013 unless extended by action of the Board; and authorize the Department of Social Services to fill the position as soon as administratively possible, **Action:** Approve, **Moved by** Supervisor Simpson, **Seconded by** Supervisor Goss.

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

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

D. ► **LIBRARY**- Lynn Sheehy

1) Discussion and possible action to consider request to add ten hours to the County Librarian's work week to perform the duties of the .5 librarian position recently approved by the Board. Fiscal Impact: Request is budgeted for FY 2012-2013, no impact to the General Fund

Motion: approve request to add ten hours to the County Librarian's work week to perform the duties of the .5 librarian position recently approved by the Board, **Action:** Approve, **Moved by** Supervisor Goss, **Seconded by** Supervisor Thrall.

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

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

2) Authorize Human Resources to issue a 30 day layoff notice for the position of Sierra Literacy Program Assistant

Motion: Authorize Human Resources to issue a 30 day layoff notice for the position of Sierra Literacy Program Assistant, **Action:** Approve, **Moved by** Supervisor Simpson, **Seconded by** Supervisor Kennedy.

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

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

E. ► **AUDITOR/CONTROLLER** – Roberta Allen

Discussion and possible action to consider language included in the proposed legislative bill to allocate the balance of the Plumas County supplemental tax impound account; authorize Craig Goodman to move forward with the State Association of County Auditors toward passage of the proposed bill into law; and appoint two Board members to serve as a legislative sub-committee

Motion: upon report and recommendation of Craig Goodman, Consultant, approve request to consider language included in the proposed legislative bill to allocate the balance of the Plumas County supplemental tax impound account; authorize Craig Goodman to move forward with the State Association of County Auditors toward passage of the proposed bill into law; and appoint two Board members to serve as a legislative sub-committee (Supervisor Goss and Supervisor Kennedy), **Action:** Approve, **Moved by** Supervisor Simpson, **Seconded by** Supervisor Thrall.

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

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



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

3ea
Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

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

DATE: JUNE 20, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR JULY 9, 2013

RE: AUTHORIZATON TO FILL TWO VACANT OFFICE ASSISTANT I/II
POSITIONS

It is Recommended that the Board of Supervisors

Authorize the Department of Social Services to fill two vacant 1.00 FTE Office Assistant I/II positions as soon as administratively possible.

Background and Discussion

As this memorandum is being prepared, the Department has received notice that an incumbent Office Assistant I/II will resign her position effective June 28, 2013. A second Office Assistant I/II is eligible for promotion and will likely be promoted before July 1st. These two positions perform application screening work, clerical reception, finger imaging and telephone reception for the Department. The work is critical to effectively serving the public and to meeting our requirement to screen applications for emergencies.

The Department requests the authority to fill the positions as soon as administratively feasible.

Financial Impact

These are budgeted positions. There is no impact to the General Fund as funding comes from federal, state and 1991 Realignment sources.

Copies: DSS Management Staff

Enclosure

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Office Assistant – Clerk/Receptionist

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

Answer: Yes. Public social services are state mandated.

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

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

- How long has the position been vacant?

Answer: The position has been vacant since June 28, 2013.

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

Answer: No.

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

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

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

Answer: We will not be able to process perform tasks associated with eligibility determinations due to not having a clerk receptionist that can log in and conduct screening for program eligibility.

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

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

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

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

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

Answer: No.

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

Answer: No.

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

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

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

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

Position Classification: Office Assistant I/II

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description: This position is responsible for clerical support and reception services that support all programs in the Department. The incumbent performs a variety of clerical/reception work including screening and logging into the ISAWS system including the initial eligibility application for public assistance benefits. This position is also responsible for logging new clients into the Fingerprint Imaging System. The incumbents sorts and delivers incoming Departmental mail and, may make deliveries to the Courthouse and to the office in East Quincy.

