

## **BOARD OF SUPERVISORS**

Michael Sanchez, Vice Chair 1<sup>st</sup> District  
Kevin Goss, 2<sup>nd</sup> District  
Sharon Thrall, 3<sup>rd</sup> District  
Lori Simpson, 4<sup>th</sup> District  
Jeff Engel, Chair 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF OCTOBER 9, 2018 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**[www.countyofplumas.com](http://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) FACILITY SERVICES**

Approve and authorize the Chair to sign renewal of Repair-Construction Agreement, not to exceed \$60,404.58, between County of Plumas and Allied Modular Building Systems, Inc. for Social Services build-out project; approved as to form by County Counsel

#### **B) PROBATION**

Approve and authorize the Chair to sign Agreement between County of Plumas and Lassen County Juvenile Detention Facility for detention of juvenile offenders; approved as to form by County Counsel

#### **C) BEHAVIORAL HEALTH**

- 1) Approve and authorize the Chair to sign Services Agreement, not to exceed \$50,000, between County of Plumas and BHC Heritage Oaks for psychiatric hospital services; approved as to form by County Counsel
- 2) Approve and authorize payment of \$6,924.97 to Plumas Crisis Intervention and Resource Center for Chester and Greenville Wellness Centers August 2018 operations invoice

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

Authorize Public Health to recruit and fill funded and allocated 1.0 FTE Licensed Vocational Nurse I/II (LVN) or Registered Nurse I/II (RN) or Public Health Nurse I/II/III (PHN), due to retirement effective December 31, 2018

#### **E) ENVIRONMENTAL HEALTH**

Authorize Environmental health to apply for CUPA Forum Board training assistance grant; and authorize the Director of Environmental Health to sign various grant assurances

## **2. PLUMAS RURAL SERVICES**

Adopt **PROCLAMATION** Proclaiming the Month of October 2018 as *Domestic Violence Awareness Month*

## **3. DEPARTMENTAL MATTERS**

A) 10:15 A.M. – **BEHAVIORAL HEALTH** – Tony Hobson

**PUBLIC HEARING:** Adopt **RESOLUTION** amending the Master Fee Schedule for Behavioral Health Services Patient/Client Fee Schedule. **Roll call vote**

B) **HUMAN RESOURCES** – Nancy Selvage

Adopt **RESOLUTION** to amend the Plumas County Job Classification Plan & Wage, Range 4533, for Nurse Practitioner and Physician Assistant; and authorize Public Health to recruit and fill funded and flexibly allocated 1.0 FTE Nurse Practitioner or Physician Assistant position. **Roll call vote**

C) **PLANNING** – Randy Wilson

Adopt **ORDINANCE**, first introduced on October 2, 2018, 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. Discussion and possible action regarding salary range for the position of County Administrator; and consider amendments to the job description
- B. Select Director and Alternate for the 2018-2019 *CSAC Board of Directors*; discussion and possible action
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

## **5. CLOSED SESSION**

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

- A. Personnel: Public employee performance evaluation – Museum Director
- B. Personnel: Public employee performance evaluation – Director of Information Technology
- C. Personnel: Public employee appointment or employment – County Administrator
- D. Conference with Legal Counsel: Claim Against the County filed by Harry Harrison on September 27, 2018
- E. Conference with Legal Counsel: Existing litigation – Pederson, et al., v. County of Plumas, et al., United States District Court for the Eastern District of California Case No. CIV S-89-1659 JFM P, pursuant to subdivision (a) of Government Code §54956.9
- F. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- G. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- H. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

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

## **ADJOURNMENT**

Adjourn meeting to Tuesday, October 16, 2018, Board of Supervisors Room 308, Courthouse, Quincy, California



## DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

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

/A

Kevin Correia  
Director

Board Meeting:        October 9, 2018

To:                        The Honorable Board of Supervisors

From:                    Kevin Correia, Director

Subject:                Approve and Authorize Board chair to sign a contract renewal between  
the county and Allied Modular Building Systems Inc. for the social  
services build-out.

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### Background

County entered into contract with Allied Modular Building Systems Inc. to build (prefab) and install eight offices in the social services dept. the build is complete but the contract is expired, we need the new contract signed to be able to pay the contractor.

### Recommendation

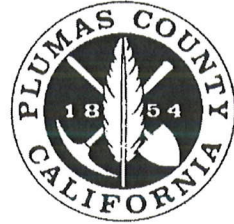
Approve and Authorize Board chair to sign contract renewal agreement between the county and Allied Modular Building Systems Inc.





**Erin Metcalf**  
Chief Probation Officer

**County of Plumas**  
Department of Probation  
270 County Hospital Rd. #128,  
Quincy, California, 95971



Phone: (530)283-6200  
FAX: (530)283-6165

DATE: September 26, 2018

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Approval of the Lassen County Juvenile Detention Facility Contract.

**Recommendation**

Approve and authorize the contract with Lassen County Juvenile Detention Facility to utilize their facility for the detention of Plumas County juvenile offenders.

**Background and Discussion**

The Probation Department has contracted with Lassen County Juvenile Detention Facility in the past to utilize their facility for the detention of Plumas County juvenile offenders. The Juvenile Hall rate is \$110.00 a day per juvenile before adjudication and \$85.00 per day per juvenile for Court-ordered commitments.

Therefore, we respectfully request this contract be authorized and approved.

**PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES**

270 County Hospital Road, #109 Quincy, CA 95971

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

Tony Hobson, Ph.D, Director

101



**Date:** September 27, 2018

**To:** The Honorable Board of Supervisors

**From:** Tony Hobson, Ph.D., Director

**SUBJECT:** Agenda Item for October 9, 2018, Board Meeting

**RE:** APPROVE AND AUTHORIZE THE NEW CONTRACT BETWEEN PLUMAS COUNTY BEHAVIORAL HEALTH AND BHC HERTIAGE OAKS.

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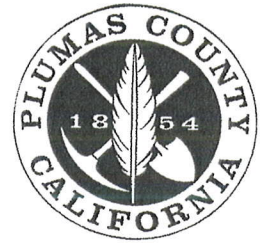
**IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS:** Approve and execute the FY 2018-2019 contract for BHC Hertiage Oaks for \$50,000.00 which has been approved to form by County Counsel.

**BACKGROUND AND DISCUSSION:** Provide Psychiatric Hospital Services.

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

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

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***Tony Hobson, Ph.D., Director***

**Date:** October 1, 2018

**To:** Honorable Board of Supervisors

**From:** Tony Hobson, Behavioral Health Director 

**Agenda:** Agenda Item for October 9, 2018 BOS Meeting

**Item Description:** Request the Board of Supervisors to approve and authorize payment to Plumas Crisis Intervention and Resource Center in the amount of \$6,924.97.

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**Recommendation:** It is respectfully requested that the Board of Supervisors approve and authorize payment to Plumas Crisis Intervention and Resource Center (PCIRC) in the amount of \$6,924.97 for the Chester and Greenville Wellness and Family Resource Centers August 2018 operations invoice.

**Background and Discussion:** Plumas County Behavioral Health provides clinical services and wellness activities at the Chester and Greenville Wellness and Family Resource Centers.

PCIRC continues to pay costs associated with the Wellness and Family Resource Center operations in Chester and Greenville and other associated program costs.

No General Fund monies will be used for this purpose, and it is funded solely using Mental Health Services Act (MHSA) Community Services and Supports (CSS) monies. These costs have been included in the initial MHSA FY18-19 budget.

Thank you.

## Invoice

PCI Resource Center  
591 W. Main Street  
Quincy, CA 95971  
283-5515

Date of Invoice: September 25, 2018

Billed to:
Plumas County Behavioral Health 270 County Hospital Road, Suite #109 Quincy, CA 95971
283-6307

Period	Item	Description	Amounts
8/1/18 – 8/31/18	Wellness Interim	Location Costs for Chester and Greenville Wellness Centers	\$6,924.97
Total			\$6,924.97





# Plumas County Public Health Agency

Andrew Woodruff, MPH, Director

Mark Satterfield, M.D, Health Officer

270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

**Date:** September 27, 2018  
**To:** Honorable Board of Supervisors  
**Cc:** Nancy Selvage  
**From:** Andrew Woodruff  
**Agenda:** Item for October 9, 2018

**Recommendation:** Authorize the Director of Human Resources to recruit and fill a 1.00 FTE Licensed Vocational Nurse I/II (LVN) or Registered Nurse I/II (RN) or Public Health Nurse I/II/III (PHN), due to a retirement December 31, 2018.

**Background:** As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. This retirement will leave a vacant position that is imperative to fill as soon as possible in order to keep up with the demand of the clients in the clinic. Filling this vacancy as soon as possible will allow us to reduce any interruption in services to our current clinic clients and those that are case managed in our specialty programs. Swift approval will also reduce the prolonged period during which other nurses perform extra duties to cover the work of these vacancies.

