



BOARD OF SUPERVISORS

Terrell Swofford, 1st District
Kevin Goss, Vice Chair 2nd District
Sharon Thrall, 3rd District
Lori Simpson, 4th District
Jon Kennedy, Chair 5th District

**AGENDA FOR REGULAR MEETING OF JANUARY 21, 2014 TO BE HELD AT 11:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

10:00 – 11:00 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

11:00 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
 - A. Report on the status of the public negotiations with the California Department of Water Resources and the State Water Contractors having to do with the State Water Project Contract Extension. Discussion, possible action and/or direction to staff
 - B. Authorize payment of \$100 for State Water Project Contractors Authority dues for FY 2012-2013. Discussion and possible action

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

2. BOARD OF SUPERVISORS

- A. Approve and authorize the Chair to execute letter of support for California Highway Patrol (CHP) and Plumas County Sheriff to partner in construction of a new facility in Quincy. Discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
- D. Appointments
PLUMAS COUNTY MENTAL HEALTH COMMISSION
Appoint Valerie Ellen Sheldon to the Plumas County Mental Health Commission as recommended

3. DEPARTMENTAL MATTERS

A. SHERIFF – Greg Hagwood

- 1) Approve budget transfer of \$10,000 from Narcotics Fund (Dept. 20343 - Account 526300) to fixed asset account (545600) for purchase of investigation equipment. Discussion and possible action
- 2) Approve budget transfer of \$13,486.64 and authorize the Auditor to return unspent grant funds received in advance (Domestic Cannabis Eradication & Suppression Program for 2012. Discussion and possible action

B. AUDITOR/CONTROLLER – Roberta Allen

Adopt **RESOLUTION** adopting the Basic Tax Rate for Plumas County and the Rates for the Plumas Unified School District and the Plumas District Hospital Bonds for FY 2013-2014 (replacing Resolution No. 13-7926). **Roll call vote**

C. FACILITY SERVICES & AIRPORTS – Dony Sawchuk

Authorize the Department of Facility Services & Airports to recruit and fill Airport Manager position at Chester Airport. Discussion and possible action

D. PUBLIC WORKS – Robert Perreault

- 1) Report and update on 2013 Public Works surplus vehicle auction completed on December 18, 2013. Discussion and possible action
- 2) Approve budget transfer of \$16,150 from Salary & Benefit accounts (Department 20521) to Department Transfer (Account 580000) to cover costs for move of Senior Planner position from Planning Department to Public Works established and approved in the FY 2013-2014 budget. Discussion and possible action

E. HUMAN RESOURCES – Gayla Trumbo

Approve budget transfer of \$5,000 from 51000 Regular Wages to 51020 Other Wages (Dept. 20035) to cover costs of temporary help through the end of FY 2013-2014. Discussion and possible action

4. CONSENT AGENDA

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A. SOCIAL SERVICES

Approve and authorize the Director of Social Services and Director of Public Health to sign continuing interagency agreement between Social Services and Public Health Agency for nursing services in the Child Welfare Services Program; and authorize the Director of Social Services and the Director of Public Health to sign extensions of the agreement annually subject to the availability of Child Protective Services funds. Approved as to form by County Counsel

B. PUBLIC HEALTH AGENCY

- 1) Approve Agreement with Dr. Mark Satterfield as Acting County Health Officer/Medical Director from January 1, 2014 through June 30, 2014. Approved as to form by County Counsel
- 2) Approve and authorize the Director of Public Health to execute Agreement between Western Governors University and Plumas County Public Health agency to provide professional experiences to nursing. Approved as to form by County Counsel
- 3) Approve and authorize the Chair to execute Agreements related to Emergency Preparedness Program for FY 2013-2014: HPP1314PDH - Plumas Hospital District; HPP1314EPH - Eastern Plumas Health Care; HPP1314SHD - Seneca Healthcare District; HPP1314CVRC - Country Villa Quincy Healthcare Center; and HPP1314GRVL - Greenville Rancheria. Approved as to form by County Counsel
- 4) Approve Amendments to Agreements for Medi-Cal Administrative Activities Program, and authorize the Chair to execute: MAA1215PCCFC-1 Plumas County Children & Families Commission; MAA1215PROB-1 Plumas County probation Department; MAA1215EPHC-1 Eastern Plumas Health Care; MAA1215RHC-1 Roundhouse Council; and MAA1215PCIRC-1 Plumas Crisis Intervention & Resource Center. Approved as to form by County Counsel

NOON RECESS

5. 1:30 P.M. BOARD OF SUPERVISORS

CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Alcohol & Drug Administrator
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- C. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (d)(4) of Government Code §54956.9 - Plumas National Forest Travel Management Plan
- D. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (d)(4) of Government Code §54956.9 (one case)
- E. 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, February 04, 2014, Board of Supervisors Room 308, Courthouse, Quincy, California.



1B

**PLUMAS COUNTY
FLOOD CONTROL & WATER CONSERVATION DISTRICT
Operations**

AGENDA REQUEST

for the January 21, 2014 meeting of the District Governing Board

January 13, 2014

To: Honorable Governing Board
From: Robert Perreault, Co-Manager, PCFC&WCD
Subject: Authorize the Payment of Dues for FY 2012-13 to the State Water Project Contractors Authority; discussion, possible action and/or direction to staff.

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

BACKGROUND

The State Water Project Contractors Authority (SWPCA) is a joint powers agency formed pursuant to Government Code section 6500 et seq. Plumas County is member of the JPA.

The last re-organization of the Plumas County Flood Control and Water Conservation District resulted in a misdirection of invoices for the annual, but that matter has now been resolved.

However, one invoice – for FY 2012-13 – requires payment, copy attached.

Inasmuch as the invoice is for the previous fiscal year, authorization to pay is required by the Governing Board of Directors.

Attached is a copy of the subject invoice.

RECOMMENDATION

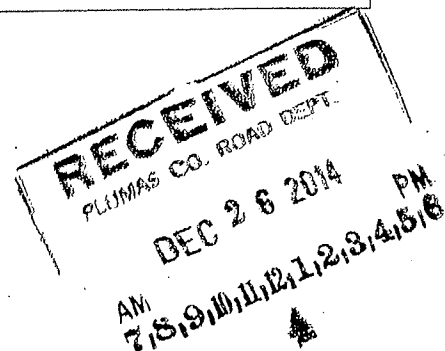
District staff respectfully recommends that the Governing Board authorize payment for the FY 2012-13 dues to the SWPCA in the amount of \$100.00.

