



## BOARD OF SUPERVISORS

Terrell Swofford, Chair 1<sup>st</sup> District

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

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

Lori Simpson, 4<sup>th</sup> District

Jon Kennedy, Vice Chair 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF AUGUST 13, 2013 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

### 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/Randy Wilson
  - A. 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
  - B. Approve and authorize the Chair to execute First Amendment to Agreement between Plumas County and the Regents of the University of California to provide research services in support of the Implementation of Upper Feather River Basin Program termed the Upper Middle Fork Project to Plumas County. Approved as to form by County Counsel

### Adjourn as the Flood Control & Water Conservation District Governing Board and reconvene as the Grizzly Ranch Community Services District Governing Board

2. GRIZZLY RANCH CSD – Robert Perreault  
Approve and authorize the Manager of the Grizzly Ranch CSD to execute contract with Vestra Resources, Inc. of \$28,128. Approved as to form by County Counsel

### Adjourn as the Grizzly Ranch Community Services District Governing Board and reconvene as the Plumas County Board of Equalization

3. PLUMAS COUNTY BOARD OF EQUALIZATION  
Set hearing date(s) for Assessment Appeals

### Adjourn as the Plumas County Board of Equalization and reconvene as the Board of Supervisors

#### **4. BOARD OF SUPERVISORS**

- A. **PUBLIC HEARING:** Allocate funding for Title III Applications tentatively approved on June 04, 2013 (Plumas County Sheriff/Office of Emergency Services - \$135,000; Sheriff Search & Rescue - \$25,000)
- B. Report and update on transition of the Alcohol & Drug program. Supervisor Simpson
- C. Approve and authorize the Chair to execute letter to the State Clearing House regarding "request for more time to review and comment on the Draft Environmental Impact Report for the 401 Water Quality Certification for FERC 2105"
- D. Approve and authorize the Chair to execute letter to the State Water Resources Control Board regarding "pending release of the Draft Environmental Impact Report for the 401 Water Quality Certification for FERC 2105"
- E. Correspondence
- F. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.

#### **5. DEPARTMENTAL MATTERS**

- A. **ASSESSOR** – Charles Leonhardt

Authorize the Assessor to fill vacant and funded 1.0 FTE Appraiser I/II/III position created by retirement effective August 29, 2013. Discussion and possible action

- B. **SOCIAL SERVICES** – Elliott Smart

Authorize the Director of Social Services to fill a vacant 1.0 FTE Senior Social Worker position by promotion of an internal candidate retroactive to July 29, 2013. Fiscal Impact: Funded with Realignment dollars, there is no impact to the County General Fund

- C. **AUDITOR/CONTROLLER** – Roberta Allen

1) Adopt **RESOLUTION** amending the Position Allocation for FY 2013-2014 by increasing 1.0 FTE Assistant Auditor/Controller position for Department 20040; and authorize Human Resources to begin recruitment. **Roll call vote**  
2) Authorization to refill 1.0 FTE Accountant position due to resignation of employee. Discussion and possible action

- D. **PUBLIC WORKS** – Robert Perreault

Approve Plans and Specifications for guardrail and resurfacing project (County Road A-15); and authorize the Director of Public Works to advertise for bids. Approved as to form by County Counsel

- E. **HUMAN RESOURCES** – Gayla Trumbo

Adopt **RESOLUTION** Amending the Job Description for the Director of Public Health. **Roll call vote**

#### **6. SIERRA BUTTES TRAIL STEWARDSHIP**

Presentation of "Trails for Recreation and Community" project

## **7. 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. SOCIAL SERVICES**

- 1) Approve and authorize the Director of Social Services to sign continuing contract with Plumas Rural Services for CalWORKs child care services for FY 2013-2014; and authorize the Department of Social Services to extend the agreement for two additional twelve month periods following conclusion of the present term and subject to availability of state funding. Approved as to form by County Counsel
- 2) Approve and authorize the Director of Social Services to sign contract between the State Department of Justice and the Department of Social Services for receipt of Criminal Offender Record Information. Approved as to form by County Counsel

### **B. PUBLIC WORKS**

Authorize the Department of Public Works to block motorized vehicular access to Spanish Creek off Beskeen Lane by storing large boulders at access points

### **C. SHERIFF**

Approve and authorize the Chair to sign Federal Equitable Sharing Agreement and Certification for Sheriff's participation in the federal equitable sharing program for asset forfeitures for FY 2012-2013. Approved as to form by County Counsel

### **D. AGRICULTURE/WEIGHTS & MEASURES**

Approve and authorize the Chair to sign contract between CDFA and Plumas County of \$5,693 for FY 2013-2014 for detection of exotic insect pests. Approved as to form by County Counsel

### **E. AUDITOR/CONTROLLER**

Approve and authorize the Chair to execute Contract Termination Agreement between County of Plumas and Norman Peterson & Associates, Inc. for "Early Return to Work Program". Approved as to form by County Counsel

## **NOON RECESS**

### **8. 1:30 P.M. BOARD OF SUPERVISORS**

Report and update by Budget Consultant on the FY 2013-2014 Budget. Discussion and possible action

### **9. CLOSED SESSION**

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

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- B. 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, August 20, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.

# PLUMAS COUNTY PLANNING SERVICES

555 Main Street, Quincy, CA 95971-9366  
(530) 283-7011 / FAX (530) 283-6134



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**DATE:** August 13, 2013

**TO:** Honorable Chair and Members of the Board of Supervisors

**FROM:** Randy Wilson, Plumas County Planning Director

**RE:** Amendments to Current Contract with UC Davis-Upper Middle Fork Modeling Project (Prop 50 Grant).

## Background

On October 17, 2012 the Board of Supervisors approved a contract with the Regents of the University of California (University of California at Davis) (UC Davis) to perform modeling of the Upper Middle Fork of the Feather River. The modeling is a,

“The physically-based, water management simulation tool (IWRAM-UMF): Integrated Water Resources Assessment Model for the Upper Middle Fork of the Feather River) integrates a watershed model that includes a snow module, a rill/interrill overland flow module, a soil water module, an evapotranspiration module, a groundwater module, a stream channel flow module, an erosion/sediment transport module, a nutrient transport module, and a water temperature module with a reservoir operations model, and distributed atmospheric data for current and future changed climate scenarios.”

The original contract budget included travel expenses, which staff have since found out are not qualified expenses under the Prop 50 Grant Agreement between Plumas County and the Department of Water Resources. UC Davis submitted changes to the budget for the project in line with the grant requirements, which need to be reflected in the contract between Plumas County and UC Davis.