Should a successful applicant be chosen we request that an overlap be approved so the current RN can assist in training the new employee.

**Fiscal Impact:** Public Health Agency's FY 2018-2019 budget fully funds the salary and benefits of the 1.00 FTE Licensed Vocational Nurse I/II or Registered Nurse I/II or Public Health Nurse I/II/III.

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. Thank you.

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: October 9, 2018

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70560, 1.00 FTE  
LVN/RN/PHN

POSITION TITLES: 1.0 FTE PHN III/II/I OR RN II/I OR LVN II/I

ARE POSITIONS CURRENTLY ALLOCATED? YES ☒ NO ☐

<b>For Committee use only</b>
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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.

- |   |
|---|
| <ul style="list-style-type: none"><li>• Is there a legitimate business, statutory or financial justification to fill the position?</li><li>• Why is it critical that this position be filled at this time?</li><li>• How long has the position been vacant?</li></ul> |
|---|

The RN is responsible for the Child Health and Disability Prevention program and the California Children's Services designed to provide routine health exams, immunizations, diagnostic screening, medical treatment, and nurse case management for sixty to eighty families needing

access to special services for medically fragile infants, or children, and assistance with travel and housing for those who must go out of county to access specialized medical care.

This position will become vacant on December 31, 2018.

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

Position is 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.

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

Compared to regional counties and counties of similar size, we have a very small clinic/nursing staff.

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

Patient services lack of compliance with local, state and federal contracts, and delayed or incomplete grant compliance, billing and administration are all results of this position. These positions handle a caseload of clients with complex medical conditions and the sooner they are filled, the better continuity of care for clients.

- 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?

N/A

- 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. 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 departments reserve account for the last three years.

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

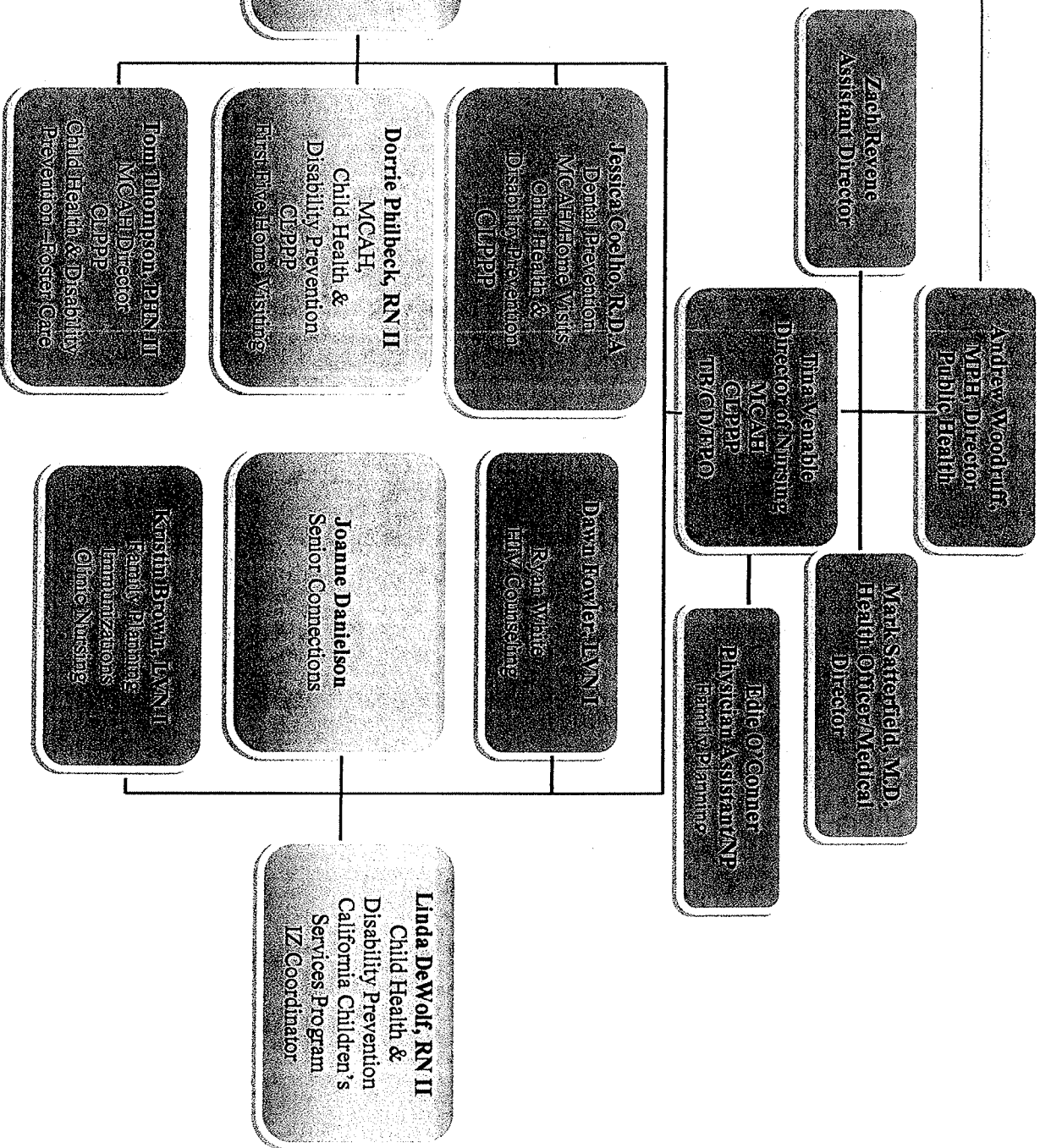
FY 15/16 Total Cash Reserves \$565,687

FY 16/17 Total Cash Reserves \$569,172

FY 17/18 Total Cash Reserves \$575,067



County Electorates  
Board of Supervisors  
District's 1-5







# Plumas County Environmental Health

270 County Hospital Road, Ste. 127, Quincy CA 95971

Phone: (530) 283-6355 ~ Fax: (530) 283-6241

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**Date:** September 28, 2018  
**To:** Honorable Board of Supervisors  
**From:** Jerry Sipe  
**Agenda:** Consent Agenda Item for October 9, 2018

**Recommendation:** Authorize Environmental Health to apply to the CUPA Forum Board for a training assistance grant, and authorize the Environmental Health Director to sign various grant assurances as the Board's designee.

**Background and Discussion:** Environmental Health serves as the Certified Unified Program Agency (CUPA) for local hazardous materials regulation. The non-profit CUPA Forum Board recently established a grant program to provide onsite classroom and field hazardous materials regulatory training to rural counties throughout California. A qualified trainer would be hired and paid for directly by the CUPA Forum Board, and the grant administration would be provided through the CUPA Forum Board as well. The local staff time spent in the training and on training inspections are the only matching obligations on the part of the county.

Plumas County is a good candidate for this grant program since our Hazardous Materials Specialist III retired last June. The training would focus on the Accidental Release Prevention (Cal ARP) program which includes review of the risk management plan and a detailed engineering analysis of the potential accident factors present at the business and the mitigation measures that can be implemented to reduce them. Environmental Health's two new Hazardous Materials staff would greatly benefit from this hands-on training which is expected to last approximately two to three days.

At this time, the Board is requested to authorize Environmental Health to apply for the CUPA Forum Board's training assistance grant and authorize the Environmental Health Director to sign the application and various grant assurances as the Board's designee.

If you have any questions or need any additional information, please do not hesitate to contact me at 283-6367.

Thank you.

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## **A Proclamation**

**Whereas, according to the National Coalition Against Domestic Violence 1 in every 3 teenagers, 1 in every 4 women, and 1 in every 6 men will experience domestic violence during their lifetime;**

**Whereas, approximately 15.5 million children are exposed to domestic violence every year; in our County of Plumas, Plumas Rural Services Domestic Violence Services has served 122 clients in the last 12 months. Notably, there are many more who have not come forward to seek help;**

**Whereas, the crime of domestic violence violates an individual's privacy and dignity, security and humanity, due to systematic use of physical, emotional, sexual, psychological and economic control and/or abuse including children, pets and the elderly;**

**Whereas, domestic violence is widespread and is devastating to society as a whole;**

**Whereas; the problem of domestic violence is not confined to any group or groups of people, but crosses all economic, racial, gender, educational, religious, and societal barriers, and is sustained by societal indifference.;**

**Whereas, the survivors of violence should have access to medical and legal services, counseling, safe housing and other supportive services so that they can escape the cycle of abuse;**

**Whereas, local programs, state coalitions, national organizations, and other agencies nationwide are committed to increasing public awareness of domestic violence and its prevalence, and to eliminating it through prevention and education;**

**Whereas; it is important to recognize the compassion and dedication of the individuals who provide services to victims of domestic violence and work to increase public understanding of this significant problem;**

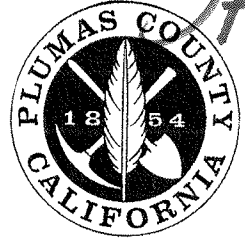
**NOW THEREFORE, in recognition of the important work done by domestic violence programs, and victim's service providers, I do hereby proclaim the month of October 2018 as Domestic Violence Awareness Month and urge all citizens to actively participate in the scheduled activities and programs sponsored by Plumas Rural Services to work toward the elimination of domestic violence.**

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

# PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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



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Tony Hobson, Ph.D., Director

DATE: October 9, 2018

TO: Honorable Board of Supervisors

FROM: Tony Hobson, Behavioral Health Director 

SUBJECT: Master Fee Schedule FY 2018/2019

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## **Recommendation**

Approve the attached Master Fee Schedule for Mental Health services for FY 2018/2019.

