

PLUMAS COUNTY

CALIFORNIA County Administrative Officer



TO: Honorable Chair and Board of Supervisors
FROM: Debra Lucero, CAO
Meeting Date: December 5, 2023
Subject: CAO Report 11/2/23 – 12/5/23

HUMAN RESOURCES UPDATE

We are in process of hiring a consultant firm, MRG, to assist us in the multitude of job responsibilities of the HR Director who is currently on administrative leave. In addition, we have an HR Technician who will be leaving Jan. 31, 2024 so we are possibly looking at a consultant team to come onboard. This is a very fluid situation and I will update the BOS and Public as things happen.

FINANCE UPDATE

There has been discussion at recent BOS meetings that financial matters under elected department head jurisdiction are completely unrelated to my position or duties as the County's CAO and Budgetary Officer. My job description states: "This position works closely with the elected offices of auditor-controller, treasurer, tax collector and assessor to coordinate the efforts of those finance-related offices in the preparation and administration of the county budget."

Read the whole job description here:

<https://www.plumascounty.us/DocumentCenter/View/41209/County-Administrative-Officer>

As part of my job description – under DISTINGUISHING CHARACTERISTICS, "THE CAO, appointed by the Board of Supervisors, is accountable to the Board of Supervisors and responsible for enforcement of all County codes, ordinances, and regulations, **the conduct of all financial activities**, and the efficient and economical performance of the County's operations. The CAO is accountable for establishing and accomplishing County goals and objectives, and developing general policy guidelines."

Furthermore, the CAO job description states:

- "The CAO shall be responsible to the Board for the coordination of the work of all elective and appointive county offices, departments, and institutions in areas which are the concern and responsibility of the Board. The County Administrator may make such studies and investigations which he or she believes are necessary or desirable and shall make any study or investigation the Board requests.
- "Provide recommendations to the Board which he or she believes will result in greater efficiency and economy in the administration of County affairs. To enable the County Administrator to carry out such responsibilities, he or she may require reports from any office, department head, or other entity."

I am expounding on these responsibilities in light of four recommendations that resulted from Plumas County's engagement of Clifton, Larsen & Allen (CLA) accounting firm since May 2023. This is a \$728,000 contract, employing three full-time accountants to assist the Auditor-Controller, Treasurer/Tax-Collector and

the CAO's office with catching up day-to-day financial work and modernizing processes and practices. The lack of updated workflow has caused Plumas County to miss its annual audit deadline of March 31, 2022 for FY2021-22. The next audit is due March 31, 2024 for 2022-23 but we're unsure at this point if we'll be able to hit that deadline. Currently, we have three years open in the Munis system and when we attempted to input our newly adopted budget; it was kicked out due to the fact it was not designed to handle four open fiscal years at a time.

The CLA work informs our annual audits, is assisting in migrating our Payroll from Pentamotion to Munis, and catching up and updating processes and procedures in the Treasurer/Tax-Collector's Department such as the following four items which will be addressed after the December tax season on January 9, 2024. See Board meeting November 21, 2023 Plumas County Board of Supervisor's meeting for more information on this topic. <https://plumascoca.portal.civicclerk.com/event/1269/media> under the BOS Clifton, Larsen & Allen item.

Recommendations for Cash/Investments include:

1. ***Recurring Recommendation*** - set up each person within Treasury department responsible for banking transactions, reconciliations, or review duties with their own appropriate bank login (no sharing logins).

During this process, it came to our attention that there may be only one actual log-in for the Treasurer-Tax Collector's Office and this is shared with staff members. If this is the case, a set-up like this creates safety and security issues. Everyone should have their own credentials so log-in's can be traced back to who was in the account at what time. The County of Plumas should have a report of all accounts and authority on all accounts. If this is a non-issue; that's great but the Treasurer-Tax Collector did not get back to our consultants as to how or if this issue was resolved. The sharing of log-in's was observed by CLA while on-site.

2. ***Recurring Recommendation*** - Setup read only access rights for the CAO & access rights for Auditor Controller based on needs of job function

Read-only access for the CAO speaks to the duties of this job. When budgets are behind or audits behind, cash is a way to look at the health of the county and gain insight into the accounts. The Auditor-Controller also needs access to do a variety of her job functions. It makes sense to have more than one person on an account for checks and balances and to assure continuity of operations should the Treasurer/Tax-Collector be indisposed.

3. ***Recurring Recommendation*** - BOS obtain an inventory of all County bank accounts and review the account listing for completeness and accuracy of all accounts under the County's purview and inclusion for monitoring for proper internal controls, i.e. appropriate access levels assigned, access to statements, monitoring of account balances, proper segregation of duties, bank account reconciliations and proper internal controls within the functions of Treasury, Auditor-Controller, and CAO offices.

This recommendation goes to Recommendations #1 and #2 and is designed to protect the county and taxpayers – having different log-in's, more than one name to sign off on moving money; these are normal public finance checks and balances and should not be seen as aggressive or impractical. They are necessary internal controls observed by CLA.