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

PLUMAS COUNTY MENTAL HEALTH SERVICES

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

John Sebold, LCSW, Director



DATE: June 17, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: KIMBALL PIER, DIRECTOR, DEPARTMENT OF MENTAL HEALTH

SUBJ: Board Agenda Item for July 9, 2013, Consent Agenda

RE: Amendment #3 for Contract with Crestwood Behavioral Health for FY13-14

It is recommended that the Board: Approve amendment #3 to the contract with Crestwood Behavioral Health, Inc for fiscal year 2013-14 and authorize the director of Mental Health to sign the amendment.

Background and Discussion: The contract with Crestwood Behavioral Health Inc is specifically associated with the provision of inpatient mental health services to clients placed out of county. The amendment has been reviewed and approved by county counsel.

Financial Impact:

There are no General Fund dollars involved in this contract. The costs associated with these services are covered by a combination of Federal and State funds.

Kimball Pier, PhD, LMFT, Director of Mental Health is requesting that the Board of Supervisors approve the 3rd (3) amendment to the contract and authorize Kimball Pier, Director of Mental Health, to sign the amendment with Crestwood Behavioral Health Inc.

RESOLUTION NO. 13-
FY 2013/2014
PLUMAS COUNTY MENTAL HEALTH SERVICES

BE IT RESOLVED by the Board of Supervisors of the County of Plumas, State of California, that this Board hereby approve the FY 2013-14 contract amendment #3 for the Crestwood Behavioral Health, Inc. and authorize the Director of Mental Health Services to sign said amendment, subject to approval by County Counsel.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the July 9th, 2013, by the following vote:

AYES:

NOES

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

By: _____
Clerk of the Board of Supervisors

PLUMAS COUNTY MENTAL HEALTH SERVICES

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

3D2

Kimball Pier, Ph.D, LMFT Director



DATE: JUNE 24, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: KIMBALL PIER, DIRECTOR MENTAL HEALTH DEPARTMENT

SUBJ: BOARD AGENDA ITEM FOR JULY 9, 2013 AGENDA

RE: REQUEST TO FILL A VACANT MHSA CSS OFFICE ASSISTANT POSITION AND A .5 FTE COMMUNITY CASE MANAGER POSITION.

It is Recommended that the Board of Supervisors

Authorize the Department of Mental Health to fill a vacant 1.0FTE MHSA/CSS office assistant position and .5 FTE community case manager position.

Background and Discussion

The Department of Mental Health is currently preparing for a program re-organization which we believe will enhance our ability to serve our clients more effectively and efficiently. We have recently lost our Information System Technician and the Children's Services Coordinator and we will be hiring two new clinical staff within the next month. We anticipate a need for administrative and office help now and in the future to accommodate clinical work flow and to assist with front office clerical duties such as answering the phone and greeting clients. We are expecting to increase capacity and to increase caseloads in the coming months which will include adding services to our existing Senior Nutrition Program and other programs which will require case management support and outreach. Therefore, we respectfully request approval to hire a .5 FTE Community Case Manager and a 1FTE Office Assistant I or II.

Financial Impact

There are no General Fund dollars associated with this recommendation. The positions are funded in the approved Department of Mental Health budget for FY 2012-2013. The department is requesting to maintain current staffing levels as budgeted.

Kimball Pier, Director of Mental Health is requesting that the Board of Supervisors approve the Department to fill the vacant Community Care Case Manager at 0.5FTE and the vacant Office Assistant I or II at 1.0FTE and authorize Human Resources to establish a hiring list.



OFFICE OF THE DISTRICT ATTORNEY

David Hollister, District Attorney

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

3E1

Date: July 9, 2013 
From: David Hollister, District Attorney
To: Plumas County Board of Supervisors
Subject: Supplemental Budget from Sales Tax increase

Recommendation:

Please approve a supplemental budget resulting from an increase in the Sales Tax revenue to be applied to various Services and Supplies.

Background and Discussion

Public Safety Sales Tax of one-half percent is higher than the conservative estimate that was made a year ago by this department. Eleven months of this revenue has been received and it is over \$5,000 more than expected already.