## **Background and Discussion**

The State Department of Mental Health (DMH) in 1998 set forth guidelines for uniform patient fee schedules for community mental health services. Plumas County Mental Health reviewed and adjusted these rates for patient fees in the 2012/2013 fiscal year and revised again in the 2015/2016 fiscal year. Unfortunately, the department failed to implement the 2015/2016 rates and has continued to bill at the outdated rates of 2012/2013 to present. It is respectively recommended these new attached rates (Exhibit A) are approved by the Board to properly align with the rates reported on the Behavioral Health's last submitted cost report to the State.



RESOLUTION NO. 18-\_\_\_\_\_

**RESOLUTION AMENDING PORTIONS OF THE MASTER FEE SCHEDULE TO AMEND EXISTING BEHAVIORAL HEALTH SERVICES PATIENT/CLIENT FEE SCHEDULES.**

**WHEREAS**, the Board of Supervisors of the County of Plumas, State of California, has previously adopted a Master Fee Schedule establishing service fees for county departments, and

**WHEREAS**, the Master Fee Schedule needs further revision to establish new and amend existing Behavioral Health client fees associated with patient fees for various mental health services.

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

1. The Master Fee Schedule adopted by Resolution 16-8122 on January 12, 2016 is hereby amended as referenced by Exhibit A.
2. The fees set forth in Exhibit "A" shall take effect immediately from the date of adoption of this resolution as provided in the California Welfare and Institution Code 5709-5717.
3. Existing fees not included in this Resolution or amended thereafter shall remain in full force and effect according to its specific authorization, whether by Board order, resolution, ordinance or State Law.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 9th day of October 2018, by the following vote:

**AYES:**

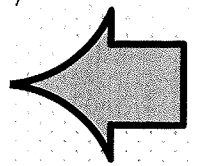
**NOES**

**ABSENT:**

\_\_\_\_\_  
Chairperson, Board of Supervisors

**ATTEST:**

By: \_\_\_\_\_  
Clerk of the Board of Supervisors



PLUMAS

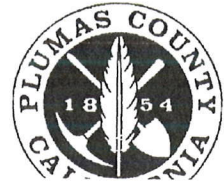


## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)



**DATE:** September 25, 2018

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** **AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF OCTOBER 9, 2018.**  
**RE: ADOPT RESOLUTION TO AMEND PLUMAS COUNTY JOB CLASSIFICATION PLAN & WAGE RANGE 4533 FOR NURSE PRACTITIONER AND PHYSICIAN ASSISTANT**

**AUTHORIZE PUBLIC HEALTH DEPARTMENT TO RECRUIT AND FILL 1 FTE FUNDED AND FLEXIBILITY ALLOCATED NURSE PRACTITIONER OR PHYSICIAN ASSISTANT POSITION**

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### **IT IS RECOMMENDED THAT THE BOARD:**

Approve Resolution to amend Plumas County's classification plan for both Nurse Practitioner and Physician Assistant job descriptions and wage range of 4533, as outlined in Exhibits A, B, C and D.

Authorize Public Health Department to recruit and fill 1 FTE funded and flexibly allocated Nurse Practitioner or Physician Assistant position.

### **BACKGROUND AND DISCUSSIONS**

On October 4<sup>th</sup>, 2016 the Board of Supervisors approved by resolution the revised changes to the nursing position classifications for the Public Health and Behavioral Health departments. The Nurse Practitioner and Physician Assistant job classifications and wage ranges were not included in the revisions to the nursing job descriptions. This was the recommendation of the Director of Public Health, Mimi Hall. There was not an immediate need to revise these positions due to the department already employed a Physician's Assistant. With the pending retirement of their Physician's Assistant, the situation has changed.

We would like to move forward with updating both classification with current job descriptions and adjust the base wage for the Nurse Practitioner to be the same as the Physician Assistant base wage of \$45.33. We are not recommending changing the wage range for the Physician

Assistant position as it's the same wage, only increased by COLAs since 1995. We are asking to bring up the Nurse Practitioner wage range to be equal to the Physician Assistant wage range since these positions are similar in all aspects of the job. The current wage listed in the classification plan for the Nurse Practitioner, is below other nursing positions that have been reclassified and require fewer qualifications. Exhibit A is the list of nursing classifications with wage ranges that were previously approved on October 4, 2016.

The qualifications and duties for the Nurse Practitioner and the Physician's Assistant are similar job duties, consistent with Public Health industry standards, and are essential to the functions of Public Health. Both positions perform medical procedures, prescribe medications, and perform other independent clinical responsibilities under an MD's standing orders. The Nurse Practitioner requires a four (4) year nursing degree and considerable clinical training hours, which are not required by the Physician Assistant. Public Health would appreciate the flexibility to hire a Nurse Practitioner who also is qualified with licensure to perform the clinical procedures and prescribing duties. The meet and confer obligation has been met with Operating Engineers Local #3, with no objections.

I am recommending the wage for the Nurse Practitioner be increased to \$45.33 per hour equivalent to the Physician Assistant current base wage range. I have also updated both job descriptions for these two positions and attached for your review. For transparency, I have attached the current job descriptions as listed on our job classifications and the job descriptions with the mark-ups to reflect the proposed changes. These are attached in the Exhibits. The final drafts are attached to the proposed resolution. It seems appropriate to align the base rate of pay for these two positions since they are similar in qualifications and duties. Research on salary comparisons indicate most of the counties contract out these services, so within our ten county comparison, there is not much to compare to in terms of hourly wages. With one exception, Tehama County pays the same hourly wage for both positions. Our main competition is the private sector and the hourly wage is considerably higher than the recommended wage.

Approving these two job classifications revisions and recommended wage range will be the final phase to complete the re-classifications for the County's nursing position series. With the pending employee retiring that currently holds the Physician Assistant; we request Board of Supervisor approval to recruit to fill either the Nurse Practitioner or Physician Assistant for the funded and allocated position within the Public Health Department.

Thank you for your consideration in this matter.

- Exhibit A: Resolution No 16-8191  
Previously approved nursing classifications
- Exhibit B: Nurse Practitioner Job Descriptions, current, draft marked-up with changes, and revised.
- Exhibit C: Physician Assistant Job Descriptions; current, draft marked-up with changes, and revised.
- Exhibit D: Public Health org chart



RESOLUTION NO. 2018-\_\_\_\_\_

**RESOLUTION TO AMEND THE COUNTY JOB CLASSIFICATION PLAN AND WAGE RANGE 4533 FOR NURSE PRACTITIONER AND PHYSICIAN ASSISTANT**

**WHEREAS**, Plumas County Personnel Rule 5 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 Public Health requested the Human Resources Director to assist in the final nursing series classification and wage review for the Nurse Practitioner and Physician Assistant classifications; and

**WHEREAS**, These position under the general direction of the Director of Public Health are to provide direct patient care to clinic patients, conduct physical exams, evaluate treatment needs, and to educate and counsel patients regarding their physical health; and

**WHEREAS**, the Human Resources Director has updated and incorporated modifications to the job descriptions and is recommending both classifications wage range of 4533; and

**WHEREAS**, the Human Resources Director completed the meet and confer with Operating Engineers Local #3 Union representative with no objections.

