

## **BOARD OF SUPERVISORS**

Michael Sanchez, 1<sup>st</sup> District

Kevin Goss, 2<sup>nd</sup> District

Sharon Thrall, 3<sup>rd</sup> District

Lori Simpson, Chair 4<sup>th</sup> District

Jeff Engel, Vice Chair 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF JULY 18, 2017 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

**www.countyofplumas.com**

### **AGENDA**

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

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

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

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

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



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

## STANDING ORDERS

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

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

## **ACTION AGENDA**

### **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) BEHAVIORAL HEALTH**

Approve and authorize the Behavioral Health Director to sign Memorandum of Understanding among the California Small County Collaborative (San Benito, Mariposa and Plumas) for the Whole Person Care Pilot Project; approved as to form by County Counsel

#### **B) SHERIFF**

Authorize the Auditor/Controller to pay invoices (Invoice No. 170707-02 \$18,447; and Invoice No. 170707-01 \$18,125.25) from Fritz and Company for replacement of emergency generators damaged in the winter storms; and authorize payment of all future costs associated with installation of the generators

#### **C) AUDITOR/CONTROLLER**

Adopt **RESOLUTION** establishing Fiscal Year 2017-2018 Appropriation Limits under Article XIII B of the California Constitution, and establishing Period for Contesting such Limits for Plumas County and Board of Supervisors Governed Special Districts

#### **D) PUBLIC HEALTH AGENCY**

Authorize Public Health to recruit and fill vacant, funded and allocated 1.0 FTE Health Education Coordinator II position, created by promotion within the department

2. **AT&T** – Alice Perez  
Report and update on AT&T services in Plumas County
3. **DEPARTMENTAL MATTERS**
  - A) **SHERIFF** – Greg Hagwood
    - 1) Presentation by Sheriff Hagwood and Carter Goble and Associates, LLC regarding the conditional award of \$25,000,000 from the State Board of Community Corrections for construction of a new correctional facility in Plumas County
    - 2) Consider request to waive the “Request for Qualifications” process in the County Purchasing Policy 6-4; and approve and authorize the Chair to sign contract between County of Plumas and Carter Goble and Associates, LLC for architectural and construction management services in connection with the new correctional facility, not to exceed \$2,406,000; discussion and possible action
  - B) **PUBLIC HEALTH AGENCY** – Mimi Hall  
Adopt **RESOLUTION** to Amend the FY 2017-2018 County Personnel Allocation adding a 1.0 FTE Health Education Coordinator I/II; or Health Education Specialist; or Community Outreach Coordinator; and authorize Public Health to recruit and fill the position. **Roll call vote**
  - C) **HUMAN RESOURCES** – Nancy Selvage  
Continued from July 11, 2017, Adopt **RESOLUTION** to amend the Plumas County Job Classifications Plan and Wage Ranges for the Social Services Department (70590). **Roll call vote**
  - D) 11:15 A.M. – **PLANNING** – Randy Wilson  
**CONTINUED PUBLIC HEARING** from June 13, 2017: Approve proposed Ordinance amending Plumas County Code Sections which implement the State Responsibility Area Fire Safe Regulations (Title 8 Building Regulations and Title 9 Planning and Zoning). **Roll call vote**
  4. **BOARD OF SUPERVISORS**
    - A. Presentation of “***Certificate of Appreciation and Recognition***” of Mimi Hall, Director of Public Health for her years of service to the citizens of Plumas County
    - B. Ratify letter dated July 10, 2017 to Mike McGuire, Chair of the Senate Governance and Finance Committee regarding opposition to AB 1250 (Jones-Sawyer): Contracts for personal services; discussion and possible action
    - C. Discussion and possible action regarding Alternative Sentencing Program and Day Reporting Center
    - D. Correspondence
    - E. 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. BOARD OF SUPERVISORS**

- A. Report and update by Susan Scarlett, Budget Consultant on the FY 2017-2018 Budget preparation/process; discussion, possible action and/or direction
- B. Continued from July 11, 2017, 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**

**6. CLOSED SESSION**

**ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

- A. Personnel: Public employee performance evaluation – Planning Director (Board only)
- B. Personnel: Public employee performance evaluation – Director of Human Resources (Board only)
- C. Personnel: Public employee performance evaluation – Director of Social Services
- D. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (c) of Government Code §54956.9 (two cases)
- E. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 - Amy Granat, et al., Plaintiffs, v. United States Department of Agriculture, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:15-cv-00605 MCE-DAD (Plumas National Forest Travel Management Plan)
- F. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

**ADJOURNMENT**

Adjourn meeting to Tuesday, August 1, 2017, Board of Supervisors Room 308, Courthouse, Quincy, California.

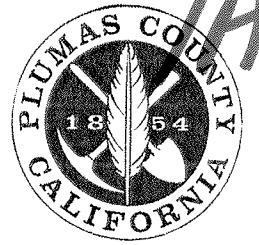
**PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES**

270 County Hospital Road, #109 Quincy, CA 95971

PH (530) 283-6307 FAX (530) 283-6045

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W. Robert Brunson, LMFT, Director



**Date:** July 7, 2017

**To:** The Honorable Board of Supervisors

**From:** W. Robert Brunson, Director

**SUBJECT:** Agenda Item for July 18, 2017, Board Meeting

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**RE:** Approve Memorandum of Understanding for the California Small County Collaborative to implement the Whole Person Care Pilot project, Awarded by the California Department of Health Care Services

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**Recommendation:** It is requested that the Board of Supervisors approve the MOU among the California Small County Collaborative (CSCC) made up of the counties of San Benito, Mariposa and Plumas. The CSCC submitted a successful application for the Whole Person Care Pilot and was awarded \$10,362,276 to implement the project.

**Background and Discussion:** The Whole Person Care Pilot (WPC) agreement has now been fully executed by the California Department of Health Care Services (DHCS). San Benito County, acting as Lead Entity on behalf of the CSCC, entered into contract with DHCS to accept the award to implement the project effective July 1, 2017 through December 30, 2020. Plumas County will receive \$3.1 million over the project period.

The purpose of the MOU is to establish the terms and conditions under which the CSCC will meet and function in consideration of collectively sharing the cost of, increasing the number of beneficiaries for, and decision-making regarding the WPC pilot, an award for which each county could not compete without cooperation. The CSCC is the first and only small county collaborative that was approved by DHCS in two rounds of funding in July 2016 and March 2017.

Key elements of the MOU include:

1. Counties will participate in CSCC meetings, project director/designee will have authority to make decisions as WPC county leads, assist in evaluation of case management software tool, will be signatory for contracting with Third Party Administrator, will share ongoing information.
2. The MOU outlines the proportionate share of cost each county (30% for Plumas and Mariposa and 40% for San Benito) based on target population and MediCal eligible beneficiaries.
3. If needed, San Benito County will act as the Lead Entity for CSCC including fiscal signatory on DHCS agreement, intermediary for Inter-Governmental Transfers (IGT) between CSCC and DHCS and redeploying IGT funds back to Plumas and Mariposa counties.

County Counsel reviewed and approved the MOU with San Benito County which is available on file.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN SAN BENITO COUNTY HEALTH AND HUMAN  
SERVICES AGENCY, PLUMAS COUNTY BEHAVIORAL  
HEALTH SERVICES DEPARTMENT AND MARIPOSA COUNTY  
HUMAN SERVICES DEPARTMENT**

**1. Parties.** This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between San Benito County Health and Human Services Agency, whose address is 1111 San Felipe Road Hollister, CA 95023, and Plumas County Behavioral Health Department, whose address is 270 County Hospital Road, Suite 109, Quincy, CA 95971, and Mariposa County Human Services Department, whose address is 5362 Lemee Lane, Mariposa, CA 95338.

**2. Purpose.** The purpose of this MOU is to establish the terms and conditions under which the California Small Counties Collaborative (CSCC) will meet and function in consideration of collectively sharing the cost of, increasing the number of beneficiaries for and decision-making regarding the Whole Person Care Pilot (WPCP) grant project, a grant for which the Parties could not compete without cooperation.

**3. Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties' respective counties or municipalities and shall remain in full force and effect from July 1, 2017 to June 30, 2021, to coincide with term of the WPCP and wrap up period. This MOU may be extended by agreement of all parties interested. This agreement may be terminated, without cause, by either party upon three months written notice, which notice shall be delivered in writing by email or physically to the addresses listed above.

**4. Responsibilities of the Parties.**

**A. San Benito County Health and Human Services Agency (SBCH):**

- i. Participate in CSCC meetings. The Director or designee will attend all CSCC meetings. Designee shall have authority to make decisions for the Agency regarding CSCC needs.
- ii. Will be responsible for contributing 40% of the cost of software, services, etc. related to the WPCP project. This

percentage is based on the WPCP budget, target populations and overall Medi-Cal eligible populations.

- iii. If needed, act as a the fiscal and project sponsor for the CSCC. SBCH will absorb the cost of receiving intergovernmental transfers (IGT) on behalf of the CSCC and redeploying that funding to the CSCC parties named in this MOU based on the approved WPCP project application. Funding deployment shall be timely (no greater than 30 days post IGT receipt) and accurate.
- iv. Will be a legally bound signatory for contracting with the third-party contractor (CMSP) and perform oversite based on this relationship.
- v. Assist in ongoing evaluation of the case management software tool.
- vi. Share ongoing information on successes and challenges of the WPCP implementation in their county.

**B. Plumas County Behavioral Health Services Department:**

- i. Participate in CSCC meetings. The Director or designee will attend all CSCC meetings. Designee shall have authority to make decisions for the Agency regarding CSCC needs.
- ii. Will be responsible for contributing 30% of the cost of software, services, etc. related to the WPCP project. This percentage is based on the WPCP budget, target populations and overall Medi-Cal eligible populations.
- iii. Will be a legally bound signatory for contracting with the third-party contractor (CMSP) and perform oversite based on this relationship.
- iv. Assist in ongoing evaluation of the case management software tool.
- v. Share ongoing information on successes and challenges of the WPCP implementation in their county.

**C. Mariposa County Human Services Department:**

- i. Participate in CSCC meetings. The Director or designee will attend all CSCC meetings. Designee shall have authority to make decisions for the Agency regarding CSCC needs.
- ii. Will be responsible for contributing 30% of the cost of software, services, etc. related to the WPCP project. This

percentage is based on the WPCP budget, target populations and overall Medi-Cal eligible populations.