These changes shift the money from travel to supplies. Travel costs in the original contract budget were \$53,000 and supplies were budgeted at \$2,000. The proposal from UC Davis eliminates the budget for travel and increases the budget for supplies to \$54,993. There are some very minor changes in salaries and benefits (original salary budget \$711,493-proposed \$711,489) and (original benefit budget \$161,224-proposed \$161,235). The overall budget costs of the project remain the same as originally budgeted at \$1,358,000.

## **ACTIONS FOR CONSIDERATION**

Staff recommends the Board of the Plumas County Board of Supervisors take the following action.

- I. Approve the attached contract budget amendment for Research Services by the Regents of the University of California (UC Davis) replacing in Exhibit A the original contract budget which contained travel expense for a revised budget which removes travel expenses and places within the supplies budget the amount of money budgeted for travel expenses.



## AGENDA REQUEST

for the August 13, 2013 Meeting of the GRCSD Governing Board

August 5, 2013

To: Honorable Governing Board, GRCSD

From: Robert Perreault, Manager, GRCSD

Subject: Authorization for the Manager to Execute a Contract with Vestra Resources, Inc., in the total base contract amount of \$28,128, pertaining to 4 issues:

1. Subdivision fire flows
2. Arsenic-related issues in non-potable irrigation water
3. Revision of the existing water permit
4. Lead-related issues in the water system

### **Background:**

There are several outstanding matters that need to be addressed in regard to the administration of the Grizzly Ranch Subdivision. The GRCSD Manager is recommending that Vestra Resources, Inc., be retained to provide professional services assistance to GRCSD staff in the resolution of the matters, listed above.

A proposed contract has been prepared. The entire 18-page contract is on file with the Clerk of the Board of Supervisors and is available for public review during normal office hours.

Attached to this agenda request are the contract exhibits that contain additional background information, describe the scope of work and establish the not-to-exceed fee amount for each of the 4 matters listed above.

### **Recommendation:**

GRCS staff respectfully recommends that the GRCS Governing Board authorize the Manager of the GRCS to execute the contract with Vestra Resources, Inc. in the total base contract amount of \$28,128.

**PUBLIC NOTICE**

**HR 2389-TITLE III FUNDS - 2012**

On August 13, 2013 at 10:15 a.m. in the Chambers of the Plumas County Board of Supervisors, located at 520 Main St., Room 308 Quincy, CA, the Plumas County Board of Supervisors will finalize its approval of the following projects tentatively approved on June 04, 2013

| <u>NO.</u> | <u>APPLICANT</u>                                | <u>CATEGORY/PROJECT</u> | <u>AMOUNT</u> |
|------------|---|-------------------------|---------------|
| 1          | Plumas County Sheriff/Office of Emergency Serv. | Category II             | \$ 135,000    |
| 2          | Plumas County Sheriff Search & Rescue           | Category II             | \$ 25,000     |

Publish June 26, 2013 - Feather Bulletin

4A

August 13, 2013

Scott Morgan, Director  
State Clearing House  
P.O. Box 3044  
Sacramento, CA 95812-3044

RE: Request for more time to review and comment on the Draft Environmental Impact Report for the 401 Water Quality Certification for FERC 2105, State Clearing House # 2005082122.

Dear Scott,

The Plumas County Board of Supervisors previously requested the comment period on the Draft Environmental Impact Report for 401 Water Quality Certification for the Pacific Gas and Electric FERC 2105 license be extended from 45 days to 60 days.

The Board of Supervisors is concerned that the Draft Environmental Impact Report will be a very large, highly technical document requiring considerable time to review and make comments upon.

The Board of Supervisors hereby requests that the comment period on the Draft Environmental Impact Report be extended to 120 days to allow Plumas County to adequately review and comment on the document.

Sincerely,

Terry Swofford, Chair  
Plumas County Board of Supervisors

4D

August 13, 2013

Felicia Marcus, Chair  
State Water Resources Control Board  
P.O. Box 100  
Sacramento, CA 95812

RE: Pending Release of the Draft Environmental Impact Report for the 401 Water Quality Certification for FERC 2105

Dear Felicia,

The Plumas County Board of Supervisors is aware that the Water Resources Control Board will be releasing at some time in the near future the Draft Environmental Impact Report (EIR) for the 401 Water Quality Certification for the Pacific Gas and Electric FERC 2105 license. The Plumas County Board of Supervisors has the following questions regarding the pending Draft Environmental Impact Report.

- \* When will the Draft Environmental Impact Report be released?
- \* Will there be any new analysis in the Draft EIR regarding the cold water in Lake Almanor or anticipated in the future related to climate change?
- \* Has the preferred alternative been identified, and if so, what is the preferred alternative?

The Plumas County Board of Supervisors appreciates the opportunity to participate in the Draft Environmental Impact Report process for the 401 Water Quality Certification for the FERC 2105 license and looks forward to receiving answers to these questions.

Sincerely

Terry Swofford, Chair  
Plumas County Board of Supervisors

Cc: Thomas Howard, Executive Director State Water Resources Control Board

# PLUMAS COUNTY ASSESSOR

1 Crescent Street, • Quincy, CA 95971 • (530) 283-6380 • Fax (530) 283-6195



CHARLES W. LEONHARDT  
ASSESSOR

Date: July, 24, 2013

To: The Honorable Board of Supervisors

From: Charles W. Leonhardt, Assessor

Subject: Request to fill soon to be vacant Appraiser I-III position

**It is recommended that the Board:**

Authorize the Assessor to fill a soon to be vacant appraiser I-III position.

**Background and Discussion:**

On August 28, 2013 a member of the Assessor's appraisal staff will be retiring after 7 years of service to Plumas County.

It is critical that the Board authorize the Assessor to fill this position in order for the Assessor's Office to maintain vital service to the public in these difficult economic times.

Staffing in the assessor's office has declined significantly over the past few years. In the 2007/2008 budget year the office an allocation of 10 positions; which included five positions in the appraisal department. In addition the office had one grant position funded and two extra help part time positions.

In the 2012/2013 budget year the office has been reduced to 8 positions and the grant position and essentially all of the extra help has been eliminated. The appraisal staff has been reduced to 4 positions.

Given the current work load in the department, we can not afford to reduce office staffing any further with our incurring major back logs. At the current staffing level and reduced work schedule, the office is already incurring reduced response times.

