

BOARD OF SUPERVISORS

Michael Sanchez, 1st District

Kevin Goss, 2nd District

Sharon Thrall, 3rd District

Lori Simpson, Chair 4th District

Jeff Engel, Vice Chair 5th District

**AGENDA FOR REGULAR MEETING OF JULY 11, 2017 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

CONSENT AGENDA: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

STANDING ORDERS

10:00 A.M. CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. 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) ELECTIONS

- 1) Certify Election Results of the City of Portola Special Tax Election held on June 6, 2017
- 2) Adopt **RESOLUTION** authorizing the County Clerk to Consolidate and Conduct an Election for the Eastern-Plumas Rural Fire Protection District at the November 7, 2017 UDEL Election
- 3) Adopt **RESOLUTION** authorizing the County Clerk to Consolidate and Conduct an Election for the Quincy Lighting District at the November 7, 2017 UDEL Election
- 4) Adopt **RESOLUTION** authorizing the County Clerk to Consolidate and Conduct an Election for the Crescent Mills Lighting District at the November 7, 2017 UDEL Election

B) CLERK OF THE BOARD

Approve Board minutes for June 2017

C) BOARD OF SUPERVISORS

- 1) Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (Quincy Chamber of Commerce: 72nd Annual Plumas-Sierra County Fair Parade, Saturday, August 12, 2017 at 10:00 a.m., Quincy, CA)
- 2) Approve and authorize the Chair to sign Memorandum of Understanding between County of Plumas and Plumas Superior Court for FY 2017-2018; approved as to form by County Counsel

D) AGRICULTURE/WEIGHTS & MEASURES

Approve and authorize the Chair to sign Agreement of \$69,783 between County of Plumas and USDA for Wildlife Services; approved as to form by County Counsel

E) SHERIFF

- 1) Approve and authorize the Chair to sign Contract between County of Plumas and Susan McCourt of \$80,000 to provide services as a fire prevention specialist; approved as to form by County Counsel
- 2) Authorize the Sheriff to recruit and fill vacant, funded and allocated 1.0 FTE Animal Control Officer I/II position
- 3) Authorize the Auditor/Controller to pay invoice No. 15682 of \$1,864.53 without a contract to Plumas Glass for Courthouse back door
- 4) Authorize the Auditor/Controller to pay invoice No. 41286 of \$2,380 without a contract to Architectural Resources Group, Inc. to prepare a Historic Resource Evaluation for the Dyer Mountain Tower
- 5) Approve and authorize the Chair to sign amendment to contract between County of Plumas and High Sierra Supply dba Sierra Concrete for construction of footing foundation for communication tower and vault at Radio Hill; approved as to form by County Counsel
- 6) Approve and authorize the Chair to sign contract between County of Plumas and Washoe County Regional Medical Examiner's Office to provide forensic autopsies, medical examinations and medicolegal consultations when deemed necessary by the Sheriff; approved as to form by County Counsel

F) BEHAVIORAL HEALTH

- 1) Approve and authorize the Chair to sign FY 2017-2018 Contract between County of Plumas and Plumas Rural Services, not to exceed \$9,642, for Suicide Prevention Training; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign FY 2017-2018 Contract between County of Plumas and Vista Pacific, not to exceed \$125,000, for recovery services for individual and special treatment programs; approved as to form by County Counsel
- 3) Approve and authorize the Chair to sign FY 2017-2018 Contract between County of Plumas and Sierra Vista, not to exceed \$50,000, for recovery services; approved as to form by County Counsel
- 4) Authorize Behavioral Health to recruit and fill vacant, funded and allocated 1.0 FTE Behavioral Health Unit Supervisor-Nursing; and 1.0 FTE Behavioral Health Case Management Specialist I/II/Senior

G) INFORMATION TECHNOLOGY

Approve and authorize the Chair to sign FY 2017-2018 Contract between County of Plumas and Megabyte Systems, not to exceed \$8,819.69 per month, for property tax software; approved as to form by County Counsel

H) GREENVILLE HIGH SCHOOL BOOSTERS CLUB

Approve request to waive fees for use of the Greenville Town Hall on Saturday, July 15, 2017 for fundraiser

I) FACILITY SERVICES & AIRPORTS

- 1) Approve and authorize the Director of Facility Services to sign 90-Day extension for Rueben Ramirez dba Top Mop Janitorial for custodial maintenance contract for Portola Library and Portola Substation; approved as to form by County Counsel
- 2) Approve and authorize the Director of Facility Services to sign 90-Day extension for Tim Ringo dba Bob's Janitorial for the custodial maintenance contract for the Courthouse Annex; approved as to form by County Counsel
- 3) Approve and authorize the Director of Facility Services to sign Addendum No. 1 with Tim Ringo dba Bob's Janitorial for custodial maintenance contract for the Quincy Memorial Hall; approved as to form by County Counsel
- 4) Approve and authorize the Director of Facility Services/Airports to sign Service Agreement, not to exceed \$2,686.50, between County of Plumas and QT POD for "Extended Warranty and Service Policy Program" of the County Airports Fuel Terminals

J) BUILDING/CODE ENFORCEMENT

Authorize the Auditor/Controller to process payment of \$3,382, without a contract, to The Boneyard for abatement services performed to clean up a cannabis site off Highway 70

K) PUBLIC WORKS

Approve and authorize the Director of Public Works to execute a three-year service agreement of \$20,880 between County of Plumas and Bob's Janitorial Service for janitorial services for the Public Works building; approved as to form by County Counsel

L) PUBLIC HEALTH AGENCY

- 1) Approve and authorize the Chair to sign Amendment #SNAP1516PCOE-A1 with Plumas County Office of Education related to the SNAP-Ed Program for Fiscal Year 2017-2018
- 2) Adopt **RESOLUTION** to accept and authorize the Director of Public Health to sign Agreement Amendment Number 14-10530 04 from the California Department of Health, Emergency Preparedness Office (EPO) for the Public Health Preparedness and Hospital Preparedness Programs, Effective June 16, 2017
- 3) Adopt **RESOLUTION** to accept and authorize the Director of Public Health to sign Agreement No. 17-10182 from the California Department of Health, Emergency Preparedness Office (EPO) for the Public Health Preparedness and Hospital Preparedness Programs
- 4) Approve and authorize the Chair to sign the following service agreements related to the Ryan White Part C Program for Fiscal Year 2017-2018; and approve ratification of payments of the services rendered to date.

• Great Northern Services	PARTC1718GNC	\$ 21,500
• Karuk Tribal Health Center	PARTC1718KARUK	21,010
• Lassen County Public Health	PARTC1718LCPH	16,169
• Northeastern Rural Health Center	PARTC1718NRHC	16,250
• Plumas District Hospital	PARTC1718PDH	20,000
• Siskiyou County Public Health	PARTC1718SCPH	10,700
• Staszek, Michael	PARTC1718STASZEL	22,500
• UC Davis	PARTC1718UCD	12,800

- 5) Approve and ratify payments for services rendered to date for the following MOU's between Public Health and Behavioral Health: A&D1617SAPT of \$102,277; A&D1617FNL of \$6,000 for Alcohol & Other Drug Prevention Services and authorize the Chair to sign

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts and county service areas in Plumas County including Dixie Valley Community Services District; Walker 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.

Convene as the Quincy Lighting District Governing Board

2. QUINCY LIGHTING DISTRICT – Robert Perreault

Approve FY 2016-2017 supplemental budget of \$20,000 for Contribution from Road Fund (26040/45138) to Utilities (26040/527800) to cover PG&E bills; **four/fifths required roll call vote**

Adjourn as the Quincy Lighting District Governing Board and reconvene as the Board of Supervisors

3. DEPARTMENTAL MATTERS

A) SHERIFF – Greg Hagwood

Approve and authorize the Sheriff to sign Contract between County of Plumas and Fritz and Company, not to exceed \$29,985, for replacement of emergency stand-by generator at the Sheriff's Office, Quincy; approved as to form by County Counsel

B) TREASURER/TAX COLLECTOR – Julie White

Approve mutually acceptable date of July 11, 2017 for removal of Grizzly Ranch Community Services District funds from the County Treasury pool; discussion and possible action

C) HUMAN RESOURCES – Nancy Selvage

- 1) Adopt **RESOLUTION** to amend the Plumas County Job Classification for the Director of Building Services. **Roll call vote**
- 2) Adopt **RESOLUTION** to amend the Plumas County Job Classification Plan and Wage Range for the County Librarian (20670). **Roll call vote**
- 3) Adopt **RESOLUTION** to amend the Plumas County Job Classifications Plan and Wage Ranges for the Social Services Department (70590). **Roll call vote**

D) PUBLIC WORKS/ENGINEERING – Robert Perreault

Authorize the Department of Public Works to hire an Engineering Tech II at the salary Step "D"; discussion and possible action

E) PUBLIC HEALTH AGENCY – Mimi Hall

- 1) Informational presentation and update on Plumas County illegal sales of tobacco to minors
- 2) Authorize Public Health to hire above the "B" Step for the position of Health Education Specialist; discussion and possible action

F) FACILITY SERVICES/SIERRA INSTITUTE – Dony Sawchuk/Johnathan Kusel

Informational power point presentation on the biomass heating system to be installed at the Health & Human Services Center

4. BOARD OF SUPERVISORS

- A. 11:15 A.M. **PUBLIC HEARING:** Pursuant to Ordinance No. 16-1100 regarding "Outdoor Festivals", consider application received for outdoor music festival events to be held in Belden Town, CA;
 - **"For the Funk of It" Music Festival – August 11th through August 13th, 2017**
- B. Acknowledge receipt of the FY 2016-2017 Grand Jury Report; and discussion and possible action for the preparation of the Board of Supervisors response to the Final Report of the 2016-2017 Grand Jury
- C. Accept letter of resignation from Mimi Hall, Director of Public Health, effective July 18, 2017; discussion and possible action
- D. Discussion and possible action regarding Alternative Sentencing Program and Day Reporting Center
- E. Introduce and waive first reading of an **ORDINANCE**, amending Article 2 of Chapter 5 of Title 2 of the Plumas County Code (Salaries: Elected Officials). **Roll call vote**
- F. Approve and authorize the Chair to sign Second Amendment to Legal Services Agreement between County of Plumas and Michael Jackson, Attorney at Law for special legal counsel in the natural resource and water matter (Lake Oroville relicensing); approved as to form by County Counsel
- G. Correspondence
- H. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

1:00 P.M. AFTERNOON SESSION

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Director of Building Services
- B. Personnel: Public employee appointment or employment – Engineering Tech II
- C. Personnel: Public employee appointment or employment – Health Education Specialist
- D. Personnel: Public employee performance evaluation – Planning Director (Board only)
- E. Personnel: Public employee performance evaluation – Director of Social Services
- F. Personnel: Public employee appointment or employment – Director of Public Health
- G. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 (Workers Compensation Case No. TIBT-600046)
- H. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- I. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, July 18, 2017, Board of Supervisors Room 308, Courthouse, Quincy, California.

IAI

**CERTIFICATION OF ELECTION RESULTS OF THE
CITY OF PORTOLA
SPECIAL TAX ELECTION
HELD ON JUNE 6, 2017**

I, Kathy Williams, Plumas County Clerk-Recorder and Registrar of Voters, having completed the canvass of returns for the City of Portola Special Tax Election held on June 6, 2017 and recorded in the Elections Records, certify the results as follows:

The results hereto attached and made a part of and the following local results are true and correct:

MEASURE B - SPECIAL TAX FOR FIRE PROTECTION AND EMERGENCY SERVICES

CITY OF PORTOLA

Yes 151

No 274

**** MEASURE DID NOT PASS DUE TO NOT RECEIVING THE REQUIRED 2/3 VOTE.**

The Official Final Canvass of votes cast is attached hereto and made a part hereof.

The total turnout of voters was 41.90%.



Kathy Williams, Plumas County Clerk-Recorder

Dated: June 15, 2017

JA

RESOLUTION NO. 2017-

**A RESOLUTION AUTHORIZING THE COUNTY CLERK
TO CONDUCT A SPECIAL TAX ELECTION WITHIN THE BOUNDARIES OF THE
EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT, CONSOLIDATING WITH THE
UNIFORM DISTRICT ELECTION TO BE HELD NOVEMBER 7, 2017**

WHEREAS, on May 15, 2017 the Board of Directors of the Eastern Plumas Rural Fire Protection District has requested by Resolution #2017-02, hereto attached as Exhibit "A", that the Plumas County Board of Supervisors authorise the Plumas County Clerk to conduct an election on November 7, 2017, for the purpose of providing fire protection, and emergency medical response services including fire prevention and suppression, rescue and other services; and to call an election thereon.

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

1. The Plumas County Clerk is authorized to conduct an election within the boundaries of the Eastern Plumas Rural Fire Protection District, consolidating with the Uniform District Election to be held on November 7, 2017, for the purpose of obtaining voter approval by a two-thirds majority vote of the following measure:

"Upon a two-thirds vote of approval, shall a special tax of \$65.00 per fiscal year be imposed on each and every property assessment on all property including residential, vacant, commercial and industrial within the boundaries of Eastern Plumas Rural Fire Protection District, excluding those properties exempt from county property tax, for the sole purpose of supplementing the funding of services for fire protection and prevention, emergency medical response, hazardous materials emergency response; commencing in fiscal year 2018-19, and continuing indefinitely with tax proceeds to be collected and apportioned along with the county property taxes."?

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

The Plumas County Clerk, Registrar of Voters is authorized to conduct an election within the boundaries of the Eastern Plumas Rural Fire Protection District with Vote by Mail ballots, including preparation and publication of all legal notices, preparation of official ballots, tabulation of votes, canvassing the returns and taking all other necessary steps required under state and local law in conducting an election. The Plumas County Clerk, Registrar of Voters is authorized to recover expenses for any election service performed, by deposit, advance payment, or reimbursement.

The forgoing resolution was adopted at a regular meeting of the Plumas County Board of Supervisors held on July 11, 2017, by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Chair of the Board of Supervisors

ATTEST:

Clerk to the Board of Supervisors

EXHIBIT A
Resolution # 2017- 002

RESOLUTION TO ENACT THE EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT SPECIAL TAX ON ALL TAXABLE PROPERTY FOR THE PURPOSE OF PROVIDING FIRE PROTECTION, AND EMERGENCY MEDICAL RESPONSE SERVICES INCLUDING FIRE PREVENTION AND SUPPRESSION, RESCUE AND OTHER SERVICES; AND TO CALL AN ELECTION THEREON.

WHEREAS, the Board of Directors of the Eastern Plumas Rural Fire Protection District (the "District") finds and determines as follows:

- A. California Health and Safety Code Section 13910 provides that a fire protection district board of directors may raise revenues pursuant to law whenever revenues are inadequate to meet the costs of providing services pursuant to Section 13862 for fire protection and prevention, emergency medical services, and hazardous material emergency response services;
- B. The present and anticipated revenues of the District are insufficient to fund safe levels of the above mentioned services, for reasons to be present in connection with the public hearing prior to adoption of this resolution; and a tax rate of \$65.00 per property assessment on all property including residential, vacant, commercial and industrial is estimated to generate sufficient supplemental funding to ensure a safe level of services and includes the \$2.50 per tax assessment annual administrative charge for county collection of the tax.
- C. California Health and Safety Code Section 13911 authorizes a fire protection district to levy a voter-approved special tax pursuant to Government Code Section 50077, which requires an election and approval by two-thirds of the voters voting.
- D. That the special property tax shall be used solely for the purpose of providing fire protection, both prevention and suppression, emergency medical response services within the District, for any responses outside of the District under automatic/mutual aid agreements with other fire suppression or emergency services agencies, and for any incidental expenses related to the collection of the tax.
- E. In accordance with Government Code Section 50075.3, the District's Secretary shall file a report with District Board of Directors at least once a year. That annual report shall contain both of the following: (a) the amount of funds collected and expended; (b) the status of any project required or authorized to be funded with the proceeds of the special tax in accordance with this Section.
- F. In order to help ensure that the revenues from the special tax grow in line with the inflation adjusted cost of providing local fire protection and emergency medical services, the tax rate may increase in future years by annual amount not to exceed 3%, based upon changes in the Western States Consumer Price Index (CPI) or 3% WHICH EVER IS LESS. Under no circumstances can the cost of living adjustment be put in place without the proposed modification of the fee being placed on the agenda of the Eastern Plumas Rural Fire Protection District Board of Director's regular meeting with an opportunity for public input and discussion.
- G. Public Notice of hearing on this resolution was posted in the Portola Reporter and in five locations on April 19, 2017 and a public hearing was held on April 24, 2017.

NOW, THEREFORE BE IT RESOLVED as follows;

1. The District proposes that a special tax measure be submitted to voters of the District as set forth below:

"Upon a two-thirds vote of approval, shall a special tax of \$65.00 per fiscal year be imposed on each and every property assessment on all property including residential, vacant, commercial and industrial within the boundaries of Eastern Plumas Rural Fire Protection District, excluding those properties exempt from county

property tax, for the sole purpose of supplementing the funding of services for fire protection and prevention, emergency medical response, hazardous materials emergency response; commencing in fiscal year 2018-19, and continuing indefinitely with tax proceeds to be collected and apportioned along with county property taxes."

2. The District request the Plumas County Board of Supervisors, pursuant to Election Code Section 10002, permit the Plumas County Clerk to render services necessary to place on the November 07, 2017 ballot pursuant to election Code Section 4000 and other relevant sections, as scheduled by the Clerk, with costs to be reimbursed by the District.

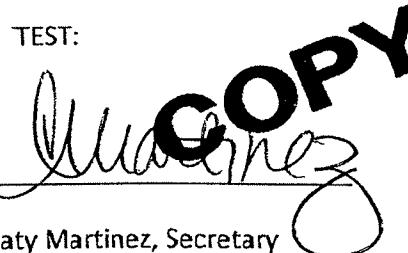
The Foregoing resolution was passed and adopted on May 15, 2017 at a meeting of the Board of Directors of the Eastern Plumas Rural Fire Protection District by the following vote:

AYES: Chairperson Graham, Director Glenn Mallory and Director Lydia Acosta

NOES: None

ABSENT OR NOT VOTING: Chairperson Pat Meyers

TEST:

 **COPY**
Katy Martinez, Secretary

 **COPY**
Jeanne Graham, Chairperson

APPROVED AND SIGNED AT EPRFPD'S 05/15/2017 REGULAR BOARD MEETING

Full Text of Special Tax Measure
Eastern Plumas Rural Fire Protection District Special Tax
For Fire Suppression, Protection, Prevention And
Emergency Medical Response Services

The Eastern Plumas Rural Fire Protection District is responsible for fire protection and emergency medical response services within the district

In order to maintain fire protection and medical emergency response service, and to adequately train and equip firefighters, the District proposes to levy a special tax on all properties including residential, vacant, commercial, and industrial within the District at the following annual rate. If passed, this special tax would replace the current annual benefit assessment charges as listed below:

	Proposed New Rate	Current Assessment to be Replaced	Total Increase
Lake Davis	\$65.00	\$20.00	\$45.00
All other areas of the District	\$65.00	None	\$65.00

The purpose of this tax will be to ensure continued local fire suppression and protection as well as rapid emergency response services. The revenues raised by this special tax will only be used to defray operating expenses and capital improvement expenditures to accomplish the foregoing purposes.

In order to help ensure that the revenues from the special tax grow in line with the inflation adjusted cost of providing local fire protection and emergency medical services, the tax rate may increase in future years by annual amount not to exceed 3%, based upon changes in the Western States Consumer Price Index (CPI) or 3% WHICH EVER IS LESS. Under no circumstances can the cost of living adjustment be put in place without the proposed modification of the fee being placed on the agenda of the Eastern Plumas Rural Fire Protection District Board of Director's regular meeting with an opportunity for public input and discussion.

If the special tax is approved by two-thirds of the voters voting on the measure, the District's appropriations limit will be increased by the amount of this voter-approved tax

RESOLUTION NO. 2017-_____
A RESOLUTION AUTHORIZING THE COUNTY CLERK
TO CONDUCT A SPECIAL TAX ELECTION WITHIN THE BOUNDARIES OF THE
QUINCY LIGHTING DISTRICT,
CONSOLIDATING WITH THE UNIFORM DISTRICT ELECTION
TO BE HELD NOVEMBER 7, 2017

WHEREAS, on June 6, 2017 the Board of Supervisors sitting as the Board of Directors of the Quincy Lighting District has requested by Resolution #2017-8260, hereto attached as Exhibit "A", that the Plumas County Board of Supervisors authorize the Plumas County Clerk to consolidate and conduct an election on November 7, 2017, for the purpose of imposing a special parcel tax for providing and enhancing necessary street lighting services within the boundaries of the district.

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

1. The Plumas County Clerk is authorized to conduct an election within the boundaries of the Quincy Lighting District, consolidating with the Uniform District Election to be held on November 7, 2017, for the purpose of obtaining voter approval by a two-thirds majority vote of the following measure:

"Shall the Quincy Lighting District be authorized to adopt a special tax on each parcel of real property within the District in an amount not to exceed \$31.34 for the year July 1, 2018, to June 30, 2018, and then in an amount not to exceed \$18.56 each year after July 1, 2019, to be effective and collected with Plumas County general property taxes with the proceeds from such taxes deposited to a special fund to be used to provide or enhance street lighting services within the District; and shall the appropriations limit of the District required by Article 13B of the California Constitution be increased by the amount of the annual proceeds of this special tax? The Board of Directors shall have the discretion to levy the special tax at a lower rate."

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

The Plumas County Clerk, Registrar of Voters is authorized to conduct an election within the boundaries of the Quincy Lighting District, including preparation and publication of all legal notices, preparation of official ballots, canvassing the returns and taking all other necessary steps required under state and local law in conducting an election. The Plumas County Clerk, Registrar of Voters is authorized to recover expenses for any election service performed, by deposit, advance payment, or reimbursement.

The forgoing resolution was adopted at a regular meeting of the Plumas County Board of Supervisors held on July 11, 2017, by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chair of the Board of Supervisors

ATTEST:

Clerk to the Board of Supervisors

EXHIBIT A

RESOLUTION NO. 17-8260

RESOLUTION OF THE BOARD OF DIRECTORS OF THE QUINCY LIGHTING DISTRICT, STATE OF CALIFORNIA, REQUESTING SERVICES OF PLUMAS COUNTY CLERK RELATING TO THE CONDUCTING OF AN ELECTION.

WHEREAS, the Board of Directors of the QUINCY LIGHTING DISTRICT have adopted their Resolution No. 8260 "RESOLUTION OF THE BOARD OF DIRECTORS OF THE QUINCY LIGHTING DISTRICT, STATE OF CALIFORNIA, PROPOSING A SPECIAL TAX FOR STREET LIGHTING SERVICES AND CALLING FOR AN ELECTION TO APPROVE THE LEVY OF SUCH SPECIAL TAX;"

WHEREAS, pursuant to Section 10002 of the California Elections Code, this Board may request that the Board of Supervisors of Plumas County permit the Plumas County Clerk to render services to the QUINCY LIGHTING DISTRICT relating to the conduct of an election and reimburse the County in full for such services,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the QUINCY LIGHTING DISTRICT that:

1. The Board of Supervisors of the County of Plumas is hereby requested to permit the Plumas County Clerk to render the services described below relating to the conduct of an election on November 7, 2017.
2. That there shall be submitted to the qualified electors of the QUINCY LIGHTING DISTRICT the following proposition:

"Shall the Quincy Lighting District be authorized to adopt a special tax on each parcel of real property within the District in an amount not to exceed \$31.34 for the year July 1, 2018, to June 30, 2019, and then in an amount not to exceed \$18.56 each year after July 1, 2019, to be effective and collected with Plumas County general property taxes with the proceeds from such taxes deposited to a special fund to be used to provide or enhance street lighting services within the District; and shall the appropriations limit of the District required by Article 13B of the California Constitution be increased by the amount of the annual proceeds of this special tax? The Board of Directors shall have the discretion to levy the special tax at a lower rate."

3. The election shall be consolidated with the Uniform District Election to be held on November 7, 2017.

4. All persons qualified to vote at a District election in the QUINCY LIGHTING DISTRICT upon the date of election provided herein shall be qualified to vote on the proposition submitted at the District election called for by Resolution No. 17-8260 of the QUINCY LIGHTING DISTRICT.

5. The ballots for the election shall be provided in the number prescribed by law and in the form prescribed by the County Clerk.

6. The County Clerk shall perform all functions necessary to conduct a proper and lawful election.

7. The Plumas County Clerk shall canvass the returns of the election and declare the results upon completion of the official canvass.

8. If, at the election, it shall appear that a two-thirds majority of the votes cast on the proposition were in favor of the proposition and in favor of adopting the special tax stated therein, then the proposition shall be deemed to be accepted and approved by the qualified voters and the QUINCY LIGHTING DISTRICT thereafter may cause to be levied a special tax in the amount not to exceed the amount set forth in the proposition and increase the appropriations limit of the QUINCY LIGHTING by the amount of the proceeds from the special tax.

9. Pursuant to Section 10002 of the Elections Code, the QUINCY LIGHTING DISTRICT shall reimburse the County of Plumas in full for service performed as requested by this resolution upon presentation of a bill to this District.

The foregoing Resolution was duly passed and adopted by the Board of Directors of the Quincy Lighting District, at a regular meeting of said Board held on June 13, 2017, by the following vote:

AYES: SUPERVISORS ENGEL, THRALL, COSS, SANCHEZ, SIMPSON

NOES: NONE

ABSENT: NONE

Quincy Lighting District
a political subdivision of the State of California

Lori Simpson **COPY**
Lori Simpson, Chair,
Board of Directors

ATTEST:

Nancy DaPerno
Nancy DaPerno,
Clerk of Board of Directors

RESOLUTION NO. 2017-
A RESOLUTION AUTHORIZING THE COUNTY CLERK
TO CONDUCT A SPECIAL TAX ELECTION WITHIN THE BOUNDARIES OF
THE CRESCENT MILLS LIGHTING DISTRICT,
CONSOLIDATING WITH THE UNIFORM DISTRICT ELECTION
TO BE HELD NOVEMBER 7, 2017

WHEREAS, on June 13, 2017 the Board of Supervisors sitting as the Board of Directors of the Crescent Mills Lighting District has requested by Resolution #2017- 8262, hereto attached as Exhibit "A", that the Plumas County Board of Supervisors authorize the Plumas County Clerk to consolidate and conduct an election on November 7, 2017, for the purpose of imposing a special parcel tax for providing and enhancing necessary street lighting services within the boundaries of the district.

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

1. The Plumas County Clerk is authorized to conduct an election within the boundaries of the Crescent Mills Lighting District, consolidating with the Uniform District Election to be held on November 7, 2017, for the purpose of obtaining voter approval, by a two-thirds majority vote, of the following measure:

"Shall the Crescent Mills Lighting District be authorized to adopt a special tax on each parcel of real property within the District in an amount not to exceed \$45.95 for the year July 1, 2018, to June 30, 2019, and then in an amount not to exceed \$40.49 each year after July 1, 2019, to be effective and collected with Plumas County general property taxes with the proceeds from such taxes deposited to a special fund to be used to provide or enhance street lighting services within the District; and shall the appropriations limit of the District required by Article 13B of the California Constitution be increased by the amount of the annual proceeds of this special tax? The Board of Directors shall have the discretion to levy the special tax at a lower rate."

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

The Plumas County Clerk, Registrar of Voters is authorized to conduct an election within the boundaries of the Crescent Mills Lighting District, including preparation and publication of all legal notices, preparation of official ballots, canvassing the returns and taking all other necessary steps required under state and local law in conducting an election. The Plumas County Clerk, Registrar of Voters is authorized to recover expenses for any election service performed, by deposit, advance payment, or reimbursement.

The forgoing resolution was adopted at a regular meeting of the Plumas County Board of Supervisors held on July 11, 2017, by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Chair of the Board of Supervisors

ATTEST:

Clerk to the Board of Supervisors

RESOLUTION NO. 17-8262

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT MILLS LIGHTING DISTRICT, STATE OF CALIFORNIA, REQUESTING SERVICES OF PLUMAS COUNTY CLERK RELATING TO THE CONDUCTING OF AN ELECTION.

WHEREAS, the Board of Directors of the CRESCENT MILLS LIGHTING DISTRICT have adopted their Resolution No. 8262, "RESOLUTION OF THE BOARD OF DIRECTORS OF THE CRESCENT MILLS LIGHTING DISTRICT, STATE OF CALIFORNIA, PROPOSING A SPECIAL TAX FOR STREET LIGHTING SERVICES AND CALLING FOR AN ELECTION TO APPROVE THE LEVY OF SUCH SPECIAL TAX;"

WHEREAS, pursuant to Section 10002 of the California Elections Code, this Board may request that the Board of Supervisors of Plumas County permit the Plumas County Clerk to render services to the CRESCENT MILLS LIGHTING DISTRICT relating to the conduct of an election and reimburse the County in full for such services,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the CRESCENT MILLS LIGHTING DISTRICT that:

1. The Board of Supervisors of the County of Plumas is hereby requested to permit the Plumas County Clerk to render the services described below relating to the conduct of an election on November 7, 2017.
2. That there shall be submitted to the qualified electors of the CRESCENT MILLS LIGHTING DISTRICT the following proposition:

"Shall the Crescent Mills Lighting District be authorized to adopt a special tax on each parcel of real property within the District in an amount not to exceed \$45.95 for the year July 1, 2018, to June 30, 2019, and then in an amount not to exceed \$40.49 each year after July 1, 2019, to be effective and collected with Plumas County general property taxes with the proceeds from such taxes deposited to a special fund to be used to provide or enhance street lighting services within the District; and shall the appropriations limit of the District required by Article 13B of the California Constitution be increased by the amount of the annual proceeds of this special tax? The Board of Directors shall have the discretion to levy the special tax at a lower rate."

3. The election shall be consolidated with the Uniform District Election to be held on November 7, 2017.

4. All persons qualified to vote at a District election in the CRESCENT MILLS LIGHTING DISTRICT upon the date of election provided herein shall be qualified to vote on the proposition submitted at the District election called for by Resolution No. 17-8262 of the CRESCENT MILLS LIGHTING DISTRICT.

5. The ballots for the election shall be provided in the number prescribed by law and in the form prescribed by the County Clerk.

6. The County Clerk shall perform all functions necessary to conduct a proper and lawful election.

7. The Plumas County Clerk shall canvass the returns of the election and declare the results upon completion of the official canvass.

8. If, at the election, it shall appear that a two-thirds majority of the votes cast on the proposition were in favor of the proposition and in favor of adopting the special tax stated therein, then the proposition shall be deemed to be accepted and approved by the qualified voters and the CRESCENT MILLS LIGHTING DISTRICT thereafter may cause to be levied a special tax in the amount not to exceed the amount set forth in the proposition and increase the appropriations limit of the CRESCENT MILLS LIGHTING by the amount of the proceeds from the special tax.

9. Pursuant to Section 10002 of the Elections Code, the CRESCENT MILLS LIGHTING DISTRICT shall reimburse the County of Plumas in full for service performed as requested by this resolution upon presentation of a bill to this District.

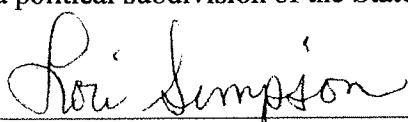
The foregoing Resolution was duly passed and adopted by the Board of Directors of the Crescent Mills Lighting District, at a regular meeting of said Board held on June 13, 2017, by the following vote:

AYES: SUPERVISORS ENGEL, THRALL, GOSS, SANCHEZ, SIMPSON

NOES: NONE

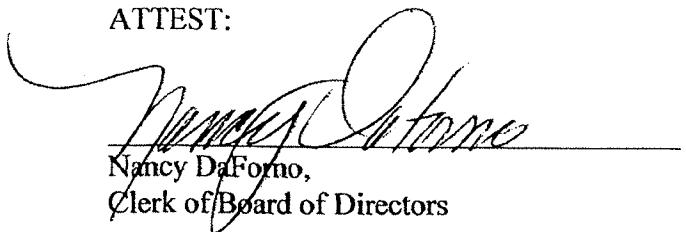
ABSENT: NONE

Crescent Mills Lighting District
a political subdivision of the State of California



Lori Simpson, Chair,
Board of Directors

ATTEST:



Nancy DaForno,
Clerk of Board of Directors

BOARD OF SUPERVISORS

MICHAEL SANCHEZ, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



July 11, 2017

Department of Transportation (Caltrans)
Attn: Permits Engineer
1000 Center Street
Redding, CA 96001

Attention: Permits Engineer

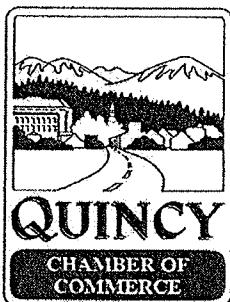
Subject: Encroachment Permit Request
QUINCY CHAMBER OF COMMERCE
72nd Annual Plumas-Sierra County Fair Parade
Saturday, August 12, 2017 at 10:00 a.m., Quincy, CA

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

Lori Simpson, Chair

Cc: Plumas County Director of Public Works



Quincy Chamber of Commerce

72nd Annual Fair Parade

PO Box 215

Quincy, CA 95971

www.quincychamber.com



Plumas County Board of Supervisors
520 Main Street
Quincy, California 95971

RE: 72nd Annual Plumas-Sierra County Fair Parade
Saturday, August 12, 2017 at 10:00 am

Honorable Plumas County Supervisors,

At the request of California Department of Transportation, I am seeking your permission for the 72nd Annual Plumas-Sierra County Fair Parade on Saturday, August 12, 2017 at 10:00 am in Quincy, California. The parade route will begin on Lindan Street and travel West on Main Street. The parade will make a left turn on Court Street and then travel East on Jackson Street. The parade will end at the corner of Jackson and Lindan Streets. I have included a parade route map for your information.

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

Respectfully,

Cheryl Kolb
Parade Coordinator

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MEMORANDUM OF UNDERSTANDING BETWEEN THE PLUMAS SUPERIOR COURT AND THE COUNTY OF PLUMAS 2017/2018 FISCAL YEAR

PARTIES

Plumas Superior Court (hereinafter "Court") and the County of Plumas (hereinafter "County") agree to be bound by the terms and conditions of this Memorandum of Understanding (hereinafter "MOU"). The purpose of this MOU is to implement the provisions of the Lockyer-Isenberg Trial Court Funding Act of 1997 (AB233).

PREAMBLE/GENERAL GUIDELINES

Assembly Bill 233 (Chapter 850, Statutes of 1997) became effective January 1, 1998, retroactive to July 1, 1997. AB233 recognizes the necessity to provide fiscal independence to the Courts as a constitutionally separate branch of government, while at the same time relieving the County of the financial responsibility of funding trial court operations as defined by California Rules of Court, Rule 10.810.

Because of the long-standing relationship between the County and the Court, it is recognized that issues beyond day-to-day Court operations will have to be resolved over time. The basis of this MOU is to articulate the relationship between the County and the Court regarding the matters addressed herein. It is the intention of the County and the Court that this implementation process will be conducted in a spirit of cooperation and mutual respect.

Though the enactment of the Lockyer-Isenberg Trial Court Funding Act of 1997 created a new relationship regarding certain funding issues, it did not resolve all financial constraints placed on the County and the Court regarding their respective operations. Furthermore, the Act was not intended to sever the interdependent relationship between the County and the Court and the need for the County and the Court to work together on many issues that may involve both entities. The primary purpose of this MOU is to establish a framework for the County and the Court to address, in a positive and constructive manner, the financial and interdependent issues affecting both parties and the need for better cooperation between the County and the Court to continue to successfully carry out their respective obligations to the Plumas County citizens.

The Court and the County base this MOU on the laws in existence on the date of its implementation. Because the full degree of State involvement in Court operations has not yet been fully addressed, these laws are expected to be amended from time to time as circumstances dictate, and unanticipated events may occur that have not been addressed in this MOU.

If and when those amendments and/or events occur, the parties commit to further negotiation to promptly address the impacts of any such amendments and/or events so that these impacts are resolved in a manner that is fair and reasonable to both parties and does not in any, way, shape, manner or form undermine the primary purpose of this MOU.

This MOU is intended to be fair, mutually beneficial and equitable to both parties. To the extent that it realizes this intent, it shall serve as a framework for future agreements between the Court and the County. To the extent that this MOU does not achieve this intent, the parties express their joint willingness to revisit the terms of this MOU to determine if the MOU can be amended so as to result in greater fairness, mutual benefits and equitable terms to both parties.

NOW, THEREFORE, in consideration of the foregoing, it is mutually agreed between the Court and the County as follows:

1. TRIAL COURT OPERATIONS FUND

- 1.1 Pursuant to Government Code §77009, the County has established a trust and agency fund for Trial Court Operations (Fund 7001).
- 1.2 Fund 7001 is not an operating fund of the County.
- 1.3 For fiscal year 2017/2018, interest received by the County, which is attributable to investment of Court funds, shall accrue to the designated Court Fund 7001.

2. CHARGES FOR COUNTY PROVIDED SERVICES

2.1 Pursuant to Government Code § 71009 et seq., the County may charge the Court for services provided by the County, including indirect costs; if allowed under Rule 10.810 and Government Code § 77003. Charges assessed to the Court for these County-provided services will be consistent with the rates charged to other County departments and special districts for the same or similar services. All charges to the Court by County must be approved and signed off by the Presiding Judge, or his or her designee, before a transfer of funds is completed. Payment for County-provided services will not be unreasonably withheld by the Court.

The County and the Court agreed in the 1999/00 Memorandum of Understanding between the Plumas Superior Court and the County of Plumas, entered into on June 20, 2000, that fiscal year 1999/2000 would be the last fiscal year in which the County could charge the Court for County-provided services using the costs contained in the County-Wide Cost Allocation Plan (COWCAP), prepared in accordance with OMB A-87 (indirect charges).

2.2 Direct Charges. Direct charges include the costs of direct services that County departments provide to the Court. These goods and services reflect current charges, unlike the lagging costs of indirect services reflected in the Cost Allocation Plan. The Court agrees to pay to County the following maximum amounts indirect charges for fiscal year 2017/2018, and County shall provide Court, consistent with at least the level of services provided in the 2016/2017 fiscal year, or as otherwise detailed in the service description under the following department for the following services:

a. Auditor/Controller. The Court will maintain only one fund with the County for the purpose of receiving and transferring revenue from the County. This section expressly disregards costs for auditing services as the Auditor-

Controller will no longer perform these functions on behalf of the Court. The Auditor will issue one check to the Court for the balance in Fund 7001 at the end of each month. Any special services provided by the Auditor to the Court, at the Court's written request, will be billed separately at the composite rate of \$35.00 per hour.

b. **Information Technology.** On or before June 30, 2017, the Court will pay the County the sum of \$373.00 for services for the period July 1, 2017, through June 30, 2018, as follows:

70276 Trial Courts	Connections	Mo. Fee	Months	Cost	Total
System Access Fee	1	\$31.83	12	\$381.96	\$381.96
Total Annual Cost					\$381.96

c. **Janitorial/Facility Services.** The Plumas County Sheriff's Office, Correctional Center, shall provide the Court all custodial services, labor, materials, equipment and supplies required to maintain the Court's allocated building spaces at the Historic Quincy Courthouse in a clean and healthful manner. On or before June 30, 2017, the Court will pay the County the sum of \$8,299.00 for the period July 1, 2017, through June 30, 2018. The Court and Plumas County Sheriff's Office agree that costs for the provision of these services (two days per week as set forth in the written Cleaning Bid agreed to by the Plumas Superior Court and the Plumas County Sheriff's Office) during fiscal-year 2017/2018 will be a maximum \$8,299.00. If the level of service changes during the term of this MOU, the payment for services will be adjusted accordingly. The Plumas County Sheriff's Office will provide a reconciliation of the annual cost and send the court an invoice for the fourth quarter. Requests made by the Court to Plumas County which exceed the obligations under existing agreements with the Court shall be paid for by the Court at an agreed upon hourly rate, plus the cost of materials. Unless otherwise agreed to by the parties, this hourly rate shall be \$55.00 dollars per hour.

d. **Postage Costs.** On or before June 30, 2017, the Court shall make a deposit in the amount of Five Thousand Dollars (\$5,000) to be applied to Total Postage Charges for the 2017-18 fiscal year. Additionally, any prepaid funds not used by the Court during the 2016-17 fiscal year shall be carried-over and credited to the Court's postage account for use in the 2017-18 fiscal year. "Total Postage Charges" shall be defined as the actual costs of postage, including a surcharge for postage machine lease and supplies, based upon the percentage of use by the Court in relation to the overall use of the machine, and supplies that may be provided by the County to Court on a monthly basis. County shall bill the Court for Total Postage Charges on a monthly basis. The amount of each monthly billing shall be deducted by the County from the amount of the prepaid deposit. If an amount is due for Total Postage Charges, the Court shall remit payment within thirty (30) days of the date of the invoice provided by the County. The Court shall provide a two week advance notice to the County of bulk mailings in order to assure postage availability.