4. ***Recurring Recommendation*** – *Utilization of investment software will expedite the process of investment compliance reporting and ongoing management of investment reporting & recording of transactions.*

It has become necessary to expedite investment compliance reporting and ongoing day-to-day functions in the Treasurer/Tax-Collector's office as the County is more than 28 months behind in compliance reporting. Sympro is being recommended but is not the only software available to get Plumas County modernized. It is one that has been recommended by CLA and several meetings have been held regarding this software and purpose. There are others if this one is deemed inappropriate by the Treasurer-Tax Collector. Excel is not made to do the complicated braiding of information that needs to go into a comprehensive monthly investment report.

GRANTS MANAGER

- Continued routine tasks associated with grants including claims, updating documentation, following up on guidance, requested documentation
- Discussed Electric Vehicle charging with Planning and Transportation commission
- Participated in a review of qualifications and interviews for a SMARA (Surface Mining and Reclamation Act of 1975) consultant/consultant group for Planning
- Continued planning and working with RCAC and Planning on our Building Rural Economy to finalize paper work
- Working with Auditor's office to set up Opioid Fund accounts
- Attended the Dixie Fire Community meeting in Greenville on 11/18

RISK MANAGEMENT & CAL-OES UPDATE

Risk –

LSTP Trainings 11/28-29

Walk throughs continuing.

OES –

11/1 - Upper Feather River Dam seminar – Emergency Action Plan

11/1 – Active Shooter Exercise

11/2 – Met with Community Action Foundation re: Food Access and Housing

11/4 – Plumas Co. Fire Chief's Meeting

11/8 – Tri County Health Care Coalition Meeting

11/9 – Fire Safe Council

11/13 – Chester Fire/Peninsula Fire – MCI Trailer moved

11/13 – NWS Webinar

11/14 – Board of Supervisors Meeting with NWS

11/14 – Mt. Hough Repeater

11/14 – Chester Fire Meeting

11/16 – Access & Functional Needs Committee Mtg

11/21 – OA Managers Meeting

11/29 – OA Emergency Manager Summit – Sacramento

11/30 – NQS Webinar

CLIFTON, LARSON & ALLEN (CLA UPDATE)

Highlights for November

520 MAIN STREET • ROOM 309 • QUINCY, CA 95971-4111 • (530) 283-6446 • FAX (530) 283-6288

Cash

- Attempted to reconcile FY2023 cash accounts within Munis Bank Reconciliation tool and determined due to the volume and complexity of the transactions for the year, the reconciliation would progress more quickly via excel. Once BAI file is corrected for Plumas Bank, the Bank Reconciliation tool within Munis can be used on a current daily basis to reconcile accounts going forward
- Continued reconciling FY2023 cash accounts to bank statements in excel
- Plumas BAI file retested after bank adjustment to import file and advised of new issues with the format to be communicated via County Treasurer to Plumas Bank
- On-site meeting with Auditor-Controller and Treasurer to discuss posting proposed FY2022 entries and aligning each bank account to separate general ledger accounts

Investments

- FY2023 interest and administrative fees reconciled and recommended entries discussed with Auditor-Controller and Treasurer

Chart of Accounts

- On-site meeting with CAO and Auditor-Controller, reviewed status and proposed options for improvements. County decided to move forward with minor fixes now and wait till after FY2024 to re-evaluate full Chart of Accounts redesign.
 - Fixes in progress:
 - Add and map 26 Parent Departments into existing Chart of Accounts by using one of the “future” segments
 - Explore feasibility of renaming Funds/Subfunds with alpha-numeric combination to be purely numeric
 - Explore feasibility of changing DA and Sheriff sub-funds so that at year end remaining fund balance is closed into the General Fund
 - Update status of Inactive/Closed accounts previously identified and identify and confirm status of additional inactive departments

Budget

- Debrief meetings with CAO and Auditor-Controller on process and learnings from FY23-24 Budget process.
- Detailed planning calendar created and reviewed with CAO with deliverables from Department heads starting in January 2024 and final budget presented to BOS in June 2024.
- Participated in initial Munis training with Department Heads on budget module & tracking feedback on user acceptance and training needs. Data will be used to provide additional training tools for Department Heads.
- Prepared instructions/materials to share with Department Heads on – Narratives, Questionnaire for Budget Reviews, CAO SharePoint site

Fixed Asset Implementation to Munis

- On-site meeting where we reviewed customizable criteria established in Munis Test with Auditor-Controller and Craig Goodman for Fixed Assets (Class, Sub-class, Accounts) & implemented their choices in Test
- On-site meeting where we reviewed 56 data validation issues and options to resolve going forward regarding depreciation calculations due to variances with previous depreciation taken and/or assigned useful life
- Continued drafting training documents and reviewed at a high-level Munis system with Auditor-Controller staff
- Began prepping Production environment of Munis for implementation
- Discussed establishing table of useful life for future fixed assets

Special Districts Payroll

- On-site meeting with Auditor-Controller to review potential options for establishing a basis for the service fee per District. Compared options versus Placer County fee schedule. Discussed rollout of fees to coincide with the start of FY2024-2025
- Sent email to Special Districts regarding the status of the project- anticipated rollout of early 2024, advised of a Payroll Service Contract to be created/agreed with each District, possible fees for processing payroll, and either request or confirmation of EIN number provided for the District
- Second follow up email sent to County Counsel for revisions on Payroll Service Contract to share with Districts (open item since mid-October)
- Continued to participate in Tyler Munis Payroll training sessions throughout the month with goal of assisting Special District setup
- Requested Auditor-Controller to schedule with Tyler Munis its own training session (without HR) to process a payroll and create a Test Bank Import file.

