



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 MARCH 11, 2014 TO BE HELD AT 10:15 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

10:00 – 10:15 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

10:15 A.M. **CALL TO ORDER/ROLL CALL**

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Brief announcements by, or brief reports on their activities by County Department Heads

ACTION AGENDA

Convene as the Flood Control & Water Conservation District Governing Board

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

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

1. FLOOD CONTROL & WATER CONSERVATION DISTRICT – Robert Perreault/Randy Wilson

- A. Report on the status of the public negotiations with the California Department of Water Resources and the State Water Contractors having to do with the State Water Project Contract Extension. Discussion, possible action and/or direction to staff
- B. Approve and authorize the Director of Planning/Co-Manager of the Flood Control District to sign Professional Services Contracts for work on the Integrated Water Management Plan update for the Upper Feather River Watershed. Contracts are between the Plumas County Flood Control and Water Conservation District and:
 - Uma Hinman Consulting - \$153,919
 - Plumas Corporation - \$78,000
 - California Indian Environmental Alliance - \$18,860
 - Deer Creek Resources, LLC - \$56,899
 - Plumas Geo-Hydrology - \$34,000
 - Sierra Institute for Community and Environment - \$5,000
 - Kennedy Jenks - \$163,132

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

2. COMMUNITY DEVELOPMENT COMMISSION – David Keller

Adopt **RESOLUTION** adopting a Memorandum of Understanding between Plumas County and the Plumas County Community Development Commission regarding Operation of the Community Development Block Grant (CDBG) Program and authorizing the Chair to sign Active CDBG Grant Agreements; and authorize the Chair to sign the Memorandum of Understanding. **Roll call vote**

3. **DEPARTMENTAL MATTERS**

- A. **SOCIAL SERVICES** – Elliott Smart
 - 1) Presentation of Social Services Trends report for quarter ending December 31, 2013
 - 2) Authorize the Department of Social Services to fill vacant, funded and allocated .50 Deputy Public Guardian position. Discussion and possible action
 - 3) Subject to procedures approved by the Auditor/Controller, authorize the Department of Social Services to purchase a memorial bench dedicated in memory of Betty Cortez-Young; and authorize the Facility Services Department to assist with installation of the bench upon delivery. Discussion and possible action
- B. **TREASURER/TAX COLLECTOR** – Julie White
 - 1) Discussion and possible action regarding the Debt Advisory Committee established by adoption of Resolution 92-5392
 - 2) Authorize the Treasurer/Tax Collector to fill 1.0 FTE Treasury/Tax Specialist I/II (1295/1429 Range) allocated, unfunded position; and appropriate \$14,170 from the General Fund Contingency to cover costs for the remainder of FY 2013-2014. **Four/fifths required roll call vote**
- C. **SHERIFF** – Greg Hagwood
 - 1) Approve budget transfer of \$23,419 for the 2011 Homeland Security Grant budget from fixed asset accounts to services & supply accounts. Discussion and possible action
 - 2) Approve budget transfer of \$850 from Group Insurance to Clothing Allowance for the SB678-Sheriff budget for initial clothing allowance for new deputies. Discussion and possible action
- D. **PUBLIC HEALTH AGENCY** – Mimi Hall
Veterans Services – Receive and file Plumas County Veterans Services update
- E. **COUNTY COUNSEL** – Craig Settlemire
 - First Amendment to Services Agreement with Law Office of Linda L. Daube increasing maximum compensation from \$10,000 to \$15,000: Approve contract amendment, authorize the Chair to sign the same, and direct that payment for services rendered pursuant to the contract be made by the department that is the subject of an investigation; or give other direction to staff

4. **BOARD OF SUPERVISORS**

- A. Ratify letter dated February 27, 2014 to the California Department of Public Health regarding Nor-Cal EMS and California Department of Public Health Settlement Hearing. Discussion and possible action
- B. Appropriate \$1,000 from the General Fund Contingency to Feather River College for *Business Plan Competition* to be held on March 28, 2014. **Four/fifths required roll call vote**
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.

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) SHERIFF

- 1) Adopt **RESOLUTION** authorizing the Sheriff to apply for Grant Funds (State of California Department of Parks and Recreation Off-Highway Vehicle Grant Funds)
- 2) Approve and authorize the Chair to execute contract between Plumas County and DuPont Power Tools, LLC of \$35,000 for service to Sheriff's snowmobiles and boats. Approved as to form by County Counsel

B) PUBLIC HEALTH AGENCY/VETERANS

- 1) Approve and authorize the Chair to execute letter to Ted Gaines, California State Senate in support of SB296 for increased State assistance to County Veterans Services
- 2) Approve and authorize the Chair to execute Memorandum of Understanding, effective April 11, 2014 between Plumas County Children and Families Commission and the County of Plumas (Proposition 10). Approved as to form by County Counsel
- 3) Adopt **RESOLUTION** to accept Standard Agreement Amendment No. 13-20065-A01 from the California Department of Public Health, Office of AIDS for funding the HIV Care Program from July 01, 2013 through March 31, 2016 of \$504,907; and authorize the Director of Public Health to sign Amendments

C) MENTAL HEALTH

Approve and authorize the Chair to execute a one-time contract with West Hills Hospital of \$13,335 for inpatient psychiatric services. Approved as to form by County Counsel

D) PUBLIC WORKS

Solid Waste: Approve budget transfer of \$10,993 for FY 2013-2014 Solid Waste Operations budget adjustment

E) INFORMATION TECHNOLOGY

Approve payment of software support invoices for ESRI of \$6,781.25; and Strategy 7 Corp. of \$11,610 without a contract as included in the 2014 Budget

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Threat to Public Services or Facilities: Consultation with Plumas County Sheriff Greg Hagwood
- 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 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, March 18, 2014, Board of Supervisors Room 308, Courthouse, Quincy, California.



1B

PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

Date: March 11, 2014

To: Honorable Chair and Governing Board Members of the Plumas County Flood Control and Water Conservation District

From: Randy Wilson, Planning Director and Co-Manager Plumas County Flood Control and Water Conservation District

Subject: Discussion and consideration of approval of professional services contracts for work on the Integrated Water Management Plan Update for the Upper Feather River Watershed.

Background:

These contracts are with the Plumas County Flood Control and Water Conservation District and are funded by the grant with the Department of Water Resources, which was approved by your Board on February 11, 2014, to update the Integrated Regional Water Management Plan for the Upper Feather River Watershed. The update of the IRWM plan will take 2 years to complete.

Staff Comment:

The IRWM update, financed by the Department of Water Resources, through a grant requires several professional service contracts to complete due to the Plumas County Flood Control and Water Conservation District's limited staffing. Attached are 7 professional services contracts for your Board's consideration. Attached to each contract is Exhibit A, Scope of Work. Below is a summary of the contracts.

Uma Hinman Consulting-Uma has liability insurance-she is a critical player in that she will write the IRWM update.

Plumas Corporation-Plumas Corporation has liability insurance-Plumas Corporation will provide critical fiscal support and support for IRWM related meetings.

California Indian Environmental Alliance-no liability insurance-the California Indian Environmental Alliance will provide assistance Tribal engagement.

Deer Creek Resources, LLC-no liability insurance-Deer Creek Resources, LLC, will provide overall data assistance.

Plumas GeoHydrology-has liability insurance-Plumas GeoHydrology will provide professional hydrological assistance for the IRWM update.

Sierra Institute for Community and Environment-has liability insurance-Sierra Institute will provide assistance on Disadvantaged Community engagement.

Kennedy Jenks-has liability insurance-Kennedy Jenks will provide consulting support including review of the plan update to insure consistency with Prop 84 IRWM plan standards.

ACTIONS FOR CONSIDERATION:

Staff recommends the Governing Board of the Plumas County Flood Control and Water Conservation District take the following action:

Approve the attached professional services contracts for work on the Integrated Water Management Plan update for the Upper Feather River Watershed and authorize the Planning Director/Co-Manager of the Plumas County Flood Control and Water Conservation District to sign the contracts.

Attachments:

Professional Services Contract with Uma Hinman Consulting

Professional Services Contract with Plumas Corporation-Plumas Corporation

Professional Services Contract with the California Indian Environmental Alliance

Professional Services Contract with Deer Creek Resources, LLC

Professional Services Contract with Plumas GeoHydrology

Professional Services Contract with the Sierra Institute for Community and Environment

Professional Services Contract with Kennedy Jenks

Resolution No. _____ 1

**AUTHORIZATION TO ADOPT MEMORANDUM OF UNDERSTANDING BETWEEN
PLUMAS COUNTY AND THE PLUMAS COUNTY COMMUNITY DEVELOPMENT
COMMISSION REGARDING OPERATION OF THE COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROGRAM AND AUTHORIZING THE CHAIRPERSON TO
SIGN ACTIVE CDBG GRANT AGREEMENTS**

WHEREAS, the Plumas County Community Development Commission (PCCDC) has operated the Plumas County Community Development Block Grant (CDBG) Program since 1984 pursuant to Section 2-2.209 of Ordinance No. 84-559, and

WHEREAS, the State of California Department of Housing and Community Development (HCD) has requested a Memorandum of Understanding (MOU) between the parties to further clarify the PCCDC responsibilities as set forth in the Ordinance, and

WHEREAS, HCD has additionally mandated that the Chairperson of the Plumas County Board of Supervisors retroactively sign open CDBG Grant Agreements that had been previously signed by the Executive Director of PCCDC,

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Supervisors approves the MOU between Plumas County and PCCDC governing the operation of Plumas County's CDBG program by PCCDC and authorizes the Chairperson of the Plumas County Board of Supervisors and the Executive Director of the Plumas County Community Development Commission to execute the MOU,

And furthermore, the Board of Supervisors authorizes the Chairperson to retroactively execute the signature page of the three open CDBG Grant Agreements and any Amendments or Extensions to those Grant Agreements should the need arise. The open Grant Agreements are:

10-STBG-6734 General Allocation – “Plumas Rural Services Building”
10-DRI-6788 Disaster Recovery Initiative – “Tobin Water/Planning”
12-CDBG-8407 “Microenterprise/Planning/Income Surveys”

ADOPTED AND APPROVED THIS 4th day of March 2014, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jon Kennedy, Chairperson

ATTEST:

Nancy DaForno, Clerk of the Board

Memorandum of Understanding
Between
Plumas County
And
The Plumas County Community Development Commission

This Memorandum of Understanding (MOU) sets forth the relationship (roles and responsibilities) between Plumas County (County) and the Plumas County Community Development Commission (PCCDC) in connection with the Small Cities Community Development Block Grant Program (CDBG) administered by the California State Department of Housing and Community Development (HCD).

This MOU has been created at the request of HCD with the goal of complementing, enhancing, and clarifying Plumas County Ordinance No. 84-559 delegating responsibility for the CDBG program to PCCDC.

Specifically, the Ordinance amended Chapter 2 of Title 2 of the Plumas County Code by adding Article 2 to establish the Community Development Commission.

Section 2-2.209 of the Ordinance, entitled “Community Development Block Grants”, states, “The Commission is specifically charged with application for Community Development Block Grant funds for the County, and with the administration, implementation, operation, and fiscal accounting and control of all Community Development Block Grant programs funded to the County.”

Therefore, both the County and PCCDC agree to the following principles/provisions as they relate to the CDBG program:

Application and Grant Agreement Signature Authorization

Any CDBG application shall be signed by the Chair of the Board of Supervisors or his/her designee.

Any Grant Agreement between HCD and the County shall be signed by the Chair. The Chair shall sign any other documents directly related to a CDBG Grant Agreement, such as (but not limited to) a Request for a Modification in the Grant agreement terms, and any Amendments to a Grant Agreement.

PCCDC as County Agent for CDBG matters.

Although PCCDC is not a signatory to any CDBG Grant Agreements, in its role as the County designated Agency to administer and implement all CDBG programs and activities (Ordinance 84-559), PCCDC shall be subject to all applicable provisions of any CDBG Grant Agreement and agrees to comply with all applicable Federal and State Laws and Regulations governing the CDBG program including but not limited to Title 24 Part 570 of the Code of Federal Regulations.

In its role as administrator of the CDBG program on behalf of the County, PCCDC may elect to enter into subrecipient agreement (s) and/or subcontract (s) to implement any or all part of any CDBG Grant Agreement and/or Revolving Loan Account (s).

CDBG Program Administration, Implementation and Operation

For every activity contained in a CDBG Grant Agreement, PCCDC shall prepare and submit to the County a Scope of Work, Budget, Goals and Performance Measures, and Timeline to the County for review and approval. This includes any activities funded by any Revolving Loan Account or by any Program Income.

PCCDC shall prepare and sign all programmatic reports as required by HCD

In conjunction with a no-less-than quarterly financial report (see below), PCCDC shall present a comprehensive report of the all CDBG activities to the County, including the status of each open grant and any RLA activities.

Financial Management and Signature Authorization

PCCDC shall present a financial report to the County no less than each quarter on every open Grant, including any activities funded by any Revolving Loan Account or by any Program Income).

PCCDC shall prepare and sign all financial reports as required by HCD for the implementation of all CDBG project (s). Copies shall be made available to the County.

PCCDC shall maintain detailed Books of Account on all CDBG activities which shall be available for review by the County.

PCCDC's CDBG Books of Account shall serve as a subsidiary ledger for the County's CDBG account and will be incorporated into the annual County audit.

As part of PCCDC's financial management of the CDBG program on behalf of the County, the County expressly authorizes PCCDC to designate a staff member(s) to be the authorized signature (s) to sign the document titled "Authorized Signature Card for Request of Funds" for any CDBG grant received by the County and the associated Funds Requests. The PCCDC governing board shall, by Resolution, make the signature authority determination.

County oversight of the CDBG Program

The County shall monitor the performance of PCCDC against the approved Goals and Performance measures.

The County shall take any action as it deems appropriate in the event of substandard or non performance.

PCCDC shall make available any information, documents or materials related to any CDBG grant agreement to the County upon request.

County of Plumas

Plumas County Community
Development Commission

Date

Date

Approved as to Form

Date



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART
DIRECTOR

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

DATE: FEBRUARY 26, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR MARCH 11, 2013

RE: SOCIAL SERVICES TRENDS REPORT

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

A handwritten mark or signature in blue ink, appearing to read "14".

It is Recommended that the Board of Supervisors

Receive and file the Social Services Trends report.

Background and Discussion

Social Services Trends is a quarterly report to the Plumas County Board of Supervisors and the citizens of Plumas County. The report provides information regarding public assistance caseloads and workload trends for services that are offered by the Department of Social Services. The report being delivered to the Board today includes case count and work load data through December 31, 2013.

Copies: PCDSS Management Staff
Members of the Human Services Cabinet

Enclosure

SOCIAL SERVICES TRENDS

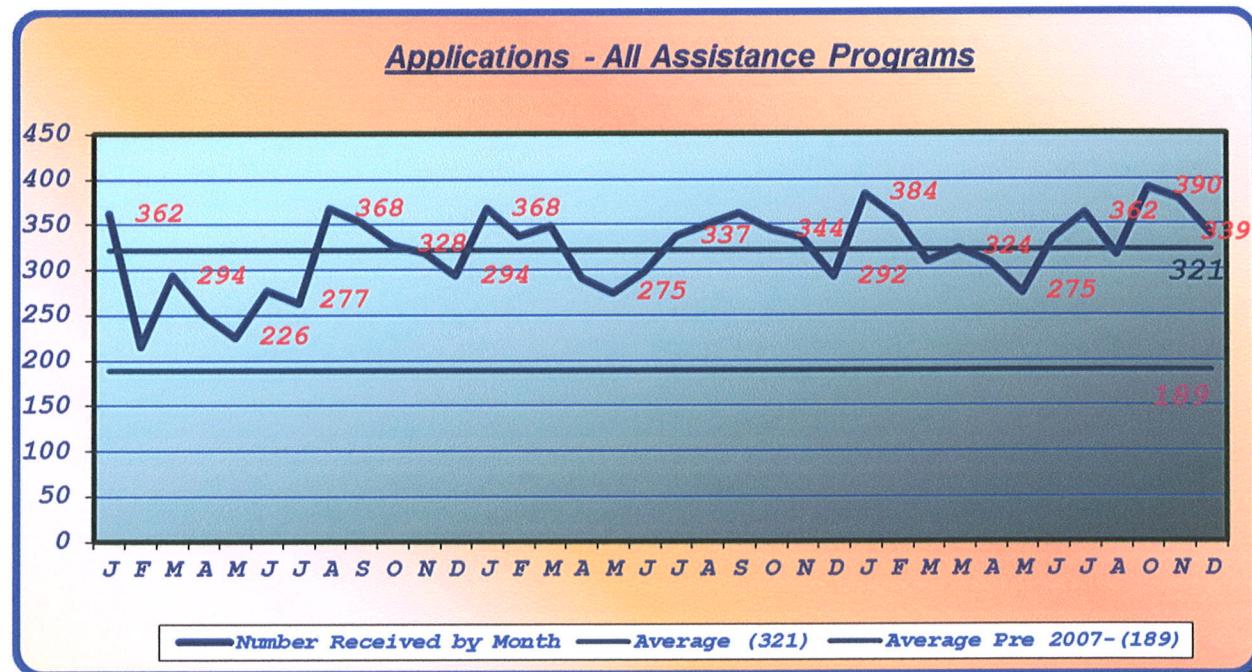
Quarter Ending: December 31, 2013

Social Services Trends is a quarterly report to the Plumas County Board of Supervisors and members of the public. This report provides case counts, application data, referrals for services and other workload information in the Department of Social Services. This edition of Trends includes case counts and workload data for the three-month quarter that ended December 31, 2013. The Department welcomes questions regarding the information contained in this report or about our programs and services. Additional information regarding our programs is available by calling (530) 283-6350 or by accessing the Plumas County web site at www.countyofplumas.com.

I. WELFARE TO WORK & PUBLIC ASSISTANCE DIVISION

A. APPLICATIONS RECEIVED

Applications for assistance (CalWORKs, CalFresh, Medi-Cal) have continued to reach counts that are above 300 per month. This continues a pace that is significantly above application counts prior to 2007. From 2000 through 2007, the period prior to the recession, the Department averaged 189 applications per month. For the period following the recession, the average is up to 321 per month. As has been reported in the past, more than half of our applications are for medical assistance programs (Medi-Cal, Path2Health or CMSP).



CONTINUING CASES

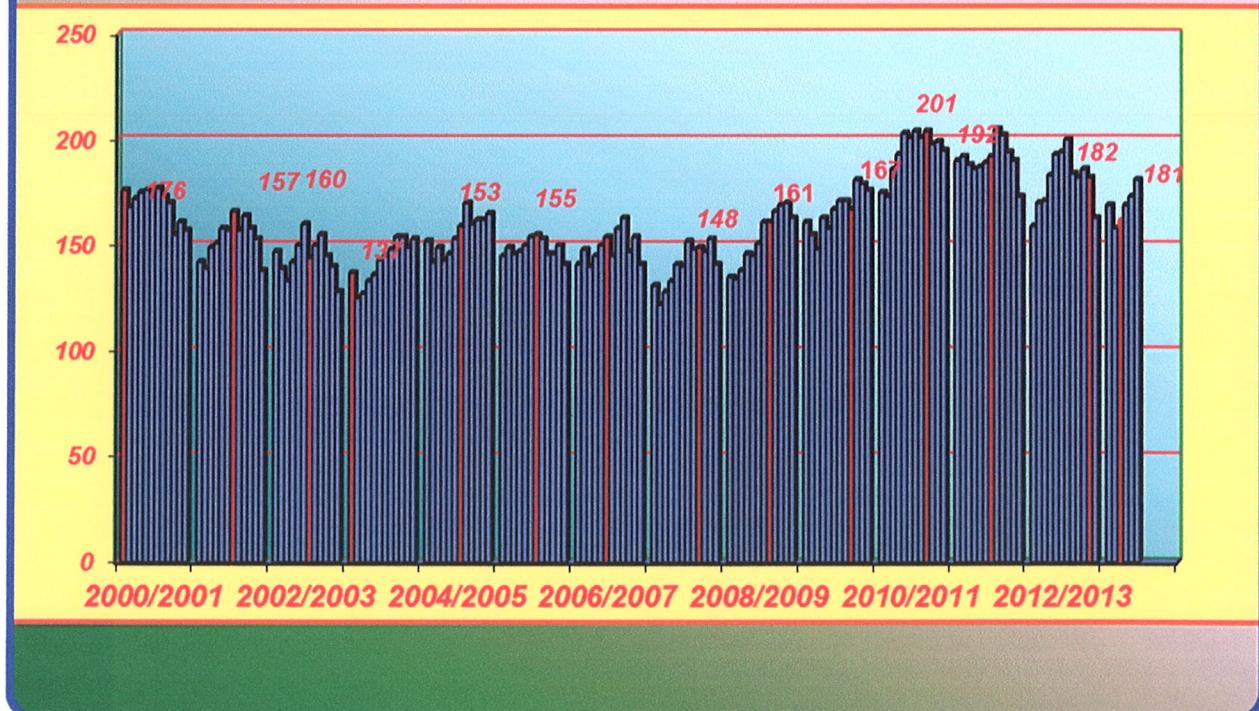
(1). Cash Assistance (AFDC/CalWORKs)

The case count for CalWORKs assistance has been staying in a range that fluctuates between 150-200 cases. While the trend since 2011 has been generally downward, there was some growth in this past quarter. One-third of the CalWORKs cases are "child only" cases meaning that the adult has another source of income and is likely a non-needy adult relative. Nearly all of these cases involve children who've been placed in the home of a relative or a non-relative extended family member. Those children remain eligible for CalWORKs assistance during the entire period of their placement.