- e. **Miscellaneous Employee Benefits.** The Employee's Assistance Program annual charge totals \$356.40 based on the FTE of 11 positions. The charge for additional FTE's shall be \$2.70 per month per person. On or before June 30, 2017, the Court will pay to the County the sum of \$356.40. In the fourth quarter any adjustments to actual cost will be made.
- f. It is the responsibility of the County to let the Court know if fourth quarter adjustments are necessary for any of the applicable payments by July 15, 2018.

2.3 **Dual Service Provider.** When a County employee provides the same or similar Services to both Court and County and such Services to Court are billed to Court on an hourly basis pursuant to this Memorandum, such employee shall record the exact amount of time he or she spent on Trial Court Operations. County shall only bill Court for the employee's actual time spent on Trial Court Operations.

2.4 **Verification.** In the event of a request by the Presiding Judge or Designated Officer for additional back-up information regarding any Service being billed or the amount charged, County shall provide such backup within fifteen (15) days of such request. Court and the California Judicial Council Staff shall also have the right to review or audit the records of County, in order to assure compliance with the terms of the Memorandum, Government Code Section 77212 and the California Judicial Council Accounting Standard Number 6.1.1(7).

3. FACILITIES

3.1 Subject to the terms and conditions of the Historic Courthouse MOU for the Quincy Courthouse between the County, the Court and the Judicial Council of California, Administrative Office of the Courts, dated February 25, 2007, and the Memorandum of Understanding No. FY06/Bldg. 32-A/Construction (New Courtroom Project) Regarding Construction Project at Quincy Courthouse between the County, the Court and the Judicial Council of California, Administrative Office of the Courts, dated July 25, 2007 (New Courtroom MOU), the County recognizes its obligation, pursuant to Government Code §70311, to provide to the Court necessary and suitable facilities with respect to the Quincy Courthouse. The Court will provide notice of any facility deficiencies at the Quincy Courthouse and in determining whether such facilities are necessary and suitable, the reasonable needs of the Court and the fiscal condition of the County shall be taken into consideration. The County will consult with the Court regarding the adequacy and design of space prior to construction, relocation or alteration of the Quincy Courthouse. The Court will not alter space in the Quincy Courthouse in any way without prior authorization from the County Administrative Officer, or in the absence of a County Administrative Officer, the Chairperson of the County Board of Supervisors. If denied, the Court can take the issue to the Board of Supervisors.

It is the intent of the County to prepare a transition plan for ADA improvements, for all County facilities, including the Quincy Courthouse. In preparing the ADA

transition plan, the County will allow the Court the opportunity to provide information to be included in the ADA transition plan. The County reasonably believes that the ADA transition plan will be completed within the next two to three fiscal years. And the County will begin implementation of the transition plan once it is completed with no cost to the Court. In addition to the above, the Parties shall continue to have responsibilities for ADA issues to the extent that such responsibilities are set forth in the New Courtroom MOU.

4. COURT-RELATED FUNDS ADMINISTERED BY COURT

- 4.1 The following fund is designated for the exclusive use and control by the Court. Interest earned on balances shall be deposited directly into the following fund under the Court's control.
 - Fund 7001– P.C. Trial Courts

5. REVENUE DISTRIBUTION

- 5.1 All revenue and civil assessments; collected shall be distributed as required by law.

6. INDEMNIFICATION

- 6.1 In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between the Court and the County pursuant to Government Code section 895.6 to the maximum extent permitted by law, the parties agree that all losses or liabilities incurred by a party shall not be shared pro rata; but instead the County and the Court agree that pursuant to Government Code section 895.4, each of the two affected parties shall fully indemnify, hold each of the other parties, their officers, judges, subordinate judicial officers, board members, agents, representatives and employees harmless and defend the other party, its officers, judges, subordinate judicial officers, board members, agents, representatives, and employees from any and all claims, demands, damages, costs, expenses or liability costs including attorney fees, that arise out of, or are alleged to arise out of, or are in any way connected with or incident to the duties or obligations of the indemnifying party, its officers, judges, subordinate judicial officers, board members, employees, representatives, or agents. No party, nor any officer, judge, subordinate judicial, officer, board member, employee, representative or agent thereof will be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of an indemnified party under or in connection with or arising out of any work, authority or jurisdiction delegated to such other party under this Agreement, subject to and consistent with the rights and, obligations of the parties set forth in the Law Enforcement Act.

7. TERM AND TERMINATION

- 7.1 The term of this MOU shall be from July 1, 2017 to June 30, 2018, but may be extended in writing thereafter until a new MOU is executed.

7.2 If either the Court or County desires to terminate any or all of the services contained within this MOU, written notice shall be given at least ninety (90) days prior to the end of the fiscal year, (i.e. by April 1) or less if by mutual written agreement, to be effective the first day, of the succeeding fiscal year, or earlier, if by mutual written agreement.

7.3 Vital Services. Pursuant to California Government Code Section 77212(b), if County elects to terminate a Service to Court, County shall cooperate with Court to ensure that, if said Service is a vital service for Court, it shall be available from other entities that provide such Services. Court understands and agrees that payment for such vital services shall be the responsibility of Court. Notice must be given at least 90 days prior to the end of the fiscal year and shall be effective only upon the first day of the succeeding fiscal year (Govt. Code 77212).

8. NOTICES

8.1 All notices and demands of any kind which either party may require to serve on the other in connection with this MOU must be served in writing either by personal service or sent by first class mail, postage prepaid and addressed as follows:

If to County: Chairperson
Plumas County Board of Supervisors
520 Main Street
Courthouse, Room 309
Quincy, California 95971

With a Copy to: County Counsel
County of Plumas
520 Main Street
Courthouse, Room 301
Quincy, California 95971

If to Court: Presiding Judge
Plumas Superior Court
520 Main Street
Courthouse, Room 104
Quincy, California 95971

With a Copy to: Court Executive Officer
Plumas Superior Court
520 Main Street
Courthouse, Room 104
Quincy, California 95971

9. INDEPENDENT CONTRACTOR

9.1 **Independent Contractor.** County, with its departments as its agents, shall perform this Memorandum as an independent contractor, exercising due care and providing the Services with such skill that is customary for providers of such Services. County and the officers, agents and employees of County are not, and shall not be deemed, Court employees for any purpose, including workers' compensation and shall not be entitled to any of the benefits accorded to Court employees. County shall determine, at its own risk and expense, the method and manner by which the duties imposed on County in general by this Memorandum shall be performed; provided, however, that Court may monitor the work performed. Court shall not deduct or withhold any amounts whatsoever from the reimbursement paid to County, including, but not limited to, amounts required to be withheld for state and federal taxes or employee benefits. County alone shall be responsible for all such payments for County employees who perform services for Court pursuant to this Memorandum.

10. DISPUTE RESOLUTION

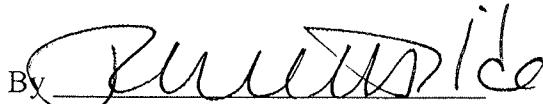
- 10.1 Continuation of Services. Whenever County and Court disagree as to any matter governed by this Memorandum, the dispute resolution process discussed in this Section 10 shall govern. Until the dispute is resolved, County may continue to provide the Services and Court, if County continues said Services, shall continue to make payment therefore as set forth herein. If County elects not to continue to provide said Services due to circumstances beyond County's control or due to financial considerations which result from State funding limitations, Court may elect to seek replacement services.
- 10.2 Request for Meeting. If after thirty (30) days, Court and County cannot resolve any dispute; either Party may give the other Party a written request for a meeting between the Court Executive Officer and the County Administrative Officer (or, in the absence of a County Administrative Officer, the Chairperson of the Board of Supervisors) for the purpose of resolving a disagreement between the Parties. If such meeting is requested, the meeting shall be held within ten (10) days of the receipt of such request. If the meeting fails to occur or fails to resolve the disagreement, nothing in this Memorandum shall preclude the Parties from exercising their legal remedies.
- 10.3 Resolution of Disputes. Any disputes between the Parties regarding the interpretation or performance of this Memorandum that are not resolved under Section 10.2 above, shall be resolved by submission of the dispute to non-binding mediation.
- 10.4 Jurisdiction and Venue. If a dispute between the Parties regarding the interpretation or performance of this Memorandum is not resolved under Section 10.3 above, either Party may bring legal action to interpret or enforce this Memorandum in the Superior Court of California, County of Plumas. In the event that such legal action is taken by either Party, the judges for the Superior Court of California, County of Plumas shall recuse themselves from hearing the case. The Judicial Council of the State of California shall appoint a judge from another

jurisdiction within the State to preside over any legal action brought to interpret or enforce this Memorandum.

11. FULL AGREEMENT

11.1 This Memorandum of Understanding represents the entire agreement between the Court and County on matters specifically addressed by the terms of this MOU.

Plumas Superior Court:

By 
JANET HILDE
Presiding Judge

Date: 6/28/17

County of Plumas:

By _____
LORI SIMPSON, Chairperson
Board of Supervisors

Date: _____

Approved as to form:

By _____
R. Craig Settemire, County Counsel

{



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

Plumas-Sierra Counties

Department of Agriculture



Agriculture Commissioner Sealer of Weights and Measures

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

ID

Date: June 6, 2017

To: Honorable Board of Supervisors

A handwritten signature of Tim Gibson.

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

RE: Wildlife Services Work and Financial Plan, Agreement #17-73-06-0275-RA

Recommendation: Approve and authorize the Chair to sign the agreement between USDA and Plumas County.

Background and Discussion: The Wildlife Services agreement provides for the protection of livestock and property within Plumas and Sierra Counties. This service also provides a means to eliminate problem animals in the urban environment including skunks, raccoons, beavers, bears and mountain lions.

Cost to the county under this agreement for FY 2017-18 is \$69,783.00, which is a 2% increase over last year's contract. These county costs are partially offset through fees charged for services, Sierra County Memorandum of Understanding agreement, and partial reimbursement by the State of California unclaimed gas tax fund. This agreement has been approved to form by County Counsel.



Office of the Sheriff

Office of Emergency Services

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

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: June 19, 2017
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood
RE: Agenda Items for the meeting of July 11, 2017

It is recommended that the Board:

Approve and sign contract #PCSO00142 between the Plumas County Sheriff's Office (PCSO) and Susan McCourt in the amount of \$80,000.

Background and Discussion:

The term of this contract is 07/01/17-06/30/18. This purpose of this agreement with Susan McCourt is to provide services as a fire prevention specialist.

Agreement has been reviewed and approved as to form by County Counsel.

**DRAFT SERVICES AGREEMENT
FOR
SUSAN McCOURT**

THIS AGREEMENT is made and entered into this 20th day of June, 2017 by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, hereinafter referred to as "County", and Susan McCourt, hereinafter referred to as "Subcontractor".

WITNESSETH:

- A. **WHEREAS**, County proposes to have Subcontractor to perform the duties listed in Attachment A (Fire Prevention Specialist Scope of Work) and assure that deliverables, activities, and timelines are monitored and managed on an on-going basis as described herein below; and
- B. **WHEREAS**, Subcontractor represents that it has that degree of specialized knowledge and experience contemplated within community wildfire protection planning and firewise community program planning; and
- C. **WHEREAS**, County and Subcontractor desire to contract for specific services in connection with the project described below and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and
- D. **WHEREAS**, no official or employee of County has a financial interest, within the provisions of California Government Code, Sections 1090-1092, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY SUBCONTRACTOR

1.1. Scope of Services. Subcontractor shall provide the professional services described in the Scope of Work attached hereto as Exhibit "A" and incorporated herein by reference.

1.2. Professional Practices. All professional services to be provided by Subcontractor pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional Subcontractors in similar fields and circumstances in accordance with sound professional practices. Subcontractor also warrants that it is familiar with all laws that may affect its performance of this Agreement.

1.3. Warranty. Subcontractor warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Subcontractor shall indemnify and hold harmless

County from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against County for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Subcontractor's performance under this Agreement.

1.4. Non-discrimination. In performing this Agreement, Subcontractor shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Violation of this provision may result in the imposition of penalties referred to in Labor Code, Section 1735.

1.5. Non-Exclusive Agreement. Subcontractor acknowledges that County may enter into agreements with other Subcontractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.6. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of County. Subcontractor may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Subcontractor's sole cost and expense.

1.7. Employees, Agents, and Subcontractors. Subcontractor represents that all work performed under this Agreement will be performed by Subcontractor herself and not by any employee, agent, or subcontractor of Subcontractor without the prior written consent of County. Subcontractor hereby certifies to County that she does not have any employees.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Subcontractor shall be paid in accordance with the fee schedule set forth in Exhibit "B," attached hereto and made a part of this Agreement (the "Fee Schedule"). Subcontractor's compensation shall in no case exceed Eighty thousand Dollars (\$80,000.00) for the term this agreement.

2.2 Contingency of Funding. Subcontractor acknowledges that funding or portions of funding for this agreement may also be contingent upon receipt of funds from, and/or appropriation of funds to the County. If such funding and/or appropriations are not forthcoming, or otherwise limited, County may terminate or modify this Agreement without penalty as specified in Section 6.4.

2.3. Additional Services. Subcontractor shall not receive compensation for any services provided outside the scope of services specified in Exhibit "A" unless the County or the Project Manager for this Project, prior to Subcontractor performing the additional services, approves such additional services in writing according to Section 3.1. It is specifically understood that oral requests and/or approvals of such additional services or additional

compensation shall be barred and are unenforceable.

2.4. Method of Billing. Subcontractor may submit invoices to County's Project Manager for approval on a progress basis, but no more often than monthly. Said invoice shall be based on the total of all Subcontractor's services which have been completed to County's sole satisfaction. County shall pay Subcontractor's invoice within forty-five (45) days from the date County receives said invoice. Each invoice shall describe in detail, the services performed and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.5. Records and Audits. Records of Subcontractor's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to County or its Project Manager for inspection and/or audit at mutually convenient times for a period of four (4) years from the Effective Date.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence on the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Scope of Work approved by County as set forth in Exhibit "A," attached hereto and incorporated herein by this reference. The Scope of Work may be amended by mutual agreement of the parties in writing. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on July 1, 2017 ("Effective Date") and be in effect until June 30, 2018 as provided herein or as otherwise agreed to in writing by the parties. Based on funding and mutual consent of the parties, this agreement may be extended for one additional one-year term.

4.2. Notice of Termination. Either party has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to the other party. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination as specified in Section 6.4. In the event of such termination, Subcontractor shall immediately stop rendering services under this Agreement unless directed otherwise by the County.

4.3. Compensation. In the event of termination, County shall pay Subcontractor for reasonable costs incurred and professional services satisfactorily performed up to and including the date of written notice of termination. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete plans or reports, and to other documents pertaining to the services contemplated herein whether delivered to the County or in the possession of the Subcontractor.

4.4 Documents. In the event of termination of this Agreement, all documents prepared by Subcontractor in its performance of this Agreement including, but not limited to, finished or unfinished plans, outreach materials, data studies or surveys, drawings, maps and reports, shall be delivered to the County within ten (10) days of delivery of termination notice to Subcontractor, at no cost to County. Any use of uncompleted documents without specific written authorization from Subcontractor shall be at County's sole risk and without liability or legal expense to Subcontractor.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Subcontractor shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

- (a) Professional liability errors and omissions insurance, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (b) Automobile liability for owned vehicles, hired, and non-owned vehicles, with a minimum bodily injury limit of not less than two hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident as well as a minimum property damage limit of fifty thousand dollars (\$50,000) property damage per accident.
- (c) Pursuant to California law, Subcontractor is not required to carry workers' compensation insurance so long as Subcontractor does not have any employees. Should Subcontractor hire any employees, Subcontractor agrees to obtain worker's compensation as required by law.

5.2. Endorsements. Subcontractor and County agree to the following with respects to insurance provided by Subcontractor:

- (a) Subcontractor agrees to obtain endorsements for third party general liability coverage required here to include as additional insureds County, its officials, employees and agents. Subcontractor also agrees to require this same provision of all subcontractors, joint ventures or other parties engaged by or on behalf of Subcontractor in relation to this agreement.
- (b) Subcontractor agrees to require insurers to provide notice to County thirty

(30) days prior to cancellation of such liability coverage or any of any material alteration or non-renewal of any such coverage, other than for non-payment of premium. Subcontractor shall assure that this provision also applies to any subcontractors, joint venturers or any other party engaged by or on behalf of contractor in relation to this Agreement. Certificate(s) are to reflect that the issuer will provide thirty (30) days notice to County of any cancellation of coverage.

- (c) It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Subcontractor or any subcontractor, is intended to apply on a primary non-contributing basis in relation to any other insurance or self insurance available to County.
- (d) The Subcontractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; shall include a cross-liability clause permitting suits between insureds; and shall provide that an act or omission of one of the insureds shall not reduce or avoid coverage to the other insureds.
- (e) No liability insurance coverage provided to comply with Agreement shall prohibit Subcontractor, or Subcontractor's employees, or agents, from waiving the right of subrogation prior to loss, Subcontractor waives its right to subrogation against the County.

5.3. Certificates of Insurance. Subcontractor shall provide to County certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by County, prior to performing any services under this Agreement.

5.4. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Subcontractor may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire Agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The County Counsel or his designee shall be the representative of County for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the County, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Subcontractor shall designate a representative for purposes of this Agreement who

shall be authorized to issue all consents, approvals, directives and agreements on behalf of Subcontractor called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. County shall designate a Project Manager to work directly with Subcontractor in the performance of this Agreement.

Subcontractor shall designate a Project Manager who shall represent it and be its agent in all consultations with County during the term of this Agreement. Subcontractor or its Project Manager shall attend and assist in all coordination meetings called by County.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile, certified email, or certified USPS mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; c) at the time of receipt confirmation if transmission is sent by certified email or certified USPS mail.

COUNTY OF PLUMAS:

Plumas County Office of Emergency Services
1400 E. Main Street
Quincy, CA 95971
Attention: Nick Dawson
(530) 283 – 7438
FAX (530) 283-6344
Email dawson@pcso.net

SUBCONTRACTOR:

Susan McCourt
Post Office Box 30221
Cromberg, CA 96103
Attention: Susan McCourt
(530) 836-1977
FAX (530) 836-1977
Email suemccourt1@gmail.com

6.5. Drug Free Workplace. Subcontractor certifies that it provides a drug-free workplace by complying with all provisions of California's Drug Free Workplace Act of 1990. Subcontractor's failure to conform to these requirements shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by County.

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Plumas County, California.

6.8. Assignment. Subcontractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Subcontractor's interest in this Agreement without

County's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of County's consent, no subletting or assignment shall release Subcontractor or Subcontractor's obligation to perform all other obligations to be performed by Subcontractor hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. To the fullest extent permitted by law, Subcontractor shall protect, defend with counsel approved in writing by County, indemnify and hold harmless County and its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnities") from any and all claims, liabilities, expenses, including attorney fees, damage to property or injuries to or death of any person or persons or damages of any nature including, but not by way of limitation, all civil claims or workers' compensation claims arising out of, pertaining to, or relating in any way with the intentional or negligent acts, error or omissions of Subcontractor, its employees, agents or subcontractors in the performance of this Agreement. If judgment is entered against Subcontractor and County by a court of competent jurisdiction because of concurrent active negligence of Subcontractor and County Indemnities, Subcontractor and County agree that liability will be apportioned as determined by the court. Notwithstanding anything stated above, nothing contained herein shall relieve Subcontractor of any insurance requirements or obligations created elsewhere in this Agreement.

6.10. Independent Contractor. Subcontractor is and shall be acting at all times as an independent contractor and not as an employee of County. Subcontractor shall secure, at his expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Subcontractor and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder.

6.11. PERS Eligibility Indemnification. In the event that Subcontractor or any employee, agent, or subcontractor of Subcontractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the County, Subcontractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for PERS benefits on behalf of Subcontractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Subcontractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by County, including but not limited to eligibility to enroll in PERS as an employee of County and entitlement to any contribution to be paid by County for employer contribution and/or employee contributions for PERS benefits.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Subcontractor or any of its subcontractors in the course of performance of this Agreement, shall

be and remain the sole property of County. Subcontractor agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of Project Manager. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of County and without liability or legal exposure to Subcontractor. County shall indemnify and hold harmless Subcontractor from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from County's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Subcontractor. Subcontractor shall deliver to County any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by County or its authorized representative, at no additional cost to the County.

6.13. Public Records Act Disclosure. Subcontractor has been advised and is aware that all reports, documents, information and data including, but not limited to, computer tapes, discs or files furnished or prepared by Subcontractor, or any of its subcontractors, and provided to County may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 et. seq.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Subcontractor informs County of such trade secret. The County will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The County shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Responsibility for Errors. Subcontractor shall be responsible for its work and results under this Agreement. Subcontractor, when requested, shall furnish clarification and/or explanation as may be required by the County's representative, regarding any services rendered under this Agreement at no additional cost to County. In the event that an error or omission attributable to Subcontractor occurs, then Subcontractor shall, at no cost to County, provide all necessary design drawings, estimates and other Subcontractor professional services necessary to rectify and correct the matter to the sole satisfaction of County and to participate in any meeting required with regard to the correction.

6.15. Prohibited Employment. Subcontractor will not employ any regular employee of County while this Agreement is in effect.

6.16. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provisions of the Exhibits such provisions shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the attachments.

6.17. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.18. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of County and Subcontractor and no other parties are intended to be direct or incidental

beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.19. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.20. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.21. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.22. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.23. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party is materially impaired, which determination as made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.24. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.25. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

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

SUBCONTRACTOR:

Susan McCourt

Date:

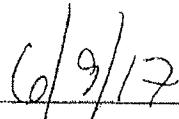
COUNTY OF PLUMAS:

Approved as to form:



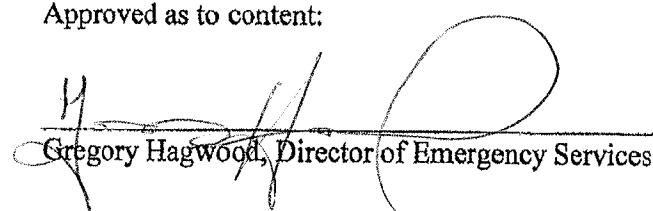
Plumas County Counsel

Date:



6/9/17

Approved as to content:



Gregory Hagwood, Director of Emergency Services

Date:



6/9/17

Chair, Plumas County Board of Supervisors

Date:

**EXHIBIT A – FIRE PREVENTION SPECIALIST
SCOPE OF WORK**

- **Facilitate continued cooperation and coordination between and among Plumas County Firesafe Council, Plumas County Fire Chief's Association, existing Fire Protection (or service) Districts, Cal Fire, US Forest Service and other fire prevention agencies by regularly attending meetings, providing updates, developing reports and providing wildland fire prevention information and knowledge as appropriate.**
- **Work with Plumas County Fire Safe Council to increase the number of Firewise Communities throughout Plumas County through education and outreach to the local fire departments, various community organizations and the public.**
- **Upon request, provide wildfire prevention planning, consultation and advice to the Plumas County Planning Department, the Plumas County Planning Commission, the Office of Emergency Services, Firewise Communities, Fire Safe Council, other organizations and the public.**
- **Facilitate input from Plumas County Fire Departments regarding the Community Wildfire Protection Plan (CWPP) and Firewise Community development and assist Plumas County Fire Safe Council in developing, coordinating, reviewing, and updating CWPPs.**
- **Work with Fire Safe Council, local fire departments, community leaders and organizations to develop wildfire prevention strategies and mitigation measures.**
- **Provide Quarterly updates to the Plumas County Board of Supervisors during a regularly scheduled and publicly held Board meeting.**
- **Develop and implement action plans to provide homeowner education and outreach for properties located outside existing fire protection district boundaries.**

EXHIBIT B - FEE SCHEDULE**INVOICING AND PAYMENT:**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), the County of Plumas agrees to compensate the Subcontractor at the rate of \$85.00 per hour.
- B. Invoice(s) Shall:
 - 1) Include backup documentation to support the invoice.
 - 2) Bear the Subcontractors name, exactly as shown on the Agreement.
 - 3) Bear the Subcontractor Agreement Number.
 - 4) Identify the deliverables covered on invoice
 - 5) Invoice(s) must be signed by authorized personnel.
- C. Invoice(s) shall be submitted monthly to the Project Manager listed in this Agreement under General Provisions, 6.4 Notices.



Office of the Sheriff

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

ED

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: **June 27, 2017**

TO: **Honorable Board of Supervisors**

FROM: **Sheriff Greg Hagwood**

RE: **Agenda Item for the meeting of July 11, 2017**

A handwritten signature in black ink, appearing to read "Greg Hagwood". To the right of the signature is a large, stylized, handwritten letter "D".

RECOMMENDATION:

Authorize the Sheriff to recruit and fill a vacant Animal Control Officer I/II position.

BACKGROUND & DISCUSSION:

The Plumas County Sheriff's Office requests authorization to recruit and fill a vacant Animal Control Officer I/II position. The vacancy was due to a transfer of an employee to the Correctional Facility to fill a vacant position at that facility.



Office of the Sheriff

Office of Emergency Services

1E3

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

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: June 29, 2017
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood A handwritten signature in black ink, appearing to read "Greg Hagwood".
RE: Agenda Items for the meeting of July 11, 2017

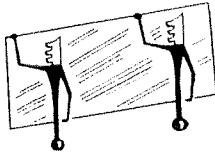
It is recommended that the Board:

Authorize Auditor to pay invoice to Plumas County Glass for services provided without a service contract.

Background and Discussion:

Plumas County Glass replaced the back door of the Courthouse. The Sheriff's Office does not have a service agreement with Plumas County Glass.

The Sheriff's Office respectfully requests approval to submit invoice #15682 in the amount of \$1,864.53 received from Plumas County Glass to the Auditor for payment and authorize the Auditor to pay the invoice submitted without a service contract.



PLUMAS COUNTY GLASS

Contractors Lic. #514781

INVOICE NO.

15682

PO BOX 3754 - QUINCY, CALIFORNIA 95971 - PH (530) 283-3555 - FX (530) 283-9729

plumascountyglass@hotmail.com

Bill To	Job Site
Plumas County Facility Services 198 Andy's Way Quincy, CA 95971	Court House Back Door

Date	Customer Phone	Customer Fax	Email	Terms	By
6/9/17	530-283-6299	530-283-6103		Due on Completion	<i>CLK</i>
Qty	Description			Amount	
1	1/2 LITE HOLLOW METAL DOOR RHOS & FRAME 24 X 24 1/4 CLEAR TEMPERED			1,118.75T	
1	LABOR TO REMOVE EXISTING & INSTALL NEW DOOR			23.00T	
				640.00	
<i>70387-521300</i>					

Thank you for your business.

Subtotal \$1,781.75

Sales Tax (7.25%) \$82.78

Total \$1,864.53

MATERIALS RECEIVED IN GOOD ORDER

BY: **X**

All accounts are DUE UPON COMPLETION unless otherwise noted in writing.
A finance charge of 1 1/2% per month will be charged on past due accounts.
Annual rate of 18%, plus all costs of collection, suit, and reasonable attorneys fees.

INVOICE:



Office of the Sheriff

Office of Emergency Services

1E4

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

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: June 29, 2017

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Items for the meeting of July 11, 2017

It is recommended that the Board:

Authorize Auditor to pay invoice to Architectural Resources Group Inc. for services provided without a service contract.

Background and Discussion:

The service agreement with Architectural Resources Group to prepare a Historic Resource Evaluation (HRE) for the Dyer Mountain Tower expired on 12/31/16. Architectural Resource Group (ARG) received comments from the USFS in April 2017 and submitted the final report on June 1, 2017. This is the final invoice which encompasses the period of time during which ARG finalized the report per the original scope of work.

The Sheriff's Office respectfully requests Board approval to submit invoice #41286 in the amount of \$2,380.00 received from Architectural Resources Group to the Auditor for payment and authorize the Auditor to pay the invoice submitted without a service contract.

COUNTY OF PLUMAS

STATE OF CALIFORNIA

16/17

ENDOR/

CLAIMANT ARCHITECTURAL RESOURCES GROUP, INC.

VENDOR # 30661

ADDRESS 9 PIER, THE EMBARCADERO, SUITE 7

ITY/ST./ZIP SAN FRANCISCO, CA 94111

FUND # 0017G

ontract Attached Y/N

ixed Asset Form Attached Y/N

W/9 Form Attached Y/N

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

FIRM NAME

6/29/2017

DATE

BY

TITLE

SIGNATURE OF CLAIMANT/VENDOR

Auditor's Use Only		DEPARTMENT/DISTRICT APPROVAL:	
endor #	I hereby certify upon my own personal knowledge that the articles or services specified in the above claim were necessary and were ordered by me for the purpose indicated hereon; that the articles have been delivered or the services have been performed by the claimant as set forth with the exception noted.		
audited			
input			
checked			
Date Stamp:			
Claim is thereby approved for the sum of		\$2,380.00	
Signed	<i>John D. Dwyer</i>		
Title	175 CAP OFFICER		
For Districts			
District _____			
If applicable: _____			
Second Signature _____			



Architectural
Resources Group

Pier 9, The Embarcadero, Suite 107
San Francisco, California 94111
T: 415.421.1680

argsf.com

County Of Plumas
Mike Grant
Sheriff's Office
1400 E. Main St.
Quincy, CA 95971

Invoice number 41286
Date 06/08/2017

Project 16076 Dyer Mountain Lookout HRE

Professional Services through May 26, 2017

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed	Remaining
Dyer Mountain Lookout HRE	9,990.00	97.05	9,695.00	7,315.00	2,380.00	295.00
Estimated Reimbursables	750.00	67.18	503.83	503.83	0.00	246.17
Total	10,740.00	94.96	10,198.83	7,818.83	2,380.00	541.17

Invoice total **2,380.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
41286	06/08/2017	2,380.00	2,380.00	0.00	0.00	0.00	0.00
	Total	2,380.00	2,380.00	0.00	0.00	0.00	0.00

Erica Schultz
Project Manager

All invoices are due upon receipt. A late charge of 1.5% will be added to any unpaid balance after 30 days.

Title (11)
(cont'd)

70331-521900



Office of the Sheriff

Office of Emergency Services

IE5

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

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: June 29, 2017

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Items for the meeting of July 11, 2017

It is recommended that the Board:

Approve and sign amendment to contract #PCSO00007 between the Plumas County Sheriff's Office (PCSO) and High Sierra Supply, Inc. dba Sierra Concrete.

Background and Discussion:

The original term of this contract was 10/15/16 – 05/31/16, however, the services were not provided within that time frame as was anticipated. The term of this amendment is from 06/01/17 – 12/31/17 to allow the project to be completed. The purpose of this contract is for the construction of a footing foundation for a communication tower and vault located at Radio Hill.

Agreement has been approved as to form by County Counsel.

PCSO 00007

**FIRST AMENDMENT TO AGREEMENT
BY AND BETWEEN
PLUMAS COUNTY AND HIGH SIERRA SUPPLY**

This First Amendment to Agreement ("Amendment") is made on June 29, 2017, between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and High Sierra Supply, Inc-DBA Sierra Concrete ("CONTRACTOR") who agree as follows:

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

- a. PLUMAS COUNTY and High Sierra Supply, Inc-DBA Sierra Concrete have entered into a written Agreement dated December 12, 2016 ("Agreement"), in which High Sierra Supply, Inc-DBA Sierra Concrete agreed to provide radio tower foundation construction services to Plumas County.
- b. Because of unforeseen circumstances beyond the control of both parties discovered at the jobsite, the parties desire to change the Agreement.

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

The term of this agreement is retroactive to June 1, 2017 and shall be extended through December 31, 2017 unless terminated earlier as provided herein.

3. Effectiveness of Agreement: Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated December 12, 2017, shall remain unchanged and in full force and effect.

CONTRACTOR:

High Sierra Supply, Inc-DBA Sierra Concrete,
A California Corporation

COUNTY

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

By: _____
Name: Tom Vaglivieio
Title: President – CEO
Date signed:

By: _____
Name: Lori Simpson
Title: Chair-Board of Supervisors
Date signed:

Approved as to form:


R. Craig Settemire
Plumas County Counsel



Office of the Sheriff

Office of Emergency Services

1E6

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

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: June 29, 2017

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood

RE: Agenda Items for the meeting of July 11, 2017

It is recommended that the Board:

Approve and sign contract #PCSO00083 between the Plumas County Sheriff's Office (PCSO) and Washoe County Regional Medical Examiner's Office (WCRMEO).

Background and Discussion:

The term of this contract is 07/01/17 – 06/30/20. This purpose of this agreement with WCRMEO is to provide forensic autopsies, medical examinations and medicolegal consultations when deemed necessary by PCSO.

Fees are set by Resolution and are subject to change during the term of the agreement if a new Resolution is adopted.

Agreement has been approved as to form by County Counsel.

**INTERLOCAL AGREEMENT
FOR FORENSIC PATHOLOGY SERVICES**

THIS AGREEMENT is made the 1st day of July, 2017, by and between Plumas County on behalf of its Sheriff/Coroner (hereinafter "County") and Washoe County, a political subdivision of the State of Nevada on behalf of the Washoe County Regional Medical Examiner's Office (hereinafter "WCRMEO").

WHEREAS the Interlocal Cooperation Act authorizes public agencies to enter into cooperative agreements allowing the joint exercise of any power, privilege or authority capable of exercise by one of them, see, NRS 277.080, et.seq.; and

WHEREAS County and WCRMEO are public agencies with the meaning of the Interlocal Cooperation Act, and

WHEREAS County desires that WCRMEO provide forensic autopsies, medical examinations and medicolegal consultations to County as needed; and

WHEREAS WCRMEO is willing and able to provide such services for County;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. Services:

A medical examiner or forensic pathologist with WCRMEO will perform forensic autopsies, medical examinations and medicolegal consultations deemed necessary by County in consultation with WCRMEO.

Traumatic or suspicious death cases occurring in County which County determines require a forensic autopsy or medical examination or medicolegal consultation may be referred to WCRMEO. County shall notify WCRMEO and provide necessary records as soon as possible after County determines that the referral is necessary and in any event before the body is transported to the WCRMEO facility.

Autopsies, medical examinations and medicolegal consultations shall be conducted by WCRMEO in accordance with WCRMEO policies.

WCRMEO will complete a written report on all autopsy and medical examination cases conducted for County and will provide that report to County in a timely manner.

2. Storage and Release of Bodies:

Bodies sent to WCRMEO for examination shall be returned to County through the funeral home that brought them, or if otherwise requested pursuant to the desire of next-of-kin or responsible entity, may be released to a local funeral home.

3. Compensation:

County shall pay WCRMEO for services rendered pursuant to this Agreement at rates to be set periodically by formal resolution approved and authorized by the Washoe County Board of County Commissioners. WCRMEO shall issue an invoice for services rendered. The established rates shall include x-ray examinations deemed necessary by WCRMEO in consultation with County, but do not include microscopic slide preparation, anthropologic examinations, dental examinations, toxicology studies, other laboratory tests (metabolic studies, fluid chemistry studies, bacterial and viral cultures, etc.), subspecialty pathology examinations, or transportation of decedents.

4. Term:

This Agreement will commence on the 1st day of July, 2017, and become effective once approved by appropriate official action of the governing body of each party. This Agreement shall remain in force for a period of up to three years from its effective date, unless terminated sooner pursuant to Section 6 (below) under the discretion of the parties. The Agreement may be renewed by addendum at the discretion of the parties and upon appropriate official action of the governing body of each party.

5. Amendment and Assignment:

This Agreement may be amended at any time there is a need, provided both parties agree to the amendment(s) in writing. Any amendment is subject to approval by the governing bodies of the parties as a condition precedent to its entry into force. Pursuant to NRS 332.095, neither party may assign this Agreement without the express written consent of the other party.

6. Termination:

This Agreement may be terminated at any time by either party upon 30 (thirty) days written notice, without cause or penalty. In addition, in the event that the governing body appropriating funds for WCRMEO fails to obligate the funds necessary to fund the office beyond the then-current fiscal period, this Agreement shall be terminated without penalty, charge or sanction.

7. Records and Confidentiality:

- a. Records Distribution – When completed, examination documents generated by WCRMEO (death narrative, record of death, postmortem examination report, and laboratory and toxicology studies) shall be delivered to County along with the invoices for services and testing. Any requests for copies of such documents that may be made to WCRMEO will be referred to County as the custodian of those records.
- b. Confidentiality – Except as set forth in this Agreement and pursuant to Nevada law and Washoe County Code, WCRMEO will not release any information on cases referred by County. There will be an exception for urgent media inquiries and press releases. In these instances WCRMEO will attempt to coordinate with County.

8. Reciprocal Indemnification:

County agrees to indemnify, defend and hold harmless Washoe County and WCRMEO, its officers, employees, and agents, from and against, any and all claims demands, or actions, by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of County in connection with the services provided to County by WCRMEO pursuant to this Agreement.

Washoe County and WCRMEO agree to indemnify, defend and hold harmless County, its officers, employees, and agents, from, and against, any and all claims, demands, or actions by any person or entity which arise or result from any act or omission to act on the part of any officers, employees, and agents of Washoe County in connection with the services provided by WCRMEO to County pursuant to this Agreement.

The parties do not waive and intend to assert any liability limitations available under law, including but not limited to those defenses available under chapter 41 of Nevada Revised Statutes in all cases.

9. Interpretation:

The laws of the State of Nevada shall apply in interpreting this Agreement, and venue for any dispute arising from the interpretation of the Agreement shall be the Second Judicial District Court of the State of Nevada in and for the County of Washoe.

10. Incorporation:

This Agreement and the Attachments hereto constitute the complete and final Agreement of the parties with regard to the subject matter herein, and supersedes all prior agreements, both written and oral, and all other written and oral communications between the parties.

11. Liaison:

The parties designate the following persons to serve as contacts for purposes of this Agreement:

Justin Norton
Washoe County
Regional Medical Examiner's Office
P.O. Box 11130
Reno, NV 89520

Plumas County Sheriff's Office
Attn: Steve Peay
1400 E. Main St
Quincy, CA 95971

12. Authority to Enter Into Agreement:

Each of the persons signing below on behalf of any party hereby represents and warrants that s/he or it is signing with full and complete authority to bind the party on whose behalf of whom s/he or it is signing, to each and every term of this Agreement.

IN WITNESS HEREOF, the representatives of the parties have set their hand:

COUNTY

WASHOE COUNTY

By: _____

By: _____

Bob Lucey, Chair
Washoe County Commission

DATED: _____

DATED: _____

ATTEST:

By: _____

County Clerk
Plumas County

ATTEST:

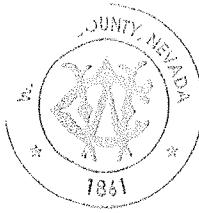
By: _____

County Clerk
Washoe County

Approved as to form:



COUNTY COUNSEL



**REGIONAL MEDICAL
EXAMINER'S OFFICE**

Phone: (775) 785-6114
Fax: (775) 785-6163
www.washoecounty.us
990 East Ninth Street
P.O. Box 11130
Reno, Nevada 89512

Fee Schedule

Effective May 1, 2017

Postmortem Examinations

Autopsy	\$2,300.00
Head Post (head-only autopsy)	\$1,300.00
External Medical Examination	\$ 950.00
Consultation Case Sign-out	\$ 300.00
Jurisdiction Terminated with Assist	\$ 100.00
Decomposed Supplemental Fee	\$ 300.00
Obese (BMI > 40) Supplemental Fee	\$ 300.00
Child/Infant Supplemental Fee	\$ 500.00
Homicide Supplemental Fee	\$ 500.00
Fire/Burned Supplemental Fee	\$ 300.00
Biohazard/Infectious Supplemental Fee	\$ 300.00

Toxicology Review / Interpretation Fee	\$ 75.00
Toxicology and Neuropathology Preparation and Handling Fee	10% of cost
Lab Work, Toxicology, Subcontractors, and Special Examinations	Actual Cost
Body Storage Fee – Facility Use Fee (For storage after 48 hours post-autopsy)	\$ 50.00/day

Autopsy Report Fee (less than 10 years old)	\$ 25.00
One copy free to legal next-of-kin upon request	
One copy free to law enforcement and primary care physician	
Autopsy Report Fee (over 10 years old)	\$ 50.00
Autopsy Photographs and X-Rays (CD/Electronic)	\$ 30.00

Legal Consultation and Testimony by Medical Examiner (per District Attorney or other Attorney/Court):

Case preparation	\$ 450.00/hour
Records Review	
Phone Consultation/Conference	
Research for Case	
Report Preparation and Other Items Provided	
Travel Time	\$ 450.00/hour
Wait Time	\$ 450.00/hour
Travel Expenses - Actual Cost (per approval or arrangement by referring agency)	
May include: Airfare, vehicle rental, mileage allowance, lodging, etc.	
Testimony (Court, Grand Jury, Deposition)	\$ 450.00/hour

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

W. Robert Brunson, LMFT, Director



Date: July 11, 2017

To: The Honorable Board of Supervisors

From: W. Robert Brunson, Director

SUBJECT: Agenda Item for July 11, 2017, Board Meeting

**RE: APPROVE AND AUTHORIZE NEW CONTRACT BETWEEN MENTAL HELATH
AND PLUMAS RURAL SERVICES**

IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS: Approve and execute the FY 2017-2018 contract for Plumas Rural Services which has been approved to form by County Counsel.