Recurring Recommendations:

- Set up each person within Treasury department responsible for banking transactions, reconciliations, or review duties with their own appropriate bank login (no sharing logins).
- Setup read only access rights CAO & access rights for Auditor Controller based on needs of job function / Debra-will bring to BOS for review and policy update/creation.
- BOS obtain an inventory of all County bank accounts and review the account listing for completeness and accuracy of all accounts under the County's purview and inclusion for monitoring for proper internal controls, i.e. appropriate access levels assigned, access to statements, monitoring of account balances, proper segregation of duties, bank account reconciliations proper internal controls within the functions of Treasury, Auditor-Controller, and CAO offices.
- Utilization of investment software will expedite the process get caught up on investment compliance reporting and ongoing management of investment reporting & recording of transactions.

OTHER MEETINGS/ACTIVITIES

1. Nov. 2 – Meeting with Keevin Allred in Probation
2. Nov. 3 – PCMC Meeting
3. Nov. 3 – FY 24-25 Budget Calendar Meeting with CLA, Martee
4. Nov. 3 – Dixie Fire – Plumas PG&E Settlement Meeting with John Fisk
5. Nov. 6 – Napa/Munis Payroll Meeting: old age/survivor disability insurance modification with CalPers; OT calculations – Flores, Exempt vs. Non-Exempt; Special District set-ups with EIN Numbers; running CA State specific reports.
6. Nov. 6 – Plumas County Coordinating Council Meeting (PCCC) with Forests
7. Nov. 7 – BOS Meeting
8. Nov. 8 – Weekly CLA Meeting & Update
9. Nov. 8 – Radio Tower, Contract & new contact by TowerPoint
10. Nov. 8 – FY 24-25 Budget Debrief with CLA
11. Nov. 9 – CLA Update
12. Nov. 9 – Plumas County & DFC Collaborative Leadership Recovery
13. Nov. 9 – Budget Narratives Planning with CLA
14. Nov. 9 – Meeting with County Counsel
15. Nov. 13 – CLA Cync up on Cash/Investments On-Site
16. Nov. 13 – CLA Lunch On-Site
17. Nov. 13 – Meeting with Feral Cat Coalition
18. Nov. 13 – Watershed Forum Meeting
19. Nov. 13 – FY 24-25 Budget Planning with CLA On-Site
20. Nov. 14 – BOS Meeting, then leave for CSAC Conference in Oakland

21. Nov. 14-16 – CSAC Meeting in Oakland – CACE Annual Meeting
22. Nov. 17 – WELL Board Meeting in Richmond
23. Nov. 20 – Plowing Chester Parking Lot meeting with Tom, Facility Services, Anne Kassebaum
24. Nov. 20 – Meeting with County Counsel
25. Nov. 20 – Meeting with Enterprise Fleet Management
26. Nov. 21 – BOS Meeting
27. Nov. 27 – Meeting with Mary Egan, MRG – HR Consultant
28. Nov. 27 – Attended Zoom meeting of the Lake Almanor Chamber of Commerce, focusing on the Chester Fire Department and its imminent closure due to lack of resources.
29. Nov. 28 – Introduction to the IAP Process – Trindel
30. Nov. 28 – Building Your Safety Culture - Trindel
31. Nov. 29 – CLA Weekly Meeting
32. Nov. 29 – Meeting with Gary Petersen with RSG about Strategic Planning for the County
33. Nov. 29 – Meeting with Sheriff, Mike Grant, Supervisor Hagwood about PST Contract
34. Nov. 29 – Meeting with MRG about HR contract
35. Nov. 29 – Meeting with Don Ashton, former CEO from El Dorado County
36. Dec. 1 – CACE Meeting
37. Dec. 1 – PCMC Meeting
38. Dec. 1 – Downtown Sparkle
39. Dec. 2 – Alpha Eta Craft Fair @ Plumas Sierra Fair Grounds

TRANSIENT OCCUPANCY TAX REPORT

Granicus generated the following reports: (December 2, 2023 is the current report. Also showing is November 2, 2023 so it can be compared to the December 2, 2023 report).

Monthly status report

Report for Plumas County, CA (Plumas County, CA) generated on November
2, 2023.

417

Properties in or near Plumas County, CA

379

Properties in or near Plumas County, CA with address identified

214

Compliant Short Term Rentals

159

Non-compliant properties

44

Properties with unknown compliance

211

Properties that have received letters since first mailing

90

Properties that have received letters and are now compliant

121

Properties that have received letters but are still non-compliant