- iii. Will be a legally bound signatory for contracting with the third-party contractor (CMSP) and perform oversite based on this relationship.
- iv. Assist in ongoing evaluation of the case management software tool.
- v. Share ongoing information on successes and challenges of the WPCP implementation in their county.
- vi. Will be legally bound signatory for contracting with the software vendor for patient data and perform oversight based on this relationship. Other participating counties will pay their percentage share of the contract cost per 4(A)ii, 4(B)ii, and 4(C)ii.

## **6. Meetings and Decision-Making.**

**A. Meetings.** CSCC meetings will be held monthly on the third Wednesday at 8am PST. Meeting frequency, days and times may be changed by consensus of all Eligible Representatives.

**B. Decision-Making.** The CSCC shall be comprised of the Department/Agency Director, or designee, of each party to this MOU. Direction and decision-making for the CSCC shall be by consensus. While additional staff persons from the MOU parties may attend and participate in these meetings, only one person from each party to this MOU may be authorized to consent direction for the CSCC (Eligible Representative). If a Designee is chosen to participate in lieu of the Department/Agency Director, then the Designee shall be given authority to provide direction through consensus to the CSCC.

## **7. General Provisions**

**A. Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

**B. Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of California. The courts of the State of California shall have jurisdiction over any action arising out of this

MOU and over the parties, and the venue shall be judicial district in Sacramento, California.

**D. Entirety of Agreement.** This MOU, consisting of five pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

**E. Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

**F. Sovereign Immunity.** The Parties and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

**G. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

**8. Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

**San Benito County Health and Human Services Agency**

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[Name and Title] Date

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[Name and Title] Date

**Plumas County Behavioral Health Department**

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[Name and Title] Date

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[Name and Title] Date

**Mariposa County Human Services Department**

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[Name and Title] Date

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[Name and Title] Date



# Office of the Sheriff

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

18

GREGORY J. HAGWOOD  
SHERIFF/CORONER

**DATE:** **July 10, 2017**

**TO:** **Honorable Board of Supervisors**

**FROM:** **Sheriff Gregory Hagwood**

**RE:** **Agenda Item for the meeting of July 18, 2017**

**Recommended Action:**

Authorize the Auditor to pay to invoices from Fritz and Company for replacement emergency generators damages in the winter storms.

**Background and Discussion:**

The winter storms experienced in January of this year caused the failure of the back-up generators at the Sheriff's Office and on Dyer Mtn. Both generators run vital communications equipment.

This replacement of one generator (SO) is covered under the damages previously approved by CalOES/FEMA and the second generator will be paid for with Title III funds as it is a much larger unit that better fits the County's long term goals for Dyer Mtn.

Every effort was made to take delivery of these generators before the end of the fiscal year, but each had to be "made to order" leaving the County at the mercy of the manufacturer.

FRITZ & COMPANY  
5730 B Roseville Rd.  
Sacramento, CA 95842

Date 7/7/2017

Invoice # 170707-02

Due Date 8/6/2017

Phone # 916-344-0288

email: fritzcolst@yahoo.com

## Blatto

Plumas County Sheriff  
1400 East Main St  
Quincy CA 95971

**Ship To**

attn: Mike Grant  
Plumas County Sheriff  
1400 East Main St  
Quincy, CA 95971

## Project

P.O. No.

FEMA-05

### Generator/Engine Brand

Model #

Ser#/Spec#

unit hours

Kohler

45REZG

0

#	Description	Rate	Amount
1	60 Kw LP 120/240	17,200.00	17,200.00T

### Sales Tax (7.25%)

\$1,247.00

CSLB #992592  
Fully Bonded and Insured  
PWCR #1000030264 2018

Total

\$18,447.00

# PLUMAS COUNTY AUDITOR / CONTROLLER

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



Date: June 7, 2017

To: The Honorable Board of Supervisors

From: Roberta Allen, CPA, Auditor / Controller

Subject: Adoption of Proposition 4 Appropriation Limits for Fiscal Year 2017/18

## **RECOMMENDATION:**

Adopt a Resolution adopting Proposition 4 Appropriation Limits (GANN limit) for Plumas County, Quincy Lighting District, CSA #11 (Ambulance), and Beckwourth CSA for Fiscal Year 2017/18.

## **BACKGROUND:**

Article XIII B of the California Constitution provides that each local government shall be subject to an annual appropriation limit and that the Governing Body shall select the change in cost of living methodology and either the change in Per Capita Income percentage or change in the Local Assessment roll due to the addition of non-resident new construction.

The percentage change in California Per Capita Income was used to compute the Fiscal Year 2017/18 appropriation limits and the applicable statements showing the calculations have been prepared and are attached for review.

I respectfully request that the resolution to establish, the Special Districts governed by the Board and the County, spending limits be adopted as written.

**RESOLUTION NO. 17-**

**A Resolution establishing Fiscal Year 2017/18 Appropriation limits under Article XIII B of the California Constitution, and establishing period for contesting such limits for Plumas County and Board Of Supervisors governed Special Districts**

**WHEREAS**, Article XIII B of the California Constitution provides that the state and each local government shall be subject to an annual appropriation limit as defined in that Article and Article XIII B Section 8 (e) (2) requires the Governing Body to select the Change in Cost of Living methodology each year by recorded vote; and

**WHEREAS**, using the percentage change in California Per Capita Income, rather than using the change in the Local Assessment roll from the preceding year due to the addition of non-residential new construction, provides the higher appropriation limit; and

**WHEREAS**, the Auditor/Controller of Plumas County has computed the appropriations limit for the fiscal year 2017/2018; and has prepared the applicable statements showing the calculation, and such statements are available for public review:

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors, County of Plumas, State of California, selects the percentage change in California Per Capita Income and the percentage change in the population of the contiguous counties methodology for use in calculating its appropriation limit for the fiscal year 2017/2018; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the appropriations limits for Plumas County and Board-governed Special Districts are hereby established as follows and that the limit may be adjusted at a later date in accordance with Sections 3 and 11 of Article XIII B of the California Constitution:

Plumas County	\$ 34,246,867
Quincy Lighting	\$ 128,372
CSA #11 (Ambulance)	\$ 69,269
Beckwourth CSA	\$ 19,956

**BE IT FURTHER RESOLVED**, that any judicial action of proceeding to attach, review, set aside, void or annul the appropriations limits established by this resolution shall be commenced within 45 days from the date of this resolution in accordance with Division 9 of the Government Code.

RESOLUTION NO. 17-

The foregoing, Resolution No. 17-\_\_\_\_\_ was duly passed and adopted by the Board of Supervisors of Plumas County, State of California, at a regular meeting of said Board held on the 18th day of July, 2017 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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**Chair, Board of Supervisors**

**ATTEST:**

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**Clerk of the Board of Supervisors**

**Plumas County**

**Prop 4 Spending Limit  
FY 2017/18**

*Growth Factor:*

Per Capita Personal Income	
Change from Prior Year	1.0369
X	
Population Growth from	
01/01/16-01/01/17	0.9991
Growth Factor FY 2017/18	1.0360

FY 2016/17 Prop 4 Spending Limit \$ 33,056,821

**FY 2017/18 Prop 4 Spending Limit \$ 34,246,867**

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**Roberta M. Allen, CPA  
Auditor / Controller**

**Quincy Lighting**

**Prop 4 Spending Limit  
FY 2017/18**

*Growth Factor:*

Per Capita Personal Income	
Change from Prior Year	1.0369
X	
Population Growth from	
01/01/16-01/01/17	0.9991
Growth Factor FY 2017/18	1.0360

FY 2016/17 Prop 4 Spending Limit \$ 123,911

**FY 2017/18 Prop 4 Spending Limit \$ 128,372**

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**Roberta M. Allen, CPA  
Auditor / Controller**

**CSA #11**

**Prop 4 Spending Limit  
FY 2017/18**

*Growth Factor:*

Per Capita Personal Income	
Change from Prior Year	1.0369
<b>X</b>	
Population Growth from	
01/01/16-01/01/17	0.9991
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Growth Factor FY 2017/18	1.0360

FY 2016/17 Prop 4 Spending Limit \$ 66,888

**FY 2017/18 Prop 4 Spending Limit \$ 69,296**

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**Roberta M. Allen, CPA  
Auditor / Controller**

**Beckwourth CSA**

**Prop 4 Spending Limit  
FY 2017/18**

*Growth Factor:*

Per Capita Personal Income	
Change from Prior Year	1.0369
X	
Population Growth from	
01/01/16-01/01/17	0.9991
<hr/> Growth Factor FY 2017/18	1.0360

FY 2016/17 Prop 4 Spending Limit \$ 19,263

**FY 2017/18 Prop 4 Spending Limit \$ 19,956**

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**Roberta M. Allen, CPA  
Auditor / Controller**