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

Approve Resolution to amend revised job descriptions for Nurse Practitioner and Physician Assistant - range of 4533, and amend the Position Allocation for Fiscal Year 2018/2019 to flexibly allocate 1.0 FTE positions:

<u>Public Health #70560</u>	<u>Current FTE</u>
Physician Assistant	1.000
Nurse Practitioner	0.000
 <u>Public Health #70560</u>	 <u>Amended FTE</u>
<b>Physician Assistant, <i>OR</i></b>	<b>1.000</b>
<b>Nurse Practitioner</b>	<b>0.000</b>

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 9th day of October, 2018 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board

## **PHYSICIAN ASSISTANT**

### **DEFINITION**

Under general direction, to provide direct care services to clinic patients; to conduct physical examinations and evaluate the need for treatment or other services; to counsel and educate patients regarding their physical health; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level Physician Assistant classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

### **REPORTS TO**

Public Health Director, Director of Public Health Nursing.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **PHYSICIAN ASSISTANT - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Performs lab testing including HIV and pregnancy testing.
- Develops diagnoses.
- Initiates treatment based on protocols signed by the Health Officer.
- Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Assists in developing protocols.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.
- May represent the Public Health Department with community organizations and on community boards.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

## **PHYSICIAN ASSISTANT - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Uses and effects of medicines and narcotics.
- Current trends and concepts related to professional physician assistant practice.
- Causes, treatment, and prevention of communicable diseases.

#### **Ability to:**

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Evaluate medical findings and make suitable recommendations.
- Perform and interpret special screening tests and laboratory findings.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.
- Coordinate assigned activities with community organizations and other government agencies.

## **PHYSICIAN ASSISTANT - 4**

### **Training and Experience:**

Qualifications needed for this position:

- Completion of a curriculum and graduation from a school approved by the Physician's Assistant Examining Committee and one (1) year of experience as a Physician Assistant.
- National Board of Medical Examiners Physician's Assistant Certificate.
- Individual approval of a Physician's Assistant practice by the California Physician's Assistant examining committee.
- CPR and First Aid certification.

### **Special Requirements:**

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

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

**NURSE PRACTITIONER**

**DEFINITION**

Under the general direction, to provide direct patient care to clinic patients; to conduct physical exams and evaluate the need for treatment or other services; to educate and counsel patients regarding their physical health; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level Nurse Practitioner classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

**REPORTS TO**

Public Health Director, Director of Public Health Nursing.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **NURSE PRACTITIONER - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Develops diagnoses.
- Performs lab testing including HIV and pregnancy testing.
- Initiates treatments based on protocols signed by the Health Officer.
- Assists with protocol development.
- May represent the Public Health Department with community organizations and on community boards.
- Prepares reports and correspondence. Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

## **NURSE PRACTITIONER - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, and techniques of public health nursing.
- Causes, treatment, and prevention of communicable diseases.
- Community resources and community aspects of nursing programs.
- Current trends and concepts related to professional nursing practice.
- Sociological, psychological, and physical problems involved in public health nursing.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Federal, State, and local laws and regulations related to public health nursing.
- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Uses and effects of medicines and narcotics.

#### **Ability to:**

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Perform and interpret special screening tests and laboratory findings.
- Work responsibly with physicians and other members of the medical team.
- Instruct others in the prevention of disease and the principles of health and nursing care.
- Prepare and assist others with the preparation of specialized education programs.
- Speak and write effectively.
- Prepare clear and concise records and reports.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Coordinate assigned activities with community organizations and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.
- Evaluate medical findings and make suitable recommendations



## **NURSE PRACTITIONER - 4**

### **Training and Experience:**

Qualification needed for the position:

- Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California and two (2) years of experience as a Nurse Practitioner.
- Possession of a valid license as a Registered Nurse in California and a Certification as a Nurse Practitioner issued by the California State Board of Registered Nurses.
- CPR and First Aid certification.

### **Special Requirements:**

- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.
- All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

# Exhibit A:

Resolution No 16-8191

List of previously approved nursing  
classifications

**RESOLUTION TO AMEND PLUMAS COUNTY'S NURSING CLASIFICATIONS & WAGE RANGES FOR PUBLIC HEALTH & BEHAVIORAL HEALTH DEPARTMENTS**

**WHEREAS**, Plumas County Personnel Rule 5 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 Public Health Director and Behavioral Health Director requested the Human Resources Director to assist in revising changes to the nursing position classifications at the salary ranges as outlined:

**Nursing Positions Public Health Department**

- PH Licensed Vocational Nurse I, range 1931
- PH Licensed Vocational Nurse II, range 2027
- Registered Nurse I, range 2500
- Registered Nurse II, range 2800
- Public Health Nurse I, range 2500
- Public Health Nurse II, range 2800
- Public Health Nurse III, range 3100
- Director of Nursing – Public Health, range 3800

**Nursing Positions Behavioral Health Department**

- BH Licensed Vocational Nurse I, range 1931
- BH Licensed Vocational Nurse II, range 2027
- Registered Nurse I, range 2500
- Registered Nurse II, range 2800
- Psychiatric Nurse I, range 2500
- Psychiatric Nurse II, range 2800, and

**WHEREAS**, These positions under the general direction of the Director of Nursing, Unit Supervisor – Nursing, and the Department Director are responsible for a variety of county publicly funded health services, perform activities related to implementation of various health programs, to interview, educate, counsel and refer clients regarding a variety of health conditions and to do related work; and

**WHEREAS**, the Human Resources Director has updated and incorporated modifications to the job descriptions of identified nursing classifications.

**WHEREAS**, the Human Resources Director conducted a meet and confer with Operating Engineers Local #3 Union Representative who provided recommendations to increase nursing classifications salary ranges.

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

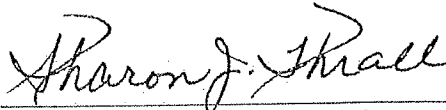
The job descriptions for the nursing classifications attached hereto are approved, and the County's classification plan is hereby amended at the salary ranges listed for these 1.0 FTE Allocated positions.

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 4th day of October, 2016 by the following vote:

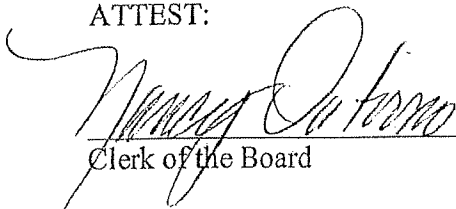
AYES: Supervisors ENGEL, GOSS, SIMPSON, SWOFFORD, THRALL

NOES: Supervisors NONE

ABSENT: Supervisors NONE

  
Chairperson, Board of Supervisors

ATTEST:

  
Clerk of the Board

# Exhibit B:

Nurse Practitioner Job Descriptions, current,  
draft marked-up with changes, and revised.

## **NURSE PRACTITIONER**

### **DEFINITION**

Under the general supervision of a primary care physician, to provide direct patient care to clinic patients; to conduct physical exams and evaluate the need for other treatment or services; to educate and counsel patients regarding their physical health; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level Nurse Practitioner classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

### **REPORTS TO**

Director of Nursing.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **NURSE PRACTITIONER - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Performs lab testing including HIV and pregnancy testing.
- Initiates treatments based on protocols signed by the Health Officer.
- Assists with protocol development.
- May represent the Public Health Department with community organizations and on community boards.
- Develops and implements plans for the professional development of nursing personnel.
- Coordinates assigned nursing program with other community agencies.
- Prepares reports and correspondence.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

## NURSE PRACTITIONER - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles, procedures, and techniques of public health nursing.
- Procedures involved in promoting maternal and child health, child growth and development, and providing for the health needs of children.
- Causes, treatment, and prevention of communicable diseases, handicapping conditions, mental illness, and other disabling conditions.
- Community resources and community aspects of nursing programs.
- Current trends and concepts related to professional nursing practice.
- Sociological, psychological, and physical problems involved in public health nursing.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Federal, State, and local laws and regulations related to public health nursing.

#### Ability to:

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Instruct others in the prevention of disease and the principles of health and nursing care.
- Prepare and assist others with the preparation of specialized education programs.
- Speak and write effectively.
- Prepare clear and concise records and reports.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Coordinate assigned activities with community organizations and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.



## NURSE PRACTITIONER - 4

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

Two (2) years of experience as a Nurse Practitioner.

Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California.

**Special Requirements:** Possession of a valid license as a Registered Nurse in California and a Certification as a Nurse Practitioner issued by the California State Board of Registered Nurses.

CPR and First Aid certification are highly desirable.

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

## NURSE PRACTITIONER

### DEFINITION

Under the general direction, to provide direct patient care to clinic patients; to conduct physical exams and evaluate the need for treatment or other services; to educate and counsel patients regarding their physical health; and to do related work as required.

Deleted: supervision of a primary care physician

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### DISTINGUISHING CHARACTERISTICS

This is a journey level Nurse Practitioner classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

### REPORTS TO

Public Health Director, Director of Public Health Nursing.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None.

## NURSE PRACTITIONER - 2

### EXAMPLES OF DUTIES

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Develops diagnoses.
- Performs lab testing including HIV and pregnancy testing.
- Initiates treatments based on protocols signed by the Health Officer.
- Assists with protocol development.
- May represent the Public Health Department with community organizations and on community boards.
- Prepares reports and correspondence. Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.