Average Monthly Caseload

2010/2011	191
2011/2012	181
2012/2013	169

CalWORKs Open Cases at End of Month



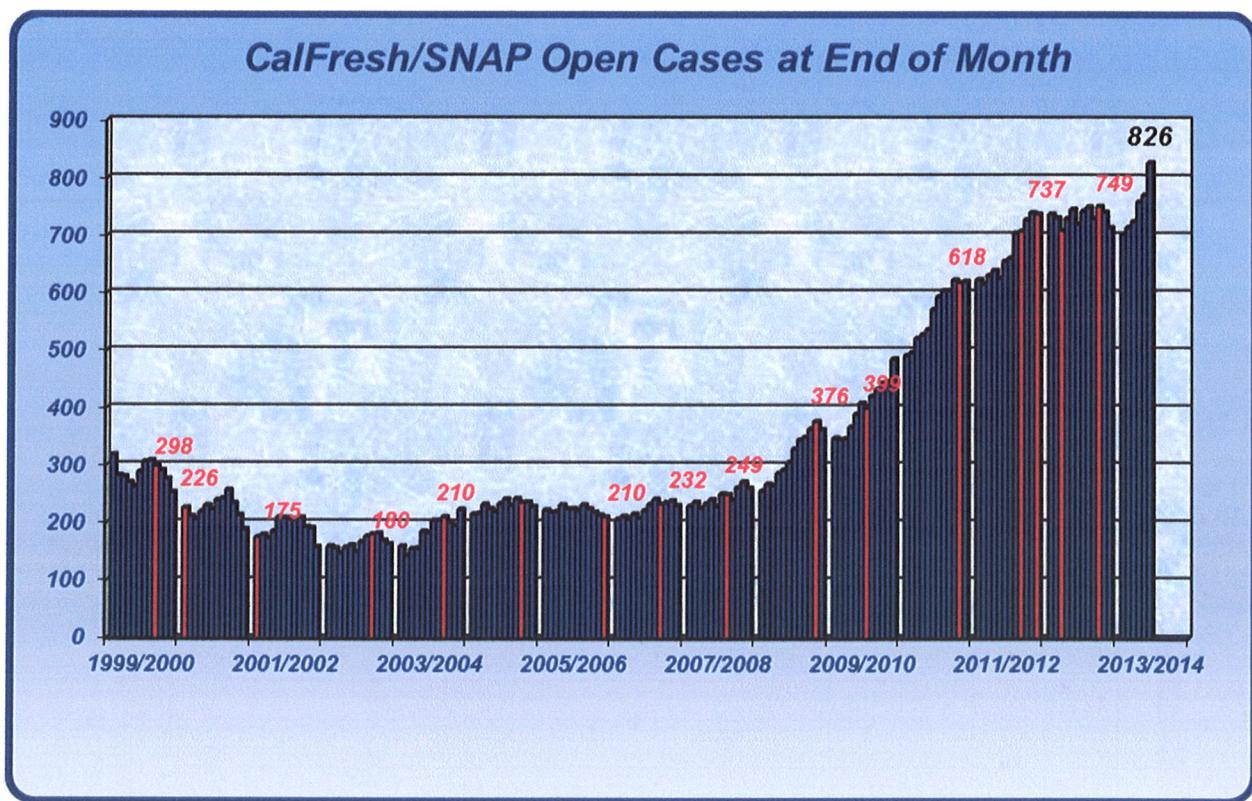
(2). CalFresh (Food Stamps) Assistance

A. Case Count

During the prior two quarters, the Department noted a strong indication that the case count (which had demonstrated such an unrelenting growth pattern since 2007 when the recessionary economy first took hold) looked to be heading downward at long last. We took note of the fact that since mid-2012, the case count had flattened and exhibited every indication that increases would become a thing of the past. Those indications have turned out to be less than accurate predictions of what has occurred as the case count reached another historic high of 826 households.

Average Monthly Caseload

2011/2012	672
2012/2013	733
2013/2014	749



(3). Medi-Cal

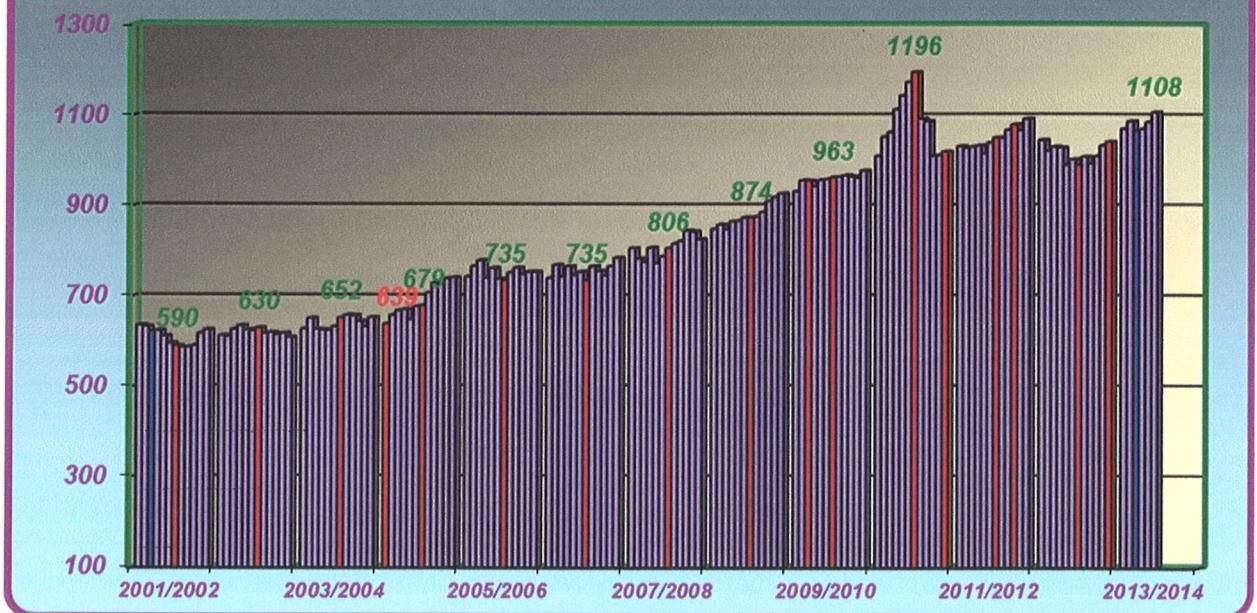
Our estimates are that as many as 500 new eligibles will come on the Medi-Cal program between now and the end of March (when the open enrollment period ends for the Affordable Care Act. Some of these will be direct transfers from the Path2Health program which ended December 30th. Others will be people whose low earnings (below 167% of poverty) will qualify them for Medi-Cal.

Some of the current working poor families may also shift to employer provided health insurance when the Affordable Care Act is fully implemented. Shortly after the data was collected for this report period (ending December 30th) there were reports of significant numbers of new Medi-Cal applications coming in from the Covered California web portal. We will know more about that in March, 2014

Average Monthly Caseload

2011/2012	1049
2012/2013	1017
2013/2014	1082

Medi-Cal Open Cases at End of Month

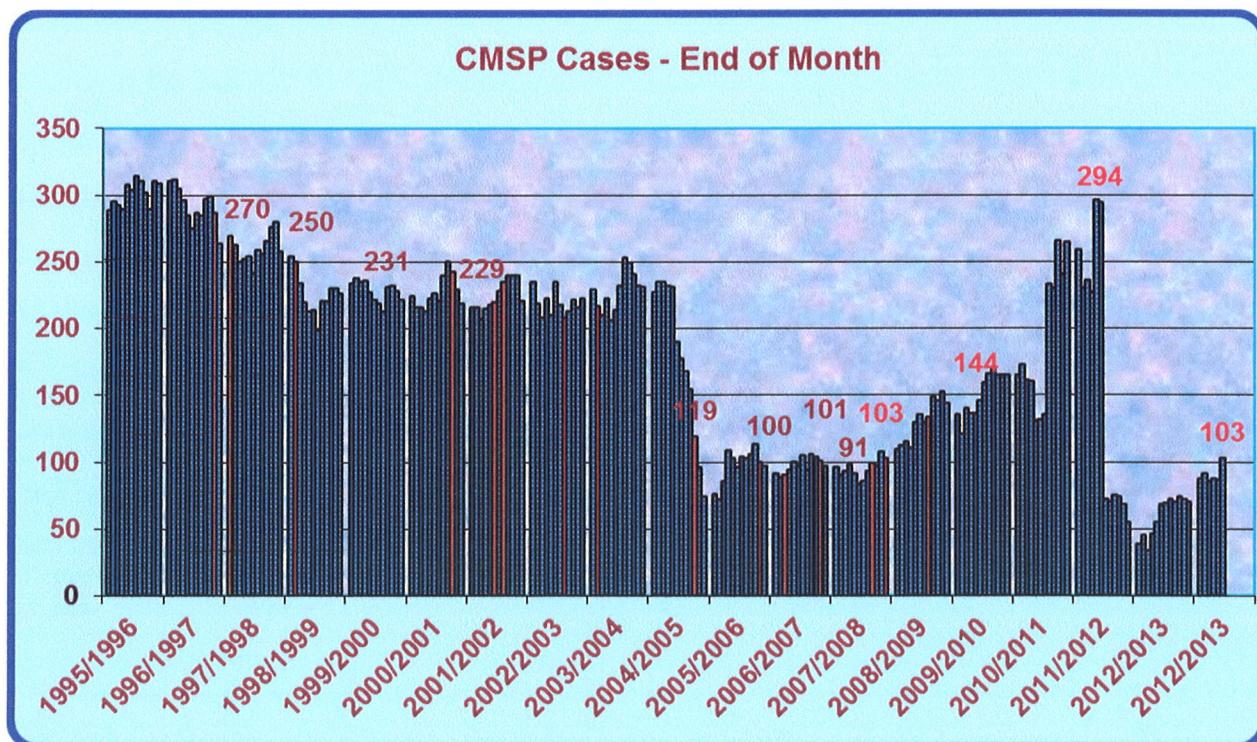


(4). County Medical Services Program (CMSP)

The former CMSP program is now split into two programs. Path2Health is for those individuals who are low income and qualify for federally supported health care under the Affordable Care Act. The second component is residual CMSP for persons who don't qualify for federal assistance. Shortly after the two programs were split we began to experience some growth in the CMSP program. That is not unexpected as the nation has moved toward full implementation of the Affordable Care Act. We expect that some of these residual CMSP members will move to ACA coverage after January 1, 2014.

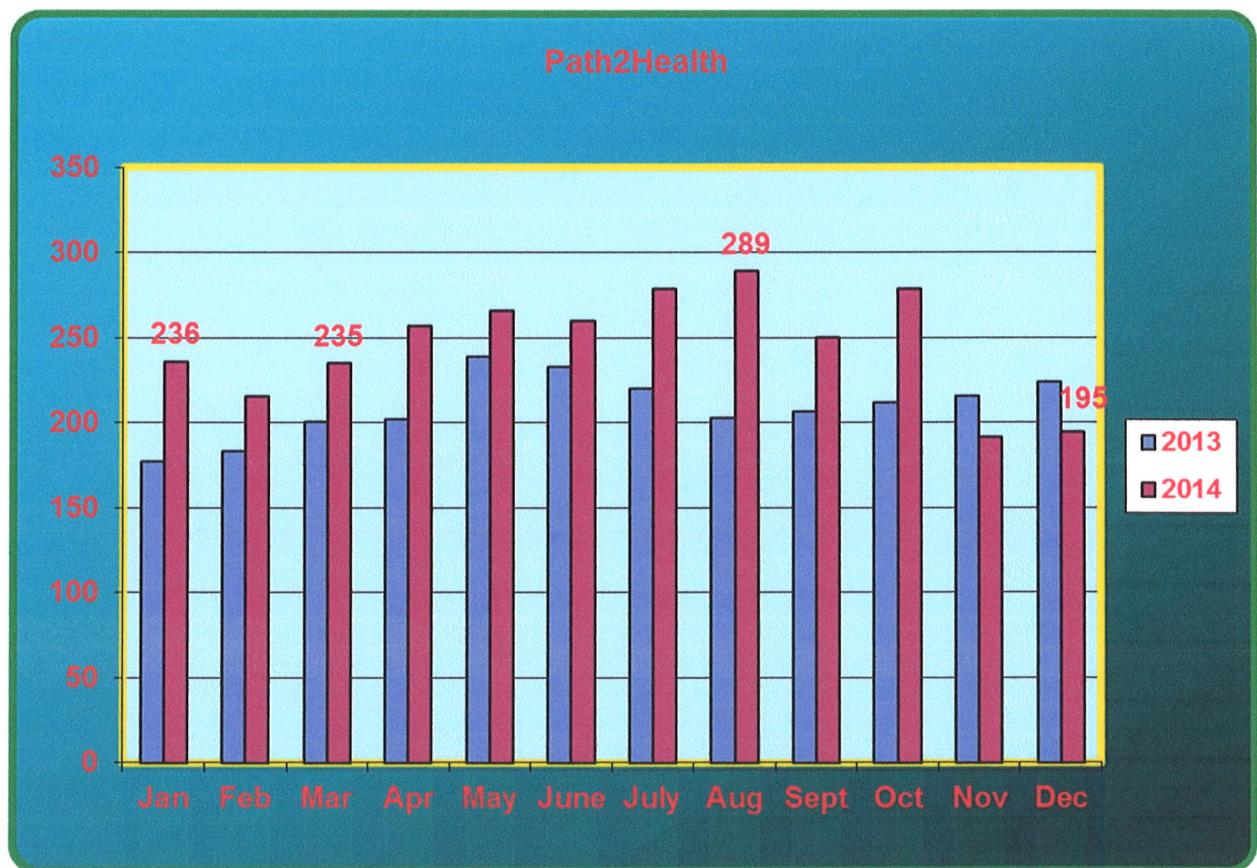
Average Monthly Caseload

2011/2012	69
2012/2013	70
2013/2014	91



(5). Path2Health

This will be the last report where case counts for the Path2Health members will be shown. Path2Health members were fully transitioned to Medi-Cal effective January 1, 2014. Our highest level case count occurred last August. We closed out the program at the end of December with 195 cases.

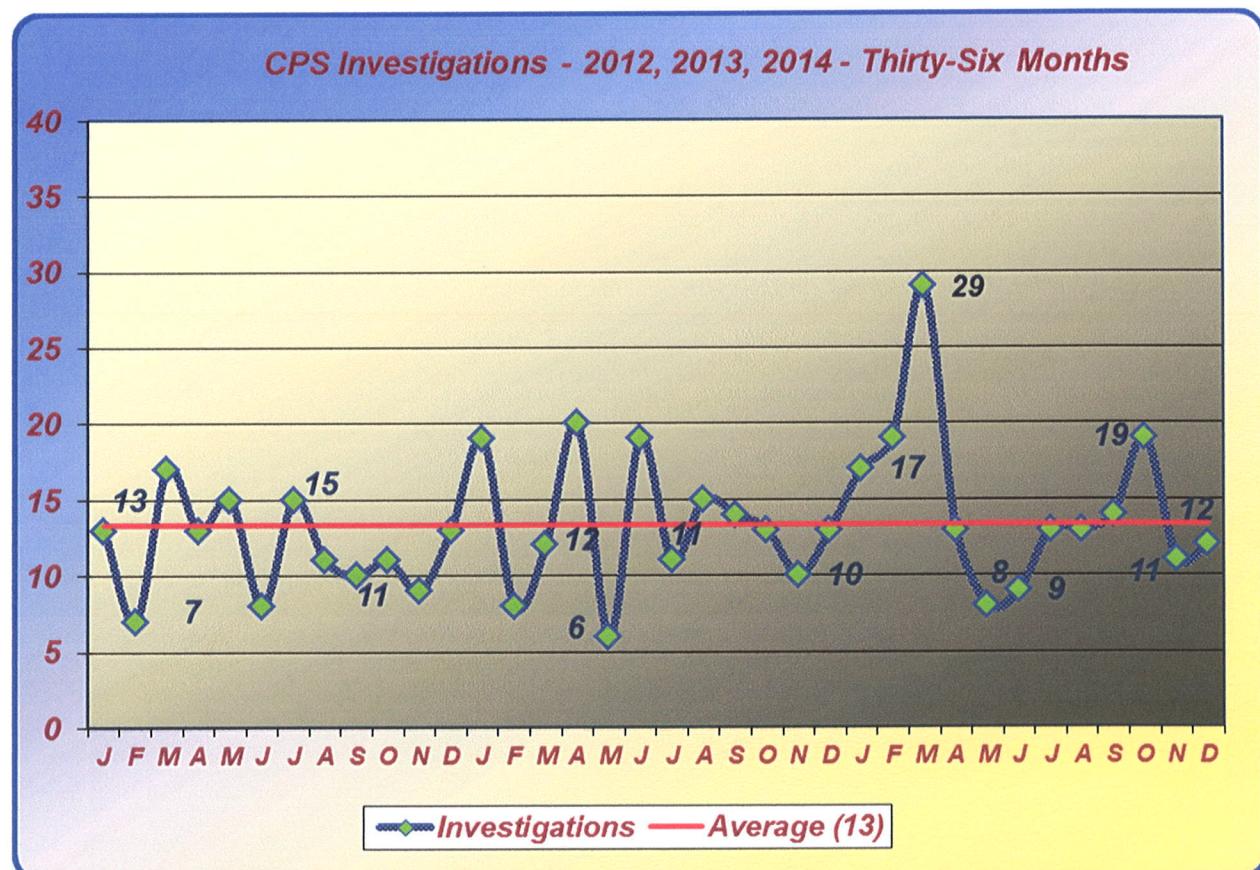


II. SOCIAL SERVICES DIVISION

A. Child Welfare Services

The Emergency Response component of Child Protective Services averages in the range of about 13 child abuse investigations per month. While referrals generally hover around that average, there are occasional periods where they become inordinately high such as March of 2013 (29 referrals) and October of 2013 (19 referrals).

