



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 AUGUST 20, 2013 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

9:00 – 10:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

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 Grizzly Ranch Community Services District Governing Board

2. **GRIZZLY RANCH CSD** – Robert Perreault
Authorize short-term borrowing from the County of Plumas in anticipation of revenue, not to exceed \$25,000, to be repaid in FY 2013-2014. Discussion and possible action

Adjourn as the Grizzly Ranch Community Services District Governing Board and reconvene as the Board of Supervisors

3. **BOARD OF SUPERVISORS**

- A. **PUBLIC HEARING** – Pursuant to Ordinance 02-967 regarding “Outdoor Festivals”, application received from Belden Town Resort for outdoor music festivals to be held in Belden Town. Discussion and possible action to approve application for the following festivals:
 - **“Still Dream” to be held October 04 – 07, 2013**
- B. Adopt **RESOLUTION** Affirming and Formally Designating the Appropriate Local Agencies for Watershed Management Responsibility within Plumas County. **Roll call vote**
- C. Continue authorization of Mimi Hall as designated Plumas County Alcohol & Drug Administrator until such time as the final budget is adopted for FY 2013-2014 or her successor is appointed whichever comes first. Discussion and possible action
- D. Adopt **RESOLUTION** to approve the Job Description for the Plumas County Alcohol & Drug Administrator. **Roll call vote**
- E. Authorize the recruitment of an Acting Plumas County Alcohol & Drug Administrator with compensation to be based on experience and qualifications. Discussion and possible action
- F. Correspondence
- G. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

4. **DEPARTMENTAL MATTERS**

- A. **SHERIFF** – Greg Hagwood
Adopt **RESOLUTION** to amend the Plumas County Position Allocation for Budget Year 2013-2014 to include 1.0 FTE Deputy Sheriff I/II – Sheriff Department SB 678. **Roll call vote**
- B. **AUDITOR/CONTROLLER** – Roberta Allen
Approve supplemental budget of \$3,420 for Plumas County Literacy, Contribution from Other Agency (Department 20675), and increase budgeted amounts in expenditure accounts 521800, 524510, and 529551 for FY 2012-2013
- C. **DISTRICT ATTORNEY** – David Hollister
Approve the hiring of three new employees in the District Attorney's office at a “C” Step retroactive to date of hire. Discussion and possible action
- D. **PUBLIC WORKS** – Robert Perreault
Authorize a short-term loan to the Grizzly Ranch CSD, not to exceed \$25,000 to be repaid in FY 2013-2014. Discussion and possible action
- E. **COUNTY COUNSEL** – Craig Settlemyre
Discussion, action and/or possible direction to staff regarding: 1) Designation of “Privacy Officer” and “Security Officer” as required by the federal Health Insurance Portability and Accountability Act” (“HIPAA”) in the absence of a County Administrative Officer (CAO); and 2) Amendment of the Plumas County “HIPAA Security Rule Policies and Procedures” which designates the CAO as the HIPAA Privacy Officer and Security Officer

5. 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. BOARD OF SUPERVISORS

Approve request of Indian Valley Big Time Committee for standing fee waiver for use of the Taylorsville Campground for annual event (Indian Valley Mountain Maidu "Traditional Big Time")

B. PUBLIC HEALTH AGENCY

1) Approve and authorize the Chair to sign various agreements related to the Ryan White Program for FY 2013-2014:

- | | |
|--------------------------------|----------|
| • ASUR Volunteer Services | \$900 |
| • Brown, Rhonda R.N. | \$5,906 |
| • Great Northern Corporation | \$41,751 |
| • Lassen County Public Health | \$11,318 |
| • Modoc County Public Health | \$2,250 |
| • Sierra County Human Services | \$2,741 |

2) Approve and authorize the Chair to sign Non-Sup-plantation Certification Form from the California Department of Health, Emergency Preparedness Office for FY 2013-2014 Public Health Preparedness Program

C. PUBLIC WORKS

Request for exemption from the 60-day limit for Extra Help at La Porte

D. MENTAL HEALTH

- 1) Approve and authorize the Chair to sign JPA Agreement and application for Region 2-K12 Statewide Mental Health Initiative. Approved as to form by County Counsel
- 2) Approve and authorize the Director of Mental Health to sign contract with Dignity Health formerly CHW Medical Foundation, a California Corporation for Inpatient Mental Health Services. Approved as to form by County Counsel
- 3) Approve and authorize the Director of Mental Health to sign contract with County of Butte for Inpatient Mental Health Services. Approved as to form by County Counsel

NOON RECESS

6. 1:30 P.M. BOARD OF SUPERVISORS

- A. Report and update by Budget Consultant on the FY 2013-2014 Budget. Discussion and possible action
- B. Proposed FY 2013-2014 Budget: Meeting with various county department heads. Discussion and possible action

7. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Director of Child Support Services
- B. Personnel: Public employee performance evaluation – Director of Mental Health
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- D. 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, September 03, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.

2013 "The Year of the Child"

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GRIZZLY RANCH COMMUNITY SERVICES DISTRICT
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT
555 MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6135
Robert A. Perreault, Jr., P.E. *County Engineer and Manager, GRCS*

AGENDA REQUEST

for the August 20, 2013 meeting of the
Grizzly Ranch CSD Governing Board

August 12, 2013

To: Honorable Governing Board, GRCS

From: Robert Perreault, Manager, GRCS



Subject: Consideration of GRCS Cash Flow; discussion and possible action.

Background:

On March 13, 2013, the Grizzly Ranch CSD (GRCS) Governing Board voted to authorize that the GRCS account may be in the negative for Fiscal Year 2012/13. The cash balance at the end of FY 2012/13 is still in the negative. Nevertheless, the cash flow situation is expected to be resolved by the end of the FY 2013/14.

In the meantime, one option available to resolve the District's current fiscal situation is that the GRCS Governing Board can vote to authorize short-term borrowing from the County of Plumas in anticipation of revenue, to be repaid in the current fiscal year.

A detailed status report will be presented at the August 20, 2013 meeting.

Recommendation:

Referencing FY 2013/14, GRCS staff respectfully recommends that the GRCS Governing Board vote to authorize short-term borrowing from the County of Plumas in anticipation of revenue, not to exceed Twenty-Five Thousand Dollars and No Cents (\$25,000.00), to be repaid in the current fiscal year.

3A

**NOTICE OF PUBLIC HEARING
APPLICATION FOR MUSIC FESTIVAL
BELDEN TOWN RESORT**

"STILL DREAM"

The Plumas County Board of Supervisors will be holding a public hearing on the following matter on Tuesday, **August 20, 2013** at 10:15 a.m. in the Board of Supervisor Room 308, Courthouse, Quincy, California.

Pursuant to Ordinance 02-967 regarding "Outdoor Festivals", application has been received from Belden Town Resort for outdoor music festivals:

"STILL DREAM" – OCTOBER 04 - 07, 2013

The Board will take public input and comments about this event, and conditions appropriate for the permit.

For further information on the above hearing please contact: the Clerk of the Board at (530) 283-6170.

Written comments should be mailed to the Plumas County Board of Supervisors, 520 Main Street, Room 309, Quincy, California 95971.