**Prop 4 Spending Limits**

**FY 2017/18**

Jurisdiction	County FY 2016/17 Limit	County FY 2017/18 Factor	County FY 2017/18 Limit	District FY 2017/18 Limit
Plumas County	\$ 33,056,821	1.0360	\$ 34,246,867	
Crescent Mills Lighting	\$ -	1.0360	\$ -	
Quincy Lighting	\$ 123,911	1.0360	\$ 128,372	
West Almanor CSD	\$ 761,602	1.0360	\$ 789,020	
CSA #8 Water	\$ -	1.0360	\$ -	
Plumas Eureka CSD	\$ 69,888	1.0360	\$ 72,404	
CSA #11	\$ 66,888	1.0360	\$ 69,296	
Beckwourth CSA	\$ 19,263	1.0360	\$ 19,956	
Indian Valley CSD	\$ 20,004	1.0360	\$ 20,724	
P.C. Flood Control	\$ -	1.0360	\$ -	
Greenhorn Creek CSD	\$ 101,899	1.0360	\$ 105,567	
Prattville-Almanor Fire	\$ 82,675	1.0360	\$ 85,651	
Beckwourth Fire	\$ 43,090	1.0360	\$ 44,641	
Chester Fire	\$ 325,709	1.0360	\$ 337,435	
Crescent Mills Fire	\$ 326,532	1.0360	\$ 338,287	
Graeagle Fire	\$ 175,931	1.0360	\$ 182,265	
Hamilton Branch Fire	\$ 432,130	1.0360	\$ 447,687	
Laporte Fire	\$ 29,336	1.0360	\$ 30,392	
Meadow Valley Fire	\$ 125,267	1.0360	\$ 129,777	
Peninsula Fire	\$ 353,804	1.0360	\$ 366,541	
Quincy Fire	\$ 572,309	1.0360	\$ 592,912	
Sierra Valley Fire	\$ 112,630	1.0360	\$ 116,685	
Indian Valley CSD	\$ 161,235	1.0360	\$ 167,039	
Eastern Plumas Rural Fire	\$ 128,414	1.0360	\$ 133,037	
Chester Cemetery	\$ -	1.0360	\$ -	
Crescent Mills Cemetery	\$ -	1.0360	\$ -	
Cromberg Cemetery	\$ -	1.0360	\$ -	
Greenville Cemetery	\$ -	1.0360	\$ -	
Meadow Valley Cemetery	\$ -	1.0360	\$ -	
Mohawk Valley Cemetery	\$ -	1.0360	\$ -	
Portola Cemetery	\$ -	1.0360	\$ -	
Quincy Cemetery	\$ 343,864	1.0360	\$ 356,243	
Taylorsville Cemetery	\$ -	1.0360	\$ -	
Central Plumas Rec.	\$ 972,333	1.0360	\$ 1,007,337	
Johnsville PU	\$ 134,290	1.0360	\$ 139,124	
Graeagle CSD	\$ 29,146	1.0360	\$ 30,195	
Greenville CSD	\$ 607,337	1.0360	\$ 629,201	
IV Soil Conser.	\$ -	1.0360	\$ -	
La Porte Cemetery	\$ -	1.0360	\$ -	
Air Pollution Control	\$ -	1.0360	\$ -	
CSA #12	\$ -	1.0360	\$ -	
Sierra Valley Ground Water	\$ -	1.0360	\$ -	
Feather River Canyon CSD	\$ -	1.0360	\$ -	
<b>Totals</b>	<b>\$ 39,176,308</b>		<b>\$ 40,586,655</b>	

**Plumas County****Prop 4 Calculations****January 1, 2016 to January 1, 2017**

California Department of Finance Per Capita	3.69	+	100	=	1.0369	<sup>1</sup>
Percentage change over prior year			100			
Plumas County	(0.09)	+	100	=	0.9991	<sup>2</sup>
Population Percentage Change			100			
<b>Calculation of Factor for FY 2016/17</b>					<b>1.0360</b>	<sup>1 x 2</sup>



EDMUND G. BROWN JR. • GOVERNOR  
STATE CAPITOL • ROOM 1145 • SACRAMENTO CA 95814-4998 • [www.dof.ca.gov](http://www.dof.ca.gov)

May 2017

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2017-18 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2017.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY M. COSTA  
Chief Deputy Director

Attachment

A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2017-18 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2017-18	3.69

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

**2017-18:**

Per Capita Cost of Living Change = 3.69 percent  
Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio:

$$\frac{3.69 + 100}{100} = 1.0369$$

Population converted to a ratio:

$$\frac{0.85 + 100}{100} = 1.0085$$

Calculation of factor for FY 2017-18:

$$1.0369 \times 1.0085 = 1.0457$$

Fiscal Year 2017-18

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017**

County City	<u>Percent Change</u> 2016-2017	<u>--- Population Minus Exclusions ---</u> 1-1-16	<u>1-1-17</u>	<u>Total Population</u> 1-1-2017
<b>Plumas</b>				
Portola	-0.28	2,133	2,127	2,127
Unincorporated	-0.07	17,704	17,692	17,692
County Total	-0.09	19,837	19,819	19,819

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



1D

# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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<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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**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for July 18, 2017

**Item Description/Recommendation:** Authorize and direct the Director of Human Resources to recruit and fill 1.0 FTE Health Education Coordinator II position. This position is vacated due to the promotion of a current staff member effective July 3, 2017.

**Background Information:** Public Health is currently allocated 1.0 FTE for the position of Health Education Coordinator II. The Public Health Agency Budget fully funds salary and benefits for this position. No county general funds are required since these positions are fully funded through programs within the Public Health Agency.

This position is directly responsible for the development, direction and evaluation of the Mountain Counties HIV Program. This program provides HIV Care & Treatment services over the five county regions of Lassen, Modoc, Plumas, Siskiyou and Sierra counties and includes funding from the CA Office of AIDS Ryan White Part B program, Federal Health Resources & Services Administration Ryan White Part C program and the Housing Opportunities for Persons With AIDS. Duties related to HIV program coordination include development of grant proposals and scopes of work; administration of a variety of budget and contract/subcontract funding; oversight and reporting of budget expenditures; preparation of progress reports; development, planning and implementation of education and technical assistance programs for subcontractors; establishing and maintaining liaisons between PCPHA and other public and private agencies, community organizations, and professional groups; recruitment of staff/subcontractors to provide HIV/AIDS services; development of health policies and protocols related to HIV/AIDS care programs; implementation of quality improvement activities, including needs assessment and evaluation to improve existing programs or develop new programs; coordination with professional medical staff at four clinic sites across the five county region; supervision of professional HIV/AIDS services providers including case management, mental health, health education, and nursing subcontractors; management of multiple, regional HIV/AIDS care programs with responsibility for more than one budget unit, diverse subcontracts with complex interactions, and varied scopes of work, multi-disciplinary teams, care management and more than one site of service.

A copy of the critical staffing request and organizational chart is attached for your review.

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

CRITICAL STAFFING COMMITTEE  
REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: July 18, 2017

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70559 .45 FTE  
& 70560 .55 FTE

POSITION TITLES: 1.0 FTE Health Education Coordinator II

ARE POSITIONS CURRENTLY ALLOCATED? YES  NO

**For Committee use only**

Date of Committee Review: \_\_\_\_\_

Determination of Committee?  Recommended  
 Not Recommended

Comments: \_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action:  Approved  Denied

Board Modifications \_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

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

This position is directly responsible for managing federal and state HIV prevention and specialty medical care programs within the Health Education Division.

- Why is it critical that this position be filled at this time?

The former Health Education Division Program Chief who currently manages the HIV Programs has been promoted to the position of Assistant Director Acting Director, and the Program Chief position has been filled, leaving a Health Education Coordinator II vacancy. If the position goes unfilled, important Public Health requirements/activities will fall behind schedule and could affect patient care, categorical funding allocations and awards.

- How long has the position been vacant?

This position became vacant on July 3, 2017.

- Can the department use other wages until the next budget cycle?

All positions are budgeted and funded in the current year. Any positions that are not filled permanently could be filled by extra help by moving regular wages to other wages.

However, the nature of this Health Education position would make it inefficient and ineffective to move forward with an extra help employee. Ongoing vacancies can potentially cause stress to the agency, and have created issues with staff morale. Having fewer staff than needed also presents safety and liability concerns. The strain on all staff to balance their regular required duties with additional assignments has resulted in an atmosphere of tension and anxiety in the past, particularly when staff know grant funding exists and will be lost if positions are not filled.

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

Other counties have similar positions to the Health Education Coordinator II position to oversee and manage health education prevention and outreach programs, however, Plumas County administers the Mountain Counties HIV/AIDS Care and Treatment program for a five county region, which includes Siskiyou, Modoc, Lassen and Sierra Counties.

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

Until this position is filled, the Assistant Director/Acting Director must continue to administer the programs. This impacts the Public Health Agency's ability to have an effective and efficient leadership transition.

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

Not filling the position will cost the department funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However,

the county has lost the value of the services being provided to local residents. We will also experience material losses in delays in billing and revenue, exacerbating cash flow issues.

- 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?

Funding cuts have impacted our agency in every area and caused our staff to take on much more than they ever have before. But due to diligence in responsible fiscal planning with the highest commitment to public services, our clients perceive little or no difference in the scope of services they receive. Our current and potential budget reductions will not impact other county departments at this time. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds are lost, the county is not responsible for providing the work and staff to accomplish contracted health service deliverables.

- 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?

N/A. This position request is fully funded by contract for the 17-18 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

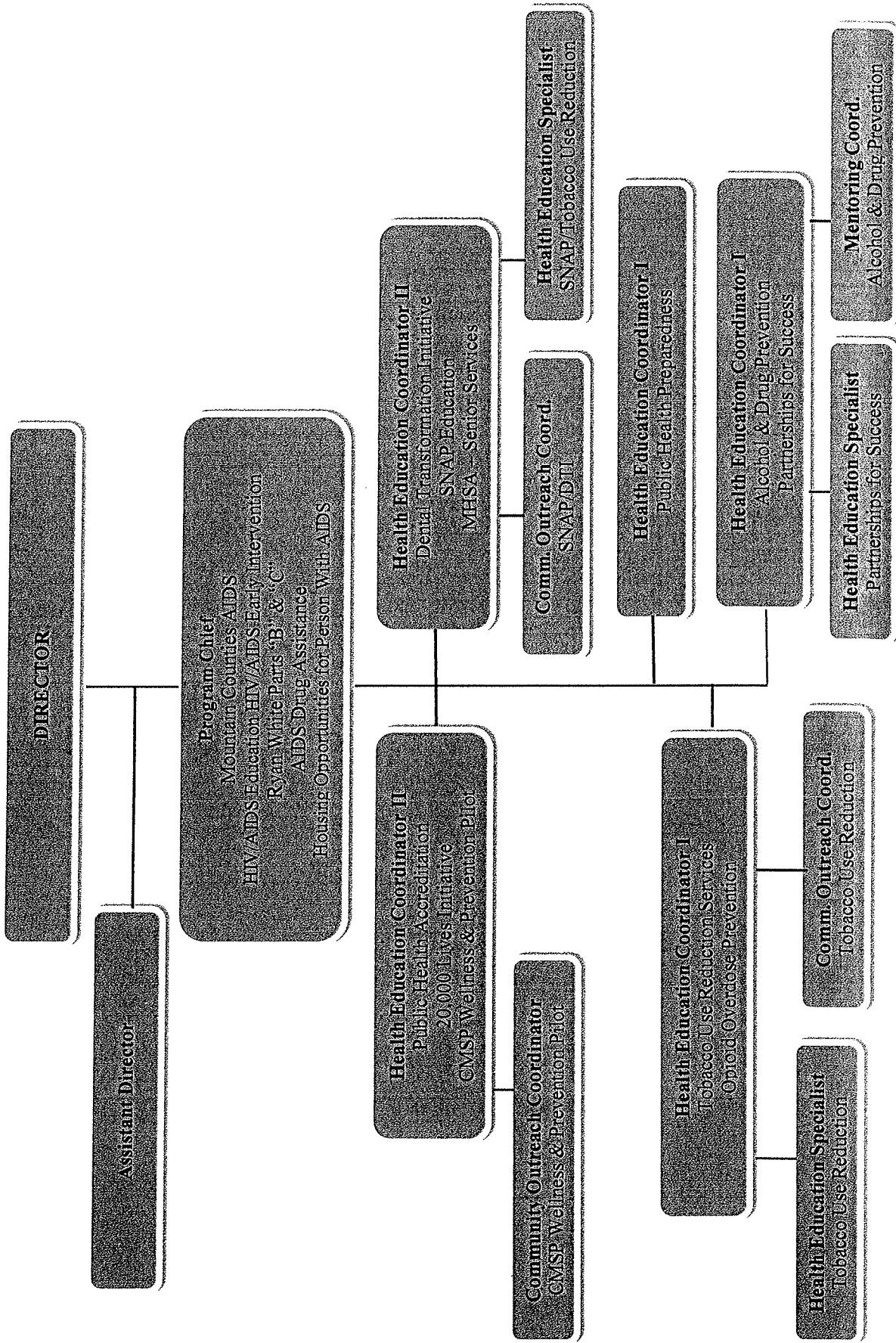
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