BACKGROUND AND DISCUSSION: Provide Suicide Prevention Training

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

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES
270 County Hospital Road, #109 Quincy, CA 95971
PH (530) 283-6307 FAX (530) 283-6045
W. Robert Brunson, LMFT, Director



Date: July 11, 2017

To: The Honorable Board of Supervisors

From: W. Robert Brunson, Director

SUBJECT: Agenda Item for June 11, 2017, Board Meeting

RE: APPROVE AND AUTHORIZE NEW CONTRACT BETWEEN MENTAL HEALTH AND VISTA PACIFIC

IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS: Approve and execute the FY 2017-2018 contract for Vista Pacific \$125,000.00 which has been approved to form by County Counsel.

BACKGROUND AND DISCUSSION: Provide Recovery Services for individual and special treatment programs.

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



Date: July 11, 2017

To: The Honorable Board of Supervisors

From: W. Robert Brunson, Director

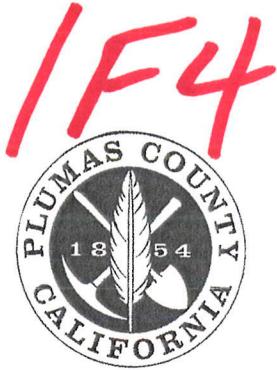
SUBJECT: Agenda Item for June 11, 2017, Board Meeting

RE: APPROVE AND AUTHORIZE NEW CONTRACT BETWEEN MENTAL HEALTH AND SIERRA VISTA

IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS: Approve and execute the FY 2017-2018 contract for Sierra Vista for \$50,000.00 which has been approved to form by County Counsel.

BACKGROUND AND DISCUSSION: Provide Recovery Services

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



PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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

W. Robert Brunson, Director

DATE: July 11, 2017

TO: Honorable Board of Supervisors

FROM: W. Robert Brunson, Behavioral Health Director

SUBJECT: Request for approval to recruit and fill fully funded vacant 1.0 FTE Behavioral Health Unit Supervisor - Nursing, and 1.0 FTE Behavioral Health Case Management Specialist I/II/Senior.

Shelly Lewis for

Recommendation

1. Approve the filling of the vacant, allocated position of 1.0 FTE Behavioral Health Unit Supervisor - Nursing within Department 70570, which was already allocated and funded in the 2016-2017 budget and is proposed in the 2017-2018 budget.
2. Approve the filling of the vacant, allocated position of 1.0 FTE Behavioral Health Case Management Specialist I/II/Senior position that was allocated in Department 70570 which was already allocated and funded in the 2016-2017 budget and is proposed in the 2017-2018 budget.

Background and Discussion

On June 13, 2017, the Behavioral Health Unit Supervisor - Nursing resigned. This position was approved in the Behavioral Health Department 2016-2017 budget and is proposed in the 2017-2018 upcoming budget. The Department is seeking Board approval to refill the allocated and funded 1.0 FTE Behavioral Health Unit Supervisor – Nursing vacant position.

The Behavioral Health Department is requesting approval to refill the allocated and funded 1.0 FTE Behavioral Health Case Management Specialist I/II/ Senior position which became vacant due to termination on June 22, 2017. This position was approved in the 2016-2017 budget and proposed in the 2017-2018 budget.

All positions would be filled without the use of any additional General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the various positions outlined in this letter.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the Behavioral Health Unit Supervisor - Nursing position is a legitimate business need.
- Why is it critical that this position be filled at this time? The department is required and mandated to have a Behavioral Health Unit Supervisor – Nursing to maintain standards of health nursing programs, including securing medical approval of nursing practices as necessary and assuring services are provided according to County, State and department regulations and policies.
- How long has the position been vacant? As of June 13, 2017.
- Can the department use other wages until the next budget cycle? Other wages are not an option for the Behavioral Health Unit Supervisor - Nursing position. The job requires a specific degree, licensing and experience. A permanent employee in this position is important to provide supervision to other nursing staff and meeting essential medical needs.
- What are staffing levels at other counties for similar departments and/or positions? Behavioral Health's Unit Supervisor – Nursing position is similar to other comparably sized departments in other counties.
- What core function will be impacted without filling the position prior to July 1? Meeting essential medical needs to clients of the Behavioral Health Department, Drop-In Center and Sierra House would be negatively impacted without this position.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? There would not be a fiscal impact on the County if the position is left unfilled.
- 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? The Department has developed reduction strategies that are dependent on state policy decisions. Other departments and the community could be impacted by such reduction strategies.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Behavioral Health does not expect unbudgeted audit exceptions.

- Does the budget reduction plan anticipate the elimination of any of the requested positions? Behavioral Health is not requesting elimination of any positions.
- 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? There are no General Fund dollars involved in this matter. Any costs associated with this position are covered by Mental Health funds.
- Does the department have a reserve? Yes If yes, provide the activity of the department's reserve account for the last three years? The department does have a reserve and the balance fluctuates depending upon a number of factors including whether the State receives the base amount of collection for each budget year.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes.
- Why is it critical that this position be filled at this time? With the loss of the Case Management Specialist, delivery of services to the at-risk population will be severely delayed.
- How long has the position been vacant? 1.0 FTE vacant due to a termination on 6/22/2017.
- Can the department use other wages until the next budget cycle? The department is currently using other wages; however, due to training requirements and timely delivery of critical services, the Case Management Specialist must be a permanent FTE.
- What are staffing levels at other counties for similar departments and/or positions? The same or greater.
- What core function will be impacted without filling the position prior to July 1?
- Lack of service provisions as required in the Mental Health department's contract with the State for Medi-Cal as well as Full Service Partnership provisions in MHSA are core functions at risk. Lack of compliance, loss of funds/reimbursements, billing and administration exceptions are all possible negative impacts if the vacancy continues.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? The inability to recoup Medi-Cal reimbursements for undelivered services as well as a potential increase in crises.
- 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? None.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? 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? There is no fiscal impact on the general fund.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Yes. Behavioral Health does have a reserve and the balance fluctuates depending on the number of factors including whether the State receives the base amount of collection for each budget year.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I

DEFINITION

Under direct clinical supervision of a licensed professional, provides case management services to individuals suffering from a mental illness, a comorbid substance use disorder, or children with complex needs and a varied range of problems, in various program settings; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level of the Behavioral Health Case Management Specialist series. It is distinguished from the Community Care Case Manager classification in that incumbents work under supervision of a licensed clinical professional, are responsible for charting and case notes in an electronic health record system. Incumbents also provide a range of services beyond assistance in daily living, basic counseling, and therapeutic activities, such as treatment plan adherence, evaluation, plan development, emergency intervention, placement services, assistance in daily living, access to health services, and client health and wellness advocacy.

REPORTS TO

Behavioral Health Unit Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I – 2

EXAMPLES OF DUTIES

- Interviews clients, families and significant others to evaluate clients' strengths, needs, and resources.
- Conducts assessments to determine the level of social impairment due to physical and mental health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status, and potential training needs.
- Negotiates treatment objectives with the client or his/her legally authorized representative.
- Develops a written, comprehensive, individual service plan (ISP), which specifies the treatment, service activities, and assistance needed to accomplish negotiated objectives.
- Interviews the clients and others at the onset of a crisis to provide support and assistance in problem resolution, and to coordinate or arrange for the provision of other needed services.
- Assesses the adequacy and appropriateness of client living arrangements, and assists in securing alternative living arrangements when needed.
- Assists the client on a regular basis in developing or maintaining the skills needed to achieve the goals of the client's service plan, including the use of psychiatric, medical, and dental services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
- Identifies, assesses and mobilizes resources to meet client's needs, including advocating and intervening for the client with social security, welfare and health departments, the justice system, etc.
- Participates in diagnostic and evaluative staff conferences for cooperative planning and treatment; consults with professional staff regarding specific clients.
- Attends appropriate staff and in-service meetings and training sessions.
- Prepares and maintains accurate reports and client case records.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.
- Assists clients with the development of independent living skills.
- Performs crisis management services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities for clients.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I – 3

EXAMPLES OF DUTIES - Continued

- Provides client transportation to and from program activities.
- Performs a variety of support assignments.
- Participates in Quality Assurance (QA); Quality Improvement (QI); and Utilization Review (UR).
- Under the supervision of a licensed clinician, participates or assists with the following activities:
 - Intakes and Assessments
 - Treatment Planning
 - Chart Updates

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed outside; extensive local travel; some exposure to communicable diseases; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for behavioral health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic life services for clients.
- Social aspects and characteristics of mental and emotional disturbances.
- Various activities useful in the treatment and rehabilitation of behavioral health clients.
- Recreational activities.
- Scope and availability of community resources and services, including other health and social service agencies.
- Computer Skills

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST I – 4

Ability to:

- Develop and maintain the confidence and cooperation of mentally and emotionally disturbed health or alcohol and drug clients, their families, and other significant care providers.
- Work with socially or economically disadvantaged individuals.
- Coordinate or perform a variety of behavioral health client facilitation and support services.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant and accurate reports.
- Communicate effectively, both orally and in writing.
- Effectively represent the Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Maintain electronic health records.

TRAINING AND EXPERIENCE

Qualifications needed for this position:

Two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting.

Completion of educational training in Behavioral or Social Sciences is highly desirable. College level coursework is highly preferred.

SPECIAL REQUIREMENTS

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

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

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II

DEFINITION

Under direct clinical supervision of a licensed professional, provides case management services to individuals suffering from a mental illness, a comorbid substance use disorder, or children with complex needs and a varied range of problems, in various program settings; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the mid-level of the Behavioral Health Specialist series. It is distinguished from the Behavioral Health Specialist I classification in that incumbents have advanced work experience in a County Health and Human Services Department and/or education beyond that required of Behavioral Health Specialist I. Incumbents provide a range of services such as treatment plan adherence, evaluation, plan development, emergency intervention, placement services, assistance in daily living, access to health services, and client health and wellness advocacy.

REPORTS TO

Behavioral Health Unit Supervisor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 2

EXAMPLES OF DUTIES

- Interviews clients, families and significant others to evaluate clients' strengths, needs, and resources.
- Conducts assessments to determine the level of social impairment due to physical and mental health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status, and potential training needs.
- Negotiates treatment objectives with the client or his/her legally authorized representative.
- Develops a written, comprehensive, individual service plan (ISP), which specifies the treatment, service activities, and assistance needed to accomplish negotiated objectives.
- Interviews the clients and others at the onset of a crisis to provide support and assistance in problem resolution, and to coordinate or arrange for the provision of other needed services.
- Assesses the adequacy and appropriateness of client living arrangements, and assists in securing alternative living arrangements when needed.
- Assists the client on a regular basis in developing or maintaining the skills needed to achieve the goals of the client's service plan, including the use of psychiatric, medical, and dental services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
- Identifies, assesses and mobilizes resources to meet client's needs, including advocating and intervening for the client with social security, welfare and health departments, the justice system, etc.
- Participates in diagnostic and evaluative staff conferences for cooperative planning and treatment; consults with professional staff regarding specific clients.
- Attends appropriate staff and in-service meetings and training sessions.
- Prepares and maintains accurate reports and client case records.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.
- Assists clients with the development of independent living skills.
- Performs services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities for clients.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 3

EXAMPLES OF DUTIES - CONTINUED

- Performs a variety of support assignments.
- Participates in Quality Assurance (QA); Quality Improvement (QI); and Utilization Review (UR).
- Under the supervision of a licensed clinician, participates or assists with the following activities:
 - Intakes and Assessments
 - Treatment Planning
 - Chart Updates

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed outside; extensive local travel; some exposure to communicable diseases; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and techniques of case management interventions.
- Psychological and sociological aspects and characteristics of mentally and emotionally disturbed individuals.
- The needs, problems and attitudes of mentally or emotionally disturbed individuals; community resources and available rehabilitative services relevant to the needs of the client.
- Client's legal rights.
- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for behavioral health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic support services for clients.
- Social aspects and characteristics of mental and emotional disturbances and substance use disorders.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 4

Knowledge of - continued

- Various activities useful in the treatment and rehabilitation of behavioral health clients.
- Recreational activities.
- Scope and availability of community resources and services, including other health and social service agencies.
- Computer Skills

Ability to:

- Develop and maintain the confidence and cooperation of mentally and emotionally disturbed clients, their families and other significant care providers
- Analyze situations accurately, make decisions and take effective action
- Speak and write in a clear and accurate manner
- Work with socially or economically disadvantaged individuals.
- Coordinates or perform a variety of behavioral health client facilitation and support services.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Prepare clear, relevant and accurate reports.
- Communicate effectively, both orally and in writing.
- Effectively represent the Behavioral Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.
- Maintain electronic health records.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST II – 5

TRAINING AND EXPERIENCE

Qualifications needed for this position:

Four (4) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting, at least two (2) of which were at the level of Behavioral Health Case Management Specialist I;

OR

Associate's Degree or equivalent coursework in Social Work, Social Sciences, Psychology, Human Development or related field plus two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting;

OR

Bachelor's degree in Social Work, Social Sciences, Psychology, Human Development or related field.

SPECIAL REQUIREMENTS

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

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

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST - SENIOR**DEFINITION**

Under direct clinical supervision of a licensed clinical professional, provides case management services to individuals suffering from a mental illness, a comorbid substance use disorder, or children with complex needs and a varied range of problems, with primary responsibilities as an outpatient substance abuse use counselor in various program settings; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey-level of the Behavioral Health Specialist series. It is distinguished from the Behavioral Health Specialist II classification in that incumbents are certified as an alcohol and other drug counselor with one of the State-approved certifying bodies in addition to having advanced work experience in a County Health and Human Services Department and/or education beyond that required of Behavioral Health Specialist II. Incumbents provide direct services to adults, children, individuals, families and groups, including working with the collaborative drug court team and participants. Services include assessments, crisis intervention, counseling, case management, referrals, treatment plan adherence, evaluation, plan development, placement services, assistance in daily living, access to health services, client health and wellness advocacy, and documentation in electronic health records.

REPORTS TO

Supervising Behavioral Health Specialist; Mental Health Clinical Specialist; Behavioral Health Clinical Specialist; Division Director – Behavioral Health.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 2

EXAMPLES OF DUTIES

- Participates in treatment team, staff, and professional meetings to discuss client treatment and progress.
- May provide drug and alcohol counseling and crisis intervention services to individuals, families, and groups; manages the more difficult cases as assigned, including dual and multi-diagnosed disorders (i.e. mental illness, HIV, or other acute/chronic medical conditions).
- Conducts group sessions dealing with drug/alcohol education and communication, parenting, life skills, relapse prevention, coping and relaxation skills.
- Provides information and referrals for appropriate services provided through other Health and Human Service Agency departments and other community agencies as needed.
- Provides pre-sentence evaluations and treatment recommendations for criminal justice agencies.
- Interviews clients, families and significant others to evaluate clients' strengths, needs, and resources.
- Conducts assessments to determine the level of social impairment due to physical and mental health problems, self-care potential, support network availability, adequacy of living arrangements, financial status, employment status, and potential training needs.
- Negotiates treatment objectives with the client or his/her legally authorized representative.
- Develops a written, comprehensive, individual service plan (ISP), which specifies the treatment, service activities, and assistance needed to accomplish negotiated objectives.
- Interviews the clients and others at the onset of a crisis to provide support and assistance in problem resolution, and to coordinate or arrange for the provision of other needed services.
- Assesses the adequacy and appropriateness of client living arrangements, and assists in securing alternative living arrangements when needed.
- Assists the client on a regular basis in developing or maintaining the skills needed to achieve the goals of the client's service plan, including the use of psychiatric, medical, and dental services, guidance in money management, and the use of educational, socialization, rehabilitation and other social services.
- Identifies, assesses and mobilizes resources to meet client's needs, including advocating and intervening for the client with social security, welfare and health departments, the justice system, etc.
- Participates in diagnostic and evaluative staff conferences for cooperative planning and treatment; consults with professional staff regarding specific clients.
- Attends appropriate staff and in-service meetings and training sessions.
- Prepares and maintains accurate reports and client case records.
- Provides personal assistance for clients in securing and maintaining housing, food, and clothing.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 3

- Assists clients with the development of independent living skills.

EXAMPLES OF DUTIES – CONTINUED

- Performs services/referrals, focusing on finding appropriate alternatives to acute inpatient hospital care.
- Facilitates social skill development and socialization activities as determined by client needs, interest, and abilities.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Develops and evaluates therapeutic social and recreational activities for clients.
- Works with community service and other government agencies.
- Participates in planning, development, and evaluation sessions for clients.
- Travels extensively in the performance of services.
- May develop and conduct educational groups.
- Provides client transportation to and from program activities
- Performs a variety of support assignments.
- Participates in Quality Assurance (QA); Quality Improvement (QI); and Utilization Review (UR).
- Compliance with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Compliance with all relevant laws and regulations regarding confidentiality, including CFR 42.
- Exhibits counselor competency.
- Under the supervision of a licensed clinician, participates or assists with the following activities:
 - Substance abuse groups
 - Intakes and Assessments
 - Treatment Planning
 - Chart Updates

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed outside; extensive local travel; some exposure to communicable diseases; continuous contact with staff and the public.

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 4

DESIRABLE QUALIFICATIONS

Knowledge of:

- Policies, rules, laws and regulations of the Plumas County Behavioral Health Department, Federal, State and local governments regarding alcohol/drug abuse and treatment.
- Theories and causes of drug and alcohol dependence.
- Psychological and sociological aspects, characteristics, and needs of mentally and emotionally disturbed individuals.
- Client's legal rights.
- Basic knowledge of principles, procedures, techniques, and trends of providing therapeutic and counseling services for behavioral health clients.
- Guidelines, procedures, laws, regulations, and requirements for securing basic support services for clients.
- Social aspects and characteristics of mental and emotional disturbances and substance use disorders.
- Culturally and linguistically appropriate services and how they influence agency practices.
- Scope and availability of community resources and services, including other health and social service agencies.
- Computer and time management skills.

Ability to:

- Analyze drug/alcohol abuse related emotional/behavioral disorders and carry out effective treatment plans.
- Perform group counseling.
- Evaluate the effectiveness of drug/alcohol abuse programs.
- Develop and maintain the confidence and cooperation of substance abuse and mentally and emotionally disturbed clients, their families and other significant care providers.
- Analyze situations accurately, make decisions and take effective action.
- Work with socially or economically disadvantaged individuals.
- Coordinate or perform a variety of behavioral health client facilitation and support services.
- Organize and coordinate activities with minimal supervision.
- Assist with the development and implementation of treatment plans.
- Maintain the confidentiality of client information.
- Communicate effectively, both orally and in writing.
- Prepare clear, relevant and accurate reports.
- Effectively represent the Behavioral Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies,

BEHAVIORAL HEALTH CASE MANAGEMENT SPECIALIST- SENIOR – 5

and the public.

- Maintain electronic health records.

TRAINING AND EXPERIENCE

Bachelor's degree in Social Work, Social Sciences, Psychology, Human Development or related field plus two (2) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting.

OR

Associate's degree or equivalent coursework in Social Work, Social Sciences, Psychology, Human Development or related field plus four (4) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting;

OR

Possession of Six (6) years of experience with providing or coordinating direct patient or client contact work in a mental health, alcohol and drug, medical, or human services setting, at least three (3) of which were at the level of Behavioral Health Specialist II;

SPECIAL REQUIREMENTS

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

Requires possession of a valid California Drug/Alcohol Counselor Certification from an organization accredited by the National Commission for Certifying Agencies (NCAA) to register and certify Alcohol and Other Drug (AOD) Counselors in California.

Must complete periodic continuing education coursework as required to maintain active certification.

Must possess or be willing to obtain a national provider identifier (NPI).

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

BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING

DEFINITION

Under general direction of the Behavioral Health Director, to direct the activities of the County's Behavioral Health Nursing Program Division, including personnel management, program planning and evaluation. Plan, organize, schedule, assign and supervise the work of Mental Health nursing staff, and other mental health support staff to this division; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a licensed single-position class, which oversees and directs the functions and activities of the Behavioral Health nursing division. Responsibilities include planning, organizing, directing, directly providing and supervising other nursing staff in providing and meeting essential medical duties to clients of the Behavioral Health Department, Drop-In Center and Sierra House.

REPORTS TO

Psychiatrist/Medical Director, Behavioral Health Director or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

Psychiatric Nurse I/II, Psychiatric Technician, Physician Assistant, Registered Nurse I/II, Licensed Vocational Nurse I/II, and other staff as assigned.

BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 2

EXAMPLES OF DUTIES

- Plans, schedules, assigns, evaluates and directs the functions of the Behavioral Health Nursing Division.
- Administers the programs and the work of professional nursing staff and other behavioral health support staff.
- Provides direction and oversight of Behavioral Health nursing programs and activities to clients, including the provision of direct services to clients.
- Develop and implement short and long term goals, objectives, policies, procedures and work standards for the Behavioral Health nursing services function.
- Maintain standards of health nursing programs, including securing medical approval of nursing practices as necessary and assuring that services are provided according to County, State and department regulations and policies.
- Advises staff on the interpretation and application of agency policies and applicable State and Federal health laws and regulations.
- Develops programs and budgets for Behavioral Health Program needs.
- Develops information concerning community behavioral health needs, including the collection and interpretation of statistical data.
- Evaluates the effectiveness of current health policies and practices, and helps formulate new policies and practices.
- Performs program planning and development work, including MHSA programs.
- Assists with grant development, administration, and compliance.
- Schedules clinic sites, times, and staffing; reviews medical records for release to other agencies.
- Reviews the assignment and referral of clients to nursing staff.
- Prepares reports and correspondence relating to the nursing division.
- Acts as consultant to outside agencies.
- Represents the Department with other government agencies.
- Collaborates with Primary Care Practitioners and Substance Use Disorder Providers in an effort to utilize and implement integrated healthcare models.
- Facilitates all aspects of the delivery of Tele-Psychiatry and other telehealth services.
- Participates in quality improvement activities as directed.
- Understands and implements the principals of the Wellness and Recovery Model at various sites, including Wellness Centers and clinics and with Behavioral Health staff.
- Collaborates and works with other Behavioral Health Division Directors and other staff, consultants, and partners as assigned.
- Provides for methods to properly store, dispense, and manage medications and oversees other staff members in such matters.

BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 25 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office, clinic environment or at Board and Care Facility; exposure to communicable disease; continuous contact with staff and public; provides services at various physical sites across the county as needed.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods, and procedures of general nursing and mental health nursing, including psychotropic medications and side effects.
- Community mental health problems and issues and their relationship to the development and operations of programs and services to meet these needs.
- Federal, State, and County laws and regulations applicable to health programs.
- Causes, means of transmission, and method of control of communicable diseases, including sexually transmitted diseases, AIDS and tuberculosis.
- The sociological and cultural problems involved with providing services in a mental health nursing program.
- Program planning and development.
- Principles, techniques, and practices of business and health administration.
- Budget development and expenditure control.
- Principles and techniques of effective employee supervision, training, and development.

Ability to:

- Plan, organize, supervise, and administer the functions and services of the Behavioral Health Nursing Program Division of the Plumas County Behavioral Health Department.
- Develop, organize, analyze, and interpret statistical data.
- Provide direction, supervision and training for staff.
- Develop and administer a budget and control expenditures.
- Review the work of staff and resolve problems.

BEHAVIORAL HEALTH UNIT SUPERVISOR - NURSING – 4

Ability to – continued:

- Be responsible for the development, maintenance, and preparation of health statistics, medical records, and reports.
- Direct the preparation and prepare clear, concise reports.
- Effectively represent the Behavioral Health Department in contacts with the public, community organizations, other government agencies, and other health care providers.
- Establish and maintain cooperative working relationships.
- Coordinate assigned activities with community organizations, other government agencies, and primary care providers.
- Use computers and Electronic Health Records systems and software.

TRAINING AND EXPERIENCE

Required qualifications for this position:

Five (5) years of professional experience in public or private health setting as a Registered Nurse; and two (2) years in an administrative or supervisory capacity.

A Bachelor of Science in Nursing, including completion of sufficient nursing and public health studies to obtain requisite licenses and certificates from the State of California, or an equivalent combination of education, experience, and licensure as a Registered Nurse.

Completion of a Master of Nursing Degree or a master's degree in a related health field from an accredited program is desirable.

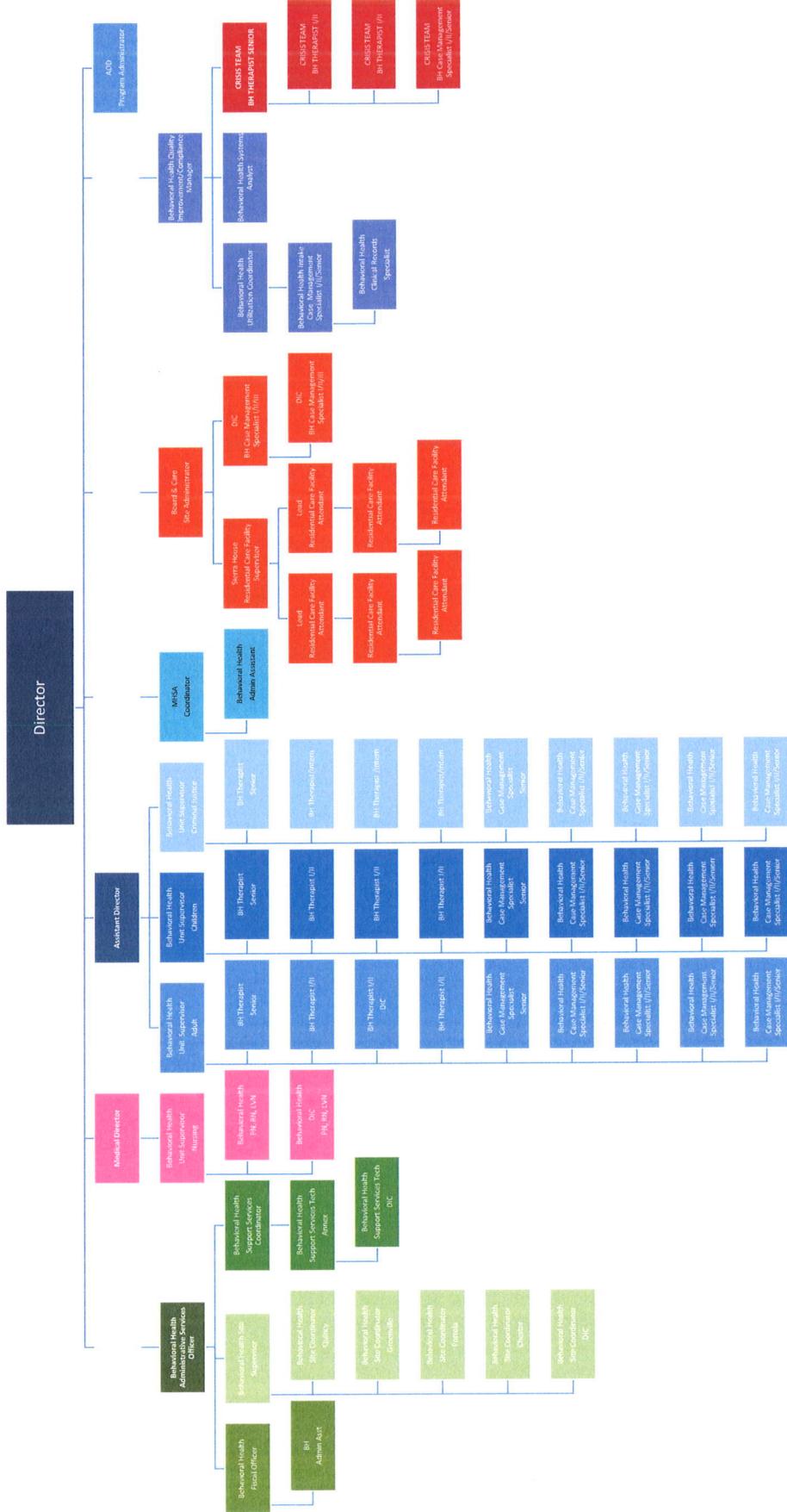
SPECIAL REQUIREMENTS

Possession and maintenance of a valid license as a Registered Nurse in California and remain active with all annual licensing requirements.

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

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

PLUMAS COUNTY
BEHAVIORAL HEALTH
AUGUST 2016



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: July 11, 2017
TO: Honorable Board of Supervisors
FROM: Dave Preston, Information Systems Manager

SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF JULY 11, 2017 RE:
APPROVAL OF MAINTENANCE AGREEMENT FOR SOFTWARE .**

It is recommended that the Board:

1. Approve Item 1 below.

Item 1: Approval of attached agreement for software maintenance.

Background and Discussion:

The Megabyte property tax software has been in use by Plumas County since 1999. It is the foundation for all property taxes used by the County. Funding for this agreement has been included in the 2017/2018 proposed Information Technology budget.



GREENVILLE HIGH SCHOOL BOOSTERS CLUB

Nancy L. DaForno
Clerk of the Board
520 Main St., Room 309
Quincy, CA 95971

Thursday, June 1, 2017

I am requesting that the Plumas County Board of Supervisors waive some or all of the fees involved with using the Greenville Town Hall for a fundrasier. The Greenville High School Boosters Club is using the facility on Saturday, July 15, for its annual football team fundraiser. The club has used the facility the past two years without issue or causing damage. Thank you for your consideration.

Respectfully submitted,

David H. Keller
President
Greenville High School Boosters Club



III

DEPARTMENT OF FACILITY SERVICES & AIRPORTS

198 ANDY'S WAY, QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103

Dony Sawchuk
Director

Board Date: July 11, 2017

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: Approve authorization for Dony Sawchuk to sign a 90-Day Extension for Rueben Ramirez DBA Top Mop Janitorial for the Custodial Maintenance Contract for the Portola Library and Portola Substation.

Background

Top Mop Janitorial is currently responsible for the Custodial Maintenance of the Portola Library and Portola Substation. Top Mop Janitorial has held this contract for the past five years and, in order to stay competitive, Facility Services has put this contract out for bid. In order to complete the necessary paperwork to approve a new contract, we need to extend Top Mop Janitorial's current contract by 90 days.

Recommendation

Approve authorization for Dony Sawchuk to sign a 90-Day Extension for Rueben Ramirez DBA Top Mop Janitorial for the Custodial Maintenance Contract for the Portola Library and Portola Substation.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

112

Dony Sawchuk
Director

Board Date: July 11, 2017

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: Approve authorization for Dony Sawchuk to sign a 90-Day Extension for Tim Ringo DBA Bob's Janitorial for the Custodial Maintenance Contract for the Courthouse Annex.

Background

Bob's Janitorial is currently responsible for the Custodial Maintenance of the Courthouse Annex. Bob's Janitorial has held this contract for the past five years and, in order to stay competitive, Facility Services has put this contract out for bid. In order to complete the necessary paperwork to approve a new contract, we need to extend Bob's Janitorial's current contract by 90 days.

Recommendation

Approve authorization for Dony Sawchuck to sign a 90-Day Extension for Tim Ringo DBA Bob's Janitorial for the Custodial Maintenance Contract for the Courthouse Annex.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

153

Dony Sawchuk
Director

Board Date: July 11, 2017

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: Approve Contract Addendum #1 for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract for the Quincy Memorial Hall.

Background

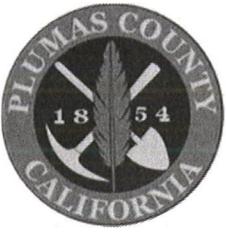
Bob's Janitorial Service is responsible for the Custodial Maintenance of the following facilities in this contract:

1. Quincy Memorial Hall

Recommendation

Approve Contract Addendum #1 for Tim Ringo, DBA Bob's Janitorial Service for the Custodial Maintenance Contract the Quincy Memorial Hall.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

I4

Dony Sawchuk
Director

Board Meeting: July 11, 2017

To: The Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: **Approve Service Agreement with QT POD for "Extended Warranty and Service Policy Program" of the County Airports Fuel Terminals.
Authorize the Airports Director to Execute.**

Background

Plumas County Airports has used and approved the service agreement with QT POD for the past 11 years to provide Warranty Service and Technical Support of the self-service fuel terminals at Chester, Quincy and Beckwourth Airports. The service agreement is vital to the Airports ability to provide ongoing fuel sales. Please see attached agreement.

Each year this service agreement requires renewal. County Counsel is unable to "approve as to form" this service agreement due to it being governed by Colorado State Law. County Counsel is also unable render an opinion as to the enforceability of the contract under Colorado State Law. QT POD is unable to amend the agreement to include California State Law. This agreement is used for all States and Canada and QT POD will not augment it for any client.

No other suitable airport fuel service provider has been found that can also provide a contract "approved as to form" by County Counsel. It is recommended that the Board authorize the continuance of this service agreement for one more year.

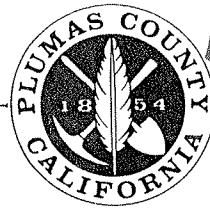
Recommendation

Approve Service Agreement with QT POD for "Extended Warranty and Service Policy Program" of the County Airports Fuel Terminals. Authorize the Airports Director to Execute.

The above referenced agreement cannot be "Approved as to Form" by County Counsel. This agreement is on file with the Clerk of the Board.

PLANNING & BUILDING SERVICES CODE ENFORCEMENT OFFICE

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



July 3, 2017

TO: The Honorable Board of Supervisors

FROM: Randy Hicks, Acting Director of Building Services *DH*

SUBJECT: Agenda item for July 11, 2017

RE: Approval of payment of \$3,382 to The Boneyard for abatement services performed without a contract.

Recommendation

Approve payment of \$3,382 to The Boneyard for abatement services.

Background and Discussion

In December 2016 abatement services were performed by The Boneyard to clean up a cannabis site off of Highway 70. This cleanup work was authorized by the Code Enforcement Officer who was unaware of the requirement for a service contract. Because there is no contract, the invoice has not been submitted for payment. The work was performed during the prior fiscal year and the payment will be accrued back. There are funds budgeted in the Code Enforcement Professional Services line item that are adequate to cover this payment.

The Boneyard

Auto Dismantling - Metal Scrapping - Abatement Services
 318 Ann Street
 P.O Box 437
 Greenville Ca, 95947

Invoice# 3

EIN # 81-3934202



Job Name:

Date: December 15, 2016

Type of work performed:

To: Plumas County Code Enforcement
555 Main street
Quincy Ca, 95971

DESCRIPTION	HOURS	RATE	AMOUNT
Cannabis Site Abatement Abated franklin electric well pump 1 - 1/2 horsepower Flora Duo B 6 gallons x 2 Flora Duo A 6 gallons x 2 Earth juice Cal Mag Plus 2.5 gallons Vitaming Botanicare 5 gallons 1 (One) Champion Generator 4500 1 (one) 2500 gallon above ground water tank Dug / pulled up metal fence post 100 total Untied, took down, rolled up and disposed of 1000 feet wire fence Removed 2000 feet of non corrugated plastic line from Forrest Abated rubbish, debris, junk, plastic and supplies from illegal grow site Removed plastic 150 gallon & aluminum water tank Total charges include dumping fees labor and hauling.	38	\$89.00	\$3382.00

Make all checks payable to: The Boneyard

318 Ann Street

P.O Box 437

Greenville Ca, 95947

TOTAL

\$3382.00

Total due in 30 days from date of invoice. Overdue accounts subject to a service charge of 10% per month.



PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

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

CONSENT AGENDA REQUEST

for the July 11, 2017 Meeting of the Plumas County Board of Supervisors

Date: July 3, 2017

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Authorize the Director of Public Works to execute the 3-year Services Agreement in the amount of \$20,880.00, between the County of Plumas and Bob's Janitorial Service for janitorial services for the Public Works Headquarters Building.

A handwritten signature of Robert Perreault in black ink.

Background:

The Department of Public Works is receiving satisfactory janitorial services for its Headquarters Building from Bob's Janitorial Service since August of 2011. This existing contract does not have an expiration date but may at any time, be terminated by either party.

The attached proposed replacement contract provides a more detailed scope of work for the janitorial services to be performed and includes an expiration date. The \$20,880.00 compensation for these services is for the entire three year term of the contract. (The dollar amount for fiscal year 17/18 is \$6,960.00) The temporary budget, adopted on June 13th, 2017, includes funding for this contract.

The attached Services Agreement for janitorial services has been approved as to form by County Counsel.

Recommendation by Public Works:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Director of Public Works to execute the Services Agreement in the amount of \$20,880.00, between the County of Plumas and Bob's Janitorial Service for janitorial services for the Public Works Headquarters Building.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

16/

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<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"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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Date: June 30, 2017

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for July 11, 2017

Recommendation: Approve and direct the Chair to sign Amendment #SNAP1516PCOE-A1 with Plumas County Office of Education related to the SNAP-Ed Program for Fiscal Year 2017-2018

Background Information: The goal of the SNAP-Ed Program is to provide Supplemental Nutrition Assistance Program Nutrition Education (SNAP-Ed) participants and those eligible up to 185 percent Federal Poverty Level (FPL) are educated and receive support to consume healthy foods and beverages, reduce consumption of less healthy foods and beverages and to increase physical activity. These are the behavioral outcomes that the U.S. Department of Agriculture (USDA) expects and have the potential to reduce the prevalence of obesity and the onset of related chronic diseases in the SNAP-Ed population.

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

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



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

1LJ

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<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"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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Date: May 11, 2017

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for July 11, 2017

Recommendation: Approve the attached Resolution to accept and authorize the Director of Public Health to sign Agreement Amendment Number 14-10530 04 from the California Department of Health, Emergency Preparedness Office (EPO) for the Public Health Preparedness and Hospital Preparedness Programs, Effective June 16, 2017.

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

The purpose of this Amendment is to amend the Scope of Work and Budget to adjust the funding amount for State Fiscal Year 16-18 to allow Public Health to complete more of the same services outlined in the original scope of work.

A copy of Agreement Amendment Number 14-10530 04 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. 17-

RESOLUTION TO ACCEPT AND AUTHORIZE THE DIRECTOR OF PUBLIC HEALTH TO SIGN AMENDMENT NUMBER 04 FOR STANDARD AGREEMENT NUMBER 14-10530 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, EMERGENCY PREPAREDNESS OFFICE FROM JULY 1, 2014 THROUGH JUNE 30, 2018 IN THE AMOUNT OF \$898,840.00, EFFECTIVE JUNE 16, 2017.

WHEREAS, Plumas County Public Health Agency contracted with the State Department of Health for both State and Federal funds to develop and maintain various aspects of Public Health Preparedness, and

WHEREAS, to develop and maintain various aspects of Public Health Preparedness, including Local Health Department (LHD) and Community preparedness, National Smallpox Vaccine program, Hospital Preparedness Program (HPP), and Pandemic Influenza Prevention/Planning, and H1N1 Pandemic Influenza; and

WHEREAS, the California Department of Public Health, Emergency Preparedness Office, issued Agreement Amendment Number 14-10530-04 to PCPHA to provide Emergency Preparedness Services through June 30, 2018.

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 14-10530 04 from the California Department of Public Health, Emergency Preparedness Office in the amount of \$898,840.00 through June 30, 2018.
2. Authorize the Director of Public Health to sign Amendment and execute subsequent documents necessary to implement Standard Agreement Amendment Number 14-10530 04.

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 July 2017, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Chair, Plumas County Board of Supervisors

Attest:

Clerk, Plumas County Board of Supervisors



1L3

Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<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"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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Date: June 27, 2017

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for July 11, 2017

Recommendation: Approve the attached Resolution to accept and authorize the Director of Public Health to sign Agreement Number 17-10182 from the California Department of Health, Emergency Preparedness Office (EPO) for the Public Health Preparedness and Hospital Preparedness Programs..

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

The purpose of this Agreement is to provide funding for the Hospital Preparedness Programs from July 1, 2017 through June 30, 2017 in the total amount of \$1,461,810.00.

A copy of Agreement Number 17-10182 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. 17-_____

RESOLUTION TO ACCEPT AND AUTHORIZE THE DIRECTOR OF PUBLIC HEALTH TO SIGN AGREEMENT NUMBER 17-10182 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, EMERGENCY PREPAREDNESS OFFICE FROM JULY 1, 2017 THROUGH JUNE 30, 2022 IN THE AMOUNT OF \$1,461,810.00.

WHEREAS, Plumas County Public Health Agency contracted with the State Department of Health for both State and Federal funds to develop and maintain various aspects of Public Health Preparedness, and

WHEREAS, to develop and maintain various aspects of Public Health Preparedness, including Local Health Department (LHD) and Community preparedness, National Smallpox Vaccine program, Hospital Preparedness Program (HPP), and Pandemic Influenza Prevention/Planning, and H1N1 Pandemic Influenza; and

WHEREAS, the California Department of Public Health, Emergency Preparedness Office, issued Agreement Number 17-10182 to PCPHA to provide Emergency Preparedness Services through June 30, 2022.

