



BOARD OF SUPERVISORS

Vacant, 1st District
Kevin Goss, Chair 2nd District
Sharon Thrall, Vice Chair 3rd District
Lori Simpson, 4th District
Jeff Engel, 5th District

**AGENDA FOR REGULAR MEETING OF AUGUST 13, 2019 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. CONSENT AGENDA

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

A) FACILITY SERVICES

- 1) Authorize two vehicles (2004 Ford Explorer and 2005 Ford Explorer), originally donated to the Quincy Fire Department from Social Services, to be reassigned to Facility Services and placed in the county car pool; and authorize the County Administrator to sign the Fixed Asset Change Form [View Item](#)
- 2) Approve and authorize the Chair to sign agreement, not to exceed \$10,000, between County of Plumas and Smith Tree Service for maintenance and removal of trees on county property; approved as to form by County Counsel [View Item](#)

B) SHERIFF

- 1) Authorize the Auditor/Controller to pay invoices of \$2,015, without a contract, to Chillery for emergency repair of refrigerator at the county jail [View Item](#)
- 2) Approve and authorize the Chair to sign contract between County of Plumas and Susan McCourt for a change in insurance requirements; approved as to form by County Counsel [View Item](#)

C) FARM ADVISOR

Authorize the Farm Advisor to recruit and fill 1.0 FTE Administrative Assistant II position, created by resignation [View Item](#)

D) PROBATION

Approve and authorize the Chair to sign contract between County of Plumas and Butte County Juvenile Detention Facility for detention of Plumas County juvenile offenders [View Item](#)

2. **DEPARTMENTAL MATTERS**

A) **HUMAN RESOURCES** – Nancy Selvage

- 1) Presentation by Leanne Luttges, Nationwide Retirement Plan Specialist, regarding the new plan choices for fixed accounts; and Board action to approve the new fixed rate change, option two, for County of Plumas Guaranteed Minimum Interest Rate Change as required by Nationwide Entity No. 0036016001; discussion and possible action [View Item](#)
- 2) Adopt **PROCLAMATION** Proclaiming August 2019 as Plumas County Employee Appreciation Month [View Item](#)
- 3) Adopt **RESOLUTION** to amend the Plumas County Job Classifications Plan for the Plumas County Animal Control Officer I/II and Animal Control Supervisor. **Roll call vote** [View Item](#)

B) **PLANNING** – Tracey Ferguson

Authorize Tim Evans, Associate Planner, to modify his workweek from five 8-hour days to four 10-hour days, Monday through Thursday; discussion and possible action [View Item](#)

C) **PROBATION** – Erin Metcalf

Approve budget transfer of \$29,076 from 20400-533210 (Pay Back State Grant) to 20400-51000 (Regular Wages) to pay back California Department of Social Services Prob IV-E & GHMV PT Federal Outstanding Recoupment for FY 2018-2019; approved by the Auditor/Controller; discussion and possible action [View Item](#)

3. **BOARD OF SUPERVISORS**

- A. Consider request of Feather Publishing for reimbursement of postage for FY 2018-2019 Plumas Visitors Guide of \$118.02; and give direction for payment of future invoices; discussion and possible action [View Item](#)
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- D. Appointments

QUINCY/LA PORTE CEMETERY DISTRICT

Appoint Jon Gray to the Quincy/La Porte Cemetery District Board of Directors to fill a vacancy

1:00 P.M. **AFTERNOON SESSION**

4. **BOARD OF SUPERVISORS**

Report and update by Susan Scarlett, Budget Consultant on the FY 2019-2020 Budget; discussion and possible action regarding various county departments and programs

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – County Administrator (Board only)
- B. Conference with Legal Counsel: Pending litigation – USA Waste of California, Inc. dba Feather River Disposal, a California corporation v. County of Plumas, Superior Court of California, County of Plumas, Case No. CV19-00064 – pursuant to Subdivision (c) of Government Code Section 54956.9
- C. 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
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. 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, August 20, 2019, Board of Supervisors Room 308, Courthouse, Quincy, California.