STATE WATER PROJECT CONTRACTORS AUTHORITY
FOR FISCAL YEAR 2012-2013

July 23, 2012

INVOICE

Mr. Brian Morris
Plumas County FC&WCD
520 Main Street, Room 413
Quincy, CA 95971



Amount Due to the State Water Project Contractors Authority for Member Dues:

\$100

Due by: September 28, 2012

Amount Due to the State Water Project Contractors Authority for DSPC Dues:

\$0

Due by: September 28, 2012

.....

Please make check payable to:

STATE WATER PROJECT CONTRACTORS AUTHORITY
1121 L Street, Suite 1045
Sacramento, CA 95814



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PLUMAS COUNTY MENTAL HEALTH COMMISSION

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

To: Plumas County Board of Supervisors

Subject: *Plumas County Mental Health Commission membership*

From: Plumas County Mental Health Commission

Date: January 9, 2014

The application for membership of Valerie Ellen Sheldon has been reviewed by the Plumas County Mental Health Commission and is attached for the Board of Supervisors. The Mental Health Commission members accepted the application at its regular meeting March 8, 2014.

It is the recommendation of the Mental Health Commission that the application is approved and Valerie Ellen Sheldon is appointed to the Mental Health Commission for the term commencing March 8, 2014 and ending April 2016.

Respectively Submitted by: *Plumas County Mental Health Commission*

Henry Eisenman, Chairperson

CC: Peter Livingston, Plumas County Mental Health Department Director




GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff

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

3A1

Memorandum

DATE: January 6, 2014
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Item for the meeting of January 21, 2014

Recommended Action:

- 1) Approve and authorize a budget transfer in the amount of \$10,000.00 from the Narcotics Fund (dept 20343) Helicopter/Aircraft Exp account (526300) to fixed asset account (545600) for purchase of investigation equipment.

Background and Discussion:

The FY 13/14 Administrative and Budgetary Controls require transfers to or from a fixed asset account to be approved by the Board of Supervisors.

The Narcotics Fund maintains a budget that must be used for narcotic investigational purposes. The funds budgeted for Helicopter/Aircraft Exp were not used as anticipated and are available for transfer to cover the cost of the needed investigation equipment.

The Sheriff's budget does not have the funds available for this purchase and this is an allowable Narcotics Fund expense.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER _____
(Auditor's Use Only)

Department: NARCOTICS Dept. No: 20343 Date 1/6/2014

The reason for this request is (check one):

		Approval Required
A.	<input type="checkbox"/> Transfer to/from Contingencies OR between Departments	Board
B.	<input type="checkbox"/> Supplemental Budgets (including budget reductions)	Board
C.	<input checked="" type="checkbox"/> Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D.	<input type="checkbox"/> Transfer within Department, except fixed assets, out of a 51XXX	Auditor
E.	<input type="checkbox"/> Establish any new account except fixed assets	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
0017N	20343	526300	HELICOPTER/AIRCRAFT EXPENSE	10,000.00
Total (must equal transfer to total)				10,000.00

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
0017N	20343	545600	INVESTIGATION EQUIPMENT	10,000.00
Total (must equal transfer to total)				10,000.00

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.

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

A) Transfer for unanticipated fixed asset purchase

B) Expenses less than anticipated

C) Expense to be incurred this fiscal year

D) N/A

Approved by Department Signing Authority:

Ron Invery

☐ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature: _____

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

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

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

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




GREGORY J. HAGWOOD
SHERIFF/CORONER

Office of the Sheriff

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

3A2

Memorandum

DATE: January 7, 2014
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Item for the meeting of January 21, 2014

Recommended Action:

Approve budget transfer in the amount of \$13,486.64 and authorize Auditor to return unspent grant funds received in advance.

Background and Discussion:

The Sheriff's Office received a grant award from the U.S. Department of Justice (USDOJ), Drug Enforcement Administration (DEA) for the Domestic Cannabis Eradication & Suppression Program (DCESP) for 2012 in the amount of \$50,000.

The DEA advances the funding to the Sheriff's Office each year and the monies for Agreement #2013-39 were deposited into the County treasury on 06/10/13 on deposit #111791. Unfortunately, the Sheriff's Office was unable to spend all of the funds awarded under the agreement and must return the unspent balance of \$13,486.64 to the DEA.

As per the copy of the 2013 DCESP final quarterly accounting form (copy attached):

Total Amount Received: \$50,000.00

Total Expenditures: \$36,513.36 (approved by DEA)

Balance of Funds Allocated – Not Expended: \$13,486.64 (must be returned to DEA)

Please approve transfer and authorize the Auditor to remit refund payment in the amount of \$13,486.64 to the DEA.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: DCESP Dept. No: 70348 Date 1/7/2014

The reason for this request is (check one):

			Approval Required
A.	<input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B.	<input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C.	<input checked="" type="checkbox"/>	Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D.	<input type="checkbox"/>	Transfer within Department, except fixed assets, out of a 51XXX	Auditor
E.	<input type="checkbox"/>	Establish any new account except fixed assets	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
0017G	70348	51060	OVERTIME	9,980.42
0017G	70348	51100	FICA/MEDICARE/OASDI	1,033.00
0017G	70348	520940	SAFETY EQUIPMENT/EXPENSES	1,075.22
0017G	70348	526300	HELICOPTER/AIRCRAFT EXPENSE	1,398.00
Total (must equal transfer to total)				13,486.64

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
0017G	70348	524400	SPECIAL DEPARTMENT EXPENSE	13,486.64
Total (must equal transfer to total)				13,486.64

Supplemental budget requests require Auditor/Controller's signature

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

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

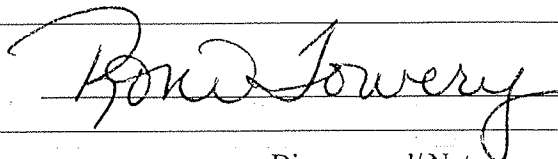
A) TRANSFER TO COVER SHORTAGE IN ACCOUNT NEEDED TO PROCESS REFUND TO DEA

B) GRANT PERIOD HAS ENDED-NO FURTHER EXPENDITURES ALLOWED

C) EXPENSE TO BE INCURRED THIS FISCAL YEAR (REFUND TO DEA)

D) N/A

Approved by Department Signing Authority:



☐ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature: _____

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

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

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

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

COUNTY OF PLUMAS

STATE OF CALIFORNIA

VENDOR/ CLAIMANT **DRUG ENFORCEMENT ADMINISTRATION**
ATTN: LINDA NG, CALIFORNIA DCESP ANALYST
DEA SAN FRANCISCO FIELD DIVISION
ADDRESS **450 GOLDEN GATE AVE, 14TH FL**
P.O. BOX 36035
CITY/ST./ZIP **SAN FRANCISCO, CA 94102**

VENDOR # _____

FUND # **0017G**

ACCOUNT OR CUSTOMER # OR DESCRIPTION	INVOICE NUMBER	CASH ACCOUNT	COUNTY DEPARTMENT	COUNTY ACCOUNT	AMOUNT DOLLARS & CENTS
PLUMAS CO SHERIFF	2013-39	10100	70348	524400	13,486.64

Contract Attached Y/N ____

Sales Tax Journal Attached Y/N ____ # _____

Fixed Asset Form Attached Y/N ____

W/9 Form Attached Y/N ____

The undersigned, under penalty of perjury, states: That the above claim and the items as therein set out are true and correct; that no part thereof has been theretofore paid, and that the amount therein is justly due, and that the same is presented within one year after the last item thereof has accrued.

FIRM NAME

1/21/2014
DATE

BY _____

TITLE _____

SIGNATURE OF CLAIMANT/VENDOR

Auditor's Use Only	DEPARTMENT/DISTRICT APPROVAL:
Vendor #	I hereby certify upon my own personal knowledge that the articles or services specified in the above claim were necessary and were ordered by me for the purpose indicated hereon; that the articles have been delivered or the services have been performed by the claimant as set forth with the exception noted.
Audited	
Input	
Checked	
Date Stamp:	
	Claim is hereby approved for the sum of \$13,486.64
	Signed <u>Ron Jowers</u>
	Title <u>Fiscal Officer</u>
	For Districts
	District _____
	If applicable:
	Second Signature _____

LOA AGENCY 2013 DCESP QUARTERLY ACCOUNTING FORM

THIS FORM IS FOR REPORTING DEA FUNDS ONLY
TO BE COMPLETED BY THE LOA AGENCY AND SUBMITTED TO THE DEA DCESP CONTRACTOR
ALL OTHER FORMS ARE OBSOLETE

State of California
LOA Number 2013 - 39
LOA Agency Plumas County Sheriff's Department (CA)
Quarter October thru December (FINAL)
DEA Accounting No. D-13-SF-0021

This final accounting form, the SF-425 and refund check (if applicable) are due by January 31st. Next year's funding will not be distributed until DEA/HQ has received both documents and the refund check if applicable.

Initial DEA Funds Allocated:

\$50,000.00

Amendment No. 1

Amendment No. 2

Amendment No. 3

DEA Enhancement(s):

\$0.00

\$0.00

\$0.00

Total Amount Received:

\$50,000.00

Reporting Period	Previous Cumulative	Current Quarter	Current Cumulative
Aircraft Expenses	\$27,184.69	\$4,384.37	\$31,569.06
Clothing and Protective Gear	\$0.00	\$0.00	\$0.00
Container/Space Rental	\$0.00	\$0.00	\$0.00
Equipment** (Not to exceed 10% of Allocation)	\$0.00	\$1,424.78	\$1,424.78
Miscellaneous Commercial Contracts	\$0.00	\$0.00	\$0.00
Overtime	\$0.00	\$3,519.52	\$3,519.52
Supplies/ Materials	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Travel/ Per Diem	\$0.00	\$0.00	\$0.00
Vehicle Rental	\$0.00	\$0.00	\$0.00
TOTAL	\$27,184.69	\$9,328.67	\$36,513.36

Total Expenditures to Date:

\$36,513.36

Balance of Funds Allocated - Not Expended:
(Total Funds Allocated - Total Expenditures)

Balance Cannot Exceed Total Amount Received

\$13,486.64

Signature of Agency Official/Title/Date:

Greg Hagwood, Sheriff

01/07/14

Mail ORIGINAL Form to DCESP Contractor

Signature of DEA DCESP Contractor/Date:

Linda K. Ng

450 Golden Gate Avenue, PO Box 36035, San Francisco CA 94102

* Copy of receipts or supporting documents are REQUIRED for all expenses being claimed.

** Equipment expenditures should not exceed 10% of the allocated funds. All purchases must be related to eradication or investigative efforts. Items more than \$1,000.00 (singly or aggregate) require DEA Coordinator approval and more than \$2,500.00 (singly or aggregate) require DEA/HQ approval.

3B

RESOLUTION NO. 14-

A RESOLUTION ADOPTING THE BASIC TAX RATE FOR PLUMAS COUNTY AND THE RATES FOR THE PLUMAS UNIFIED SCHOOL DISTRICT AND THE PLUMAS DISTRICT HOSPITAL BONDS FOR FISCAL YEAR 2013/14

WHEREAS, Government Code §29100 requires that the tax rates be set and approved by the Board of Supervisors.

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

The ad valorem property tax rate for Plumas County is 1% of the assessed value (\$1,000.00 per \$100,000 of assessed value) for the 2013/14 fiscal year, tax year 2013, with the bond rates to be ADDED to the 1% rate as follows:

The additional tax rates for the Plumas Unified School District Bond are affixed at 0.03149% of the Secured assessed value (\$31.49 per \$100,000 of assessed value) and 0.03149% of the Unsecured assessed value for the fiscal year 2013/14, tax year 2013.

The additional tax rates for the Plumas District Hospital Bond, as calculated and approved, by resolution, by the Plumas District Hospital's Board, are affixed at 0.02763% of the Secured assessed value (\$27.63 per \$100,000 of assessed value) and 0.03207% of the Unsecured assessed value for the fiscal year 2013/14, tax year 2013.

The additional tax rates for the Plumas Unified School District and Plumas District Hospital Bonds is affixed at 0.03804% (\$38.04 per \$100,000 of assessed value) of the assessed value of the Unitary/State Board Roll for the fiscal year 2013/14, tax year 2013.

This resolution replaces Resolution No. 13-7926 which set the Plumas Unified School District Bond rate at .03194% for Secured assessed value (\$31.94 per \$100,000 of assessed value) and adjusts the rate to the rate as charged on the tax bills for 2013/2014.