Publication: FRB August 07, 2013



JULIE A. WHITE
COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pcttc@countyofplumas.com

(530) 283-6260 • Fax (530) 283-0946
Kelsey Hostetter – Asst. Tax Collector (530) 283-6259

DATE: July 10, 2013

TO: Nancy Daforo, Clerk of the Board

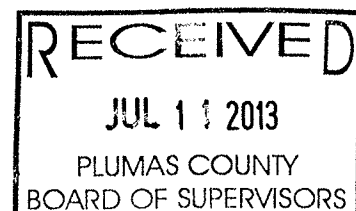
FROM: Julie White, Treasurer- Tax Collector

RE: Still Dream Festival for Belden Town Resort

Attached is an application for an Outdoor Festival; Still Dream, October 4th thru 7th, 2013

The applicant has paid the application fees, and completed the information and program plans for each festival. Please set a public hearing date for the two festivals.

Thank You,



PLUMAS COUNTY APPLICATION FOR MUSIC FESTIVAL LICENSE

(PURSUANT TO PLUMAS COUNTY ORDINANCE NO. 02-967)

APPLICATION MUST BE SUBMITTED 90 DAYS BEFORE COMMENCEMENT OF FESTIVAL

NONREFUNDABLE APPLICATION FEE \$250.00

LICENSE FEE \$150.00 PER EACH DAY OF EVENT

ADDITIONAL FEES MAY BE ADDED BY OTHER COUNTY DEPARTMENTS

PLEASE PRINT AND COMPLETE ALL QUESTIONS ON THIS FORM

This application will be sent to the following agencies for comment prior to the public hearing set by the Board of Supervisors; Sheriff, Public Health, Environmental Health, District Attorney, Planning & Building Services, Engineering, Public Works, CalFire, CalTrans, USDA/USFS.

Name of Applicant: Belden Town Resort + Lodge Date: 7/3/13
(If applicant is a partnership, include names and addresses of all partners; if a corporation the application shall be signed by the president and attested by the secretary).

Residence Address: 14785 Beldentown Rd Date of Birth: 11/5/79

Mailing Address: PO Box 3256 Quincy 95971 Phone: 530 927 9649

Owner of Business/Real Property: Ivan E Offman 25313 Hwy 70 14785 Beldentown Rd Beldentown 95915
(Provide proof of ownership and written consent of all owners).

Location of Business/Property: 25313 Hwy 70 Twain 95984 14785 Beldentown Rd Beldentown 95915
(Include ALL lands being used for the festival; include legal descriptions and maps).

Name of Music Festival: STILL Dream Date/Time of Festival: Oct 4th 5th 6th 7th 12

Web Site Address: STILL Dream .Org E-mail Address: Beldentownresort@gmail.com

Estimate number of persons; including staff, participants, spectators, etc.: 800

Provide detailed explanations of the program and plans to provide for the following (attach additional pages if necessary and contracts if available):

1. Police and Fire Security Protection:

See Attached

2. Water and Food Supplies (a food event coordinator is required if food booths will be part of the festival, the coordinator must contact Environmental Health at least 4 weeks in advance):

RECEIVED

JUL 03 2013

PLUMAS COUNTY TREASURER
& TAX COLLECTOR

OUTDOOR FESTIVAL RESOLUTION 02-967

APPLICATION CHECKLIST

A. Name of Festival, "Stilldream Music Festival" Paul Plescov 916-470-4999

B. Location of event, Belden Town Resort and Lodge @14785 Belden Town Road
Belden, Ca. 95915 PH # (530)283-9662

C. Dates, Oct 4th -6th out on 7th of October 2013

D. Estimate of numbers (attendance) 800 Including staff & Artists

E. Programs and plans to provide;

Police and Fire Security Protection; Belden's security team combined with Promoters security team that work together, everyone is well marked and all have radio's for a quick response for people. There will be 24 hr. security. Belden has 2 water sources and a new state of the art fire system.

Water and Food Supplies; Belden has two water sources, plus we sell bottled water in the store. We have a fresh water fountain available to all. There are flyers passed out to everyone reminding them to stay hydrated and healthy. The restaurant will be open 7am until 10 pm., otherwise there is always the store that we keep fully stocked this time of year.

Sanitation Facilities and Services; We will be using Plumas Sanitation out of Portola. They will bring 28 porta-potties and 2 wash stations. We have bathrooms in the lodge, two outdoor bathrooms, plus ten cabins with bathrooms.

Medical; As requested by Plumas County the medical tent will be set up at Facilities and Services; the old garage (less than 50 ft. from the bridge) with 24 hr. staff.

Vehicle Parking Space; There are 80 parking passes sold. Our devoted team will coordinate the parking on property in accordance with the rules. The rest of the vehicles will be parked at Jack's Place and shuttled over. We are pulling permits through Cal-trans to do so. You can verify through Fred Chaffin 530-225-3121, or Carla 530-225-3097. We will also place a dumpster and 2 porta-potties at the parking area.

Access/On Site Traffic Control; We will have already made plans to pick up the "special event" signs so people know to slow down while people are turning onto the bridge from hwy 70. No one will be stopped to check in until they are in the upper parking lot at Belden, for traffic control.

Over night Camping/Lighting; Belden has our own street lights. Along with the fact the parties are pretty dressed up with all kinds of lighting.

Provisions for Spectators Over & Above Estimates; The promoters have and are pulling permits through Mt. Hough Forest Service for the abandoned park just west of Belden. Verify through Erica.

Clean up/Rubbish Removal; The Belden Staff along with the music festival clean up crew will work together and we will be using a dumpster provided by Plumas Sanitation.

Policing of Activity --

Belden has a security team. Walkers father, head of security has been with us for four yrs. BC Cameron out of Willows, he is a EMT, does professional security for the Glenn County Fair and Stoneyford Rodeo, ambulance at Thunderhill Race Track, is Chief of Glenn-cadora Fire, Captain of Knewha Fire, Captain of Glenn County Search & Rescue and retired Lt. of Willows Fire. Along with his hand picked team, united with the professionally hired team from promoters. All of us carrying radios to assure immediate response to any red flag or emergency. We are sincere and take very serious the safety of our guest.

Maps --

See attached

Letters of Permission from Property Owner --


See attached

Belden Town Resort
14785 Belden Town Rd.
Belden, Ca. 95915

To Whom It May Concern,

I, Ivan Coffman owner of Belden Town Resort and Lodge, give my permission for Still Dream Music Festival. To take place on 456 out 7 of Oct 2013. At Belden Town Resort, 14785 Belden Town Rd. Belden, ca. 95915.