IAI

DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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

Kevin Correira
Director

Board Meeting: August 13, 2019

To: The Honorable Board of Supervisors

From: Kevin Correira, Director

Subject: Approve and Authorize board chair to sign Fixed Asset Change form for two Vehicles that where assigned to Social Services to be reassigned to Facility Services Department and placed in the Car Pool.

Background

Recently two Ford Explorers were sent before the Board of supervisors by Social Services to be considered excess and requested they be donated to the Quincy Fire Department for training purposes. Facility Services was contacted by the Fire Department to let us know that the two vehicles that were donated by Social Service probably didn't need to be there so we acquired these vehicles and made a few repairs which are now in good condition and have been added to the Car Pool.

Recommendation

Approve and Authorize Board Chairman to sign Fixed Asset Change form for the two Ford Explorers (one is a 2004) (one is a 2005) originally assigned to Social Services and now are at Facility Services.



Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

1A2

DATE: August 13, 2019

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to approve and authorize Chair Goss to sign a contract between Facility Services & Airports and Smith Tree Services.

Recommendation

Approve and authorize Chair Goss to sign a contract between the Facility Services & Airports and Smith Tree Services.

Background and Discussion

Smith Tree Services provides tree maintenance and tree removal services for Plumas County as directed by and requested by the Facility Services director; contract not to exceed \$10,000.

A copy of the contract is on file with the Clerk of the Board.



Office of the Sheriff

Office of Emergency Services

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

IBI

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: July 30, 2019
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Items for the meeting of August 13, 2019

It is recommended that the Board:

Authorize Auditor to pay invoices to Chillergy for services provided without a service contact.

Background and Discussion:

The Plumas County Sheriff's Correctional Facility had issues with a refrigerator not working. The refrigerator needed to be repaired immediately to prevent food spoilage. Chillergy was called to provide service and repair the issues. The Sheriff's Office did not have a service agreement with this company.

The Sheriff's Office respectfully requests approval to submit invoice #4705 in the amount of \$2,015.00 received from Chillergy to the Auditor for payment authorize the Auditor to pay the invoice submitted. The invoice is dated 06/14/19 so this is a fiscal year 18/19 expense and will be paid accordingly.

Chillergy
Commercial Refrigeration
1172 Beskeen Lane
Quincy Ca. 95971

JOB INVOICE

4705

(530) 283 COLD (2653)

TO Plumas County Jail

50 Abernathy
Quincy CA 95971

TERMS:

PHONE	DATE OF ORDER <u>6/14/19</u>
ORDER TAKEN BY <u>Bruce</u>	CUSTOMER'S ORDER NUMBER
<input checked="" type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA	
JOB NAME/NUMBER <u>Large 3 dr</u>	
JOB LOCATION <u>Sally Port Cage</u>	
JOB PHONE	STARTING DATE

Note: Your warranty is between you and Seller

DATE: 2024/01/01

WANT TO EXP PER CS

TOTAL MATERIALS

Work ordered by Officer Willis

Signature

I hereby acknowledge the satisfactory completion of the above described work.

	TOTAL LABOR	
	TOTAL MATERIALS	150.00
6/17/19 Audited by	TOTAL OTHER	1865-
Thank You	TAX	
	TOTAL	3015.00



Office of the Sheriff

Office of Emergency Services

1B2

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

GREGORY J. HAGWOOD
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: July 24, 2019

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Items for the meeting of August 13, 2019

It is recommended that the Board:

Approve and sign amendment to contract #PCSO00142 between the Plumas County Sheriff's Office (PCSO) and Susan McCourt for a change in Insurance requirements.

Background and Discussion:

The term of this contract is 07/01/19 – 06/30/20. The purpose of this contract is for Fire Prevention (OES). Change in Insurance to Subcontractor Insurance requirements.