I have attached the critical staffing questionnaire together with a chart of the staffing levels at other rural assessor's offices. While Plumas County falls within the upper tier of appraiser staffing, we are in the lower tier for overall staffing. In our case the appraisal staffing number includes the department supervisor, which may not be the case in other counties. That supervisor handles additional duties beyond real property appraisal, which are likely handled by other than appraisal staff in other counties. Plumas County does not currently have an employee specifically designated as a business property appraiser. Those duties have been split between the Chief Appraiser, Assessment Roll Manager/Office Manager, Transfer Analyst and Assessor. The work load on the staffing chart reflects more Transfer and Prop 8 activity in Plumas County than most of the similar counties arrayed.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?  
*Yes! Current workloads in the Assessor's Office are very high with the continued need to review assessments due to changing market conditions. This need will continue until such time as the local real estate market returns to historic (2005) market levels. The office has already reduced the appraisal staff by one appraiser in addition to approximately 1.75 positions in the business property and support help areas over the past 5 years.*
- Why is it critical that this position be filled at this time?  
*High workloads and critical customer service. Plumas County has a large number of properties that must be appraised every year due to declines in value. It is also important that we have adequate resources to restore values as the market begins to recover. Plumas County is also experiencing higher number of transfers than the other comparable counties.*
- How long has the position been vacant?  
*The vacancy is being created by the retirement of a current employee.*
- Can the department use other wages until the next budget cycle?  
*No. The Department was forced to dramatically reduce other wages in the last budget cycle. There are insufficient funds available.*
- What are staffing levels at other counties for similar departments and/or positions? *See the attached chart. Plumas County appraisal staffing is at the higher end of the range in terms of similar counties, however overall staffing is at the lower end of the range. Plumas County is in the higher end of the range as far as work load, which justifies the larger appraiser allocation. Plumas County is among the lowest in overall staffing. This is in part due to the clerical positions that have been shed in recent years due to budget reductions.*
- What core function will be impacted without filling the position prior to July 1?

*Given the current furlough schedule, staffing reductions and significant economic challenges facing the local economy, it would be very helpful to allow the retiring employee to train the new hire on the market dynamics in her work area before leaving. That said, given the current budget constraints the County is experiencing, it would simply be helpful to be able to fill the position as promptly as possible, upon the incumbent appraiser's retirement.*

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? *We will lose office productivity while training the new employee. That may delay supplemental assessments and their associated revenues. It will also place overall workload farther behind.*
- 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? *N/A*
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? *No, other than pending assessment appeals.*
- Does the budget reduction plan anticipate the elimination of any of the requested positions? *N/A*
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? *The Assessor's Office is a General Fund Department*
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? *The Assessor's Office does not have a reserve fund.*

#### CRITICAL STAFFING COMMITTEE REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: \_\_\_\_\_ May 20, 2013 \_\_\_\_\_

DEPARTMENT TITLE: \_\_\_\_\_ Assessor 20060 \_\_\_\_\_

**Comparable Assessor's Office Staffing and Work Load**  
**2011-2012 Year**

| <u>County</u> | <u># Parcels</u> | <u># Prop 8s</u> | <u>Transfers</u> | <u>#Appraisers</u> | <u>Total Staff</u> | <u>Net Tax roll</u> |
|---------------|------------------|------------------|------------------|--------------------|--------------------|---------------------|
| Amador        | 26,224           | 5,405            | 1,436            | 3                  | 11*                | \$4,500,657         |
| Calaveras     | 48,762           | 19,546           | 2,044            | 3.5                | 11.3*              | \$5,872,646         |
| Colusa        | 16,837           | 1,529            | 504              | 3                  | 11*                | \$3,338.862         |
| Del Norte     | 18,123           | 1,631            | 1,241            | 3                  | 8                  | \$1,756,999         |
| Lassen        | 25,179           | 3037             | 896              | 3                  | 9                  | \$2,212,242         |
| Modoc         | 28,715**         | 13,422**         | 802              | 1                  | 7**                | \$1,014,934         |
| Mono          | 20,334           | 5266             | 632              | 5                  | 11*                | \$5,489,924         |
| Plumas        | 29,434           | 9,276            | 1,932            | 4                  | 8.75*              | \$3,771,747         |
| Sierra        | 5,027            | 798              | 190              | 2                  | 4.7                | \$ 560,591          |
| Tuolumne      | 42,643           | 8,210            | 1,562            | 3                  | 11                 | \$6,215,285         |

**The Plumas County Assessor's staffing was reduced to 8 employees in the 2012 Budget Year and all staff members were placed on a 10% furlough schedule, thus reducing production time.**

\* Megabyte Counties  
 \*\* California Pines Land Project

Data source March 1, 2013 Report On Budgets, Workloads and Assessment Appeals as published by the California State Board of Equalization. Data for Del Norte County revised based upon an interview with Louise Wilson, Assessor. Plumas County data updated by actual tax roll reports and recorder information.

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: \_\_\_\_\_Appraiser 1-III\_\_\_\_\_

POSITION TITLE: \_\_\_\_\_Appraiser 1-III\_\_\_\_\_

IS POSITION CURRENTLY ALLOCATED? YES XX NO \_\_\_\_\_

**For Committee use only**

Date of Committee Review: \_\_\_\_\_

Determination of Committee? \_\_\_\_\_ Recommended  
\_\_\_\_\_ Not Recommended

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Board Modifications \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART  
DIRECTOR

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

DATE: JULY 30, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR AUGUST 13, 2013

RE: AUTHORIZATION TO FILL A SENIOR SOCIAL WORKER POSITION ON  
A PROMOTIONAL BASIS EFFECTIVE JULY 29, 2013.

REF: AGENDA ITEM OF JUNE 4, 2013 RE: COUNTY ASSUMPTION OF  
ADOPTION SERVICES PROGRAM

### It is Recommended that the Board of Supervisors

Authorize the Department of Social Services to promote an internal candidate to the position of Senior Social Worker retroactive to July 29, 2013.

### Background and Discussion

On June 4, 2013, the Board of Supervisors authorized the Department of Social Services to begin the administration of the Adoptions program effective July 1, 2013. Beginning July 1<sup>st</sup>, the Department initiated a series of steps to transfer State electronic records from their system to ours. Those steps were completed the week of July 22<sup>nd</sup>. Following that, the paper case records were retrieved from the State Adoptions Office in Chico on July 30<sup>th</sup>.

State regulations require that caseworkers working in the Adoptions Program have a Master's Degree in Social Work (MSW). In Plumas County, the classification utilized for this level of employee is currently Senior Social Worker. The Department has a MSW level employee who began work in the Adoptions Program on July 29<sup>th</sup>, effective with the completion of the electronic file transfer.

With the above in place it is requested that the Board approve promotion of this employee to the Senior Social Worker level effective July 29, 2013.

**Financial Impact**

This position is funded in the FY 2013-2014 budget. The position is funded with 2011 Realignment dollars and federal funds. There is no cost to the County General Fund.

Copies: DSS Management Staff

Attachments (2)

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

### Position: Senior Social Worker – Adoptions Program

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

Answer: Yes. The Board of Supervisors has approved a plan to operate the Adoptions Program.

- 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.

- How long has the position been vacant?

Answer: The position has been vacant for a number of months .

- 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 the Adoptions Program.