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<#>Develops and implements plans for the professional development of nursing personnel.¶ Coordinates assigned nursing program with other community agencies.

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### TYPICAL PHYSICAL REQUIREMENTS

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

### TYPICAL WORKING CONDITIONS

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

## NURSE PRACTITIONER - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles, procedures, and techniques of public health nursing.
- Causes, treatment, and prevention of communicable diseases.
- Community resources and community aspects of nursing programs.
- Current trends and concepts related to professional nursing practice.
- Sociological, psychological, and physical problems involved in public health nursing.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Federal, State, and local laws and regulations related to public health nursing.
- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Uses and effects of medicines and narcotics.

#### Ability to:

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Perform and interpret special screening tests and laboratory findings.
- Work responsibly with physicians and other members of the medical team.
- Instruct others in the prevention of disease and the principles of health and nursing care.
- Prepare and assist others with the preparation of specialized education programs.
- Speak and write effectively.
- Prepare clear and concise records and reports.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Coordinate assigned activities with community organizations and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.
- Evaluate medical findings and make suitable recommendations.

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Last Revised 11/95

## NURSE PRACTITIONER - 4

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

Two (2) years of experience as a Nurse Practitioner.

Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California.

**Special Requirements:** Possession of a valid license as a Registered Nurse in California and a Certification as a Nurse Practitioner issued by the California State Board of Registered Nurses.

CPR and First Aid certification

**Deleted:** are highly desirable

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

## **NURSE PRACTITIONER**

### **DEFINITION**

Under the general direction, to provide direct patient care to clinic patients; to conduct physical exams and evaluate the need for treatment or other services; to educate and counsel patients regarding their physical health; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level Nurse Practitioner classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

### **REPORTS TO**

Public Health Director, Director of Public Health Nursing.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **NURSE PRACTITIONER - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Develops diagnoses.
- Performs lab testing including HIV and pregnancy testing.
- Initiates treatments based on protocols signed by the Health Officer.
- Assists with protocol development.
- May represent the Public Health Department with community organizations and on community boards.
- Prepares reports and correspondence. Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

## NURSE PRACTITIONER - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles, procedures, and techniques of public health nursing.
- Causes, treatment, and prevention of communicable diseases.
- Community resources and community aspects of nursing programs.
- Current trends and concepts related to professional nursing practice.
- Sociological, psychological, and physical problems involved in public health nursing.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Federal, State, and local laws and regulations related to public health nursing.
- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Uses and effects of medicines and narcotics.

#### Ability to:

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Perform and interpret special screening tests and laboratory findings.
- Work responsibly with physicians and other members of the medical team.
- Instruct others in the prevention of disease and the principles of health and nursing care.
- Prepare and assist others with the preparation of specialized education programs.
- Speak and write effectively.
- Prepare clear and concise records and reports.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Coordinate assigned activities with community organizations and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.
- Evaluate medical findings and make suitable recommendations



## NURSE PRACTITIONER - 4

### **Training and Experience:**

Qualification needed for the position:

- Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California and two (2) years of experience as a Nurse Practitioner.
- Possession of a valid license as a Registered Nurse in California and a Certification as a Nurse Practitioner issued by the California State Board of Registered Nurses.
- CPR and First Aid certification.

### **Special Requirements:**

- Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.
- All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

# Exhibit C:

Physician Assistant Job Descriptions;  
current, draft marked-up with changes, and  
revised.

## PHYSICIAN ASSISTANT

### DEFINITION

Under general direction, to provide direct care services to clinic patients; to conduct physical examinations and evaluate the need for treatment or other services; to counsel and educate patients; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a journey level Physician Assistant classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

### REPORTS TO

Public Health Director, Director of Public Health Nursing.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None.

## **PHYSICIAN ASSISTANT - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations, including pelvic examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Performs lab testing including HIV and pregnancy testing.
- Develops diagnoses.
- Initiates treatment based on protocols signed by a consulting physician.
- Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Assists in developing protocols.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.
- May drive a van.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

## PHYSICIAN ASSISTANT - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Uses and effects of medicines and narcotics.
- Reproductive physiology.

#### Ability to:

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Evaluate medical findings and make suitable recommendations.
- Perform and interpret special screening tests and laboratory findings.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.
- Coordinate assigned activities with community organizations and other government agencies.

## PHYSICIAN ASSISTANT - 4

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

One (1) year of experience as a Physician Assistant.

Completion of a curriculum and graduation from a school approved by the Physician's Assistant Examining Committee.

**Special Requirements:** National Board of Medical Examiners Physician's Assistant Certificate.

Individual approval of a Physician's Assistant practice by the California Physician's Assistant examining committee.

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

**PHYSICIAN ASSISTANT**

**DEFINITION**

Under general direction, to provide direct care services to clinic patients; to conduct physical examinations and evaluate the need for treatment or other services; to counsel and educate patients regarding their physical health; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level Physician Assistant classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

**REPORTS TO**

Public Health Director, Director of Public Health Nursing.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## PHYSICIAN ASSISTANT - 2

### EXAMPLES OF DUTIES

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Performs lab testing including HIV and pregnancy testing.
- Develops diagnoses.
- Initiates treatment based on protocols signed by the Health Officer.
- Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Assists in developing protocols.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.
- May represent the Public Health Department with community organizations and on community boards.

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May drive a van.

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### TYPICAL PHYSICAL REQUIREMENTS

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

### TYPICAL WORKING CONDITIONS

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.



## PHYSICIAN ASSISTANT - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Uses and effects of medicines and narcotics.
- Current trends and concepts related to professional physician assistant practice.
- Causes, treatment, and prevention of communicable diseases.

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• Reproductive physiology.

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#### Ability to:

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Evaluate medical findings and make suitable recommendations.
- Perform and interpret special screening tests and laboratory findings.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.
- Coordinate assigned activities with community organizations and other government agencies.

#### PHYSICIAN ASSISTANT - 4

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

One (1) year of experience as a Physician Assistant.

Completion of a curriculum and graduation from a school approved by the Physician's Assistant Examining Committee.

**Special Requirements:** National Board of Medical Examiners Physician's Assistant Certificate.

Individual approval of a Physician's Assistant practice by the California Physician's Assistant examining committee.

Deleted: ¶

**CPR and First Aid certification.**

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

**PHYSICIAN ASSISTANT**

**DEFINITION**

Under general direction, to provide direct care services to clinic patients; to conduct physical examinations and evaluate the need for treatment or other services; to counsel and educate patients regarding their physical health; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level Physician Assistant classification. Incumbents exercise discretion and independent judgment in providing medical care to patients. Positions work under the guidance of a physician preceptor and within written protocols.

**REPORTS TO**

Public Health Director, Director of Public Health Nursing.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **PHYSICIAN ASSISTANT - 2**

### **EXAMPLES OF DUTIES**

- Performs comprehensive health histories and physical examinations.
- Initiates appropriate diagnostic and screening tests.
- Prepares laboratory cultures and smears.
- Performs lab testing including HIV and pregnancy testing.
- Develops diagnoses.
- Initiates treatment based on protocols signed by the Health Officer.
- Records findings of physical and developmental assessment.
- Refers conditions needing specialized treatment.
- Counsels clients regarding family planning, sterilization, pregnancy, HIV, and other health problems.
- Instructs individuals and families regarding skills necessary to maintain or improve health.
- Identifies community resources and guides individuals in their use.
- Assists in developing protocols.
- Maintains liaison with other professionals and agencies providing child/family services.
- May recommend and dispense appropriate medication and drugs under a physician's protocols.
- May represent the Public Health Department with community organizations and on community boards.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

## PHYSICIAN ASSISTANT - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Routine diagnostic and treatment techniques used in practicing primary care medicine.
- Ethics and laws under which medicine is practiced.
- Roles and responsibilities of community health care agencies and related health professionals.
- Uses and effects of medicines and narcotics.
- Current trends and concepts related to professional physician assistant practice.
- Causes, treatment, and prevention of communicable diseases.

#### Ability to:

- Observe and record symptoms and behaviors.
- Diagnose medical problems and perform therapeutic procedures to solve the problems.
- Conduct physical examinations.
- Collect, organize, record and communicate data relevant to primary health assessments, including detailed family and medical histories, physical examinations, and selected laboratory findings.
- Evaluate medical findings and make suitable recommendations.
- Perform and interpret special screening tests and laboratory findings.
- Work responsibly with physicians and other members of the medical team.
- Effectively represent the Health Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships with patients and others.
- Coordinate assigned activities with community organizations and other government agencies.