Agreement has been approved as to form by County Counsel.

**AMENDED SERVICES AGREEMENT
FOR
SUSAN McCOURT**

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

W I T N E S S E T H:

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

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

1.0. SERVICES PROVIDED BY SUBCONTRACTOR

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

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

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

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

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

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

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

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

2.0. COMPENSATION AND BILLING

2.1. Compensation. Subcontractor shall be paid in accordance with the fee schedule set forth in Exhibit "B," attached hereto and made a part of this Agreement (the "Fee Schedule"). Subcontractor's compensation shall in no case exceed Sixty thousand Dollars (\$60,000.00) for the term this agreement.

2.2 Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Subcontractor or furnish any other consideration under this Agreement and Subcontractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Subcontractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Subcontractor acknowledges and agrees

that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.

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

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

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

3.0. TIME OF PERFORMANCE

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

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

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on July 1, 2019 ("Effective Date") and be in effect until June 30, 2020 as provided herein or as otherwise agreed to in writing by the parties. Based on funding and mutual consent of the parties, this agreement may be extended for one additional one-year term.

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

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

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

5.0. INSURANCE

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

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

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

- (a) Subcontractor agrees to obtain endorsements for third party general liability coverage required here to include as additional insureds, County, its officials, employees, representatives, and agents. Subcontractor also agrees to require this same provision of all Subcontractors, joint ventures or other parties engaged by or on behalf of Subcontractor in relation to this agreement.
- (b) Subcontractor agrees to require insurers to provide notice to the County thirty (30) days prior to cancellation of liability coverage or any of any material alteration or non-renewal of any such coverage, other than for non-payment of premium. Subcontractor shall assure that this provision also applies to any subcontractors, joint venturers or any other party engaged by or on behalf of Subcontractor in relation to this Agreement. Certificate(s) are to reflect that the insurer will provide thirty (30) days notice to County of any cancellation of coverage.
- (c) The Subcontractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; shall include a cross-liability clause permitting suits between insureds; and shall provide that an act or omission of one of the insureds shall not reduce or avoid coverage to the other insureds.
- (d) No liability insurance coverage provided to comply with Agreement shall prohibit Subcontractor, or Subcontractor's employees, or agents, from waiving the right of subrogation prior to loss, Subcontractor waives its right to subrogation against the County.

5.3. Certificates of Insurance. Subcontractor shall provide to County certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by County, prior to performing any services under this Agreement. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

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

6.0. GENERAL PROVISIONS

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

over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

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

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

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

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

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

COUNTY OF PLUMAS:

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

SUBCONTRACTOR:

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

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

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

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

6.8. Assignment. Subcontractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Subcontractor's interest in this Agreement without County's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of County's consent, no subletting or assignment shall release Subcontractor of Subcontractor's obligation to perform all other obligations to be performed by Subcontractor hereunder for the term of this Agreement.

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

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

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

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

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

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

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

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

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

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

6.18. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of County and Subcontractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

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

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

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

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

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

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

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

- \$10,000 or more total contract amount.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

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

SUBCONTRACTOR:

Susan McCourt

Date: _____

COUNTY OF PLUMAS:

Approved as to form:



Deputy Susan James
Plumas County Counsel

Date: 7/18/19

Approved as to content:

Gregory Hagwood, Director of Emergency Services

Date: _____

Michael Sanchez, Chair
Board of Supervisors

Date: _____

Attest:

By: _____
Nancy DaForno
Clerk of the Board of Supervisors

Date: _____

EXHIBIT A – FIRE PREVENTION SPECIALIST SCOPE OF WORK

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

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

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



David Lile
County Director, Livestock & Natural Resources Advisor
office: (530) 283-6270 fax: (530) 283-6088
208 Fairground Road
Quincey, CA 95971
dfile@ucanr.edu
<http://ucce-plumas-sierra.ucdavis.edu>