Yes. The cash reserves for the last three years are as follows:

FY 14/15 Total Cash Reserves \$563,803  
FY 15/16 Total Cash Reserves \$565,688  
FY 16/17 Total Cash Reserves \$568,650

**PLUMAS COUNTY PUBLIC HEALTH AGENCY  
HEALTH EDUCATION AND PREVENTION DIVISION**

2







# Office of the Sheriff

## Office of Emergency Services

3AI

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** **July 6, 2017**

**TO:** **Honorable Board of Supervisors**

**FROM:** **Sheriff Greg Hagwood**

**RE:** **Agenda Item for the meeting of July 18, 2017**

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

**RECOMMENDATION:**

Presentation by the Sheriff and Carter Goble and Associates, LLC (CGL), regarding the conditional award of \$25,000,000.00 from the State Board of Community Corrections.



# Office of the Sheriff

## Office of Emergency Services

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR

3AJ

## Memorandum

**DATE:** July 10, 2017

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of July 18, 2017

### **RECOMMENDATION:**

Waive the RFQ process in County Purchasing Policy 6-4 (referencing Gov. Code 4526 and 4527).

Approve and authorized the Chair of the Board to sign a contract with Carter Goble and Associates, LLC (CGL) for architectural and construction management services in connection with the new Plumas County Correctional Facility.

### **BACKGROUND & DISCUSSION:**

On June 21, 2017 Plumas County Sheriff's Office received official notification that it had been conditionally awarded \$25,000,000.00 from the State Board of Community Corrections (BSCC) through SB 844.

CGL has been a vital part of this successful process partnering with the Plumas County Sheriff's Office since 2014.

Due to CGL's work history with the Plumas County Sheriff's Office, knowledge and successes with BSCC and partner entities (SPWB and State Fire Marshall) the Sheriff requests CGL'S contract be ratified.

**PROFESSIONAL SERVICES AGREEMENT  
FOR**

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THIS AGREEMENT is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, (hereinafter referred to as "County"), and Carter Goble Associates, LLC (CGL), 2485 Natomas Park Drive, Suite 300, Sacramento, CA 95833 a Limited Liability Corporation ("Contractor").

**WITNESSETH:**

**WHEREAS**, County proposes to have Contractor perform Project Management, Design Build Criteria Documents, and Construction Management Services during construction as described herein below; and

**WHEREAS**, Contractor represents that it has that degree of specialized expertise contemplated within California Government Code, Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

**WHEREAS**, County and Contractor desire to contract for specific services in connection with the project described below (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

**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 CONTRACTOR**

1.1. Scope of Services. Contractor 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 Contractor 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 contractors in similar fields and circumstances in accordance with sound professional practices. Contractor also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise County of any changes in any laws that may affect Contractor's performance of this Agreement.

1.3. Warranty. Contractor 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. Contractor 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 Contractor's performance under this Agreement.

1.4. Non-discrimination. In performing this Agreement, Contractor 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. Contractor acknowledges that County may enter into agreements with other Contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to 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. Contractor may engage a subcontractor(s) as permitted by law and may employ other personnel to perform ancillary services contemplated by this Agreement at Contractor's sole cost and expense.

## **2.0. COMPENSATION AND BILLING**

2.1. Compensation. Contractor shall be paid in accordance with the fee set forth in Exhibit "A," attached hereto and made a part of this Agreement (the "Fee"). Contractor's compensation shall in no case exceed Two Million Four Hundred and Six Thousand Dollars and no/100 cents (\$2,406,000.00).

Any and/or all payments mad under this Agreement shall be paid by check, payable to the order of the Contractor and be mailed or delivered to Contractor at:

Name:	CGL Companies, LLC
Address:	2485 Natomas Park Drive, Suite 300
City/State/Zip:	Sacramento, CA 95833

2.2 Contingency of Funding. Contractor acknowledges that funding or portions of funding for this agreement may also be contingent upon receipt of funds from, and/or appropriation of funds by the State Board of Community Corrections (BSCC) to the County. If such funding and/or appropriations are not forthcoming, or otherwise limited, County may immediately terminate or modify this Agreement without penalty.

(a) Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force

or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

2.3. Additional Services. Contractor 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 Contractor performing the additional services, approves such additional services in writing. 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. Contractor 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 Contractor's services which have been completed to County's sole satisfaction. County shall pay Contractor'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 Contractor'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 within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by County as set forth in Exhibit "C," attached hereto and incorporated herein by this reference. The Project Schedule may be amended by mutual agreement of the parties. 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 the Effective Date and continue for a period of (4) year(s) ending on July 18 2021, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The County reserves and 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 Contractor. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Contractor 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 Contractor for professional services satisfactorily performed up to and including the date of County's written notice of termination.

4.4 Documents. In the event of termination of this Agreement, all documents prepared by Contractor in its performance of this Agreement shall be delivered to the County within ten (10) days of delivery of termination notice to Contractor, at no cost to County. Any use of uncompleted documents without specific written authorization from Contractor shall be at County's sole risk and without liability or legal expense to Contractor.

## **5.0. INSURANCE**

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

- (a) Comprehensive general liability, including but not limited to premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, and personal injury with a minimum policy limit of the greater of (i) the limit available on the policy or (ii) 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 policy limit of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate.
- (c) Workers' compensation insurance as required by the State of California.
- (d) Professional errors and omissions ("E&O") liability insurance with minimum policy limits of the greater of (i) the limit available on the policy or (ii) One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Contractor shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three

years after completion of the work hereunder.

5.2. Additional Requirements. Contractor and County agree to the following with respects to insurance provided by Contractor:

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

- (h) The Contractor'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.
- (i) No liability insurance coverage provided to comply with Agreement shall prohibit Contractor, or Contractor's employees, or agents, from waiving the right of subrogation prior to loss, Contractor waives its right to subrogation against the County.
- (j) Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

5.3. Certificates of Insurance. Contractor 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. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

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 Contractor 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 Sheriff Greg Hagwood 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.

Contractor shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Contractor 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 Contractor in the performance of this Agreement.

Contractor shall designate a Project Manager who shall represent it and be its agent in all consultations with County during the term of this Agreement. Contractor 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 or mail and shall be addressed as set forth below, unless the recipient party has, by written notice to the other, provided alternate contact information. 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; and c) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONTRACTOR:

Cameron Glass  
Vice President  
2485 Natomas Park Drive,  
Suite 300  
Sacramento, Ca 95833

Tel: 916-678-7890  
Fax: 916-678-7897  
Attn: Cameron Glass

IF TO COUNTY:

County of Plumas  
Sheriff Greg Hagwood  
1400 East Main Street  
Quincy, Ca. 95971

Tel: 530-283-6300  
Fax: 530-283-6344  
Attn: Dean Canalia

With copy to:  
County Counsel  
Craig Settlemire  
520 Main Street  
Room 301  
Quincy, Ca. 95971

6.5. Drug Free Workplace. Contractor certifies that it provides a drug-free workplace by complying with all provisions of California's Drug Free Workplace Act of 1990. Contractor'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. Contractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Contractor'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 Contractor of Contractor's obligation to perform all other obligations to be performed by Contractor hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. To the fullest extent permitted by law, Contractor 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 Indemnitees") 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 Contractor, its employees, agents or subcontractors in the performance of this Agreement. If judgment is entered against Contractor and County by a court of competent jurisdiction because of concurrent active negligence of Contractor and County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Notwithstanding anything stated above, nothing contained herein shall relieve Contractor of any insurance requirements or obligations created elsewhere in this Agreement.

6.10. Independent Contractor. Contractor is and shall be acting at all times as an independent contractor and not as an employee of County. Contractor 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 Contractor 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 Contractor or any employee, agent, or subcontractor of Contractor 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, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor 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, Contractor 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.

6.11. 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 Contractor or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of County. Contractor agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of County. Contractor 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.

6.12. Public Records Act Disclosure. Contractor 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 Contractor, 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 Contractor 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.

6.13. Responsibility for Errors. Contractor shall be responsible for its work and results under this Agreement. Contractor, 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 Contractor occurs, then Contractor shall, at no cost to County, provide all necessary 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.

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

6.15. 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.

6.16. 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.

6.17. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of County and Contractor 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.

6.18. 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.

6.19. 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.

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

6.21. 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.

6.22. 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.

6.23. 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.

6.24. 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.

SIGNATURES TO FOLLOW ON NEXT PAGE]

**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.

COUNTY OF PLUMAS,  
A political subdivision of the State of California

\_\_\_\_\_  
Chair, Board of Supervisors

Date: \_\_\_\_\_

CONTRACTOR  
**CGL Companies,  
Limited Liability Corporation**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

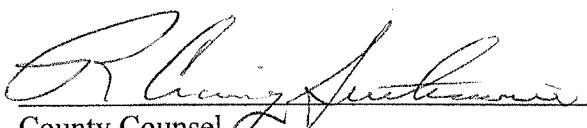
W. Robert Glass, AIA  
Executive Vice President

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title of Signatory

APPROVED AS TO FORM:

  
\_\_\_\_\_  
County Counsel

Date: July 12, 2017

**EXHIBIT A**

**SCOPE OF WORK**



CGL  
2485 Natomas Park Drive, Suite 300  
Sacramento, CA 95833  
916.678.7890

## EXHIBIT A –Scope of Work Outline of SB 844 Services

### SB 844 Project Description/Scope

Plumas County (County) applied for Senate Bill (SB) 844 grant funding and successfully received a conditional award notice in June 2017. The official Conditional Award notification letter was received by the County on June 21<sup>st</sup> 2017.