Thank you,



Ivan Coffman- Owner, Belden Town Resort and Lodge

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**BOARD OF SUPERVISORS
COUNTY OF PLUMAS
STATE OF CALIFORNIA**

**RESOLUTION AFFIRMING AND FORMALLY DESIGNATING THE
APPROPRIATE LOCAL AGENCIES FOR WATERSHED
MANAGEMENT RESPONSIBILITY WITHIN PLUMAS COUNTY**

RESOLUTION 2013-_____

WHEREAS, the Plumas County Board of Supervisors is directly or indirectly involved in an expansive list of topics, programs, and resource issues centering upon watershed management including but not limited to surveys, investigations, analyses, and projects related to water quality, water quantity, recreation and resource management activities, flood control projects, wildlife enhancement projects, resource restoration projects, agricultural enhancement and water-related improvement projects, grant projects funded through the State Department of Water Resources under the Integrated Regional Water Management Planning program, Sierra Nevada Conservancy, and other public funding sources and due to the County's strategic location at the headwaters of the Upper Feather River watershed within the northern Sierra Nevada and, through its jurisdiction as a subdivision of the State of California and its strong County General Plan policy language supporting resource management and conservation, it wishes to maintain its strong leadership role in watershed management activities within the County; and,

WHEREAS, the Plumas County Board of Supervisors finds that it is imperative for such responsibility to be vested in a local agency that is either elected or which is appointed by the elected Board of Supervisors of the County in order to: assure open meetings and open public records; maintain responsiveness and accountability for decisions; assure the existence of proper jurisdiction to manage natural resources; and, conduct business that is open to public scrutiny and which is subject to State laws including but not limited to the California Environmental Quality Act; and,

WHEREAS, the formal designation for watershed management responsibility will establish clear and effective communication and coordination protocols among local, State, and Federal public agencies and eliminate any confusion and miscommunication which may arise and will avoid impacts to property owners and the general public in distinguishing the clear differences between non-public special interest groups or non-profit entities which do not possess resource management authority nor jurisdiction as compared to publicly elected or appointed local agencies; and,

WHEREAS, the unincorporated lands within the Plumas County boundary are located within the Upper Feather River watershed, which includes the Sierra Valley subwatershed in Plumas County which is within the boundary of the Sierra Valley Resource Conservation District which was organized under the Resource Conservation District Act (Public Resources Code, Division 9, Chapter 3, beginning with Section 9151) and among its primary authorities and responsibilities include "facilitating coordinated resource management efforts for watershed restoration and enhancement".

WHEREAS, the unincorporated lands within the Plumas County boundary are located within the Upper Feather River watershed, which includes the Spanish Creek and Indian Creek subwatersheds in Plumas County which is within the boundary of the Feather River Resource Conservation District which was organized under the Resource Conservation District Act (Public Resources Code, Division 9, Chapter 3, beginning with Section 9151) and among its primary authorities and responsibilities include “facilitating coordinated resource management efforts for watershed restoration and enhancement”.

WHEREAS, the unincorporated lands within the Plumas County boundary are located within the Upper Feather River watershed, which includes the portions of the North Fork of the Feather River subwatershed, portions of the South Fork of the Feather River subwatershed in Plumas County and portions of the Middle Fork of the Feather River watershed except for the lands within the Last Chance Creek Water District, which is within the boundary of the Plumas County Flood Control and Water Conservation District, which was created by statutes, 1959 chapter 2114 page 4912 as amended.

WHEREAS, the Plumas County Flood Control and Water Conservation District was created, “... to provide for the control and conservation of flood and storm waters and the protection of watercourses, watersheds, public highways, life and property from damage or destruction from such waters; to provide for the acquisition, retention, and reclaiming of drainage, storm, flood, and other waters and to save, conserve, and distribute such waters for beneficial use in said district; to authorize the development and sale of electric power; to authorize the incurring indebtedness, the issuance and sale of bonds, and the levying and collection of taxes and assessments on property within said district; to provide for the respective zones thereof, and operation of said district and for the acquisition and construction of property and works to carry out the purposes of the district.”

WHEREAS, the Board of Supervisors for Plumas County is also the governing Board of the Plumas County Flood Control and Water Conservation District.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors hereby affirms and designates the following local agencies as the recognized watershed management agencies for the County of Plumas:

1. The Board of the Plumas County Flood Control and Water Conservation District is hereby affirmed as the designated watershed management authority for lands within the boundaries of Plumas County.
2. Portion of the Middle Fork of Feather River Watershed (Sierra Valley): The Sierra Valley Resource Conservation District, which boundaries include the Middle Fork Feather River watershed in Plumas and Sierra Counties, is hereby designated to be the primary authority to make recommendations on watershed management issues to the Board of the Plumas County Flood Control and Water Conservation District for lands which exist within the boundaries of Plumas County.
3. Portion of the North Fork of the Feather River Watershed (Spanish Creek and Indian Creek): The Feather River Resource Conservation District, which

boundaries include the Spanish Creek and Indian Creek subwatershed of the North Fork of the Feather River, is hereby designated to be the primary authority to make recommendations on watershed management issues to the Board of the Plumas County Flood Control and Water Conservation District.

BE IT FURTHER RESOLVED that this resolution shall be distributed to all local, State, and Federal agencies, special interest organizations, and non-profit organizations who maintain or participate in watershed programs or that seek or otherwise provide grant funds to maintain programs supporting resource conservation, planning, and/or coordination of watershed projects in Plumas County.

BE IT FURTHER RESOLVED that all organizations, special interest groups, and non-profit organizations and any local, State, or Federal public agencies who wish to assert that they are representative of or are operating on behalf of the people of Plumas County, shall expressly work in cooperation, coordination, and with the approval of the Board of the Plumas County Flood Control and Water Conservation District, the watershed management authority within Plumas County.

BE IT FURTHER RESOLVED that the Board of Supervisors in furtherance of its watershed management jurisdiction and authority, directs the Co-Directors for the Plumas County Flood Control and Water Conservation District to pursue funding sources and programs that may be available to augment its watershed management responsibility and authority, including coordination with existing local, public agencies that may possess watershed management authority.

Adopted by the Board of Supervisors of the County of Plumas on the 21th day of May 2013, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

COUNTY OF PLUMAS

TERRY SWOFFORD
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

NANCY DAFORNO
CLERK OF THE BOARD

CRAIG SETTLEMIRE
COUNTY COUNSEL

3D

RESOLUTION NO. _____

**RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTION OF
PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR**

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 Alcohol and Drug; and
WHEREAS, it has been determined that amendments to the job description are necessary to provide a more accurate description of this position with the knowledge and qualifications that are necessary to be successful; and
WHEREAS, with the newly developed Alcohol and Drug programs it is a perfect time to update the job classification title and description.

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

The County's classification plan is hereby amended as follows:

The job classification title of Director of Alcohol and Drug, is hereby amended to the title of Plumas County Alcohol and Drug Administrator.

The job descriptions of Plumas County Alcohol and Drug Administrator are hereby amended as recommended by the Public Health Director and the Human Resources Director.

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 20th day of August, 2013 by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR

DEFINITION

Under administrative direction, this position plans, organizes, develops and directs the functions, services, and programs of publicly funded Alcohol and Drug Programs and Services in Plumas County; is responsible for the development and evaluation of programs and services; serves as a spokesperson for assigned programs; establishes assigned unit policies and goals within the general policies and goals of the Plumas County Alcohol and Drug Programs and Services Policies and Procedures; serves as a liaison with community, regional, State or Federal agencies on County Alcohol and Drug Program and Services and issues; performs special assignments as directed; provides administrative support for the Board of Supervisors; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a Department Head position with the responsibility for the administration of the Plumas County Alcohol and Drug functions, programs and services to Plumas County residents.

REPORTS TO

Board of Supervisors

CLASSIFICATIONS DIRECTLY SUPERVISED

Alcohol and Drug Program Clinician/Supervisor, Substance Use Disorder Specialist I/II, and/or other positions/classifications as assigned.