- 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:** Senior Social Worker

**FTE:** 1.00

**Budgeted Position:** Yes

**Mandated Program:** Yes

**Position Description:** This position is responsible for the Adoptions Program. The incumbent performs home visits to children who are in adoptive homes, performs adoptive home finding activity and assesses the need for assistance under the Adoptions Assistance Program. The incumbent also is the liaison with the Superior Court in all court-related reports including those connected with concluding an adoption.

**Funding Sources:** The funding to support this position comes from federal pass through dollars, state general fund and county realignment dollars. There is no cost to the County's General Fund associated with this position.

# PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442  
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER



Date: 8/7/13

To: Honorable Board of Supervisors

From: Roberta M. Allen, Auditor / Controller

Subject: Resolution to amend Plumas County position allocations for Budget  
Year 2013-2014, for Dept 20040 Auditor/Controller

#### Recommendation:

Adopt a resolution to amend the Position Allocation for FY 2013-2014 by increasing 1.0 FTE Assistant Auditor/Controller position for Department 20040 and provide authorization to begin recruitment process and fill position; and

Authorize to refill 1.0 FTE Accountant position being vacated due to resignation of employee effective 8/22/2013

#### Discussion:

Effective 8/22/2013, a key staff member in the Auditor/Controller's office will be resigning. This particular staff member has been responsible for processing tax apportionments, facilitating the collection of property tax revenue received by the County and Special Districts, maintaining the tax rolls, and many other related functions. No other staff members in this department have the training to perform these duties.

The work performed by this position is highly specialized, and therefore someone applying for this job would have to possess a skill set most likely obtained by employment in County government and/or performing tax roll duties. In order to attract candidates with the required skill set, the Auditor / Controller is seeking authorization to begin recruiting for the Assistant Auditor/Controller position.

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

**RESOLUTION TO AMEND PLUMAS COUNTY POSITION ALLOCATIONS FOR BUDGET  
YEAR 2013-2014, 20040 AUDITOR/CONTROLLER.**

**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 adoption 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 Auditor has brought before the Board a partial reorganization of her department that would increase the 2013-2014, Position Allocation by 1.0 FTE Assistant Auditor/Controller; and

**WHEREAS**, due to the resignation of the staff member responsible for the maintenance of the property tax rolls and other related functions and the highly specialized nature of this particular position, and

**WHEREAS**, in order to attract qualified candidates to fill vacated position; and

**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:

| <b><u>AUDITOR-CONTROLLER</u></b> | <b><u>FROM</u></b> | <b><u>TO</u></b> |
|----------------------------------|--------------------|------------------|
| Assistant Auditor or             | .00                | 1.0              |
| Chief Deputy Auditor or          |                    |                  |
| Accountant                       | 1.0                | 1.0              |

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 13 day of August, 2013 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

---

Chairperson, Board of Supervisors

ATTEST:

---

Executive Clerk/Board of Supervisors



5D

## PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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

**COPY**

### AGENDA REQUEST

For the August 13, 2013 meeting of the Board of Supervisors

August 5, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: **Request to approve Plans and Specifications for guardrail and resurfacing project and authorize the Department to begin advertisement for bids.**

#### Project:

**HRRRL-5909(084)  
County Route A15 Guardrail Project  
CR #114, Portola-McClears Road  
between p.m. 0.70–5.80, 3 Locations  
Department Work Order #134**

#### Background:

The project is funded through the HRRRL program and has been approved by Caltrans for \$482,525 in Federal safety funding. County Counsel approved the bid documents as to form on August 5, 2013. Advertisement is tentatively scheduled to begin on August 14, 2013 upon Board approval.

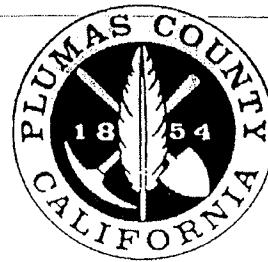
A copy of the bid package is on file with the Clerk of the Board and is available for public review during normal working hours

#### Recommendation:

Department of Public Works staff respectfully recommends that the Board of Supervisors approve the Plans and Specifications for the project and authorize the Director of Public Works to begin advertisement.

# **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971  
(530) 283-6444 FAX (530) 283-6160  
Email: [gaylatrumbo@countyofplumas.com](mailto:gaylatrumbo@countyofplumas.com)



5E  
Gayla S. Trumbo  
Human Resources  
Director

DATE: August 3, 2013

TO: The Honorable Board of Supervisors

FROM: Gayla Trumbo, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF AUGUST 13, 2013.

RE: APPROVE RESOLUTION AMENDING THE JOB DESCRIPTION OF DIRECTOR OF PUBLIC HEALTH.

---

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

Approve resolution to amend the job description of Public Health Director as of July 1, 2013.

### **BACKGROUND AND DISCUSSIONS:**

At various times it becomes necessary to update or amend job descriptions. The determination to amend a job description is generally to clarify the duties of the positions and to clarify the qualification necessary to successfully complete those duties.

Before you today is the job description of the Director of Public Health. It was brought to our attention by Ms. Hall, Director of Public Health, that there is a need to amend the current job description. The most critical amendments are to enhance the existing language to satisfy requirements, to draw down an enhanced federal rate for time spent on MediCal Administrative Activities by the Director, and those employees supervised by the Director.

You will find this amendment under the "Special Requirements" section located on page 4. The prior language under this section was limited to the possession of a valid California Driver's license at time of application, on the appointment to the position, and throughout employment. The proposed language under "Special Requirements" would include that the successful candidate under this position must be "a Skilled Professional Medical Personnel (SPMP) per the Title 42, Code of Federal Regulations (CFR), Chapter IV, and the Federal Register."

---

Included also under "Special Requirements" is language to notify that all County of Plumas employees are designated as Disaster Service Workers. The Human Resources Department has been including this language with all new job descriptions and those that are being updated.

Attached you will find a copy of the current job description of Public Health Director with the tracking of the proposed changes and the proposed updated job description of Director of Public Health for your consideration.

At this time I respectfully request that the resolution to adopt the amendments to the job description of Director of Public Health be approved.

Thank you for your consideration of this agenda item.

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

**RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTION OF  
DIRECTOR OF PUBLIC HEALTH**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, the Public Health Director and the Human Resources Director have reviewed the job description of the Director of Public Health; and

**WHEREAS**, it has been determined that amendments to the job description of Director of Public Health are necessary; and

**WHEREAS**, one of the amendments is to include language under “Special Requirements” to identify this position as a “Skilled Professional Medical Personnel (SPMP) per the Title 42, Code of Federal Regulations (CFR). Chapter IV, and the Federal Register”; and

**WHEREAS**, by adding this language it will satisfy the requirements necessary for the Director of Public Health to draw down an enhanced federal rate for time spent on MediCal Administrative Activities, and for those employees supervised by the Director; and

**WHEREAS**, the job description was also updated to include the language specifying that all County employees are designated as Disaster Service Workers through state law; and **WHEREAS**, the amendments to this job description are to be effective as of July 1, 2013.