We propose applying this \$5,000 to various Services and Supplies accounts. During the budget hearings last year all of the District Attorney's accounts were reduced in order to avoid other cuts elsewhere. There are necessary purchases that should be paid out of 2012-13 for the Internet Database, Vehicle Maintenance, Fuel, Office Expense and Law Books.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Dept. District Attorney Dept. No.: 70301 Date: 6/14/13

Dept. No.: 70301

Date: 6/14/13

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

TRANSFER FROM OR X SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO:

Supplemental budget requests require Auditor/Controller's Signature

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

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

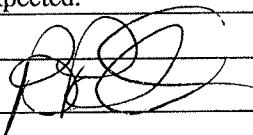
A) Supplemental Budget of Sales Tax increase beyond what was budgeted applied to S&S needed for year end.

B) Sales Taxes are already over what was budgeted and June hasn't been received yet even.

C) The budget amounts for these accounts were cut beyond what was possible.

D) Sales Taxes have improved more than expected.

Approved by Signing Authority:

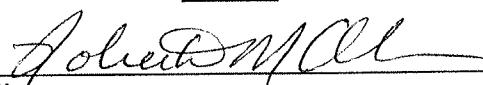


6/14/2013

/ Approved/Recommended

/ Disapproved/Not Recommended

County ~~Administrative~~ Officer:



Signature

Board Approval Date:

Agenda Item No.

Clerk of the Board signature

Date Entered by Auditor Controller

Initials

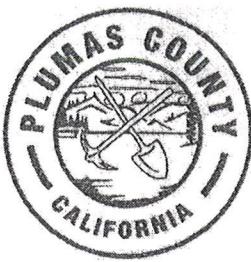
Original and 1 copy of ALL transfers go to Auditor/Controller; If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

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

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

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

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



OFFICE OF THE DISTRICT ATTORNEY

David Hollister, District Attorney

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

3/2

Date: July 9, 2013
From: David Hollister, District Attorney
To: Plumas County Board of Supervisors
Subject: Alternative Sentencing Budget Transfer

[Handwritten signature of David Hollister]

Recommendation:

Please approve a budget transfer to move Payroll amounts to Services & Supplies accounts. All of these funds are from Drug Court Realignment and none from the General Fund. If not moved in 2012-13 the funding will not be carried forward and so will be forfeited.

Background and Discussion

The Community Corrections Partnership (CCP) and the Drug Court Planning effort led by Public Health recommended and agreed separately to fund a variety of activities in the Alternative Sentencing Program in the District Attorney's Office. Public Health has committed \$61,978 out of Drug Court Realignment to provide for staff and activities this year and into the future. In March we brought before you an allocation in this budget unit to hire additional staff of a Community Care Case Manager and in May we brought a Supplemental Budget for a small grant from Plumas Superior Court for educational and drug testing supplies. In the May Board letter, we provided information on successful programs implemented recently by the Alternative Sentencing Coordinator.

At this time we request approval of another budget transfer to move some Payroll monies into Services & Supplies accounts due to more delays in hiring staff and the fact that excess funds in these accounts must be spent in the current year or forfeited and there are a number of Services & Supplies needs that are still outstanding. It was difficult to estimate these amounts until the new staff was hired and begun being paid.

Truly this program has grown faster and gone further than we had anticipated but this is a good outcome for an extraordinary effort to provide services designed to reduce criminal recidivism and protect public safety.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Dept. District Attorney - Alternative Sentencing

Dept. No.: 70307

Date: 6/17/13

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

X TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO:

Supplemental budget requests require Auditor/Controller's Signature

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

RECEIVED

JUN 24 2013

Auditors / Risk

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

A) Transfer from Payroll accounts to S&S accounts.

B) There have been delays in hiring, leaving grant funds available that can be spent on S&S.

C) Expenditures must be made in the year incurred and if not spent will be forfeited by the County.

D) No change in revenue. Funding here comes from Drug Court Realignment.

Approved by Signing Authority:

6/17/2013

/ Approved/Recommended

/ Disapproved/Not Recommended

County Administrative Officer:



Signature

Board Approval Date:

Agenda Item No.