The foregoing, Resolution No. 14-_____ 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 ____ day of _____, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors



**DEPARTMENT OF FACILITY SERVICES
& AIRPORTS**

198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645
(530) 283-6299 FAX: (530) 283-6103



Donald Sawchuk
Director

Date: January 21, 2014

To: Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: **Authorize the Department of Facility Services & Airports to recruit and fill the Airport Manager position at Chester Airport to replace the retiring Airport Manager.**

Recommendation

Authorize the Department of Facility Services & Airports to recruit and fill the Airport Manager position at Chester Airport to replace the retiring Airport Manager.

Background

The current Airport Manager at Roger Field, Chester has given his go Notice. This confirms that he will not renew his employment contract and wishes to retire at it's expiration on March 31, 2014.

Dan English has served the county as Airport Manager / FBO since 1992. Replacing him will be a difficult task. We are very thankful for his years of dedicated service to Plumas County.



Mt. Lassen Aviation

Chester-Rogers Airport

P.O. Box 1158

Chester, CA 96020

(530) 258-3616

November 7, 2013

Dony Sawchuk
Plumas County Airport Director
198 Andy's Way
Quincy, CA 95971

Dear Dony:

I am writing this letter to inform you that I will not be seeking renewal of my Chester-Rogers Field Airport Employment Contract upon its expiration on March 31, 2014. As you know I plan to retire from County Service at that time and this letter serves as official notification pursuant to paragraph 15 of that agreement.

I look forward to working with you during this transition period and hope to help make that transition go as smoothly as possible.

If you need any further information please call me at (530) 258-3616.

Sincerely,

Dan English,
Manager – Chester-Rogers Airport

301


PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268
Robert A. Perreault, Jr., P.E. *Director of Public Works*

AGENDA REQUEST

For the January 21, 2014 Meeting of the Board of Supervisors

Date: January 13, 2014

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Final Revenue Report on the 2013 Public Works Surplus Vehicle Auction;
discussion, possible action and/or direction to staff.

BACKGROUND:

On October 15, 2013, the Board of Supervisors authorized the Department of Public Works to conduct an auction of surplus vehicles.

Other County departments, offices and agencies also became involved and the auction, opened to the public, was concluded on December 18, 2013.

Attached is a copy of the Final "Report of Auction Revenues," dated January 3, 2014.

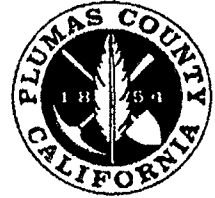
As lead staff person for the auction, Department of Public Works Deputy Director of Public Works Joe Blackwell will be available to answer any questions on the attached report.

RECOMMENDATION:

Public Works staff respectfully recommends that the Plumas County Board of Supervisors accept and file the attached report.

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



Date: January 3, 2014

To: Director of Public Works Bob Perreault

From: Deputy Director of Public Works Joe Blackwell

Subject: Report of Auction Revenues

Following are the lot numbers and the net revenues for each department or agency that participated in the Public Works Auction, completed on December 18, 2013, as administered by Bar None Auction, under contract to the Department of Public Works.

The auctioneer is mailing checks in the net amounts listed below to Public Works. Upon receipt of the checks, they will be distributed to each of the departments or agencies list below:

Plumas County Public Works:

Lot #'s 1-4, 31-34, 38, 39, 42, 44-46 and 56-86

Net: \$42,892.00

County of Plumas:

Lot #'s 6, 7, 9, 11, 13, 16, 18-20, 22-24, 26-29, 41, 43, 47-55, 87 and 88

Net: \$17,385.00

Plumas County CDC:

Lot #'s 8, 13, 35 and 36

Net: \$9,964.00

Plumas County Transportation Commission:

Lot #'s 5, 37

Net: \$5,964.00

Plumas County Office of Emergency Services:

Lot # 40

Net: \$1,170.00

Plumas County District Attorney/Estate of McKenzie:

Lot # 25

Net: \$1,974.00

Plumas County Public Health:

Lot #'s 10, 12, 14, 15, 17

Net \$5,753.00

Plumas County Senior Transportation:

Lot # 21

Net: \$135.00

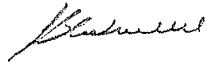
Note – There is no Lot # 30.

Summary –

Total Gross: \$91,730.00

Total Net: \$85,237.00

Total Commission: \$ 6,493.00

A handwritten signature in black ink, appearing to read "K. Williams", is located at the bottom left of the page.

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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 January 21, 2014 meeting of the Plumas County Board of Supervisors

January 13, 2014

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature of Robert Perreault in black ink.

Subject: Budget Transfer from Salary & Benefit accounts to Departmental Transfer, 580000 account.

Background:

During budget reviews it was requested and approved to move a Senior Planner from the Planning Department's allocation and place this allocation within the Public Works Department. This position was established within the Salary and Benefit portion of the Public Works Road Department 13/14 budget.

The actual transition did not take place until December 1, 2013, therefore funds need to be moved from the Road Department Salary and Benefit portion of the budget to Transfers, account 580000 in order to compensate the Planning Department for the employee time spent working for the Road Department while covered under the Planning Departments Salary and wages.

Once this budget transfer takes place the Road Department will create a journal moving funds to compensate the Planning Department for the employees time spent working for the Road Department.

Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors approve the budget transfer as noted above.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: PW Road

Dept. No: 20521

Date 1/7/2014

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
0002	20521	51000	Wages	12,000.00
0002	20521	51070	UI	60.00
0002	20521	51080	Retirement	2,050.00
0002	20521	51090	Insurance	722.00
0002	20521	51100	FICA	918.00
0002	20521	51110	WC	400.00
			Total (must equal transfer to total)	16,150.00

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
0002	20521	580000	Transfer	16,150.00
			Total (must equal transfer to total)	16,150.00

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.

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: gaylatrumbo@countyofplumas.com



DATE: January 14, 2014

TO: The Honorable Board of Supervisors

FROM: Gayla Trumbo, Human Resources Director

Gayla S. Trumbo
*Human Resources
Director*

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
JANUARY 21, 2014.

**RE: APPROVE BUDGET TRANSFER WITHIN THE HUMAN
RESOURCES BUDGET 20035**

IT IS RECOMMENDED THAT THE BOARD:

Approve budget transfer to lower 51000 Regular Wages by \$5,000.00 and transfer \$5,000.00 to Other Wages 51020 in the Human Resources Department 20035.