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR – 2

EXAMPLES OF DUTIES

- Plans, implements, directs and administers a County wide program of prevention, treatment, and recovery services for Alcohol and Drug related problems.
- Prepares and administers the Alcohol and Drug Programs and Services plan and budget.
- Recommends to the Board of Supervisors the provision of services, establishment of facilities, contracting for services or facilities.
- Submits an annual report to the Board of Supervisors relating to all activities of the County's Alcohol and Drug Programs and Services.
- Administers all Alcohol and Drug Programs and Services funds allocated to the County; is responsible for the ongoing coordination of all public and private alcohol and drug programs and services in Plumas County.
- Oversees Alcohol and Drug Programs and Services planning and evaluation.
- Directs the gathering of statistical information and the preparation of a variety department reports.
- Supervisors, evaluates and schedules staff; keeps abreast of new legislation and directives from state and federal agencies.
- Works with the State Department of Alcohol and Drug Programs.
- Develops grant proposals.
- May, if appropriately licensed or certified, perform professional counseling and assessments for clients.
- Performs special assignments and carries out such studies as may be appropriate for the discharge of his/her duties.

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; some field/home visits may be necessary; continuous contact with staff and the public.

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR – 3

KNOWLEDGE OF

- Principles and procedures of program development, coordination and implementation.
- Alcohol and Drug problems and issues and their relationships to the development and delivery of alcohol and drug program services.
- Federal, State and County laws and regulations applicable to alcohol and drug programs.
- Comprehensive alcoholism and drug programs elements, services systems, techniques and models.
- Principles, techniques and practices of effective alcohol and drug program development and administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training and development.
- Principles and practices of organization, administration, and public personnel management.
- Requirements, administrative techniques, and record keeping necessary for securing, maintaining, and effective functioning of grant programs.
- Operating policies and general functions of appropriate State and Federal agencies.

ABILITY TO

- Plan, organize, supervise and administer the functions and programs of the Plumas County Alcohol and Drug Programs and Services.
- Develop, negotiate and monitor contracts for services.
- Provide direction, supervision and training for program staff.
- Present and interpret factual and statistical data.
- Develop and administer the budget and control expenditures.
- Oversee the development and administration of a variety of grants.
- Be responsible for the development, maintenance, and preparation of a variety of alcohol and drug services program statistics, records, and reports.
- Direct the preparation of clear and concise reports.
- Effectively represent the Alcohol and Drug Programs and Services in contacts with the public, community organizations, and government agencies.
- Establish and maintain effective and cooperative working relationships including those with the Alcohol and Drug Advisory Committee.

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR – 4

TRAINING AND EXPERIENCE

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:

Graduation from an accredited four year college with a degree in Public Health, Public Administration, a Social, Behavioral or Health Science field. In addition, 5 years of programmatic and administrative experience in Substance Use Disorder, Medical, Mental Health or Public Health programs which provided prevention, treatment and recovery services. Two years of the required five years of experience must have included management level responsibility for program planning, administration and supervision of services.

OR

Graduation from a recognized college/university with a Master's Degree in Psychology, Counseling, Psychiatric Nursing, Social Work, Health Administration, Public Health, or Public Administration or possession of a valid California License as a Clinical Social Worker "LCSW" or Marriage and Family Therapist "MFT" or Clinical Psychologist. In addition, 5 years of experience in Substance Use Disorder, Medical, Mental Health or Public Health programs which provided a continuum of prevention, treatment and recovery services.

SPECIAL REQUIREMENTS

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

Participation in quarterly meetings of the County Alcohol and Drug Program Administrators Association of California, as required by the Negotiated Net Amount agreement with California Department of Health Care Services, Division of Alcohol and Drug Programs.

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

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR – 2

Deleted: DIRECTOR OF ALCOHOL AND DRUG PROGRAM SERVICES

EXAMPLES OF DUTIES

- Plan, implements, directs and administers a County wide program of prevention, treatment, and recovery services for Alcohol and Drug related problems.
- Prepares and administers the Alcohol and Drug Programs and Services plan and budget.
- Recommends to the Board of Supervisors the provision of services, establishment of facilities, contracting for services or facilities.
- Submits an annual report to the Board of Supervisors relating to all activities of the County's Alcohol and Drug programs.
- Administers all Alcohol and Drug Programs and Services funds allocated to the County; is responsible for the ongoing coordination of all public and private alcohol and drug programs and services in Plumas County.
- Oversees Alcohol and Drug Programs and Services, planning and evaluation.
- Directs the gathering of statistical information and the preparation of a variety department reports.
- Supervisors, evaluates and schedules staff; keeps abreast of new legislation and directives from state and federal agencies.
- Works with the State Department of Alcohol and Drug Programs.
- Develops grant proposals.
- May, if appropriately licensed or certified, perform professional counseling and assessments for clients.
- Performs special assignments and carries out such studies as may be appropriate for the discharge of his/her duties.

Deleted: rehabilitation

Deleted: alcohol

Deleted: d

Deleted: program

Deleted: <#>Provides the Alcohol and Drug Advisory Board with information regarding Alcohol and Drug programs in Plumas County and consultants with it regarding the development and implementation of the County's program and budget.¶

Deleted: department program

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; some field/home visits may be necessary; continuous contact with staff and the public.

PLUMAS COUNTY ALCOHOL AND DRUG ADMINISTRATOR,

Deleted: DIRECTOR OF ALCOHOL AND DRUG PROGRAM SERVICES¶

DEFINITION

Under administrative direction this position plans, organizes, develops and directs, the functions, services and programs of the publicly funded Alcohol and Drug Programs and Services in Plumas County; is responsible for the development and evaluation of programs and services; serves as a spokesperson for assigned programs; establishes assigned unit policies and goals within the general policies and goals of the Plumas County Alcohol and Drug Programs and Services Policies and Procedures; serves as a liaison with community, regional, State or Federal agencies on County Alcohol and Drug Program and Services and issues; performs special assignments as directed; provides administrative support for the Board of Supervisors; and performs related work as required.

Deleted: to

DISTINGUISHING CHARACTERISTICS

This is a Department Head position with the responsibility for the administration of the Plumas County Alcohol and Drug functions, programs and services to Plumas County.

REPORTS TO

Board of Supervisors.

CLASSIFICATIONS DIRECTLY SUPERVISED

Alcohol and Drug Program Clinician/Supervisor, Substance Use Disorder Specialist I/II, and/or other positions/classifications as assigned.

Deleted: manage and supervise the Plumas County's Drug and Alcohol prevention, treatment and rehabilitation programs; to direct and supervise staff providing alcohol and drug program services; 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: an "at will"

Deleted: that is appointed by and serves at the pleasure of the Board of Supervisors. The incumbent will have general responsibility for the administration of a major area of County Government under the direction of the Board of Supervisors by overseeing Alcohol and Drug programs. Responsibilities may also include some counseling services if appropriate licenser/certification is possessed.¶

Deleted: through the County Administrative Officer.¶

Deleted: Chief/Senior Alcohol and Drug Therapist, Department Fiscal Officer and such other positions/classifications as maybe assigned.¶

DIRECTOR OF ALCOHOL AND DRUG PROGRAM SERVICES – 3

KNOWLEDGE OF

- Principles and procedures of program development, coordination and implementation.
- Alcohol and Drug problems and issues and their relationships to the development and delivery of alcohol and drug program services.
- Federal, State and County laws and regulations applicable to alcohol and drug programs.
- Comprehensive alcoholism and drug programs elements, services systems, techniques and models.
- Principles, techniques and practices of effective alcohol and drug program development and administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training and development.
- Principles and practices of organization, administration, and public personnel management.
- Requirements, administrative techniques, and record keeping necessary for securing, maintaining, and effective functioning of grant programs.
- Operating policies and general functions of appropriate State and Federal agencies.