Clerk of the Board signature

Date Entered by Auditor Controller

Initials

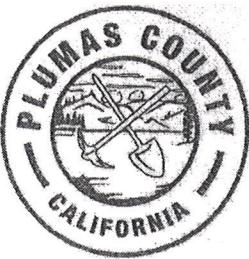
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Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

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

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

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



OFFICE OF THE DISTRICT ATTORNEY

David Hollister, District Attorney

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

3E3

Date: July 9, 2013 
To: Plumas County Board of Supervisors
From: David Hollister, District Attorney
Subject: Request to hire a Legal Services Assistant I or II in Alternative Sentencing

Recommendation:

Please approve a resolution adding a Legal Services Assistant I or II to provide clerical assistance to the Alternative Sentencing Program and the Plumas Adult Substance Abuse Treatment Court under AB109 and Drug Court Realignment funding.

Background and Discussion

As you know, AB109, also called Criminal Justice Realignment is a state law that transfers responsibility for certain low level criminal offenders from the Department of Corrections to counties. This effort along with the restoration of Alcohol and Drug services by Public Health has been proceeding swiftly to enhance public safety in Plumas County over the last year by providing services and supervision to defendants and released inmates and parolees.

On June 19, 2013, the Community Corrections Partnership (CCP) approved making the Legal Services Assistant I or II a permanent position.

Last October the CCP approved the position of Alternative Sentencing Coordinator within the District Attorney's Office and the Board soon endorsed the hiring of such a person to design and implement a variety of programs to meet the diverse needs of this population. In March CCP and the Board approved a permanent Community Care Case Manager for this program.

Honorable Board of Supervisors

July 9, 2013

Page 2 of 2

Significant progress has been made including opening the Day Reporting Center at the Plumas Crisis Resource Center where all offenders must report and receive services from a variety of agencies including Alcohol and Drug, Mental Health, Social Services, Housing and Probation. At this time there are over 100 defendants who have received services through these programs.

The Coordinator currently requires clerical assistance in order to free up her time to design and implement critical programs for reducing recidivism and improving public safety.

All of the funding for this program is provided by Drug Court Realignment and AB109. The budget submitted and approved as the Recommended Budget includes all the funding necessary for this position.

RESOLUTION NO. _____

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR
BUDGET YEAR 2013-2014 WITHIN DEPARTMENT 70307 ALTERNATIVE SENTENCING
PROGRAM IN THE DISTRICT ATTORNEY'S OFFICE**

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

WHEREAS, the Board of Supervisors has not completed the final budget for 2013-2014, at which time adopt of the position allocation for 2013-2014 is made; and

WHEREAS, the 2012-2013 position allocation continues into the new fiscal year of 2013-2014, until the final adoption of the budget; or at such time that the Board of Supervisors amends the position allocation by resolution; and

WHEREAS, the District Attorney, David Hollister, would like to add a flexibly staffed Legal Services Assistant I or II to the Alternative Sentencing Program; and

WHEREAS, the allocation of a 1.0 FTE Legal Services Assistant position supporting the Alternative Sentencing Coordinator is necessary due to the growing needs of Criminal Justice Realignment and has met with approval by the Community Corrections Partnership;

WHEREAS, the position of Legal Services Assistant will be funded by state and federal grants and not require any funding from the general fund, and

WHEREAS, the overall total FTEs for the District Attorney's Department will increase by 1.0 FTE within budget unit 70307, Alternative Sentencing Program,

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

Approve the amendments to the Position Allocation for budget year 2013-14 to reflect the following:

<u>Alternative Sentencing Program - DA 70307</u>	<u>FROM</u>	<u>TO</u>
Legal Services Assistant I or II	0	1.00

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 9th day of July, 2013 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/Board of Supervisors



Office of the Sheriff 3F1

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

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: June 26, 2013

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Item for the meeting of July 9, 2013

Recommended Action:

Approve budget transfer from AB443 Overtime account (51060) to fixed asset account for Vehicle (541500) for purchase of vehicle.