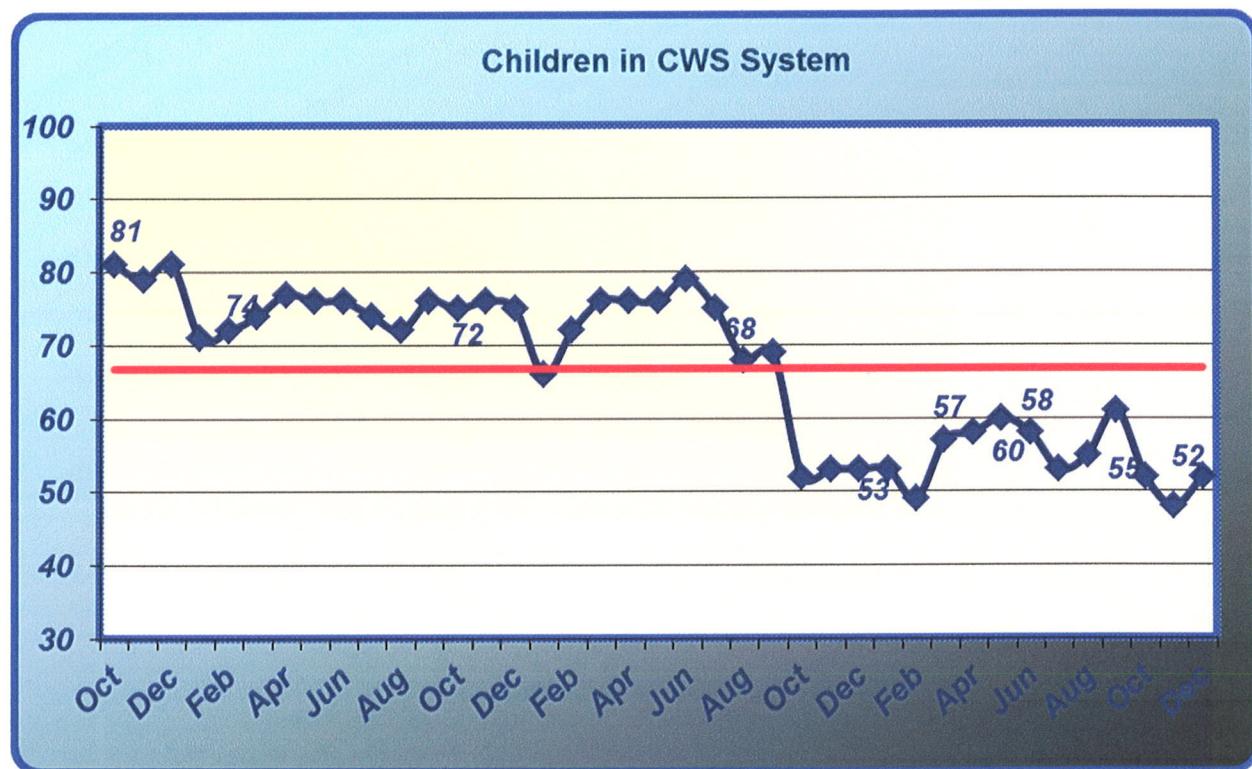
As the Department has noted previously, we have continued to experience significant numbers of cases where the precipitating factors leading to abuse and neglect are associated with substance abuse, in particular methamphetamine but also alcohol and other drugs.



B. Children in the Child Welfare Services System

The trend for children who are in the CWS system is moving in the right direction, that is, the count is dropping. Generally, the Department's goals are to keep children from being placed out of their homes however, safety of children is always our primary concern. Over the period displayed below, the average number of children in the Child Welfare System has been just below 70 per month. More recently, we have dropped down to the range of about 54 per month. That is a good indicator.

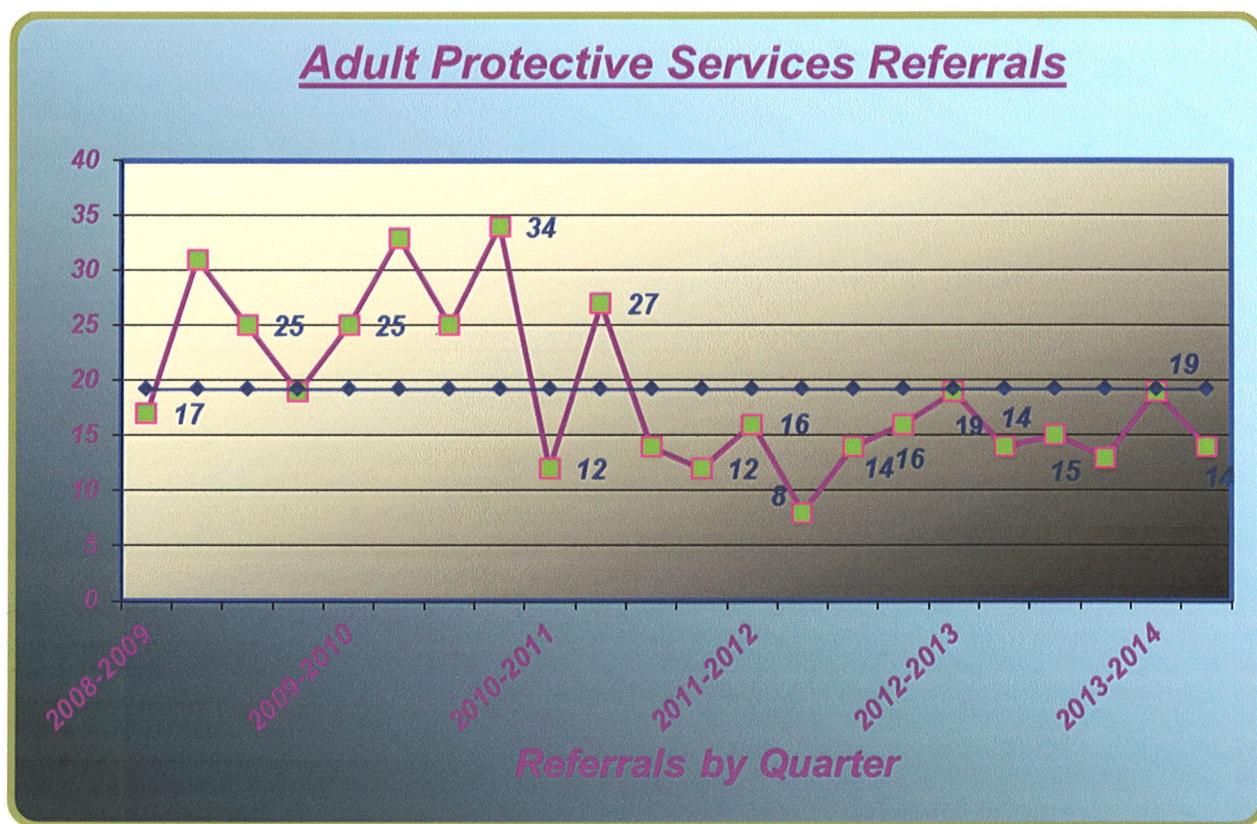
A continuing emphasis in the program now is to make efforts to achieve less restrictive placements and to place children with non-relative extended family members. In some instances the emphasis on placing with non-relative extended family members has resulted in lowered utilization of Foster Family Agency placements.



C. Adult Protective Services

The average number of referrals for this program has, in the past, tended to be in the range of about 20 referrals per quarter. More recently, referrals for investigation of abused or neglected adults have been running lower and the average has dropped to about 15 referrals per quarter.

Referrals from financial institutions regarding suspicious circumstances connected with an elderly or disabled person's bank account have continued to account for many of the requests for investigation we receive.

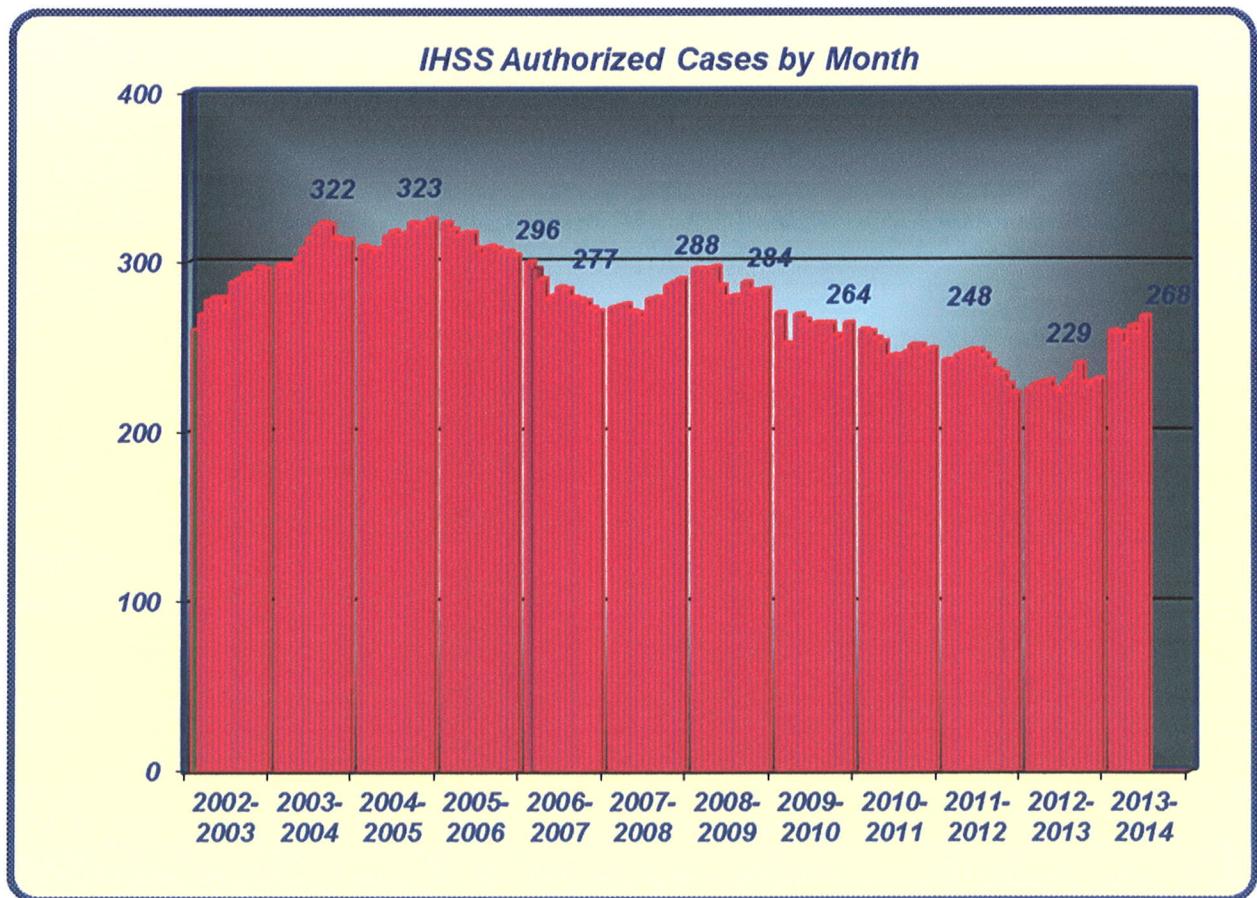


D. In-Home Supportive Services (IHSS)

Since 2005 the case count for IHSS has generally been on a downward trend due to continued reductions in hours and services that are the product of state budget cuts. More recently the case count has begun to increase, however the Department does not anticipate that this sort of growth will continue and certainly not to the levels experienced during 2003-2005.

Average Monthly Case Count

2011/2012	240
2012/2013	229
2013/2014	259



III. PUBLIC GUARDIAN

The Public Guardian currently provides guardianship and conservator services to a total of 12 LPS and Probate conservatees. The Public Guardian also serves as representative payee for 10 SSI recipients.



DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN

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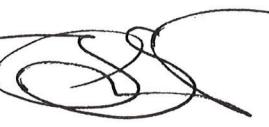
Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

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

DATE: FEBRUARY 26, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR MARCH 11, 2014

RE: AUTHORIZATION TO FILL A VACANT DEPUTY PUBLIC GUARDIAN
POSITION IN THE OFFICE OF THE PUBLIC GUARDIAN

It is Recommended that the Board of Supervisors

Authorize the Office of the Public Guardian to fill a vacant .50 FTE Deputy Public Guardian position.

Background and Discussion

The Office of the Public Guardian has experienced a vacancy in the Deputy Public Guardian position. The position is currently allocated at .50 FTE. The position is vacant due to the resignation of the prior incumbent. As is explained in more detail in the accompanying back up material, the position performs accounting, paying bills, depositing and reconciling Conservatee income for individuals who are under Conservatorship by order of the Superior Court. A Table of Organization is provided showing the location of the vacancy within the organization's structure.

Fiscal Impact

The Office of the Public Guardian is a General Fund Department. The Deputy Public Guardian position is funded in the current year County budget.

Copy: DSS Managers (memo only)

Enclosures

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Deputy Public Guardian

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

Answer: Yes. The County Code provides for the operation of a Public Guardian function.

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

Answer: This position provides financial accounting and bill paying services for individuals who have been conservated under the order of the Superior Court.

- How long has the position been vacant?

Answer: The position has been vacant since February 24, 2014.

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

Answer: No.

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

Answer: Other Counties typically utilize a Deputy Public Guardian in similar ways to assist with managing Conservatee assets and resources.

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

Answer: Adult Protective Services

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

Answer: The state allocates funds to Counties to fulfill the mandate the requires Counties to provide services to abused and neglected children. In the absence of filling this position, such funds would go unutilized.

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

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state and local policy decisions. Other Departments could be impacted by such reduction strategies. In particular and in relationship to this position, the County Mental Health Department would be directly impacted if this position is not filled.

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

Answer: No.

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

Answer: No.

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

Answer: Filling this position does not change estimated reliance on County General Fund dollars. Public Guardian is currently a General Fund Department.

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

Answer: The Department does have a reserve however the reserve is not available to fund Public Guardian at the present time.

Position Classification: Deputy Public Guardian

FTE: .50

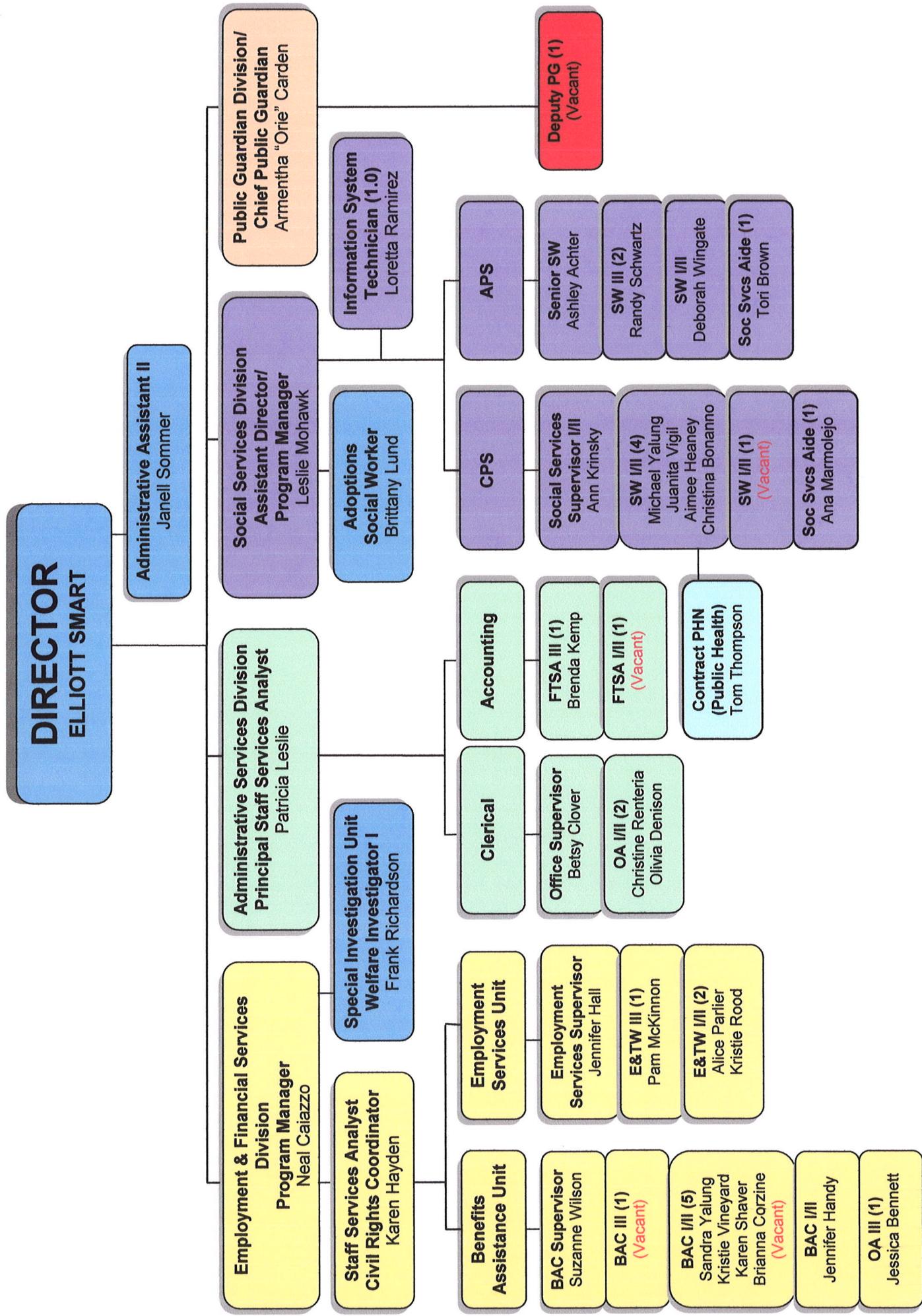
Budgeted Position: Yes

Mandated Program: No

Position Description: The Deputy Public Guardian position is responsible for accounting and other financial activities associated with individuals who are under conservatorship orders issued by the Plumas County Superior Court. The Deputy prepares annual accountings of income and expenses for Conservatees for review and approval by the Superior Court. The Deputy may assist the Conservatee with matters connected with their housing, transportation and other needs. The Deputy may occasionally appear in Court when matters connected with a Conservatee's finances are being reviewed by the Court.

Funding Sources: Funding to support this position comes from the County General Fund.

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

3A3

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

ELLIOTT SMART
DIRECTOR

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

DATE: MARCH 3, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

A handwritten signature in black ink, appearing to read "ELLIOTT SMART" followed by a stylized surname.

SUBJ: BOARD AGENDA ITEM FOR MARCH 11, 2014

RE: AUTHORIZATION FOR THE DEPARTMENT OF SOCIAL SERVICES TO
PURCHASE AND INSTALL THE BETTY CORTEZ-YOUNG BENCH ON
THE GROUNDS OF THE COURTHOUSE ANNEX

REF: AGENDA ITEM OF MAY 21, 2013 REGARDING AUTHORIZATION TO
COLLECT PRIVATE DONATIONS FOR THE ESTABLISHMENT OF A
BETTY CORTEZ-YOUNG BENCH ON THE GROUNDS OF THE
COURTHOUSE ANNEX

It is Recommended that the Board of Supervisors

1. Subject to procedures approved by the Auditor-Controller, approve and authorize the Department of Social Services to purchase a memorial bench dedicated to the memory of Betty Cortez-Young.
2. Authorize the Facility Services Department to assist with the installation of the bench following its delivery.

Background and Discussion

Following receipt of the enclosed report and recommendation, your Board approved the establishment of a fund under the control of the Auditor-Controller to accept and retain private donations for the purchase of an appropriate memorial bench dedicated to the memory of Betty Cortez-Young, a thirty-nine year employee who passed away unexpectedly while still in service to Plumas County. Since that approval was given, the fund has received donations totaling \$2,364.97. That amount is sufficient to purchase a memorial bench that would be installed in an appropriate place on the grounds of the Health and Human Services Annex. Enclosed with this report is a draft stencil of the proposed inscription.

With a sufficient balance in place to finalize purchase and engraving, the Board is asked to approve proceeding with the purchase and installation. A template which shows the family's request for engraving is included as an attachment to this report. Because there may be a need to perform facility type work in connection with the installation, the Board is also asked to authorize Facility Services to assist with the installation.

Other Agency Involvement

The Office of the Auditor-Controller has verified that sufficient funds are available to fully offset the cost of the purchase. County Counsel has determined that the bench will serve a public purpose and, therefore, Facility Services may install the bench on the Courthouse Annex grounds.