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

1. Accept Standard Agreement Number 17-10182 from the California Department of Public Health, Emergency Preparedness Office in the amount of \$1,461,810.00 through June 30, 2022.
2. Authorize the Director of Public Health to sign Agreement and execute subsequent documents necessary to implement Agreement Number 17-10182.

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 July 2017, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Chair, Plumas County Board of Supervisors

Attest:

Clerk, Plumas County Board of Supervisors

ATTACHMENT 19

2017-2022 Public Health Emergency Preparedness (PHEP), General Fund Pandemic Influenza (GF Pan Flu) and Hospital Preparedness Program (HPP) Funding

NON-SUPPLANTATION CERTIFICATION FORM

Name of Local Entity: PLUMAS

As the duly authorized representative of the above-named County, I hereby certify as follows:

1. The funds allocated by the California Department of Public Health (CDPH) under the Contract will not be used to supplant funding for existing levels of service and shall only be used for the purposes specified in the Contract.
2. Upon receipt, the funds will be deposited into an interest-bearing local public health preparedness trust fund established solely for this purpose before the funds are transferred or expended for any of the purposes allowed in the Application Work Plan and Budget, as approved by the CDPH.

Chairperson, Board of Supervisors, Mayor of a City or designee:

Signature:

Printed Name:

Title:

Phone:

Date:

Please return the original signed certification with your FY 2017-22 PHEP, GF Pan Flu and HPP Funding Agreement to:

California Department Public Health
Emergency Preparedness Office
Attn: Local Management Unit
MS 7002
P.O. Box 997377
Sacramento, CA 95899-7377



1L4

Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<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"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
Date: May 23, 2017			

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Consent Item for July 11, 2017

Item Description/Recommendation: Approve and direct the Chair to sign the following service agreements related to the Ryan White Part C Program for Fiscal Year 2017-2018; and approve ratification of payments of the services rendered to date.

Great Northern Services	PARTC1718GNC	21,500
Karuk Tribal Health Center	PARTC1718KARUK	21,010
Lassen County Public Health	PARTC1718LCPH	16,169
Northeastern Rural Health Center	PARTC1718NRHC	16,250
Plumas District Hospital	PARTC1718PDH	20,000
Siskiyou County Public Health	PARTC1718SCPH	10,700
Staszek, Michael	PARTC1718STASZEL	22,500
UC Davis	PARTC1718UCD	12,800

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

Ryan White Part C 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. Services available to clients include primary medical care, HIV specialty care, laboratory services, medications, dental care, nutrition counseling, psychosocial counseling, health education and risk reduction counseling, medication adherence counseling and nutritional supplements.

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



115

Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<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"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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Date: May 23, 2017

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for July 11, 2017

Item Description/Recommendation: Approve and ratify payments for services rendered to date for the following MOU's between Public Health and Behavioral Health: A&D1617SAPT in the amount of \$102,277.00; A&D1617FNL in the amount of \$6,000.00 for Alcohol & Other Drug Prevention Services and direct the Chair to sign.

Background Information: As the Board is aware Plumas County Behavioral Health (PCBH) has the fiscal and administrative responsibilities for alcohol and drug prevention, treatment, recovery and aftercare services. In 2015, with the re-organization of Alcohol and Drug Services and Mental Health into a single Behavioral Health Department, Alcohol and Drug Prevention Services were re-organized to the Public Health Department.

Since that time, Plumas County Department of Behavior Health, has agreed to contract with Public Health for the provision of Prevention services through its Substance Abuse Prevention and Treatment block grant, of which 20% is required to be spent on primary prevention.

Copies of the MOU's with Behavioral Health are on file with the Clerk of the Board for your review.

2

QUINCY LIGHTING DISTRICT
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT
555 West Main Street • Quincy, CA 95971 • (530) 283-6222 • Fax (530) 283-6135
Robert A. Perreault, Jr., P.E. *County Engineer and Manager, QLD*

AGENDA REQUEST

For the July 11, 2017 meeting of the Plumas County Board of Supervisors

July 3, 2017

To: Honorable Governing Board of the Quincy Lighting District (QLD)

From: Robert Perreault, Manager, QLD 

Subject: Approve Budget Transfer of \$20,000 from Supplemental Budget to Quincy Lighting District Utility Account 527800.

Background:

This agenda request concerns increasing the Utilities line item within the QLD budget so as to pay off all outstanding PG&E bills for the fiscal year 2016/17.

The supplemental budget funds are available as a result of a contribution from the Road Fund, pursuant to the so-called "25% Rule" and is in conjunction with the loan from the General Fund as voted on by the Governing Board on June 13, 2017.

Approval of the stated Supplemental Budget form does not create a contribution of funds from the General Fund.

The attached Budget Transfer Form has been reviewed and approved by the County Auditor.

Recommendation:

The Manager of the QLD respectfully recommends the Board of Supervisors approve the attached budget transfer to transfer \$20,000 from Supplemental Budgets to the Utilities account within the QLD budget.

Attachment: Budget Transfer Form

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Quincy Lighting District Dept. No: 26040 Date: 6/21/2017

The reason for this request is (check one):		Approval Required
A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input checked="" 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)

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) Not enough funds budgeted to pay off outstanding PG&E bills for this fiscal year 2016/17.

B) The supplemental budget funds available as a result of a contribution from the Road Fund.

C) Payment needs to be made from FY 16/17 budget

D) _____

Approved by Department Signing Authority: Damien Fund

Approved/ Recommended _____ Disapproved/ Not recommended _____

Auditor/Controller Signature: Robert Mcl

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.



Office of the Sheriff

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

3A

GREGORY J. HAGWOOD
SHERIFF/CORONER

DATE: **June 19, 2017**

TO: **Honorable Board of Supervisors**

FROM: **Sheriff Gregory Hagwood** *[Signature]*

RE: **Agenda Item for the meeting of July 11, 2017**

Recommended Action:

Review and authorize the Sheriff to sign a contract for the replacement of the emergency stand-by generator at the Sheriff's Office in Quincy with Fritz and Company.

Background and Discussion:

The winter storms experienced in January of this year caused the failure of the back-up generator at the Sheriff's Office. This generator runs the dispatch center, including all communication links and 911/phone services. Currently a loner generator is in place until a permanent replacement is installed.

This replacement is covered under the damages previously approved by CalOES and FEMA. The county will pay all costs initially and then be reimbursed by CalOES.

Fritz and Company was the lowest cost submittal in a competitive bidding process. The contract has been approved as to form via County Counsel's office.



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

3B

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: June 30, 2017

TO: The Honorable Board of Supervisors

FROM: Julie A. White, Plumas County ~~Treasurer-Tax Collector/Collections
Administrator~~
Roberta Allen, Plumas County Auditor-Controller

SUBJECT: Request from Grizzly Ranch Community Service District (GRCSD) to
remove District funds from the County Treasury Pool

Recommendation: Authorize the GRCSD to withdraw funds from the County Treasury and
determine a mutually acceptable date of withdraw (G. C. 61053 (d))

Background and Discussion: In July, 2016, GRCSD elected their own Board of Directors
separate from the County. Since this time they have been diligent in forming a financial system
that will support the removal of their funds from the County Treasury Pool.

Government Code 27136 states that a district shall submit a withdrawal request to the County
Treasurer who will evaluate the request to ensure withdrawal will not adversely affect the
interests of the entire treasury pool. On June 19, 2017, the GRCSD provided the letter of request
accompanied by Resolution No. 2017-8 approving the withdrawal of funds from the County.
The District has approximately \$557,000 in the Treasury and the County pool is approximately
\$93,400,000. The determination was made that removing .01% of the pool would not have an
adverse effect and the withdrawal approved by the County Treasurer.

Additionally, G.C. 61053 states guidelines for Districts to move their funds to an Alternative
Depository. This section has been reviewed by the County Auditor and the District has provided
evidence that the procedures are in place. The Auditor also has guidelines for removing funds
that both the Treasurer and Auditor have approved and signed.

We respectfully request the Board to approve the date of July 11, 2017 as the mutually accepted
date of withdrawal.

Thank you.

Removing Funds from the County Treasury

Memo of intent:

- Tell Auditor/Controller that District wishes to remove funds from County Treasury & that resolution will follow Resolution 2017-8 March 16, 2017
- State how funds should be transferred (if standard warrant-give address to mail warrant to. If electronic transfer-state that district agrees to the bank's charge/fee to transfer funds and give name of bank, account and routing number) Per GRCSD Letter, Wire Transfer into PB -X8974
- State that district is aware that they are responsible for all State reporting and for following all applicable code that governs special districts Law Firm BB & K in Sac.
- State that District is aware that upon effective date the District assumes all responsibility for any outstanding expenditures (even if claim or request was submitted to Auditor prior to effective date). Letter, Paragraph 3
- State that District is aware of the auditing requirements pursuant to Government code 26909 & Plumas County resolution 98-6207. Law Firm BB & K

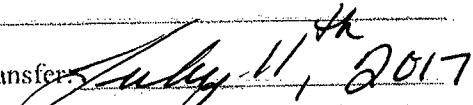
Resolution from Board of Director/Governing Body of the District:

- State that District wishes to remove funds from County Treasury Resolution 2017-8
- Effective date July 11, 2017 or date accepted by BOS
- Name of appointed finance officer (treasurer) General Manager/Treasurer - Daniel Smith
- Name designated depository (bank or savings & loan) Plumas Bank
- State that District is properly bonded By Resolution - SDRMA

Signature of approval by Auditor/Controller: 

Signature of approval by County Treasurer: 

Reason for not approving at this time:

Date funds will be available for electronic transfer: 

I have reviewed the request of the Grizzly Ranch Community Services District to withdraw funds from the Plumas County Treasury. The request complies with Page 4 of the Plumas County Investment Policy with regard to depositing or withdrawing funds from the County Investment Pool. Per G.C. 27136 the request has been reviewed and it has been determined that the withdraw will not negatively effect the other pool participants. This was based on the dollar amount of approximately \$557,400.00 being less than .01% of the pooled treasury investment funds. The District has also complied with G.C. 61053 regarding alternative depository for special districts.

Julie White, Plumas County Treasurer-Tax Collector/Collections Administrator



6/19/2017

Daniel Smith
General Manager
Grizzly Ranch CSD
4456 Grizzly Rd
Portola, CA. 96122

Julie White
Plumas County Treasurer – Tax Collector
P.O. Box 176
Quincy, CA. 95971

Dear Ms. White

Thank you for your help and time discussing our request for removing our funds from the Plumas County Treasury last week. Grizzly Ranch CSD became an independent CSD following the election to separate from the County in July of 2016. The new Board of Directors and staff have spent the last six months preparing for the final step which was to prepare for moving the CSD funds to the new District's control which will make the process more efficient and reduce time and costs for the CSD. Just a list of the steps we have taken to prepare are;

1. Passed a resolution to separate funds March 16, 2017
2. Hired an auditing firm: McClintock Accountancy Corporation, Truckee, CA.
3. Hired an experienced Bookkeeper Janeen Lohn to oversee and coordinate CSD books with Staff.
4. Appointed Daniel Smith to the CSD Treasurer position.
5. Authorized General Manager to open an account with Plumas Bank
6. Purchased and Installed QuickBooks and recorded all transactions from calendar 2016 into the system in preparation for the 2016 required audit.

During this time period, we developed a chart of accounts that will allow the district to more effectively track costs for water and sewer services separately in the future.

GRCSD is aware of all State reporting requirements for Special Districts, the responsibility of outstanding expenditures after withdrawal and special district auditing requirements. To help support the District we have hired the law firm of BB&K in Sacramento to advise the district on such issues and they have conducted training for the Board of Directors in these areas. Additionally, the District has joined the California Special District Association which has provided valuable training and resources including insurance for the District.

The District has also detailed a plan for controlling the disbursement of funds and proper oversight to ensure minimal risk to the District. All checks will require dual signature of the

General Manager and a Director. The checks are processed and cut by the Clerk of the Board and then reviewed by the bookkeeper. Bank Statements will be sent directly to the bookkeeper for reconciliation and not to the Clerk. The Board currently meets monthly and is provided a written and verbal report on finances and this will continue once the funds are transferred to us.

The District wishes to thank the County for all the support you have provided during this transition period. We ask that following the Board of Supervisors meeting that you wire transfer our funds to our Plumas Bank account, routing # _____, account # _____.

We have attached a copy of our insurance documents for you and examples of our account codes and reports from the system we will be using for financial planning and tracking. Thank you and let me know should you have any questions.



Daniel Smith
General Manager
Grizzly Ranch CSD

RESOLUTION NO. 2017-8

**A RESOLUTION OF GRIZZLY RANCH COMMUNITY SERVICES DISTRICT
REQUESTING THAT THE COUNTY TURN DISTRICT FUNDS OVER TO THE DISTRICT**

WHERAS, the Plumas County Board of Supervisors appointed John Saefke, Jim Miller, Vici Downing, John Reynolds, and Alex Hickman Directors of Grizzly Ranch Community Services District on August 1, 2016; and

WHEREAS, the Grizzly Ranch Community Services District Board appointed the following officers: John Saefke, President, Jim Miller, Vice President, Vici Downing, Director, John Reynolds, Director, and Alex Hickman Director.

WHEREAS, THIS Board of Directors appointed the General Manager as Treasurer

WHEREAS, the Grizzly Ranch Community Services District Board discussed the transfer of District funds from the County to the District and designated Plumas Bank as the repository;

WHEREAS, the Grizzly Ranch Community Services District is bonded for one million dollars through our SDRMA insurance policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors, Grizzly Ranch Community Services District, requests the following:

1. Plumas County turn over all funds to the District at the earliest convenient date;
2. General Manager Daniel Smith, Board Treasurer, is authorized to accept the funds on behalf of the district

The foregoing resolution was duly passed and adopted by the Board of Directors of Grizzly Ranch Community Services District at a regular meeting of said board held on March 16, 2017, by the following vote:

Ayes: President Saefke, Director Downing,
Director Reynolds

Noes: _____

Absent: Vice-President Miller, Director Hickman



PRESIDENT, BOARD OF DIRECTORS

ATTEST:



CLERK OF THE BOARD

Grizzly Ranch CSD Board Meeting Minutes

The Outpost, 300 Club House Dr., Portola CA 96122

March 16, 2017 Thursday / 9:00am

- I. Call to order: 9:01 am
- II. Roll call: President Saefke, Director Reynolds, Director Downing established a quorum; General Manager Smith and Secretary/Clerk of the Board Allingham also present.
- III. Approval of minutes from last meeting: roll call vote unanimously approved February 2017 meeting minutes.
- IV. Public Comments: NA
- V. CONSENT CALENDAR – *Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.*
 - a) Employee timesheet/payroll review: General Manager Smith reviewed timesheets of employees noting the improvement in job details listed. It was noted that General Manager Smith would be donating 26.5 hours to the GRCSD for his February pay sheet.
 - b) GRCSD budget review: General Manager Smith went over the budget details. He reviewed the monthly audit detail since August 2016 transfer from the County and discussed the issue of August and September payments reflect what seems to be a double deduction of expenses. He will be meeting with the County to discuss a resolution to this issue. He also reviewed the outstanding commitments to projects that have not yet been paid as of yet. That balance has been reduced by approximately \$20,000 due to processing payments for insurance, filter media project, and paving costs from the 2016 water leak. This has reduced outstanding project balance to approximately \$90,000 total currently.

VI. New Business

- a) Update on GRA parcel transfers: Parcels are nearing the end of the final processes to transfer from the Grizzly Ranch Associates to the Grizzly Ranch CSD.
- b) CSD Office Update: GM Smith.
 - TMF assessment form update: The Technical, Managerial and Financial (TMF) report binder was presented for the boards review. It is to be a shared instrument for the edification of the board and staff as well as a living document providing current operation procedures and policies.

- Notification of up-coming public auction of Grizzly Ranch tax-defaulted property located at 391 Big Grizzly: The board reviewed GRCSD rights to a tax-defaulted property, pros and cons of various actions were discussed thoroughly; it was determined that no course of action was necessary or beneficial to the CSD regarding this property at this time.
- Progress report on McClintock and Lohn integration.: General Manager Smith informed the board of the intended meeting scheduled with McClintock, Lohn, and district staff to coordinate the setup of the financial processes to best lay the solid financial foundation for the GRCSD as we take the funds from the Plumas County Treasurer office.
- Approval of Treasurer job description and compensation decision: General Manager Smith presented a job description for the GRCSD treasurer. He also specified that all board members, volunteers, and employees are bonded through our insurance provider SDRMA, meeting the Plumas County requirement for named treasurer to be bonded. As the hours for the GRCSD Treasurer would be minimal, it was decided that at this time the position would be a volunteered position; still meeting all the basic requirements of the job descriptions listed.

Motion to accept a resolution to withdraw funds from the Plumas County Treasury, open checking account at the local branch of Plumas Bank, open a reserves account through the CSDA and name General Manager Daniel Smith as the interim Treasurer so moved, seconded and passed as follows: President Saefke, aye; Director Reynolds, aye; Director Downing, aye, Vice-President Miller, absent; Director Hickman, absent.

- c) Highspeed Internet follow-up: Director Reynolds presented the information he had gathered regarding the possibilities of internet options for the Grizzly Ranch community and the legal restrictions of the CSD's governance. He will continue to peruse information and requirements under the boards direction.
- d) Update on wastewater treatment / SHAW Engineering progress:
 - WTP filter update: Working with the filter media company AdEdge has proven to be difficult, but we have finally seen some substantial progress. The replacement media is on site, the sample of the current media has been taken and delivered to the lab in Reno for analysis to ensure proper disposal.
 - Monthly water report: February water production is in compliance and staff has been able to reduce the amount of lost water by 50%. This water was leaking back through the filters and into the irrigation pond.
 - CSD work vehicle: The acquisition of a GRCSD work vehicle is still in progress.
- e) Report out on January closed session: None to report.

- f) Propose future agenda items: None but the standing at this time were proposed.
- g) Report out on meetings attended by Staff/Board members: President Saefke briefly reviewed the Special District meeting he attended remarking that our district is in decent financial and operational standing.

Closed Session

- a.) Employment Recruiting committee update: Discussion of the General Manager position recruitment process was reviewed and will continue over the next few weeks with interviews of qualified candidates.

Set Up Balance Sheet - PLUMAS COUNTY - FINPLUS DB

File Edit Tools Favorites Help



Date 05/28/2017 Through Period 12

Selection Criteria

1581

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2046 GRIZZLY RANCH CSD NEW

Account



184 *Finis*

3.1 Advanced

Year	FUND	Title	Account	Title	Debits	Credits
17	2046	GRIZZLY RANCH CSD NEV	10100	CASH - BALANCE	293425.13	0.00
17	2046	GRIZZLY RANCH CSD NEV	10147	CASH - RESERVE	276393.18	0.00
17	2046	GRIZZLY RANCH CSD NEV	11000	IMPREST CASH	278.83	0.00
17	2046	GRIZZLY RANCH CSD NEV	11100	ACCOUNTS RECEIVABLE	0.00	0.00
17	2046	GRIZZLY RANCH CSD NEV	20200	ACCOUNTS PAYABLE	0.00	0.00
17	2046	GRIZZLY RANCH CSD NEV	20210	CLAIMS PAYABLE	0.00	0.00
17	2046	GRIZZLY RANCH CSD NEV	220001	WARRANTS PAYABLE	0.00	12353.93
17	2046	GRIZZLY RANCH CSD NEV	3000	RESTRICTED (UNDSGN-B)	0.00	755235.71
17	2046	GRIZZLY RANCH CSD NEV	3001	RSTRCTD/CMMITTD (UNRES-B)	0.00	0.00
17	2046	GRIZZLY RANCH CSD NEV	3014	NONSPENDABLE/PREPAID EXP	0.00	0.00
17	2046	GRIZZLY RANCH CSD NEV	3990	BUDGET FUND BALANCE	592350.22	0.00
17	2046	GRIZZLY RANCH CSD NEV	3991	EXPEND BUDGET CONTROL	0.00	1079412.22
17	2046	GRIZZLY RANCH CSD NEV	3992	REVENUE BUDGET CONTROL	487062.00	0.00
17	2046	GRIZZLY RANCH CSD NEV	3995	EXPENDITURE CONTROL	586635.50	0.00
17	2046	GRIZZLY RANCH CSD NEV	3996	REVENUE CONTROL	0.00	389143.00

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293,425•13	+
276,393•18	+
12,353•93	-
557,464•38	*
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3,418,408•43	=
00596739325	*
557,464•38	*

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TO: ROBERTA ALLEN, COUNTY AUDITOR

FROM: JULIE A. WHITE, COUNTY TREASURER

RE: DAILY INVESTMENT ACTIVITY

PURCHASED

\$48,130.20 PBAA 6/23/2017
\$173,198.00 Bank of America #06051GEM7 1/24/2022

WITHDRAWN

\$175,000.00 US Treas #912828D72 8/31/2021 partial sale

ADJUSTMENTS

(\$2,287.46) US Treas #912828D72 8/31/2021 adj on partial sale

	BEG. BALANCE	AMORTIZATION	ACCRETION	ENDING BALANCE
American Express Credit #0258MoEE5 3/3/2020	\$319,693.57			\$319,693.57
Apple Inc. #037833CK4 2/7/20	\$459,797.34			\$459,797.34
Apple Inc. #037833BC02 2/22/2019	\$209,979.26			\$209,979.26
Bank of America #06050TMC3 6/5/2018	\$350,279.32			\$350,279.32
Bank of Montreal #06427KRC3 2/7/19	\$695,000.00			\$695,000.00
Bank of Nova Scotia #06417GUE6 4/5/2019	\$700,000.00			\$700,000.00
Bank of Tokyo #06538CB59 2/5/2018	\$494,708.75			\$494,708.75
BNP Paribas NY #09659BY38 11/03/17	\$348,025.90			\$348,025.90
Canadian Imperial Bank #13606A527 11/30/18	\$699,588.05			\$699,588.05
Citigroup Inc Corp Notes #172987KS9 6/7/2019	\$134,952.20			\$134,952.20
Citigroup Inc #172967LF6 1/10/2020	\$344,879.47			\$344,879.47
Fannie Mae #3135G0129 2/28/2020	\$334,803.52			\$334,803.52
FHLB #3130AAE46 1/16/2019	\$424,985.78			\$424,985.78
FHLB #3130A8DB6 6/21/2019	\$734,790.08			\$734,790.08
FHLB #3130ABF92 5/28/2019	\$109,797.17			\$109,797.17
FHLMC #3137EAE81 7/19/2019	\$239,584.94			\$239,584.94
FHR Series #3137BHU39 1/15/2020	\$83,811.56			\$83,811.56
FNMA series 3136ANJY4 4/1/2018	\$159,409.79			\$159,409.79
FNMA #3136AQSW1 1/25/19	\$150,640.30			\$150,640.30
FNMA #3135G0H63 1/28/19	\$989,662.44			\$989,662.44
FNMA #3135G0J52 2/26/2019	\$574,211.59			\$574,211.59
FNMA #3136ANA98 3/25/2019	\$478,388.63			\$478,388.63
FNMA #3136AQDQ0 9/1/19	\$297,254.98			\$297,254.98
FNMA #3136APZ3 4/25/2020	\$279,175.25			\$279,175.25
FNMA #3135GON33 8/2/2019	\$529,353.70			\$529,353.70
FNMA #3135GOP49 8/28/2019	\$324,617.79			\$324,617.79
Goldman Sachs #38141GVT8 4/25/2019	\$44,919.88			\$44,919.88
Home Depot Inc. #437076BQ4 6/5/20	\$174,898.50			\$174,898.50
JP Morgan Chase & Co. #46625HLW8 6/23/2020	\$509,002.80			\$509,002.80
Microsoft Corp #59491BV5 2/6/20	\$359,783.89			\$359,783.89
Nordea #65558LWA6 11/30/18	\$700,000.00			\$700,000.00
Royal Bank of Canada #78009N222 3/9/19	\$620,000.00			\$620,000.00
Skandinaviska #83050FBG5 11/16/2017	\$675,000.00			\$675,000.00
State Street Corp Notes #857477AS2 8/18/2020 \$471.04 Rec'd 8/19/2016	\$354,750.42			\$354,750.42
Sumitomo Mitsui Bank #86563YVN0 5/4/2017	\$700,000.00			\$700,000.00
Svenska #86958JHB8 1/10/19	\$525,000.00			\$525,000.00
Toronto Dominion CD #89113ESE2 3/14/2018	\$600,000.00			\$600,000.00
Toyota Motor Corp #89236TCU7 2/19/2019	\$624,956.63			\$624,956.63
Unilever Capital Corp #904764AV9 5/5/2020	\$99,688.50			\$99,688.50
US Treas #912828WC0 10/31/2020 \$4,567.31	\$1,013,457.35			\$1,013,457.35
US Treasury #912828V9 8/31/2020 \$15,178.57	\$2,025,884.14			\$2,025,884.14
US Treasury #912828A42 11/30/2020 \$6489.07	\$1,276,563.95			\$1,276,563.95
US Treas #912828A83 12/31/2020	\$1,821,456.65			\$1,821,456.65
Walt Disney Co. #25468PDP8 3/4/2020	\$109,973.58			\$109,973.58

PRE-PAID INTEREST INCLUDED IN INVESTMENT BALANCE

American Express #0258MOEB1 5/5/2021 \$325.00 recvd 11/8/16	\$199,627.29			\$199,627.29
American Honda Finance #02665WAZ4 9/24/20 \$6145.42 recvd 3/27/17	\$703,844.26			\$703,844.26
Bank of America #06051GEM7 1/24/2022 \$3,515.00	\$0.00		\$173,198.00	\$173,198.00
Bank of New York Mellon #06406RAA5 2/7/2022 \$75.83	\$350,227.72			\$350,227.72
Bank of New York Mellon #06406FAB9 5/3/2021 \$418.54 prepaid int recvd 11/4	\$349,723.76			\$349,723.76
BB&T Corp #05531FAX1 4/1/2022 \$395.31	\$347,925.95			\$347,925.95
Burlington Nth Corp #12189TBC7 10/1/2019 \$1,312.08 recvd 10/4	\$161,052.57			\$161,052.57
Branch Banking & Trust #05531FAV5 5/10/2021 \$59.79 recvd 11/14	\$174,907.92			\$174,907.92
Fannie Mae #3135G0H63 1/28/2019 \$357.50	\$90,358.40			\$90,358.40
FHLB #3130A8Y72 8/5/19 no prepaid interest on this inv.	\$414,419.94			\$414,419.94
FHLB Global #3130A8QS5 7/14/2021 \$23.13 rec'd 1/18/17	\$482,555.76			\$482,555.76
Goldman Sachs #38141GVT8 4/25/2019 \$16.67	\$299,893.70			\$299,893.70
John Deere Capital #24422ETL3 1/6/22 \$1,193.60	\$235,203.24			\$235,203.24
Morgan Stanley #01747WAL3 7/28/2021 \$5,824.65	\$697,698.25			\$697,698.25
US Treas #912828VP2 7/31/2020 \$7,032.97 int. rec'd 8/4/16	\$1,770,489.99			\$1,770,489.99
US Treas #912828D72 8/31/2021 \$1,691.99 rec'd 2/28, booked 3/1	\$903,564.80	\$203,564.80	\$26,277.34	\$726,277.34
US Treas #912828WN4 5/31/2021 \$5,265.03 recvd 11/30 booked 12/1	\$1,056,189.34			\$1,056,189.34
US Treas #912828D72 8/31/21 \$6,099.45 rec'd 2/28, booked 3/1	\$1,153,088.73			\$1,153,088.73
US Treas #912828Q78 4/30/21 \$1,779.90 rec'd 5/1/17 booked 5/2	\$697,139.42			\$697,139.42
US Treas #912828Q78 4/30/21 \$396.93 rec'd 5/1/17 booked 5/2	\$107,987.29			\$107,987.29
US Treasury #912828B90 2/28/2021 \$6,570.65 int. rec'd 8/31 booked 9/1	\$966,830.76			\$966,830.76
US Treasury #912828T67 10/31/2021 \$1,174.03 rec'd 5/1/17 booked 5/2	\$241,110.77			\$241,110.77
Wells Fargo & Co 7/22/2016 #94974BGM6	\$551,037.73			\$551,037.73
	\$33,878,114.35			\$34,653,515.80 SUB-TOTAL

	W/D	ADDITION
CAMP .97%	\$20,807,721.86	\$20,807,721.86
LAIF .78%	\$32,500,295.23	\$32,500,295.23
PLUMAS BANK ANALYSIS ACCT. .10%	\$2,386,372.40	\$48,130.20
UMPOQUA BANK PUBLIC FUNDS ACCT. 40%	\$3,022,372.94	\$2,434,502.60

	\$92,594,876.78	\$93,418,408.43 TOTAL
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DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



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DATE: June 28, 2017

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF JULY 11, 2017.

RE: ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB CLASSIFICATION FOR THE DIRECTOR OF BUILDING SERVICES #20426

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolution to amend Plumas County's classification plan revising the recommended changes to the Director of Building Services job classification.

BACKGROUND AND DISCUSSIONS

As recommended by the Plumas County Board of Supervisors, the job description for the Director of Building Services has been updated with the recommended changes. This position was adopted in November of 2007 and is a 1.0 FTE funded and allocated position.

It is recommended the Plumas County Board of Supervisors adopt the resolution amending the position of the Director of Building Services.

Attached Exhibits:

Exhibit A:

- Revised job description for Director of Building Services
- Mark up of current job description for Director of Building Services
- Resolution

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Exhibit A

DIRECTOR OF BUILDING SERVICES**DEFINITION**

Under administrative direction, to plan, organize, direct and coordinate the functions of the County Building Department, Code Enforcement Services, and ADA Project Services; has responsibility for enforcement and interpretation of building code laws and regulations; performs routine, complex, and sensitive inspections and plan reviews; answers questions concerning structural requirements and code enforcement; is designated as the County Building Official; represents the County Building department with other agencies; provides administrative support for the Board of Supervisors and the County Administrative Officer; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a department director position with responsibility for policy development, program and project planning, fiscal management, administration, personnel management, and the operation of departmental programs and support services.

REPORTS TO

Board of Supervisors through the County Administrative Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

ADA Project Manager, Assistant Building Official, Senior Plan Checker/Inspector, Senior Plan Checker, Senior Building Inspector, Plans Checker, Building Inspector, Chief Code Enforcement Officer, Code Enforcement Officer, Department Fiscal Officer, Senior Permit Technician, Permit Technician, Administrative Assistant.

DIRECTOR OF BUILDING – 2

EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates and administers the County's building plan check process, building inspection, permit issuance and code enforcement.
- Prepares each department's annual budget and controls expenditures.
- Evaluates the performance of assigned staff; resolves complaints concerning departmental activities.
- Interviews and hires new staff members.
- Has responsibility for enforcement and interpretation of building codes, laws and regulations.
- Interprets and implements new building codes, laws and regulations
- Develops and recommends department goals, objectives and policies.
- Reviews and provides consultation on complex plan checks and inspection problems to department staff.
- Provides consultation to architects and engineers concerning construction projects, and general information to the public, contractors, and others concerning building construction requirements.
- Serves as an expert witness in non-compliance hearings.
- Coordinates the activities of the department with other County departments.
- Represents the department with various organizations, associations, and agencies.
- Oversees all elements of the code enforcement division.
- Oversees the ADA Project Manager's activities.
- Performs routine, complex, and sensitive inspections

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; walk on sloped ground and uneven surfaces; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work may be performed in varying temperatures; occasional exposure to dust, chemicals, and gasses; occasional exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

DIRECTOR OF BUILDING – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Federal, state, and county laws, codes, and ordinances relating to building construction.
- Modern methods of building construction.
- Types of building materials and variations in their quality.
- Develop, revise and administer building ordinances and regulations.
- Plan review and building inspection operations.
- Accepted health and safety standards in building construction.
- California Building Codes: Building, Plumbing, Electrical, Mechanical, Energy, Historic and Existing Buildings.
- Americans with Disabilities Act.
- Principles and techniques of building construction and engineering mathematics.
- Principles of management, supervision and training
- Principles of public administration and governmental budgeting and fiscal controls.

Ability to:

- Plan, organize, manage, and direct the functions of the County Building inspection and enforcement.
- Representing the department before a variety of groups and organizations, including the Board of Supervisors.
- Prepare departmental budget requests and controlling expenditures.
- Interpreting and enforcing provisions of applicable codes, ordinances, and regulations.
- Interpret and apply complex accessibility laws.
- Provide consultations on code enforcement, code revision, explaining building codes, ordinances, and permit requirements to contractors and others.
- Read and interpreting plans, diagrams and specifications.
- Apply technical knowledge of building trades.
- Direct the review and checking of plans for proper design and conformance with codes and ordinances.
- Direct and supervise the building inspections performed by department building inspectors. Perform routine, complex, and sensitive inspections.
- Provide consultation to architects and engineers on design.
- Establish and maintain cooperative working relationships with those contacted in the course of work, dealing effectively with other departments and the public.
- Prepare clear and concise written and oral reports.
- Enforce regulations with firmness and tact.
- Obtain and maintain Certificate of Building Official.

DIRECTOR OF BUILDING – 4

TRAINING AND EXPERIENCE

Qualifications needed for this position:

Five years of experience in any combination of local building inspection, or building plan checking including at least two years supervising, one of which is at the management level.

A four-year college or university degree with major coursework in engineering, architecture, public or business administration or a closely related field is desirable.

Special Requirements:

Possession of a valid/active certificate that would qualify the individual to serve as the County Building Official at time of application or must be able to obtain valid/active certification within two (2) years from date of appointment. The Board of Supervisors shall identify which certifying organizations and certificates are appropriate to satisfy this requirement. These organizations may include, but are not limited to the International Code Council (ICC) or California Building Officials (CALBO).

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

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

DIRECTOR OF BUILDING SERVICES

DEFINITION

Under administrative direction, to plan, organize, direct and coordinate the functions of the County Building Department, Code Enforcement Services, and ADA Project Services; has responsibility for enforcement and interpretation of building code laws and regulations; performs routine, complex and sensitive inspections and plan reviews; answers questions concerning structural requirements and code enforcement; is designated as the County Building Official; represents the County Building department with other agencies; provides administrative support for the Board of Supervisors and the County Administrative Officer; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a department director position with responsibility for policy development, program and project planning, fiscal management, administration, personnel management, and the operation of departmental programs and support services.

REPORTS TO

Board of Supervisors through the County Administrative Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

ADA Project Manager, Assistant Building Official, Senior Plan Checker/Inspector, Senior Plan Checker, Senior Building Inspector, Plans Checker, Building Inspector, Chief Code Enforcement Officer, Code Enforcement Officer, Department Fiscal Officer, Senior Permit Technician, Permit Technician, Administrative Assistant.

DIRECTOR OF BUILDING – 2

EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates and administers the County's building plan check process, building inspection, permit issuance and code enforcement.
- Prepares each department's annual budget and controls expenditures.
- Evaluates the performance of assigned staff; resolves complaints concerning departmental activities.
- Interviews and hires new staff members.
- Has responsibility for enforcement and interpretation of building codes, laws and regulations.
- Interprets and implements new building codes, laws and regulations
- Develops and recommends department goals, objectives and policies.
- Reviews and provides consultation on complex plan checks and inspection problems to department staff.
- Provides consultation to architects and engineers concerning construction projects, and general information to the public, contractors, and others concerning building construction requirements.
- Serves as an expert witness in non-compliance hearings.
- Coordinates the activities of the department with other County departments.
- Represents the department with various organizations, associations, and agencies.
- Oversees all elements of the code enforcement division.
- Oversees the ADA Project Manager's activities.
- Performs routine, complex and sensitive inspections.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; walk on sloped ground and uneven surfaces; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work may be performed in varying temperatures; occasional exposure to dust, chemicals, and gasses; occasional exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

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Adopted: 11/07

DIRECTOR OF BUILDING – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Federal, state, and county laws, codes, and ordinances relating to building construction.
- Modern methods of building construction.
- Types of building materials and variations in their quality.
- Develop, revise and administer building ordinances and regulations.
- Plan review and building inspection operations.
- Accepted health and safety standards in building construction.
- California Building Codes: Building, Plumbing, Electrical, Mechanical, Energy, Historic and Existing Buildings.
- Americans with Disabilities Act.
- Principles and techniques of building construction and engineering mathematics.
- Principles of management, supervision and training
- Principles of public administration and governmental budgeting and fiscal controls.

Ability to:

- Plan, organize, manage, and direct the functions of the County Building inspection and enforcement.
- Representing the department before a variety of groups and organizations, including the Board of Supervisors.
- Prepare departmental budget requests and controlling expenditures.
- Interpreting and enforcing provisions of applicable codes, ordinances, and regulations.
- Interpret and apply complex accessibility laws.
- Provide consultations on code enforcement, code revision, explaining building codes, ordinances, and permit requirements to contractors and others.
- Read and interpreting plans, diagrams and specifications.
- Apply technical knowledge of building trades.
- Direct the review and checking of plans for proper design and conformance with codes and ordinances.
- Direct and supervise the building inspections performed by department building inspectors. Perform routine, complex and sensitive inspections.
- Provide consultation to architects and engineers on design.
- Establish and maintain cooperative working relationships with those contacted in the course of work, dealing effectively with other departments and the public.
- Prepare clear and concise written and oral reports.
- Enforce regulations with firmness and tact.
- Obtain and maintain Certificate of Building Official.

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Adopted: 11/07

DIRECTOR OF BUILDING – 4

TRAINING AND EXPERIENCE

Five years of experience in any combination of local building inspection, or building plan checking including at least two years supervising, one of which is at the management level...

A four-year college or university degree with major coursework in engineering, architecture, public or business administration or a closely related field is desirable.

Special Requirements:

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

Possession of a valid/active certificate that would qualify the individual to serve as the County Building Official at time of application or must be able to obtain valid/active certification within two (2) years from date of appointment. The Board of Supervisors shall identify which certifying organizations and certificates are appropriate to satisfy this requirement. These organizations may include, but are not limited to the International Code Council (ICC) or California Building Officials (CALBO).

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Adopted: 11/07

RESOLUTION NO. 2017-_____

**ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB
CLASSIFICATIONS PLAN & WAGE RANGE FOR THE
DIRECTOR OF BUILDING SERVICES #20426**

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

WHEREAS, during the Fiscal Year needs may arise to amend the Classification Plan; and

WHEREAS, the Plumas County Board of Supervisors requested the Human Resources Director review and revise the Director of Building Services job classification; and

WHEREAS, the Human Resources Director has updated and incorporated modifications to the job classification for the position of Director of Building Services.

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

The job description for the classification attached hereto is approved, and the County's classification plan is hereby amended for this 1.0 FTE funded and allocated position.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 11th day of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

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DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



DATE: June 28, 2017

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF JULY 11, 2017.

RE: ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB CLASSIFICATION & WAGE RANGE FOR PLUMAS COUNTY LIBRARIAN

IT IS RECOMMENDED THAT THE BOARD:

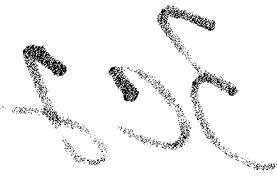
Approve Resolution to amend Plumas County's classification plan revising the recommended changes to the County Librarian job classification and wage range adjustments as documented through Exhibits A through C.

BACKGROUND AND DISCUSSIONS

Due to recent turnover in the Plumas County Library staffing, I was recently asked to review the job description and wage range for the County Librarian job classification. The job description for this position was last revised in 1995. Although many of the same duties are relevant today, there is the need to update this job classification and the associated wage range. One qualification remains the same and is consistent as an industry standard, the requirement of a Masters in Library Science.

The ten (10) counties hourly wage survey results indicate a high hourly wage for Amador County of \$45.79 and the lowest is Plumas County with an hourly rate of \$24.52. The next lowest hourly rate was Inyo County, at \$26.54 an hour. Del Norte, Glenn, and Lassen Counties do not manage their County's Library system as this function falls under their Cities jurisdictions.

It is my recommendation that the Plumas County Board of Supervisors approves the revised job description for the position of County Librarian with the new wage range of 3121. Once approved by the Board of Supervisors, Human Resources will reopen the recruitment for this 1.0 FTE allocated County Librarian position.



Attached Exhibits:

Exhibit A:

- Ten (10) Comparable Counties Wage survey
- Updated Job Description for County Librarian – Range 3121
- Mark up of current job description for County Librarian – range 2452

Exhibit B:

- Organizational Chart

Exhibit C:

- Five Year Wage Projections

RESOLUTION NO. 2017-_____

**ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB
CLASSIFICATIONS PLAN & WAGE RANGE FOR THE
PLUMAS COUNTY LIBRARIAN #20670**

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

WHEREAS, during the Fiscal Year needs may arise to amend the Classification Plan; and

WHEREAS, the Plumas County Board of Supervisors requested the Human Resources Director review and revise the County Librarian position classification and wage range of 3121; and

WHEREAS, the Human Resources Director has updated and incorporated modifications to the job description and wage range to the job classification of County Librarian.