The scope of services outlined below is intended to meet the requirements for developing the Plumas County Jail replacement project. The scope of services complies with all Board of State and Community Corrections (BSCC) and State Public Works Board (SPWB) requirements and are reimbursable by the State SB 844 grant. The tasks listed are the requirements to proceed with financing of a jail using state funds (State Capital Outlay Process).

### Plumas County SB 844 Project Overview

Replace existing aging jail with a new 60 rated bed jail and 2 non-rated medical treatment rooms, program and treatment rooms, medical clinic and associated support services space needed to operate the jail successfully as well as a new County Day Reporting Center collocated and constructed adjacent to the jail.

### Overview of CGL Services

The County is continuing their relationship with Carter Goble Associates, LLC (CGL) for their expertise in California County jail planning, design, project management, construction management, and knowledge of BSCC/SPWB processes and requirements. For the Plumas SB 844 Project, CGL will act in an owner's representative capacity and behave as an extension of staff to Plumas County. CGL will advise, educate and guide the County Sheriff's Office and County Staff throughout the life of the project. CGL will also advocate for the County through all dealings with BSCC/SPWB and all other state agencies. CGL will lead and manage this jail project from Project Establishment by the SPWB through project completion and final occupancy. CGL believes in an open and transparent process and ensures County Supervisors, key stakeholders, and the local community will all remain informed and engaged throughout the project. CGL recognizes and embraces the need to keep team members informed and included in decision making.

CGL will report to the County and the County's Sheriff's Office.

## Detailed Breakdown of Scope by Phase

**Total Flat Fixed Fee \$2,406,000**

Phase - I | \$1,150,00

#### 1. Project Management & Technical Support (Through Construction)

As the County's owner's representative, CGL will assist the County to solicit, procure, contract, and manage, these technical/engineering services intended for the Plumas County Jail project. CGL will oversee these services: geotechnical engineering, hazardous material analysis, surveying, testing and special inspection, and commissioning. CGL will prepare a comprehensive project schedule and master plan for the purposes of monitoring activities, reviewing the Project Establishment documentation submitted for SPWB approval, and coordinating with the County project team. The following items represent the work that could be performed:

(Note: CGL will assist the County in development of a contingency needed for these items that will come from the State Reimbursed Construction Funding. Item's listed below will not exceed the contingent amount set by CGL and Plumas unless the County approves the amounts.)

- a. Geotechnical Engineering (Paid for from the contingency, managed by CGL)
- b. Hazardous Material Analysis (Paid for from the contingency, managed by CGL)
- c. Surveying (Paid for from the contingency, managed by CGL)
- d. Testing and Special Inspection (Paid for from the contingency, managed by CGL)
- e. Commissioning (Paid for from the contingency, managed by CGL)
- f. Utility Analysis Report including sewer, water, storm water, electrical, gas, telephone, and septic. (Paid for from the contingency, managed by CGL)
- g. Develop a project schedule that includes project activities in all work phases
- h. Develop project milestones during Criteria Phase
- i. Coordinate with project team on project phasing and work flow
- j. Update and adjust project schedule to account for latest project activities during Criteria Phase
- k. As required produce schedule reports
- l. Owners representation during construction phase providing oversight and guidance to the County

### Deliverables:

- Engineering reports
- Produce comprehensive master plan
- Project schedule
- Detailed 3-page estimate by phase

## 2. Consent to Ground Lease / Right of Entry

CGL will coordinate with the County and BSCC, including overseeing the preparing of the survey, to ensure that the legal metes and bounds and project exhibits are established and leased to the state. The state will provide the County the right to enter the site to construct the Plumas County Jail SB 844 Project. CGL will coordinate with the BSCC and Department of General Services (DGS) to ensure that the Ground Lease is recorded to title and is the foundation for the lease revenue financing arrangement. This step is required to allow the BSCC and SPWB to request an interim financing loan for the project. Completing the required milestones listed below becomes a SPWB Agenda Item:

- a. Review project scope
- b. Update project schedule
- c. Review of the legal metes and bound documents
- d. Meeting with Department of Finance (DoF), State Public Works Board (SPWB), County Counsel, BSCC, Department of General Services (DGS) & County

### Deliverables:

- Finalize Ground Lease and legal metes and bound documentation
- Update project scope documentation
- Update project schedule documentation
- Update cost estimate (3-page estimate) documentation
- Coordination and follow-up items from meeting with Department of Finance (DOF), SPWB, BSCC, and DGS
- Conduct and attend meetings as required and produce meeting notes/action items
- Complete action items assigned to CGL; monitor actions by others

## 3. Criteria Document Package

BSCC has specific requirements relating to SB 844 funding and approval. The Design-Build Project Delivery method requirements result in developing the Criteria Documents to a certain level that is adequate for BSCC and State Fire Marshal approval. This approval must be obtained prior to releasing the Criteria Documents to prospective Design-Build proposers. Additionally, the Criteria Documents must fully convey the County's requirements to allow the Design-Build teams to produce a qualified fee proposal for the specified project scope. Criteria document deliverables shall be developed to the Schematic Design and Design Development levels as required for State approvals.

Under this agreement CGL shall provide criteria architectural services and shall enter into a sub-consultant contract with qualified professional engineers that have extensive knowledge, in this building type under the scope of services as outlined. CGL will work with the County and gain written approval of all sub-consultants prior to contracts being executed. When possible, qualified local sub-consultants will be used. Consultants under CGL contract may include:

- Civil Engineer
- Landscape Architect
- Structural Engineer

- Mechanical Engineer
- Electrical Engineer
- Plumbing Engineer
- Security and technology Engineer
- Civil Documents
  - Main utility locations and distribution
  - Topography/Grading
  - System narratives and descriptions for basis of design
  - Outline Specifications for basis of design
- Criteria Architectural Documents
  - Fire/Life Safety Plans
  - Building Code Plans
  - Floor Plans/Wall Types/Security Walls
  - Building Elevations/Sections
  - Wall sections for basis of design
  - Room Data Sheets identifying room requirements
  - Outline Specifications for basis of design
- Landscape Architectural Documents
  - Schematic design and irrigation plans
- Structural Documents
  - Foundation Plans
  - Framing Plans
  - Structural criteria for any seismic upgrades and for new construction
  - System narratives and descriptions for basis of design
  - Outline Specifications for basis of design
- Mechanical Documents
  - One line diagrams for main distribution systems
  - System narratives and descriptions for basis of design
  - Outline Specifications for basis of design
- Plumbing Documents
  - One line diagrams for main distribution systems
  - System narratives and descriptions for basis of design
  - Outline Specifications for basis of design
- Electrical Documents
  - One line diagrams for main distribution systems
  - System narratives and descriptions for basis of design
  - Outline Specifications for basis of design
- Security/Telecommunication/IT Documents
  - System narratives and descriptions for basis of design

- o Outline Specifications for basis of design
- Operational Narratives
- Construction Operations Plan

Deliverables:

- Produce schematic/design development drawings and specifications to produce criteria documents.
- As required, produce other technical documents to meet requirements
- Collaborate with Plumas County Public Works staff and other County agencies as required
- Conduct and attend meetings as required and produce meeting notes/action items
- Complete action items assigned to CGL; monitor actions by others

#### 4. State Public Works Board Meeting – Approval of Performance Criteria and Concept Drawings

CGL will coordinate and meet with the BSCC and State Fire Marshal (SFM) including County staff as necessary to ensure the performance criteria and concept drawings for the Plumas County Jail SB 844 Project are consistent with the scope initially established and meet required approvals. CGL will respond and address any comments or edits from the BSCC and SFM. The required milestones to complete are shown below:

- a. Review of project scope
- b. Updated project schedule
- c. Updated cost estimate (3-page estimate)
- d. Development of preliminary estimate
- e. Documentation that CEQA is complete
- f. Performance criteria/concept drawings submitted

Deliverables:

- Updated project scope
- Updated project schedule
- Updated cost estimate (3-page estimate)
- Updates to performance criteria/concept drawings (if necessary)
- Conduct and attend meetings as required and produce meeting notes/action items
- Complete action items assigned to CGL; monitor actions by others

## 5. Pooled Money Investment Board (PMIB) – Loan Request

CGL will correspond and coordinate with the BSCC and DoF to ensure the Pooled Money Investment Board loan request is being submitted and that all required documents have been submitted. The required milestones to complete are shown below:

- a. Certification that County has satisfied all of the requirements set forth in statute for the financing of project
- b. Twelve month cash flow projection

Deliverables:

- Updated project scope
- Updated project schedule
- Updated cost estimate (3-page estimate)
- Conduct and attend meetings as required and produce meeting notes/action items
- Complete action items assigned to CGL; monitor actions by others
- Cash Flow Projection
- Facilitate agreements involving BSCC

## 6. Finance Action to Approve Request for Proposals

CGL will the necessary documents for state approval. CGL will coordinate the criteria documents would include the following:

- a. Development of RFQ
- b. Development of scope of RFP
- c. Development of project milestone schedule
- d. Review of project scope
- e. Review of project schedule
- f. Review of cost estimate
- g. Request for Proposal submitted
- h. County submits construction documents drawings and specifications to BSCC/SFM for plan check/review and approval.