Background and Discussion:

Vehicle approved for purchase using Title III funding. Transfer needed to cover payment of invoice.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: AB443

Dept. No: 70331

Date 6/26/2013

The reason for this request is (check one):

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

Approval Required

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

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

A) Transfer to cover expense - miscommunication on budget/forgot to submit transfer

B) Expenses will be less than anticipated

C) Expense incurred this fiscal year

D) N/A

Approved by Department Signing Authority: Roni Towery

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: _____

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

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

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

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



DEPARTMENT OF FACILITY SERVICES

198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103

4B1



Donald Sawchuk
Director

Date: June 19, 2013

To: Honorable Board of Supervisors

From: Donald Sawchuk, Director

Subject: **Authorize and execute Contract Addendum #3 for Bob's Janitorial Service**

Recommendation

Authorize and execute Contract Addendum #3 for Bob's Janitorial Service for the one year extension of the Janitorial Maintenance Contract.

Background

Bob's Janitorial Service is responsible for the Janitorial Maintenance of the following facilities:

1. Quincy Library
2. Museum

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



DEPARTMENT OF FACILITY SERVICES

198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103



Donald Sawchuk
Director

Date: June 19, 2013

To: Honorable Board of Supervisors

From: Donald Sawchuk, Director

Subject: Authorize and execute Contract Addendum #2 for Bob's Janitorial Service

Recommendation

Authorize and execute Contract Addendum #2 for Bob's Janitorial Service for the one year extension of the Janitorial Maintenance Contract.

Background

Bob's Janitorial Service is responsible for the Janitorial Maintenance of the following facilities:

1. Heath & Human Services Center

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



DEPARTMENT OF FACILITY SERVICES

198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103



Donald Sawchuk
Director

Date: June 19, 2013

To: Honorable Board of Supervisors

From: Donald Sawchuk, Director

**Subject: Authorize and execute Contract Amendment #3 for James Lausen
DBA Awesome Lausen Janitorial**

Recommendation

Authorize and execute Contract Amendment #3 for James Lausen DBA Awesome Lausen Janitorial for the one year extension of the Janitorial Maintenance Contract.

Background

Awesome Lausen Janitorial is responsible for the Janitorial Maintenance of the following facilities in this contract:

1. One Stop Permit Center

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.

4c

RESOLUTION NO. 2013-
A RESOLUTION AUTHORIZING THE COUNTY CLERK
TO CONDUCT AN ALL MAILED BALLOT ELECTION
WITHIN THE BOUNDARIES OF THE PENINSULA FIRE PROTECTION DISTRICT
AND CONSOLIDATE THE ELECTION WITH THE
NOVEMBER 5, 2013 UNIFORM DISTRICT ELECTION

WHEREAS, on June 19, 2013, the Board of Directors of the Peninsula Fire Protection District has requested by Resolution #6-19-13-01, hereto attached as Exhibit "A", that the Plumas County Board of Supervisors authorise the Plumas County Clerk to conduct an all mailed ballot election, and consolidate the election with the November 5, 2013 Uniform District Election, for the purpose of placing a special tax for the specific purpose of emergency medical response, fire protection and prevention.

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

1. The Plumas County Clerk is authorized to conduct an all mailed ballot election within the boundaries of the Peninsula Fire Protection District, consolidating said election with the November 5, 2013 Uniform District Election (UDEL), for the purpose of obtaining voter approval by a two-thirds majority vote of the following measure:

"Upon a two-thirds vote of approval, shall a special tax replacing the current special tax expiring on June 30, 2014 be imposed for a period of three years, from July 1, 2014 until June 30, 2017, for the specific purpose of emergency medical response, fire protection and prevention; and shall this tax be authorized in the amount of \$280.00 per year on each unimproved parcel and \$295.00 per year on each improved parcel of real property or condominium unit within the District, excluding those parcels exempt from County property tax, to be collected and apportioned along with the County property taxes, and shall the District appropriations limit (spending limit) be raised by the amount of the annual proceeds from this special tax for three year period this tax is in effect, which revenue shall be deposited into a specifically created account on which an annual report shall be made as required by Government Code Section 50075.3?"