## PHYSICIAN ASSISTANT - 4

### **Training and Experience:**

Qualifications needed for this position:

- Completion of a curriculum and graduation from a school approved by the Physician's Assistant Examining Committee and one (1) year of experience as a Physician Assistant.
- National Board of Medical Examiners Physician's Assistant Certificate.
- Individual approval of a Physician's Assistant practice by the California Physician's Assistant examining committee.
- CPR and First Aid certification.

### **Special Requirements:**

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

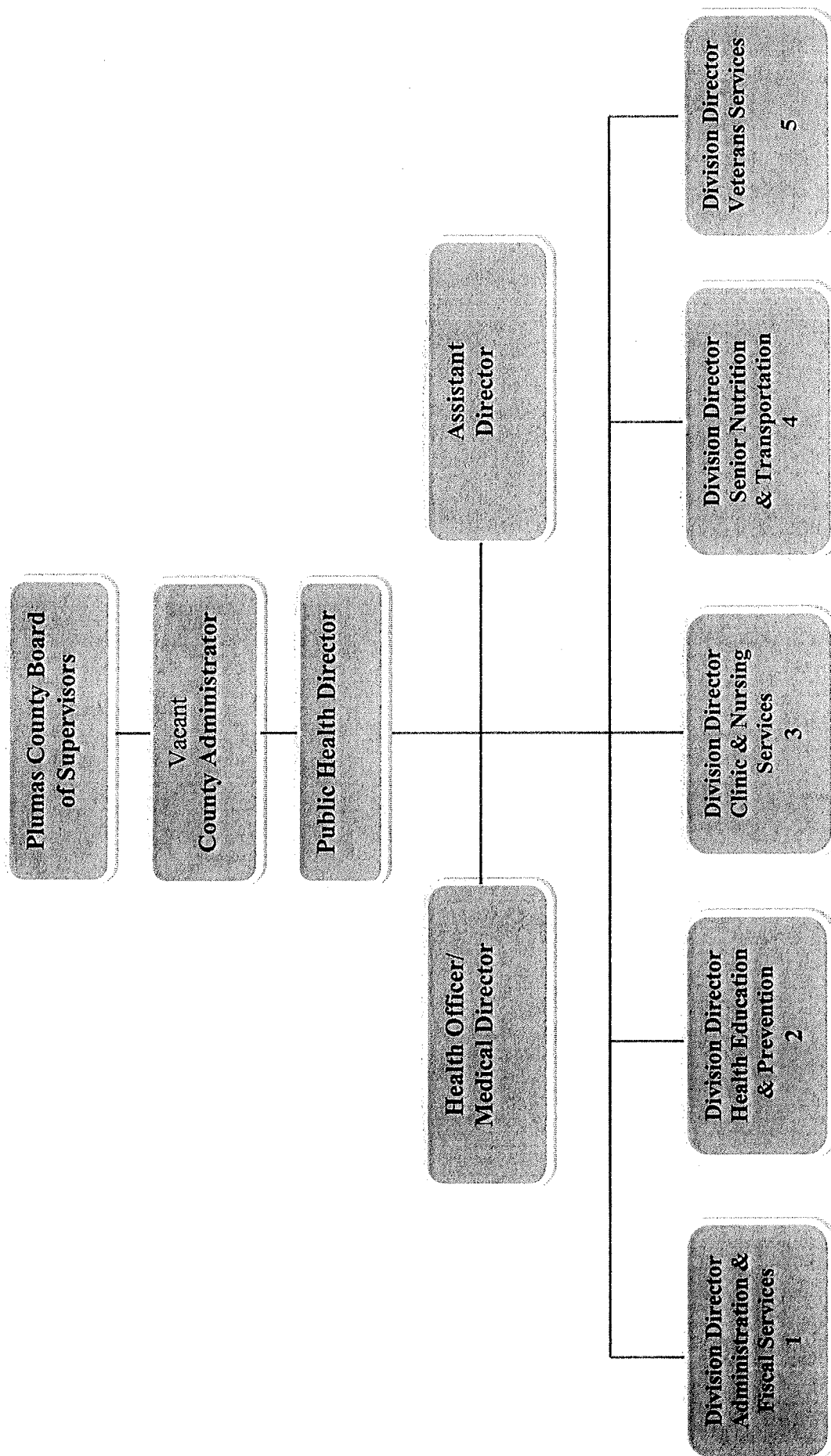
All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training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

# Exhibit D:

Public Health Organization Chart – Leadership & Management

Clinic & Nursing Services Division

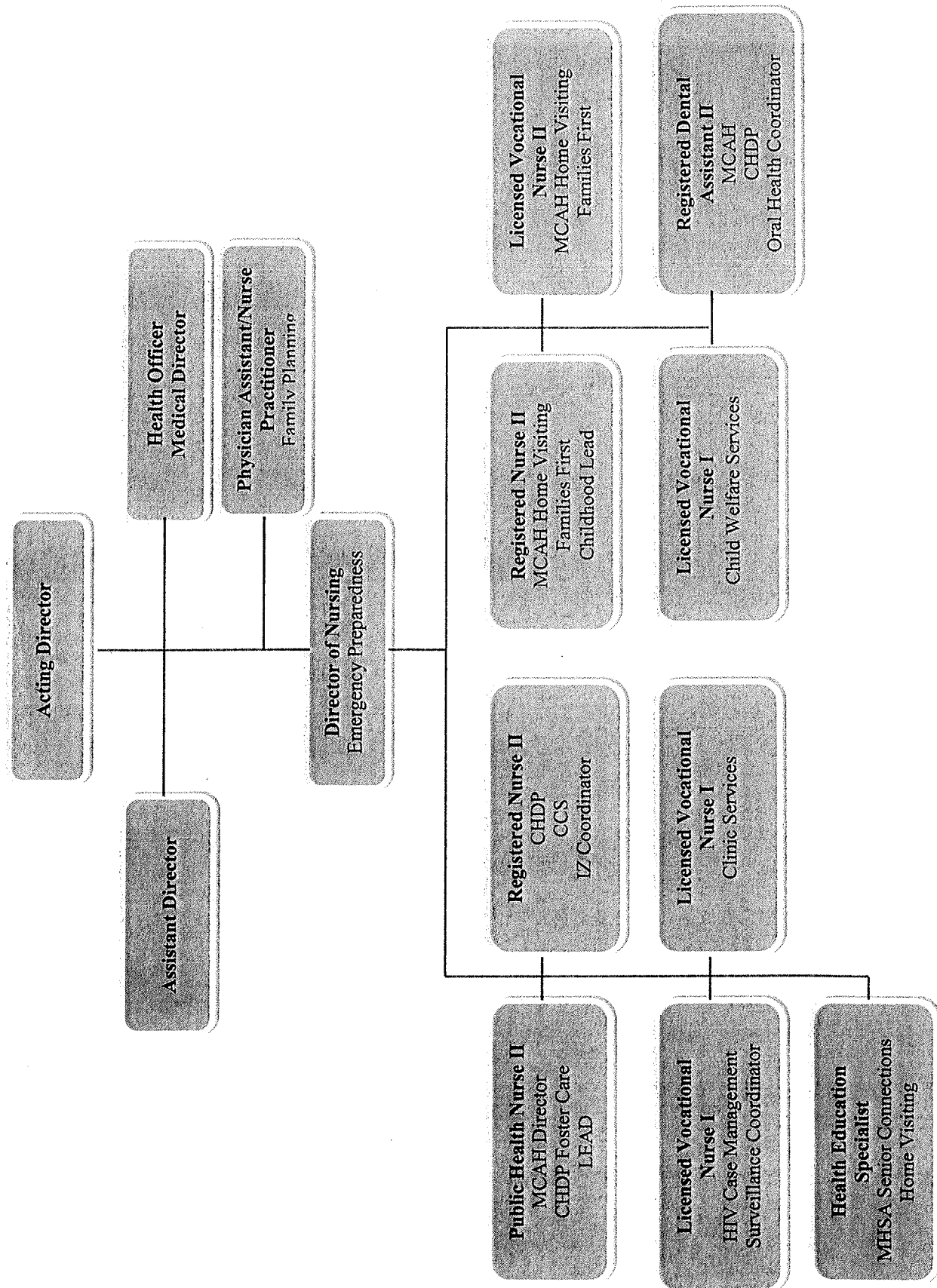
# PLUMAS COUNTY PUBLIC HEALTH AGENCY LEADERSHIP & MANAGEMENT





# PLUMAS COUNTY PUBLIC HEALTH AGENCY CLINIC & NURSING SERVICES DIVISION

3





30

## **BOARD OF SUPERVISORS STAFF REPORT**

**TO:** Honorable Board of Supervisors

**FROM:** Rebecca Herrin, Assistant Planning Director *rh*

**MEETING DATE:** October 2, 2018

**SUBJECT:** **PUBLIC HEARING ITEM:** 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)

**Note:** The proposed State Responsibility Area regulations will only apply to those private lands in identified State Responsibility Areas as shown on CALFIRE maps. The areas located within the Chester Public Utility District, the valley floor of the Sierra Valley, the City of Portola and parts of Quincy and East Quincy within the Quincy Fire Protection District are excluded from requirements of this ordinance as they are designated as Local Responsibility Areas.