## 7. Selection and Awards Design Build Contract

CGL will assist the county in developing a Design-Build Contract. CGL will coordinate and seek input from BSCC if needed. CGL will facilitate meetings and respond to questions from the County and the selected Design-Builder. CGL will advise the County throughout the review and assist in recommending the best qualified Design-Build Team for the Plumas County Jail SB 844 Project. The milestones to complete are shown below:

- a. Review of updated cost estimate (3-page estimate)
- b. RFP results
- c. Review of updated project schedule
- d. Board of Supervisors approval
- e. Notice to Proceed (NTP) for construction (within 42 months of award)

### Deliverables:

- Assist County in Developing a Design-Build contract. Assistance as follows:
  - Form of Agreement
  - General/supplemental conditions
  - Bonds and insurance requirements
  - Design Build Entity pre-proposal conferences, questions, addenda
- Recommend to the County best qualified Design-Build firms
- Conduct meetings and produce meeting notes
- Coordination with the County on selection process
- Update project budget estimate (if necessary)
- Design-Build documentation to BSCC

## Phase – II | 1,256,000

### 8. Project/Construction Management Services

CGL will provide project/construction management services on the Plumas County Jail SB 844 Project. CGL will function as the Owner's representative and ensure that the Design-Build Team fulfills their requirements established in the Design-Build Contract. Additionally, CGL will facilitate and collaborate with the Design-Build Team and their respective sub-consultants, vendors, and various stakeholders involved in the project. Also, CGL will interface and coordinate with the BSCC and SFM. The County will have input into the selection of CGL's on-site construction management staff. A detailed list of project/construction management services are shown below:

Services are as follows:

- a. Meet and work collaboratively with selected Design-Build firms to clarify the design and performance criteria, concept drawings, and Architectural Program Statement and other documents within RFP.
- b. Attend meetings as scheduled by Design-Build firms to provide detailed clarification of design intent.
- c. Review Design-Build firms documents for conformance with Criteria Document Package and BSCC requirements.
- d. Review construction submittals for conformance with Criteria Document Package and design intent.
- e. Provide input and advice to the County regarding evaluation of change requests and/or value engineering proposals, and other proposals or questions.
- f. Participate in Partnering Sessions throughout course of contract duration, if required.
- g. Respond to Request for Clarification, , and other inquiries from the field in collaboration with BSCC.
- h. Collaborate in establish project procedures for RFI's submittals, close-out documents.
- i. Maintain liaison with the County project manager. Attend or conduct necessary meetings and inform the BSCC of construction progress, problems, and planned resolutions.
- j. Reviews all schedules provided by selected Design-Build firm, provides comments, and recommendations regarding schedule.
- k. Work with county to issue Proposed Change Orders (PCOs) within delegated limits consistent with Plumas County's and BSCC's policies.
- l. Implements Plumas County's standard procedure of Change Order (CO) control and is responsible for that preparation of cost estimates, analyzes and reports the effects of proposed and approved COs on the budget and schedule; and tracks completion and implementation of approved COs to minimize the impact on the project schedule.
- m. Executes correspondences to the Design-Build firm as the County representative for the project.
- n. On-site coordination of County inspection services will be provided.
- o. Assist County with preparation of scope of services, solicitation of bids, selection of and managing vendors for testing and special inspection services, commissioning, and surveying as requested. These services will be contracted directly by the County.
- p. Manages contract milestones and provides assessment of liquidated damages (if necessary).

- q. Expeditedly resolves disputes that may arise with Design-Build firm and other consultants.
- r. Monitor work progress and sequencing for conformance with approved Construction Contract. Ensures Design-Build firm develops a plan for recovery when work falls behind schedule or makes revisions to contract schedule when Design-Build firm is deviating from planned sequencing and logic.
- s. Review and recommend approval of payment applications for the Design-Build contractor and for testing and special inspection, commissioning, and surveying services.
- t. Review prevailing wage documentation.
- u. Pursuant to procedures provided by BSCC, represents and/or assists the County in review and resolution of Design-Build disputes and claims prior to county arranged dispute resolution. Maintain organized dispute files of documentation and records on all relevant decisions and facts relating to changes, clarifications, and COs through the term of the project.
- v. Assures that as-builts are being updated and reviewed during course of the work. Assist county in managing warranties and guarantees during the contract closeout process.
- w. Manages the closeout of contracts and closeout procedures; accomplish timely completion of all construction contract deliverables, (i.e., COs, punch list, recommendation for acceptance, final payment, and warranties/guarantees, etc.) and provide final project evaluation reports.
- x. Conduct and attend meetings as required and produce meeting notes/action items.

## 9. Contract Contingency (Amendments to Contract Will Be Issued For Contingency Items)

In the course of developing the Criteria Documents, RFQ, RFP, and complying with the state procurement process for SB 844, unforeseen additional tasks may be required. While these tasks cannot be defined, at this time, funds have been set aside to undertake additional scope that will support the preparation of completing the SB 844 requirements for Design-Build procurement. Utilizing these funds is discretionary and requires written authorization by the County Project Manager prior to performance of that work. If the County does not authorize the use of these funds, then no expenses are incurred.

If it is determined by the County, that it is necessary for CGL to exceed the allotted amount, staff will seek Board of Supervisor approval of a contract amendment so that full payment is made for all specific tasks.

### Scope of Work Notes:

1. CGL will adhere to the requirements of the other State agencies (i.e., State Fire Marshall, Department of General Services, and Department of Finance) including maintaining records in sufficient detail to demonstrate that fees were reasonable for the purposes of qualifying for state reimbursement and were used for the purpose for which the award was made, and maintained in accordance with generally accepted accounting principles and practices.
2. Please be advised that CGL produced a project budget based on a conceptual model.
3. Please reference the Plumas County Architectural Program Statement (APS) for assumptions/qualifications. The Cost Model was produced to determine all project costs. The project cost values may fluctuate and adjust

given the market conditions and potential changes implemented by governmental agencies (i.e., BSCC and State Public Works Board, etc.).

**10. Exclusions** are as follows: (Note these are costs covered under the state construction reimbursement process. Costs not covered by the reimbursement process shall be contingent upon County approval):

- 1) All construction costs (hard and soft), bonding, construction (contingency), escalation costs (construction), and Furniture Fixture and Equipment (FFE) costs.
- 2) Costs for geotechnical engineering analysis services. At this time, it appears this work item may be eligible for State reimbursement.
- 3) Costs for hazardous material engineering analysis and remediation of hazardous material services. At this time, it appears this work item may be eligible as a County cash or in-kind contribution.
- 4) Costs for surveying services. At this time, it appears this work item may be eligible for State reimbursement.
- 5) Costs for testing and special inspection services. At this time, it appears this work item may be eligible for State reimbursement.
- 6) Costs for existing off-site utility assessment services. Off-site utilities are considered those that are more than five feet from the building edge. At this time, it appears this work item may be eligible for State reimbursement.
- 7) Costs for commissioning services. At this time, it appears this work item may be eligible for State reimbursement.
- 8) Costs for environmental services: Environmental Site Assessment Phases 1 and 2, and California Environmental Quality Act (CEQA). At this time, it appears this work item may be eligible as a County cash or in-kind contribution.
- 9) State Agency Fees (Due Diligence and State Fire Marshal), which is eligible as a County cash contribution.
- 10) Independent auditor fees, which are eligible as a County cash contribution.
- 11) Transition planning fees, which are eligible as a County in-kind contribution.
- 12) County administration fees, which are eligible as a County in-kind contribution.
- 13) Fees for permits.

**EXHIBIT B**

**FEE SCHEDULE**

## Exhibit B Fee Schedule

Carter Goble Associates, LLC (CGL Companies, LLC) will provide invoices to the County of Plumas on a bi-monthly schedule. The first invoice will be sent to Plumas County upon Successful Project Establishment. This invoice will be **Invoice #1** for the amount of \$90,000.

Hereafter bi-monthly invoices will be sent to the County of Plumas based off the following invoices outlined below unless the project schedule changes by the County or the State of California. These invoices will outline work completed. The total amount that will be invoices is not exceed \$2,406,000.00.

Invoice #	Invoice Amount
1	\$90,000.00 ( <i>listed above</i> )
2	\$154,000.00
3	\$176,000.00
4	\$140,000.00
5	\$130,000.00
6	\$117,000.00
7	\$95,000.00
8	\$36,000.00
9	\$32,000.00
10	\$194,600.00
11	\$194,600.00
12	\$104,600.00
13	\$104,600.00
14	\$104,600.00
15	\$104,600.00
16	\$104,600.00
17	\$104,600.00
18	\$104,800.00
19	\$104,800.00
20	\$104,800.00
21	\$104,800.00

**EXHIBIT C**

**PROJECT SCHEDULE**



## Plumas County SB844

### Phase 1

Project Management

Project Establishment

Consent to Ground Lease/Right of Entry

Criteria Document Package

SPWB - Approval of Performance Criteria & Conceptual Drawings

PMB - Loan Request

Finance Action to Approve for Proposals

Selection and Awards Design Build Contract

Notice to Proceed

### Phase 2

Project/Construction Management Services

	start	end
	<b>07/20/17</b>	<b>06/01/19</b>
Project Management	07/20	05/31
Project Establishment	07/20	10/19
Consent to Ground Lease/Right of Entry	07/20	10/19
Criteria Document Package	10/19	12/21
SPWB - Approval of Performance Criteria & Conceptual Drawings	10/19	12/21
PMB - Loan Request	03/01	03/31
Finance Action to Approve for Proposals	04/01	04/30
Selection and Awards Design Build Contract	05/31	05/31
Notice to Proceed	06/01	06/01
	<b>06/01/19</b>	<b>03/31/21</b>
Project/Construction Management Services	05/01	03/31



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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<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:** July 7, 2017

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff, Acting Director

**CC:** Nancy Selvage, Human Resources

**Agenda:** Item for July 18, 2017

**Item Description/Recommendation:** Approve a Resolution to Amend the 2017-2018 County Personnel Allocation in Budget Unit 70560 adding a 1.00 FTE Health Education Coordinator I/II or Health Education Specialist or Community Outreach Coordinator and direct Human Resources to recruit and fill the position.

**History/Background:** As the Board is aware Plumas County Public Health Agency manages multiple grants in various Budget Units. Plumas County Public Health Agency staff members are often funded by a variety of state categorical funds. As funding and duty allocations within state approved budgets change, adjustments must be made in county budgets and FTE allocations. At this time Plumas County Public Health Agency requests the above change to the Plumas County Personnel Allocation, effective July 18, 2017.

It is critical that this position be filled in order to meet state mandates, related health contractual agreements, fiscal stability, and other necessary services. The position is fully funded due to increases in both our supplemental Nutrition Assistance Education Program and Tobacco Use Reduction Program.

Copies of the Agency's organizational charts, critical staffing questionnaire and the Resolution Amending the 2017-2018 County Personnel Allocation for Public Health in Budget Unit 70560 is attached for your review.