ABILITY TO

- Plan, organize, supervise and administer the functions and programs of the Plumas County Alcohol and Drug Programs and Services.
- Develop, negotiate and monitor contracts for services.
- Provide direction, supervision and training for program staff.
- Present and interpret factual and statistical data.
- Develop and administer the budget and control expenditures.
- Oversee the development and administration of a variety of grants.
- Be responsible for the development, maintenance, and preparation of a variety of alcohol and drug services program statistics, records, and reports.
- Direct the preparation of clear and concise reports.
- Effectively represent the Alcohol and Drug Programs and Services in contacts with the public, community organizations, and government agencies.
- Establish and maintain effective and cooperative working relationships including those with the Alcohol and Drug Advisory Committee.

Deleted:

Deleted: department

Deleted: <#>Interview, evaluate, assess, and counsel alcohol and drug clients "if appropriately licensed or certified".¶

Deleted: Department

Deleted: Department

DIRECTOR OF ALCOHOL AND DRUG PROGRAM SERVICES – 4

TRAINING AND EXPERIENCE

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:

Graduation from an accredited four year college with a degree in Public Health, Public Administration, a Social, Behavioral or Health Science field. In addition, 5 years of programmatic and administrative experience in Substance Use Disorder, Medical, Mental Health or Public Health programs which provided prevention, treatment and recovery services. Two years of the required five years of experience must have included management level responsibility for program planning, administration and supervision of services.

Deleted: (Job related experience may be substituted for the required education on a year to year basis.)

Deleted: Alcohol, Drug,

Deleted: rehabilitation

OR

Graduation from a recognized college/university with a Master's Degree in Psychology, Counseling, Psychiatric Nursing, Social Work, Health Administration, Public Health, or Public Administration or possession of a valid California License as a Clinical Social Worker "LCSW" or Marriage and Family Therapist "MFT" or Clinical Psychologist. In addition, 5 years of experience in Substance Use Disorder, Medical, Mental Health or Public Health programs which provided a continuum of prevention, treatment and recovery services.

Deleted: Business Administration or

Deleted: or possession of combined certification by the California Association of Alcohol and Drug Counselors or the equivalent can be substituted for up to two years of the required experience

Deleted: Alcohol, Drug,

Deleted: rehabilitation

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Drivers License at time of appointment. The valid California License must be maintained through employment.

Deleted: AND¶
To perform professional counseling and assessments for clients must have possession of combined certification by one of the certifying (agencies) bodies approved by the State of California Alcohol & Drug Programs as stated in the (California Code of Regulations, Chapter 8 §9846, 10125 & 10564 Div.4, Title 9) Counselor Certification Text of final Regulations. ¶

Participation in quarterly meetings of the County Alcohol and Drug Program Administrators Association of California, as required by the Negotiated Net Amount agreement with California Department of Health Care Services, Division of Alcohol and Drug programs.

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.

Deleted: Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles




GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff

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

4A

Memorandum

DATE: August 5, 2013
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Items for the meeting of August 20, 2013

It is recommended that the Board:

Review and adopt resolution to increase Personnel Allocation in Department #70362, Deputy Sheriff, from (0) to (1) funded by SB 678.

Background and Discussion:

With the implementation of AB 109 it has become critical to track and oversee PRCS (Post Release Community Supervision) inmates returning to Plumas County after serving prison sentences in State Facilities. The Plumas County Sheriff's Office and the Plumas County Probation Department have entered into an agreement to fund a Deputy Sheriff position using funds from SB 678.

This Deputy Sheriff would assist Probation with the PRCS inmate population returning to Plumas County. In addition to assisting the overseeing of the PRCS inmate population, this Deputy Sheriff position would also assist in monitoring and tracking recently released inmates on probation and inmates serving alternative sentences such as electronic monitoring.

RESOLUTION NO. _____

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR
BUDGET YEAR 2013-2014 TO INCLUDE 1.0 FTE DEPUTY SHERIFF I OR II WITHIN THE
DEPARTMENT OF SHERIFF SB 678**

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

WHEREAS, during the fiscal year the Board of Supervisors may amend the position allocation by resolution; and

WHEREAS, it has been requested by the Sheriff due to the shifting of the responsibilities to the County for incarceration and supervision of a broad range of felons to increase staffing by 1.0 FTE Deputy Sheriff within a new department established for the SB 678; and

WHEREAS, due to the influx of offenders and the possible result of overcrowding in the jail, the use of electronic monitoring, work and educational programs for sentence inmates as well as home arrest programs will need to be developed and staffed appropriately; and

WHEREAS, this position will be monitoring offender's participation and progress in these programs; assisting Probation Department with its monitoring; working with patrol ; and

WHEREAS, the Plumas County Probation Department has developed a 2013-2014 Implementation Plan allocating funding for an additional Deputy Sheriff position; and

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

1. This position is contingent on the funding stream from SB678 and the approval of the Plumas County Probation Department.
2. Approve the amendment to the 2012-2013 Position Allocation for budget year 2013-2014 to reflect the following:

<u>SHERIFF – SB 678 Dept.# 70362</u>	<u>FROM</u>	<u>TO</u>
Deputy Sheriff I or II	.00	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 20th day of August 2013 by the following vote:

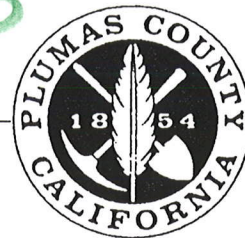
AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/Board of Supervisors

4B



PLUMAS COUNTY AUDITOR / CONTROLLER

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

Date: 8/8/13

To: Honorable Board of Supervisors

From: Roberta M. Allen, Auditor / Controller 

Subject: Supplemental Budget for Plumas County Literacy 0001/20675

Recommendation:

Approve supplemental budget in Fund 0001 / Dept 20675 / Rev acct 46070 Contrib from Other Agency, and increase budgeted amounts in expenditure accounts 521800, 524510, and 529551 to cover existing invoices for the 12/13 fiscal year.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: Plumas County Literacy Dept. No: 26075 Date 7/25/2013

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, within a 51XXX
 D. ☒ Transfer within Department, except fixed assets
 E. ☐ Establish any new account except fixed assets

Approval Required

Board
 Board
 Board
 Auditor
 Auditor

☒ **TRANSFER FROM OR**

☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20675	46070	Contributions from other agencies	3,420.00
Total (must equal transfer to total)				3,420.00



TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20675	524510	Special-books	1,500.00
0001	20675	521800	Office Supplies	920.00
0001	20675	529551	Greenhouse Project	1,000.00
Total (must equal transfer to total)				3,420.00

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

JUL 25 2013

Auditor / Risk

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) To pay existing invoices.

B) _____

C) _____

D) _____

Approved by Department Signing Authority: _____

Lynn Shalby

☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature: _____

Adelita Gal

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.