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

The job description for the classification attached hereto is approved, and the County's classification plan is hereby amended at the wage range listed for this 1.0 FTE funded and allocated positions.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 11th day of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

Exhibit A

County Librarian
Ten (10) County Comparable Wage Survey

	County Librarian
Amador	\$ 45.79
Calaveras	\$ 38.93
Colusa	\$ 39.89
Del Norte	n/a
Glenn	n/a
Inyo	\$ 26.54
Lassen	n/a
San Benito	\$ 44.76
Tehama	\$ 33.71
Tuolumne	\$ 35.59
sum	\$ 265.22
Average	\$ 37.89
Plumas	\$ 24.52
<i>Proposed</i>	<i>\$ 31.24</i>

As of June 2017

COUNTY LIBRARIAN**DEFINITION**

Under administrative directions, plans, organizes, manages, directs, and supervises the activities, programs, and services of the Plumas County Public Library system. This position performs complex administrative, budgetary, systems, statistical and other management analyses for projects, grants activities, and functions for the Library department. The County Librarian is responsible for the fiscal management, personnel management, program planning and evaluation, and public relations. Represents library activities, programs, and services the public. Represent the Plumas County Library System with the public, boards, and other government agencies. The County Librarian performs related professional and administrative work as required.

DISTINGUISHING CHARACTERISTICS

This is a single, department head position which oversees and directs the functions and activities of the Plumas County Library system. Responsibilities include directing, coordinating, and supervising the work of staff, preparing and administering the budget, and performing a broad range of professional library work.

REPORTS TO

Board of Supervisors, in the absence of the County Administrative Officer

CLASSIFICATIONS DIRECTLY SUPERVISED

Librarian, Branch Library Assistant, Fiscal and Technical Assistant I & II, Library Technician, and Library Literacy Program Coordinator

COUNTY LIBRARIAN - 2

EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers the County Library system, ensuring effective and efficient operations and the provision of quality library services for the County.
- Formulates and implements library policies and procedures; develops plans for the enhancement of library operations and services to meet the need of the community.
- Prepares annual operating and program budgets; monitors and approves expenditures and account transfers, and prepares required financial reports.
- Controls fiscal expenditures and revenues.
- Prepares and submits grant proposals for additional funding; actively solicits donations and fund raising.
- Directs and reviews grant preparation, grant management, compliance, with reporting requirements, and fiscal management of grants.
- Prepares specifications for the purchase of library equipment; ensures proper maintenance and utilization of such equipment.
- Prepares and submits annual reports to the State Library.
- Develops and recommends Department goals, objectives and policies.
- Hires, assigns, supervises, monitors and evaluates the work of Library personnel; hires employees and administers disciplinary action as appropriate in accordance with Plumas County Personnel Rules.
- Performs Library program planning and evaluation.
- Directs the gathering of information and the preparation of reports.
- Plans and develops new library services.
- Represents the Library with the community, other County staff, North State Cooperative Library System, and other organizations.
- Serves as the Library advocate.
- Deals with the most sensitive public complaint issues.
- Establishes guidelines and directs the selection and maintenance of the Library collection.
- Performs a wide range of professional Library services.
- Develops workshops.
- Coordinates Library functions with other libraries.
- Performs a wide range of administrative and management responsibilities.

TYPICAL PHYSICAL REQUIREMENTS

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

COUNTY LIBRARIAN - 3

TYPICAL WORKING CONDITIONS

Work is performed in a library and office environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of library management and administration including policies of the Department.
- Professional library science principles, practices, and methods.
- Library cataloging and classification systems.
- Applicable Federal, State, County, and Department laws, regulations, policies and procedures.
- County Library policies, rules, and regulations.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Reader interest levels in books and authors.
- Techniques for providing a high level of customer service to public and County staff.
- Supervisory concepts and principles.
- Administrative principles involved in developing, directing and supervising various public library programs.
- Modern office practices, methods, computer equipment, computer software and computer system administration.
- Public and community relations.
- Principles of budget development and administration including record keeping principles and procedures.
- Public personnel methods and principles.
- Grant development and administration.
- Computer applications for library services and related to work.
- Principles of program development, management, supervision, and training.

Ability to:

- Plan, organize, manage, and supervise the functions and services of the Plumas County system.
- Provide supervision, training, and evaluation for Library staff.
- Catalog and classify library material.
- Assist with difficult reference problems.
- Maintain high personal standards of ethics and integrity
- Use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines
- Maintain significant flexibility in daily operations and decision making

COUNTY LIBRARIAN - 4

Ability to continued:

- Read and interpret complex materials pertaining to the responsibilities of the job
- Gather, organize, analyze, and present a variety of data and information in a clear and concise manner.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software in professional library work.
- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.
- Use independent judgement and discretion in supervising various programs.
- Interact effectively with persons of different social, economic, and ethnic backgrounds.

Training and Experience:

Qualifications needed for this position:

Equivalent to the completion of twelfth (12th) grade and requires graduation from an accredited college or university with a Master's degree in library science (MLS). There is no substitution for the required MLS.

Four (4) to six (6) years of progressively responsible experience, preferably in a library or education setting is required. Three (3) years of professional experience in a public library is highly desirable.

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

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

COUNTY LIBRARIAN

DEFINITION

Under administrative directions, plans, organizes, manages, directs, and supervises the activities, programs, and services of the Plumas County Public Library system. This position performs complex administrative, budgetary, systems, statistical and other management analyses for projects, grants activities, and functions for the Library department. The County Librarian is responsible for the fiscal management, personnel management, program planning and evaluation, and public relations. Represents library activities, programs, and services the public. Represents the Plumas County Library System with the public, boards, and other government agencies. The County Librarian performs related professional and administrative work as required. fiscal management, personnel management, program planning and evaluation, and public relations; to represent library activities, programs, and services with the public; to represent the County Library System with the public, boards, and other government agencies; to perform professional library services; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

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DISTINGUISHING CHARACTERISTICS

This is a single, department head position class for the position which oversees and directs the functions and activities of the Plumas County Library system. Responsibilities include directing, coordinating, and supervising the work of staff, preparing and administering the budget, and performing a broad range of professional library work.

REPORTS TO

Board of Supervisors, in the absence of the County Administrative Officer

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CLASSIFICATIONS DIRECTLY SUPERVISED

Librarian, Branch Library Assistant, Fiscal and Technical Assistant I & II, Library Technician, and Library Literacy Program Coordinator

COUNTY LIBRARIAN - 2

EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers a program of the County Library system, ensuring effective and efficient operations and the provision of quality library services for the County.
- Formulates and implements library policies and procedures; develops plans for the enhancement of library operations and services to meet the need of the community.
- Prepares annual operating and program budgets; monitors and approves expenditures and account transfers, and prepares required financial reports.
- Controls fiscal expenditures and revenues.
- Prepares and submits grant proposals for additional funding; actively solicits donations and fund raising.
- Directs and reviews grant preparation, grant management, compliance, with reporting requirements, and fiscal management of grants.
- Prepares specifications for the purchase of library equipment; ensures proper maintenance and utilization of such equipment.
- Prepares and submits annual reports to the State Library
- Develops and recommends Department goals, objectives and policies.
- Hires, assigns, supervises, monitors and evaluates the work of Library personnel; hires employees and administers disciplinary action as appropriate in accordance with Plumas County Personnel Rules.
- Performs Library program planning and evaluation.
- Directs the gathering of information and the preparation of reports.
- Plans and develops new library services.
- Represents the Library with the community, other County staff, North State Cooperative Library System, and other organizations.
- Serves as the Library advocate.
- Deals with the most sensitive public complaint issues.
- Establishes guidelines and directs the selection and maintenance of the Library collection.
- Performs a wide range of professional Library services.
- Develops workshops.
- Coordinates Library functions with other libraries.
- Performs a wide range of administrative and management responsibilities.

TYPICAL PHYSICAL REQUIREMENTS

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

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<!--Controls fiscal expenditures and revenues. -->
<!--Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules. -->
<!--Directs and reviews grant preparation, grant management, compliance, with reporting requirements, and fiscal management of grants. -->
<!--Counsels staff as warranted. -->

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<!--Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules. -->
<!--Directs and reviews grant preparation, grant management, compliance, with reporting requirements, and fiscal management of grants. -->
<!--Counsels staff as warranted. -->

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COUNTY LIBRARIAN - 3

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COUNTY LIBRARIAN - 3

TYPICAL WORKING CONDITIONS

Work is performed in a library and office environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of library management and administration including policies of the Department.
- Professional library science principles, practices, and methods.
- Library cataloging and classification systems.
- Applicable Federal, State, County, and Department laws, regulations, policies and procedures.
- County Library policies, rules, and regulations.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Reader interest levels in books and authors.
- Techniques for providing a high level of customer service to public and County staff.
- Supervisory concepts and principles
- Administrative principles involved in developing, directing and supervising various public library programs.
- Modern office practices, methods, computer equipment, computer software and computer system administration
- Public and community relations.
- Principles of budget development and administration including record keeping principles and procedures.
- Public personnel methods and principles.
- Grant development and administration.
- Computer applications for library services and related to work.
- Principles of program development, management, supervision, and training.

Ability to:

- Plan, organize, manage, and supervise the functions and services of the Plumas County system.
- Provide supervision, training, and evaluation for Library staff.
- Catalog and classify library material.
- Assist with difficult reference problems.
- Maintain high personal standards of ethics and integrity
- Use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines
- Maintain significant flexibility in daily operations and decision making

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COUNTY LIBRARIAN - 4

- Provide patron assistance.
- Read and interpret complex materials pertaining to the responsibilities of the job.
- Gather, organize, analyze, and present a variety of data and information in a clear and concise manner.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software in professional library work.
- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.
- Use independent judgement and discretion in supervising various programs
- Interact effectively with persons of different social, economic, and ethnic backgrounds.

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

Qualifications needed for this position:

Equivalent to the completion of twelfth (12th) grade and requires graduation from an accredited college or university with a Master's degree in library science (MLS). There is no substitution for the required MLS.

Four (4) to six (6) years of progressively responsible experience, preferably in a library or education setting is required. Three (3) years of professional experience in a public library is highly desirable.

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

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

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Deleted: Broad and extensive experience in professional work, including at least two (2) years of experience in a management or supervisory capacity.

1 Possession of Masters of Library Science (MLS) degree from an American Library Association accredited library school, preferably with additional study library, business, and/or public administration.

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Exhibit B

Plumas County Library Organizational Chart

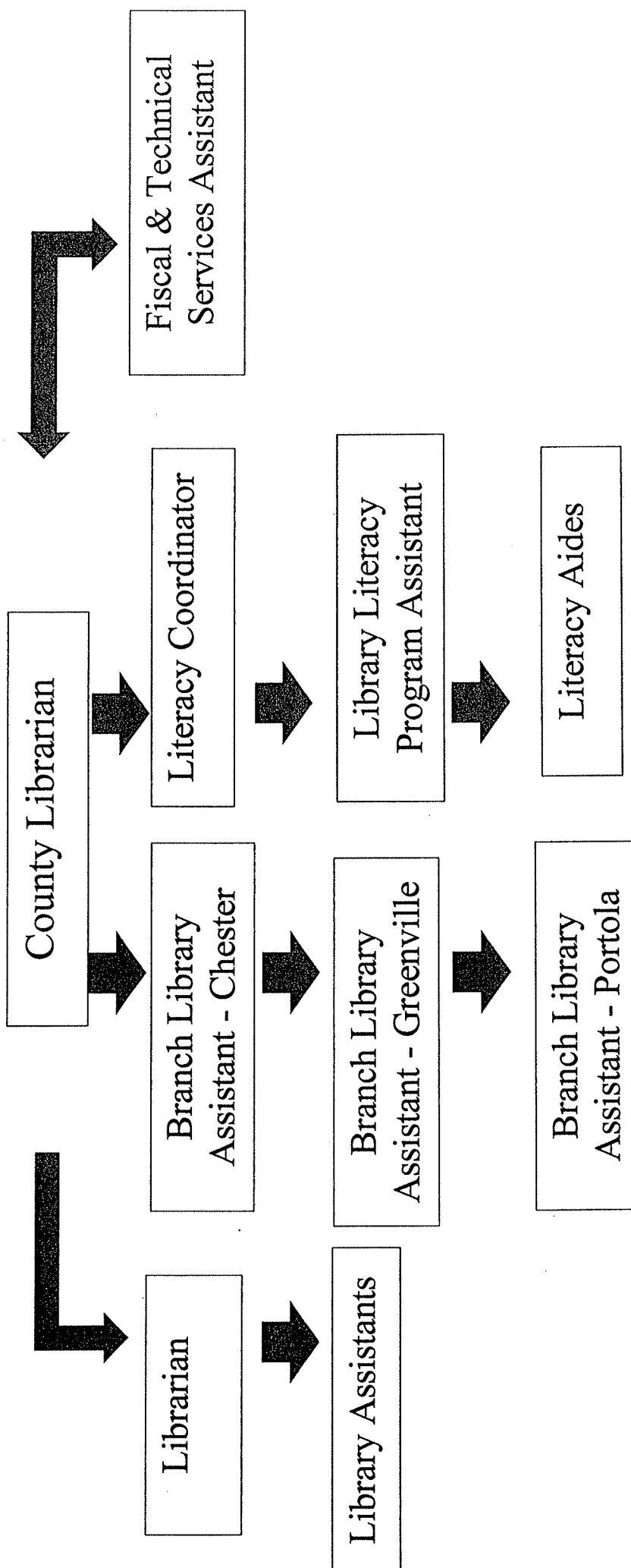


Exhibit C

County Librarian

Current wage: \$24.52

FY 17/18 FY 18/19 FY 19/20 FY 20/21 FY 21/22

Proposed wage range - \$31.21
Current range: \$24.52

FY 17/18

EY 18/19 EY 19/20 EY 20/21 EY 21/22

Proposed wage range - \$31.21		Current		
Current range:	\$24.52			
Retirement	\$ 51,002.00	\$ 53,560.00	\$ 56,243.00	\$ 59,072.00
FICA/Medicare	\$ 9,862.77	\$ 10,357.43	\$ 10,876.27	\$ 11,423.34
Total	\$ 64,766.42	\$ 68,014.77	\$ 71,421.86	\$ 75,014.35
Proposed range				
Proposed wage:	\$31.21			
Retirement	\$ 64,917.00	\$ 68,182.00	\$ 71,594.00	\$ 75,192.00
FICA/Medicare	\$ 12,553.65	\$ 13,185.04	\$ 13,844.85	\$ 14,540.63
Total	\$ 82,436.80	\$ 86,582.96	\$ 90,915.79	\$ 95,484.82
Five Year Differential				
Difference	\$ (17,670.38)	\$ (18,568.19)	\$ (19,493.93)	\$ (20,470.47)
Five year increase to Personnel				
				\$ (21,212.32)

Prepared on June 30, 2017

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DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



DATE: June 28, 2017

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF JULY 11, 2017.

RE: ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB CLASSIFICATIONS PLAN & WAGE RANGES FOR SOCIAL SERVICES DEPARTMENT

IT IS RECOMMENDED THAT THE BOARD:

Approve Resolution to amend Plumas County's classification plan revising Social Services recommended job classifications and wage range adjustments as outlined in the Exhibits A through D.

BACKGROUND AND DISCUSSIONS

This is one of the final submissions for Social Services Department's organizational review and revisions to their job classifications. Attached are job descriptions for updating the job classifications for the Deputy Director / Social Services Program Manager, Program Manager I and II, Welfare Fraud Investigator I and II. I have also attached the wage surveys, along with recommendations for proposed wage range increases based on the ten (10) counties wage comparisons. In addition to updating these classifications, I am recommending adjusting the wage range for the Staff Services Manager job classification.

Summary highlights:

1. The attached job description for ***Deputy Director / Social Service Program Manager*** is updating the Social Services Division Assistant Director / Program Manager. This job description represents this position and aligns with Merit Systems job description and is representative of the position. I am purposing an hourly wage of \$35.71 for this new job classification.
2. The next classifications are for the ***Program Manager I and II*** positions. Although Plumas County has employees in these two positions, we do not have a Program Manager I or II job classifications posted on our current classification list. So this is good housekeeping to update our classifications for these two positions. Attached are the

updated job descriptions and I am purposing new hourly wage ranges of \$29.60 and \$31.08 per hour.

3. The *Staff Services Manager* job classification was updated approximately one (1) year ago and I am recommending the wage increase to \$28.42. This position was recently filled through Merits Systems recruitment process.
4. Attached are the two updated job classifications for the *Welfare Fraud Investigator I and II*. I am recommending wage increases for both position of from \$19.74 to \$21.25 for the Welfare Fraud Investigator I and \$21.77 to \$23.05 for the Welfare Fraud Investigator II. These positions are vacant and there is an active recruitment through Merit Systems in search of qualified applicants.

These positions are funded with non-general fund dollars. All of these exhibits have been reviewed and approved by the Director of Social Services and have met the obligation of the meet and confer with Operating Engineers Union Local #3 (OE3).

I started my review process back in November 2016 and submitted by first phase submission to the Union on January 30, 2017. It is recommended that the Board of Supervisors approves these recommended revised job classification and wage ranges for Social Services Department. I am asking for a retroactive effective date of April 30, 2017 for the approval of these job classifications.

It is recommended that the Board of Supervisors approves these recommended revised job classification and wage ranges for Social Services Department.

List of Exhibits attached:

Exhibit A:

- Ten (10) Comparable Counties Wage survey
- Social Services updated Organizational Chart

Exhibit B – job classifications:

- Deputy Director / Social Services Program Manager – Range 3571
- Program Manager I - 2960
- Program Manager II - 3108
- Staff Services Manager – Range 2842

Exhibit C:

- Ten (10) Comparable Counties Wage survey
- Welfare Fraud Investigator I – Range 2125
- Welfare Fraud Investigator II – Range 2305

Exhibit D:

- Five Year Wage Projections:
 - Deputy Director / Social services Program Manager
 - Program Manager I
 - Program Manager II
 - Staff Services Manager
 - Welfare Fraud Investigator I
 - Welfare Fraud Investigator II

Exhibit A

Phase One - light pink
Phase Two - red
Phase Three - dark blue
Phase Four - green

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN

DIRECTOR
Dawn Smith

Staff Services Specialist
Tina Sommer

Employment & Financial Services
Division Program Manager
Luis Calazzo

Administrative Services
Staff Services Manager
Julie Young

Deputy Director/Social Services
Program Manager
Leslie Motawa

Public Guardian Division/
Chief Public Guardian
Arlenitha "Orie" Carden

Eligibility Specialist
Supervisor
Shannon Perry

Reception

Accounting

Deputy PG
(Vacant)

Eligibility Specialist
Supervisor
Shannon Perry

FTSA III (2)
Brenda Kemp

FTSA III
Christine Renteria

CPS

APS

Senior SW
Shelly Achter

SW III (2)
Randi Conner

SW III
Sarah James

Social Services
Supervisor III
(Vacant)

SW III (5)
Juanita Vigil
Carrie Little
Alicia Montebello
Dawn Smith
Tina Sommer

Contract PHN
(Public Health)
Tina Sommer

Soc Svcs Aide
Melissa Smith

Soc Svcs Aide
Dawn Underwood

Social Services Department
Ten County Comparison May 2017

Deputy Director/Social Services Program Manager		Program Manager I		Program Manager II		Deputy Director/Social Services Program Manager		Program Manager		Staff Services Manager	
Amador	\$ 44.47	n/a	n/a	\$ 30.35	\$ 33.37	n/a	n/a	\$ 24.99	\$ 32.03	n/a	n/a
Calaveras	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Colusa	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Del Norte	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Glenn	n/a	n/a	n/a	\$ 41.13	n/a	n/a	n/a	\$ 29.64	n/a	n/a	n/a
Modoc	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Lassen	n/a	n/a	n/a	\$ 29.12	n/a	n/a	n/a	n/a	n/a	n/a	n/a
San Benito	n/a	n/a	n/a	\$ 29.56	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Tehama	\$ 36.23	n/a	n/a	\$ 30.32	n/a	n/a	n/a	\$ 36.23	n/a	n/a	n/a
Tuolumne	n/a	n/a	n/a	\$ 31.42	n/a	n/a	n/a	\$ 31.42	n/a	n/a	n/a
<i>Sum</i>	\$ 80.70	n/a	n/a	\$ 191.90	\$ 58.36	\$ 129.32	n/a	n/a	n/a	n/a	n/a
Average	\$ 40.35	n/a	n/a	\$ 31.98	\$ 29.18	\$ 32.33	n/a	n/a	n/a	n/a	n/a
Plumas	n/a	n/a	n/a	\$ 25.14	\$ 27.65	\$ 23.96	n/a	n/a	n/a	n/a	n/a
Proposed	\$ 35.71	n/a	n/a	\$ 29.60	\$ 31.08	\$ 28.42	n/a	n/a	n/a	n/a	n/a

Exhibit B

DEPUTY DIRECTOR / SOCIAL SERVICES PROGRAM MANAGER

DEFINITION

Under executive direction, the Deputy Director / Social Services Program Manager plans, organizes, and directs the overall administrative activities of one or more of the major divisions of a social services agency to include administrative services units, employment, eligibility, or social services programs, either directly or through subordinate managers; may act in the Director's absence; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

A Deputy Director / Social Services Program Manager typically has responsibility for multiple functional areas in a social services agency, but may manage a single division or function through subordinate managers and/or supervisors.

This job classification describes managerial classes used in local social services agencies to provide management and supervision of employment, eligibility and/or social services programs; some positions may have additional responsibility for administrative service units; developing and reviewing departmental policies and procedures, assigning and reviewing work, reviewing and responding to correspondence, conducting staff meetings, provide professional; and technical consultation on complex program matters, assisting in staff training and development, completing employee performance evaluations, preparing budget information and representing the department at community organizations, public gatherings and other government offices.

REPORTS TO

Director Social Services

CLASSIFICATIONS DIRECTLY SUPERVISED

This classification directs the operations and functions of a Child Welfare Services program and the Adult Protective Services program in the Social Services department. May also supervisor various Office, Fiscal, and Program Support Staff as needed.

DEPUTY DIRECTOR / SOCIAL SERVICES PROGRAM MANAGER II – 2

EXAMPLES OF DUTIES

- Develops and implements goals, objectives, policies, procedures and work standards for a division
- Manage the daily work activities of a Child Welfare Services and Adult Protective Services program, by establishing performance levels, communicating goals, and performance expectations, and monitoring and reviewing work to ensure conformance to established policies and procedures, and standards for quality and timeliness
- Plans, organizes, coordinates and directs a division in the areas of administration, social services, eligibility or employment; establishing performance levels, communicating goals and performance expectations, and ensuring conformance to established policies and procedures, and standards for quality and timeliness
- Plans and manages, through subordinate managers and/or supervisors, the work of division staff; assigns, reviews and evaluates staff and provides for their training and professional development; monitors and directs employee relations activities; and provides guidance to subordinate staff regarding personnel matters
- Assesses service delivery to communicate findings to upper management, implements changes to improve efficiency and service quality, maximizes effectiveness of program operations, and ensures alignment with the department's mission
- Serves as an internal technical expert regarding program matters by providing consultation and guidance to staff, subordinate supervisors, managers, executive management, or the Director
- Prepares and recommends long-term plans for division services and programs; develops specific proposals for action on current and future division services and operations
- Assesses the need for changes to policies or programs based on initiatives to improve services, new services or program modifications, and opportunities for cross-collaboration of program areas
- Interprets laws and regulations, including new laws and proposed legislation, to determine relevancy to department operations and services, and assesses program compliance with laws and regulations
- Develops or revises policies or procedures to improve operational efficiency and effectiveness, and assists higher-level management in departmental strategic planning
- Works collaboratively with personnel of other agencies, community groups, contractors, and other public and private organizations to determine needs for social services, and coordinates shared services or collaborative projects, or the provision of services by contracted agencies
- Assists in development of the budget for assigned programs by preparing cost estimates and projections, and performing ongoing monitoring of expenditures to ensure compliance with budget provisions
- Serves as an external technical expert by providing consultation regarding program, legal, or policy matters to external entities such as County department managers or administrators, State departments, Board of Supervisors, advisory boards, and advocacy groups
- Ensures that information regarding department services and policies is provided accurately and thoroughly to external parties, and that all complaints are responded to appropriately and in a timely manner

DEPUTY DIRECTOR / SOCIAL SERVICES PROGRAM MANAGER II – 3

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Program development, administration, and service delivery related to programs in the area(s) of responsibility, which may include employment services, eligibility, and/or social services
- Federal, state, and local laws, rules, and regulations governing the operation of public social services agencies, including the California Welfare and Institutions Code and the California Department of Social Services Division Regulations
- Principles of public administration, including intergovernmental relationships affecting delivery of public services
- Current management and leadership theories, techniques, and applications to ensure that strategies employed in the supervision and oversight of staff are effective and appropriate
- Planning and scheduling techniques to ensure that timelines and schedules are established appropriately, modified as needed, and adhered to
- Budgeting principles in order to develop, manage, and/or track budgets, budget allocations, and expenditures

Ability to:

- Establish and maintain cooperative working relationships with internal management and staff, and with a variety of external stakeholders
- Monitor the activities in multiple programs or functions run by different subordinate managers or supervisors to ensure all activities are consistent with established policies and procedures, and the mission of the department

DEPUTY DIRECTOR / SOCIAL SERVICES PROGRAM MANAGER II – 4

Ability to continued:

- Develop solutions to complex problems and issues relating to programs, procedures, and policies
- Be flexible in adapting to changes in priorities or resources that impact pre-established timelines and courses of action
- Apply knowledge of laws, regulations, and policies to decision making and problem solving to identify solutions and courses of action that are most appropriate or compliant
- Analyze and evaluate the impact and effectiveness of programs, procedures, and policies
- Develop alternate work plans and strategies in response to changing priorities, problems, or setbacks to allow for the completion of projects and work assignments within desired timeframes
- Develop short-range and long-range plans and schedules in support of operating goals and strategic plans of the department
- Develop systems and controls to ensure the quality of work performed by staff, and overall quality of services provided
- Delegate work assignments and appropriate level of responsibility to employees in order to ensure the completion of work assignments and projects
- Read and understand complex written materials, such as laws, proposed legislation, policies, reports, etc., in order to interpret, explain, and apply
- Use a personal computer to input data, access information, and create materials and documents using a variety of software applications
- Communicate verbally, in person or by telephone, clearly and concisely with a variety of audiences on a variety of matters
- Write to ensure effective and clear communication and proper composition of reports, correspondence, email, and other written communication
- Review and edit documents written by others to ensure proper format, sentence structure, grammar, and

DEPUTY DIRECTOR / SOCIAL SERVICES PROGRAM MANAGER II – 5

Training and Experience:

Qualifications needed for this position:

One (1) year of full-time experience performing duties as a Social Services Program Manager, Program Manager, Staff Services Manager, or Senior Staff Services Manager within an Interagency Merit System county;

OR

Four (4) years of full-time supervisory experience in employment, eligibility; social service programs; or administrative and staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public social services agency.

OR

A graduate degree in public administration or business administration or a Master's Degree in Social Work or a Master's Degree from a two year counseling program **AND** two (2) years of full-time supervisory or managerial experience in employment, eligibility, social service programs; or administrative or staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public social services agency.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case basis.

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

PROGRAM MANAGER I

DEFINITION

Under direction, the Program Manager plans, organizes, and directs employment, eligibility, or social services programs and activities in a local public social services department or agency; and performs other duties as assigned. Some positions may have additional responsibility for administrative services units.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from the Program Manager II in that the Program Manager I may have less managerial responsibility. Both positions have involvement in departmental policy making; and organization and complexity of the agency and the program managed.

This series specification describes managerial classes used in local social services agencies to provide management and supervision of employment, eligibility and/or social services programs. Some positions may have additional responsibility for administrative service units; developing and reviewing departmental policies and procedures and assigning and reviewing work

REPORTS TO

Social Service Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Various Office, Fiscal, and Program Support Staff depending upon the department unit to which a position is allocated

PROGRAM MANAGER I - 2

EXAMPLES OF DUTIES

- Manage the daily work activities of a program or multiple programs, directly or through subordinate supervisors, by establishing performance levels, communicating goals and performance expectations, and monitoring and reviewing work to ensure conformance to established policies and procedures, and standards for quality and timeliness
- Assess service delivery to communicate findings to upper management, implement changes to improve efficiency and service quality, maximize effectiveness of program operations, and ensure alignment with the agency's mission
- Oversee personnel actions to determine compliance with policies and procedures, and provide guidance to subordinate supervisors regarding personnel matters
- Ensure that programs or work units are staffed with qualified individuals by resolving performance problems, documenting performance according to policy, training and developing staff, and assisting in the selection, hiring, and promotion of staff
- Interpret laws and regulations, including new laws and proposed legislation, to determine relevancy to department operations and services, and assess program compliance with laws and regulations
- Assess the need for changes to policies or programs based on initiatives to improve services, new services or program modifications, and opportunities for cross-collaboration of program areas
- Develop or revise policies or procedures to improve operational efficiency and effectiveness, and assist higher-level management in departmental strategic planning
- Serve as an internal technical expert regarding program matters by providing consultation and guidance to staff, subordinate supervisors, managers, executive management, or the Director
- Work collaboratively with personnel of other agencies, community groups, contractors, and other public and private organizations to determine needs for social services, and coordinate shared services or collaborative projects, or the provision of services by contracted agencies
- Ensure that information regarding department services and policies is provided accurately and thoroughly to external parties, and that all complaints are responded to appropriately and in a timely manner
- Serve as an external technical expert by providing consultation regarding program, legal, or policy matters to external entities such as County department managers or administrators, State departments, Board of Supervisors, advisory boards, and advocacy groups
- Assist in development of the budget for assigned programs by preparing cost estimates and projections, and performing ongoing monitoring of expenditures to ensure compliance with budget provisions
- Perform other duties as assigned

TYPICAL PHYSICAL REQUIREMENTS

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

PROGRAM MANAGER I – 3

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Program development, administration, and service delivery related to the program or programs in the area of responsibility, which may include employment services, eligibility, and/or social services
- Current management and leadership techniques, performance appraisal methods, and public administration
- Knowledge of planning and scheduling techniques to ensure that timelines and schedules are established appropriately, modified as needed, and adhered to
- Knowledge of budgeting principles in order to develop, manage, and/or track budgets, budget allocations, and expenditures
- Public funding and budget preparation
- Public and private community resources

Ability to:

- Establish and maintain cooperative working relationships with internal management and staff, and with a variety of external stakeholders
- Identify, analyze, and evaluate situations or problems to determine appropriate courses of action
- Analyze laws, regulations, and policies to ensure all programs and activities are in compliance
- Apply knowledge of laws, regulations, and policies to decision making and problem solving to identify solutions and courses of action that are most appropriate or compliant
- Be flexible in adapting to changes in priorities or resources that impact pre-established timelines and courses of action
- Maintain awareness of the functioning and status of multiple work groups or program areas simultaneously
- Delegate work assignments and appropriate level of responsibility to employees in order to ensure the completion of work assignments and projects
- Read and understand complex written materials, such as laws, proposed legislation, policies, reports, etc., in order to interpret, explain, and apply
- Use a personal computer to input data, access information, and create materials and documents using a variety of software applications
- Communicate verbally, in person or by telephone, clearly and concisely with a variety of audiences on a variety of matters
- Write to ensure effective and clear communication and proper composition of reports, correspondence, email, and other written communication

PROGRAM MANAGER I – 4

Ability to - continued:

- Review and edit documents written by others to ensure proper format, sentence structure, grammar, and punctuation

Training and Experience:

Qualifications needed for this position:

One (1) year of full-time experience performing duties comparable to a Social Worker Supervisor I or II, Eligibility Supervisor, Employment and Training Worker Supervisor, or supervisory experience in administrative and staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public social services agency.

OR

A graduate degree in public administration or business administration or a Master's Degree in Social Work or a Master's Degree from a two year counseling program AND One (1) year of full-time journey-level experience in employment, eligibility, social service work, or administrative and staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public social services agency. AND One (1) year of full-time general supervisory experience.

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

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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

PROGRAM MANAGER II

DEFINITION

Under direction, the Program Manager plans, organizes, and directs employment, eligibility, or social services programs and activities in a local public social services department or agency; and performs other duties as assigned. Some positions may have additional responsibility for administrative services units.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from the Program Manager I in that the Program Manager II may have greater managerial responsibility. Both positions have involvement in departmental policy making; and organization and complexity of the agency and the program managed.

This series specification describes managerial classes used in local social services agencies to provide management and supervision of employment, eligibility and/or social services programs. Some positions may have additional responsibility for administrative service units; developing and reviewing departmental policies and procedures and assigning and reviewing work

REPORTS TO

Social Service Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Various Office, Fiscal, and Program Support Staff depending upon the department unit to which a position is allocated

PROGRAM MANAGER II - 2

EXAMPLES OF DUTIES

- Manage the daily work activities of a program or multiple programs, directly or through subordinate supervisors, by establishing performance levels, communicating goals and performance expectations, and monitoring and reviewing work to ensure conformance to established policies and procedures, and standards for quality and timeliness
- Assess service delivery to communicate findings to upper management, implement changes to improve efficiency and service quality, maximize effectiveness of program operations, and ensure alignment with the agency's mission
- Oversee personnel actions to determine compliance with policies and procedures, and provide guidance to subordinate supervisors regarding personnel matters
- Ensure that programs or work units are staffed with qualified individuals by resolving performance problems, documenting performance according to policy, training and developing staff, and assisting in the selection, hiring, and promotion of staff
- Interpret laws and regulations, including new laws and proposed legislation, to determine relevancy to department operations and services, and assess program compliance with laws and regulations
- Assess the need for changes to policies or programs based on initiatives to improve services, new services or program modifications, and opportunities for cross-collaboration of program areas
- Develop or revise policies or procedures to improve operational efficiency and effectiveness, and assist higher-level management in departmental strategic planning
- Serve as an internal technical expert regarding program matters by providing consultation and guidance to staff, subordinate supervisors, managers, executive management, or the Director
- Work collaboratively with personnel of other agencies, community groups, contractors, and other public and private organizations to determine needs for social services, and coordinate shared services or collaborative projects, or the provision of services by contracted agencies
- Ensure that information regarding department services and policies is provided accurately and thoroughly to external parties, and that all complaints are responded to appropriately and in a timely manner
- Serve as an external technical expert by providing consultation regarding program, legal, or policy matters to external entities such as County department managers or administrators, State departments, Board of Supervisors, advisory boards, and advocacy groups
- Assist in development of the budget for assigned programs by preparing cost estimates and projections, and performing ongoing monitoring of expenditures to ensure compliance with budget provisions
- Perform other duties as assigned

TYPICAL PHYSICAL REQUIREMENTS

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

PROGRAM MANAGER II – 3

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Program development, administration, and service delivery related to the program or programs in the area of responsibility, which may include employment services, eligibility, and/or social services
- Current management and leadership techniques, performance appraisal methods, and public administration
- Knowledge of planning and scheduling techniques to ensure that timelines and schedules are established appropriately, modified as needed, and adhered to
- Knowledge of budgeting principles in order to develop, manage, and/or track budgets, budget allocations, and expenditures
- Public funding and budget preparation
- Public and private community resources

Ability to:

- Establish and maintain cooperative working relationships with internal management and staff, and with a variety of external stakeholders
- Identify, analyze, and evaluate situations or problems to determine appropriate courses of action
- Analyze laws, regulations, and policies to ensure all programs and activities are in compliance
- Apply knowledge of laws, regulations, and policies to decision making and problem solving to identify solutions and courses of action that are most appropriate or compliant
- Be flexible in adapting to changes in priorities or resources that impact pre-established timelines and courses of action
- Maintain awareness of the functioning and status of multiple work groups or program areas simultaneously
- Delegate work assignments and appropriate level of responsibility to employees in order to ensure the completion of work assignments and projects
- Read and understand complex written materials, such as laws, proposed legislation, policies, reports, etc., in order to interpret, explain, and apply
- Use a personal computer to input data, access information, and create materials and documents using a variety of software applications
- Communicate verbally, in person or by telephone, clearly and concisely with a variety of audiences on a variety of matters
- Write to ensure effective and clear communication and proper composition of reports, correspondence, email, and other written communication

PROGRAM MANAGER II – 4

Ability to - continued:

- Review and edit documents written by others to ensure proper format, sentence structure, grammar, and punctuation

Training and Experience:

Qualifications needed for this position:

One year of experience performing duties comparable to a Program Manager I.

OR

Two (2) years of full-time experience performing duties comparable to a Social Worker Supervisor I or II, Eligibility Supervisor, Employment and Training Worker Supervisor, or supervisory experience in administrative and staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public social services agency.

OR

A graduate degree in public administration or business administration or a Master's Degree in Social Work or a Master's Degree from a two year counseling program AND One (1) year of full-time journey-level experience in employment, eligibility, social service work, or administrative and staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public social services agency. AND One (1) year of full-time general supervisory experience.

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

Employees in this classification may be required to work holidays, weekends, and evenings. Some travel may be required.

Ability to pass a background/criminal records check as authorized by sections 16501 of the California Welfare Institutions Code and section 11105.3 of the California Penal Code.

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

STAFF SERVICES MANAGER I

DEFINITION

This classification performs general administrative, personnel, staff development, fiscal, programs and data processing system analysis. Make decisions in financial, personnel and other administrative systems of average to difficult complexity. May act as lead analysts to other technical staff or may supervise subordinate clerical staff.

DISTINGUISHING CHARACTERISTICS

This is the first supervisor level of staff services analysts. Staff Services Manager I is distinguished by the level of responsibility of managing multiple components of administrative systems, fiscal, staff development, and program analysis.

REPORTS TO

Social Services Director or Deputy Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Accountant Technician, Fiscal & Technical Service Assistant and various Office Staff

STAFF SERVICES MANAGER I - 2

EXAMPLES OF DUTIES

- Plans, prioritizes, assigns, supervises and reviews the work of staff involved
- Provides or coordinates staff training and development
- Coordinates and monitors assigned operations to ensure compliance with policies, procedures and regulations
- Review and analyze proposed legislation and advise management on the potential impact
- Make decisions in financial, personnel, and other administrative systems
- May administer or assist in administering assigned grant programs and ensure compliance with grant requirements
- Conducts research related to assigned programs; analyzes findings; prepares recommendations, reports and necessary correspondence; presents reports to appropriate agency, committee, Board and/or County staff
- Prepares, maintains, and /or processes a variety of records, reports, plans, correspondence, agreements, contracts as required
- Participates in budget preparation and administration; submits justifications for supplies and equipment; monitors and approves expenditures; prepares fiscal reports and updates
- Prepares bid specifications for services and equipment; reviews purchase requisitions and invoices prior to processing; maintains contact with vendors and services providers
- Attends a variety of meetings with staff, other departments/divisions and /or outside agencies as appropriate; prepares presentation materials and meeting agendas/minutes; disseminates meeting information to departmental staff
- Performs general administrative duties as required, including but not limited to compiling data for reports, completing and processing various forms, maintaining inventory, developing schedules and calendars, maintaining computer record-keeping operations, creating databases and charts, processing personnel/payroll documents
- Performs routine office duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc
- Performs other duties as assigned

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; use of office equipment including computers, telephones, calculators, copiers and FAX; sufficient physical ability and strength to deal with active children; corrected hearing and vision to normal range.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in a field environment; continuous contact with staff, the public as well as adult and child clients.

STAFF SERVICES MANAGER I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Pertinent federal, State, and County laws and regulations
- Modern office practices and technology, including the use of computers for data and word processing
- Research methods, techniques and procedures
- Budgeting procedures and techniques
- Principles and procedures of fiscal and statistical record-keeping
- Principles and/or methods of public and /or business administration
- Governmental functions and organizations
- Principles of supervision, training and performance evaluation
- Business letter writing and report preparation
- English usage, spelling, grammar and punctuation
- Basic mathematical principles

Ability to:

- Plan, assign, train, and supervise the work of others; develop program goals; assume total responsibility to staff support program area in a medium to large department for administrative services
- Understand and interpret pertinent federal, State, and local laws, codes and regulations
- Learn the operation, policies and procedures of the County and the Department
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Prepare and administer a budget
- Establish and maintain cooperative and professional working relationships
- Plan assign, supervise and evaluate the work of others as assigned
- Maintain records, prepare required reports, and maintain confidentiality as required

STAFF SERVICES MANAGER I - 4

Training and Experience:

Qualifications needed for this position:

One (1) year of experience in the Interagency Merit System performing duties comparable to Staff Services Analyst II

OR

Two (2) years of increasingly responsible analytical experience in staff services such as management, personnel, fiscal, staff development, or data processing analysis work, including the preparation of recommendations and reports.