Date: August 2, 2019

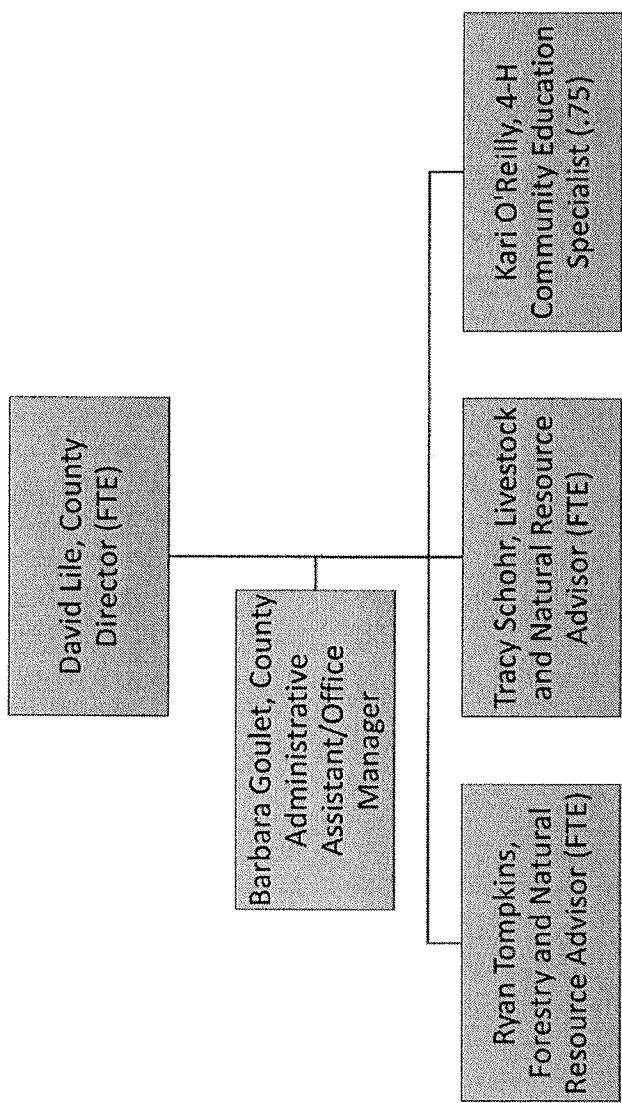
To: Honorable Board of Supervisors

From: David Lile, County Director
Plumas-Sierra Cooperative Extension

Re: Request Board Approval to Recruit to Fill Position- Administrative Assistant II

Recommendation: Approve and authorize the recruitment to fill position Administrative Assistant II

Background and Discussion: Our current Administrative Assistant, Barbara Goulet, resigned from her position effective August 8, 2019. I respectfully request the Boards approval and authorization to recruit and fill the now vacant position in our department- Administrative Assistant II.





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: August 1, 2019

TO: Honorable Board of Supervisors
FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Approval of the contract between Plumas County Probation Department and Butte County Juvenile Detention Facility.

Recommendation

Approve and authorize the Chair to sign the contract between Plumas County Probation Department and Butte County to utilize their Juvenile Detention Facility for the detention of Plumas County juvenile offenders.

Background and Discussion

Because Plumas County does not have a juvenile detention facility, the Probation Department has contracted with Butte County Juvenile Detention Facility in the detention of Plumas County juvenile offenders. The Juvenile Hall rate is \$110.00 a day per juvenile before adjudication and \$120.00 per day per juvenile for Court-ordered commitments.

Therefore, it is respectfully requested the Board of Supervisors approve and authorize the Chair to sign the contract.