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

RESOLUTION NO: \_\_\_\_\_

**RESOLUTION AMENDING THE 2017-2018 COUNTY PERSONNEL ALLOCATION FOR PUBLIC HEALTH BUDGET UNIT 70560, EFFECTIVE JULY 18, 2017.**

**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**, these positions are necessary in the daily operational needs of the Public Health Agency; and

**WHEREAS**, this correction was brought to the attention of the Director of Human Resources who is now requesting approval of this resolution to correct the 2017-2018 Position Allocation to match the department of 70560, and

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

Approve the amendment to the Position Allocation for Budget Year 2017-2018 to reflect the following:

<b>Budget Unit 70560</b>	<b>Current</b>	<b>Proposed</b>	<b>Final</b>
Health Education Coordinator I/II OR	9.56	1.00	10.56
Health Education Specialist OR			
Community Outreach Coordinator			

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 18<sup>th</sup> day of July, 2017 by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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Chair, Board of Supervisors

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Clerk, Board of Supervisors

CRITICAL STAFFING COMMITTEE  
REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: 7/18/2017

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE AND BREAKDOWN FOR REQUESTED POSITION: 70560

POSITION TITLES: 1.00 Community Outreach Coordinator

ARE POSITIONS CURRENTLY ALLOCATED? YES X NO       

**For Committee use only**

Date of Committee Review: \_\_\_\_\_

Determination of Committee? \_\_\_\_\_ Recommended  
\_\_\_\_\_ Not Recommended

Comments: \_\_\_\_\_

Date to Board of Supervisors: \_\_\_\_\_

Board Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Board Modifications \_\_\_\_\_

Date returned to Department: \_\_\_\_\_

Date submitted to HR Technician for recruitment: \_\_\_\_\_

**QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.**

- Is there a legitimate business, statutory or financial justification to fill the position?
- Why is it critical that this position be filled at this time?
- How long has the position been vacant?

**1.0 FTE Community Outreach Coordinator (COC)** - This position became available July 1, 2017 due to increased funding in both our SNAP-Ed and TURP programs. The COC is responsible for organization, coordination, implementation, and conducts a variety of public health education programs and related health services, public information programs, health promotion, prevention programs.

- **Can the department use other wages until the next budget cycle?**

All positions are budgeted and funded in the current year.

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

N/A

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

Lack of compliance, billing and administration are all results of the vacancies. In the Health Education division, the vacancy must be filled to meet Supplemental Nutrition Assistance Program Education grant deliverables, and Tobacco Use Reduction grant deliverables. The negative impacts to our agency will exacerbate as the vacancies continue.

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

Not filling the COC position will cost PCPHA funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. This position will be included in the FY 17-18 Supplemental Nutrition Education Program (SNAP-Ed) program budget targeting low income families and seniors and on the FY 17-18 Tobacco Use Reduction Program budget. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to families, children, and seniors. Not filling the COC will impact the administrative and fiscal services needed by Public Health.

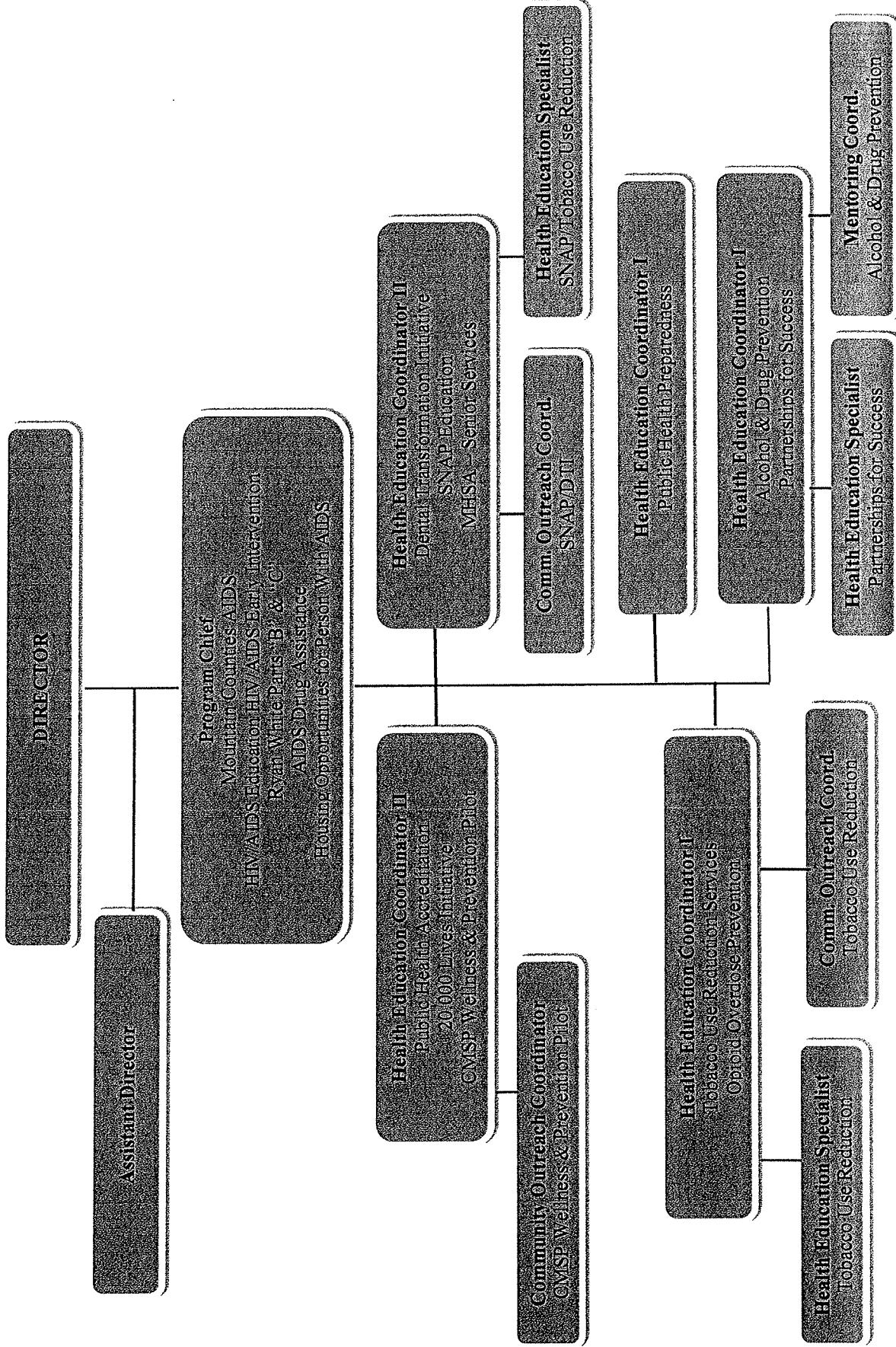
- **A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?**

Funding cuts have impacted our agency in every area and caused our staff to take on much more than they ever have before. But due to diligence in responsible fiscal planning with the highest commitment to public services, our clients perceive little or no difference in the scope of services they receive. Our current and potential budget reductions will not impact other county departments at this time. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds are lost, the county is not responsible for providing the work and staff to accomplish contracted health service deliverables.

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

**PLUMAS COUNTY PUBLIC HEALTH AGENCY  
HEALTH EDUCATION AND PREVENTION DIVISION**

2





**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 3270
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 18<sup>th</sup> day of July, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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Chairperson, Board of Supervisors

ATTEST:

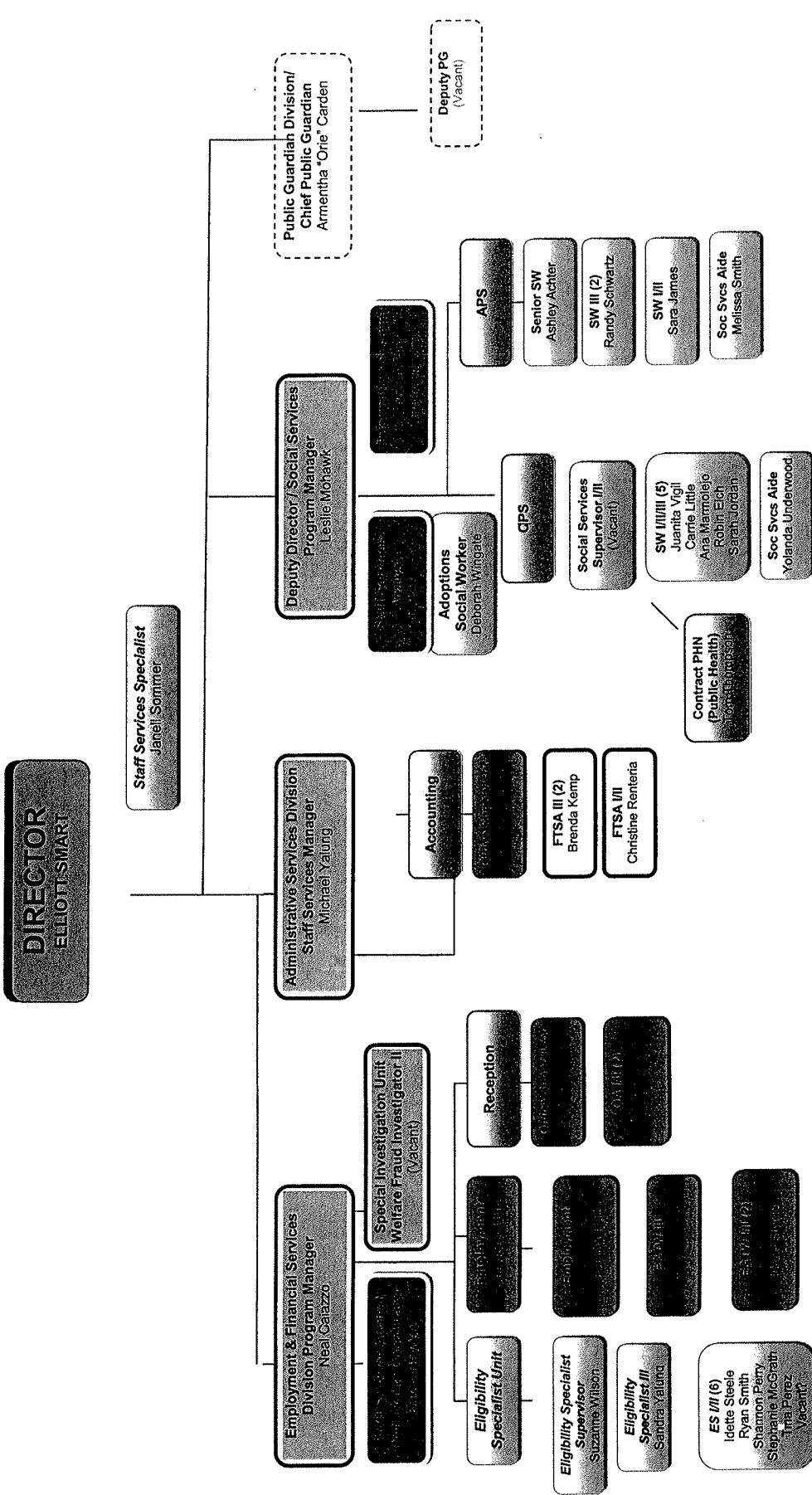
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Clerk of the Board