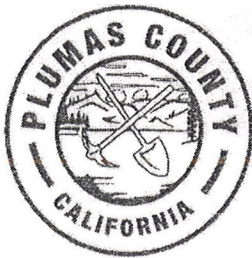
Transfers that are going to be submitted to the Board for approval:

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

RECEIVED

JUL 25 2013

Auditors / Risk



OFFICE OF THE DISTRICT ATTORNEY

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

Date: August 20, 2013
To: Plumas County Board of Supervisors
From: David Hollister, District Attorney
Subject: Request to hire three approved positions at C-step

Recommendation:

Please approve the appointment of three new employees retroactively at the C-step due to the exceptional qualifications of the candidates selected by the department.

Background and Discussion

We have recently filled three positions for Deputy District Attorney, Community Care Case Manager and Legal Services Assistant, the last two in the Alternative Sentencing Program. All three are exceptionally well qualified and it is my position they should be compensated at the "C" step. This request is currently budgeted and will not result in any additional cost to the General Fund.

As you know, the Deputy District Attorney position is critical to returning this office to full capacity and functioning. There were dozens of applicants and an extensive search for the best candidate was undertaken. This candidate was the final candidate and it is my belief she is appropriately compensated at the "C" step.

Deputy District Attorney Qualifications for C Step

During the recruitment for the position of Deputy District Attorney the candidate provided the following description of her qualifications:

I was sworn into the California Bar on December 7, 2010. As an attorney, I have worked on more than 250 civil and criminal cases. I have practiced only as a litigator, working on cases in all stages of litigation in both state and federal court.

Indeed, my experience ranges from taking a case from its inception to working on post-trial and post-judgment issues. I have represented clients in cases where more than \$6 million dollars was at stake, and I have worked on cases involving thousands of pages of documents, complicated constitutional questions, and issues of first impression. Below is a detailed description of the jobs I have held as an attorney and the work I performed at each job.

The Costa Law Firm – Associate Attorney (9/2010–5/2011)

I began working for the Costa Law Firm as a post-bar clerk, then as an associate attorney, defending individuals and businesses in a variety of civil litigation matters. I worked on more than 40 cases during my time at the firm, independently managing my schedule with this case load. I routinely worked under strict time constraints and was tasked with making a variety of decisions, with little oversight, in assigned cases. I was the point of contact at the firm for many clients, whom I routinely advised on legal issues. As an associate attorney, I worked on the firm's largest case at the time and played an important role in several other significant cases. I worked on matters involving many different areas of law, which required me to regularly become familiar with new and difficult procedural and substantive legal rules and issues.

As an attorney, I reviewed client files and made recommendations to clients and the principle of the firm about potential courses of action. I propounded and answered discovery no less than 15 times. In preparing answers to various discovery requests I interviewed clients, distilled their answers, conducted research on appropriate objections, and compiled responses. Following these responses, I routinely re-evaluated the client's case and made appropriate recommendations on future action. Frequently I engaged in the meet and confer process, independently evaluating points of contention between the parties, using my discretion to determine whether to conduct research (and if so, efficiently conducting that research), and drafting letters to opposing counsel advocating my client's position. On several occasions I created summaries of medical records or other relevant documents in a case. This required me to review hundreds of pages of documents, determine which information was most relevant to the case, and draft a succinct summary of that information. I also routinely summarized deposition testimony, again having to exercise my discretion to compile relevant information. I engaged in settlement negotiations, where I evaluated a client's potential liability and the cost of continuing to litigate, and made a

recommendation to the client about the best course of action. I conducted a deposition, taking the sworn testimony of a plaintiff. I prepared numerous motions, some exceeding 20 pages, without using boiler-plate language or a previously prepared motion (since I was assigned to several issues the firm had not dealt with before). Through these motions I advocated for a judicial ruling in favor of my client, which called for streamlined research and writing on issues that were unfamiliar to me before they were presented in assigned cases. I independently drafted all motions in assigned cases, and these motions were routinely filed with little to no changes from a supervisor. I researched and prepared a cross-claim in a case against an insurance company and former customer for work performed by the client. In a case where our client was exposed to over \$6 million of potential liability, I strategized to bring to the Court's attention potential collusion between the plaintiff and a third party. As a result, I drafted a motion that successfully convinced the Court to limit my client's exposure to liability as a result of the questionable relationship and dealings between the plaintiff and the third party.

United States District Court, Eastern District of California – Federal Law Clerk
(5/2011–5/2013)

I was selected from a pool of over 700 applicants to clerk for District Judge John Mendez. I also had the opportunity to work, simultaneously, for 2 other District Court Judges during my term. The Eastern District has the highest weighted case load per federal Judge, meaning the Judges are the busiest in the country. Our case load per Judge is approximately 2.5 times the national average. I worked closely with Judge Mendez to help him, and two other law clerks, effectively manage more than 1100 cases. The majority of Judge Mendez's rulings are made through written opinions. As a law clerk, I was primarily tasked with reading all relevant materials in civil and criminal cases where a motion was pending, conducting research, and preparing draft orders or bench memos recommending a course of action. The issues presented were almost always unfamiliar, complicated, and required a great deal of time and effort to distill. I also met with Judge Mendez on a weekly basis to discuss cases. During these meetings, and in preparation for hearings, the Judge would press me on legal issues. His questioning simulated questions he would pose to parties appearing before him in upcoming hearings. I was expected to act as an advocate for a proposed ruling and present counter arguments, just as the attorneys for the parties before the Court would do.

On the civil side, I worked on no less than 10 motions for temporary restraining orders and preliminary injunctions. These motions require immediate action from the Court. One of my cases involved a lawsuit against the state controller and California's unclaimed property law. The lawsuit had been going on for 11 years and involved thousands of pages of documents. I was tasked with preparing the Judge for a hearing when a temporary restraining order was filed. I reviewed and analyzed over 1 thousand pages of documents, recapitulated relevant information and arguments presented by the parties, researched case law cited by the parties, and made a written recommendation to the Judge (which included a summary of relevant information and case law, and a detailed legal analysis) – all in 5 days. This case was especially complicated because it involved constitutional issues of first impression. I worked on another case of first impression that arose out of a lawsuit to prevent the enforcement of a citizen initiative in Northern California. The case implicated the negative commerce clause was presented to the Court on a motion to dismiss. After reviewing hundreds of pages of documents and thoroughly researching and discussing the constitutional issues presented by the case, I recommended the Court rule on standing issues instead of making a substantive determination as recommended by the Ninth Circuit Court of Appeals. I then prepared a lengthy draft opinion on the case and the issue of Article III standing, which included a detailed legal analysis. I also worked on numerous motions for summary judgment, requiring the review of hundreds of pages of evidence submitted by the parties. The evidence was often deposition testimony, medical records, official reports, and sworn statements. I analyzed these materials, along with the moving papers and case law cited by the parties, to determine whether it was appropriate for the Court to enter judgment as a matter of law. Judge Mendez always held hearings on these motions, so I would have to prepare a written summary of the parties' evidence, legal arguments, and my proposed analysis within 1 week of receiving the pending motions. I assisted Judge Mendez with 2 civil trials during my clerkship, including a wrongful death lawsuit. I was tasked with reading, analyzing, researching, summarizing, and preparing proposed rulings on the parties' motions in limine, researching contentious evidentiary issues that arose during trial, and researching and compiling appropriate jury instructions. I also worked on no less than 100 writs for habeas corpus and civil rights lawsuits filed by pro se inmates. This required me to review lengthy (often handwritten) complaints and writs to determine whether constitutional or other legal, violations had occurred. These cases involve

complicated procedural and substantive legal rules that I routinely analyzed. I also worked on several maritime cases and a patent case. Both of these areas of law were unfamiliar to me before my clerkship, so I had to quickly understand and analyze legal issues in these respective areas. The patent case was presented at the Markman Hearing phase, so I had to become familiar with the applicable substantive and procedural rules at this stage of the case, review and analyze hundreds of pages of documents, and prepare a draft opinion (which included detailed legal analysis on claim construction) in less than 3 weeks.