Copies: DSS Management Staff
 Dony Sawchuk, Facility Services
 Roberta Allen, Auditor-Controller
 Liz Cortez, Office of County Counsel

Attachments (2)



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART
DIRECTOR

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

DATE: MAY 2, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR MAY 21, 2013

RE: AUTHORIZATION FOR THE DEPARTMENT OF SOCIAL SERVICES TO
COLLECT PRIVATE DONATIONS FOR THE ESTABLISHMENT OF A
BETTY CORTEZ-YOUNG BENCH ON THE GROUNDS OF THE
COURTHOUSE ANNEX

It is Recommended that the Board of Supervisors

1. Approve the establishment of a fund controlled by the Auditor-Controller for the purpose of retaining private donations to be used to construct or purchase a bench dedicated to the memory of Betty Cortez-Young.
2. Authorize the Department of Social Services to collect donations and to work with Facility Services to either construct or purchase a wooden bench when funds are sufficient to do so.

Background and Discussion

The Board of Supervisors is already aware that Betty Cortez-Young passed away on April 9, 2013, while performing her duties as an employee of the Department of Social Services. The Board is also aware that Ms. Cortez-Young initially placed in the Department as a Comprehensive Employment and Training Act placement for two years prior to securing a full time County position that ultimately led to a 39 year career of service to the Department.

The Department notes that it is the very rare circumstance where an employee experiences a career of the length that Betty's did and still be in service to the County at the time of her passing. With that unique and rare circumstance surrounding the event of her passing, there have been inquiries to the Department about the possibility of establishing an account for the receipt of private donations that could be used to either construct or purchase a suitable bench on the grounds of the Courthouse Annex that

would be placed in memory of Betty Cortez-Young. Given these circumstances, this is the sort of rare circumstance that the Department believes warrants the Board's authorization and approval.

Financial Impact

There is no financial impact to the County as all of the funding for this project would come from private sources.

Other Agency Involvement

Both the Auditor and County Counsel have been consulted regarding this project and have not raised any concerns about proceeding with it.

Copy: DSS Management Staff
Roberta Allen, Auditor-Controller
Craig Settemire, County Counsel

CHILCOOT
MONUMENT

APPROVED ✓ *as shown below*
PLEASE REVISE

BENCH SEAT

IN MEMORY OF BETTY Z. CORTEZ - YOUNG

A DEDICATED AND LOYAL COUNTY EMPLOYEE FOR 39 YEARS.

FEBRUARY 1, 1975 - APRIL 9, 2014



3B1

Julie A. White
PLUMAS COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pctc@countyofplumas.com
(530) 283-6260

Kelsey Hostetter, Assistant Treasurer-Tax Collector
(530) 283-6259

DATE: February 28, 2014

TO: The Honorable Board of Supervisors

FROM: Julie A. White, Plumas County Treasurer-Tax Collector/Collections
Administrator

SUBJECT: Debt Advisory Committee, Resolution 92-5392

Recommendation: Direction regarding the Debt Advisory Committee

Background and Discussion: Resolution 92-5392 was adopted November 10, 1992 to establish a County Debt Advisory Committee and the committee was re-activated July, 2004. This committee is comprised of the County Treasurer, County Auditor, County Administrator and County Counsel in an advisory capacity, or their department designees. The committee was formed to plan, analyze and make recommendation regarding debt. The committee was also ordered to adopt and maintain Policy Guidelines for Public Financing and use the guidelines to carry out its responsibilities. I have not found that these guidelines were adopted.

The Clerk of the Board brought this committee to my attention several months ago when committee appointments were being updated. The position of the County Administrator is, of course, vacant. The resolution did not specify who shall fill the vacancy in the absence of an Administrator. The committee has not met in years, which makes me question the need for an official committee. When there is a need for debt to be issued, which is not often, then the above County officials would meet anyway as an ad hoc committee to move through the process.

Please advise if you would like to dissolve this committee or move forward with an amended resolution for appointments in the absence of committee member.

Thank you for your time.

**A RESOLUTION ESTABLISHING A COUNTY DEBT
ADVISORY COMMITTEE**

WHEREAS, there is an increasing need to utilize debt financings in the County; and

WHEREAS, there is a limited ability to issue debt; and

WHEREAS, there is an increase in Federal Regulations and controls; and

WHEREAS, a clear process is needed in order to plan, analyze, and issue debt; and

WHEREAS, many California counties have established a Debt Advisory Committee to administer this process; and

WHEREAS, the goal of the Debt Advisory Committee (DAC) will be to serve as a clearing house for all proposed debt issuance, enabling the County to establish, plan, coordinate, evaluate, and work toward both short term and long term goals that involve the issuance of debt along with obtaining the best credit rating and lowest interest rates possible; and

WHEREAS, there are available drafted Policy Guidelines for Public Financing;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Supervisors of the County of Plumas, State of California, do hereby establish a County Debt Advisory Committee comprised of the County Auditor, County Treasurer, County Administrator, County Counsel in an advisory capacity, or their department designees.

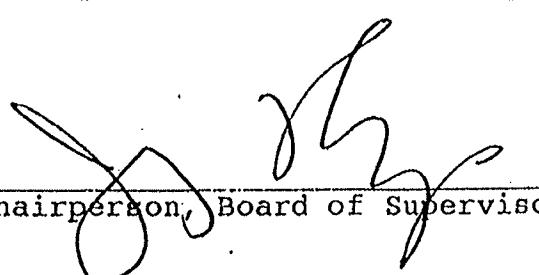
BE IT FURTHER RESOLVED AND ORDERED THAT the County Debt Advisory Committee adopt and maintain Policy Guidelines for Public Financing, and use the Policy Guidelines to carry out its responsibilities.

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 10th day of November, 1992, by the following vote:

AYES: Supervisors: Smith, Simpson, Schramel and Scroggs

NOES: Supervisors: None

ABSENT: Supervisors: Coates


Chairperson, Board of Supervisors

ATTEST:


County Clerk and ex-officio Clerk
of said Board of Supervisors



Julie A. White
PLUMAS COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

3B2

P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pcttc@countyofplumas.com
(530) 283-6260

Kelsey Hostetter, Assistant Treasurer-Tax Collector
(530) 283-6259

DATE: March 3, 2014

TO: The Honorable Board of Supervisors

FROM: Julie A. White, Plumas County Treasurer-Tax Collector/Collections Administrator

SUBJECT: Request Approval to Hire 1 FTE within Treasurer-Tax Collector/Collections Department (20050)

Recommendation: Approve Hiring 1 FTE, Treasury/Tax Specialist I/II (1295/1429 Range), within the Treasurer-Tax Collector/Collection Department (20050), allocated, unfunded for fiscal year 2013 – 2014, and appropriate \$14,170 General Fund Contingency to cover costs for the remainder of the 2013 – 2014 fiscal year.

Background and Discussion: Prior to budget year 2003-2004 the Treasurer-Tax Collector/Collections Division was two departments staffed with 8 FTE's within one office. The structure was Treasurer-Tax Collector's department (20050) with 5 FTE's and the Collection's Department (70050) with 3 FTE's. The two departments were combined in fiscal year 2003-2004 to the Treasurer-Tax Collector/Collections Division (20050), with 8 allocated & funded positions. These positions have been declining since January 2009 due to employees that have retired and budgetary constraints not allowing for the positions to be filled. Currently, there are 5 full time employees. Both approved budgets for 2012 - 2013 and 2013 – 2014 have 6 FTE's allocated, 5 funded and 1 noted "allocation to remain vacant at this time".

This department has been respectful of the budget shortfalls during the past several years and has only requested additional funds to upgrade computers. On February 4, 2014, you approved temporary help, which has worked out to be between 15 – 20 hours a week. This was funded from Regular Wages to a new Other Wages line item. This has been helpful under the circumstances, but I am requesting that you approve funding a full time position.

The proposed position is an entry level Tax Specialist I/II (Range 1295/1429). The estimated cost for the remainder of the 2013 – 2014 fiscal year is \$14,170. The future cost would be approximately \$54,650/\$58,200 a fiscal year respectively. This assumes a new employee at the Step "A" range and family tier insurance.

Some of the shortfalls that we are experiencing include:

- 1.) Transient Occupancy Tax – staff does not have time to test and edit the new T.O.T. system written by the I.T. department, the delinquencies are not being tracked and referred to the District Attorney, an audit has not been done in years and there is no research being done on properties that should be signed up and are not, and the auditing of non/zero returns is rarely done.
- 2.) Unsecured Taxes – the partial payments used to be tracked monthly to make sure payments were being made, there were phone calls and letters sent; this has stopped.
- 3.) Collection Division – all phone calls to clients to inquire of delinquent payments has stopped, delinquent accounts used to be referred to an outside collection agency for further collection action and that has stopped, researching returned mail for correct addresses on debtors, revocation letters for probation, delinquent notices have been outsourced and abstract of judgments are not filed.
- 4.) Office Closure – when there is not at least 2 staff members present the office has had to be closed. There are many times when there are only 3 staff members to operate the entire office.
- 5.) Secured Tax Deadlines – daily mail of tax payments used to be completed by the end of the work day; it takes several more days to process. The problems with the tax payments (shortages, wrong amounts, overages, wrong parcel numbers, etc.) take a few weeks to work through.
- 6.) Default Property Tax Auctions will not be held annually.

I understand the concerns of hiring a full time position when our economic times continue to be uncertain. However, I ask that you think about the potential for additional revenue collection that will offset this expense.

Thank you for your time and consideration.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
 - The Treasurer-Tax Collector/Collections Division has been staffed with 5 FTE's for over 3 years. The historical level has been 8 FTE's. Staff is as efficient as possible but is barely accomplishing the day to day responsibilities. By increasing staff there would be potential for increased revenue.
- Why is it critical that this position be filled at this time?
 - This office is a staff of 5 which has struggled to maintain. Several times there have been employees out on leave, vacation, illness or emergencies that have depleted the staff to where it is a safety issue with the information, cash and public that frequents this office. I require at least two staff members in the office at all times. There has been occasion when the office has closed because there was only 1 staff member.
 - There are revenues to collect, but there isn't staff to pursue all collection actions.
- How long has the position been vacant?
 - 3 years, 2 months
- Can the department use other wages until the next budget cycle?
 - On February 4, 2014 it was approved for "other wages" line item to be added to our budget. This department does not typically have "other wages".
- What are staffing levels at other counties for similar departments and/or positions?
 - Comparable at 5 – 6 FTE's.
- What core function will be impacted without filling the position prior to July 1?
 - Continued decline in consistent revenues.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?
 - Additional collection action will not be pursued.

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?
 - N/A
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?
 - There should not be any additional expenditures.
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
 - The budget reduction plan has eliminated 2 FTE's already and the position allocated was request to not be filled for the past 2 budget cycles.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?
 - The positive would be that there would be an additional employee to collect revenue.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
 - N/A

**2013 – 2014 BUDGET
ALLOCATION**

Treasurer-Tax
Collector/Collection
Administrator

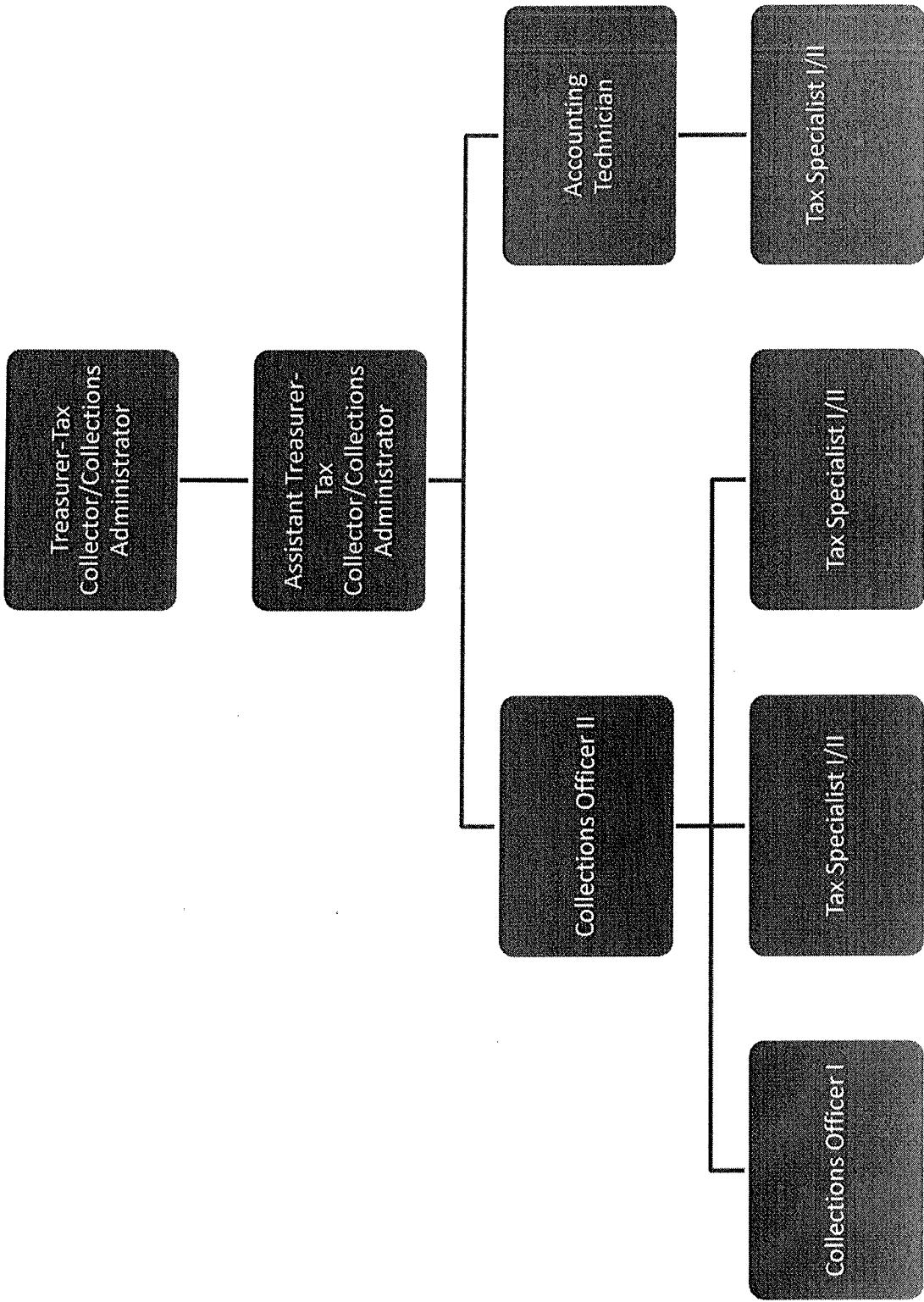
Assistant Treasurer-
Tax
Collector/Collections
Administrator

Treasurer-Tax
Collection Officer I

Treasurer-Tax
Collection Officer I

Tax Specialist I/I
VACANT, ALLOCATED
UNFUNDED

Allocation Prior to January, 2009



PENNY SALARY GRID

RANGE	A	B	C	D	E	L1	L2	L3	L4	L5
1290 Y	26,832	28,184	29,598	31,096	32,656	34,299	36,026	37,835	39,728	41,725
M	2,236.00	2,348.67	2,466.53	2,591.33	2,721.33	2,858.27	3,002.13	3,152.93	3,310.67	3,477.07
B	1,032.00	1,084.00	1,138.40	1,196.00	1,256.00	1,319.20	1,385.60	1,455.20	1,528.00	1,604.80
H	12.90	13.55	14.23	14.95	15.70	16.49	17.32	18.19	19.10	20.06
1291 Y	26,853	28,205	29,619	31,117	32,677	34,320	36,046	37,856	39,749	41,746
M	2,237.73	2,350.40	2,468.27	2,593.07	2,723.07	2,860.00	3,003.87	3,154.67	3,312.40	3,478.80
B	1,032.80	1,084.80	1,139.20	1,196.80	1,256.80	1,320.00	1,386.40	1,456.00	1,528.80	1,605.60
H	12.91	13.56	14.24	14.96	15.71	16.50	17.33	18.20	19.11	20.07
1292 Y	26,874	28,226	29,640	31,138	32,698	34,341	36,067	37,877	39,790	41,787
M	2,239.47	2,352.13	2,470.00	2,594.80	2,724.80	2,861.73	3,005.60	3,156.40	3,315.87	3,482.27
B	1,033.60	1,085.60	1,140.00	1,197.60	1,257.60	1,320.80	1,387.20	1,456.80	1,530.40	1,607.20
H	12.92	13.57	14.25	14.97	15.72	16.51	17.34	18.21	19.13	20.09
1293 Y	26,894	28,246	29,661	31,158	32,718	34,362	36,088	37,898	39,811	41,808
M	2,241.20	2,353.87	2,471.73	2,596.53	2,726.53	2,863.47	3,007.33	3,158.13	3,317.60	3,484.00
B	1,034.40	1,086.40	1,140.80	1,198.40	1,258.40	1,321.60	1,388.00	1,457.60	1,531.20	1,608.00
H	12.93	13.58	14.26	14.98	15.73	16.52	17.35	18.22	19.14	20.10
1294 Y	26,915	28,267	29,682	31,179	32,739	34,382	36,109	37,918	39,832	41,829
M	2,242.93	2,355.60	2,473.47	2,598.27	2,728.27	2,865.20	3,009.07	3,159.87	3,319.33	3,485.73
B	1,035.20	1,087.20	1,141.60	1,199.20	1,259.20	1,322.40	1,388.80	1,458.40	1,532.00	1,608.80
H	12.94	13.59	14.27	14.99	15.74	16.53	17.36	18.23	19.15	20.11
1295 Y	26,936	28,288	29,702	31,200	32,760	34,403	36,130	37,939	39,853	41,850
M	2,244.67	2,357.33	2,475.20	2,600.00	2,730.00	2,866.93	3,010.80	3,161.60	3,321.07	3,487.47
B	1,036.00	1,088.00	1,142.40	1,200.00	1,260.00	1,323.20	1,389.60	1,459.20	1,532.80	1,609.60
H	12.95	13.60	14.28	15.00	15.75	16.54	17.37	18.24	19.16	20.12
1296 Y	26,957	28,309	29,744	31,242	32,822	34,466	36,192	38,002	39,915	41,912
M	2,246.40	2,359.07	2,478.67	2,603.47	2,735.20	2,872.13	3,016.00	3,166.80	3,326.27	3,492.67
B	1,036.80	1,088.80	1,144.00	1,201.60	1,262.40	1,325.60	1,392.00	1,461.60	1,535.20	1,612.00
H	12.96	13.61	14.30	15.02	15.78	16.57	17.40	18.27	19.19	20.15
1297 Y	26,978	28,330	29,765	31,262	32,843	34,486	36,213	38,043	39,957	41,974
M	2,248.13	2,360.80	2,480.40	2,605.20	2,736.93	2,873.87	3,017.73	3,170.27	3,329.73	3,497.87
B	1,037.60	1,089.60	1,144.80	1,202.40	1,263.20	1,326.40	1,392.80	1,463.20	1,536.80	1,614.40
H	12.97	13.62	14.31	15.03	15.79	16.58	17.41	18.29	19.21	20.18
1298 Y	26,998	28,350	29,786	31,283	32,864	34,507	36,234	38,064	39,978	41,995
M	2,249.87	2,362.53	2,482.13	2,606.93	2,738.67	2,875.60	3,019.47	3,172.00	3,331.47	3,499.60
B	1,038.40	1,090.40	1,145.60	1,203.20	1,264.00	1,327.20	1,393.60	1,464.00	1,537.60	1,615.20
H	12.98	13.63	14.32	15.04	15.80	16.59	17.42	18.30	19.22	20.19
1299 Y	27,019	28,371	29,806	31,304	32,885	34,549	36,296	38,126	40,040	42,058
M	2,251.60	2,364.27	2,483.87	2,608.67	2,740.40	2,879.07	3,024.67	3,177.20	3,336.67	3,504.80
B	1,039.20	1,091.20	1,146.40	1,204.00	1,264.80	1,328.80	1,396.00	1,466.40	1,540.00	1,617.60
H	12.99	13.64	14.33	15.05	15.81	16.61	17.45	18.33	19.25	20.22
1300 Y	27,040	28,392	29,827	31,325	32,906	34,570	36,317	38,147	40,061	42,078
M	2,253.33	2,366.00	2,485.60	2,610.40	2,742.13	2,880.80	3,026.40	3,178.93	3,338.40	3,506.53
B	1,040.00	1,092.00	1,147.20	1,204.80	1,265.60	1,329.60	1,396.80	1,467.20	1,540.80	1,618.40
H	13.00	13.65	14.34	15.06	15.82	16.62	17.46	18.34	19.26	20.23
1301 Y	27,061	28,434	29,869	31,366	32,947	34,611	36,358	38,189	40,102	42,120
M	2,255.07	2,369.47	2,489.07	2,613.87	2,745.60	2,884.27	3,029.87	3,182.40	3,341.87	3,510.00
B	1,040.80	1,093.60	1,148.80	1,206.40	1,267.20	1,331.20	1,398.40	1,468.80	1,542.40	1,620.00
H	13.01	13.67	14.36	15.08	15.84	16.64	17.48	18.36	19.28	20.25
1302 Y	27,082	28,454	29,890	31,387	32,968	34,632	36,379	38,210	40,123	42,141
M	2,256.80	2,371.20	2,490.80	2,615.60	2,747.33	2,886.00	3,031.60	3,184.13	3,343.60	3,511.73
B	1,041.60	1,094.40	1,149.60	1,207.20	1,268.00	1,332.00	1,399.20	1,469.60	1,543.20	1,620.80
H	13.02	13.68	14.37	15.09	15.85	16.65	17.49	18.37	19.29	20.26
1303 Y	27,102	28,475	29,910	31,408	32,989	34,653	36,400	38,230	40,144	42,162
M	2,258.53	2,372.93	2,492.53	2,617.33	2,749.07	2,887.73	3,033.33	3,185.87	3,345.33	3,513.47
B	1,042.40	1,095.20	1,150.40	1,208.00	1,268.80	1,332.80	1,400.00	1,470.40	1,544.00	1,621.60
H	13.03	13.69	14.38	15.10	15.86	16.66	17.50	18.38	19.30	20.27
1304 Y	27,123	28,496	29,931	31,429	33,010	34,674	36,421	38,251	40,165	42,182
M	2,260.27	2,374.67	2,494.27	2,619.07	2,750.80	2,889.47	3,035.07	3,187.60	3,347.07	3,515.20
B	1,043.20	1,096.00	1,151.20	1,208.80	1,269.60	1,333.60	1,400.80	1,471.20	1,544.80	1,622.40
H	13.04	13.70	14.39	15.11	15.87	16.67	17.51	18.39	19.31	20.28