BACKGROUND AND DISCUSSIONS

The Human Resources Department has been working understaffed due to an employee's extended medical leave over the past nine months. As of December 2, 2013, this employee has been able to return with restrictions to her hours and limited duties. In addition, I am in the process of refilling my Human Resources Technician position. In December I brought before you a request to transfer \$1,500.00 from Regular Wages to Other-wages which you approved. At that time, I was hopeful that my employee who returned to work with restricted duties and hours would be released to full duty within a couple of months. Unfortunately, it does not appear that my employee will be released to full duty therefore; I will need to continue my temporary help through the end of the fiscal year. I am requesting the ability to transfer money from my regular wages to other wages budget line items to support a temporary employee.

The department is able to make this transfer within the department based on the salary savings due to the coordination of Workers Compensation benefits; and the Human Resources Technician II being unfilled for approximately two months.

Thank you in advance for your consideration of this agenda item.



ELLIOTT SMART
DIRECTOR


DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN

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

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

DATE: JANUARY 9, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR JANUARY 21, 2014, CONSENT AGENDA

RE: APPROVAL OF A CONTINUING INTERAGENCY AGREEMENT WITH
THE PUBLIC HEALTH AGENCY FOR NURSING SERVICES IN THE
CHILD WELFARE SERVICES PROGRAM

It is Recommended that that Board of Supervisors

1. Approve a revised agreement between the Department of Social Services and the Public Health Agency for the provision of public health nursing services in the Child Welfare Services program.
2. Authorize the Director of Social Services and the Public Health Director to sign the agreement as the Board's designees.
3. Authorize the Director of Social Services and the Public Health Director to sign extensions of the agreement annually subject to the availability of Child Protective Services funds for this program.

Background and Discussion

On November 4, 1997 the Board of Supervisors approved an interagency memorandum of understanding between the Department of Social Services and the Public Health Department to operate what was then called an Alternative Response and Intervention Program or ART in the Child Protective Services program. Under this construct, the Department of Social Services includes a Public Health Nurse within the response team for allegations of child abuse and neglect. The nurse can provide access to a range of services in conducting a child abuse investigation or in case managing a family in the Child Welfare system. Such services can include environmental assessments, investigation of failure to thrive and obtaining and accessing appropriate health care including the development of health passports for children in foster care.

Recently, the Departments created a revised and restated contract. The revision includes moving the position to 1.00 FTE which was approved in the adopted Departmental budgets for the current fiscal year.

The matter that is before your Board today is to approve the revised and restated MOU and to authorize the Department Heads to sign the agreement. The MOU is for a continuing program so authority is also requested to extend the agreement annually subject to the availability of funds for this purpose.

Financial Impact

There is no financial impact to the county as funds are budgeted for this purpose for the current fiscal year. Funding comes from 100% 2011 Realignment dollars for public safety program and specific to Child Welfare Services.

Other Agency Involvement

County Counsel has approved the agreement as to form.

Copies (memo only): DSS Management Staff
 Mimi Hall, Public Health Director

Enclosure

MEMORANDUM OF UNDERSTANDING
BETWEEN
PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES
AND
PLUMAS COUNTY PUBLIC HEALTH AGENCY

WHEREAS, the Department of Social Services, herein after referred to as DSS, requires that public health nursing services be provided to assure that children serviced through Child Welfare Services (CWS) receive preventive and necessary health care and;

WHEREAS, Plumas County Public Health Agency, herein after referred to as PHA, is willing under the following terms to provide such services:

IT IS THEREFORE AGREED, by DSS and PHA that PHA will perform all activities as described in the "Scope of Work," attached hereto as Attachment A and incorporated herein by this reference. The PHA shall offer its services continuously throughout the term of this Agreement.

I. DUTIES AND RESPONSIBILITIES

A. DSS Responsibilities

1. Provide general and specific tasks and guidance to PHA detailing work or assignments of required nursing services required herein and as described in the "Scope of Work," attached hereto as Attachment A.
2. Provide staff as contact persons who are knowledgeable in the CWS program.
3. Provide operating guidelines, program standards, procedures, instructions and other interpretative material required to carry out this Agreement.
4. Advise PHA in writing of all pertinent existing state regulations and directives pertaining to social services related to this Agreement, and changes thereafter, including those which will be used in monitoring performance under the terms of this Agreement.
5. Provide payment to PHA for nursing services provided by PHA pursuant to this Agreement.
6. Charge PHA for the non-reimbursable County share of cost for services provided by PHA pursuant to this Agreement.

B. PHA Responsibilities

1. Perform professional nursing services required herein and described in the "Scope of Work," attached hereto as Attachment A.
2. Employ and train a Public Health Nurse (PHN) II or higher to perform the services outlined herein.
3. Provide necessary Supervising Public Health Nurse who will supervise the Public Health Nurse position.
4. Submit a quarterly bill to DSS for nursing services rendered pursuant to this Agreement in a form agreed to by the parties.
5. Maintain sufficient records to document time spent by personnel assigned to provide services pursuant to this Agreement for the purpose of payment and financial audit per the guidelines of the CWS program.
6. Maintain mileage records for those personnel requiring reimbursement of transportation pursuant to the nursing services required in this Agreement.
7. Retain auditable records pertaining to service delivery and fiscal control for three (3) years after final payment has been made or until pending County, State or Federal audits are completed, whichever is later. Upon request from DSS, PHA shall make these records available to any and all authorized County, State and Federal personnel.
8. Provide services which require any level of licensing and/or certification by appropriately licensed and certified personnel. Furthermore, PHA shall be responsible for and shall verify that all such certified/licensed personnel maintain their certification or licenses throughout the provision of services under this agreement.
9. Maintain current all the necessary licenses and permits required by the laws of the United States, State of California and all other appropriate governmental agencies during the duration of this Agreement.
10. Comply with U. S. Executive Order 11246, entitled "Equal Employment Opportunity" as amended by the U. S. Executive Order 11375 and supplemented on 41 CFR, Part 60. PHA shall not discriminate against any employee or applicant for employment on the basis of age, race, national origin or age, religion, sex, marital status, political affiliation or physical or mental ability.
11. Abide by the provisions of the U. S. Civil Rights Act of 1964, DSS Manual of Policies and Procedures, Division 21, and Welfare and Institutions Code (WIC), Section 10000, which prohibits discrimination against any service recipient on the basis of age, race, national origin, ancestry, religion, sex marital status, political affiliation or physical or mental disability.

12. Maintain confidentiality of information and records pertaining to individuals pursuant to Welfare and Institutions Code, Section 10850, and DSS Manual of Policies and Procedures, Division 19 regulations.