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

The County’s classification plan is hereby amended to reflect the amendments to the job description of the Director of Public Health effective July 1, 2013.

The foregoing Resolution is 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 13<sup>th</sup> day of August, 2013 by the following vote:

|         |             |
|---------|-------------|
| AYES:   | Supervisors |
| NOES:   | Supervisors |
| ABSENT: | Supervisors |

---

Chairperson, Board of Supervisors

ATTEST:

---

Clerk of the Board

## DIRECTOR OF PUBLIC HEALTH

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### DEFINITION

Under administrative direction, to plan, organize, direct, manage, and supervise programs of the Plumas County Public Health Agency for the County of Plumas; to direct the enforcement of Federal, State, and local health laws and regulations; to direct staff providing related health prevention and community services to the public; to represent department activities, programs, and services with community organizations and other government agencies; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

Deleted: public health programs

Deleted: public

Deleted: and education programs

### DISTINGUISHING CHARACTERISTICS

This a Department Head position with general responsibility for the administration of Plumas County Public Health Agency programs and functions.

### REPORTS TO

Board of Supervisors.

Deleted: through the County Administrative Officer.

### CLASSIFICATIONS DIRECTLY SUPERVISED

Director of Nursing, Department Fiscal Officer, Health Education Coordinator, Senior Services Director, Public Health Program Chief, Public Health Assistant Director, Management Analyst I/II, Contract Physician (Health Officer), Veterans Services Officer.

Deleted: Director of Environmental Health and Director of Senior Services

## **PUBLIC HEALTH DIRECTOR - 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, directs, coordinates, and administers public health programs for the County; has responsibility for enforcement of Public Health, Veterans Services, and Senior Services laws and regulations.
- Develops and recommends Agency goals, objectives and policies.
- Prepares and administers the Agency budgets recommended by the County Administrative Officer and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Administers a variety of categorical programs.
- Provides direction and develops policies for clinics through protocol development.
- Develops policies and protocols for the control and prevention of communicable diseases.
- Plans and develops new program efforts.
- Develops and administers grants.
- Initiates appropriate epidemiological investigations of communicable disease outbreaks.
- Provides health information to the public, community organizations, and other County staff.
- Maintains contact with the press and community organizations; performs special assignments as directed.
- Interprets policies and regulations for the public.
- Currently responsible for administration, program development, fiscal management and provision of direct client services in a four to six county region.
- Represents the Department with other government agencies.

**Deleted: Department**

**Deleted: Department**

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

PUBLIC HEALTH DIRECTOR - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic principles of medical science and their application to County Health programs. Deleted: Public
- Public Health, Veterans Services, and Senior Services problems and issues and their relationship to the development and operations of public programs and services.
- Federal, State, and County laws and regulations applicable to public health program and communicable disease control; veterans services; and senior services.
- Clinical skills and procedures.
- Grant development and administration.
- Principles, techniques, and practices of business and County Health and Human Services. Deleted: public health administration
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.
- Public personnel management.

Ability to:

- Plan, organize, supervise, and administer the functions and programs of the Plumas Public Health Agency. Deleted: County Health Department
- Insure proper enforcement of public health statutes, laws, and regulations.
- Provide direction, supervision and training for Agency staff. Deleted: Department
- Develop and administer budget and control expenditures.
- Develop and administer grants.
- Review the work of Agency staff and resolve problems. Deleted: Department
- Be responsible for the development, maintenance, and preparation of public health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Plumas County Public Health Agency, in contacts with the public, community organizations, and other government agencies. Deleted: Health Department
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations and other government agencies.

PUBLIC HEALTH DIRECTOR - 4

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Training and Experience:

Broad and extensive experience in the development, analysis, and administration of public health and human service programs and services. Three (3) years of the background and experience must have been in a management or full supervisory capacity. The experience will have included work in the areas of fiscal management, personnel management, and program development.

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

Deleted:

A Master's Degree in Public Health, Public Administration, or Health Care Administration is highly desirable.

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

Must be a Skilled Professional Medical Personnel (SPMP) per the Title 42, Code of Federal Regulations (CFR), Chapter IV, and the Federal Register:

- Physician
- Registered Nurse
- Physician Assistant
- Medical Social Worker – with a Master's degree in Social Work (M.S.W.) with a specialty in medical setting
- Health Educator – with Master's of Public Health degree from an institution accredited by the American Public Association of the Council on Education for Public Health with a specialty in Public or community Health Education.
- Licensed Clinical Psychologist – with a Ph.D in psychology.

Formatted: Bullets and Numbering

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

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## **DIRECTOR OF PUBLIC HEALTH**

### **DEFINITION**

Under administrative direction, to plan, organize, direct, manage, and supervise programs of the Plumas County Public Health Agency for the County of Plumas; to direct the enforcement of Federal, State, and local health laws and regulations; to direct staff providing related health, prevention and community services to the public; to represent department activities, programs, and services with community organizations and other government agencies; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This a Department Head position with general responsibility for the administration of Plumas County Public Health Agency programs and functions.

### **REPORTS TO**

Board of Supervisors.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Director of Nursing, Department Fiscal Officer, Health Education Coordinator, Senior Services Director, Public Health Program Chief, Public Health Assistant Director, Management Analyst I/II, Contract Physician (Health Officer), Veterans Services Officer.,.

## **DIRECTOR OF PUBLIC HEALTH - 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, directs, coordinates, and administers public health programs for the County; has responsibility for enforcement of Public Health, Veterans Services, and Senior Services laws and regulations.
- Develops and recommends Agency goals, objectives and policies.
- Prepares and administers the Agency budgets recommended by the County Administrative Officer and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Administers a variety of categorical programs.
- Provides direction and develops policies for clinics through protocol development.
- Develops policies and protocols for the control and prevention of communicable diseases.
- Plans and develops new program efforts.
- Develops and administers grants.
- Initiates appropriate epidemiological investigations of communicable disease outbreaks.
- Provides health information to the public, community organizations, and other County staff.
- Maintains contact with the press and community organizations; performs special assignments as directed.
- Interprets policies and regulations for the public.
- Currently responsible for administration, program development, fiscal management and provision of direct client services in a four to six county region.
- Represents the Department with other government agencies.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

## DIRECTOR OF PUBLIC HEALTH - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Basic principles of medical science and their application to County Health programs.
- Public Health, Veterans Services, and Senior Services problems and issues and their relationship to the development and operations of public programs and services.
- Federal, State, and County laws and regulations applicable to public health program and communicable disease control; veterans services; and senior services.
- Clinical skills and procedures.
- Grant development and administration.
- Principles, techniques, and practices of business and County Health and Human Services..
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.
- Public personnel management.