On the criminal side, I worked on a variety of motions and sentencings, observed weekly criminal calendar, and assisted Judge Mendez with 2 criminal trials. I prepared a lengthy draft order on a motion to suppress evidence related to a 5,000 plant marijuana grow. The defendant in that case sought to suppress both physical evidence and statements to the police. I conducted research on the constitutional issues presented in his motion and analyzed the moving papers, supporting documentation, and procedural issues in drafting the proposed order for the Court. I did the same on a motion to dismiss an indictment for alleged violations of the Speedy Trial Act. I also worked on a case of first impression involving prosecutorial misconduct and equitable estoppel. The case involved unfulfilled promises not to prosecute a grand jury witness by an Assistant United States Attorney. Again, this case involved complicated constitutional issues and legal doctrines that I researched, analyzed, distilled, and wrote on. I was also tasked with analyzing sentencing issues in numerous cases where the parties disagreed about the Federal Sentencing Guidelines. In those cases, I familiarized myself with the applicable guideline rules and case law, analyzed probation reports and recommendations in conjunction with the sentencing guidelines and parties' arguments, and recommended an appropriate sentence for the defendant. Many of these cases involved child pornography, large amounts of drugs, and immigration issues. In assisting Judge Mendez with 2 criminal trials, I performed the same tasks as I did for the civil trials – reading, analyzing, researching, summarizing, and preparing proposed rulings on the parties' motions in limine, researching contentious evidentiary issues that arose during trial, and researching and compiling appropriate jury instructions.

Community Care Case Manager Qualifications for C Step

The Community Care Case Manager worked for several years as a Probation Officer and before that as the Alcohol & Drug Program's Drug Court Case Manager. Since the start of Criminal Justice Realignment, she has had extensive training in how to administer programs and provide services to defendants in order to reduce recidivism. In addition she has been working closely with all of the criminal justice partners for many years and has attended numerous trainings specifically for Criminal Justice Realignment. She is uniquely qualified to step into this position at the C-step.

Legal Services Qualifications for C Step

The Legal Services Assistant worked as a Court Clerk for Plumas Superior Court for many years. She already knows the Court database system, and all of the criminal justice partners which will save many days in training and experience. She also worked for Judge Janet Hilde prior to Judge Hilde's appointment to the bench and for Alice King in both positions as a Legal Secretary. She fully understands criminal court proceedings and the necessary aspects of the law governing criminal justice. Her special experience will be of particularly useful to the Alternative Sentencing Program and fully qualifies to start at the C-Step.

Summary

The District Attorney's Office is extraordinarily fortunate to have located such qualified candidates for these crucial positions.

All of the funding for the two Alternative Sentencing positions is provided by Drug Court Realignment, CCP and AB109. The budget submitted and approved as the Recommended Budget includes all the funding necessary for these positions for the coming year at the C-step.

The funding for the Deputy District Attorney position is provided by the General Fund but significant savings is realized with this position due to the retirement of a long-time employee with many years of longevity. The current recommended budget includes funding for this request.

Please approve these positions at the C-step retroactively to the permanent hire dates. The Deputy District Attorney began working on August 5. The Alternative Sentencing Case Manager and the Legal Services Assistant started on July 29.

4D

GRIZZLY RANCH COMMUNITY SERVICES DISTRICT
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT
555 MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6135
Robert A. Perreault, Jr., P.E. *County Engineer and Manager, GRCSD*

AGENDA REQUEST

for the August 20, 2013 meeting of the
Grizzly Ranch CSD Governing Board

August 12, 2013

To: Honorable Governing Board, GRCSD

From: Robert Perreault, Manager, GRCSD



Subject: Consideration of GRCSD Cash Flow; discussion and possible action.

Background:

On March 13, 2013, the Grizzly Ranch CSD (GRCSD) Governing Board voted to authorize that the GRCSD account may be in the negative for Fiscal Year 2012/13. The cash balance at the end of FY 2012/13 is still in the negative. Nevertheless, the cash flow situation is expected to be resolved by the end of the FY 2013/14.

In the meantime, one option available to resolve the District's current fiscal situation is that the GRCSD Governing Board can vote to authorize short-term borrowing from the County of Plumas in anticipation of revenue, to be repaid in the current fiscal year.

A detailed status report will be presented at the August 20, 2013 meeting.

Recommendation:

Referencing FY 2013/14, GRCSD staff respectfully recommends that the GRCSD Governing Board vote to authorize short-term borrowing from the County of Plumas in anticipation of revenue, not to exceed Twenty-Five Thousand Dollars and No Cents (\$25,000.00), to be repaid in the current fiscal year.

Sept 6-7
Kitchen area,
20 camp sites

5A



Artwork by Edward Willie

To Whom It May Concern:

The Indian Valley Mountain Maidu Big time committee would like to use Taylorsville Campground yearly to host a Traditional Big Time. We paid for the kitchen and camping spots last year and with the Big Time being run on donations and fundraisers only we are finding it difficult to pay for the campgrounds. The Big Time Committee hosted there dance last year at the Taylorsville campgrounds August 31st – September 1st. We had a nice turn out and would like to host it at that same time every year. We had approximately 100 people coming and going throughout the day, and about 20 families camping. We served Breakfast, Lunch and Dinner at no cost to the people. We had two traveling dance groups attend one Maidu group from Oroville and a Pomo group from Hopland. Our Maidu kids from this Valley also danced at the Big Time and these kids were the first Mountain Maidu group to dance here in over 100 years!

This year will be the Third Annual Big Time held in Indian Valley (The first was at the town hall). The Big Time was originated to help heal the Native Community. There were suicides, Beatings and Addiction wreaking havoc throughout the Native Community and something needed to be done to stop it. Our hope is to bring strength back to the people. The Big Time will bring Elders, Youth, Families and Friends together. A Big Time is a lost tradition of the Native people in this valley and the Big Time committee is bringing that tradition back. Our hope is that this event will give our youth something to be proud of and a sense of belonging. There has been a lot of hurt and sadness in Indian country these last couple years and we want to change that. The Big Time is a drug and Alcohol free event and for the youth to dance they also have to hold true to those traditions as drugs and alcohol are not traditional.

If there is any other information that I can provide please let me know.

Thank You
Mary Joseph
Indian Valley Big Time Committee Secretary
530-310-837



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: August 12, 2013

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Consent Item for August 20, 2013

Item Description/Recommendation: Approve the following service agreements related to the Ryan White Program for Fiscal Year 2013-2014, and direct the Chair to sign:

ASUR Volunteer Services	RWPARTB1314ASUR	\$900.00
Brown, Rhonda R.N.	RWPARTB1314BROWN	\$5,906.00
Great Northern Corporation	RWPARTB1314GNC	\$41,751.00
Lassen County Public Health	RWPARTB1314LCPH	\$11,318.00
Modoc County Public Health	RWPARTB1314MCPH	\$2,250.00
Sierra County Human Services	RWPARTB1314SCHS	\$2,741.00

History/Background: As the Board is aware, Plumas County Public Health Agency has served as fiscal and administrative agent for the various HIV/AIDS programs for Plumas, Sierra, Lassen, Modoc, and Siskiyou Counties. Plumas County Public Health Agency will continue to serve to our five county regions for the WV/AIDS Title II Ryan White (RW) Part B Program.