II. FISCAL PROVISIONS

A. Maximum Amount

The parties will mutually agree upon the FTE value to be assigned to these services. Total payment under this Agreement shall not exceed \$81,000 for salary and benefit costs and \$9,000 for associated support costs such supervision. Subject to mutual agreement, the parties may agree to distribute the total available differently than the manner described above however in no case shall the total compensation to PHA for these services exceed \$90,000 for the period July 1, 2013 through June 30, 2014.

B. Rate of Payment

1. DSS shall pay PHA on a quarterly basis for actual cost of salary, benefits, training and travel pursuant to the classifications required to perform the contracted work.
2. DSS shall pay PHA on a quarterly basis for actual support and overhead costs incurred in the provision of services as outlined in this Agreement.

C. Billing

PHA shall bill DSS for PHA's estimated expenditures for each quarter no later than thirty (30) days prior to the end of each quarter for the duration of this Agreement. Following the end of each quarter, PHA shall adjust its billing for the quarter based on actual expenditures in that quarter. The adjusted billing for each quarter will be used in determining the amount billed for estimated expenses for the following quarter. PHA and DSS shall develop mutually acceptable billing procedures which shall be considered a part of this Agreement by reference.

D. Final Claims

PHA agrees to submit all fiscal claims related to this Agreement within sixty (60) days of the end of this Agreement.

E. Supplantation

PHA shall not supplant any County, State or Federal funds intended for the purposes of this Agreement with any funds made available under any other Agreement. PHA shall not claim reimbursement from DSS for, or apply sums received from DSS, with respect to that portion of its obligations which have been paid by another source of revenue. PHA agrees that it will not use funds received pursuant to this Agreement, whether directly or indirectly, as a contribution of compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of DSS.

F. Audits and Records

1. PHA agrees to coordinate with DSS in the performance of this Agreement, including the timely preparation and maintenance of accurate and complete financial records for a minimum of three (3) years from the date of final payment under this Agreement until all pending County, State and Federal audits are completed, whichever is later. PHA agrees to maintain such records locally and make them available for inspection by County, State and Federal representatives at all reasonable times.
2. DSS reserves the right to conduct an independent program audit for the purpose of compliance with applicable requirements relative to this Agreement.

III. ELIGIBILITY

PHA will take steps to assure that the billed activities meet the criteria for the Title XIX, Child Welfare Services Skilled Professional Medical Services program, namely, that allowable activities would be limited to helping Medi-Cal eligible children gain access to health related services. PHA agrees to maintain records documenting the above and to submit verification of such eligibility to DSS on request.

IV. GENERAL PROVISIONS

A. Terms of Agreement

This Agreement shall be effective from July 1, 2013 through June 30, 2014. Subject to the mutual consent of both parties, this Agreement is self-renewing unless terminated in writing. As part of the self renewal process, the parties shall agree on compensation for additional periods.

B. Alteration of Terms

This Agreement fully expresses all understandings of the parties concerning all matters covered and shall constitute the total agreement. No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers agents or employees shall be valid unless made in the form of a written amendment to this Agreement, which is formally approved and executed by both parties.

C. Termination

1. The obligation of DSS under this Agreement is contingent upon the availability of County, State and Federal funds for the reimbursement of DSS's expenditures. In the event that such funding is terminated or reduced, DSS shall determine whether this Agreement shall be terminated or DSS's maximum obligation reduced. DSS shall provide PHA with written notification of such determination. In such a case, DSS may terminate this Agreement within five (5) days' notice, which shall be deemed served five days from the date of mailing.

2. This Agreement may be terminated by either of the parties for any reason with a thirty (30) calendar day written notice to the other party.

D. Notices

All notices, claims, reports and/or statements authorized or required by this Agreement shall be addressed as follows:

DSS: Plumas County Department of Social Services
270 County Hospital Road, Suite 207
Quincy, CA 95971
Attn: Elliott Smart, Director

PHA: Plumas County Public Health Agency
270 County Hospital Road
Quincy, CA 95971
Attn: Mimi Hall, Director

E. Hold Harmless

Each party shall indemnify and hold harmless the other party from liability or damages resulting from its own acts or omissions including those of its officers or employees in the performance of this Agreement.

F. Independent Capacity

Each party shall act in an independent capacity and not as an agent of the other.

G. Signatories

DSS and PHA both warrant that this Agreement shall be executed by their respective authorized representatives.

H. Audit

Reimbursement provided under the terms of this Agreement is subject to any desk or field audits performed by the State Department of Social Services and/or the Office of the State Controller.

IN WITNESS WHEREOF, the duly authorized representatives of both parties shall fully and faithfully perform all applications set forth in this Agreement and Attachments attached hereto.

Executed this _____ day of _____, 20 .

COUNTY OF PLUMAS

Mimi Hall, Director
Public Health Agency

COUNTY OF PLUMAS

APPROVED AS TO FORM


County Counsel, Deputy 12/21/13

Elliott Smart, Director
Department of Social Services

SCOPE OF WORK

I. PUBLIC HEALTH NURSE

The Public Health Nurse (PHN) will work under the supervision of the Supervising PHN and the day to day management of the Child Protective Services (CPS) Supervisor to operate an interagency, interdisciplinary system to assure that children served through Emergency Response (ER), Alternative Response Program (ARP) and children involved in ongoing services with Children's Services receive preventive and necessary health care. The PHN will work with children with Special Health Care needs who are referred to Children's Services. She/he will provide ongoing monitoring and documentation of Health Care for all children placed in foster care as the Child Health Disability Prevention (CHDP) Foster Child Health Care Public Health Nurse.

A. CHILD PROTECTIVE SERVICES (CPS) EMERGENCY RESPONSE (During first thirty days of service)

1. Provide consultation to Children's Services Social Workers on individual cases, including, but not limited to:
 - Medical Information
 - Health Care Resources
 - Guidance in prioritizing health care needs
2. Home visits with families referred by Children's Services Social Workers for medical data and assessment needs. (May include, but is not limited to, environmental assessment, maternal-infant bonding, physical assessment, growth and developmental assessment.)
3. Consult with child's physician/health care provider as needed: obtain medical information needed for health planning and to ensure the safety of the child.
4. Provide child health in-service and education to Children's Services Social Workers, foster parents and biological parents.