A display map will be available at the Public Hearing that shows these areas.

*A public hearing notice was published in all four newspapers of general circulation in the County on September 19, 2018.*

*A summary of the proposed ordinance was published in all four newspapers of general circulation in the County on September 19, 2018.*

**BACKGROUND:** Section 4290 of the Public Resources Code requires the Board of Forestry and Fire Protection to "adopt regulations implementing minimum fire safety standards related to defensible space which are applicable to state responsibility area lands under the authority of the department." The statute is further clarified and made specific in regulation in Title 14, the Natural Resources Division of the California Code of Regulations.

At the regularly scheduled meeting on March 4, 2015, the Board of Forestry adopted amendments to these regulations governing fire safe development in the State

Responsibility Area (SRA). These amendments were approved by the Office of Administrative Law on April 27, 2015 and became effective on January 1, 2016. All certification of previous local ordinances was rescinded. Therefore, Plumas County has been operating under the State statutes rather than the previously adopted local county codes since January 1, 2016.

The proposed ordinance amends Titles 8 (Building Regulations) and 9 (Planning and Zoning) in order to implement the State Responsibility Area Fire Safe Regulations locally. There are several proposed exceptions from the regulations in certain sections of the proposed ordinance:

- ***Methods for reducing the thirty foot side and rear yard setbacks on parcels over one acre in size.***
- ***Methods to address setbacks on parcels less than one acre in size that are not located within structural fire protection districts.***
- ***Methods to address new additions to existing structures located on developed parcels.***

The regulations require that the Board of Supervisors enact the ordinance, then submit the ordinance to the Board of Forestry and Fire Protection for final certification.

The County's cost in enacting the ordinance and then later amending the ordinance if not certified would be substantial. Therefore, the staff of the Board of Forestry and Fire Protection were convinced to allow a tentative review prior to Board of Supervisors enactment of the ordinance in order to ensure that the ordinance was in compliance with the State's regulations.

After tentative approval by the Board of Supervisors on July 18, 2017, the ordinance was forwarded to the Board of Forestry and Fire Protection. The Resource Protection Committee of the California Board of Forestry and Fire Protection reviewed the proposed ordinance on December 5, 2017 and recommended minor changes which were incorporated prior to the meeting.

The ordinance's purpose is to protect natural resources and public health and safety. Therefore, it is exempt from the requirements of the California Environmental Quality Act under Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the ordinance may have a significant effect on the environment.

The Plumas County Planning Commission recommended approval of this ordinance by Resolution 2016-1 at the meeting held on September 1, 2016.

**ACTIONS FOR CONSIDERATION:**

**Staff recommends that the Board of Supervisors:**

- I. HOLD A PUBLIC HEARING on the proposed ordinance implementing the State Responsibility Area Fire Safe Regulations and environmental review;**
- II. CEQA COMPLIANCE AND DETERMINATION: Find that the ordinance adoption is exempt from the requirements of the California Environmental Quality Act (CEQA) under Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the ordinance adoption may have a significant effect because the ordinance adoption will provide the same practical effect as the State Responsibility Area (SRA) Regulations and will protect natural resources and public health and safety;**
- III. WAIVE THE FIRST READING OF THE ORDINANCE.**

4B



California State Association of Counties  
1100 K Street, Suite 101  
Sacramento, CA 95814  
Phone (916) 327-7500  
Facsimile (916) 321-5047

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September 27, 2018

TO: Chairs, Boards of Supervisors

FROM: Graham Knaus, Executive Director

RE: Selection of CSAC Board of Directors Members

Under provisions of the CSAC Constitution, members of the Board of Directors and alternates are nominated by their respective boards of supervisors and appointed by the Executive Committee to a one-year terms of office commencing with the first day of the CSAC annual conference. This year, that will be on Tuesday, November 27, 2018. Any member of your Board of Supervisors is eligible for the directorship.

CSAC's Board of Directors holds its first meeting of each year at the association's annual conference. **Thus, it is important that your county has its newly appointed board representative at this first meeting.** Enclosed is a list of current directors, along with a form for use in notifying us of your Board's nomination.

The new Board of Directors will meet at the annual conference, first by caucus (urban, suburban, and rural) to nominate CSAC officers and Executive Committee members, and again as a full Board to elect the 2019 Executive Committee and to conduct other business. Details of these meetings will be sent to you at a later date. Please note that under the CSAC Constitution, Executive Committee members are elected from the membership of the Board of Directors.

If you have any questions or need further information, please contact Valentina Dzebic of my staff at (916) 327-7500 x508 or by email at [vdzebic@counties.org](mailto:vdzebic@counties.org).

Enclosures

cc: 2018 Board of Directors  
Clerks, Board of Supervisors

# CALIFORNIA STATE ASSOCIATION OF COUNTIES

## Board of Directors

2018

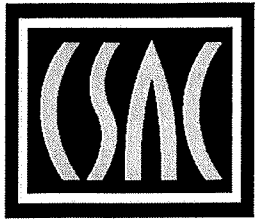
**SECTION**  
U=Urban  
S=Suburban  
R=Rural

President: Leticia Perez, Kern  
First Vice President: Virginia Bass, Humboldt  
Second Vice President: Lisa Bartlett, Orange  
Immediate Past President: Keith Carson, Alameda

SECTION	COUNTY	DIRECTOR
U	Alameda County	Scott Haggerty
R	Alpine County	Terry Woodrow
R	Amador County	Richard Forster
S	Butte County	Bill Connelly
R	Calaveras County	Michael Oliveira
R	Colusa County	Denise Carter
U	Contra Costa County	John Gioia
R	Del Norte County	Chris Howard
R	El Dorado County	Sue Novasel
U	Fresno County	Buddy Mendes
R	Glenn County	John Viegas
R	Humboldt County	Estelle Fennell
S	Imperial County	Raymond Castillo
R	Inyo County	Jeff Griffiths
S	Kern County	Zack Scrivner
R	Kings County	Craig Pedersen
R	Lake County	Jim Steele
R	Lassen County	Chris Gallagher
U	Los Angeles County	Mark Ridley-Thomas
R	Madera County	Tom Wheeler
S	Marin County	Damon Connolly
R	Mariposa County	Marshall Long
R	Mendocino County	Carre Brown
S	Merced County	Lee Lor
R	Modoc County	Patricia Cullins
R	Mono County	John Peters
S	Monterey County	Luis Alejo
S	Napa County	Diane Dillon
R	Nevada County	Ed Scofield
U	Orange County	Lisa Bartlett
S	Placer County	Jim Holmes
R	Plumas County	Lori Simpson
U	Riverside County	Chuck Washington
U	Sacramento County	Susan Peters
R	San Benito County	Jaime De La Cruz
U	San Bernardino County	James Ramos
U	San Diego County	Greg Cox

U	San Francisco City & County	Malia Cohen
U	San Joaquin County	Bob Elliott
S	San Luis Obispo County	Lynn Compton
U	San Mateo County	Carole Groom
S	Santa Barbara County	Das Williams
U	Santa Clara County	Ken Yeager
S	Santa Cruz County	Bruce McPherson
S	Shasta County	Leonard Moty
R	Sierra County	Lee Adams
R	Siskiyou County	Ed Valenzuela
S	Solano County	Erin Hannigan
S	Sonoma County	James Gore
S	Stanislaus County	Vito Chiesa
R	Sutter County	Dan Flores
R	Tehama County	Robert Williams
R	Trinity County	Judy Morris
S	Tulare County	Steve Worthley
R	Tuolumne County	Sherri Brennan
U	Ventura County	Kelly Long
S	Yolo County	Jim Provenza
R	Yuba County	Doug Lofton





California State Association of Counties  
1100 K Street, Suite 101  
Sacramento, CA 95814  
Phone (916) 327-7500  
Facsimile (916) 321-5047

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## NOMINATION OF CSAC BOARD OF DIRECTORS MEMBER FOR YEAR 2018 – 2019

The Board of Supervisors nominates the following named Supervisor(s) to a position on the CSAC Board of Directors for the 2018 – 2019 Association year beginning Tuesday, November 27, 2018.

County Name:

Director:

Alternate(s):

Name of individual completing form:

Does the Board of Directors member plan to attend the CSAC Annual Conference (Nov. 27 – 30, 2018) in San Diego, San Diego County?