Special Requirements:

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

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

Exhibit C

Social Services Department
Ten Counties Wage Survey

	Welfare Fraud Inv I	Welfare Fraud Inv II	
Amador	n/a	n/a	
Calaveras	\$ 22.41	\$ 22.77	
Colusa	\$ 21.92	\$ 23.04	
Del Norte	n/a	n/a	
Glenn	\$ 18.29	\$ 21.23	
Inyo	n/a	n/a	
Lassen	n/a	n/a	
San Benito	\$ 21.63	\$ 23.84	
Tehama	n/a	n/a	
Tuolumne	\$ 22.05	\$ 24.36	
<i>Sum</i>	<i>\$ 106.30</i>	<i>\$ 115.25</i>	
Average	\$ 21.26	\$ 23.05	
Plumas	\$ 19.74	\$ 21.77	
Proposed	\$ 21.25	\$ 23.05	

Complete by Human Resources Department
May-17

WELFARE FRAUD INVESTIGATOR I**DEFINITION**

Under direction, conducts investigations relating to suspected fraudulent receipt of aid; obtains and presents facts and evidence to support administrative action or prosecution; negotiates for and secures repayment of funds fraudulently obtained; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Working under close supervision, Welfare Investigator I is the entry/trainee level in the Welfare Investigator series. Employees receive in-service training, and are given detailed instructions in the performance of routine duties related to welfare fraud investigations. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to level I due to the nature of the work, employees are expected to promote to Welfare Investigator II after one year of satisfactory performance at the trainee level.

REPORTS TO

Social Services Director/Public Guardian/Public Conservator

CLASSIFICATIONS DIRECTLY SUPERVISED

None

WELFARE FRAUD INVESTIGATOR I - 2

EXAMPLES OF DUTIES

Duties are performed at the trainee level.

- Conducts in-house and field investigations of suspected fraudulent receipt of aid.
- Locates and interviews suspected persons, absent parents, and witnesses using a variety of surveillance and tracing methods.
- Analyzes and evaluates witnesses' testimony.
- Enters and retrieves numerical and narrative data from an automated computer system.
- Executes search warrants and make arrests.
- Examines a variety of records to secure information concerning suspected violations.
- Gathers, assembles, preserves, and reports facts, statements, or affidavits and other evidence for use in legal action.
- Assists in fraud prosecutions in accordance with specific instructions and clearly defined guidelines.
- Makes arrangements for the repayment of funds fraudulently obtained and follows-up to enforce actions for collection of such funds.
- Reads and interprets computer printouts and information on computer screens.
- Prepares correspondence and reports.
- Interprets and explains the provisions of laws, rules or regulations related to the purpose of the investigation.
- May act in a liaison capacity between the social services department and the District Attorney's office and County Counsel's office.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

WELFARE FRAUD INVESTIGATOR I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Interviewing techniques.
- Report writing and record keeping.
- Computer terminology and computer keyboard arrangement.
- Criminal investigation techniques and procedures.
- Appropriate methods of surveillance, skip tracing methods, and other sources of information used in locating persons or obtaining facts.
- Principles of identification, arrest procedures, search warrant acquisition and execution, preservation, and presentation of evidence.

Ability to:

- Communicate information, both orally and in writing, in a manner that is understandable to others.
- Interview, analyze, and evaluate the statements of witnesses or suspected violators.
- Learn, interpret, and apply provisions of the welfare laws, search and seizure laws, and the legal rights of citizens.
- Navigate through screens to retrieve information in an automated computer system.
- Write clear and accurate correspondence and reports.
- Perform basic arithmetical calculations.
- Deal effectively with citizens and public officials under conditions requiring tact and good judgment.
- Gather and document information and evidence by observation, record examination, and interview.
- Negotiate for, and secure payment of, funds fraudulently obtained or funds for support of recipients of aid.
- Coordinate and communicate job activities and investigations with staff responsible for other functions within the Department.

WELFARE FRAUD INVESTIGATOR I - 4

Training and Experience:

Qualifications needed for this position:

Two (2) years of full-time experience as an Eligibility Worker II;

OR

Two (2) years of full-time experience interviewing and independently determining eligibility for public or private social services, medical services, or related programs;

OR

One (1) year of full-time experience in investigative work which included locating, observing, and interviewing suspected persons and witnesses, writing detailed reports of case findings, and preparing and presenting evidence; **AND** successful completion of six (6) semester units of college level course work in criminal investigation techniques and legal aspects of evidence.

Note: Applicant who is close to completing this education requirement may be admitted to the exam process, but must meet these requirements at time of appointment.

Substitution: An additional six months of investigative experience beyond the one year required above; which included interviewing people, writing detailed case reports, and preparing or presenting evidence or information in court, may substitute for the required education.

Welfare Investigators have Peace Officer status and must meet the following requirements under Government Code Sections 1029, 1030, 1031: No felony convictions; citizen of the United States; 21 years of age; high school graduate or GED equivalence; be fingerprinted to permit search for criminal records; be of good moral character as determined by a background investigation; be free of any condition which might adversely affect exercise of Peace Officer powers.

Successful completion of a Specialized Investigative Basic Course (SIBC) approved by the California Commission on Peace Officer Standards and Training within twelve months of appointment to the class OR possession of a valid basic peace officer certificate as awarded by the California Commission on Peace Officer Standards and Training OR successful completion of the regular basic peace officer course as awarded by the California Commission on Peace Officer Standards and Training within three years prior to appointment.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case basis.

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

WELFARE FRAUD INVESTIGATOR II**DEFINITION**

Under direction, conducts investigations relating to suspected fraudulent receipt of aid; obtains and presents facts and evidence to support administrative action or prosecution; negotiates for and secures repayment of funds fraudulently obtained; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Working under close supervision, Welfare Investigator II is the journey level in the Welfare Investigator series. Employees at this level are expected to be fully qualified and able to independently perform a wide range of fraud.

REPORTS TO

Social Services Director/Public Guardian/Public Conservator

CLASSIFICATIONS DIRECTLY SUPERVISED

None

WELFARE FRAUD INVESTIGATOR II - 2

EXAMPLES OF DUTIES

- Conducts in-house and field investigations of suspected fraudulent receipt of aid.
- Locates and interviews suspected persons, absent parents, and witnesses using a variety of surveillance and tracing methods.
- Analyzes and evaluates witnesses' testimony.
- Enters and retrieves numerical and narrative data from an automated computer system.
- Executes search warrants and make arrests.
- Examines a variety of records to secure information concerning suspected violations.
- Gathers, assembles, preserves, and reports facts, statements, or affidavits and other evidence for use in legal action.
- Assists in fraud prosecutions in accordance with specific instructions and clearly defined guidelines.
- Makes arrangements for the repayment of funds fraudulently obtained and follows-up to enforce actions for collection of such funds.
- Reads and interprets computer printouts and information on computer screens.
- Prepares correspondence and reports.
- Interprets and explains the provisions of laws, rules or regulations related to the purpose of the investigation.
- May act in a liaison capacity between the social services department and the District Attorney's office and County Counsel's office.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

WELFARE FRAUD INVESTIGATOR II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Interviewing techniques.
- Report writing and record keeping.
- Computer terminology and computer keyboard arrangement.
- Criminal investigation techniques and procedures.
- Appropriate methods of surveillance, skip tracing methods, and other sources of information used in locating persons or obtaining facts.
- Principles of identification, arrest procedures, search warrant acquisition and execution, preservation, and presentation of evidence.

Ability to:

- Communicate information, both orally and in writing, in a manner that is understandable to others.
- Interview, analyze, and evaluate the statements of witnesses or suspected violators.
- Learn, interpret, and apply provisions of the welfare laws, search and seizure laws, and the legal rights of citizens.
- Navigate through screens to retrieve information in an automated computer system.
- Write clear and accurate correspondence and reports.
- Perform basic arithmetical calculations.
- Deal effectively with citizens and public officials under conditions requiring tact and good judgment.
- Gather and document information and evidence by observation, record examination, and interview.
- Negotiate for, and secure payment of, funds fraudulently obtained or funds for support of recipients of aid.
- Coordinate and communicate job activities and investigations with staff responsible for other functions within the Department.

WELFARE FRAUD INVESTIGATOR II - 4

Training and Experience:

Qualifications needed for this position:

Two (2) years of full-time experience as an Eligibility Worker II;

OR

Two (2) years of full-time experience interviewing and independently determining eligibility for public or private social services, medical services, or related programs;

OR

One (1) year of full-time experience in investigative work which included locating, observing, and interviewing suspected persons and witnesses, writing detailed reports of case findings, and preparing and presenting evidence; **AND** successful completion of six (6) semester units of college level course work in criminal investigation techniques and legal aspects of evidence.

Note: Applicant who is close to completing this education requirement may be admitted to the exam process, but must meet these requirements at time of appointment.

Substitution: An additional six months of investigative experience beyond the one year required above; which included interviewing people, writing detailed case reports, and preparing or presenting evidence or information in court, may substitute for the required education.

Welfare Investigators have Peace Officer status and must meet the following requirements under Government Code Sections 1029, 1030, 1031: No felony convictions; citizen of the United States; 21 years of age; high school graduate or GED equivalence; be fingerprinted to permit search for criminal records; be of good moral character as determined by a background investigation; be free of any condition which might adversely affect exercise of Peace Officer powers.

Successful completion of a Specialized Investigative Basic Course (SIBC) approved by the California Commission on Peace Officer Standards and Training within twelve months of appointment to the class OR possession of a valid basic peace officer certificate as awarded by the California Commission on Peace Officer Standards and Training OR successful completion of the regular basic peace officer course as awarded by the California Commission on Peace Officer Standards and Training within three years prior to appointment.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment. Exception to this requirement may be considered on a case by case basis.

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

Exhibit C

Deputy Director / Social Services Program Manager

Current wage range = \$29.13

Current wage range = \$29.13

Proposed wins \$25.71

Prepared on June 30, 2017

Program Manager I

Current wage range = \$25.14

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FY 17/18 FY 18/19

EY 21/22

Proposed wage range - \$29 60

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Chilean

111

Proposed wage range - \$29.60		Current		
Current range: \$25.14		\$ 52,291.00	\$ 54,912.00	\$ 57,658.00
Retirement		\$ 10,112.03	\$ 10,618.88	\$ 11,149.90
FICA / Medicare		\$ 4,000.26	\$ 4,200.77	\$ 4,410.84
Total		\$ 66,403.30	\$ 69,731.65	\$ 73,218.74
Proposed range				
Proposed wage \$29.60		\$ 61,568.00	\$ 64,646.00	\$ 67,891.00
Retirement		\$ 11,906.02	\$ 12,501.24	\$ 13,128.76
FICA/Medicare		\$ 4,709.95	\$ 4,945.42	\$ 5,193.66
Total		\$ 78,183.97	\$ 82,092.66	\$ 86,213.42
Five Year Differential	Difference	\$ (11,780.68)	\$ (12,361.01)	\$ (12,994.68)
				\$ (13,655.02)
				\$ (14,068.31)
Five year increase to Personnel		\$ (64,859.70)		

Prepared on June 30, 2017

Staff Services Manager

Current wage range -\$23.96

FY 17/18 FY 18/19 FY 19/20 FY 20/21 FY 21/22

Proposed wage range - \$28.42	Current					
Current range: \$23.96	\$ 49,837.00	\$ 52,333.00	\$ 54,954.00	\$ 57,520.00	\$ 60,611.00	
Retirement	\$ 9,637.48	\$ 10,120.16	\$ 10,627.00	\$ 11,123.22	\$ 11,720.96	
FICA/Medicare	\$ 3,812.53	\$ 4,003.47	\$ 4,203.98	\$ 4,400.28	\$ 4,636.74	
Total	\$ 63,287.01	\$ 66,456.63	\$ 69,784.99	\$ 73,043.50	\$ 76,968.70	
Proposed range						
Proposed wage \$28.42	\$ 59,114.00	\$ 62,088.00	\$ 65,208.00	\$ 68,474.00	\$ 71,906.00	
Retirement	\$ 11,431.47	\$ 12,006.58	\$ 12,609.92	\$ 13,241.50	\$ 13,905.18	
FICA/Medicare	\$ 4,522.22	\$ 4,749.73	\$ 4,988.41	\$ 5,238.26	\$ 5,238.26	
Total	\$ 75,067.69	\$ 78,844.31	\$ 82,806.34	\$ 86,953.76	\$ 91,049.44	
Five Year Differential	Difference	\$ (11,780.68)	\$ (12,387.68)	\$ (13,021.35)	\$ (13,910.27)	
Five year increase to Personnel		\$ (65,180.72)				\$ (14,080.75)

Prepared on June 30, 2017

Welfare Fraud Investigator I

Current wage: \$19.74

EX 17/18 EX 18/19 EX 19/20 EX 20/21 EX 21/22

Proposed wage range - \$21.25

Proposed wage range - \$21.25	Current			
Current range: \$19.74	\$ 41,059.00	\$ 43,118.00	\$ 45,282.00	\$ 47,549.00
Retirement	\$ 7,939.99	\$ 8,338.16	\$ 8,756.63	\$ 9,195.03
FICA / Medicare	\$ 3,141.01	\$ 3,298.53	\$ 3,464.07	\$ 3,637.50
Total	\$ 52,140.00	\$ 54,754.69	\$ 57,502.71	\$ 60,381.52
				\$ 49,941.00
				\$ 9,657.59
				\$ 3,820.49

Prepared on June 30, 2017

Welfare Fraud Investigator II

Current wage: \$21.77

FY 17/18 FY 18/19 FY 19/20 FY 20/21 FY 21/22

Carson, Hugo. 1911. *Monocotyledonous plants*. \$73.05

Proposed wage range - \$23.03				
Current range:	\$21.77			
Retirement				
HCA / Medicare				
<i>Total</i>	<i>\$ 57,502.71</i>	<i>\$ 60,381.52</i>	<i>\$ 63,419.08</i>	<i>\$ 66,615.37</i>

THE JOURNAL OF CLIMATE

Proposed range \$ 17,011.00 - \$ 50,357.00 \$ 52,891.00 - \$ 55,557.00 \$ 58,344.00

17. Used Wage: \$23.03
Retirement

HCA/Medicare **Total** \$ 60,883.13 \$ 63,947.35 \$ 67,169.03 \$ 70,550.72 \$ 73,876.67

Five Year Differential Difference \$ (3,380.42)

Five year increase to Personnel \$ (18,539,11)

Prepared on June 30, 2017

THE PRACTICAL

**ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB
CLASSIFICATIONS PLAN & WAGE RANGES FOR THE
SOCIAL SERVICES DEPARTMENT #70590**

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

WHEREAS, during the Fiscal Year needs may arise to amend the Classification Plan; and

WHEREAS, the Director of Social Services requested the Human Resources Director to assist in revising changes to the position classifications and wage ranges as outlined:

1. Deputy Director / Social Services Program Manager – Range 3771
2. Program Manager I - 2960
3. Program Manager II - 3108
4. Staff Services Manager – Range 2842
5. Welfare Fraud Investigator I – Range 2125
6. Welfare Fraud Investigator I – Range 2305

WHEREAS, the Human Resources Director has updated and incorporated modifications to the job descriptions and wage ranges; and

WHEREAS, the Human Resources Director provided the proposed new and amended job classifications to the Operating Engineers Union Local #3 and has met the obligation of meet and confer.

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

The job descriptions for the classifications attached hereto are approved, and the County's classification plan is hereby amended at the wage ranges listed for these 1.0 FTE funded and allocated positions.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 11th day of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

PLUMAS COUNTY ENGINEERING DEPARTMENT
555 Main Street • Quincy, CA 95971 • (530) 283-6209 • Fax (530) 283-6134
Robert A. Perreault, Jr., P.E. *County Engineer*

3D

AGENDA REQUEST

For the July 11, 2017 meeting of the Plumas County Board of Supervisors

July 3, 2017

To: Honorable Board of Supervisors

From: Robert Perreault, County Engineer

Subject: Authorization to hire an Engineering Tech II at Salary Step D

Discussion and possible action.

Background:

On March 21, 2017 the Engineering Department received approval from the Board of Supervisors to fill the position of Engineering Technician. Since then, the recruitment has yielded only 3 qualified applicants.

The Department has identified one top candidate who lives outside the County. In reviewing the experience and qualification of the Engineering Tech candidate, the Department has determined that offering the position to this person at Salary Step D is both reasonable and prudent.

Recommendation:

The County Engineer respectfully recommends that the Board of Supervisors authorize the existing vacancy of Engineering Technician II in the Engineering Department to start at Step D.



3E1

Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

Administration & Health Education Clinic & Nursing Services Senior Nutrition & Transportation Veteran's Services Office

Suite 206
Quincy, CA 95971
(530) 283-6337
(530) 283-6425 Fax

Suite 111
Quincy, CA 95971
(530) 283-6330
(530) 283-6110 Fax

Suite 206
Quincy, CA 95971
(530) 283-3546
(530) 283-6425 Fax

Suite 206
Quincy, CA 95971
(530) 283-6275
(530) 283-6425 Fax

Date: July 3, 2017

To: Honorable Board of Supervisors

From: Mimi Hall, Public Health Director

CC: Greg Hagwood, Sheriff

David Hollister, District Attorney

Agenda: Item for July 11, 2017 Board of Supervisors meeting

Subject: Informational presentation and update on Plumas County illegal sales of tobacco to minors.

Background:

On the September 20, 2016 ordinance no. 16-1103 "Tobacco Retailing Licensing Program" was passed and adopted by the Board of Supervisors. This ordinance, developed in partnership with the District Attorney's Office and implemented in partnership with the Sheriff's Office, sought to reduce you access to tobacco by reducing illegal tobacco sales to minors.

Since the ordinance has gone into effect, the percentage of tobacco retailers selling to minors within Plumas County has dropped significantly. In March 2016, 25% of tobacco retailers in Plumas County visited as part of county wide youth tobacco purchase surveys, sold to minors. As of April 19, 2017 only 8% of tobacco retailers in Plumas County sold to minors – a 17% drop. Although this information is from only one year of data, we hope to see a continued decrease in the sales to minors. Even with the age of tobacco availability increasing to 21, we

still see tobacco retailers responding to what the Tobacco Retailing License is meant for - checking the ID's of anyone they could possibly question to be under 30 years of age.

The tobacco retailers that did sell to minors have the same owner. This indicates that compliance with the law does depend on the owners, not just the clerks, to prevent illegal sales to youth. Tobacco Use Reduction Program staff have contacted the owner and have offered any kind of help or information they need to help introduce a policy and training for employees specific to not selling to underage youth.

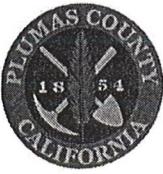
Due to funding from various programs, all of the Tobacco Retail Licenses given to businesses in Plumas County were at no cost to retailers, removing one of many barriers previously identified by retailers as a challenge in a new tobacco retail license ordinance.

The board may recall that Plumas County Public Health Agency sent individual letters and packets of information to every tobacco retailer in Plumas County to insure their input into the development of the ordinance. Furthermore, retailers were invited to an in person meeting with the Public Health Director, the District Attorney, and public health staff, to insure the ordinance met all parties' needs while also meeting its intent – reducing illegal tobacco sales to youth. PCPHA is grateful to the local retailers who worked hand in hand with county partners on this successful endeavor.

It appears this ordinance has already reduced and prevented the use and sales of tobacco products to the youth. There is still much more we can do to limit illegal sales of tobacco to underage youth, however. The tobacco companies are trying their hardest to hook new users, and to do that they are altering their products to appeal to a new generation. For example, flavored tobacco products are concerning because they help mask the naturally harsh taste of tobacco, making it easier for youth and new smokers to begin and keep smoking tobacco. We hope to explore, research, and find a way to help prevent youth access to flavored tobacco in our next phase of work.

At this time we thank the Board for its approval of the Plumas County Tobacco Retail Licensing ordinance, which has proven to reduce youth access to tobacco through retail sources.

Thank you,



3EJ

Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

<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"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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DATE: June 27, 2017

TO: Honorable Board of Supervisors

FROM: Mimi Hall

ITEM: Item for July 11, 2017

RECOMMENDATION: Authorize Public Health Director to hire above "B" step for the position of Health Education Specialist.

HISTORY AND DISCUSSION: As the Board may be aware, a department head may hire a new employee above a "B" step upon approval of the County Administrator Officer. Per Resolution No. 98-6208, upon denial of such a request, a department head may seek Board approval.

After comprehensive recruitments for positions Plumas County Public Health Agency offered employment to the top candidate for Health Education Specialist whose relevant experience and/or education exceed those of a typical incumbent.

Due to needs within the department, the candidate has accepted an offer of employment, after being informed that the department will request above a step "B". The candidate understands that approval of salaries higher than the "B" step are at the pleasure of the board.

The Health Education Specialist incumbent has a Bachelor's degree from California State University, Chico and has proven experience writing grants for public health programs and implementing public health interventions. While this position requires a Bachelor's degree or equivalent, the incumbent will be the very first Health Education Specialist hired in the Health Education Division whose degree program has a specific public health emphasis and background in health education. "

No county general funds are required since this position is fully funded through programs within the Public Health Agency.

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

C:\Documents and Settings\rosieolney\My Documents\BOS\HR-Above Step for positions 2017.doc

YA

Outdoor Festival Permit

“For the Funk of It”

Music Festival

at

Belden Town Resort

August 11th through August 13th

2017

FEST 4-17

DEPARTMENT OF PUBLIC WORKS USE ONLY
Date Rec'd May 4, 2017
Receipt No. 1143 \$ 1,000.00

PRELIMINARY OUTDOOR FESTIVAL PERMIT APPLICATION

Instructions to applicant(s):

1. Complete the form and mail or take to: Plumas County Department of Public Works
1834 E. Main Street
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee deposit of \$1,000.00.
4. Make the check payable to Plumas County Department of Public Works

A. Applicant (s)

Name of Festival For The Funk Of It

Name of Applicant Spencer Rouse

Residence Address 1522 Arbutus Ave, Chico CA 95926

Mailing Address 1522 Arbutus Ave, Chico CA 95926

Telephone Number 530-354-0832 E-Mail Address spencerkrouse@hotmail.com, info@ftffest.com

Business Address and Telephone Number (If different from above) same as above

*Applicant must be the promotor of the event. If the application is made by a partnership, the name and mailing address of the responsible general partner must be included. If the application is made by a corporation, the application shall be signed by the president and attested to by the secretary. The address and telephone number of the principal place of business of the applicant shall also be included in the application.

B. Owner (s)

(Attach additional sheets if necessary)

Name Ivan Coffman

Mailing Address Belden Town Resort and Lodge 14785 Belden Town Road Belden, Ca. 95915

Telephone (530) 283-9662

*Attach letter(s) of authorization signed by the owner(s).

C. Location of Event

(Include all lands to be used for parking or incidental purposes)

Street Address 14785 Belden Town Road, Belden, CA 95915

Nearest town Twain, CA

Assessors Parcel Number(s) 002-340-002

D. Dates & Hours of Event

Dates of Pre-Event Setup: 8/7-10/2017

Dates of Actual Event: 8/11-13/2017

Dates of Post Event Activities: 8/14-16/2017

Hours of Event Activities for each day of Event: Gates will open to attendees at noon on Friday 8/12. Live amplified music will start on Friday 8/11 at 5pm and run until 3 am, Saturday(8/12) from noon until 3 am, and Sunday(8/13) from noon until 2 am.

E. Number of Attendees and Staff

Number of Spectators or Participants for each day of Event 1000 expected participants. This includes all paid attendees, staff and musicians.

F. Maps and Diagrams

Provide maps or diagrams showing the following:

- (a) Location of the property on which the proposed event and all related activities will be held.
- (b) Location of adjacent roads, lots, and residences
- (c) Parking and traffic flow and control plan, including all access ways to and from the property and all interior access ways on the property
- (d) Location of all buildings and structures on the property or to be erected thereon, including but not limited to, all bandstands, stages, tents or other facilities for performers, and bleachers, tents, or seats for those attending
- (e) Location and orientation of loudspeakers
- (f) Location, style, wattage and orientation of all temporary lighting, such lighting shall not illuminate off-site properties.
- (g) Location of camping or other overnight areas
- (h) Location of all toilets, medical facilities, emergency communications, generators, drinking facilities, fire pits or barbecues, and solid waste receptacles.

Signature (s) of Applicant (s)

I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

Spencer Rouse

Signature

Digitally signed by Spencer Rouse
Date: 2017.04.24 16:58:08 -10'00'

4/24/17

Date

Signature

Date

Belden Town Resort
14785 Belden Town Road
Belden, CA 95915

To Whom It May Concern,

I, Ivan Coffman, owner of Belden Town Resort and Lodge, give my permission for

For the Funk Festival to take place on 3/10- 3/13 2017 at Belden
Town Resort, (14785 Belden Town Road, Belden, CA 95915) and Jack's Place for
parking (25311 Hwy 70, Twain, CA 95984).

Thank you,



Ivan Coffman – Owner, Belden Town Resort and Lodge

Streets

Feather River Hwy

Big Lumber

Belden Town
Resort and Lodge

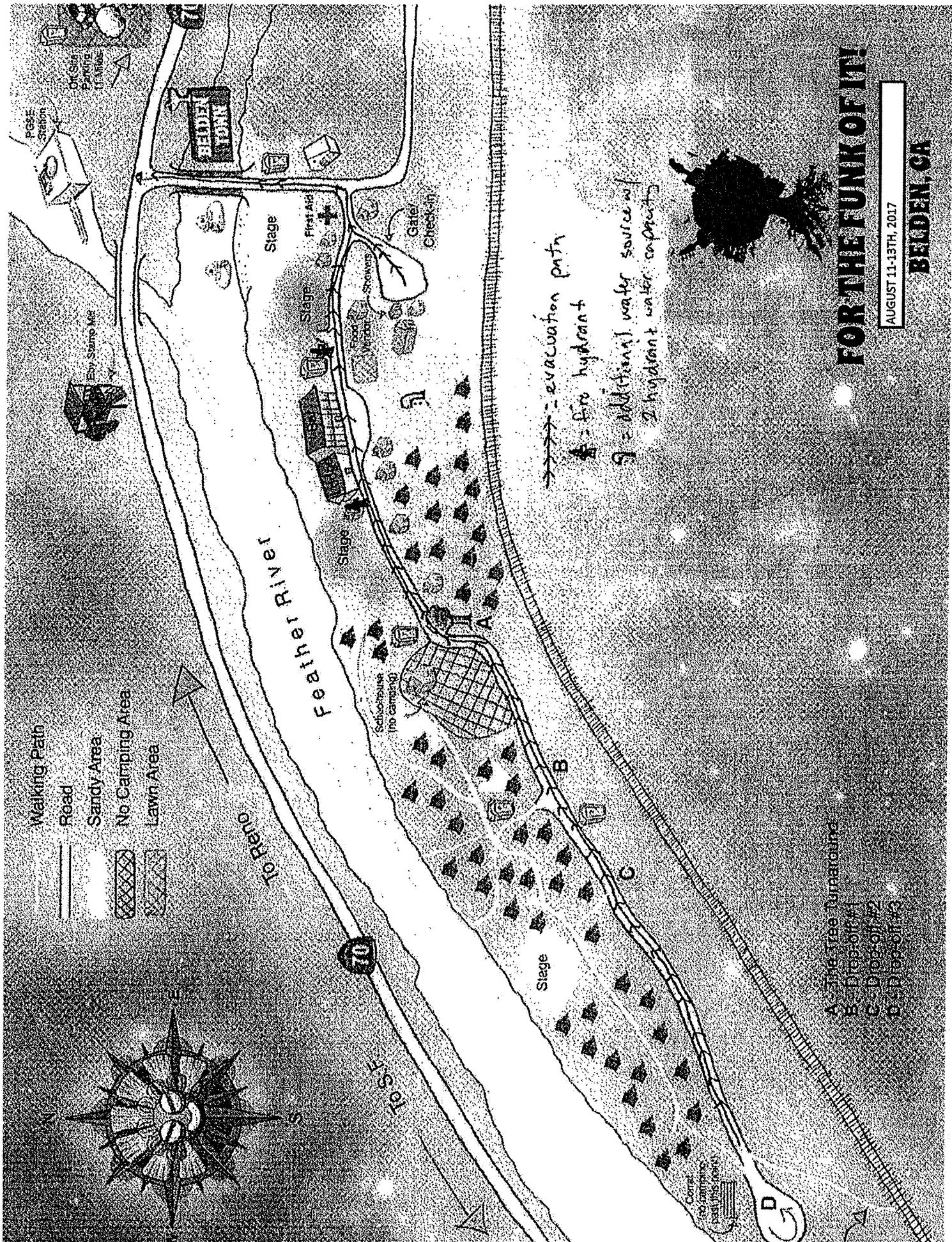
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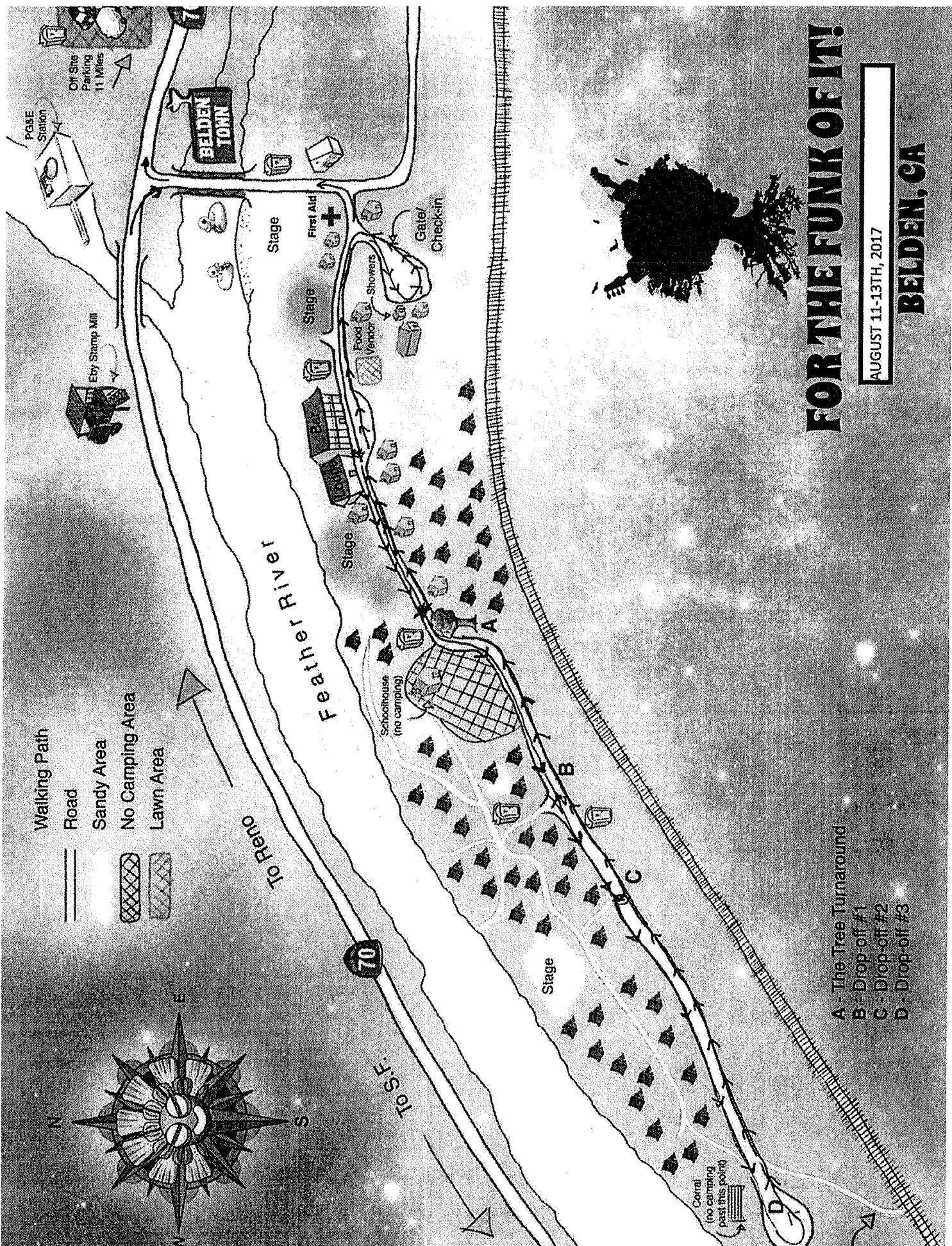
Belden Ravine

Belden Rd.

Belden Campground

Google

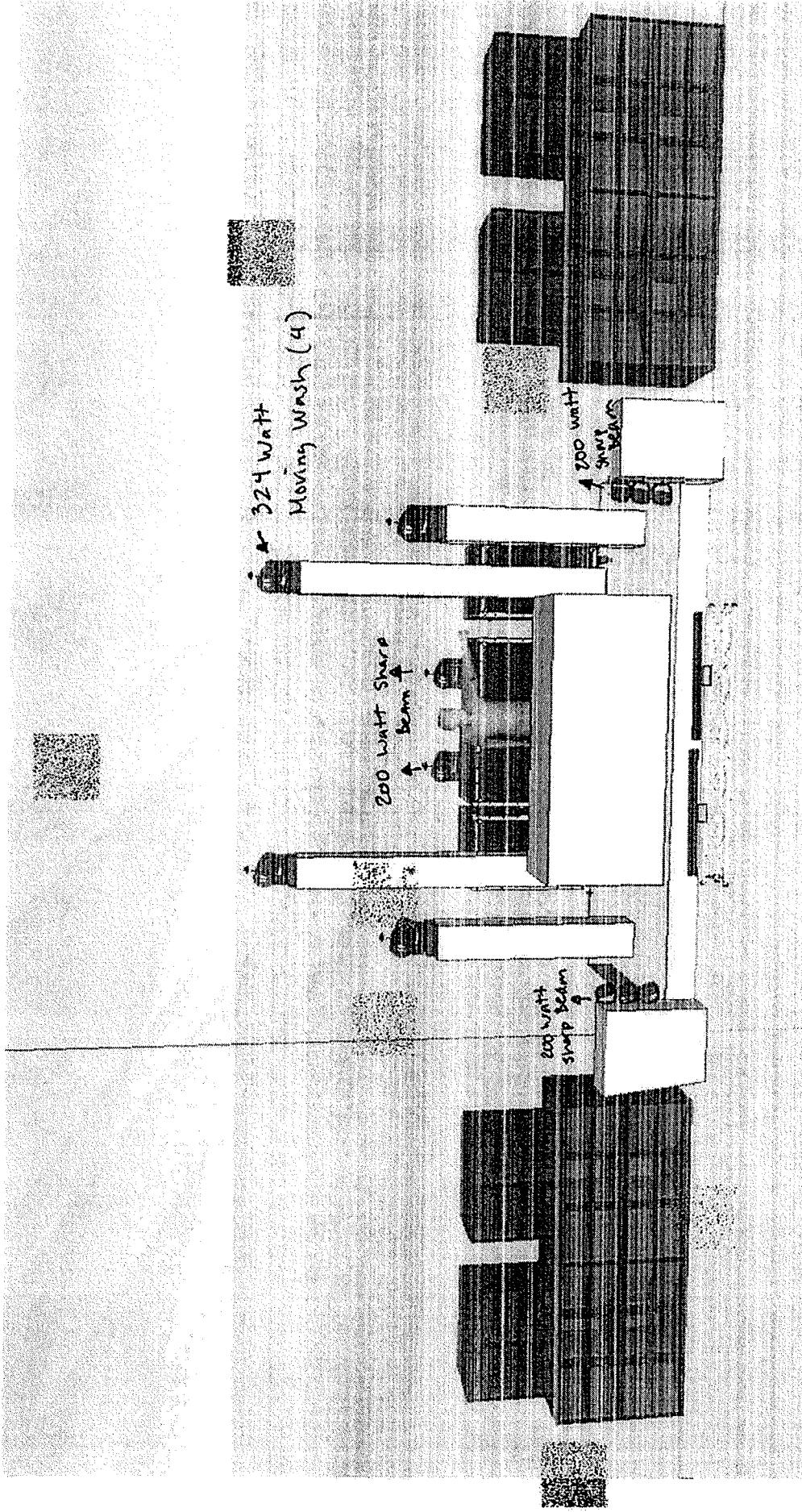


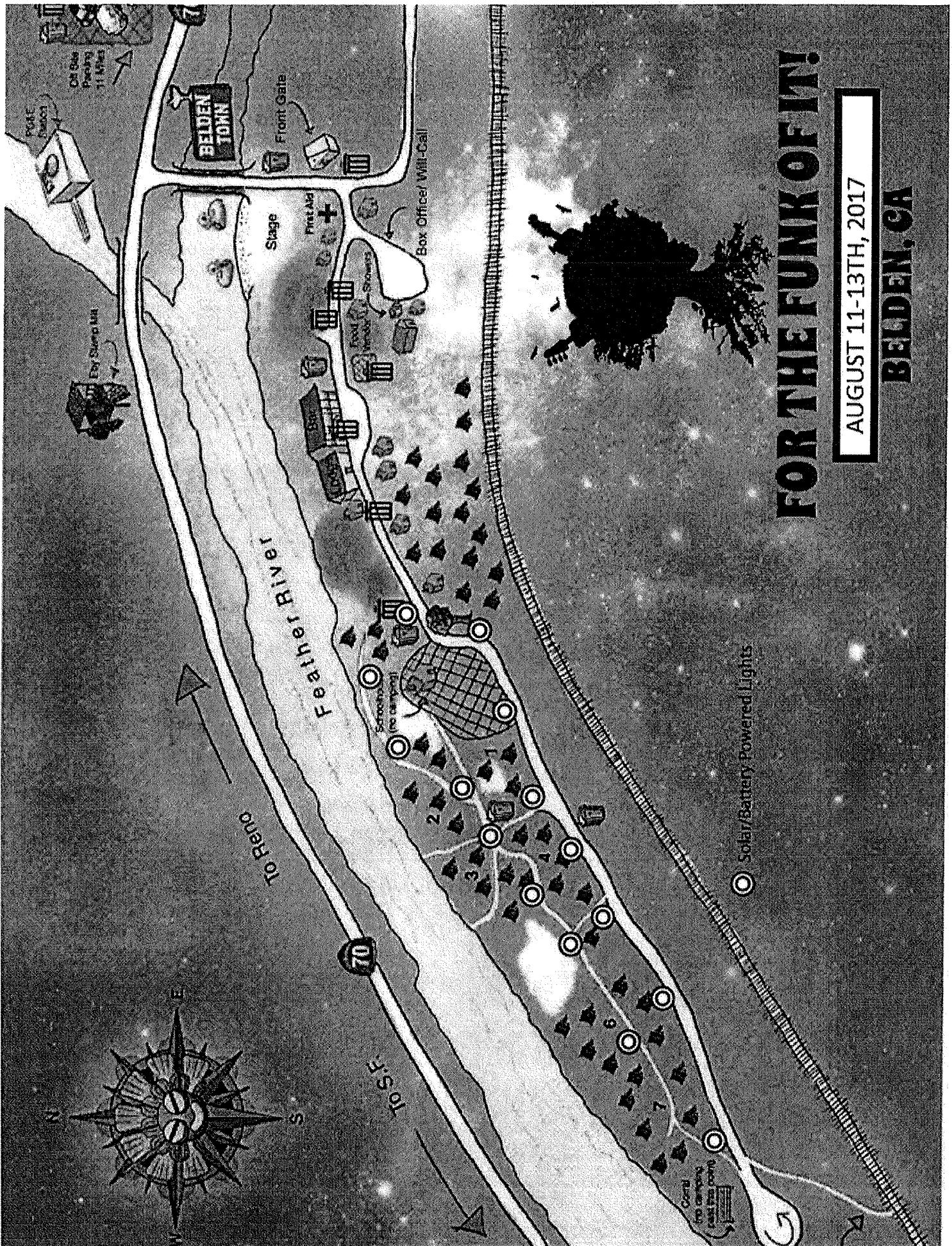


FOR THE FUNK OF IT.

AUGUST 11-13TH, 2017

BELDEN, CA





FOR THE FUNK OF IT!

AUGUST 11-13TH, 2017

BELDEN, CA

SUPPLEMENTAL OUTDOOR FESTIVAL PERMIT APPLICATION

Describe below, or on an attached sheet, an explanation of the proposed event including plans describing the following information. Include the signature of the approving County authority as required. Programs and plans must be consistent with preliminary application.

Name of Festival For The Funk Of It

Dates of Actual Event: 8/11-13/2017

a) Commercial Liability Insurance

Describe the commercial liability insurance coverage for the proposed event and provide proof of said coverage to the satisfaction of the Plumas County Risk Manager.

Plumas County Risk Manager: 520 Main Street, Room 205
Quincy, CA 95971
(530) 283-6041

We are partnering with a non-profit, Future Kind, who will be providing the Event liability coverage.