Attachment A

5. Provide home-based nursing interventions on individual cases, including, but not limited to: monitoring growth parameters on failure-to-thrive and children at high risk for failure-to-thrive, physical care of the child, obtaining and accessing appropriate health care provider(s), maternal-infant bonding, referring to child care and parenting classes.
6. The PHN will track outcomes, monitor if health care problems receive appropriate and timely attention, provide documentation and determine if recommendations are followed. A nursing file will be kept for those families for which a nursing consultation has been requested.
7. Participate in multi-disciplinary case consultation and make recommendations regarding health needs and status, and on necessary follow-up activities.
8. Input contacts and health information to Child Welfare Services – Case Management System.

B. ALTERNATIVE RESPONSE PROGRAM (Referrals evaluated out to PHN)

1. Home visits with families referred by Children's Services Social Workers for medical data and assessment needs. (May include, but is not limited to: environmental assessment, maternal-infant bonding, physical assessment, growth and developmental assessment.)
2. Consult with child's physician/health care provider as needed to obtain medical information needed for health planning and to ensure the safety of the child.
3. Provide child health education to biological parents.
4. Provide home-based nursing interventions on individual cases, including, but not limited to: monitoring growth parameters on failure-to-thrive and children at high risk for failure-to-thrive, physical care of the child, obtaining and accessing appropriate health care provider(s), maternal-infant bonding, referring to childcare and parenting classes.
5. Keep log of cases received, track outcomes, monitor if health care problems receive appropriate and timely attention, and if recommendations are followed. Keep a separate ARP file.
6. Participate in multi-disciplinary case consultation and make recommendations regarding health needs and status; and on necessary follow-up activities.

Attachment A

C. CHDP – FOSTER CHILD HEALTH CARE PROGRAM (Children Placed in out of home care)

1. Identify and track each child coming into initial placement to assure that each child receives a medical and dental assessment according to health standards.
2. Provide PM 160 follow-up (diagnosis and treatment of suspected medical problems) for Foster Children. PHN will track until identified medical/dental needs are resolved or child is returned home.
3. Provide child health and development consultation in-services and education to Children's Services Social Workers, foster and biological parents, Probation Department and Foster Family Agencies. Information may include, but is not limited to, managing existing medical conditions, preventive medical services, treatments, and modification of the environment to meet health needs.
4. Review medical information, summarize and enter pertinent information to a health passport system for individual foster care children, to provide a mechanism for continuity of health care for children in foster placement. Especially pertinent for those children experiencing multiple placements within the foster care systems; the health passport will travel with the child or be reproduced for each new foster placement including input of information to CWS-CMS system. Health care binders to follow children. Follow-up with biological parents when child returns home.
5. Review and evaluate each child's medical history in relation to eligibility for Social Security Disability; provide information to SSI, assist with completing the SSI Disability Evaluation process.
6. Participate in multi-disciplinary case consultations to provide explanations and recommendations regarding preventive and acute care procedures, necessary care and appropriate interventions.
7. The attached duty statement provides added details and is hereby incorporated by reference.

Attachment A

D. FAMILY REUNIFICATION, FAMILY MAINTENANCE, PERMANENCY PLANNING ONGOING CASES

1. Provide consultation to Children's Services Social Workers on individual cases, including, but not limited to:
 - Medical Information
 - Health Care Resources
 - Guidance in prioritizing health care needs
2. Home visits with families referred by Children's Services Social Workers for medical data and assessment needs. (May include, but is not limited to, environmental assessment, maternal-infant bonding, physical assessment, growth and developmental assessment.)
3. Consult with child's physician/health care provider as needed: obtain medical information needed for health planning and to ensure the safety of the child.
4. Provide child health in-service and education to Children's Services Social Workers, foster parents, biological parents and Foster Family Agency Social Workers.
5. Provide home-based nursing interventions on individual cases, including, but not limited to: monitoring growth parameters on failure-to-thrive and children as high risk for failure to thrive, physical care of the child, obtaining and accessing appropriate health care provider(s), maternal-infant bonding, referring to child care and parenting classes.
6. Keep log of cases received, track outcomes, monitor if health care problems receive appropriate and timely attention, if recommendations are followed and input into CWS-CMS nursing folder.
7. Participate in multi-disciplinary case consultation and make recommendations regarding health needs and status; and on necessary follow-up activities.
8. Provide support to foster parents and social workers leading to action to prevent, correct or stabilize a health condition including participation in hospital discharge planning.

E. SUPERVISION

The Supervising PHN will work under the direction of the Director of the Public Health Agency in coordination with the Department of Social Services Children's Services Supervisor.

1. Provide training and direct supervision to the Public Health nursing staff.
2. Plan and coordinate orientation of new staff.
3. Prepare and keep current orientation manuals, written procedures, reports and statistical information.
4. Coordinate the system that ensures foster care children obtain all Child Health Disability Prevention (CHDP) health assessment components of the CHDP exam according to CHDP medical guidelines and periodicity schedule.
5. Develop, monitor and evaluate a comprehensive system for tracking and documenting health care services.
6. Direct consultation and training services for child welfare staff, foster parents, natural parents and other agencies re: health needs of children receiving child welfare services and the resources available to meet those needs.
7. Monitor and assure compliance with the Department of Social Services (DSS) and the Public Health Agency (PHA) interagency agreement and policies and participate in negotiating changes.
8. Perform in-house audit reviews for Quality Assurance, to include CHDP compliance. Assists PHN with documentation required for local, state and federal CHDP reviews and reports as needed.
9. Complete the written evaluation for the Social Services PHN. The evaluation will incorporate written and verbal information provided by the Children's Services Supervisor to the Supervising PHN.

II. CHILDREN'S SERVICES SUPERVISOR

The Children's Services Supervisor will work under the direction of the DSS Deputy Director in coordination with the Supervising PHN to:

1. Provide ongoing case supervision and evaluation for all cases assigned to the PHN.
2. Make assignments of appropriate cases for nursing intervention under ARP.
3. Provide written and verbal input to the Supervising PHN when performance evaluations are completed by the Public Health Agency.
4. Monitor and assure compliance with the DSS and the PHA interagency agreement and policies and participate in negotiating changes.
5. Meet regularly with the PHN to provide Child Welfare Services (CWS) perspective and to monitor compliance with CWS policies, especially confidentiality requirements.
6. Monitor completion of Health Passport and input to computer for each foster child.

**DUTY STATEMENT
PUBLIC HEALTH NURSE II
CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
HEALTH CARE FOR FOSTER CHILDREN**

I. Definition

Under direction, to promote appropriate health care services for children in out-of-home placement; collaborates and consults with social workers; recognizes that the child's social worker is ultimately responsible for addressing the child's educational, emotional and medical needs; works primarily as a consultant and facilitator to services; and to do related work as required.