#### Ability to:

- Plan, organize, supervise, and administer the functions and programs of the Plumas Public Health Agency..
- Insure proper enforcement of public health statutes, laws, and regulations.
- Provide direction, supervision and training for Agency staff.
- Develop and administer budget and control expenditures.
- Develop and administer grants.
- Review the work of Agency staff and resolve problems.
- Be responsible for the development, maintenance, and preparation of public health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Plumas County Public Health Agency in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations and other government agencies.

DIRECTOR OF PUBLIC HEALTH - 4

Training and Experience:

Broad and extensive experience in the development, analysis, and administration of public health and human service programs and services. Three (3) years of the background and experience must have been in a management or full supervisory capacity. The experience will have included work in the areas of fiscal management, personnel management, and program development.

A Master's Degree in Public Health, Public Administration, or Health Care Administration is highly desirable.

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

Must be a Skilled Professional Medical Personnel (SPMP) per the Title 42, Code of Federal Regulations (CFR), Chapter IV, and the Federal Register:

- Physician
- Registered Nurse
- Physician Assistant
- Medical Social Worker – with a Master's degree in Social Work (M.S.W.) with a specialty in medical setting
- Health Educator – with Master's of Public Health degree from an institution accredited by the American Public Association of the Council on Education for Public Health with a specialty in Public or community Health Education.
- Licensed Clinical Psychologist – with a Ph.D in psychology.

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



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

7A1  
Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART  
DIRECTOR

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

DATE: JULY 29, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR AUGUST 13, 2013 - CONSENT AGENDA

RE: APPROVAL OF AGREEMENT WITH PLUMAS RURAL SERVICES  
FOR CalWORKs CHILD CARE SERVICES

A handwritten signature in black ink, appearing to read "ES".

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

1. Approve a continuing contract with Plumas Rural Services for CalWORKs child care services for FY 2013-2014.
2. Authorize the Director of the Department of Social Services to sign the agreement as the Board's designee.
3. Authorize the Department of Social Services to extend the agreement for two additional twelve month periods following the conclusion of the present term and subject to the availability of state funds.

**Background and Discussion:**

The Department of Social Services has a continuing agreement with Plumas Rural Services, Inc. (PRS) to administer the child care services that are provided to recipients of CalWORKs cash assistance while they are participating in the mandatory Welfare-to-Work activities. As the state-recognized Alternate Payment Program (APP) administrator for all child care programs, PRS has the administrative and program resources that are necessary to carry out this work.

The services provided by PRS include information and referral, processing payments to child care providers and coordinating or delivering training to providers of child care. The agreement before your Board today contains a clause that allows for a two extensions for an additional twelve month periods. Such extensions would be subject to the availability of state funding for the additional terms and an agreement regarding compensation.

**Financial Impact:**

The total value of this contract is \$119,000 for Fiscal Year 2013-2014. Because the local administration of CalWORKs requires a Maintenance of Effort for all programs the funds for child care are from state and Federal sources. The Department's recommended budget for FY 2013-2014 contains sufficient funding for this agreement. The contract includes language for immediate termination in the event that state funds are not available for it.

**Other Agency Involvement**

County Counsel has reviewed the agreement and has approved it as to form.

Copy: PCDSS Management Staff (w/o enclosure)  
Ms. Michelle Pillar, Executive Director, PRS (w/o enclosure)

Enclosure



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

*7/12*

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

ELLIOTT SMART  
DIRECTOR

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

DATE: JULY 31, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES

A handwritten signature of Elliott Smart, Director of Social Services.

SUBJ: BOARD AGENDA ITEM FOR AUGUST 13, 2013, CONSENT AGENDA

RE: AUTHORIZATION TO EXECUTE A CONTRACT BETWEEN THE STATE  
DEPARTMENT OF JUSTICE AND THE DEPARTMENT OF SOCIAL  
SERVICES FOR CRIMINAL OFFENDER RECORD INFORMATION.

### It is Recommended that the Board of Supervisors

1. Approve a contract between the State Department of Justice and the Department of Social Services for receipt of Criminal Offender Record Information.
2. Authorize the Director of the Department of Social Services to sign the agreement as the Board's designee.

### Background and Discussion

The Department of Social Services has had a long standing agreement with the State Department of Justice (DOJ) for access to Criminal Offender Record Information. This information is used primarily to identify fleeing felons who may be ineligible for programs, to identify criminal history of potential relatives who are seeking approval for placement of abused or neglected children in their homes and for other purposes as deemed appropriate by the Department of Justice.

The agreement that is before you Board is for a two year term.

### Financial Impact

The total value of the agreement is not to exceed \$36,000. The Department is invoiced by the number and type of requests submitted. Costs of this are covered by State, Federal and Realignment dollars. There is no cost to the General Fund. There is an appropriation in the FY 2013-2014 budget for this expense.

**Other Agency Involvement**

County Counsel has reviewed the agreement and approved it as to form.

Copy (memo only): DSS Management

Enclosure

# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

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



7B

## **CONSENT AGENDA REQUEST**

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for the August 13 Meeting of the Plumas County Board of Supervisors

Date: August 5, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Access control to Spanish Creek off Beskeen Lane

### Background:

The Department of Public Works was notified by employees of Plumas Corp that people are driving their motorized vehicles in the stream channel of Spanish Creek from access points near the east end of Beskeen Lane. These access points are located on County property.

A site visit by Public Works staff identified the access points, and confirmed the damage to the streambed and associated riparian vegetation.

Public Works staff proposes placing large boulders at these access points to block vehicular access. A map and photographs of the access points are attached for your reference.

The placement of the boulders is for Public Works storage. The Department of Public Works reserves the right to remove the boulders in the future, if needed for emergency conditions.

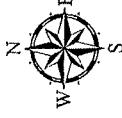
### Recommendation by Public Works:

It is respectfully recommended that the Board of Supervisors authorize the Department of Public Works to block motorized vehicular access to Spanish Creek by storing large boulders at locations depicted on the attached map.