# Exhibit A

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

## PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN



Social Services Department  
Ten County Comparison May 2017

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

# 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.

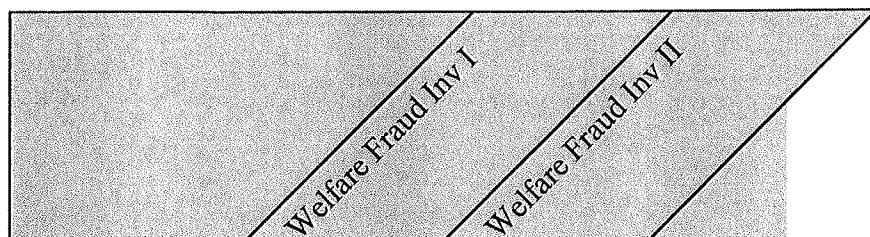
### Special Requirements:

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>	\$ 106.30	\$ 115.25
Average	\$ 21.26	\$ 23.05
Plumas	\$ 19.74	\$ 21.77
<b>Proposed</b>	<b>\$ 21.25</b>	<b>\$ 23.05</b>

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.

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# Exhibit C

## Deputy Director / Social Services Program Manager

Current wage range -\$29 13

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

Prepared on June 30, 2017





Prepared on June 30, 2017

## Welfare Fraud Investigator I

Current wage: \$19.74

Proposed wage range - \$21.25

Proposed wage range - \$21.25	Current			
<b>Current range: \$19.74</b>	\$ 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
<b>Total</b>	<b>\$ 52,140.00</b>	<b>\$ 54,754.69</b>	<b>\$ 57,502.71</b>	<b>\$ 60,381.52</b>
Proposed range				
<b>Proposed wage: \$21.25</b>	<b>\$ 44,200.00</b>	<b>\$ 46,426.00</b>	<b>\$ 48,755.00</b>	<b>\$ 51,210.00</b>
Retirement	\$ 8,547.40	\$ 8,977.86	\$ 9,428.24	\$ 9,902.99
FICA/Medicare	\$ 3,381.30	\$ 3,551.59	\$ 3,729.76	\$ 3,917.57
<b>Total</b>	<b>\$ 56,128.70</b>	<b>\$ 58,955.45</b>	<b>\$ 61,913.00</b>	<b>\$ 65,030.55</b>
Five Year Differential	\$ (3,988.69)	\$ (4,200.76)	\$ (4,410.29)	\$ (4,649.03)
Five year increase to Personnel				\$ (4,689.20)

Prepared on June 30, 2017

## Welfare Fraud Investigator II

Current wage: \$21.77

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

Current wage: \$21.77		Proposed wage range - \$23.05	
<b>Current range: \$21.77</b>		<b>Current</b>	
		\$ 45,282.00	\$ 47,549.00
Retirement		\$ 8,756.63	\$ 9,195.03
FICA / Medicare		\$ 3,464.07	\$ 3,637.50
<b>Total</b>		<b>\$ 57,502.71</b>	<b>\$ 60,381.52</b>
		\$ 49,941.00	\$ 52,458.00
			\$ 55,099.00

Proposed range					
<b>Proposed wage: \$23.05</b>					
Retirement	\$ 47,944.00	\$ 50,357.00	\$ 52,894.00	\$ 55,557.00	\$ 58,344.00
FICA/Medicare	\$ 9,271.41	\$ 9,738.04	\$ 10,228.64	\$ 10,743.61	\$ 11,282.56
<b>Total</b>	<b>\$ 60,883.13</b>	<b>\$ 63,947.35</b>	<b>\$ 67,169.03</b>	<b>\$ 70,550.72</b>	<b>\$ 73,876.67</b>

Five Year Differential	\$ (3,380.42)
	\$ (3,565.82)
	\$ (3,749.96)
	\$ (3,935.36)
	\$ (3,907.56)
Five year increase to Personnel	\$ (18,539.11)

Prepared on June 30, 2017

# BOARD OF SUPERVISORS

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



July 10, 2017

Honorable Mike McGuire

Chair, Senate Governance and Finance Committee

State Capitol Building, Room 408

Sacramento, CA 95814

**Re: Assembly Bill 1250 (Jones-Sawyer). Counties: Contracts for personal services.**

**OPPOSE – As amended May 30, 2017**

Dear Senator McGuire:

On behalf of the county of Plumas I am writing to strongly urge you to OPPOSE AB 1250 (Jones-Sawyer). AB 1250 is an attack on services for the most vulnerable in Plumas County.

The bill would impose a defacto prohibition on our county's ability to contract with non-profits that are the licensed experts and community based organizations (CBO's) who deliver vital services to our residents and your constituents. The restrictions AB 1250 places on contracting for county services will jeopardize health care, social services, mental health and public safety services across your District.

For example in Plumas County we contract for a number of critical services that we either do not have the expertise or the internal staffing capabilities or resources to provide in the most effective manner for our communities. For instance, in Plumas County which is a rural county, we have no choice but to contract with non-profits and CBO's for domestic violence services, foster care, some specialized behavioral health services, health care, job training and rehabilitation for county inmates and probation, and sober living and rehabilitation services to name a few.

By restricting our county's ability to provide services in the most cost-effective manner, AB 1250 will also increase costs for taxpayers and reduce funding available for other local services. For many vital programs, it will not be a matter of who will provide the service but if they can even be offered at all.

Please protect services for the most vulnerable. Plumas County strongly urges you to vote no on AB 1250.

Sincerely,

A handwritten signature in black ink that reads "Lori Simpson". The signature is fluid and cursive, with "Lori" on the top line and "Simpson" on the bottom line.

Lori Simpson, Chair

Plumas County Board of Supervisors

cc: Honorable Members, Senate Governance and Finance Committee

Honorable Ted Gaines, California State Senate

Honorable Brian Dahle, California State Assembly

Honorable Reggie Jones-Sawyer, California State Assembly

Honorable Lorena Gonzalez Fletcher, California State Assembly

California State Association of Counties

**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 1<sup>st</sup> 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 18<sup>th</sup> 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

10% Increase over base

	Current Base	\$ 74,784.00	\$ 77,208.00	\$ 74,784.00	\$ 95,724.00	\$ 95,208.00	\$ 74,784.00
Base @ 10%	\$ 82,262.40	\$ 84,928.80	\$ 82,262.40	\$ 105,296.40	\$ 104,728.80	\$ 82,262.40	
L1	\$ 86,375.52	\$ 89,175.24	\$ 86,375.52	\$ 110,561.22	\$ 109,965.24	\$ 86,375.52	
L2	\$ 90,694.30	\$ 93,634.00	\$ 90,694.30	\$ 116,089.28	\$ 115,463.50	\$ 90,694.30	
L3	\$ 95,229.01	\$ 98,315.70	\$ 95,229.01	\$ 121,893.75	\$ 121,236.68	\$ 95,229.01	
L4	\$ 99,990.46	\$ 103,231.49	\$ 99,990.46	\$ 127,988.43	\$ 127,298.51	\$ 99,990.46	
L5	\$ 104,989.98	\$ 108,393.06	\$ 104,989.98	\$ 134,387.85	\$ 133,663.44	\$ 104,989.98	

Green Shading indicates current longevity step for each Elected Official

## Elected Officials

15% Increase over base

Current Base	\$ 74,784.00	\$ 77,208.00	\$ 74,784.00	\$ 95,724.00	\$ 95,208.00	\$ 74,784.00
Base @15%	\$ 86,001.60	\$ 88,789.20	\$ 86,001.60	\$ 110,082.60	\$ 109,489.20	\$ 86,001.60
L1	\$ 90,301.68	\$ 93,228.66	\$ 90,301.68	\$ 115,586.73	\$ 114,963.66	\$ 90,301.68
L2	\$ 94,816.76	\$ 97,890.09	\$ 94,816.76	\$ 121,366.07	\$ 120,711.84	\$ 94,816.76
L3	\$ 99,557.60	\$ 102,784.60	\$ 99,557.60	\$ 127,434.37	\$ 126,747.44	\$ 99,557.60
L4	\$ 104,535.48	\$ 107,923.83	\$ 104,535.48	\$ 133,806.09	\$ 133,084.81	\$ 104,535.48
L5	\$ 109,762.26	\$ 113,320.02	\$ 109,762.26	\$ 140,496.39	\$ 139,739.05	\$ 109,762.26

Green Shading indicates current longevity step for each Elected Official

Green Shading indicates current longevity step for each Elected Official

## Elected Officials

20% Increase over base

Current Base	\$ 74,784.00	\$ 77,208.00	\$ 74,784.00	\$ 95,724.00	\$ 95,208.00	\$ 74,784.00
Base @ 20%	\$ 89,740.80	\$ 92,649.60	\$ 89,740.80	\$ 114,868.80	\$ 114,249.60	\$ 89,740.80
L1	\$ 94,227.84	\$ 97,282.08	\$ 94,227.84	\$ 120,612.24	\$ 119,962.08	\$ 94,227.84
L2	\$ 98,939.23	\$ 102,146.18	\$ 98,939.23	\$ 126,642.85	\$ 125,960.18	\$ 98,939.23
L3	\$ 103,886.19	\$ 107,253.49	\$ 103,886.19	\$ 132,974.99	\$ 132,258.19	\$ 103,886.19
L4	\$ 109,080.50	\$ 112,616.17	\$ 109,080.50	\$ 139,623.74	\$ 138,871.10	\$ 109,080.50
L5	\$ 114,534.53	\$ 118,246.98	\$ 114,534.53	\$ 146,604.93	\$ 145,814.66	\$ 114,534.53