II. Distinguishing Characteristics

This is the experienced, journey level in the Public Health Nurse class series. Assignments are performed on a relatively independent basis. Reports directly to the PHN III and the CWS Supervisor. This class is distinguished from the Public Health I by the requirement of work experience and background in public health nursing. Incumbents may be responsible for directing a specific public health program on a Countywide basis or serving as a coordinator for various State programs at the County level.

III. Example of Duties – Enhanced Duties

A. Assessment, Case Planning & Coordination – 35%

Using skilled medical knowledge:

- 5% Assesses the status of the client regarding the availability of foster parents, transportation and the need for other services.
- 10% Provides follow-up to assess/reassess clients medical and support needs and evaluate and amend the health care plan as needed.
- 10% Analyzes assessment data and follows up with clients, Foster Family Agencies (FFA), the County Department of Social Services (DSS), Probation Department and providers where problematic trends are detected.

Attachment B

- 10%** Prioritizes medical needs and coordinates client referrals and resources and acts as an advocate to ensure access and delivery of services.

B. Medical Consultation – 30%

Using skilled medical knowledge:

- 2%** Assists in evaluation of the medical provider/system capacity and availability and network to provide solutions.
- 3%** Provides technical consultation to DSS, FFA, Probation and Foster parents regarding clients with special medical needs.
- 5%** Review literature and research articles to apply up-to-date knowledge in delivery of health care services to foster children.
- 20%** Provides technical assistance to medical practitioners and community CHDP provider staff.

C. Provider Relations & Resource Development – 10%

Using skilled medical knowledge:

- 5%** Provides feedback to referral agencies and/or network medical service providers.
- 5%** Advocate for accessible health care services for foster children in Plumas County.

D. Medical Training – 5%

Using skilled medical knowledge:

- 1%** Participates in State conducted medical training sessions and meetings.
- 2%** Assists in developing, conducting and/or participating in provider workshops addressing the needs of foster children.
- 2%** Assists in developing and implementing staff training and orientation to Program medical procedures and protocols.

E. Quality Assurance – 10%

Using skilled medical knowledge:

10% Reviews medical record keeping and data collection for quality indicators.

IV. Examples of Duties – Non-Enhanced Activities – 10%

- 1%** Attend staff meeting and non-Program specific in-service orientation and other staff development activities.
- 1%** Assists with scheduling appointments and/or arranging transportation.
- 3%** Assists in the development and implementation of Program evaluation.
- 5%** Performs general administrative activities such as maintaining files, records and documentation.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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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: January 13, 2014

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for January 21, 2014

Item Recommendation: Approve an Agreement with Dr. Mark Satterfield to act as the County Health Officer/Medical Director from January 1, 2014 through June 30, 2014.

Background Information: As the Board is aware, State Health and Welfare Code mandates that each county provided the services of a County Health Officer/Medical Director. The County Health Officer is required to act as Medical Director for supervision of mid-level providers, oversee all clinical procedures, and public health nursing protocols. In recent years the Health Officer's role has expanded to include Public health Emergency Preparedness. The Plumas County Health Officer has traditionally demonstrated leadership during disasters and is responsible for medical oversight of the County Emergency Medical System.

The term of this Agreement is January 1, 2014 through June 30, 2014 and in the amount of \$16,500.00.

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



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for January 21, 2014

Recommendation: Approve an Agreement between Western Governors University and Plumas County Public Health agency to provide professional experiences to nursing students, and authorize the Director of Public Health to sign as the Board's designee.

History/Background: The Western Governors University has a baccalaureate degree nursing program, and Public Health Departments are appropriate sites for students to receive clinical practicum experience.

Due to the fact that the agreement is governed by Utah law, and attorneys working in County Counsel's office are not licensed to practice law in Utah, County Counsel could not approve the agreement to form. However, upon review of this agreement, County Counsel did not identify any significant issues and recommended that the department bring the agreement to the Board of Supervisors for approval.

At this time the Board is requested to approve and authorize the Director of Public Health to sign the agreement with Western Governors University to accept nursing services for internships with the Public Health Agency



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Date: January 13, 2014

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for January 21, 2014

Item Description/Recommendation: Approve and authorize the Chair to sign the following Agreements related to Emergency Preparedness Program for FY 2013-2014: HPP1314PDH - Plumas Hospital District, HPP1314EPH - Eastern Plumas Health Care, HPP1314SHD - Seneca Healthcare District, HPP1314CVRC - Country Villa Quincy Healthcare Center and HPP1314GRVL - Greenville Rancheria.

History/Background: As the Board may recall, Plumas County Public Health Agency receives funding each year from the California Department of Health Services, Emergency Preparedness Office to improve local public health department preparedness and ability to respond to bioterrorism for the Hospital Preparedness Program. Often, in an effort to work effectively and efficiently Public Health contracts with providers to extend programs and/or provide services for various programs.

Each agreement has been reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review. Please contact me if you have questions, or need additional information. Thank you.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khin Hall, MPH, CHES, Director

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Date: January 6, 2014

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for January 21, 2014

Item Description/Recommendation: Approve Amendments to the following agreements for the Medi-Cal Administrative Activities Program, and direct the Chair to sign: MAA1215PCCFC-1 Plumas County Children & Families Commission, MAA1215PROB-1 Plumas County probation Department, MAA1215EPHC-1 Eastern Plumas Health Care, MAA1215RHC-1 Roundhouse Council & MAA1215PCIRC-1 Plumas Crisis Intervention & Resource Center.

Background Information: Plumas County Public Health Agency has participated in the Medi-Cal Administrative Activities (MAA) Program for the past several years. This program allows counties, through a system of time studies and cost reports to enhance existing time and activities performed by specific staff relating to administration of Medi-Cal related services. Staff time and activities are enhanced with Federal funds using a formula based on staff classification, organizational structure and duty statements.

The goal of the Medi-Cal Administrative Activities Program is to ensure that local assistance is provided to Medi-Cal eligible individuals, and their families in facilitating their receipt of services and activities from the Medi-Cal Program.

Recently the Department of Health Care Services received an Audit Finding from the Centers for Medicare And Medicaid Services (CMS) requesting that the current language in Exhibit B and E of the contract be amended to include the Catalog of Federal Domestic Assistance (CFDA) number for this program.

The Agreement Amendments were reviewed and approved by 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.

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