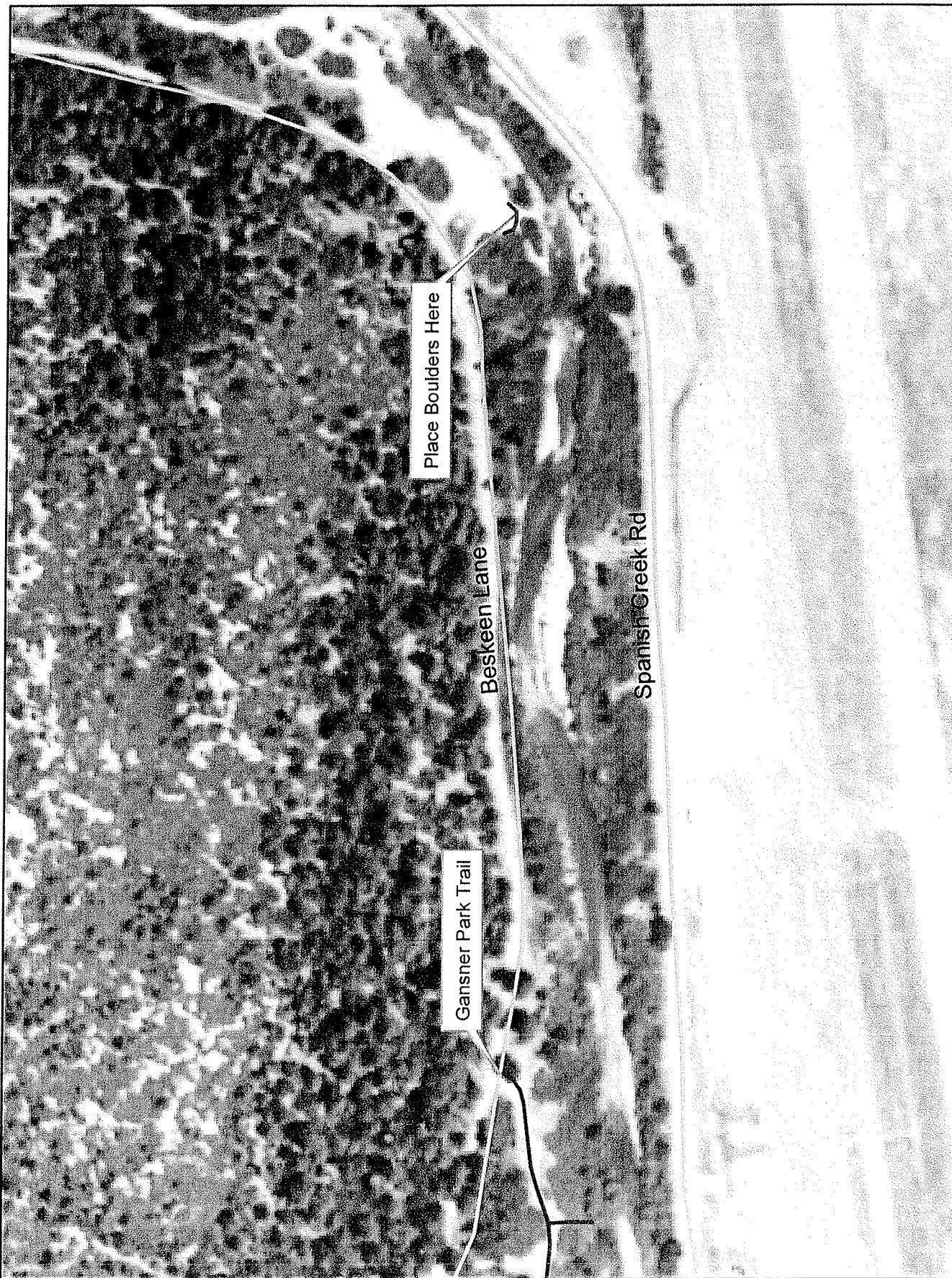
Robert A. Ferguson

Robert A. Perreault, Director  
Department of Public Works

### Attachments: Map and photographs



1 inch = 200 feet



## Proposed Beskeen Lane Boulder Storage Location

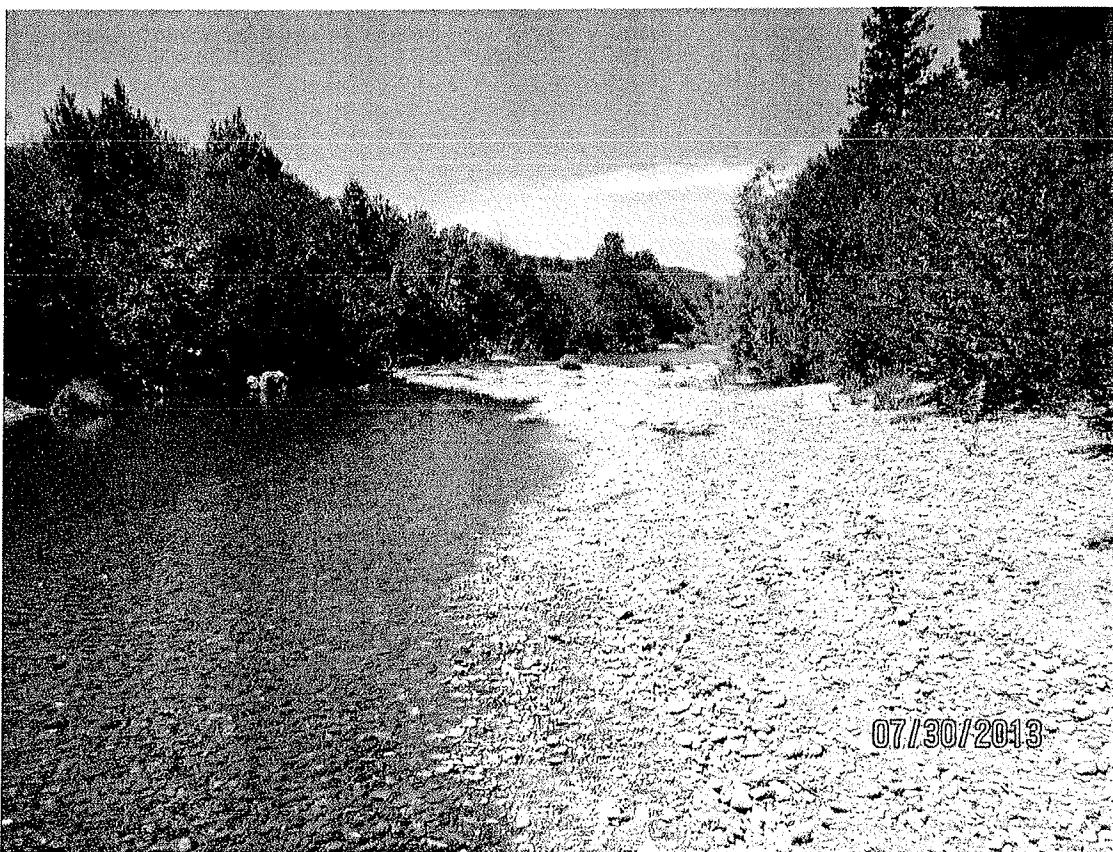
Prepared By:  
Plumas County  
Public Works  
July 30, 2013



07/30/2013



07/30/2013





07/30/2013



07/30/2013



# Office of the Sheriff

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

7c

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** **August 1, 2013**

**TO:** **Honorable Board of Supervisors**

**FROM:** **Sheriff Greg Hagwood**

**RE:** **Agenda Item for the meeting of August 13, 2013**

**It is recommended that the Board:**

Approve and sign Federal Equitable Sharing Agreement and Certification for Sheriff's participation in the federal equitable sharing program for asset forfeitures for FY 12/13.