JAI

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971
(530) 283-6444 FAX (530) 283-6160
Email: nancyselvage@countyofplumas.com



DATE: August 1, 2019

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

**SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING
AUGUST 13, 2019**

**RE: APPROVE OPTION TWO FOR NEW FIXED RATE CHANGE
FOR COUNTY OF PLUMAS GUARANTEED MINIMUM
INTEREST RATE CHANGE AS REQUIRED BY NATIONWIDE
ENTITIY NO. 0036016001**

IT IS RECOMMENDED THAT THE BOARD:

It is recommended to approve the attached Nationwide Life Insurance Company Guaranteed Minimum Interest Rate Change to their new Option Two (2) Plan.

Leanne Luttges, Nationwide Retirement Plan Specialist, will provide a brief overview for the Board of Supervisors of the new changes affecting the County's current fixed account plan options.

BACKGROUND AND DISCUSSIONS:

Human Resources was contacted regarding plan changes to Nationwide's fixed rate account. With the new options, the County will need to choose between Option 1, Option 2, or the Opt Out Option. Further clarification was sought from the Nationwide representative, Leanne Luttges, regarding these mandatory changes to the fixed plan.

Our current plan will no longer be offered which has a guaranteed interest rate of 3.5%. The new options will be reducing the interest rate down over a period of time to a .5% floor. I have attached the FAQ: Guaranteed Minimum Interest Rate, Exhibit A. This document provides the clarification as to why Nationwide is making this change, the crediting rate, the difference between the crediting rate and the Guaranteed Minimum

Interest Rate (GMIR), and outlines the differences between both Option One (1) and Option Two (2).

The contract will be amended to lower the GMIR annually on the same schedule as in Option One. But with Option Two, the annual per participant exchange and transfer limit is increased from 20% to 40%. After review of the new options, Option Two provides the higher transfer limit for participants from year to year.

The timeline to make our decision was originally June 26, 2019. HR didn't receive the paperwork regarding the changes until May 24, 2019 and we have been granted an extension. With a new deadline of September 30, 2019, all changes will be effective April 1, 2020. We don't select an option by the deadline, we will be added to the default Opt Out Option.

Nationwide's representative, Leanne Luttges, provided employees with an overview of the new options at a meeting on June 26, 2019. We have a total of sixty four (64) past and current employees (some district employees) who are enrolled in the fixed account and will be affected by the Nationwide plan change. The two groups include thirty three (33) current employees and thirty one (31) retired individuals.

As the Plan Sponsor for Plumas County, it is imperative we select an option, notify Nationwide of our choice and meet the deadline according to the extension. We are recommending Option 2 to the Board of Supervisors.

We have provided a copy of this Board agenda packet to our participating employees who will be affected by this plan change. Nationwide's representative will contact and update all other participants with the plan changes once we have provided Nationwide our choice and signed an amended agreement.

Attached Exhibits:

- Exhibit A: FAQ: Guaranteed Minimum Interest Rate

For additional Nationwide information:

Leanne Luttges, CA0K78622
Retirement Specialist
Retirement Plans
Cell: 916-296-2149
Phone: 877-677-3678
Email: luttg11@nationwide.com



Exhibit A

Dear NANCY SELVAGE,

RE: COUNTY OF PLUMAS

FINAL NOTIFICATION – YOUR RESPONSE IS NEEDED BY SEPTEMBER 30TH

This is a final follow up request to two notifications that you should have previously received concerning the Nationwide Fixed Annuity Contract available in your 457(b) Deferred Compensation Plan. We ask that you please review the attached information and respond by September 30, 2019.

As previously communicated, Nationwide is taking steps to change the Guaranteed Minimum Interest Rate (GMIR) of the Fixed Annuity Contract available in your plan. As a contract holder, you have options. The following packet includes all the steps required to make the necessary changes to your plan.

If we do not receive an option selection by September 30th, your plan will no longer have an active fixed annuity investment option. New contributions will no longer be accepted into your current fixed annuity investment option and future participant allocations will be directed into your existing Default Investment Alternative (DIA). More details can be found on the enclosed *Guaranteed Minimum Interest Rate Change: Explanation of Options*.