Ryan White Part B funds provide for the planning, development and delivery of comprehensive outpatient and support services for people with THY/AIDS and their families within the five (5) county region of Modoc, Lassen Plumas Siskiyou, and Sierra counties. The program is designed to provide direct medical and psychosocial care, support services such as food, housing and utilities, and case management services. The goal of the program is to prolong the health and productivity of those living with AIDS and reduce or avoid future HIV/AIDS health care costs.

The service agreements have been reviewed and approved by the Office of County Counsel, a copy of which is on file with the Clerk of the Board for your review.

Please contact me should you have any questions, or need additional information. Thank you.



Plumas County Public Health Agency

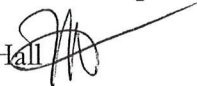
270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

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Date: August 1, 2013

To: Honorable Board of Supervisors

From: Mimi Khin Hall 

Agenda: Item for August 13, 2013

Recommendation: Authorize the Chair to sign the Non-Supplantation Certification Form from the California Department of Health, Emergency Preparedness Office (EPO) for the 2013-2014 Public Health Preparedness Program.

Background Information: Commencing FY 2001-2002, Plumas County Public Health Agency contracted with the State Department of Health for both State and Federal funds to develop and maintain various aspects of Public Health Preparedness, including Local Health Department (LHD) and Community preparedness, National Smallpox Vaccine program, Hospital Preparedness Program (HPP), and Pandemic Influenza Prevention/Planning, and H1N1 Pandemic Influenza.

The 2013-2014 EPO Comprehensive Agreement includes Public Health Emergency Preparedness (PHEP) Centers for Disease Control and Prevention (CDC) Allocation, State General Fund Pandemic Influenza Allocation, and Hospital Preparedness Program (HPP) Allocation.

A copy of the Non-Supplantation Certification Form is on file with the Clerk of the Board for your review.

Please contact me if you have any questions or need additional information. Thank you.

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



CONSENT AGENDA REQUEST

For the August 20, 2013 meeting of the Board of Supervisors

August 12, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature in black ink, reading "Robert A. Perreault".

Subject: Request Exemption from the 60-day limit for Extra Help at La Porte

Background:

The Road Department hires extra help during the summer months. The above noted location is short one FTE due to a resignation. An extra help employee was previously hired as Temporary Help. There is adequate work load and budget to fund this extra help position. This employee is stationed at the La Porte Maintenance Yard.

Recommendation:

Public Works respectfully recommends the Board of Supervisors approve an exemption to allow the current Road Department Extra Help Employee to remain on the payroll for up to an additional 90 days as determined by the Director of Public Works.

A red stamp that says "COPY" in a stylized font, with a small "cc" in a box to the left.

PLUMAS COUNTY MENTAL HEALTH SERVICES
270 County Hospital Road, Suite 109 Quincy, CA 95971
(530) 283-6307 FAX (530) 283-6045



Kimball C. Pier, Ph.D, LMFT, Director

DATE: August 13, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: KIMBALL C. PIER, PH.D, LMFT DIRECTOR, DEPARTMENT OF MENTAL HEALTH

SUBJ: BOARD AGENDA ITEM FOR AUGUST 20, 2013 CONSENT AGENDA

RE: RECEIVE AND RATIFY JPA AGREEMENT AND APPROVE APPLICATION TO JOIN CALMHSA

It is recommended that the Board of Supervisors: Receive and ratify the Joint Exercise of Powers Agreement and approve application to join CalMHSA (California Mental Health Services Authority).

Background and Discussion:

CalMHSA has implemented statewide efforts to improve access to mental health services at the earliest stage possible for at-risk populations who are underserved or unserved. The primary focus is school-based prevention and early intervention in the areas of de-stigmatizing mental illness, suicide education, prevention and intervention, and anti-bullying campaigns. Plumas County has not been a participant in the Region 2 effort with its neighboring counties in the past and wishes to participate at this time. Partnering in these statewide efforts enables counties to maximize on MHSA/PEI funding by working together and networking rather than working at cross-purposes. Research as to risk factors has informed development and implementation of programming thereby establishing evidence-based efforts to address teen suicide, identification, diagnosis and treatment of early onset mental health disorders; de-stigmatizing mental illness and anti-bullying campaigns. With all counties participating in the same efforts, outcomes are easier to measure. Plumas County experiences similar problems related to teen suicide, mental health disorders, bullying and stigma as its neighboring rural counties and believes it is prudent and beneficial to participate in CalMHSA's efforts at this time.

The MOU have been approved to form by County Counsel.

Financial Impact

There are no General Fund dollars involved in this transfer. The costs associated with these services are covered by Mental Health Services Act /Prevention and Early Intervention funds.

PLUMAS COUNTY MENTAL HEALTH SERVICES

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



Kimball C. Pier, Ph.D, LMFT - Director

DATE: August 12, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: KIMBALL C. PIER -DIRECTOR, DEPARTMENT OF MENTAL HEALTH

SUBJ: BOARD AGENDA ITEM FOR AUGUST 20, 2013 CONSENT AGENDA

RE: RECEIVE, AUTHORIZE SIGNATURE AND RATIFICATION OF PROFESSIONAL SERVICES AGREEMENT WITH DIGNITY HEALTH FORMERLY CHW MEDICAL FOUNDATION, A CALIFORNIA CORPORATION FOR INPATIENT MENTAL HEALTH SERVICES.

It is recommended that the Board: Approve the contract with Dignity Health formerly known as CHW Medical Foundation, A California Corporation from July 1, 2013 through June 30, 2014, and authorize the director of Mental Health to sign the contract.

Background and Discussion: Dignity Health formerly known as CHW Medical Foundation, California Corporation contract is specifically associated with the provision of inpatient mental health services to clients placed out of county.

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 C. Pier, Director of Mental Health is requesting that the Board of Supervisors approve the contract and authorize Kimball C. Pier, Director of Mental Health, to sign the contract with Dignity Health.

PLUMAS COUNTY MENTAL HEALTH SERVICES

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



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Kimball C. Pier, Ph.D, LMFT - Director

DATE: August 12, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: KIMBALL C. PIER -DIRECTOR, DEPARTMENT OF MENTAL HEALTH

SUBJ: BOARD AGENDA ITEM FOR AUGUST 20, 2013 CONSENT AGENDA

RE: RECEIVE, AUTHORIZE SIGNATURE AND RATIFICATION OF PROFESSIONAL SERVICES AGREEMENT WITH COUNTY OF BUTTE FOR INPATIENT MENTAL HEALTH SERVICES.

It is recommended that the Board: Approve the contract with County of Butte from July 1, 2013 through June 30, 2014, and authorize the director of Mental Health to sign the contract.

Background and Discussion: The contract with County of Butte is specifically associated with the provision of inpatient mental health services to clients placed out of county.

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 C. Pier, Director of Mental Health is requesting that the Board of Supervisors approve the contract and authorize Kimball C. Pier, Director of Mental Health, to sign the contract with County of Butte.