161500

PENNY SALARY GRID

RANGE	A	B	C	D	E	L1	L2	L3	L4	L5
1425 Y	29,640	31,138	32,698	34,341	36,067	37,877	39,790	41,787	43,888	46,093
M	2,470.00	2,594.80	2,724.80	2,861.73	3,005.60	3,156.40	3,315.87	3,482.27	3,657.33	3,841.07
B	1,140.00	1,197.60	1,257.60	1,320.80	1,387.20	1,456.80	1,530.40	1,607.20	1,688.00	1,772.80
H	14.25	14.97	15.72	16.51	17.34	18.21	19.13	20.09	21.10	22.16
1426 Y	29,661	31,158	32,718	34,362	36,088	37,898	39,811	41,808	43,909	46,114
M	2,471.73	2,596.53	2,726.53	2,863.47	3,007.33	3,158.13	3,317.60	3,484.00	3,659.07	3,842.80
B	1,140.80	1,198.40	1,258.40	1,321.60	1,388.00	1,457.60	1,531.20	1,608.00	1,688.80	1,773.60
H	14.26	14.98	15.73	16.52	17.35	18.22	19.14	20.10	21.11	22.17
1427 Y	29,682	31,179	32,739	34,382	36,109	37,918	39,832	41,829	43,930	46,134
M	2,473.47	2,598.27	2,728.27	2,865.20	3,009.07	3,159.87	3,319.33	3,485.73	3,660.80	3,844.53
B	1,141.60	1,199.20	1,259.20	1,322.40	1,388.80	1,458.40	1,532.00	1,608.80	1,689.60	1,774.40
H	14.27	14.99	15.74	16.53	17.36	18.23	19.15	20.11	21.12	22.18
1428 Y	29,702	31,200	32,760	34,403	36,130	37,939	39,853	41,850	43,950	46,155
M	2,475.20	2,600.00	2,730.00	2,866.93	3,010.80	3,161.60	3,321.07	3,487.47	3,662.53	3,846.27
B	1,142.40	1,200.00	1,260.00	1,323.20	1,389.60	1,459.20	1,532.80	1,609.60	1,690.40	1,775.20
H	14.28	15.00	15.75	16.54	17.37	18.24	19.16	20.12	21.13	22.19
1429 Y	29,723	31,221	32,802	34,445	36,171	37,981	39,894	41,891	43,992	46,197
M	2,476.93	2,601.73	2,733.47	2,870.40	3,014.27	3,165.07	3,324.53	3,490.93	3,666.00	3,849.73
B	1,143.20	1,200.80	1,261.60	1,324.80	1,391.20	1,460.80	1,534.40	1,611.20	1,692.00	1,776.80
H	14.29	15.01	15.77	16.56	17.39	18.26	19.18	20.14	21.15	22.21
1430 Y	29,744	31,242	32,822	34,466	36,192	38,002	39,915	41,912	44,013	46,218
M	2,478.67	2,603.47	2,735.20	2,872.13	3,016.00	3,166.80	3,326.27	3,492.67	3,667.73	3,851.47
B	1,144.00	1,201.60	1,262.40	1,325.60	1,392.00	1,461.60	1,535.20	1,612.00	1,692.80	1,777.60
H	14.30	15.02	15.78	16.57	17.40	18.27	19.19	20.15	21.16	22.22
1431 Y	29,765	31,262	32,843	34,486	36,213	38,043	39,957	41,974	44,075	46,280
M	2,480.40	2,605.20	2,736.93	2,873.87	3,017.73	3,170.27	3,329.73	3,497.87	3,672.93	3,856.67
B	1,144.80	1,202.40	1,263.20	1,326.40	1,392.80	1,463.20	1,536.80	1,614.40	1,695.20	1,780.00
H	14.31	15.03	15.79	16.58	17.41	18.29	19.21	20.18	21.19	22.25
1432 Y	29,786	31,283	32,864	34,507	36,234	38,064	39,978	41,995	44,096	46,301
M	2,482.13	2,606.93	2,738.67	2,875.60	3,019.47	3,172.00	3,331.47	3,499.60	3,674.67	3,858.40
B	1,145.60	1,203.20	1,264.00	1,327.20	1,393.60	1,464.00	1,537.60	1,615.20	1,696.00	1,780.80
H	14.32	15.04	15.80	16.59	17.42	18.30	19.22	20.19	21.20	22.26
1433 Y	29,806	31,304	32,885	34,549	36,296	38,126	40,040	42,058	44,179	46,405
M	2,483.87	2,608.67	2,740.40	2,879.07	3,024.67	3,177.20	3,336.67	3,504.80	3,681.60	3,867.07
B	1,146.40	1,204.00	1,264.80	1,328.80	1,396.00	1,466.40	1,540.00	1,617.60	1,699.20	1,784.80
H	14.33	15.05	15.81	16.61	17.45	18.33	19.25	20.22	21.24	22.31
1434 Y	29,827	31,325	32,906	34,570	36,317	38,147	40,061	42,078	44,200	46,426
M	2,485.60	2,610.40	2,742.13	2,880.80	3,026.40	3,178.93	3,338.40	3,506.53	3,683.33	3,868.80
B	1,147.20	1,204.80	1,265.60	1,329.60	1,396.80	1,467.20	1,540.80	1,618.40	1,700.00	1,785.60
H	14.34	15.06	15.82	16.62	17.46	18.34	19.26	20.23	21.25	22.32
1435 Y	29,848	31,346	32,926	34,590	36,338	38,168	40,082	42,099	44,221	46,446
M	2,487.33	2,612.13	2,743.87	2,882.53	3,028.13	3,180.67	3,340.13	3,508.27	3,685.07	3,870.53
B	1,148.00	1,205.60	1,266.40	1,330.40	1,397.60	1,468.00	1,541.60	1,619.20	1,700.80	1,786.40
H	14.35	15.07	15.83	16.63	17.47	18.35	19.27	20.24	21.26	22.33
1436 Y	29,869	31,366	32,947	34,611	36,358	38,189	40,102	42,120	44,242	46,467
M	2,489.07	2,613.87	2,745.60	2,884.27	3,029.87	3,182.40	3,341.87	3,510.00	3,686.80	3,872.27
B	1,148.80	1,206.40	1,267.20	1,331.20	1,398.40	1,468.80	1,542.40	1,620.00	1,701.60	1,787.20
H	14.36	15.08	15.84	16.64	17.48	18.36	19.28	20.25	21.27	22.34
1437 Y	29,890	31,387	32,968	34,632	36,379	38,210	40,123	42,141	44,262	46,488
M	2,490.80	2,615.60	2,747.33	2,886.00	3,031.60	3,184.13	3,343.60	3,511.73	3,688.53	3,874.00
B	1,149.60	1,207.20	1,268.00	1,332.00	1,399.20	1,469.60	1,543.20	1,620.80	1,702.40	1,788.00
H	14.37	15.09	15.85	16.65	17.49	18.37	19.29	20.26	21.28	22.35
1438 Y	29,910	31,408	32,989	34,653	36,400	38,230	40,144	42,162	44,283	46,509
M	2,492.53	2,617.33	2,749.07	2,887.73	3,033.33	3,185.87	3,345.33	3,513.47	3,690.27	3,875.73
B	1,150.40	1,208.00	1,268.80	1,332.80	1,400.00	1,470.40	1,544.00	1,621.60	1,703.20	1,788.80
H	14.38	15.10	15.86	16.66	17.50	18.38	19.30	20.27	21.29	22.36
1439 Y	29,931	31,429	33,010	34,674	36,421	38,251	40,165	42,182	44,304	46,530
M	2,494.27	2,619.07	2,750.80	2,889.47	3,035.07	3,187.60	3,347.07	3,515.20	3,692.00	3,877.47
B	1,151.20	1,208.80	1,269.60	1,333.60	1,400.80	1,471.20	1,544.80	1,622.40	1,704.00	1,789.60
H	14.39	15.11	15.87	16.67	17.51	18.39	19.31	20.28	21.30	22.37

49,000

**HEALTH INSURANCE BREAKDOWN FOR FULL AND PART-TIME
EMPLOYEES MONTHLY RATES
GENERAL UNIT**

****Effective January 2014 coverage****
(November 2013 paychecks)

Tier 1 (single) Operating Engineers **Total Monthly Rate \$790.00**

Full Time (80 hours)	\$165.40 Employee share	\$624.60 Employer share
Part Time (70-79)	\$204.44 Employee share	\$585.56 Employer share
Part Time (60-69)	\$282.52 Employee share	\$507.48 Employer share
Part Time (50-59)	\$360.58 Employee share	\$429.42 Employer share
Part Time (40-49)	\$438.66 Employee share	\$351.34 Employer share
Part Time (30-39)	\$516.74 Employee share	\$273.26 Employer share

Tier 2 (1 + 1) **Total Monthly Rate \$1580.00**

Full Time (80 hours)	\$331.70 Employee share	\$1248.30 Employer share
Part Time (70-79)	\$409.72 Employee share	\$1170.28 Employer share
Part Time (60-69)	\$565.76 Employee share	\$1014.24 Employer share
Part Time (50-59)	\$721.80 Employee share	\$858.20 Employer share
Part Time (40-49)	\$877.84 Employee share	\$702.16 Employer share
Part Time (30-39)	\$1033.86 Employee share	\$546.14 Employer share

Tier 3 (Family) **Total Monthly Rate \$2133.00**

Full Time (80 hours)	\$ 647.00 Employee share	\$1486.00 Employer share	1/2 743.00
Part Time (70-79)	\$ 739.88 Employee share	\$1393.12 Employer share	
Part Time (60-69)	\$ 925.62 Employee share	\$1207.38 Employer share	
Part Time (50-59)	\$1111.38 Employee share	\$1021.62 Employer share	
Part Time (40-49)	\$1297.12 Employee share	\$ 835.88 Employer share	
Part Time (30-39)	\$1482.88 Employee share	\$ 650.12 Employer share	

Administrative Fee- \$37.00 per month
 \$47.00 per month Union Dues for General Unit
 \$42.00 per month Union Dues for Crafts and Trades
 \$55.00 per month Union Dues for Mid-Management

Allocations 2013/2014

<u>GENERAL</u>		12/13 Positions Adopted	13/14 Positions Requested	13/14 Positions Recommended	13/14 Positions Adopted	13/14 Adopted Reductions of Filled Positions	<u>notes</u>
<u>CLASSIFICATION</u>							
BOARD OF SUPERVISORS	20010						
Supervisor		5.000	5.000	5.000	5.000		
Executive Assistant/Board of Supervisors		1.000	1.000	1.000	1.000		
		6.000	6.000	6.000	6.000		
ADMINISTRATIVE OFFICE	20030						
County Administrative Officer		0.000	0.000	0.000	0.000		
Assistant Risk Manager		0.000	0.000	0.000	0.000		
Management Analyst II/I		0.000	0.000	0.000	0.000		
Executive Assistant		0.000	0.000	0.000	0.000		
		0.000	0.000	0.000	0.000		
HUMAN RESOURCES	20035						
Human Resources Director		1.000	1.000	1.000	1.000		
Human Resources Analyst II or		0.000	1.000	1.000	1.000		
Human Resources Analyst I		0.000	0.000	0.000	0.000		
Human Resources Technician III or		1.000	1.000	1.000	1.000		
Human Resources Technician II or		1.000	1.000	1.000	1.000		
Human Resources Technician I		0.000	0.000	0.000	0.000		
		3.000	4.000	4.000	4.000		
AUDITOR-CONTROLLER	20040						
Auditor/Controller		1.000	1.000	1.000	1.000		
Assistant Auditor Controller OR		1.000	1.000	1.000	1.000		
Chief Deputy Auditor OR		0.000	0.000	0.000	0.000		
Accountant		0.000	0.000	0.000	0.000		
Assistant Risk Manager		1.000	1.000	1.000	1.000		
Accountant Auditor/Liability Risk Analyst		1.000	1.000	1.000	1.000		
Accountant/Workers Compensation Analyst		1.000	1.000	1.000	1.000		
Payroll Specialist II or		1.000	1.000	1.000	1.000		
Payroll Specialist I		0.000	0.000	0.000	0.000		
Fiscal Support Coordinator		0.000	0.000	0.000	0.000		
Lead Fiscal & Technical Services Asst.		0.000	0.000	0.000	0.000		
Auditor Accounting Technician OR		1.000	1.000	1.000	1.000		
Auditor Accounting Clerk I or II		0.000	0.000	0.000	0.000		
		7.000	7.000	7.000	7.000		
REASURER-TAX COLLECTOR	20050						
Treasurer/Tax Collector		1.000	1.000	1.000	1.000		
Assistant Treasurer/Tax Collector		1.000	1.000	1.000	1.000		
Collections Officer I or II		0.000	0.000	0.000	0.000		
Accounting Technician		0.000	0.000	0.000	0.000		
Treasurer/Tax Technician		0.000	0.000	0.000	0.000		
Treasurer/Tax Collections Officer		3.000	3.000	3.000	3.000		
Treasurer/Tax Specialist II or		1.000	1.000	1.000	1.000		
Treasurer/Tax Specialist I		0.000	0.000	0.000	0.000		
		6.000	6.000	6.000	6.000		

Allocation to remain vacant at this time

Allocations 2012/2013

<u>GENERAL</u>		11/12	12/13	12/13	12/13	12/13 Adopted Reductions of Filled Positions & notes
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted	
<u>CLASSIFICATION</u>						
BOARD OF SUPERVISORS	20010					
Supervisor		5.000	5.000	5.000	5.000	
Executive Assistant/Board of Supervisors		1.000	1.000	1.000	1.000	
		6.000	6.000	6.000	6.000	
ADMINISTRATIVE OFFICE	20030					
County Administrative Officer		1.000	0.000	0.000	0.000	
Assistant Risk Manager		1.000	0.000	0.000	0.000	
Management Analyst II/I		0.000	0.000	0.000	0.000	
Executive Assistant		0.000	0.000	0.000	0.000	
		2.000	0.000	0.000	0.000	
HUMAN RESOURCES	20035					
Human Resources Director		1.000	1.000	1.000	1.000	
Human Resources Analyst II or		0.000	0.000	0.000	0.000	
Human Resources Analyst I		0.000	0.000	0.000	0.000	
Human Resources Technician III or		1.000	1.000	1.000	1.000	
Human Resources Technician II or		1.000	1.000	1.000	1.000	
Human Resources Technician I		0.000	0.000	0.000	0.000	
		3.000	3.000	3.000	3.000	
<u>AUDITOR-CONTROLLER</u>	20040					
Auditor/Controller		1.000	1.000	1.000	1.000	
Assistant Auditor Controller OR		0.000	0.000	0.000	0.000	
Chief Deputy Auditor OR		0.000	0.000	0.000	0.000	
Accountant		1.000	1.000	1.000	1.000	
Assistant Risk Manager		0.000	1.000	1.000	1.000	
Accountant Auditor/Liability Risk Analyst		1.000	1.000	1.000	1.000	
Accountant/Workers Compensation Analyst		1.000	1.000	1.000	1.000	
Payroll Specialist II or		1.000	1.000	1.000	1.000	
Payroll Specialist I		0.000	0.000	0.000	0.000	
Fiscal Support Coordinator		0.000	0.000	0.000	0.000	
Lead Fiscal & Technical Services Asst.		0.000	0.000	0.000	0.000	
Auditor Accounting Technician OR		1.000	1.000	1.000	1.000	
Auditor Accounting Clerk I or II		0.000	0.000	0.000	0.000	
		6.000	7.000	7.000	7.000	
TREASURER-TAX COLLECTOR	20050					
Treasurer/Tax Collector		1.000	1.000	1.000	1.000	
Assistant Treasurer/Tax Collector		1.000	1.000	1.000	1.000	
Collections Officer I or II		0.000	0.000	0.000	0.000	
Accounting Technician		0.000	0.000	0.000	0.000	
Treasurer/Tax Technician		0.000	0.000	0.000	0.000	
Treasurer/Tax Collections Officer		3.000	3.000	3.000	3.000	
Treasurer/Tax Specialist II or		1.000	1.000	1.000	1.000	Allocation to remain vacant at this time
Treasurer/Tax Specialist I		0.000	0.000	0.000	0.000	
		6.000	6.000	6.000	6.000	
ASSESSOR	20060					
Assessor		1.000	1.000	1.000	1.000	
Chief Appraiser		1.000	1.000	1.000	1.000	
Auditor/Appraiser III/ II/I or		0.000	0.000	0.000	0.000	
Appraiser III or		3.000	3.000	3.000	3.000	
Appraiser II or		0.000	0.000	0.000	0.000	
Appraiser I or		0.000	0.000	0.000	0.000	
Appraiser Assistant		0.000	0.000	0.000	0.000	
Department Fiscal Officer I or		1.000	1.000	1.000	1.000	
Assessor's Officer Manager		0.000	0.000	0.000	0.000	
GIS Technician		0.000	0.000	0.000	0.000	
Cadastral Drafting Specialist		1.000	1.000	1.000	1.000	
Property Tax Assessment Technician OR		1.000	1.000	1.000	1.000	
Property Tax Assessment Specialist I or II		0.000	0.000	0.000	0.000	