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

The Plumas County Clerk, Registrar of Voters is authorized to conduct an all mailed ballot election within the boundaries of the Peninsula Fire Protection District, including preparation and publication of all legal notices, preparation of official ballots, canvassing the returns and taking all other necessary steps required under state and local law in conducting an election. The Plumas County Clerk, Registrar of Voters is authorized to recover expenses for any election service performed, by deposit, advance payment, or reimbursement.

The forgoing resolution was adopted at a regular meeting of the Plumas County Board of Supervisors held on July 9, 2013, by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chair of the Board of Supervisors

ATTEST:

Clerk to the Board of Supervisors

EXHIBIT "A"
RESOLUTION NUMBER 6-19-13-01

A Resolution of the Board of Directors of the Peninsula Fire Protection District requesting that the County Board of Supervisors authorize the County Clerk to conduct an election to consider a Special Tax for Emergency Medical Services, Fire Protection and Prevention.

WHEREAS, the Board of Directors of the Peninsula Fire Protection District recommends that an election be held for the purpose of a special tax at \$295.00 per year on each improved parcel of real property or condominium unit and \$280.00 per year on each unimproved parcel for a period of three (3) years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Peninsula Fire Protection District as follows:

1. An election is called for the purpose of approving a special tax for a period of three (3) years to insure adequate emergency medical services and fire protection and prevention. The District requests that this election be consolidated with the November 5, 2013 Uniform District & Consolidated Elections and conducted by mail ballot, at the discretion of the County Clerk. The County Clerk is authorized to recover expenses for any election service performed, by advance payment or reimbursement from the District
2. The measure submitted to the voters within the boundaries of the District shall read as follows:

"Upon a two-thirds vote of approval, shall a special tax replacing the current special tax expiring on June 30, 2014 be imposed for a period of three years, from July 1, 2014 until June 30, 2017, for the specific purpose of emergency medical response, fire protection and prevention; and shall this tax be authorized in the amount of \$280.00 per year on each unimproved parcel and \$295.00 per year on each improved parcel of real property or condominium unit within the District, excluding those parcels exempt from County property tax, to be collected and apportioned along with the County property taxes, and shall the District appropriations limit (spending limit) be raised by the amount of the annual proceeds from this special tax for three year period this tax is in effect, which revenue shall be deposited into a specifically created account on which an annual report shall be made as required by Government Code Section 50075.3?"

The foregoing resolution was duly passed and adopted by the Board of Directors of the Peninsula Fire Protection District, at a meeting of said Board held on the 19th day of June 2013 by the following vote:

Directors: Robert Phillips, Russell Greenlaw, Nancy Foote, Dennis Mason, Lucille Moore

AYES: 5

NOES: 0

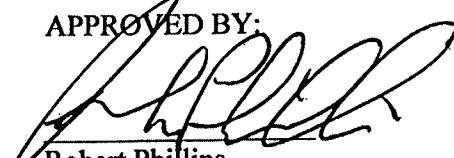
ABSENT: 0

ATTESTED BY:



Holly C. Coons
District Secretary

APPROVED BY:


Robert Phillips
Chairman, Board of Directors



Plumas County Department of Information Technology

County Courthouse, 520 Main Street, Room 208
Quincy, California 95971
Phone: (530) 283-6263
Fax: (530) 283-0946

David M. Preston
Information Systems Manager

DATE: July 9, 2013
TO: Honorable Board of Supervisors
FROM: Dave Preston, Information Systems Manager

SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF JULY 9, 2013 RE:
APPROVAL OF PAYMENT FOR SOFTWARE SUPPORT WITHOUT CONTRACT.**

It is recommended that the Board:

1. Approve Item 1 below.

Item 1: Approval of payment for software maintenance/support as specified below.

Background and Discussion:

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that are not custom written. These packages have no specific contract and are considered "shrink-wrapped" or off the shelf systems. In order to pay these support fees we ask to Board to approve payment of these claims without a signed service contract. Specifically we ask the Board to approve the following payments.

Vendor	Description	Amount
High Desert	Documentum Software Support	\$10,551.74
Strategy 7	IBM Informix Support	\$ 7,058.70

These funds have been budgeted as part of the 2013/2014 IT budget.