Next Steps

As part of this change, we are asking you to consider the options outlined in the enclosed *Guaranteed Minimum Interest Rate Change: Explanation of Options*. As Plan Sponsor, you have a responsibility to make decisions on behalf of the entire plan regarding products and features available to your plan participants.

Please take time to review the options and sign and return the required documents to Nationwide. **If you do not select one of the options provided, new contributions will no longer be accepted to your current Fixed Annuity Contract.** This includes, but is not limited to, payroll contributions, rollovers, transfers and exchanges. All future contributions will be invested into your plan's Default Investment Alternative Fund.

Questions?

Refer to the enclosed FAQ for more information. If you have additional questions about this change or the options available for the adjustment, please contact our service center at 877-496-1630 or your local Nationwide Retirement Solutions Representative. Our specialists are available Monday through Friday, 8 a.m. to 8 p.m. Eastern time.

Thank you for your partnership as we mutually work to help your participants prepare for and live in retirement.

Received

Sincerely,

Nationwide Retirement Solutions

AUG 2 2019



Nationwide®
is on your side

Guaranteed Minimum Interest Rate Change: Explanation of Options

Please consider your available options before making a selection on the *Guaranteed Minimum Interest Rate Change: Options Form* (the *Options Form*). The *Options Form* and required documents are enclosed. An option will need to be chosen and sent in to prevent your current fixed fund from being closed to future contributions, including rollovers, transfers and exchanges.

1) Option One

Your contract is amended to lower the Guaranteed Minimum Interest Rate annually on the following schedule:

2019	2020	2021	2022	2023
3.5%	2.5%	2.0%	1.0%	0.5%

Nationwide commits to limiting the reduction of the Crediting Rate¹ to no more than 0.12% per quarter for the next 12 quarters. The reduction is based on market conditions and investment performance and may be less than 0.12%, which is the maximum per quarter as illustrated in the following table:

GMIR	Minimum Gross Crediting Rate		Exchange/Transfer Limit
	Q2 2020	Q3 2020	
2.50%	3.38%	20% annual	
2.50%	3.26%	20% annual	
2.50%	3.14%	20% annual	
2.00%	3.02%	20% annual	

2) Option Two

The contract is amended to lower the Guaranteed Minimum Interest Rate annually on the same schedule shown in Option One. Additionally, the annual per participant exchange and transfer limit is also increased from 20% to 40%.

Nationwide commits to limiting the reduction of the Crediting Rate¹ to no more than 0.12% for the next 12 quarters. However, because of the increased exchange and transfer limit, the Crediting Rate under this option will be 0.10% less per quarter than under Option One, as illustrated in the following table:

GMIR	Minimum Gross Crediting Rate		Exchange/Transfer Limit
	Q2 2020	Q3 2020	
2.50%	3.28%	40% annual	
2.50%	3.16%	40% annual	
2.50%	3.04%	40% annual	
2.00%	2.92%	40% annual	

¹The Crediting Rate is the interest rate credited as an annual effective yield as defined by your Fixed Annuity Contract.

What happens if I don't select an Option?

Default: If you do not act on any option, new contributions will no longer be accepted to your current Fixed Annuity Contract. This includes, but is not limited to, payroll contributions, rollovers, transfers and exchanges. You are electing to place future participant allocations into your existing Default Investment Alternative Fund (DIA), or in the most conservative investment option in the plan's core fund line up if a DIA does not exist. Subsequently, if your participants do not elect a new investment to replace the Fixed Annuity Contract option, the DIA will be used for future contributions that would have otherwise been allocated into the Fixed Annuity Contract. Your plan's current fund lineup can be viewed online at www.nrsforu.com/plansponsor. The participants will be notified of the change so that they may have the opportunity to change their allocation.

Important Note: Please see the notice below on how plans that offer ProAccount Managed Account Services, provided by Nationwide Investment Advisors, will be affected by not choosing an option and defaulting.