Allocations 2011/2012

<u>GENERAL</u>		10/11	11/12	11/12	11/12	<u>11/12 Adopted Reductions of Filled Positions</u>
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted	
CLASSIFICATION						
BOARD OF SUPERVISORS	20010					
Supervisor		5.000	5.000	5.000	5.000	
Executive Assistant/Board of Supervisors		1.000	1.000	1.000	1.000	
		6.000	6.000	6.000	6.000	
ADMINISTRATIVE OFFICE	20030					
County Administrative Officer		1.000	1.000	1.000	1.000	
Management Analyst II/I		0.000	0.000	0.000	0.000	
Executive Assistant		1.000	1.000	0.000	0.000	1.0 FTE remove 1O/1/11
		2.000	2.000	1.000	1.000	
RISK MANAGEMENT	20032					
Risk Manager		0.000	0.000	0.000	0.000	
Project Manager		0.000	0.000	0.000	0.000	
		0.000	0.000	0.000	0.000	
HUMAN RESOURCES	20035					
Human Resources Director		1.000	1.000	1.000	1.000	
Human Resources Analyst II or		0.000	0.000	0.000	0.000	
Human Resources Analyst I		0.000	0.000	0.000	0.000	
Human Resources Technician III or		0.000	0.000	0.000	0.000	
Human Resources Technician II or		1.000	1.000	1.000	1.000	
Human Resources Technician I		1.000	1.000	1.000	1.000	
		3.000	3.000	3.000	3.000	
AUDITOR-CONTROLLER	20040					
Auditor/Controller		1.000	1.000	1.000	1.000	
Assistant Auditor Controller OR		0.000	0.000	0.000	0.000	
Chief Deputy Auditor OR		0.000	0.000	0.000	0.000	
Accountant		1.000	1.000	1.000	1.000	
Accountant Auditor/Liability Risk Analyst		1.000	1.000	1.000	1.000	
Accountant/Workers Compensation Analyst		1.000	1.000	1.000	1.000	
Payroll Specialist II or		1.000	1.000	1.000	1.000	
Payroll Specialist I		0.000	0.000	0.000	0.000	
Fiscal Support Coordinator		0.000	0.000	0.000	0.000	
Lead Fiscal & Technical Services Asst.		0.000	0.000	0.000	0.000	
Auditor Accounting Technician OR		1.000	1.000	1.000	1.000	
Auditor Accounting Clerk I or II		0.000	0.000	0.000	0.000	
Safety Officer/Auditor Accounting Clerk		1.000	1.000	1.000	1.000	
Fiscal and Technical Services Assistant III OR		0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant II OR		0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant I		0.000	0.000	0.000	0.000	
		7.000	7.000	7.000	7.000	
TREASURER-TAX COLLECTOR	20050					
Treasurer/Tax Collector		1.000	1.000	1.000	1.000	
Assistant Treasurer/Tax Collector		1.000	1.000	1.000	1.000	
Collections Officer I or II		1.000	1.000	1.000	1.000	
Accounting Technician		0.000	0.000	0.000	0.000	
Treasurer/Tax Technician		0.000	0.000	0.000	0.000	
Treasurer/Tax Specialist II or		3.000	3.000	3.000	3.000	
Treasurer/Tax Specialist I		0.000	0.000	0.000	0.000	
		6.000	6.000	6.000	6.000	

Allocations 2010/2011

<u>GENERAL</u>		09/10 Positions Adopted	10/11 Positions Requested	10/11 Positions Recommended	10/11 Positions Adopted	Adopted Reductions of Filled Positions
<u>CLASSIFICATION</u>						
BOARD OF SUPERVISORS	20010					
Supervisor		5.000	5.000	5.000	5.000	
Executive Assistant/Board of Supervisors		1.000	1.000	1.000	1.000	
		6.000	6.000	6.000	6.000	
ADMINISTRATIVE OFFICE	20030					
County Administrative Officer		1.000	1.000	1.000	1.000	
Management Analyst II/I		0.000	0.000	0.000	0.000	
Executive Assistant		1.000	1.000	1.000	1.000	
		2.000	2.000	2.000	2.000	
RISK MANAGEMENT	20032					
Risk Manager		0.000	0.000	0.000	0.000	8/30/2009
Project Manager		0.000	0.000	0.000	0.000	
		0.000	0.000	0.000	0.000	
HUMAN RESOURCES	20035					
Human Resources Director		1.000	1.000	1.000	1.000	
Human Resources Analyst II or		0.000	0.000	0.000	0.000	
Human Resources Analyst I		0.000	0.000	0.000	0.000	
Human Resources Technician III or		0.000	0.000	0.000	0.000	
Human Resources Technician II or		1.000	1.000	1.000	1.000	
Human Resources Technician I		1.000	1.000	1.000	1.000	
		3.000	3.000	3.000	3.000	
AUDITOR-CONTROLLER	20040					
Auditor/Controller		1.000	1.000	1.000	1.000	
Assistant Auditor Controller OR		0.500	0.500	0.500	0.500	10/24/2008
Chief Deputy Auditor OR		0.000	0.000	0.000	0.000	
Accountant/Auditor/Liability Risk Analyst		1.000	1.000	1.000	1.000	
Accountant/Workers Compensation Analyst		1.000	1.000	1.000	1.000	
Accountant		0.000	0.000	0.000	0.000	
Payroll Specialist II or		1.000	1.000	1.000	1.000	
Payroll Specialist I		0.000	0.000	0.000	0.000	
Fiscal Support Coordinator		0.000	0.000	0.000	0.000	
Lead Fiscal & Technical Services Asst.		0.000	0.000	0.000	0.000	
Auditor Accounting Technician OR		1.000	1.000	1.000	1.000	
Auditor Accounting Clerk I or II		0.000	0.000	0.000	0.000	
Safety Officer/Auditor Accounting Clerk		1.000	1.000	1.000	1.000	
Fiscal and Technical Services Assistant III OR		0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant II OR		0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant I		0.000	0.000	0.000	0.000	
		6.500	6.500	6.500	6.500	
TREASURER-TAX COLLECTOR	20050					
Treasurer/Tax Collector		1.000	1.000	1.000	1.000	
Assistant Treasurer/Tax Collector		1.000	1.000	1.000	1.000	
Collections Officer I or II		1.000	1.000	1.000	1.000	
Accounting Technician		1.000	1.000	0.000	0.000	
Treasurer/Tax Technician		0.000	0.000	0.000	0.000	
Treasurer/Tax Specialist II or		3.000	3.000	3.000	3.000	
Treasurer/Tax Specialist I		0.000	0.000	0.000	0.000	
		7.000	7.000	6.000	6.000	

Exhibit D

Allocations 2009/2010

CLASSIFICATION	20010	08/09	09/10	09/10	09/10	Adopted
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted	Reductions of Filled Positions
BOARD OF SUPERVISORS	20010					
Supervisor		5.000	5.000	5.000	5.000	
Executive Assistant/Board of Supervisors		1.000	1.000	1.000	1.000	
		6.000	6.000	6.000	6.000	
ADMINISTRATIVE OFFICE	20030					
County Administrative Officer		1.000	1.000	1.000	1.000	
Management Analyst II/I		0.000	0.000	0.000	0.000	
Executive Assistant		1.000	1.000	1.000	1.000	
		2.000	2.000	2.000	2.000	
RISK MANAGEMENT	20032					
Risk Manager		1.000	1.000	0.000	0.000	8/30/2009
Project Manager		1.000	1.000	0.000	0.000	
		1.000	1.000	0.000	0.000	
HUMAN RESOURCES	20035					
Human Resources Director		1.000	1.000	1.000	1.000	
Human Resources Analyst II or		0.000	0.000	0.000	0.000	
Human Resources Analyst I		0.000	0.000	0.000	0.000	
Human Resources Technician III or		0.000	0.000	0.000	0.000	
Human Resources Technician II or		1.000	1.000	1.000	1.000	
Human Resources Technician I		1.000	1.000	1.000	1.000	
		3.000	3.000	3.000	3.000	
AUDITOR-CONTROLLER	20040					
Auditor/Controller		1.000	1.000	1.000	1.000	
Assistant Auditor Controller OR		0.500	0.500	0.500	0.500	10/24/2008
Chief Deputy Auditor OR		0.000	0.000	0.000	0.000	
Accountant/Auditor II OR		0.000	0.000	0.000	0.000	
Accountant/Auditor I		0.000	0.000	0.000	0.000	
Accountant		1.000	1.000	1.000	1.000	
Payroll Specialist II or		1.000	1.000	1.000	1.000	
Payroll Specialist I		0.000	0.000	0.000	0.000	
Fiscal Support Coordinator		1.000	1.000	1.000	1.000	
Lead Fiscal & Technical Services Asst.		0.000	0.000	0.000	0.000	
Auditor Accounting Technician OR		1.750	1.750	1.750	1.750	
Auditor Accounting Clerk I or II		0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant III OR		0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant II OR		0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant I		0.000	0.000	0.000	0.000	
		6.250	6.250	6.250	6.250	
TREASURER-TAX COLLECTOR	20050					
Treasurer/Tax Collector		1.000	1.000	1.000	1.000	
Assistant Treasurer/Tax Collector		1.000	1.000	1.000	1.000	
Collections Officer I or II		1.000	1.000	1.000	1.000	
Accounting Technician		1.000	1.000	1.000	1.000	
Treasurer/Tax Technician		0.000	0.000	0.000	0.000	
Treasurer/Tax Specialist II or		3.000	3.000	3.000	3.000	
Treasurer/Tax Specialist I		0.000	0.000	0.000	0.000	
		7.000	7.000	7.000	7.000	

Exhibit D

FY 08/09 ALLOCATION LIST

<u>GENERAL</u> <u>CLASSIFICATION</u>	20010	07/08	08/09	08/09	08/09	08/09
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted	Adopted Reductions of Filled Positions
BOARD OF SUPERVISORS	20010					
Supervisor		5.000	5.000	5.000	5.000	
Executive Assistant/Board of Supervisors		1.000	1.000	1.000	1.000	
		6.000	6.000	6.000	6.000	
ADMINISTRATIVE OFFICE	20030					
County Administrative Officer		1.000	1.000	1.000	1.000	
Management Analyst II/I		0.000	0.000	0.000	0.000	
Executive Assistant		1.000	1.000	1.000	1.000	
		2.000	2.000	2.000	2.000	
RISK MANAGEMENT	20032					
Risk Manager		1.000	1.000	1.000	1.000	
		1.000	1.000	1.000	1.000	
HUMAN RESOURCES	20035					
Human Resources Director		1.000	1.000	1.000	1.000	
Human Resources Analyst II or		0.000	0.000	0.000	0.000	
Human Resources Analyst I		1.000	1.000	0.000	0.000	10/24/2008
Human Resources Technician III or		0.000	0.000	0.000	0.000	
Human Resources Technician II or		1.000	1.000	1.000	1.000	
Human Resources Technician I		1.000	1.000	1.000	1.000	
		4.000	4.000	3.000	3.000	
AUDITOR-CONTROLLER	20040					
Auditor/Controller		1.000	1.000	1.000	1.000	
Assistant Auditor Controller OR		1.000	1.000	0.500	0.500	10/24/2008
Chief Deputy Auditor OR		0.000	0.000	0.000	0.000	
Accountant/Auditor II OR		0.000	0.000	0.000	0.000	
Accountant/Auditor I		0.000	0.000	0.000	0.000	
Accountant		1.000	1.000	1.000	1.000	
Payroll Specialist II or		1.000	1.000	1.000	1.000	
Payroll Specialist I		0.000	0.000	0.000	0.000	
Fiscal Support Coordinator		1.000	1.000	1.000	1.000	
Lead Fiscal & Technical Services Asst.		0.000	0.000	0.000	0.000	
Auditor Accounting Technician OR		2.000	2.000	1.750	1.750	10/24/2008
Auditor Accounting Clerk I or II		0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant III OR		0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant II OR		0.000	0.000	0.000	0.000	
Fiscal and Technical Services Assistant I		0.000	0.000	0.000	0.000	
		7.000	7.000	6.250	6.250	
TREASURER-TAX COLLECTOR	20050					
Treasurer/Tax Collector		1.000	1.000	1.000	1.000	
Assistant Treasurer/Tax Collector		1.000	1.000	1.000	1.000	
Collections Officer I or II		1.000	1.000	1.000	1.000	
Accounting Technician		1.000	1.000	1.000	1.000	
Treasurer/Tax Technician		0.000	0.000	0.000	0.000	
Treasurer/Tax Specialist II or		4.000	4.000	3.000	3.000	1/1/2009
Treasurer/Tax Specialist I		0.000	0.000	0.000	0.000	
		8.000	8.000	7.000	7.000	



Office of the Sheriff

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

3c1

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: February 25, 2014

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Item for the meeting of March 11, 2014

RECOMMENDATION:

Approve \$23,419.00 budget transfer for the 2011 Homeland Security Grant budget from fixed asset accounts to service & supply accounts.

BACKGROUND & DISCUSSION:

The FY 12/13 Administrative and Budgetary Controls require transfers to/from fixed asset accounts to be approved by the Board of Supervisors.

This is a budget transfer request for the 2011 Homeland Security Grant to allow for expenditures as per the grant award agreement. The grant has been modified and the items to be purchased are no longer fixed assets, therefore, the funds need to be transferred to the service & supply account.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: HOMELAND SECURITY 2011 Dept. No: 70344 Date: 2/25/2014

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)

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

Supplemental budget requests require Auditor/Controller's signature

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

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

A) Transfer to cover shortages in accounts

B) Grant has been modified and no further fixed asset purchases will be made

C) Expenses to be incurred this fiscal year prior to end of grant funding period

D) N/A

Approved by Department Signing Authority:

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Board Approval Date:

Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

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.



Office of the Sheriff 3c2

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

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: February 26, 2014

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Item for the meeting of March 11, 2014

RECOMMENDATION:

Approve budget transfer for the SB678-Sheriff in the amount of \$850.00 from Group Insurance (51090) to Clothing Allowance (51125).

BACKGROUND & DISCUSSION:

The FY 13/14 Administrative and Budgetary Controls require transfers from wages and benefits to be approved by the Board of Supervisors.

This is a budget transfer request for SB678-Sheriff in the amount of \$850.00 transferring funds from Group Insurance (51090) to Clothing Allowance (51125).

During budget preparation the initial clothing allowance for new deputies in the amount of \$850.00 is not accounted for. A new deputy was hired in this budget and the account for clothing allowance is now short that \$850.00. The position was filled in August and there is now a savings in group insurance that is available to transfer.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: SB678 - SHERIFF Dept. No: 70388 Date 2/26/2014

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)

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

Supplemental budget requests require Auditor/Controller's signature

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

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

A) Transfer to cover shortage in account

B) Expenses less than anticipated

C) Expenses to be incurred this fiscal year

D) N/A

Approved by Department Signing Authority:

Doni Tower

Approved/ Recommended _____ Disapproved/ Not recommended _____

Auditor/Controller Signature: _____

Board Approval Date: _____ Agenda Item No. _____

Board Approval Date: _____ Agenda Item No. _____

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.



Plumas County Public Health Agency 3D

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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To: Plumas County Board of Supervisors

From: Jimmy LaPlante, Plumas County Veterans Services Officer

Mimi Hall, Public Health Director

CC: Health and Human Services Cabinet Members

Date: February 27, 2014

Agenda: Presentation Item for March 11, 2014

Item Description/Recommendation: Receive and File Plumas County Veterans Services Update

Monetary Benefits Attributable to the Assistance of County Veterans Services Offices

During the Fiscal Year 2012-2013, The County Veterans Service Office (CVSO) obtained *new and increased* monthly cash benefits from the United States Department of Veterans Affairs (USDVA) in the annualized amount of \$814,790 (Attachment 1). These benefits were the direct result of veterans claims filed by the Plumas County Veteran Services Office.

These new monies, generated by the CVSO, were sent directly to veterans, and in some case, their survivors, and were then spent in the local economy. These federal benefits have also helped to alleviate pressure on the state and county Social Services such as Medi-Cal, CalFresh (formerly known as food stamps), In Home Support Services, Child Welfare Services, Cal-Works, etc.

Mental Health Services and Veterans

As the tide of war recedes, we have the opportunity, and the responsibility, to anticipate the needs of returning veterans. As these newest veterans return home, it is the priority of the CVSO to ensure that veterans have access to quality mental health care in order to successfully make the transition to civilian life.

Welfare and Institutions Code (WIC) § 5847 and California Code of Regulations (CCR) § 3310 state that each county in California shall develop a Three Year Program and Expenditure Plan to address various Mental Health Services Act components. Furthermore, WIC § 5848 states that

each Plan shall be developed with local stakeholders, with Veterans Representatives being named as a specific group to be included. (Attachment 2)

While we have made great strides to expand mental health care access in Plumas County, we have much more work to do. The CVSO is looking forward to partnering with the Mental Health Department in its development of the 2014-2015 & 2016-2017 Mental Health Services Act Program and Expenditure Plan. Working together, county departments are challenged with improving our existing progress, identifying barriers that prevent veterans from receiving timely treatment, and finding solutions to those barriers.

As a prominent partner whose involvement as a stakeholder is required by statute, the CVSO hopes to assist Mental Health Department in developing a plan and allocating MHSA funding, which is approximately \$1.5 million annually, which is responsive to the most pressing mental health needs of all community members, particularly veterans. We hope to take action to reach out to veterans who require and utilize mental health care instead of waiting for them to come to us regarding their needs. The men and women who have had multiple deployments over a decade of combat have carried a tremendous burden for our country, and it is our mission to increase access to care and services for them.

Legislative Issues

AB 1637 proposes that veterans be identified on California driver's licenses as having served their country under a bill supported by Assembly members Jim Frazier, D-Oakley, and Richard Bloom, D-Santa Monica.

The license designation under AB 1637 would make it easier for veterans to access federal, state and local benefits, including employment, education, housing, health and counseling benefits by eliminating the impracticality of carrying around official discharge papers. The designation, which most states have already added to their state driver's licenses, also helps veterans receive hotel and retail discounts when available, which is now being addressed with local Plumas County Veterans Identification Cards.

Once a veteran leaves services, discharge papers serve as verification of service, but those records also contain substantial personal information that makes it not ideal for carrying around.

Providing a simple "Veteran" notation on California driver's licenses and identification cards, something that 47 states have already legislated, means our veterans will have better access to the resources, benefits and services that they have earned.

CVSO Current and Future Capacity

As the effects of the economy took hold on Plumas County, the amount of general fund dollars committed to serving veterans through the VSO declined considerably. The table below shows the actual year end costs to the county general fund for the VSO operations:

County Veterans Services Offices General Fund Costs:

	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
General Fund Cost	\$129,142	\$114,088	\$77,903	\$49,589	\$37,496
Number of Claims Filed (calendar year)	352	311	271	277	215

The Veterans Services Office was at one time staffed by three Full Time Equivalent (FTE) permanent employees - one Veterans Services Officer and two Veterans Services Representatives. Since FY 10-11, the CVS0 has been staffed by a 1.0 FTE Veterans Services Officer. That same year, the CVS0 Department became a division of the Public Health Department. This reorganization helped to soften the blow of drastic general fund reductions by providing administrative, front office, fiscal, and other support through a highly difficult and transitional time for the county. As staffing levels decreased, they did not allow for back-up claims coverage in the absence of the VSO. In 2012-2013, the VSO position was on extended excused leave before resigning. The impact can be seen in the number of claims filed that year. This year, the CVS0 was able to hire a part-time extra help Veterans Services Representative due to a one time increase in grant funding.

The County Veterans Services Office is the only county entity able to file claims on behalf of veterans to the Veterans Administration, and its ability to accomplish this is limited by the staff availability to perform adequate outreach, especially to the most hard-to-reach veterans, ongoing customer services, and to electronically file, process and monitor claims.

We hope that you will consider this valuable information when addressing the needs of a properly funded and fully supported County Veterans Services Office. With a county general fund cost of less than \$50,000 this fiscal year, the CVS0 remains one of the few arms of the county that generates revenue not just for the county organization, but for the local economy in general. In addition, our county veteran population has earned the right to continued, high quality representation in veterans' affairs.

3E



OFFICE OF THE
COUNTY COUNSEL
COUNTY OF PLUMAS

Plumas County Courthouse
520 Main Street, Room 301
Quincy, California 95971-9115

R. CRAIG SETTLEMIRE
COUNTY COUNSEL
STEPHEN L. MANSELL
DEPUTY COUNTY COUNSEL
ELIZABETH CORTEZ-MCLEAN
PARALEGAL/SMALL CLAIMS ADVISOR

Phone: (530) 283-6240
Fax: (530) 283-6116

March 5, 2014

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas

FROM: R. Craig Settlemire, *Plumas County Counsel*

A handwritten signature in black ink that reads "R. Craig Settlemire".