\$1,000,000 Each Occurrence
\$300,000 Damage to Rented Premises
\$5000 Medical Expenses
\$1,000,000 Personal and Adv Injury
\$2,000,000 General Aggregate
\$1,000,000 Products – COMP/OP AGG

The State of California and its workers, The Plumas National Forrest, Plumas County, Belden Town Resort and Lodge are named as additional insured with respects to General Liability per form CG2011 01/96 attached.

County Agency Approval:

The commercial liability insurance coverage described above, or attached hereto, is approved for the event as described in this application.

Nicholas Dole
Plumas County Risk Manager

Nicholas Dole 8/11/17
Signature / Date

Plumas County Assistant Risk Manager



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/17/2017

PRODUCER		THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com		INSURERS AFFORDING COVERAGE	
		NAIC #	
INSURED		INSURER A: Evanston Insurance Company	35378
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERSSES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSR'D INSR'D	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS				
A	Y	GENERAL LIABILITY	3DS5455-M1059909 3DS5455-M1059909	08/11/2017	08/14/2017	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE	\$ 2,000,000			
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC Retail Liquor Liability				MED EXP (Any one person)	\$ 5,000			
		AUTOMOBILE LIABILITY				PERSONAL & ADV INJURY	\$ 2,000,000			
		ANY AUTO				GENERAL AGGREGATE	\$ 3,000,000			
		ALL OWNED AUTOS				PRODUCTS - COMP/OP AGG	\$ 2,000,000			
		SCHEDULED AUTOS				DEDUCTIBLE	\$ 1,000			
		HIRE AUTOS					\$			
		NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA accident)	\$			
									BODILY INJURY (Per person)	\$
									BODILY INJURY (Per accident)	\$
									PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$			
		ANY AUTO				OTHER THAN AUTO ONLY:	EA ACC AGG	\$		
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$			
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE								
		DEDUCTIBLE								
		RETENTION \$								
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU- TORY LIMITS	OTH- ER			
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below								
OTHER										

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.

Attendance: 3000, Event Type: Festival & Cultural Event - Outdoor;

Primary/Non-Contributory wording applies per attached MEGL 0241-01 05 16.

Waiver of Subrogation applies per attached CG 20 01 04 13.

The State of California and its Workers.

CERTIFICATE HOLDER

The State of California The Plumas National Forrest Plumas County Belden Town Resort & Lodge 14785 Belden Town Road Belden, CA 95915	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE <u>Will Maddux</u>

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
The State of California and its workers 86 North Main St. Quincy, CA 95971; The Plumas National Forest 39696 Highway 70 Quincy, CA 95971; Plumas County 159 Lawrence St. P.o. Box 11500 Quincy, CA 95971-6025; Beldon Town Resort & Lodge 14785 Beldon Rd. Beldon, CA 95915
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

Name of Festival For The Funk Of It

Dates of Actual Event: 8/11-13/2017

b) Police Protection and Security

Describe the Police Protection and Security Plan for the proposed event to the satisfaction of the Plumas County Sheriff. Include a plan for the control and prevention of drug consumption and underage alcohol consumption.

Plumas County Sheriff: 1400 East Main Street
 Quincy, CA 95971
 (530) 283-6375

FTFOI will have 24-hour security coverage, provided by Belden's security team and our private security team. All security will be clearly identifiable and have radios for quick response to any events at the festival. Our private security team will all have current Guard Cards (Security Card Licenses from the Bureau of Security and Investigative Services). One patrol (2-man team) will be on duty at all times with another on standby by in case of emergencies. We will run extra patrols during the evening to provide extra coverage if needed.

We will not be selling any alcohol during the festival. The only alcohol available will be provided backstage only to the artists. Belden's bar will be open throughout the festival, but we do not promote or advertise any alcohol consumption whatsoever. We will make announcements for all attendees to conduct themselves in a safe manner and will instruct our security teams to be aware of any unsafe alcohol consumption.

This is a family friendly event, and we expect our attendees to conduct themselves in a manner befitting a family event, we discourage public intoxication. This will be communicated via all social media, posters and emails, as well as announcements over the public address system. We will instruct our security team to be on the look out for any underage drinking, but we do not expect any incidents.

We do not condone the use of illegal drugs at FTFOI, and all of our staff will be vigilant and looking for signs of any illegal substance dealing, drug paraphernalia sales, or related issues. Staff will be immediately notified of any incidents and security and medical teams will be involved directly. Offenders face eviction from event and possible prosecution from local law enforcement. This will be communicated via all social media, posters and emails, as well as announcements over the public address system.

County Agency Approval:

The Police Protection and Security Plans described above, or attached hereto, are approved for the event as described in this application.

Plumas County Sheriff Dane C. Cauder Sheriff

Signature / Date

Name of Festival For The Funk Of It

Dates of Actual Event: 8/11-13/2017

c) Emergency Preparedness Plans

Describe the Fire Protection, Evacuation Plan, and Wildfire Protection Plan for the proposed event to the satisfaction of the Plumas County Office of Emergency Services.

Plumas County Office of Emergency Services: 270 County Hospital Rd. Ste. 127
Quincy, CA 95971
(530) 283-6332

Belden and our private security staff are trained to handle emergency situations and will be prepared and equipped to do so in the event of an emergency at FTFOI. Our security team will be easily-identifiable and carry radios at all times in the event of an emergency.

EVACUATION PLAN

Our evacuation plan is indicated on the attached map. Attendees will be notified of the evacuation plan by email prior to the event and printed materials provided at the event, including a program and map.

Once our staff is notified of an evacuation requirement from CalFire, the CHP, the Sheriff's Office, or Plumas County, the security team and event leaders will assemble with Belden staff to review plans and assignment. An alarm will be sounded, the security team will move throughout the campground area with bullhorns, directing participants to report to the front of the lodge. No breakdown of camps or any event infrastructure will occur at the time of evacuation, only living beings will be evacuated. Our parking crew, door crew and event leaders will oversee the vehicle traffic.

Attendees who have cars parked on-site, will be directed to get in their vehicles and proceed to the Belden RV parking lot, where they will fill their remaining seating with seat belts with drivers of the off-site vehicles. (To clarify, only drivers will be ferried to the off-site parking lot to maximize the number of cars returning to Belden to assist with the evacuation.) These on-site cars will then drive up Hwy 70 to the off-site lot and drop off their passengers. This process will iterate as required, using our shuttle if necessary.

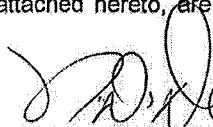
Attendees who are not driving to the off-site lot in on-site cars will be directed to follow the paved road out of town and across the bridge, then led across Hwy 70 (with event staff directing traffic) to gather at the rest stop north of Belden, on the north side of Hwy 70 by security, Belden staff, and event leaders. They will await pickup there.

Continued on additional pages.

County Agency Approval:

The Emergency Preparedness Plans described above, or attached hereto, are approved for the event as described in this application.

N. D. Dawson, Asst. Dir.
Director, Plumas County OES

 5/3/17
Signature / Date

c) Emergency Preparedness Plans - Continued

Cars returning to Belden from the off-site parking lot will load passengers at the rest stop north of Belden on the north side of Hwy 70 and proceed southwest along the evacuations route as specified by CalFire/CHP/Sheriff/Plumas County. Belden staff have indicated that emergency vehicles will be coming from Quincy, and therefore evacuation will be directed onto Hwy 70West.

FTFOI event leaders and security will conduct additional sweeps throughout the campgrounds to verify complete evacuation. Staff, not including event leaders will evacuate with participants. Once staff and participant evacuation is complete, security and event leaders will evacuate.

To prepare for emergency evacuations, roadways will be kept clear at all times and fire lanes clearly marked. All cars will be parked facing the direction of evacuation, per Federal and County regulations. Enough cars are kept on site to be able to implement the evacuation plan. Belden staff is in charge of the evacuation procedure and our staff will assist them as necessary to complete evacuation.

FIRE PROTECTION

Our security team will conduct routine walking patrols throughout the town and campground and will remain vigilant for any fire activity. In addition, all participants are made aware of the strong danger of any fire and instructed to report any smoke, fire, or dangerous circumstances to the security team or FTFOI staff. The security team and Belden staff are equipped with radios at all times to respond to any incidents. Emergency responders will be notified of fire by phone or directly.

In addition, in the event of fire, Belden is equipped with a state of the art fire system. Belden has 2 dedicated fire hydrants, as well as one additional water source with a hose hook-up capability for use in fire fighting, that is able to produce the output of 2 hydrants with 3 spigots attached to the tanks, 1 mounted unit and 4 10,500 gallon water tanks. Locations of these water sources are indicated in the attached map. Additionally, there are numerous spigot and hose hook-ups throughout Belden. Belden has the following hoses and appropriate reducers for said hoses:

(10) 1.5 inch (100ft each)

(8) 1inch (100ft each)

(3) 2inch (50ft)

(2) 3.5inch (100ft)

PREVENTION OF WILDFIRE

We clearly communicate to all of our attendees that no campfires, fire art, fire activities or open flames are allowed at the event, and that all propane/camping stoves require a fire permit in accordance with USDA Forest Service regulations. We will provide the information and the website to obtain the permits on our website and via emails. We will additionally post fire prevention signs throughout the campgrounds.

Fireworks, generators and portable equipment such as welding, cutting or chainsaws will not be permitted at FTFOI and will be communicated on our website and emails. If generators will be used as part of the event, we will ensure that they are only operated on land that is not forest covered, brush covered, or grass covered, but we do not expect to use any generators. FTFOI staff and security will ensure compliance with Cal PRC 4442.

Smoking:

All programmed activities take place on pavement or areas with no vegetation. Smokers will be encouraged by security and via the public address system and all electronic communications, to use these areas for smoking. Security is trained to identify unsafe smoking practices and intervene to encourage smokers to only use the safe areas.

Parking in dry grass:

Our designated parking areas will be cut to ensure there will be no car body or engine contact with the plant life or dried plant matter or do not contain live or dry plant matter. Designated parking areas will also be watered down before the event to minimize the possibility of combustion/spark ignition.

Vehicular evacuation plan, 640+ people;

The fire code for the town is 100 vehicles, these are parked facing toward the bridge, there are also another 30 parking spots allotted to us on the road west of Belden. This would allow about 520 or so people to be evacuated immediately with seat belts. We also have up to 21 RV's parked on property during our festivals which would allow 6-10 minimum per vehicle so there is another 80-180 people evacuated immediately. This gives us a minimum of; 640 festival attendee's that can be evacuated immediately. Then foot traffic over the bridge would be minimal. There are also fliers that the County provided that will be handed out to all of the festival promoters.

The staff, residents, and security teams, our (Evacuation team) at Belden will be handling traffic control, in case of a fire or other emergency evacuations. The vehicles will be parked facing out towards the bridge when parked on property, to avoid complications with traffic making its way out as quickly and safely as possible.

In case of an immediate evacuation BC Cameron has a loud speaker system to announce to the attendees we are at the point of evacuation to leave cars behind and just get out, if necessary. We will have an evacuation team that will be directing the people across the bridge and over to the rest area.

Phone contact numbers for Belden staff;

530-283-9662 Bar,

530-927-9649 Rich Folen cell, 530-284-6154 home

530-519-3037 BC Cameron cell

530-927-7067 Ivan Coffman Cell,

530-283-9341 Jody Coffman house,

530-616-0846 Frank Boswell

Name of Festival For The Funk Of It

Dates of Actual Event: 8/11-13/2017

d) Water Supply and Sanitation Facilities, Food Provisions, and Solid Waste Clean-up & Recycling Plans

Describe water supply and sanitation facility plans, provisions for food handling and the solid waste clean-up and recycling plans for the proposed event to the satisfaction of the Plumas County Department of Environmental Health.

Plumas County Department of Environmental Health

270 County Hospital Rd. Ste. 127

Quincy, CA 95971

(530) 283-6355

The Belden Town restaurant will be open for food service from 7am - 10pm everyday. Snacks and beverages can also be obtained at Belden's store, which is kept fully stocked during FTFOI. FTFOI also employs a food vendor that will provide food for the bands, volunteers and staff. There will also be 4 food vendors to provide food and beverages for all attendees. All food vendors will submit an Event Coordinator application to Environmental Health which will include the names and contact information for any temporary or mobile food vendors. We expect and require all vendors to comply with all state and county health department requirements, including the submission of a Temporary Food/Mobile Food Facility application at least 30 days prior to our event.

Water

Belden has two water sources and holds a current permit for these water sources, so we will be relying primarily on the Belden system for our water supply. These include one east-to-access water fountain spigot centrally located. Belden store also sells bottled water. We make frequent announcements for people to hydrate themselves and stay healthy as well as asking our security team to direct all to available water resources. This will also be communicated on our website and emails.

Sewage

Will be using Johnny On The Spot Toilet Rentals, based out of Chico, for our portable toilets. We will be providing 28 toilets and 2 wash stations for the expected 1000 people on site. All toilets will be cleaned and serviced daily. There are additionally toilets located in Belden in the lodge, and shower area. There are also bathrooms located in all of the cabins and hotel rooms. We will station two toilets at our off-site parking near Twain (Jack's Place). ~~JOHNNY ON THE SPOT TOILET RENTALS SHALL POSSESS A VALID OPERATING PERMIT ISSUED BY PLUMAS COUNTY ENVIRONMENTAL HEALTH~~

Solid Waste/Recycling

Belden will provide a solid waste dumpster for all solid waste collection. We will have 13 bins with good signage conveniently throughout the area for solid waste and recycling. These bins will be checked continuously throughout the day, everyday. Campers will be informed they will be responsible for collecting and disposing of their own waste. Staff will also ensure all areas are left clean after the event. The collection and servicing of all bins will prevent odors, leakage, overflow and flies.

~~SOLID WASTE REMOVAL SHALL BE PERFORMED BY A PERMITTED SOLID WASTE FRANCHISE - FEATHER RIVER DISPOSAL.~~

County Agency Approval:

Approved As Noted

The plans described above, or attached hereto, are approved for the event as described in this application.


Plumas County Environmental Health

5/25/17

Signature / Date

For The Funk Of It

Name of Festival

8/1 1-13/2017 Dates of Actual Event:

e) Medical Facilities & Services

Describe the medical facilities and services, including access for ambulances and paramedics or emergency medical technicians for the proposed event to the satisfaction of the Plumas County Health Officer:

Plumas County Public Health Agency 270 County Hospital Rd. Ste. 206 Quincy, CA 95971
(530) 283-6330

FTFOI will have medical support available on-site at all times. MARS agrees to provide the medical services described in the attached Medical Services Plan approved by the Plumas County Health Officer. For all others medical issues we have sufficient resources to treat injuries on site or provide transportation to local medical centers.

We will provide:

At least 2 California licensed EMS providers, one with EMT-B certification or higher and one with EMT-P certification or higher. Both will be available and stationed at a dedicated First Aid Station clearly marked and accessible to attendees. It will be located just inside Belden at the end of the bridge. An automated external defibrillator (AED) and certified CPR staff will be available at all times. The medical personnel also have available basic resuscitation equipment and medications to include an adult BVM (bag-valve-mask) device, oxygen and nasal cannula, epinephrine for 1M use (EpiPen), naloxone for IM/IN use (available OTC), and basic BLS airway, splinting, and immobilization devices.

These medics will evaluate and treat any injury or illness brought to the attention of FTFOI staff. On-site medics will perform assessment to determine appropriate treatment and whether treatments should be on-site or at a local medical center. If treatment at medical center is required or advised, the medics will make recommendations regarding the appropriate mode of transportation. Medics will administer BLS (basic life support) care, including treatment of cuts, scrapes, sprains, and other injuries, which do not require escalated diagnostics or specialist consultation.

Basic resuscitation equipment and medications as well as other basic equipment and supplies, all provided by MARS, will be available for medics' use. This include a blood pressure cuff, basic splinting and bandaging supplies, and immobilization devices.

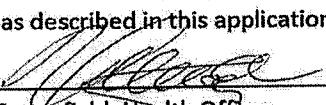
A vehicle will be kept ready to transport the medics to the patient if necessary.

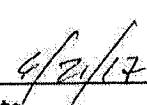
A vehicle and driver will also be kept ready to transport and injured or ill participant or staff member to local medical facility if the participant does not have a vehicle available and the medical event does not warrant an ambulance call.

Continued on additional pages.

County Agency Approval:

The Medical Facilities and Services Plans described above, or attached hereto, are approved for the event as described in this application.


Mark Satterfield, Health Officer


Date

For The Funk Of It

Name of Festival – 8/1 1-13/2017 Dates of Actual Event:

e) Medical Facilities & Services – Continued

All FTFOI, Belden, security, and MARS staff on duty are on the same radio network 24 hours a day throughout the duration of the event, remaining in constant communication. FTFOI staff and medical staff on duty will have at least 2 fully functional devices on hand to use in the event that an emergency warrants a call for off-site services. Belden Lodge has a land line that is available for our use in the event that non-site cellular communications are unavailable due to reasons beyond our control.

Our medical services provider, MARS, will complete ICS forms 201,202,205 and 206, and these documents will be available to county agencies, venue staff, event personnel, and medical personnel. They will be completed at least 2 weeks prior to the event.

Additional measures related to emergency services and safety include:

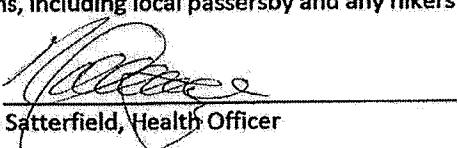
We will have tight integration between event leaders, security, MARS Medical, and Belden staff to provide seamless and consistent monitoring and emergency response capabilities. Both Belden staff and our security staff are trained to handle emergency situation, and will be prepared and equipped to do so in the event of an emergency at FTFOI. Our event staff will be clearly identifiable and carry radios in the event of an emergency. One patrol of 2 persons is on duty at all times, and at least one other on call in case of an emergency, including medical. In the evening hours we will run extra patrols including the oncall team if something critical arises.

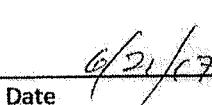
No FTFOI staff, or vendors will distribute alcohol to attendees. Beer is provided to the performers backstage and we will have security and staff to ensure that no alcohol leaves the backstage area. (Belden Resort sells alcohol at their licensed bar only, which is typically open from 10am until 1am each day).

Our email communications to attendees will include language regarding river safety, including a warning that we do not provide lifeguards and we will post "Swim at your own risk" signage on the Belden beach. We will have staff and security monitoring the beach and river area for potential hazards and to provide emergency support if necessary.

We will clearly communicate to all attendees that no campfires, fire art, fire activities or open flames are allowed, and that all propane/camping stoves require a fire permit in accordance with USDA Forest Service regulations. We will additionally post fire prevention signs in the campgrounds. For additional safety measures, see the Fire Protection and Emergency Preparedness section of the permit application.

While FTFOI staff, MARS Medical, our security team will be focused on the safety of our event participants, it is our expectation that Belden's staff will have the sole responsibility for the safety of bystanders, especially for any non-ticketholder Belden Resort (bar, restaurant, and store) patrons, including local passersby and any hikers from the nearby Pacific Crest Trail.


Mark Satterfield, Health Officer


Date

Name of Festival For The Funk Of It

Dates of Actual Event: 8/11-13/2017

f) **Parking plan**

Describe the parking plan for the proposed event to the satisfaction of the Plumas County Planning Department.

Plumas County Planning Department

555 Main Street
Quincy, CA 95971
(530) 283-7011

FTFOI staffs a team devoted to parking exclusively, which will coordinate all parking of vehicles on the property in accordance with Plumas County, Belden, and the U.S. Forest Service rules and regulations. FTFOI sells 100 parking passes for the festival weekend. All remaining vehicles will be parked at the off-site location 11 miles away known as Jack's Place. All attendees will be shuttled to Belden from this site.

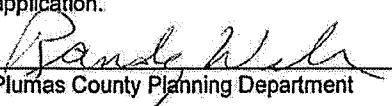
We will have a crew of 6-8 coordinating with Beldentown staff to facilitate parking. All vehicles will be parked facing the exit with wheels out turned for a direct emergency exit if needed.

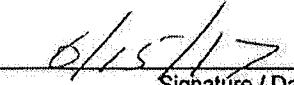
We will have 2 Cal Trans easement special event ahead signs indicating the festival and parking.

We will allow parking of up to 100 vehicles on site with the overflow parking in Twain.

County Agency Approval:

The parking plan described above, or attached hereto, is approved for the event as described in this application.


Plumas County Planning Department


Signature / Date

Name of Festival For The Funk Of It

Dates of Actual Event: 8/11-13/2017

g) Traffic Control Plan

Describe the vehicle ingress and egress and off and on-site traffic control for the proposed event to the satisfaction of the Plumas County Department of Public Works.

Plumas County Department of Public Works

1834 E. Main Street
Quincy, CA 95971
(530) 283-6268

Access/On Site Traffic Control

Prior to event, Belden will pick up the "Special Event" signs so people know to slow down while vehicles are turning onto the bridge from Hwy 70. We will have 2 Cal Trans easement special event ahead signs indicating the festival and parking.

We will spray chalk to prep the area;

Arrows off the bridge and up to the RV lot to direct arrival traffic flow. Post "NO PARKING" and "FIRE LANE" signage on the high road near the main camping area, and create a border to mark the width of the fire lane needed along the entire road.

As people arrive:

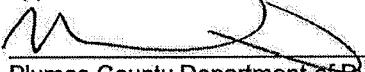
All ticketed attendees will check in at Jack' Place, 11 miles past Belden. Vehicles will be ushered off the highway to avoid blockage by staff and clear signage. If attendees do not have a parking pass they will be directed to appropriate parking spots at Jack's place and shuttled to the event. Shuttled attendees will be dropped off in the RV lot. There will be a small shuttle service for campers to be dropped off at specific locations, see map, or may proceed on foot to the campgrounds.

Ticket purchases will held at the RV lot. Attendees will and loop around perimeter with the driver remaining in the vehicle at all times. We will have staff and security to ensure. All vehicles will have their noses pointing out back towards the bridge, ready to drive back out or be directed to parking spots. All traffic is instructed to move slowly and cautiously. If no parking pass is obtained, then vehicles will be directed across the bridge and to Jack's Place to park, then shuttled back to the event.

Continued on additional pages.

County Agency Approval:

The traffic control plan as described above, or attached hereto, is approved for the event as described in this application.


Plumas County Department of Public Works

6-15-17

Signature / Date

Traffic Control Plan

Describe the vehicle ingress and egress and off and on-site traffic control for the proposed event to the satisfaction of the Plumas County Department of Public Works.

Plumas County Department of Public Works
1834 E. Main Street
Quincy, CA 95971
(530) 283-6268

Access/On Site Traffic Control

- Belden will pick up the ‘special event’ signs so people know to slow down while people are turning onto the bridge from Highway 70.
- we use spray chalk to prep the area:
 - Draw arrows off the bridge and up to the RV lot to direct arrival traffic flow
 - Post “no parking” and “fire lane” markings on the high road near the main camping area
- All pre-sale ticket holders will check in at the off-site parking lot at Jack’s Place prior to entering Belden Town. On-site parking pass holders will be directed to the parking area at Belden. Everyone else will park at Jack’s Place and be shuttled over.
- Non-ticket holders will cross the bridge and drive into the RV lot in a loop around the perimeter, stopping to check in when they are faced with their noses pointing out back toward the bridge, ready to drive back out of the lot.
- No vehicles will be allowed to stop with Belden outside of a designated parking area.
- People issued off-site parking permits will not be allowed to drive through Belden to drop off gear.
- A shuttle bus will be available to transports people between the off-site parking lot and Belden.

Off-site parking

- The festival promoter shall enforce the “No Parking” restriction on the Caltrans Encroachment Permit to ensure that the Belden Rest Stop is not utilized for parking by festival attendees.

County Agency Approval:

The traffic control plan as described above is approved for the “For the Funk of It” Festival scheduled for August 11th thru August 13th 2017.



6-13-17

Plumas County Department of Public Works Signature/Date

Name of Festival For The Funk Of It

Dates of Actual Event: 8/11-13/2017

h) Transient Occupancy Taxes

If it is proposed or expected that spectators or participants will remain overnight, include provisions for the collection of transient occupancy taxes in accordance with Chapter 4 of Title 3 of the Plumas County Code to the satisfaction of the Plumas County Tax Collector.

Plumas County Tax Collector

520 Main Street, Room 203
Quincy, CA 95971
(530) 283-6260

We will be charging \$13,300 for the overnight provisions for the 3 days, which is \$4967.00 over the \$8700 that Belden pays. We will pay the 9% tax on the overage, totaling \$447.03.

County Agency Approval:

The provisions for collecting transient occupancy taxes as described above, or attached hereto, are approved for the event as described in this application.

Plumas County Tax Collector

Signature / Date

Mary Shahan 6-16-17

Signature (s) of Applicant (s)

I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

Spencer Rouse Digitally signed by Spencer Rouse
Date: 2016.05.09 10:07:05 -07'00'

Signature

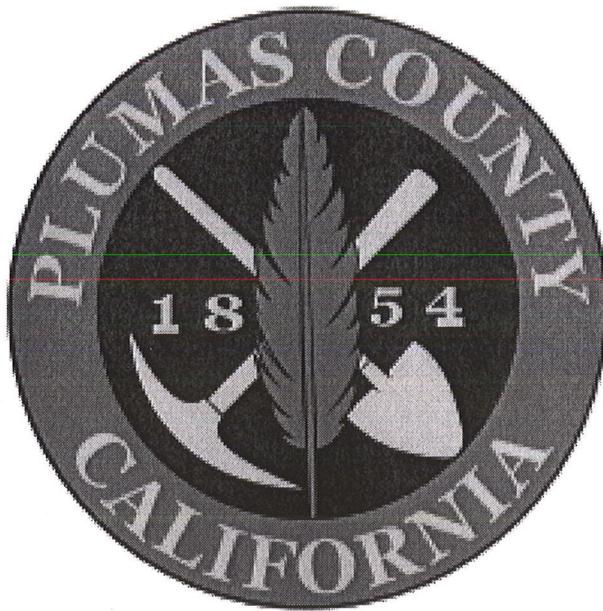
5/8/16

Date

Signature

Date

4B



PLUMAS COUNTY

GRAND JURY

2016-2017

FINAL REPORT



PLUMAS COUNTY GRAND JURY
2016-2017 Final Report – **TABLE OF CONTENTS**

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PLUMAS COUNTY GRAND JURY
2016-2017 Final Report - **ROSTER OF JURORS**

John LulloForeperson

Keith Mahan.....Foreperson - Pro Tem

Emily Brock.....Corresponding Secretary

Peter Hackbusch.....Recording Secretary

Catherine Oster.....Treasurer

Diana Angel.....Member

Robert Bolton.....Member

Jackie Brackett.....Member

Nita DeWeese.....Member

Stephen Janovick.....Member

Marsha Shepard.....Member

Robert Simpton.....Member

Beth Waterston.....Member



PLUMAS COUNTY GRAND JURY

The Honorable Janet Hilde
Presiding Judge of the Grand Jury
Plumas County Superior Court
Quincy, CA 95971

Dear Judge Hilde

The 2016-2017 Plumas County Civil Grand Jury was privileged to be selected to serve as jurors and respectfully present this final report to the Court and the citizens of Plumas County in accordance with California Penal Code Section 933.

Each year, as an early part of its term of service, the Grand Jury visits the Plumas County jail. The 2016-2017 Grand Jury accomplished this on August 16, 2016. Sheriff Greg Hagwood accompanied the Jury on its tour and advised that an application for a State grant to replace the current jail was in process. Due largely to efforts of Greg Hagwood and his staff, the long hoped for 25 million dollar grant was awarded. The award was made by the Board of State and Community Corrections and the projection is that progress on a brand new jail can begin next spring with estimated completion in 2019.

This year of service has given each of us an opportunity to learn about the administrative policies of the County and make reasonable recommendations designed to improve County Government and inform the citizenry of the County.

This year as in previous years, an important fact came to light. The County is in need of a Chief Administrative Officer (CAO). This job has been vacant for 5 years. By the Board of Supervisors (BOS) failing to fill the position of CAO, they have by default assumed the responsibility of managing county operations. This is not the normal or established purpose of the BOS. Their role is to set policy and authorize spending. The result is inefficiency and discord among department heads. Refer to the Probation report contained herein.

The Grand Jury extends its appreciation to each of the County Departments for their patience and cooperation. The acceptance of the Findings and implementation of our Recommendations is now the responsibility of the County officials detailed in the report. We hope they and the public give them serious consideration.

Thank you for your confidence and support of this important service to our Community.

Sincerely,

John Lullo, Foreperson
2016-2017 Plumas County Grand Jury



PLUMAS COUNTY GRAND JURY
2016-2017 Final Report – **DISTRIBUTION LIST**

The Honorable Judge Janet Hilde

The Honorable Judge Ira Kaufman

The Honorable Plumas County Board of Supervisors

Plumas County Auditor/Controller

Plumas County Treasurer/Tax Collector

Plumas County Clerk/Recorder

Plumas County Counsel

Plumas County District Attorney

Plumas County Court Executive officer

Plumas County Jail Commander

Plumas County Libraries

Plumas County Sheriff

Plumas County Special Districts Association

Plumas County Superintendent of Schools

Plumas County Grand Jury

California Grand Jurors Association

California State Archivist

Smith & Newell CPA's

§ 933. Findings and Recommendations (Excerpt)

No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices.....

As used in this section “agency” includes a department.

§ 933.05. Responses to Findings (Excerpt)

- (a) For purposes of subdivision (b) of Section 933, as to each grand jury **finding**, the responding person or entity shall indicate one of the following:
 - (1) The respondent agrees with the finding.
 - (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
- (b) For purposes of subdivision (b) of Section 933, as to each grand jury **recommendation**, the responding person or entity shall report one of the following actions:
 - (1) The recommendation has been implemented, with a summary regarding the implemented action.
 - (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
 - (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
 - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
- (c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.
- (f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.



PLUMAS COUNTY GRAND JURY

2016-2017 Final Report - PROBATION DEPARTMENT- HOW IS IT FUNCTIONING?

SUMMARY

The Plumas County Probation Department has had five Chief Probation Officers, in the last six years. There are serious deficiencies in this department's performance, negatively impacting the County's judicial system. In the absence of a Chief Administrative Officer it is the Board of Supervisors responsibility to directly supervise the Probation Department. There has been a lack of coordination between other county departments and the Probation Department because the Board of Supervisors has not provided sufficient supervision.

BACKGROUND

The Probation Department is a critical component of the Plumas County Judicial system. It is responsible for the administration of adult and juvenile probation programs in the county. The Grand Jury made the decision to form a committee to investigate the Probation Department due to continued turnover in Probation Department management and recent conflicts within the Plumas County Community Corrections Partnership (PCCCP). It should be noted that at the current time the Alternative Sentencing Program is under the oversight of the District Attorney's office.

METHODOLOGY

The Grand Jury committee attended or reviewed:

- PCCCP meetings
- Available PCCCP video minutes of meetings
- PCCCP subcommittee available agendas and minutes

The Grand Jury committee conducted multiple interviews with:

- The Chief Probation Officer
- The Supervising Probation Officer
- Four members of the Board of Supervisors
- Plumas County Sheriff
- The District Attorney
- Two Superior Court Judges
- The Auditor/Controller

The Grand Jury committee reviewed the following documents:

- Interdepartmental correspondence
- Newspaper articles
- Plumas County Probation Information Sheet
- Monthly summary Probation Report
- Example of an individual Probation report
- County of Plumas web-site
- Recommendation for Daily Reporting Center and Alternative Sentencing to the PCCCP by a member of the Board Supervisors
- Relevant Penal Codes



PLUMAS COUNTY GRAND JURY

2016-2017 Final Report - **PROBATION DEPARTMENT- HOW IS IT FUNCTIONING?**

DISCUSSION

The Plumas County Grand Jury committee investigated the inner workings of the Probation Department. The Probation Department is mandated and serves a critical function to the County. Under the supervision of the Board of Supervisors, the Probation Department is responsible to manage the County's adult and juvenile probation programs. Interviews were conducted to better understand the day to day functionality of the Probation Department's interaction with law enforcement and the court system.

In 2011, Governor Edmund G. Brown Jr. signed Assembly Bill (AB) 109 and AB 117. Historic legislation that was designed to help California close the revolving door of low-level inmates cycling in and out of State prisons. The Plumas County Community Corrections Partnership was established to be in compliance with the law and is composed of the following six-member panel:

Erin Metcalf, Chief Probation Officer, chairs the PCCCP

Janet Hilde, Superior Court Judge---Designee Deborah Norris

David Hollister, District Attorney

Greg Hagwood, Sheriff

Doug Prouty, Public Defender

Bob Brunson, Behavior Health Director

The Grand Jury committee found that due to the repeated turnover in the Chief Probation Officer position, the Daily Reporting Center and Alternative Sentencing Programs were transferred from the Probation Department to the District Attorney's office to ensure that these critical programs operate efficiently. There is a contentious environment during PCCCP meetings which pits department heads both elected and appointed against each other. Nothing demonstrates this more than the PCCCP meeting reported in the March 29, 2017 Chester Progressive newspaper. Since there is no Chief Administrative Officer (CAO) in place, there is no supervision to mediate interdepartmental disputes.

The Grand Jury also found that the Probation and Behavioral Health departments have not signed a Drug Court Program Memorandum of Understanding (MOU) that the other PCCCP members have signed which has resulted in the termination of this long-time program.

The March 29, 2017 Chester Progressive reported that Lori Simpson, Chairperson of the Plumas County Board of Supervisors said that she didn't understand how things could proceed. What she saw happening was members of the assembled group attacking various departments. And it's been "going on for years and years and years," she said "If we're going to get something done, who's going to do it,"

Poorly written and incomplete reports submitted to the court cause numerous problems for the prosecutor, the public defender, and the courts. The Grand Jury found that the current Probation Department is under staffed, not fully trained in critical areas of responsibility and lacks practiced internal management.

Normally oversight of the Chief Probation Officer would be the responsibility of a CAO. The decision of the Board of Supervisors to not hire a CAO has placed the responsibility of hiring and oversight of the Chief Probation Officer onto the Board of Supervisors. The Grand Jury has found that with the noted deficiencies in the Probation Department, there has not been a documented review of the Chief



PLUMAS COUNTY GRAND JURY

2016-2017 Final Report - **PROBATION DEPARTMENT- HOW IS IT FUNCTIONING?**

Probation Officer during the eight months that the Chief Probation Officer has served. It was also found that the County has no written policy for probationary period reviews of newly hired department heads.

Findings

F1 The Grand Jury finds that the Board of Supervisors, in assuming the oversight role of a County Administrative Officer, is ultimately responsible for the Probation Department's success or failure.

F2 The Grand Jury finds that Plumas County currently does not have a formal review policy for newly hired Department Heads.

F3 The Grand Jury finds that court reports that have significant deficiencies will negatively impact the judicial system.

F4 The Grand Jury finds that the Drug Court is a critical part of the Plumas County Judicial system.

F5 The Grand Jury finds that having a BOS member on the PCCCP would provide help to resolve differences.

F6 The Grand Jury finds that the current status of the Daily Reporting Center and Alternative Sentencing Program within the District Attorney's office is working.

F7 The Grand Jury finds that there have been five Probation Chiefs over a six-year period which has contributed to the disruption of the Judicial system.

RECOMMENDATIONS

R1 The Grand Jury recommends, in the absence of a County Administrative Officer, the Board of Supervisors take a more active role in the training and support of the Chief Probation Officer.

R2 The Grand Jury recommends the Board of Supervisors establish a formal performance review policy for newly hired department heads.

R3 The Grand Jury recommends the Board of Supervisors see that the Probation Department staff receives report writing training to the satisfaction of the court.

R4 The Grand Jury recommends that the members of the PCCCP reconcile their differences and rewrite a new Memorandum of Understanding (MOU) for the Drug Court.



PLUMAS COUNTY GRAND JURY

2016-2017 Final Report - **PROBATION DEPARTMENT- HOW IS IT FUNCTIONING?**

R5 The Grand Jury recommends the Board of Supervisors select a Board member to be the seventh member of the PCCCP.

R6 The Grand Jury recommends that the Board of Supervisors keep the Daily Reporting Center and Alternative Sentencing Program within the District Attorney's office for the next fiscal year.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:
The Plumas County Board of Supervisors should respond to Findings F1 thru F7 and Recommendations R1 and R6.

INVITED RESPONSES

The presiding Judge, District Attorney and Sheriff may respond to the entire report.

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act



PLUMAS COUNTY GRAND JURY
2016-2017 Final Report - **WHAT ARE THEIR JOBS**
and
WHO DO THEY REPORT TO?

SUMMARY

The citizens of Plumas County are not being given accurate job descriptions or assigned responsibilities of elected and appointed officials. This lack of accurate information creates confusion and frustration for the public, county employees and anyone seeking knowledge of the structure of Plumas County Government.

BACKGROUND

The 2016-17 Grand Jury reviewed the recommendations published in the 2015-16 Grand Jury Report and questioned the refusal of the Board of Supervisors to supply any job descriptions for elected officials. Since the County Administrative Officer position was vacated in 2012 the Board has been inconsistent when reassigning responsibilities to appointed department heads and especially elected officials.

METHODOLOGY

The Grand Jury reviewed a cross section of County job descriptions that are posted on the County web site under Human Resources. The Jury also reviewed the County Employee Handbook found on the website. Since no County Organizational Chart existed on the site one was obtained from Human Resources. Interviews were held with county officials and information was gathered from the California Attorney General's office. The Jury reviewed the web sites of seven other California Counties of similar size to Plumas County. The Jury interviewed several Board members.

DISCUSSION

In reviewing the Job descriptions on the Plumas County website under Human Resources, the Jury found many job descriptions had not been revised in up to twenty years. (Attachment A) Most included the County Administrative Officer (CAO) in the chain of command even though the position has been vacant for five years. Responsibilities that have changed in the last five years are not reflected in the job descriptions and there are no job descriptions for any elected officials. The Board, in its response to the 2015-16 Grand Jury, refused to detail job descriptions and responsibilities of elected officials stating "*The duties of elected officials are established by statute, however, and are not subject to Board-approved job descriptions.*" The Board of Supervisors has made major changes to three elected official's responsibilities since 2012. If the Board has the authority to change the responsibilities of elected and appointed officials of the county, which they do as verified by the California Attorney General's Office (Attachment B), then they have the authority and responsibility to inform the public, County employees and county department heads by publishing accurate job descriptions.

The California Legislature, when addressing the unification of Sacramento County in a government code, stated "*It is further found and declared that local government must be responsive and its elected officials readily accountable to the needs of the people; it must be visible and representative in order to permit greater participation in governmental affairs by the public; and elected and appointed officials should have more clearly defined areas of responsibility and authority, so that the people may have more success in seeking action and redress from their government.*" Given today's emphasis on government



PLUMAS COUNTY GRAND JURY
2016-2017 Final Report - **WHAT ARE THEIR JOBS**
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transparency and clarity, it is reasonable to assume this statement should apply to all government entities.

After reviewing the websites of seven other California counties of similar size the Grand Jury found all have detailed descriptions of the duties of all elected officials and many included goals of each department for the upcoming year and accomplishments of the past year.

The Plumas County Organizational Chart (Attachment C) of the department heads has not been updated in over five years. It is also not published on the website for the public and employees to reference. The list of Plumas County Officials found in the Employee Handbook under the Human Resources section of the County web site has not been updated in over five years (Attachment D). The 2016-17 Plumas County Budget published in October of 2016 lists County officials (Attachment E). That list incorrectly named the Human Resources Director. There have been three changes in that position since that Director retired ten months earlier.

FINDINGS

- F1. The Grand Jury finds there is no up to date or accurate County Organizational Chart of department heads.
- F2. The Grand Jury finds the Board of Supervisor's refusal to supply accurate up to date job descriptions of all elected officials is a decision not based in law, statute or county ordinance.
- F3. The Grand Jury finds the current job description information available to the public is misleading and inaccurate.
- F4. The Grand Jury finds the current lack of accurate job descriptions hinders the public from having success in seeking action and redress from Plumas County government.

RECOMMENDATIONS

- R1. The Grand Jury recommends the Board of Supervisors direct the Human Resources Director to establish and maintain an accurate County Organizational Chart and post it on the County website.
- R2. The Grand Jury recommends the Board of Supervisors create, maintain and publish accurate job descriptions and responsibilities for all Plumas County officials, including all elected and appointed positions.



PLUMAS COUNTY GRAND JURY
2016-2017 Final Report - **WHAT ARE THEIR JOBS**
and
WHO DO THEY REPORT TO?

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:

The Plumas County Board of Supervisors should respond to Findings F1 thru F4 and Recommendations R1 and R2.

INVITED RESPONSES

The presiding Judge may respond to the entire report.