**Background and Discussion:**

The Sheriff's Office currently participates in the federal equitable sharing program for asset forfeitures. A Federal Sharing Agreement and Certification must be submitted to the U.S. Department of Justice and the U.S. Department of the Treasury as a prerequisite to the approval of any equitable sharing request. Noncompliance may result in the denial of the agency's sharing request.

The Federal Annual Certification Report must be submitted each year, regardless of whether our agency received shared funds.

Submission of the Federal Equitable Sharing Agreement and Certification are prerequisites to the distribution of equitably shared cash, proceeds, and property. Submitting these documents in a timely manner will ensure that the Sheriff's Office does not lapse in compliance status and jeopardize any pending asset forfeitures that we are entitled to receive.



Tim W. Gibson  
Agricultural Commissioner  
Sealer of Weights & Measures  
timgibson@countyofplumas.com

## Plumas-Sierra Counties Department of Agriculture



### Agriculture Commissioner Sealer of Weights and Measures

7D  
208 Fairgrounds Road  
Quincy, CA 95971  
Phone: (530) 283-6365  
Fax: (530) 283-4210

Date: August 1, 2013

TO: The Honorable Board of Supervisors

From: Tim Gibson, Agriculture Commissioner/  
Sealer of Weights & Measures

Subject: Pest Detection Contract #13-0067

I am requesting that contract #13-0067, in the amount of \$5,693 between CDFA and Plumas County be approved and authorize the Chair to sign. The contract began July 1, 2013 and ends June 30, 2014. This contract has been approved as to form by County Counsel.

This contract states that Plumas County will provide services for placing and servicing traps for the detection of exotic insect pests which are considered hazardous to agriculture and economy of California. Those insect pests may include but are not limited to: Mediterranean fruit fly, Mexican fruit fly, Oriental fruit fly, Melon fly, Gypsy moth, and Japanese beetle. This list is not inclusive and may contain other invasive exotic pests as identified. This contract includes delimitation work associated with the detection of one or more life stages of target pests in the county.

# PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET ♦ ROOM 205 ♦ QUINCY, CA 95971-4111 ♦ (530) 283-6246 ♦ FAX (530) 283-6442  
ROBERTA M. ALLEN, CPA ♦ AUDITOR / CONTROLLER



Date: 8/1/13

To: Honorable Board of Supervisors  
From: Roberta M. Allen, Auditor / Controller  
Subject: Termination of contract for services with NPA

---

**Recommendation:**

Terminate the contract between Norm Peterson and Associates ("NPA") and Plumas County.

**Background:**

In 2006, Plumas County entered into a contract for services with NPA whereby NPA would assist in helping employees that were on workers' compensation return to work earlier and thereby save the County money. The savings estimate for the first year was quoted at \$219,207. As part of the agreement, the County purchased a software program from NPA for a purchase price of \$28,000 paid for by a \$100 surcharge added to the \$250 fee per claim submitted. During the term of the contract which was from 2006 to 2012, the County paid \$52,150 to NPA which represents 149 claims submitted at \$350. The total paid on the software was \$14,900, leaving a balance due of \$13,100.

NPA claims that they placed 38 employees on modified duty or bridge assignments and saved the County \$139,000 between 2010 and 2012. The County's records do not concur with this conclusion, showing only one successful placement and almost no savings attributable to their service. Their contract for services expired November of 2012, but the balance still remains on the software (which is not in use). Mr. Peterson has expressed a willingness to "walk away" from the contract (after payment of one invoice that has since been paid).

Even though the term of the contract has expired, formal termination of the contract would eliminate the \$13,100 balance owed for the software (which is not in use and at this time no one has recollection of ever having received it). The contract with NPA has shown no savings as promised, so it would not be in the best interest of the County to continue this service.

**CONTRACT TERMINATION AGREEMENT**  
**BY AND BETWEEN**  
**COUNTY OF PLUMAS AND NORMAN PETERSON AND ASSOCIATES, INC.**

This Contract Termination Agreement ("Termination") is made as of January 16, 2013 ("Effective Date"), by and between the COUNTY OF PLUMAS, a political subdivision of the State of California ("COUNTY"), and NORMAN PETERSON AND ASSOCIATES, INC., an Oregon corporation ("CONTRACTOR"), who agree as follows:

1. **Recitals:** This Termination is made with reference to the following facts and objectives:
  - a. COUNTY and CONTRACTOR have entered into a written Agreement dated April 2, 2010, (the "Agreement"), in which CONTRACTOR agreed to administer an Early Return to Work Program for COUNTY.
  - b. Because the parties disagree about the effectiveness of this program, the parties have agreed to terminate the Agreement with no further obligations for either party.
2. **Terms:** The parties agree to terminate the Agreement on the following terms:
  - a. The Agreement shall be terminated as of the Effective Date, upon payment by COUNTY of all outstanding invoices for services rendered by CONTRACTOR under the Agreement. CONTRACTOR represents that, as of the Effective Date, the only outstanding invoice is for Claim Number TIBP-549857, in the amount of \$350.00.
  - b. The parties shall have no further rights or obligations under the Agreement following the Effective Date of this termination, except as set forth in this Termination.
  - c. CONTRACTOR agrees to deliver all records of the COUNTY in its possession to COUNTY within a reasonable time period. Any use of these records shall be at COUNTY's sole risk and without liability or legal expense to CONTRACTOR.
  - d. Notwithstanding Section 2 of the Agreement, COUNTY shall not be responsible for paying any remaining balance of the purchase price of the OUR System that is outstanding as of the Effective Date of this Termination.

[continued on following page]

e. COUNTY agrees not to share any bridge assignments produced by CONTRACTOR with any other entities.

**IN WITNESS WHEREOF**, the parties hereto have caused this Termination to be executed by and through their respective authorized officers, as of the date first above written.

COUNTY OF PLUMAS,  
A political subdivision of the State of California

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

Terrell Swofford  
Chair, Board of Supervisors

NORMAN PETERSON AND ASSOCIATES, INC.,  
An Oregon corporation

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

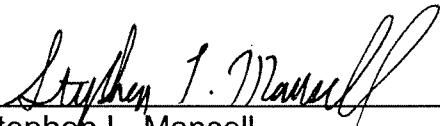
Norman A. Peterson  
President

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

Sarah Peterson  
Secretary

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APPROVED AS TO FORM:

  
\_\_\_\_\_  
Stephen L. Mansell  
Deputy County Counsel

Date: 8/5/13