SUBJECT: First Amendment to Services Agreement with Law Office of Linda L. Daube.

Recommended Action:

It is respectfully recommended that the Services Agreement with the Law Office of Linda L. Daube be amended to increase the maximum compensation payable to the contractor, as provided in the proposed "First Amendment to Services Agreement by and between the County of Plumas and Linda L. Daube" submitted herewith. It is further recommended that the Board of Supervisors ratify and approve payment of services provided by the Law Office of Linda L. Daube to the date of the amendment. Finally, since more than one department of the County is subject to HIPAA, it is also recommended that the payment for services rendered pursuant to the contract be made by the department that is the subject of an investigation.

Background:

The Health Insurance Portability and Accountability Act ("HIPAA") requires a "covered entity" providing health care services such as Plumas County to investigate any alleged improper disclosure of protected health information. Under the authority of the Chair of the Board of Supervisors acting as the County Purchasing Agent and HIPAA Privacy Officer, the County entered into a Services Agreement dated September 5, 2013, with the Law Office of Linda L. Daube to, "Upon request of County, Contractor shall perform legal and investigative services regarding allegations of possible breaches of State and Federal laws and County policies and procedures regarding improper release of protected health information." This original agreement was limited to the maximum contracting authority of the Purchasing Agent of \$10,000 under the County's Purchasing Policy and facilitated Ms. Daube's immediate availability. While it was contemplated by the parties at the time of the original agreement that the cost of any

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas
FROM: R. Craig Settemire, *Plumas County Counsel*
SUBJECT: First Amendment to Services Agreement with Law Office of Linda L. Daube.

Page 2 of 2

investigation may exceed \$10,000, an amendment could be drafted and put before the Board of Supervisors to cover the entire cost of any investigation.

HIPAA is concerned with protecting highly sensitive and confidential personal health information. It is important that any investigations be handled by an experienced person knowledgeable not only in the requirements of HIPAA, but also in matters relating to personnel related matters. Ms. Daube is a licensed attorney with extensive experience in such matters.

Ms. Daube has provided services to Plumas County under the original agreement and it is expected that the services will exceed the amount authorized by the original agreement, but will not exceed a total of \$15,000.

FIRST AMENDMENT TO SERVICES AGREEMENT
BY AND BETWEEN THE
COUNTY OF PLUMAS
AND
LAW OFFICE OF LINDA L. DAUBE

This First Amendment to Services Agreement ("Amendment") is made on March 11, 2014, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California ("COUNTY"), and the Law Office of Linda L. Daube, a California Professional Corporation ("CONTRACTOR"), who agree as follows:

1. Recitals: This Amendment is made with reference to the following facts and objectives:

- a. COUNTY and CONTRACTOR have entered into a written Services Agreement executed by the parties on September 5, 2013, (the "Agreement"), in which the Contractor agreed to provide certain HIPAA investigation services to the County.
- b. During the term of the contract, the County required additional services from the Contractor in excess of what the parties originally anticipated.
- c. The parties desire to amend the Agreement to increase the maximum amount to be paid to Contractor under the Agreement.

2. Amendments: The parties agree to amend the Agreement as follows:

- a. Section 2 of the Agreement is hereby amended in its entirety as follows:
 2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Fifteen Thousand and No/100 Dollars (\$15,000.00). County approves and ratifies services provided to date.

[Continued on Following Page]

3. **Effectiveness of Agreement:** Except as set forth in this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect.

CONTRACTOR:

Law Office of Linda L. Daube, a
California Professional Corporation

By: _____
Linda L. Daube
President/Attorney

Date signed:

COUNTY:

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

By: _____
Jon Kennedy
Chair, Board of Supervisors

Date signed:

APPROVED AS TO FORM:

Plumas County Counsel

By: 
R. Craig Settlemire
County Counsel

Date signed:



BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JON KENNEDY, DISTRICT 5

February 27, 2014

TO: Dr. Ron Chapman, Director
California Department of Public health
P.O. Box 997377, MS 0500
Sacramento, CA 95899-7377

FROM: Plumas County Board of Supervisors

CC: Assemblyman Wesley Chesboro
Assemblyman Brian Dahle
Assemblyman Dan Logue

SUBJECT: Nor-Cal EMS and California Department of Public Health Settlement Hearing

The Plumas County Board of Supervisors strongly encourages the California Department of Public Health to reach an agreement with Nor-Cal EMS regarding reimbursement of past claims in the Hospital Preparedness Program in a manner that fulfills the needs of the state while also allowing Nor-Cal EMS to continue providing critical services to the residents and visitors of our rural counties. We are aware that our regional Assemblymen have urged CDPH to compromise with Nor-Cal. Furthermore, we fully support their request in order to maintain the responsive service and coordination Nor-Cal EMS has afforded the smallest rural counties in California.

Nor-Cal EMS has served as the Plumas County LEMSA since 1982. Prior to forming as a non-profit entity in 1982, Nor-Cal had served Plumas County since 1973 as the Northern California Emergency Medical Care Council, a Joint Powers Authority working with Plumas County on EMS issues.

Some of our local EMS representatives have had over 25 years' of experience dealing with Nor-Cal EMS and their staff. One provider representing the eastern side of the county noted in a stakeholder survey, "Recently, we finished a First Responder class, and put the students through the on line certification as well as recertification of First Responders, EMTs and MICN. This on line process was the easiest and fastest certification and re-certification I have experienced. Nor-Cal has always strived to improve their system as well as work with the providers."

Plumas County Supervisors recognize that the ability of the LEMSA to effectively serve our citizens affects the health and safety of thousands of residents and visitors. Based on past stakeholder survey input from pre-hospital and hospital providers who rely on the LEMSA system and protocols as the umbrella authority for their scope of practice, area providers reported receiving a high level of support from Nor-Cal staff and report Nor-Cal protocols serve rural EMS providers well. This group includes partners from fire, ambulance, and hospital providers representing First Responders, EMT 1, EMT 2, Paramedics, MICN's, MICP's and physicians from all geographic areas of the county.

Rural areas experience a distinctive set of challenges in providing emergency medical care to patients. Counties with a rural EMS system must deal with issues such as longer transport times, often an hour or more, and fewer facilities accepting critical patients. Many areas in this region have no radio or cell phone coverage, meaning that providers must fall back on expanded protocols to save lives. Clearly, the current system under Nor-Cal EMS has evolved over more than three decades to allow for expanded procedures, skills, and life saving measures specific and crucial to rural areas and serves the most vulnerable counties in California in a manner that would be impossible to duplicate in a newly formed JPA or by a LEMSA with no history of serving such uniquely rural communities.

By reaching an agreement with Nor-Cal EMS that allows the organization to remain intact, the California Department of Public Health has an opportunity to preserve a LEMSA system in California's most inaccessible counties that has the proven ability to reduce health disparities based on place and be responsive to our rural needs.

Sincerely,



Jon Kennedy

Jon Kennedy, Chair
Plumas County Board of Supervisors



570 Golden Eagle Avenue, Quincy, California 96271
530-283-0202 • info@frc.edu • www.frc.edu

HB

March 5, 2014

RE: Exciting Opportunity to Increase Business in Plumas County

Dear Plumas County Board of Supervisors,

We would like to invite you to join us in developing the next generation of entrepreneurs in our community.

On March 28th we are hosting a Business Plan Competition at Grizzly Creek Ranch in Portola. Focusing on students aged 14 to 27, the competition will showcase the top business plans selected from over 200 students throughout Plumas Unified School District.

Top Prize for best business plan is \$1000, plus support to start their new business!

Feather River College's Entrepreneurship Pathway provides entrepreneurial education to a vital and growing segment of our local population—our youth! Our program includes five new entrepreneurial certificate programs at the college, as well as integrating 40 hours of entrepreneurship curriculum into the Business and Finance class at each PUSD high school. Students are learning how to recognize opportunities, write comprehensive business plans, develop critical thinking, and start a viable business doing something they enjoy. Our Entrepreneurship Certificate programs have given aspiring entrepreneurs the tools and confidence to turn their hopes into reality, creating vitality and strength for our local economy.

Our partnerships with local businesses and community leaders is what makes this unique program such a success. We appreciate your consideration in joining us in this effort via a sponsorship—100% of the donations received will go directly to our young entrepreneurs.

What can you do to sponsor our young entrepreneurs? We are requesting a \$1,000 donation from the general fund contingency of the Plumas County Board of Supervisors.

We are seeking to raise \$3000 and appreciate whatever you can contribute financially, **no donation is too small!** You might also like to consider becoming a mentor or inviting a student as an intern to your site.

All contributors will have brand exposure on our web-site and in the local paper, as well as the opportunity to be named on the program at the competition. Supporter decals will also be provided, so that you can show your commitment to community growth.

If you are interested in contributing in any way, please contact us March 15th, 2014.

To Donate

All donations are tax-deductible as allowed by law through the Feather River College Foundation (Non Profit 501c). If you would like to make a donation please write ENTREPRENEURSHIP in the memo line and make checks payable to:

Feather River College Foundation
570 Golden Eagle Avenue
Quincy, CA 95971
Attn: Tanya Meyer

We appreciate your consideration and all you do for our community. If you have any ideas or additional ways you would like to collaborate to support young entrepreneurs please contact us as the information below.

In collaboration,

Handwritten signatures of Amy Schulz and Tiffiney Lozano. Amy's signature is larger and more stylized, while Tiffiney's is smaller and more cursive.

Amy Schulz ♦ Director, New World of Work at Feather River College ♦ aschulz@frc.edu
Tiffiney Lozano ♦ Youth Entrepreneurship Outreach & Coordinator ♦ tlozano@frc.edu



Office of the Sheriff

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

5AI

GREGORY J. HAGWOOD
SHERIFF/CORONER

DATE: **February 24, 2014**
TO: **Honorable Board of Supervisors**
FROM: **Sheriff Gregory Hagwood** ~~to~~
RE: **Agenda Items for the meeting of March 11, 2014**

It is recommended that the Board:

Review and approve the attached resolution that allows the Sheriff to apply for and administer state funding through a grant with the California Dept. of Parks and Recreation Department Off-Highway Motor Vehicle Division.

Background and Discussion:

The Sheriff's Office has been receiving funding from the OHV Division of Calif. State Parks and Recreation for more than 15 years. This resolution is a yearly process necessary for continued funding through the state for the Sheriff's Office OHV program.

The current application calls for a new resolution by your Board that allows the Sheriff to apply for and administer a grant through California Dept. of Parks and Recreation. There will be a 25% matching funds requirement to this application that is easily met by in-kind activities within the Sheriff's Office (i.e. Calls handled on regular patrol assignments that involve Off Highway Vehicles and related Search and Rescue calls) as well as OHV In-Lieu Funds received from the state that are earmarked and spent on the department's OHV/OSV program. The Sheriff's Office has never relied on general funding to meet this requirement. This grant cycle should be no different.

Approved as to form by County Counsel.

**Governing Body Resolution
Off-Highway Vehicle Grant**

**RESOLUTION NO. _____
RESOLUTION OF THE PLUMAS COUNTY BOARD of SUPERVISORS**

**APPROVING THE APPLICANT TO APPLY FOR GRANT FUNDS FOR THE
STATE OF CALIFORNIA, DEPARTMENT OF PARKS AND RECREATION, OFF-
HIGHWAY VEHICLE GRANT FUNDS**

WHEREAS, The people of the State of California have enacted the Off-Highway Motor Vehicle Recreation Act of 2003 as amended, which provides funds to the State of California and its political subdivisions for, acquisition projects, conservation projects, development projects, equipment purchases, facilities operation and maintenance projects, law enforcement projects, OHV safety and/or education program projects, planning projects, restoration and/or repair projects, specific research projects, and trail maintenance projects for off-highway vehicle recreation; and

WHEREAS, the Off-Highway Motor Vehicle Recreation Division with the California Department of Parks and Recreation has been delegated the responsibility to administer the program; and

WHEREAS, procedures established by the California Department of Parks and Recreation require the Applicant's Governing Body to certify by resolution the approval of the application to apply for Off-Highway Motor Vehicle Grant funds; and

WHEREAS, this project appears on, or is in conformance with this jurisdiction's adopted general or master plan and is compatible with the land use plans of those jurisdictions immediately surrounding the project;

NOW, THEREFORE, BE IT RESOLVED that the Plumas County Board of Supervisors hereby:

1. Approves the filing of an application(s) for an Off-Highway Vehicle Grant or Cooperative Agreement; and
2. Certifies that this agency understands its legal obligations to the State upon approval of the grant; and
3. Certifies that this agency understands the California Public Resources Code requirement that acquisition and development projects be maintained to specific conservation standards; and
4. Certifies that the project will be well-maintained during its useful life; and
5. Certifies that this agency will implement the project with diligence once funds are available and the Applicant has reviewed, understands, and agrees with the Project Agreement; and
6. Certifies that this agency will provide the required matching funds (as applicable); and
7. Certifies that the public and adjacent property owners have been notified of this project (as applicable); and
8. Appoints the Sheriff Gregory Hagwood as agent to conduct all negotiations, and execute and submit all documents including, but not limited to, applications, payment requests, and "subject to approval by the Board of Supervisors and County Counsel" agreements and amendments, which may be necessary for completion of the project.

Approved and Adopted on the _____ day of _____, 20 _____. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by _____ following a roll call vote:

Ayes:

Noes:

Absent:

Chair, Board of Supervisors

ATTEST:

Clerk of the Board



Office of the Sheriff 5A2

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

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: February 26, 2014
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Items for the meeting of March 11, 2014

It is recommended that the Board:

Approve and sign contract #PCSO00020 between the Plumas County Sheriff's Office (PCSO) and DuPont Power Tools, LLC in the amount of \$35,000.

Background and Discussion:

The term of this contract is 04/01/14 – 03/31/15. This purpose of this agreement with DuPont Power Tools is to provide service to the Sheriff's snowmobiles and boats.

Agreement has been approved as to form by County Counsel.

Services Agreement

This Agreement is made this 1st day of April, 2014, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Office (hereinafter referred to as "County"), and DuPont Power Tools, LLC, (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto (the "Work").
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Thirty-Five Thousand Dollars and No/100 (\$35,000.00).
3. Term. The term of this agreement shall be from April 1, 2014 through March 31, 2015, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Labor and Materials. Unless other provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform.

7. Warranty and Legal Compliance. The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
8. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.

- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
 - ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
 - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
 - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
 - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
 - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors

to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

11. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
12. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.

21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Sheriff's Department
County of Plumas
1400 E. Main Street
Quincy, CA 95971
Attention: Roni Towery

Contractor:

DuPont Power Tools
P.O. Box 406
Quincy, CA 95971
Attention: Contracts Manager

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Non-exclusive Agreement. Contractor acknowledges that County may enter into agreements with other contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.
26. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

SM COUNTY INITIALS

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

CONTRACTOR:

DuPont Power Tools, LLC

By: _____
Name: Steven A. DuPont
Title: Owner

COUNTY:

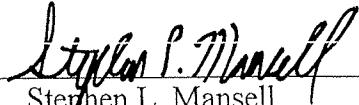
County of Plumas, a political subdivision of
the State of California

By: 
Name: Greg Hagwood
Title: Sheriff
Date: 2-26-14

By: _____
Name:
Title: Chair, Board of Supervisors
Date:

Approved as to form:

Plumas County Counsel

By: 
Stephen L. Mansell
Deputy County Counsel

SM COUNTY INITIALS

EXHIBIT A

Scope of Work

1. Provide service and repair on an as-needed basis upon request of Plumas County Sheriff's Office. Repair and service includes, but is not limited to the following:
 - Snowmobile service and repair
 - Service and repair on ATV and UTV vehicles
 - Boat service and repair
 - Small engine service and repair on most brands of chainsaws, trimmers, generators, lawnmowers, blowers and snow blowers in which parts are readily available through regular suppliers.
2. All Work shall be provided in accordance with industry standards for high-quality services and repairs. Prior to any service or repair work being performed, a repair order shall be submitted for approval and signed by the appropriate authority. All costs which may exceed the estimated amounts shall be submitted for approval prior to continuing work.
3. All parts used for any repair or service performed which are subsequently found defective shall be submitted to the appropriate manufacturer for warranty replacement, providing the part is within warranty coverage term. Plumas County Sheriff's Office is responsible for all costs outside manufacturer's warranted coverage unless otherwise negotiated with DuPont Power Tools, LLC.
4. Upon signing the Repair Order specific to the equipment/vehicle the County hereby authorizes the stated work to be done along with the acquisition of the necessary materials. For each Repair Order the County hereby authorizes DuPont Power Tools' employees and or agents to operate on its vehicle/product for purposes of testing, inspection, or delivery.

EXHIBIT B

Fee Schedule

1. Labor shall be charged at \$80.00 per hour.
2. Billing: 30 Day Net
3. Billings shall not exceed the initial estimated cost and any modifications which were authorized in advance of work performed.



5B1

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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To: Honorable Board of Supervisors

From: Veterans Service Office

Agenda: Item for March 11, 2014

Item Description/Recommendation: Authorize the Chair to sign the attached letter in support of SB 296 for increased State assistance to County Veterans Services.

Background Information: Last year after several lean budget years and ten years of America's involvement in two wars, the Legislature increased state assistance to County Veteran's Service Offices from the historic level of \$2.6 million to \$5.6 million in onetime funding.

Since this funding was appropriated, counties have been busy hiring new veterans service representatives (VSRs) and doing increased outreach to their veterans in order to bring more federal benefits for California's 1.8 million veterans – the highest number of any state.

However it takes approximately 12-18 months to properly train a new VSR on all intricacies of filing claims for veterans. Veterans benefits are not like Social Security and they often take many hours to gather old military records, some as far back as World War II, get doctors statements, schedule appointments, etc. Many CVSOS are backed up for weeks.

In order to retain expanded VSR services beyond this one year of funding, \$5.6 million in increased state assistance funding level must be permanent.

It is requested that the Board authorize the Chair to sign the attached letter supporting this most important legislation, so that California's veterans may receive all the federal benefits they have earned by virtue of their military service.

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

Thank you.

February 25, 2014

The Honorable Ted Gaines
California State Senate
State Capitol Building
Sacramento, California 95814

RE: SB 296 (Correa) – As introduced February 15, 2013 – Support

Dear Senator Gaines,

On behalf of the County of Plumas, I am writing to support SB 296 for increased local assistance funding for County Veterans Service Officers (CVSOs). If enacted, this legislation would increase the amount of State assistance to County veterans Service Officers by \$5 million statewide.

Currently, counties provide approximately 84% of the cost associated with services provided by CVSOs. The other 16% is provided by the State through the California Department of Veterans Affairs (CDVA). The State currently allocates \$2.6 million per year to be distributed among the 56 California counties with CVSOs. This allocation has remained nearly unchanged for the past eighteen years and is inadequate to properly fund the CVSOs. According to the CDVA, CVSOs obtained \$3.65 billion in federal veteran's benefits for California veterans and their dependents from 1995 to 2011. Securing these additional veterans benefits only cost the State General Fund \$38 million. This reflects a return of more than \$95 for every dollar the State allocated for CVSOs.

Presently there are 2,700 veterans, active duty military and their families living in Plumas County. Passage of SB 296 would make it possible to expand services to thousands of underserved veterans and their dependents. For these reasons, the County of Plumas strongly supports SB 296.

Sincerely,

Jon Kennedy
Board of Supervisors Chair
County of Plumas



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: February 28, 2014

To: Honorable Board of Supervisors

From: Mimi Hall

Agenda: Consent Agenda Item for March 11, 2014

Item Description and Recommendation(s): Approve renewal of a Memorandum of Understanding (effective April 11, 2014) between Plumas County Children and Families Commission and the County of Plumas, and authorize the Chair to sign.