Yes:

No:

**PLEASE RETURN BY NOVEMBER 9, 2018 TO:**

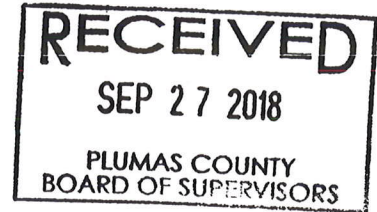
Valentina Dzebic  
California State Association of Counties  
1100 K Street, Suite 101  
Sacramento, CA 95814  
Email: [vdzebic@counties.org](mailto:vdzebic@counties.org)  
Fax: (916) 441-5507



50



September 24, 2018



**Via Certified U.S. Mail – Return Receipt Requested**

Eastern Plumas Health Care District  
Board of Directors  
500 First Ave.  
Portola, CA 96122

Re: Claim of Harry Harrison

Dear the Honorable Board of Directors of the Eastern Plumas Health Care District:

As the entity identified with the California Department of Public Health as the Licensee for Eastern Plumas Hospital – Portola Campus Skilled Nursing Facility, please allow this letter, and the attachments, to serve as William Harrison’s notice of government claim, pursuant to Government Code section 910.4. Moreover, pursuant to the representations and requests of Anne Yoakum, in full compliance with Claimant’s notice obligations, the Plumas County grievance form is also being attached in addition to this letter. Please be further advised, as a Plumas County entity, a copy of this correspondence is also being directed to the Clerk of the Board of Plumas County, so as to provide the County with notice pursuant to Government Code section 910.4.

This claim involves the unlawful actions of Eastern Plumas Hospital, specifically, the abuse, neglect, and negligent treatment of Harry Harrison by Eastern Plumas Hospital and its employees at the Eastern Plumas Hospital Skilled Nursing Facility– Portola Campus located at 500 First Ave., Portola, California 96122. Claimant, Mr. Harrison, currently resides at a skilled nursing facility in Reno, Nevada. All correspondence, however, should be directed to his attorneys in this matter: Lanzone Morgan, LLP., 5001 Airport Plaza Drive, Suite 210, Long Beach, California 90815; (562) 596-1700.

Mr. Harrison is a pleasant 84 year old retired physical education teacher whom was admitted to Eastern Plumas Hospital Skilled Nursing Facility (hereinafter “Plumas”) in November of 2016 to receive the around the clock care, supervision, and assistance his advanced age and physical and cognitive impairments required. At the time of admission he was assessed with dementia with a hallucinatory component, delusional confusion, which escalated in intensity throughout each delusion, and was incontinent. He was frequently assessed as forgetful and impulsive and required frequent redirection when performing tasks such as mobility, eating, and communicating. In light of Mr. Harrison’s conditions, he required extensive physical

assistance in performing all activities of daily living including, eating, dressing, toileting, hygienic care, transferring, and bed mobility. Despite knowledge of the aforementioned, Plumas, consciously disregarded the safety and wellbeing of Mr. Harrison and failed to provide the care, treatment, and supervision that he needed and that they agreed to provide.

On April 27, 2018, despite Mr. Harrison's conditions and the identified need for assistance in all activities of daily living, including eating and drinking, Plumas handed Mr. Harrison scolding hot coffee, and then left him unsupervised and without assistance, with the hot coffee in his hand. Unsurprisingly, Mr. Harrison was incapable of holding the scolding hot liquid on his own and the coffee dropped into his lap and groin area, causing burns so severe his skin immediately blistered. Plumas assessed the wounds as second degree burns measuring over 12 cm long with openings to the subcutaneous fat on both thighs. In light of Mr. Harrison's poor candidacy for skin grafting, Plumas treated the wounds with topical therapy. Thereafter, Plumas consistently reported the wounds were not infected and to the contrary, were healing well. On May 11, 2018, Mr. Harrison's daughter arrived for her weekly "date night" with her father and immediately noticed something was wrong with her father. Concerned for the health and safety of her father, Ms. Harrison took Mr. Harrison to the Emergency Room for assessment and treatment.

Mr. Harrison was admitted to Renown Regional Medical Center on May 11, 2018 for treatment of the burns. Mr. Harrison's admission paperwork reflects Mr. Harrison was suffering from third degree burns which "look[ed] terrible" and had "gangrenous appearance". Mr. Harrison was also assessed with a urinary tract infection, positive for E. Coli, and was dehydrated. A catheter was placed to preserve the integrity of the severe wounds on Mr. Harrison's groin. Upon receiving care and treatment for the wounds and underlying infections, Mr. Harrison was immediately noted to have improved cognitively and had even began laughing and making jokes again. By discharge Mr. Harrison had improved memory recall, was more alert, and more interactive overall.

Mr. Harrison was discharged from Renown on May 18, 2018 and admitted to a skilled nursing facility. In July of 2018, Mr. Harrison's wounds, in which Plumas identified as healing well several months prior, had finally improved such that they were now classified second degree burns. Mr. Harrison continues to suffer from the ramifications of the neglect and abuse endured at Plumas, and likely will for the remainder of his life.

The facts outlined above support numerous legal claims and Claimant intends to pursue an unlimited civil case with economic, non-economic, and potentially punitive damages to be determined at the time of trial. In compliance with Government Code section 910, subdivision (f), Claimant is not providing a dollar amount.

Please do not hesitate to contact me, as Claimant's representative, should you have any questions about the claim outlined above.

Respectfully submitted,



Amber Tham, Esq.

Encl.

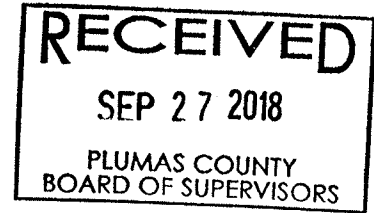
cc: County of Plumas – *Return Receipt Requested*  
Clerk of the Board  
520 Main Street, Room 309  
Quincy, CA 95971

**CLAIM AGAINST THE COUNTY OF PLUMAS**  
(Pursuant to Government Code §910.4)

NOTICE: All claims must be presented to the County of Plumas in accordance with Government Code §915.4. Failure to fully complete this form will result in your claim being returned. Plumas County employees are not allowed to provide legal advice. Attach additional pages if needed.

**MAIL TO:**

Clerk of the Board  
520 Main St, Rm 309  
Quincy, CA 95971



**CLAIMANT INFORMATION**

1. Name of Claimant: Harry Harrison
2. Date of Birth: 11/30/1933      3. Gender (circle one): ☒ Male ☐ Female
4. Mailing Address of Claimant:  
5001 Airport Plaza Drive, Suite 210      Long Beach      CA      90815  
Address      City      State      Zip
5. Mailing Address where notices are to be sent (if different than mailing address of claimant):  
\_\_\_\_\_  
Address      City      State      Zip
6. Telephone Number of Claimant: (562) 596-1700

**INFORMATION ABOUT CLAIM**

7. Incident Date: Month April      Day \_\_\_\_\_      Year 2018
8. Location of Incident (if applicable, include street address, highway number, post mile number, or direction of travel):  
See attached.  
\_\_\_\_\_  
\_\_\_\_\_
9. Explain the circumstances that led to the alleged damage or injury (state all facts that support your claim and why you believe the County is responsible for the alleged damage or injury. If more space is needed, continue on a separate page):  
See attached.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. General description of the specific damage, injury, indebtedness, obligation, or loss incurred so far as it may be known at the time of presenting claim:  
See attached.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Dollar amount of claim (if less than \$10,000) as of the date of presenting the claim (include the estimated amount of any prospective injury, damage, or loss, insofar as it may be known when claim is presented): \$ \_\_\_\_\_
12. If the amount claimed exceeds \$10,000, no dollar amount shall be included in the claim. However, please indicate whether the claim would be limited to civil case: ☐ YES ☐ NO
13. Name(s) of public employee(s) causing the injury, damage or loss, if known:  
Eastern Plumas Health Care District

### CLAIMS INVOLVING MOTOR VEHICLES


14. Insurance information (complete if claim involves motor vehicle). Has the claim for the alleged damage/injury been filed (or will be filed) with your insurance carrier? ☐ YES ☐ NO
15. Name of insurance carrier and telephone number (including area code):

_____ Name	_____ Telephone Number
_____ Address	_____ City
	_____ State
	_____ Zip

16. Policy Number: \_\_\_\_\_
17. Are you the registered owner: ☐ YES ☐ NO
18. Amount of deductible: \$ \_\_\_\_\_
19. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

***Section 72 of the Penal Code provides that a person found guilty of submitting a fraudulent claim may be punished by imprisonment in the County Jail or State Prison, and/or by the imposition of a fine up to \$10,000.00.***

Signature of Claimant, or by some person legally authorized to submit this claim on your behalf.

  
Signature

9/24/18  
Date

AMBER THAM  
Printed Name of Person Completing Claim