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

ATTACHMENT- A

Plumas County Job Descriptions

As of 5/31/17

<u>POSITION</u>	<u>LAST REVISED</u>	<u>REPORTS TO</u>
AG Commissioner	November 1996	CAO
Director of Building Services	November 2007	CAO
Dir. of Child Support Services	March 2001	CAO
Clerk of the Board	No Description	
County Counsel	November 1995	Board
Director of Facility Services	November 2007	CAO
County Fair Manager	November 1995	CAO & Fair Board
Human Resources Director	July 1999	CAO
County Librarian	November 1995	CAO
Mental Health Director	March 2001	CAO
Behavioral Health	May 2015	CAO
Museum	November 1995	CAO
Emergency Services Director	November 1995	CAO
Planning Director	June 2000	CAO
Chief Probation Officer	April 2014	CAO
*Public Health Director	January 2005	CAO
*Director of Public Health	January 2013	Board
Dir. of Public Works	January 2006	CAO
Social Services Pub. Guardian	November 1995	CAO
Animal Services Supervisor	August 1999	CAO

**duplicate jobs*

XAVIER BECERRA
Attorney General

State of California
DEPARTMENT OF JUSTICE



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April 10, 2017

ATTORNEY-CLIENT PRIVILEGED COMMUNICATION

Attachment B

Via email only

Plumas County Grand Jury
Committee Chair
[REDACTED]

RE: Plumas County Grand Jury Request for Advice

Dear [REDACTED]

I want to expand a bit on what I told you by phone Thursday.

You have asked for advice on the authority of the Board of Supervisors to change and redefine the jobs of other elected officials, specifically the County Auditor, the Sheriff, and the District Attorney.

The California Constitution requires the Legislature to provide for county powers, and further requires that the offices of Sheriff, District Attorney, Assessor, and Board of Supervisors be filled by election. (Art. XI, sec. 1(b).) The Constitution says little about the duties of these elected officers, rather their duties are defined by statute. (See *Beck v. County of Santa Clara* (1988) 204 Cal.App.3d 789, 796 [regarding the position of sheriff “the constitutional provisions do not describe, much less cast in bronze, the duties of the office.”])

The Legislature, acting pursuant to its constitutional authority, has given boards of supervisors broad power organize the delivery of county services, “except those duties and responsibilities of other elected county officials mandated by the California Constitution or by statute.” (Gov’t Code § 24308.) Thus I think a good summary of California law on the division of duties within a county is this: A board of supervisors has much discretion in assigning duties except as to duties assigned by the Constitution or by statute to other officials.

The Government Code offers a brief description of the duties of the three elected county officials about whom you ask. (See Gov’t Code §§ 26500-26509 [District Attorney], §§ 26600-26778 [Sheriff], §§ 27421-27423 [Assessor].) None of these statutes appear to prohibit the

April 10, 2017
Page 2

transfers of duties you ask about. Thus I believe that it was within the Board's authority to make the transfers.

You also ask whether an elected official's responsibilities can be changed during his or her term of office. As a general rule, responsibilities can be changed during an elected official's term of office. (*Anderson v. Superior Court* (1995) 11 Cal.4th 1152, 1160 ["There is no authority for the broad proposition that duties assigned at election to any given office are unalterably vested in that elected official until the expiration of his or her term."]) Again, in the absence of a constitutional provision or statute to the contrary, this is an area where Board of Supervisors appears to have much discretion.

Do not hesitate to call if you have questions.

Sincerely,

George Waters

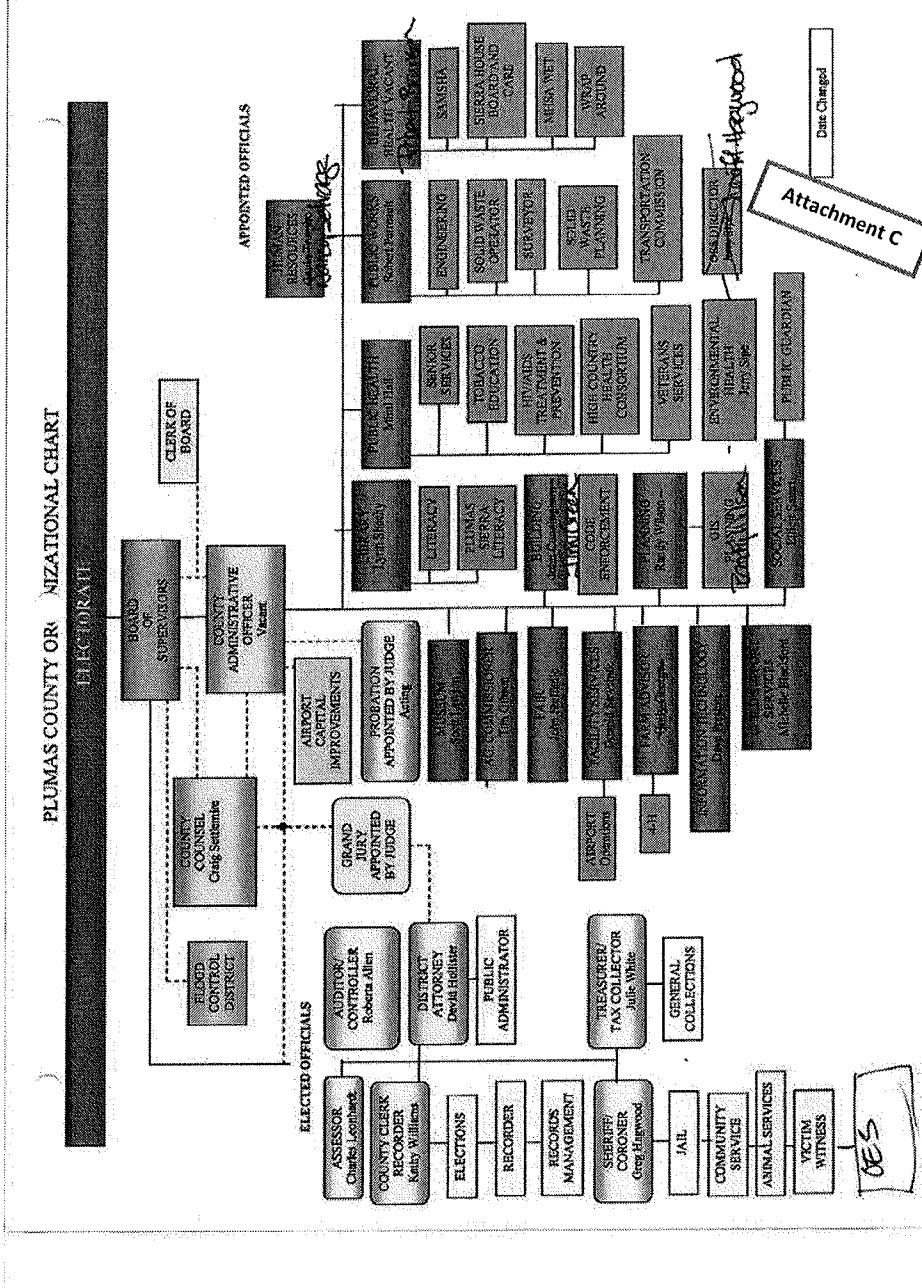
GEORGE WATERS
Deputy Attorney General

For XAVIER BECERRA
Attorney General

GW:

SA2017106435
12646887.doc

PLUMAS COUNTY ORGANIZATIONAL CHART



Attachment D

**PLUMAS COUNTY ELECTED OFFICIALS
AND DEPARTMENT HEADS**

Administrative Officer , Jack Ingstad	283-6315
520 Main St. Room 309, Quincy	
Agricultural Commissioner , Karl Bishop	283-6273
208 Fairgrounds Rd., Quincy	
Alcohol & Drug , John Banks	283-6316
711 E. Main Street, Quincy	
Assessor , Chuck Leonhardt	283-6380
555 Main St., Quincy	
Auditor-Controller ,	283-6246
520 Main St. Room 205, Quincy	
Board of Supervisors , Nancy Da Forno,	283-6170
520 Main St. Room 309, Quincy	
County Clerk/Recorder , Kathy Williams	283-6218
520 Main St. Room 102, Quincy	
County Counsel , Barbara Thompson	283-6240
520 Main St. Room 302, Quincy	
District Attorney , Jeff Cunan	283-6303
520 Main St. Room 404, Quincy	
Facility Services , Sid Roberts	283-6299
198 Plumas Ave., Quincy	
Fair Manager , David Cline	283-6272
204 Fairgrounds Rd., Quincy	
Health Department , Henry Foley, M.D.	283-6337
1446 E. Main St., Quincy	

COUNTY OF PLUMAS
County Officials

Attachment E

ELECTED OFFICIALS

Supervisor, District 1	Terry Swofford
Supervisor, District 2	Kevin Goss
Supervisor, District 3	Sherrie Thrall
Supervisor, District 4	Lori Simpson
Supervisor, District 5	Jeff Engel
Assessor	Charles Leonhardt
Auditor/Controller	Roberta Allen
Clerk/Recorder	Kathleen Williams
District Attorney and Public Administrator	David Hollister
Sheriff/Coroner	Greg Hagwood
Treasurer/Tax Collector/Collections	Julie White

DEPARTMENT DIRECTORS/ADMINISTRATORS

Administrative Officer, General Services	Vacant
Agricultural Commissioner/Sealer of Weights & Measure/Animal Control	Tim Gibson
Building	Jim Green
Child Support Services	Michelle Blackford
Clerk of the Board of Supervisors	Nancy Daforno
County Counsel	Craig Settlemire
Environmental Health Director	Jerry Sipe
Facility Services	Donald Sawchuck
Fair	John Steffanic
Farm Advisor	Holly George
Human Resources	Gayla Trumbo
Information Technology	Dave Preston
Librarian (Acting)	Lynn Sheehy
Mental Health (Interim)	Peter Livingston
Museum	Scott Lawson
Office of Emergency Services	Jerry Sipe
Planning	Randall Wilson
Probation	Erin Metcalf
Public Health/Veteran's Service	Mimi Hall
Public Works	Robert Perreault
Social Services and Public Guardian	Elliott Smart



PLUMAS COUNTY GRAND JURY
2016-2017 Final Report – **BOARD OF SUPERVISORS NEEDS TO
TAKE GRAND JURY SERIOUSLY**

SUMMARY

The 2016-17 Grand Jury gave the Board of Supervisors two opportunities to correct violations in their responses to the 2015-16 Grand Jury report. Both times they failed to follow the California Penal Code.

BACKGROUND

June 30 2016, the 2015-16 Grand Jury submitted its report to the Superior Court, the Board of Supervisors, the Sheriff and applicable department heads. A copy of California Penal Code 933 and 933.05 was attached, as required, and referenced in the report. The Board responded in 90 days as required by law. The 2016-17 Grand Jury reviewed the responses for Compliance, Responsiveness and Implementation. This review process is not required by law but it is strongly recommended by the California Grand Jury Association. The Grand Jury's monitoring of responses can be divided into these three levels:

Compliance is a simple determination that the response met the legal requirements of PC 933 and PC933.05 with respect to the timeliness of the response and the mandated format and content.

Responsiveness is a determination that the response reflected that the entity understood the issues in the report and responded accordingly. The response must be clear and not evasive.

Implementation is a determination as to whether the official or entity did as it stated it would do in its response.

When the response fails any of these tests the Jury may request that the Court insist on a legal response or the Jury may conduct a new investigation and publish a follow-up report that will focus additional attention on the topic and the public agency that failed to meet the timeline or comply with the legally mandated response format and content.

METHODOLOGY

The Grand Jury reviewed:

- The Board of Supervisor's initial response to the 2015-16 Grand Jury Report.
- The Board of Supervisor's supplemental response to the 2015-16 Grand Jury Report
- The April 4th letter to the Court from the Board of Supervisor's
- Minutes of the Board of Supervisor meetings
- California Penal Code 933 and 933.05

The Grand Jury met with:

- The County Counsel



PLUMAS COUNTY GRAND JURY

2016-2017 Final Report – **BOARD OF SUPERVISORS NEEDS TO
TAKE GRAND JURY SERIOUSLY**

- The Superior Court
- Members of the Board of Supervisors
- The District Attorney

DISCUSSION

The Grand Jury felt that the violations of the penal code in the original response were excessive enough to seek the advice of the Court. The Jury was offered another solution by the Court which was to meet with a representative of the Board, explain our concerns and offer the Board a chance to restate their responses in the format mandated by the Penal Code. That meeting took place on November 9th 2016. All responses were reviewed for format and all violations noted. It was also pointed out that the Jury had concerns over the resistance of the Board to supply accurate job descriptions of both elected and appointed county officials and numerous examples were cited. (see Grand Jury Report – WHAT ARE THEIR JOBS..) At the conclusion of that meeting it was agreed the Board would rewrite and submit new responses to the Court by December 15, 2016.

On December 6, 2016 the Board met to discuss and rewrite their response. With the guidance of the County Counsel the Board restated their responses. The supplemental responses were submitted to the Court and the Grand Jury. Again the Jury reviewed the responses and found twelve responses that did not meet the Penal Code requirements.

The Code requires the entity to select one of four possible responses to satisfy PC 933.05(b)

For purposes of subdivision (b) of Section 933, as to each grand Jury recommendation, the responding person or entity shall report one of the following actions:

- (1) *The recommendation has been implemented, with a summary regarding the implemented action.*
- (2) *The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.*
- (3) *The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the Grand Jury report.*
- (4) *The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.*



PLUMAS COUNTY GRAND JURY

2016-2017 Final Report – **BOARD OF SUPERVISORS NEEDS TO
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In the original response to the Jury the phrase “*This recommendation has not yet been implemented, but will be implemented in the future*” was stated sixteen times. This response would have met 933.05 if a timeframe had been included but it wasn’t.

In the supplemental response to the Court the phrase “*It is expected the recommendation will be implemented by the end of the Fiscal Year 2016-17*” was stated twelve times. That response, by including the phrase “It is expected”, does not meet the standard of 933.05.

The Penal Code is clear and is referenced in every Grand Jury report. A copy of the Code is attached to every Grand Jury report every year. The Board of Supervisors quoted parts of the Code in some of their responses but ignored the Code in many other responses.

The County Counsel is the lawyer for the Board of Supervisors and was involved in writing the response to the Grand Jury Report. In a meeting with the County Counsel the Grand Jury was told that a conflict of interest existed and it was recommended the Grand Jury contact the Court or the District Attorney for advice. The District Attorney suggested the Grand Jury meet with two members of the Board to work out a resolution. That meeting took place on March 9th 2017 with the District Attorney, four members of the Grand Jury and two members of the Board of Supervisors present.

At that meeting the Grand Jury reviewed the supplemental responses and reiterated the concern for the vague timeframe and the fact that it did not meet the standard set forth in PC 933.05. The Jury felt it was in uncharted waters. To ask for another response or to have the Court step in would be an embarrassment to the Board, the Jury, the Court and confusing to the public. After discussing all the issues the Jury committee suggested, not demanded, the Board respond by letter to the Court with responses that adhered to the Penal Code. The Board members were again given a copy of Penal Code 933.05. As an example the Jury proffered a sample letter (attachment A) with the preface that it was only an example and in no way was the Jury telling them what to write. The immediate response was “*do I have to sign this*”. The Jury emphasized again it was only an example. That exchange was followed by an explanation from the District Attorney that it was only an example of how to possibly respond and follow the Penal Code.

It was again explained that they could rewrite, edit or do whatever with the letter; it was only an example that the Jury felt would possibly satisfy the Court. The District Attorney felt that the Board could decide on its next move and take action within two weeks.

The Board met on April 4, 2017 to approve and authorize the Chair to sign a letter to the Court. The Jury after receiving a copy of the letter (Attachment B) concluded that the letter did



PLUMAS COUNTY GRAND JURY

2016-2017 Final Report – **BOARD OF SUPERVISORS NEEDS TO
TAKE GRAND JURY SERIOUSLY**

nothing to correct the violations to the Penal Code nor did it in any way explain any actions taken or offer a legitimate time frame for completion that would in any way satisfy the Code. The letter misstated their own supplemental response by leaving out the exact words the Jury had objected to multiple times, *"It is expected"*. The twelve supplemental responses stated *"It is expected the Recommendation will be implemented by the end of the Fiscal Year 2016-2017"*. The letter to the Court did not correct the Supplemental Response. The responses are still standing as "it is expected" and is in direct conflict with the Penal Code.

The Board's letter and the discussion at the Board meeting of April 4, 2017 also stated that the Jury *"directed"* the Board have monthly town hall meetings in their districts which is a misrepresentation of the recommendation made at the meeting and in the sample letter. If the full Board had the opportunity to read the sample letter they would have seen in the third paragraph *"We are encouraging each Board member to hold monthly town hall meetings in their own district"* "not directing or insisting.

The conclusion of the Jury is the Board of Supervisor's responses repeatedly failed to meet the Compliance Standard by not following the mandated format and content detailed in Penal Code 933.05. The Board of Supervisor's responses failed to meet the Responsiveness standard by being evasive in the letter to the Court and by not stating their full supplemental response. The Board of Supervisor's responses failed to meet the Implementation standard in its letter to the Court by not stating any action it *"Expected"* to accomplish by the end of the fiscal year. The Board of Supervisors failed to meet the Implementation standard by delaying the implementation of recommendations for an indefinite period.

FINDINGS

F1. The Grand Jury finds that some of the members of the Board of Supervisors were not presented with all the facts prior to voting on their letter to the Court.

F2. The Grand Jury finds the Board of Supervisors do not have knowledge of the responsibilities of the Grand Jury or Penal Codes 933 and 933.05.

F3. The Grand Jury finds the Board of Supervisors did not legally respond to the recommendations listed in 2015/2016 Report.

RECOMMENDATIONS

R1. The Grand Jury recommends the sitting Board of Supervisors becomes knowledgeable in the responsibilities and duties of the Grand Jury.



PLUMAS COUNTY GRAND JURY

2016-2017 Final Report – **BOARD OF SUPERVISORS NEEDS TO
TAKE GRAND JURY SERIOUSLY**

R2. The Grand Jury recommends that prior to voting on any issue all documents, codes, and laws concerning that issue be presented to the full Board.

R3. The Grand Jury recommends that the Board of Supervisors legally respond to the recommendations in the 2015/2016 Report.

R4. The Grand Jury recommends that the Board of Supervisors follow Penal Code 933 and 933.05 prior to responding to all future Grand Jury recommendations.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand Jury requests responses as follows:

The Plumas County Board of Supervisors shall respond to Findings F1 thru F3 and Recommendations R1 and R4.

INVITED RESPONSES

The presiding Judge may respond to the entire report.

The District Attorney may respond to the entire report.

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

ATTACHMENT - A

Judge Hilde

As the newly elected Chair of the Plumas County Board of Supervisors I have urged the Board to take immediate action on the recommendations of the 2015-16 Grand Jury. The Board has agreed to the following action.

We have instructed Human Resources to update all county job descriptions and see that they are consistent in their format. Human Resources will also re-do the county Organizational Chart to reflect the current organizational structure of the county, post it on the web. They will be posted on the county web site and updated with each future change. Human Resources will also query all county codes and ordinances to locate all references to the CAO. We will work with the County Council to edit where possible and change if necessary so as to reflect the current assignment of those jobs or responsibilities. These actions are long overdue and this plan of action will clarify the chain of command and give the citizens of Plumas County a clearer picture of their county government.

The Board has created a committee of two Board members to create a more formal method of passing on Board activities and projects to new members and also work on a method for a past Chairperson to hand off information and projects in progress to the incoming Chair. The objective will be to make it as smooth as possible for the incoming executive to come up to speed. We are also encouraging each Board member to hold monthly town hall meetings in their own district. This will allow the Board member and the public the opportunity to interact and exchange ideas, information and needs.

And, after five years it is time to bring back the position of CAO. The Board will work with Human Resources, key department heads, and CSAC to create a job description that fits the needs of Plumas County government. This will be completed within 90 days. Our intent is to establish a true cost to bring in a new county executive and fund that position in the next county budget.

The Grand Jury also made a number of recommendations regarding safety issues at Animal Services. We do not want county employees or the public having contact with county inmates vetted or not. We have asked the Sheriff submit a plan to address those issues and we will work with the Sheriff on all budget requirements to make Animal Services a safe work environment.

BOARD OF SUPERVISORS

MICHAEL SANCHEZ, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5

April 4, 2017



Attachment B

Honorable Janet Hilde
Presiding Judge
Plumas County Superior Court

Dear Judge Hilde,

The Plumas County Board of Supervisors has responded to the 2015-2016 Plumas County Grand Jury Report by a letter to you dated September 29, 2016.

The 2016-2017 Plumas County Grand Jury members were not satisfied with our responses in regards to timeframes for further study and implementation. Following a conversation with a few members of the Grand Jury, the Chair of the Board, Sherrie Thrall placed the matter on the agenda of December 13, 2016 for discussion in an open forum. A few members of the 2015-2016 and the 2016-2017 grand juries attended this public session. The Board with myself as Vice Chair sitting in for Board Chair Sherrie Thrall went through each finding and recommendation where we indicated in our initial response either 1) a need for further study, or 2) that it will be implemented at a future date. If the recommendation has already been implemented, we amended our response to so indicate. In some situations we changed our response to indicate the recommendation will not be further studied or implemented. Where we still intend to implement a recommendation, we often changed our response to state the recommendation will be implemented by the "end of the current fiscal year." The "end of the current fiscal year" is the same as stating "by June 30, 2017." We submitted an amended and supplemental response to the 2015-2016 Plumas County Grand Jury Final Report in a letter to you dated December 13, 2016, after that open session with the Grand Jury whose members at that time voiced no objections to our open dialogue about our amended responses at that December meeting.

On March 9th, Past Chair Supervisor Thrall and past Vice Chair myself were summoned to meet with a small committee of current Grand Jury members to again address the BOS responses the 2015-2016 Grand Jury report. We were told that stating, "by the end of the current fiscal year" is not an appropriate response. At that time, we were also presented with specific examples of items that needed to be "fixed" like county organizational charts, job description updates for department heads, and specific information on our county webpage. At this meeting both Supervisor Thrall and myself agreed that these items would be corrected and some were already in process. We disagreed on some of the directives that were told we needed to do by the Grand Jury as we explained the roles of Chair and Vice Chair of the Board and the discretion of the individual board members to hold town hall meetings as they see fit.

APR 4 2017

Doris P. [Signature]

520 MAIN ST., ROOM 309 • QUINCY, CALIFORNIA 95971 • (530) 283-6170 • FAX (530) 283-6288

Upon further consideration, we believe the approach of the 2016-2017 Grand Jury in seeking corrections or further responses to the Board's response to the 2015-2016 Grand Jury Report is irregular, and not contemplated by Penal Code section 933.05. That section requires that responses be provided to the presiding judge of the superior court, not to the successor grand jury. It would appear to follow that if the response was missing or inadequate, that would be a matter for the presiding superior court judge to address, not the successor grand jury. Nor is it a matter to be addressed by the grand jury making the report, since once their report is issued that grand jury's service is at an end. We recognize, of course, that a future grand jury can conduct its own investigation of matters reported on by a prior grand jury and report on the progress (or lack of progress) on Board's intentions to implement the recommendations of a prior grand jury. To that end, we are available to the successor grand jury, including meeting as the full Board of Supervisors with the full panel of the current grand jury in closed session as provided in the Brown Act at Government Code section 54953.1.

The members of the Plumas County Board of Supervisors feel that we have fulfilled our responsibility in responding to the 2015-2016 Grand Jury Report and we are in the process of implementing recommendations.

Sincerely,



Lori Simpson, Chair
Plumas County Board of Supervisors



PLUMAS COUNTY GRAND JURY

2016-2017 Final Report - **PENINSULA FIRE DISTRICT**

SUMMARY

The Peninsula Fire District (PFD) receives a positive review from the Grand Jury. The Grand Jury selected the Hamilton Branch of the Peninsula Fire District for a safety review as part of the 2016-17 Grand Jury Report. The Grand Jury found that the Peninsula Fire District is effectively providing quality service to its customers and to the employees who make up the Fire District. One recommendation was made, regarding counseling programs for Post Traumatic Stress Disorder (PTSD).

BACKGROUND

The Grand Jury selected the PFD main station (Hamilton Branch Fire Station) for review since the PFD had not been reviewed in over seven years.

METHODOLOGY

The review was focused on training, safety, and general welfare of all personnel associated with the Fire District. The Grand Jury made three trips to do personnel interviews, inspect facilities and equipment. The Jury reviewed documents including safety meeting agendas, meeting attendance records and vehicle maintenance inspections.

The Grand Jury interviewed two full time firefighters, one volunteer fire fighter, an Assistant Captain, two of the District Captains as well as the Fire Chief. All the interviews were held at the Peninsula District Hamilton Branch Fire house. Visits were made to the Hamilton Branch Fire station to inspect equipment, vehicles, and the EMT vehicle.

The Grand Jury reviewed the following documents from the Peninsula Fire District:

- The Administrative Assistant Evaluation Form
- The Final Budgets for 2012-2013, 2013-2014, 2014-2015, and 2015-2016
- The Safety Training Records for 2014, 2015, 2016
- The Performance Appraisal Form for Firefighters / Engineers / Captains
- The form used to evaluate the Fire Chief
- Vehicle inspection documents
- The contract for personal use of PFD vehicle
- The Grand Jury also reviewed the Plumas County Fire Association web site and the PFD web site.

DISCUSSION

Safety, whether it is personal training, vehicle and building maintenance as well as morale, are all areas the Peninsula Fire District takes very seriously. During the three visits to the District the Grand Jury paid particular attention to process and procedures exercised by the district staff and focused on all areas that might affect the safety of the fire fighters. Vehicle maintenance procedures were reviewed along with an inspection of vehicle supplies (i.e. Respirators, rehydration supplies, and personal safety equipment). The PFD conducts equipment, vehicle and safety inspections which are fully documented daily, weekly and monthly.

The PFD has processes and procedures for replacing of safety equipment, filing and responding to personnel complaints, and dealing with employee Post Traumatic Stress Disorder (PTSD). The Grand Jury



PLUMAS COUNTY GRAND JURY
2016-2017 Final Report - **PENINSULA FIRE DISTRICT**

did find that the telephone number posted on the firehouse wall for fire fighters and first responders to deal with possible PTSD is not valid.

The PFD has a contract agreement in place with the current Chief that allows use of the district vehicle due to the need for his quick response time, since he is on call 24 hours a day and 7 days a week.

FINDINGS

- F1. The Grand Jury finds that the Peninsula Fire District is effectively providing quality management of its fire fighters, volunteers and employees who make up the Fire District.
- F2. The Grand Jury finds the PFD is safety conscious and has proper processes and procedures in place to insure the safety of its firefighters and staff.
- F3. The Grand Jury found the PFD vehicles are properly supplied with rehydration supplies and safety equipment.
- F4. The Grand Jury finds the PFD has a documented process for handling employee complaints.
- F5. The Grand Jury finds that the PFD posted phone number for PTSD referral is incorrect.

RECOMMENDATIONS

- R1. The Grand Jury recommends the PFD correct the posted PTSD referral phone number and notify staff of the correction.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:

PFD Fire Chief should respond to Findings F1 thru F5 and Recommendation R1.

Bibliography

[www.countyoffice.org/hamilton -ca.fire-departments/](http://www.countyoffice.org/hamilton-ca.fire-departments/)

<https://www.facebook.com/peninsulafire/> Hamilton Branch

[www.plumasfirechiefs.org/fire-departments.htm/](http://www.plumasfirechiefs.org/fire-departments.htm) Fire Chiefs



4c

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"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
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June 7, 2017

Dear Honorable Board of Supervisors,

I respectfully submit my notice of resignation from the position of Plumas County Director of Public Health. I have made this decision with great ambivalence, feeling both immense gratitude for the opportunity to have served Plumas County and excitement to further the reach of my public health work with a new opportunity.

Despite many challenges, I have worked diligently to build a solid infrastructure in the Public Health Agency that is strongly supported by a network of community partners. With this foundation in place, the future of the Department will need your continued leadership and support of a transition plan that will allow for an orderly transition and communicate confidence in the stability of the department and its current leadership team.

I am confident that I am leaving the Department in a stronger position than when I assumed my current role nearly a decade ago. I have made investments in infrastructure, training, recruitment, and long range fiscal planning to insure organizational excellence, which includes the most highly motivated and valuable co-workers. The Division Directors and every staff member will continue to move forward and respond to the challenges and tremendous opportunities facing the department.

Looking back on my 25- year career working in private industry, education, governmental and non-governmental non-profit entities of all sizes, it is clear that the staff of this Department is by far the very best. My time as Director has also been full of encouragement and support from colleagues both in and out of the county organization and community members, and I am proud of what we have accomplished, together, to serve Plumas County.

I wish to acknowledge the Board's support and commitment to Public Health. I have learned a great deal while serving at your pleasure, and offer my sincerest thanks for your support.

Sincerely,

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

Mimi Hall

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



4E

DATE: June 5, 2017

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF JUNE 13, 2017.

RE: CONSIDERATION OF ORDINANCE AMENDING ARTICLE 2 OF CHAPTER 5 OF TITLE 2 OF PLUMAS COUNTY CODE FOR SALARIES: ELECTED OFFICIALS

IT IS RECOMMENDED THAT THE BOARD:

Review the ten (10) county salary survey base rate for Elected Officials and draft Ordinance for consideration of the Elected Officials salary increases.

BACKGROUND AND DISCUSSIONS

Human Resources Director was asked to conduct a survey for the six (6) Elected Officials, comparing the base wages to the ten (10) counties used for our County's wage comparisons.

In the ten counties surveyed, there were differences in staffing patterns for various elected official positions. Some of the counties have combined elected positions into one position or into a separate department. For example, Glenn County has a "Department of Finance" and is staffed with an appointed department head, a "Director of Finance". The "Department of Finance" includes elected officials as non-elected officials. Such as the "Auditor" and "Treasurer" positions are mid management positions and not elected officials within the "Department of Finance".

Glenn County also combined their Assessor/ Clerk-Recorder / Elections into one elected position. No longer separate elected positions.

Both San Benito and Tuolumne Counties combined the Auditor and Clerk Recorder positions into one Elected Official position of a "County Clerk Auditor Recorder". This position was not included in the wage survey because they are not comparable to our Auditor and Clerk Recorder Elected Officials.

Two of our Elected Officials also receive a stipend which is added to their base wages. These two Officials who receive an annual stipend are Treasurer – Tax Collector (\$9,219.72) and the County Clerk-Recorder (\$7,621.13).

Also important to note, the wage increases scheduled for July 1, 2017 Amador County and August 13, 2017 for Lassen County's Elected Officials were included in the attached ten county wage survey.

The survey results and draft Ordinance are attached for review and discussion. Thank you for your consideration in this matter.

ORDINANCE NO. 2017-_____

**AN ORDINANCE AMENDING ARTICLE 2 OF CHAPTER 5
OF TITLE 2 OF PLUMAS COUNTY CODE
(SALARIES: ELECTED OFFICIALS)**

The Board of Supervisors of the County of Plumas, State of California, ORDAINS as follows:

SECTION 1. Section 2-5.201 of Article 2 of Chapter 5 of Title 2, of the Plumas County Code is amended to read as follows:

Section 2 -5.201 Assessor

The annual salary of the Assessor shall be One Hundred Six Thousand Five Hundred Ninety-one and 81/100 Dollars (\$106,591.81).

SECTION 2. Section 2-5.202 of Article 2 of Chapter 5 of Title 2, of the Plumas County Code is amended to read as follows:

Section 2-5.202 Auditor-Controller

The annual salary of the Auditor-Controller shall be One Hundred Three Thousand Nine Hundred Thirty-eight and 72/100 Dollars (\$103,938.72).

SECTION 3. Section 2-5.203 of Article 2 of Chapter 5 of Title 2, of the Plumas County Code is amended to read as follows:

Section 2-5.203 County Clerk-Recorder

The annual salary of the County Clerk-Recorder shall be Ninety-six Thousand Seven Hundred Sixty-nine and 14/100 Dollars (\$96,769.14). In addition, the County Clerk-Recorder shall be paid an annual stipend of Seven Thousand Six Hundred Twenty-one and 13/100 Dollars (\$7,621.13).

SECTION 4. Section 2-5.204 of Article 2 of Chapter 5 of Title 2, of the Plumas County Code is amended to read as follows:

Section 2-5.204 District Attorney-Public Administer

The annual salary of the District Attorney-Public Administer shall be One Hundred Thirty-two Thousand Five Hundred Twenty-six and 09/100 Dollars (\$132,526.09).

SECTION 5. Section 2-5.205 of Article 2 of Chapter 5 of Title 2, of the Plumas County Code is repealed in its entirety.

SECTION 6. Section 2-5.206 of Article 2 of Chapter 5 of Title 2, of the Plumas County Code is amended to read as follows:

Section 2-5.206 Sheriff -Coroner

The annual salary of the Sheriff-Coroner shall be One Hundred Twenty-seven Thousand Three Hundred Eighty-nine and 86/100 Dollars (\$127,389.86).

SECTION 7. Section 2-5.207 of Article 2 of Chapter 5 of Title 2, of the Plumas County Code is amended to read as follows:

Section 2-5.207 Treasurer-Tax Collector

The annual salary of the Treasurer-Tax Collector shall be One Hundred One Thousand Nine Hundred Seventy-six and 43/100 Dollars (\$101,976.43). In addition, the Treasurer-Tax Collector shall be paid an annual stipend of Nine Thousand Two Hundred Nineteen and 72/100 Dollars (\$9,219.72).

SECTION 8. Section 2-5.209 is added to Article 2 of Chapter 5 of Title 2, of the Plumas County Code following Section 2-5.208 to read as follows:

Section 2-5.209 Elected Official Annual Salary Adjustments

Beginning July 2018, the annual salary for each Elected Official set forth in this Article 2 shall be adjusted on the first day of the first pay period after July 1st of each year based on the percentage change in the California Consumer Price Index, all urban consumer series using the “April to April” comparison.

SECTION 9. Operative date: Effective date: Publication: Codification

This Ordinance shall become effective thirty (30) days after its date of final adoption. It shall be published in the *Feather River Bulletin*, a newspaper of general circulation in Plumas County, within 15 days of final adoption. Sections 1 through 8 of this Ordinance shall be codified; the remainder shall be un-codified.

Introduced at a regular meeting of the Board of Supervisors on the 11th day of July 2017 and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the _____ day of _____, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Lori Simpson, Chair of the Board of Supervisors

ATTEST:

Nancy L. DaForno, Clerk of the Board

Elected Officials Annual Base Pay
Ten County Wage Survey

Elected Officials Annual Base Rate of Pay

		Assessor		Auditor		Clerk Recorder		District Attorney		Sheriff - Coroner		Treasurer Tax Collector	
Amador <i>as of 07/01/2017</i>	\$ 105,168.00	\$ 110,496.00	\$ 98,256.00	\$ 133,752.00	\$ 128,124.00	\$ 102,828.00							
Calaveras	\$ 107,556.80	\$ 107,556.80	\$ 107,556.80	\$ 154,107.20	\$ 140,691.20	\$ 107,556.80							
Colusa	\$ 116,760.00	\$ 122,688.00	\$ 108,408.00	\$ 156,416.00	\$ 140,772.00	\$ 95,472.00							
Del Norte	\$ 81,645.20	\$ 80,905.24	\$ 80,215.20	\$ 104,977.60	\$ 90,764.18	\$ 79,372.28							
Glenn	**			\$ 93,329.60	\$ 91,457.60	**							
Inyo	\$ 107,208.00	\$ 107,208.00	\$ 97,464.00	\$ 141,502.40	\$ 133,584.00	\$ 97,464.00							
Lassen <i>as of 8/13/2017</i>	\$ 83,664.00	\$ 83,664.00	\$ 83,664.00	\$ 101,193.66	\$ 79,800.00	\$ 83,664.00							
San Benito	\$ 118,838.10			\$ 153,608.00	\$ 196,580.80	\$ 118,289.60							
Tehama	\$ 112,251.00	\$ 115,053.00	\$ 101,820.00	\$ 141,939.20	\$ 132,640.00	\$ 106,906.00							
Tuolumne	\$ 126,235.20			\$ 144,435.20	\$ 139,484.80	\$ 126,235.20							
Total	\$ 959,326.30	\$ 727,571.04	\$ 677,384.00	\$ 1,325,260.86	\$ 1,273,898.58	\$ 917,787.88							
Average	\$ 106,591.81	\$ 103,938.72	\$ 96,769.14	\$ 132,526.09	\$ 127,389.86	\$ 101,976.43							
Plumas Current Base Rate	\$ 74,784.00	\$ 77,208.00	\$ 74,784.00	\$ 95,724.00	\$ 95,208.00	\$ 74,784.00							
Base rate with stipend				\$ 83,812.92		\$ 84,003.72							

Amador County wages are effective 07/01/2017
Lassen County Wages are effective 08/13/2017

Prepared: May 2011
Human Resources

Comments regarding ten county survey results for Elected Officials

1. **Glenn County** combines **Assessor / Clerk-Recorder / Elections** positions into one. Therefore, not comparable to Plumas's Elected Official position and wages were excluded from the overall calculation. Glenn County pays \$82,368.00 annually, for their combined position.
2. **Glenn County's Treasurer and Auditor** are not elected positions. Instead, Glenn County has a "**Department of Finance**", which includes: Director of Finance (\$87,900.80); Assistant Director of Finance (\$74,526.40); Assistant Director of Finance (Auditor \$70,000); and Assistant Director of Finance (Treasurer \$70,200).
3. *** **San Benito & Tuolumne** Counties combine **Auditor and Clerk Recorder** into one position: "County Clerk Auditor Recorder". These were not included in average since these positions are combined into one and not comparable to Plumas County's Elected Official positions.
 - **San Benito** base rate of pay \$136,635.20 annually
 - **Tuolumne** base rate of pay \$147,347.20 annually
4. Plumas County Base salary plus Stipend:
 - **Clerk Recorder**: base rate increase with stipend = \$83,812.92
 - **Treasurer/Tax Collector**: base rate increase with stipend = \$84,003.72



OFFICE OF THE

COUNTY COUNSEL
COUNTY OF PLUMAS

R. CRAIG SETTLEMIRE
COUNTY COUNSEL

4F

Courthouse - 520 Main St., Room 301
Quincy, California 95971-9115

Phone: (530) 283-6240
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June 28, 2017

RE: Second Amendment to Legal Services Agreement with Michael Jackson, Attorney at Law (for Board meeting July 11, 2017)

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas

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

A handwritten signature of R. Craig Settlemire in black ink.

SUBJECT: Second Amendment to Legal Services Agreement with Michael Jackson, Attorney at Law (for Board meeting July 11, 2017)

Background:

As the members of the Board of Supervisors are aware, local attorney Michael Jackson has been representing the County of Plumas as a special legal counsel in the natural resource and water matter of *County of Butte, et al. [including County of Plumas and the Plumas County Flood Control and Water Conservation District], Petitioners, v. California Department of Water Resources, Respondent, and State Water Contractors, Real Parties in Interest*. Yolo Superior Court Nos. 144283 and 144282 (Lake Oroville relicensing).

The Lake Oroville relicensing matter has been pending in the California Court of Appeal, Third Appellate District, in Sacramento, for the past couple of years, and may be scheduled for oral argument within the next 12 months.

Recommended Action:

At this time, it is respectfully recommended that the Board of Supervisors approve the proposed "Second Amendment to Legal Services Agreement" submitted herewith.

SECOND AMENDMENT TO LEGAL SERVICES AGREEMENT
BY AND BETWEEN
PLUMAS COUNTY AND MICHAEL JACKSON

This Second Amendment to Legal Services Agreement ("Amendment") is made on July _____, 2017, between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and MICHAEL JACKSON, California State Bar Number 053808 ("Attorney") who agree as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
 - a. MICHAEL JACKSON has provided legal services to PLUMAS COUNTY related to (1) relicensing of FERC Project 2100 (DWR-Oroville Facilities); and (2) other services as requested by Plumas County, pursuant to written legal services agreements that have been renewed from time-to-time, the most recent of which is dated June 7, 2016 (the "Agreement") and is effective April 1, 2016.
 - b. Because the FERC Project 2100 matter is still pending in the Court of Appeal, the parties desire to extend the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
 - a. Paragraph 3 is amended to read as follows:

Term of Agreement. This Agreement shall be effective as of April 1, 2016, and shall continue through June 30, 2018, unless terminated pursuant to the provisions of this Agreement. The COUNTY's Board of Supervisors hereby approves, ratifies and directs payment for services rendered by MICHAEL JACKSON to COUNTY during the period from April 1, 2016, to the date of approval of this Amendment.
3. **Effectiveness of Agreement:** Except as set forth in this Second Amendment of Agreement, all provisions of the Agreement dated June 7, 2016 (as amended by the First Amendment to Legal Services Agreement dated August 9, 2016), shall remain unchanged and in full force and effect.

[Signatures follow on page 2.]

County:

Lori Simpson, Chair, Board of Supervisors
Date: _____

Attorney:

Michael B. Jackson
Michael B. Jackson
Date: 6/29/17

Approved as to form:

R. Craig Settlemire
R. Craig Settlemire, County Counsel

Date: 6/28/17

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