Background Information: As the Board is aware in 1998, California voters passed Proposition 10, which created a \$.50 per pack tax on cigarettes and similar tax on other tobacco products. The resulting revenues are used for programs that support children from prenatal to five years of age and their families, including parent education, growth and development, child care, and health services. Funds are restricted and are governed by the California Children and Families Commission and a County Commission appointed by the County Board of Supervisors (Plumas County Children and Families Commission). Statewide annual revenues vary depending on tobacco product sales.

The Plumas County Children and Families Commission have been meeting regularly since August 1999. The required countywide needs assessment and strategic plan have been approved and implemented. Proposition 10 Planning funds allowed the Plumas County Children and Families Commission to move decisively towards completion of necessary tasks in a comprehensive and efficient manner. Commission members and staff have developed By-Laws consistent with the Proposition 10 legislation and the rural needs of Plumas County. Funds have been allocated for a number of projects including: parent education and home visitation, infant services for developmentally delayed children, Healthy Touch Program, child care, upgrade of playground equipment, and oral health services to children ages 0-5 years.

In 1999 Plumas County entered into a Memorandum of Understanding with the Commission defining relationships and expectations. The Memorandum of Understanding, which has been approved by County Counsel is on file with the Clerk of the Board for your review.

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



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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To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for March 11, 2014

Item Description/Recommendation: Approve the attached Resolution to accept Amendment A01 to Agreement Number 13-20065 from the California Department of Public Health, Office of AIDS for activities related to the HIV Care Program and Minority AIDS Initiative through March 31, 2016, and authorize the Director of Public Health to sign Amendments as the Board's designee.

Background Information: 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 our five county regions for the HIV Care Program.

HIV Care Program funds provide for direct outpatient HIV primary care that includes HIV counseling, testing & referral, medical evaluation and clinical care, and referral to specialty and other health services. The program maintains four HIV clinic sites within the five county regions to provide these services.

The goals of the program are (1) to minimize new HIV infections; (2) to maximize the number of people with HIV infection who access appropriate care, treatment, support and prevention services and (3) reduce HIV/AIDS related health disparities.

Agreement Amendment Number 13-20065 A01 increases the funding level by \$383,820, and extends the term of Standard Agreement 13-20065 through March 31, 2016.

A copy of the amendment 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.

RESOLUTION NO. 14-

RESOLUTION TO ACCEPT STANDARD AGREEMENT AMENDMENT NUMBER 13-20065-A01 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS FOR FUNDING THE HIV CARE PROGRAM FROM JULY 1, 2013 THROUGH MARCH 31, 2016 IN THE AMOUNT OF \$504,907.00.

WHEREAS, PCPHA will administer the HIV Care Program and to ensure the provisions of the HIV care services as described in the Agreement Scope of Work, and

WHEREAS, the goals of the program are (1) to minimize new HIV infections; (2) to maximize the number of people with HIV infection who access appropriate care, treatment, support and prevention services and (3) reduce HIV/AIDS related health disparities.

WHEREAS, the California Department of Public Health, Office of AIDS, issued Agreement Amendment Number 13-20065-A01 to PCPHA to provide HIV Care Services through March 31, 2016.

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

1. Accept Standard Agreement Amendment Number 13-20065-A01 from the California Department of Public Health, Office of AIDS in the amount of \$504,907.00 for funding the HIV Care Program through March 31, 2016.
2. Authorize the Director of Public Health to sign Agreement and execute subsequent documents pertaining to Standard Agreement Amendment Number 13-20065-A01.

The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 11th day of March 2014, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Chair, Plumas County Board of Supervisors

Attest:

Clerk, Plumas County Board of Supervisors

PLUMAS COUNTY MENTAL HEALTH

Peter Livingston, LCSW, Director
270 County Hospital Road, Suite 109 Quincy, CA 95971
(530) 283-6307 FAX (530) 283-6045
plivingston@kingsview.org



MEMO

DATE: MARCH 11, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PETER LIVINGSTON, LCSW, DIRECTOR

(ML)

SUBJECT: BOARD AGENDA ITEM FOR MARCH 11, 2014

REGARDING: APPROVE AND AUTHORIZE CHAIR TO SIGN A ONE-TIME CONTRACT WITH WEST HILLS HOSPITAL FOR INPATIENT PSYCHIATRIC SERVICES. IN THE AMOUNT OF \$13,335.00.

IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS: Approve and authorize Chair to sign a one-time contract with West Hills Hospital for inpatient psychiatric hospitalizations that were provided to three separate individuals during the following periods of time: 9/14/13 – 9/18/13; 9/24/13 – 10/3/13; and 11/13/13 – 11/21/13. Approved as to form by County Counsel.

BACKGROUND AND DISCUSSION: These hospitalizations date back to practices instituted during the tenure of Kimball Pier's directorship. At that time Ms. Pier had instructed clinical staff to begin utilizing the services of West Hills Psychiatric Hospital which is located in Reno, Nevada. Ms. Pier had evidently not entered into a pre-approved contract with the hospital to provide inpatient psychiatric care prior to instructing staff to utilize that hospital. There is currently an unpaid invoice for the three hospitalizations for a total of \$13,335.00, which represents 21 bed-days at the rate of \$635 per day. Discussions with West Hills Hospital regarding the possibility of establishing an ongoing contract for inpatient hospitalization services are underway. Difficulties that need to be overcome prior to establishing an annual contract include issues regarding payment by MediCal for out-of-state hospitals and issues regarding the legality of interstate transport of clients being held on a California W&I 5150 detention. Currently PCMH clinical staff has been instructed to utilize West Hills Hospital only in cases of voluntary admissions for individuals who have private-pay insurance or other sources of payment that will cover the expenses of hospitalization. West Hills has been actively marketing its services in Plumas County to various entities, and glitches arise from time-to-time regarding the role of PCMH in such hospitalizations. The intent of the Department is to incur no further expenses associated with West Hills Hospital until an ongoing contract can be established.

FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.

SINGLE CASE AGREEMENT BETWEEN COUNTY OF PLUMAS AND WEST HILLS HOSPITAL

This Agreement is made and entered into as of this 14th day of September, 2013 by and between the COUNTY OF Plumas, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and BHC Health Services of Nevada, Inc., a Nevada corporation, doing business as West Hills Hospital, hereinafter referred to as "CONTRACTOR."

WITNESSETH

WHEREAS, COUNTY desires to enter into an Agreement whereby CONTRACTOR will provide mental health services in accordance with the requirements of Title 9, California Code of Regulations; and

WHEREAS, the California Welfare and Institutions Code (Section 5600 et seq.) provides a set of definitions, standards, procedures and regulations by and pursuant to which COUNTY and CONTRACTOR may lawfully contract for such services; and

WHEREAS, the Plumas County Mental Health Plan desires services of an acute inpatient hospital; and

WHEREAS, CONTRACTOR is willing to furnish such services as a Provider upon the terms hereafter set forth.

IT IS HEREBY AGREED AS FOLLOWS:

CONTRACT TERMS

This Contract is for a term commencing for hospitalizations that occurred 9/14/13 – 9/18/13, 9/24/13 – 10/3/13 and 11/13/13 – 11/21/13 for a total of twenty-one days of service.

PAYMENT

THE TOTAL SUM TO BE PAID TO CONTRACTOR UNDER THIS ENTIRE AGREEMENT SHALL NOT EXCEED \$635.00 DOLLARS PER DAY FOR A TOTAL OF \$13,335.00.

CONTRACTOR shall be liable for DMH audit exceptions due to inadequate documentation as per medical necessity documentation requirements and not actual medical necessity and shall reimburse COUNTY for any recoupments ordered by the State within sixty (60) days of the date of the State's or COUNTY's notice of recoupment order. If CONTRACTOR fails to reimburse the COUNTY within the time period, the COUNTY may offset the unpaid amount against any sums due from COUNTY to CONTRACTOR pursuant to this Agreement or any other agreement or obligation.

COUNTY shall be liable for DMH audit exceptions should the patient not meet medical necessity criteria for placement.

4. INDEPENDENT CONTRACTOR STATUS

CONTRACTOR understands and agrees that the services performed hereunder by its officers, agents, employees or contracting persons or entities are performed in an independent capacity and not in the capacity of officers, agents or employees of COUNTY. All personnel, supplies, equipment, furniture, quarters and operating expenses of any kind required for the performance of this Contract shall be provided by CONTRACTOR in performance of contracted services. CONTRACTOR is not entitled to participate in worker's compensation benefits, pension plan, retirement plan, insurance, bonus or similar benefits COUNTY provides its employees.

5. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties. The obligations of this indemnity shall be for the full amount of all damage to County, including defense costs, and shall not be limited by any insurance limits.

6. HIPAA COMPLIANCE

CONTRACTOR agrees to comply with the applicable regulations for the Health Insurance Portability and Accountability Act ("HIPAA") and the HITECH Act, public law 111-005, and shall hold the County harmless from any sanctions received by the CONTRACTOR, to the extent permitted by law, for breach of these regulations. CONTRACTOR also agrees: patients to whom services are rendered are third-party beneficiaries of this section; to prohibit any unauthorized disclosures or use of protected information; to put in place appropriate safeguards ensuring only permitted uses and disclosures; to immediately report to COUNTY reports of any unauthorized uses or disclosures; ensure that sub-contractors of CONTRACTOR agree to the provisions of this section; to consent to patient access to their own health information; to make protected information available to the Federal Department of Health and Human Services as well as all internal compliance policies and procedures; to provide for the return of protected information to COUNTY or destruction of protected information upon contract termination unless it must be retained to comply with another provision of law; and to ensure appropriate correction or amendment of records. A failure by CONTRACTOR to adhere to these provisions shall result in contract termination.

7. INSURANCE

Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:

- a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
- b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
- c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:

- i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the "County") as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and
- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. ~~Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and~~
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

8. COMPLIANCE WITH LAWS AND ORDINANCES

All services to be performed by CONTRACTOR pursuant to this Agreement shall be performed in accordance with all applicable federal, state, county and municipal laws, ordinances, regulations and titles, including but not limited to the Deficit Reduction Act (DRA) of 2005, the Federal and State False Claims Acts. Any change in status, licensure, or ability to perform activities within the Scope of Work must be reported to the COUNTY immediately.

9. DIRECTION, SUPERVISION, MONITORING, REVIEW AND TRAINING

Pursuant to WIC Section 5608, services hereunder shall be provided by CONTRACTOR under the general supervision of the County Director of Mental Health, or her authorized designee, hereinafter referred to as "DIRECTOR." DIRECTOR shall have the right to supervise, monitor and specify the kind, quality, appropriateness, timeliness and amount of the services and the criteria for

determining the persons to be served. CONTRACTOR agrees to extend to DIRECTOR and to the State Department of Mental Health, the United States Department of Health and Human Services, the Comptroller General of the United States and other authorized state agencies or their duly authorized representatives, the right to review, monitor and evaluate CONTRACTOR'S facilities, programs, books, records or procedures at any reasonable time.

10. ASSIGNMENTS

CONTRACTOR may not assign any of its rights or delegate any of its duties under this Agreement, without the prior written consent of COUNTY. This limitation, however, does not apply to CONTRACTOR'S delegation of duties to its employees and independent contractors in the ordinary course of CONTRACTOR'S business, when CONTRACTOR retains direct supervision over the work of such employees and primary responsibility under this Agreement for the work of any independent contractors.

11. PERSONNEL

- a. CONTRACTOR shall furnish such qualified professional personnel as prescribed by Title 9 of the California Administrative Code for the type of services described in Scope of Services attached.
- b. CONTRACTOR'S personnel shall have the appropriate State licensure for their given profession. CONTRACTOR shall provide copies of current licensure for all clinical staff to COUNTY within thirty (30) days of execution of this Agreement or date of employment/renewal.
- c. CONTRACTOR shall comply with all applicable federal, state laws, rules and regulations including but not limited to non-discrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, sexual preference, age, medical condition or handicap, (including compliance with the Federal Rehabilitation Act of 1973, Section 504).

12. AVAILABILITY OF SERVICES

Services under this Agreement shall be rendered without discrimination on the basis of race, color, religion, handicap, sex, age, marital status, sexual preference, national origin or ancestry.

13. LICENSING REQUIREMENTS

CONTRACTOR shall comply with all necessary county or state licensing requirements and must obtain appropriate licenses and display same in a location that is reasonably conspicuous. CONTRACTOR shall abide by the Short-Doyle Act (Welfare and Institutions Code, Division 5, Part II, Section 5600 et seq.), Title 9, and Title 22 of the California Administrative Code, the State Cost Reporting/Data Collection Manual (CR/DC) and State Department of Mental Health Policy Letters.

CONTRACTOR shall furnish COUNTY within thirty (30) days of execution of this Agreement:

- a. A Program Schedule
- b. Treatment Staff Roster (including license number or evidence of credentialing).

14. AGREEMENT PREPARATION

It is agreed and understood by the parties hereto that this Agreement has been arrived at through negotiation and that neither party is to be deemed the party which prepared this Agreement within the meaning of Civil Code Section 1654.

15. CONFIDENTIALITY

All information and records obtained in the course of providing services under this Agreement shall be confidential pursuant to Section 5328 of the Welfare and Institutions Code in accordance with applicable state and federal law.

16. CLINICAL RECORDS

CONTRACTOR shall maintain adequate records. Patient records must comply with all appropriate state and federal requirements. Individual records shall contain intake information, interviews and progress notes. Program records shall contain details adequate for the evaluation of the service.

CONTRACTOR shall provide COUNTY with required records for billing purposes, utilization review, and other purposes as may be required under terms of this Agreement in a timely manner.

CONTRACTOR is hereby informed that COUNTY payment may be delayed for lack of appropriate records and/or contents of those records required from CONTRACTOR in order to bill under Medi-Cal guidelines.

17. QUALITY ASSURANCE

CONTRACTOR shall notify COUNTY of any and all special incidents involving a County placement within 24 hours of the incident. All special incidents are reviewed by the County Mental Health Department's Quality Improvement Committee and any recommendations will be forwarded both to the County Mental Health Director and the CONTRACTOR'S Chief Executive Officer.

CONTRACTOR shall furnish COUNTY with a copy of its Quality Assurance Policies and Procedures and its Client Complaint/Grievance Procedure within thirty (30) days of execution of this Agreement.

18. FINANCIAL RECORDS

CONTRACTOR shall maintain financial records that clearly reflect the cost of services. Appropriate service and financial records must be maintained and retained for four (4) years following the close of the fiscal year to which the records pertain.

19. TERMINATION

Either party may terminate this Agreement without cause, upon sixty (60) days written notice served upon the other party.

Without limiting the termination rights set forth above:

- a. COUNTY declares its intent to terminate this Agreement should any state or federal agency withhold or terminate funding which COUNTY had anticipated using for payment for CONTRACTOR'S services.
- b. COUNTY declares its interest in providing the mental health services described in this contract and therefore agrees to act in good faith and provide written notification to CONTRACTOR in advance of terminating this Agreement with the intent of allowing CONTRACTOR to rectify any problems that would serve to prompt COUNTY's termination of this Agreement.

If CONTRACTOR should fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, COUNTY may terminate this Agreement by giving CONTRACTOR written notice of such termination, stating the reason for such termination. In such event, CONTRACTOR shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the Agreement as the services satisfactorily rendered hereunder by CONTRACTOR bear to the total services otherwise required to be performed for such total fee; provided, however, that there shall be deducted from such amount the amount of damage, if any, sustained by COUNTY by virtue of the breach of the Agreement by the CONTRACTOR.

CONTRACTOR agrees to permit COUNTY, and any state agency authorized by COUNTY'S Mental Health Director, to inspect, review and copy all records, notes and writing of any kind in connection with the services provided by CONTRACTOR under this Agreement. All such inspections and copying shall occur during normal business hours.

20. NOTICES. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS.

All notices, bills and payment shall be made in writing and may be given by personal delivery or mail. Notices, bills and payments sent by mail should be addressed as follows:

THE COUNTY

Plumas County Mental Health
Peter M Livingston, LCSW, Director
270 County Hospital Rd, #109
Quincy, CA 95971

THE CONTRACTOR

West Hills Hospital
1240 E. Ninth Street
Reno, NV 89512
1-800-353-3369

And when addressed, shall be deemed given upon deposit in the United States mail, postage prepaid. ~~In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the name and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this paragraph.~~

21. CHANGE ORDERS

Amendments or changes to this Agreement may be authorized by the Board of Supervisors or by the Mental Health Director on behalf of COUNTY. The parties expressly recognize that COUNTY personnel other than the Mental Health Director are without authorization to either order additional (and/or changed) services or waive contract requirements. Failure of the CONTRACTOR to secure Board or Mental Health Director authorization for additional services shall constitute a waiver of any and all right to adjustment in additional compensation.

CONTRACTOR further expressly waives any and all right or remedy by way of restitution and quantum merit for any and all extra work performed by CONTRACTOR without the express and prior written authorization of the Board of Supervisors or Mental Health Director.

22. TAXES

CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In case COUNTY is audited for compliance regarding withholding or other applicable taxes, CONTRACTOR agrees to furnish COUNTY with proof of payment of taxes on those earnings.

23. DAMAGES

The parties agree that in the event either party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorney's fees and costs as part of such action or proceedings.

24. PATIENTS RIGHTS

CONTRACTOR shall give the patients notice of their rights pursuant to and in compliance with: California Welfare and Institutions Code 5323; California Administrative Code, Title 9, Chapter 1, Sub chapter 4, Article 6. In addition, in all facilities providing the services described herein the CONTRACTOR shall have prominently posted in the predominant languages of the community a list of the patients' rights.

CONTRACTOR shall respond to any inquiries from the County Patients Rights Advocate in accordance with COUNTY policy and State Statutes, including State Fair Hearings, as requested.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

COUNTY:

Peter M. Livingston
Peter M. Livingston, LCSW
Director
Plumas County Mental Health

3-3-14

Date

Approved as to form:

Steve J. Mansell
Steve Mansell
Plumas County Deputy Counsel

1/17/14

Date

Approved by CAO:

T. Swofford, Board Chair

Date

Ton Kennedy

CONTRACTOR:

Allison Zednicek, CEO
BHC Health Services of Nevada, Inc.,
a Nevada corporation,
doing business as West Hills Hospital
1240 E. Ninth Street
Reno, NV 89512

Date

Sylvia Leyba, CFO
BHC Health Services of Nevada, Inc.,
a Nevada corporation,
doing business as West Hills Hospital
1240 E. Ninth Street
Reno, NV 89512

Date

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS



5D

CONSENT AGENDA REQUEST

for March 11, 2014 Plumas County Board of Supervisors Meeting

To: Honorable Board of Supervisors

From: Robert Perreault, Public Works Director

Subject: Solid Waste Operations Budget Adjustment

Robert A. Perceval ~~A~~

Background:

As noted during the Mid Year Budget Review, the 13/14 Solid Waste Operations Expenditure Budget requires a Budget Adjustment. A brief summary includes:

548210 – Chester Transfer Station Recycle Center:	\$3,400
580000 – Transfer to Planning:	\$293
521800 – Office Supplies:	\$300
524400 – Special Department Expenses:	<u>\$7,000</u>
Total	\$10,993

A copy of the Mid Year Budget Review letter, dated January 15, 2014 to County Auditor Roberta Allen and the Budget Analyst Susan Scarlett, is attached.

The County Auditor has reviewed and approved the Budget Adjustment, noting that funding is available within the appropriate fund balance.

Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors approve the attached Request for Budget Appropriation Transfer.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Solid Waste

Dept. No: 20579

Date

2/4/2014

The reason for this request is (check one):

A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets	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)

Budget Adjustment -

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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



Plumas County Department of Information Technology

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

David M. Preston
Information Systems Manager

DATE: March 11, 2014
TO: Honorable Board of Supervisors
FROM: Dave Preston, Information Systems Manager

SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF MARCH 11, 2014 RE:
APPROVAL OF PAYMENT FOR SOFTWARE SUPPORT WITHOUT CONTRACT.**

It is recommended that the Board:

1. Approve Item 1 below.

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

Background and Discussion:

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

Vendor	Description	Amount
ESRI	ArcGIS Software Support	\$ 6,781.25
Strategy 7	Genero Software Support	\$ 11,610.00

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