Important notification concerning ProAccount Managed Account Services and the Guaranteed Minimum Interest Rate Changes

If your plan offers Nationwide ProAccount Managed Account Services, please take a moment to read why your option selection is important to ProAccount balances of your participants. By selecting Options 1 or 2 on the enclosed Options Form, there will be no changes to the participant's allocation within ProAccount and your participants will have no disruption to their managed account services.

However, if you do not act on either option, you are electing to place future participant allocations into your existing Default Investment Alternative Fund (DIA), or in the most conservative investment option in the plan's core fund line up if a DIA does not exist. Your plan will no longer have an active Fixed Annuity Contract and ProAccount will no longer have access to the existing balances of the Fixed Assets that are currently under ProAccount management. The Fixed Assets will be held in the participants' account outside of ProAccount at the 3.5% GMIR and will not be open to new contributions. Those participants with ProAccount will no longer have the Fixed Annuity Contract available in their ProAccount allocation and will be invested in other conservative allocation options available in your plan.

Participants who wish to fully incorporate their Nationwide retirement plan assets in professional management can contact Nationwide to move the assets currently invested in the Fixed Annuity Contract into their ProAccount Portfolio. Plan Level Exchange and Transfer contract features will still apply.

Please contact our service center at 877-496-1630 or your local Nationwide Retirement Solutions Representative if you have any questions. Our specialists are available Monday through Friday, 8 a.m. to 8 p.m. Eastern time.



FAQ: Guaranteed Minimum Interest Rate

What is changing?

We're adjusting the Guaranteed Minimum Interest Rate (GMIR) to ensure we can continue offering current and future participants valuable retirement plan solutions. Accordingly, Nationwide must align with the market and gradually reduce the GMIR in our fixed annuity contracts.

What is a Guaranteed Minimum Interest Rate?

The Guaranteed Minimum Interest Rate is the lowest Crediting Rate that Nationwide will credit to participant accounts under the terms of the contract.

What is a Crediting Rate?

The Crediting Rate is the interest rate credited as an annual effective yield to participants that are invested in the fixed annuity on a daily basis. The Crediting Rate is determined on a quarterly basis by Nationwide and is different than the GMIR.

Why is Nationwide making this change now?

As we survey the retirement plans market, we've recognized a need to change a feature of our product suite—the GMIR of the fixed annuity contract available in your plan. Over the past five years, many providers have lowered their GMIRs. During that time, Nationwide did not take any action; however, long-term interest rates have only increased modestly, creating an interest rate environment in which we can no longer offer an above-market crediting rate.

For the last several years, the industry has operated in a consistently low interest rate environment, which has directly impacted the investment returns available in the market. During this time, Nationwide has continued to provide an above-market crediting rate to participants invested in our fixed contract, but now recognizes the need to adjust the GMIR to allow for more market driven crediting rates.

What is the difference between a Crediting Rate and a GMIR?

While the quarterly Crediting Rate may vary depending on market conditions and investment performance, the GMIR is the minimum interest rate established under the Contract. It is meant to act as a floor, meaning regardless of market conditions or investment performance, participants with assets invested in the Contract will not receive a crediting rate that is lower than the GMIR.

What happens when the crediting rate wants to drop below the GMIR but is limited by the guarantee?

Nationwide's goal is to pay a competitive crediting rate to participants. Reducing the Guaranteed Minimum Interest Rate may not have a direct impact on the crediting rate that is paid to the participant. Even though Nationwide will annually step down the Guaranteed Minimum Interest Rate to 0.5%, the crediting rate may change quarterly. And while it may be reduced occasionally due to market conditions or investment performance, it will never drop below the Guaranteed Minimum Interest Rate.

What can I expect from Nationwide?

You can expect Nationwide to continue to offer a competitive crediting rate to your participants. Our goal is to help America's workers prepare for and live in retirement and we will help do this through the products and services that we offer. Nationwide can also provide materials and tools to help communicate this change to affected participants upon request.

What is the exchange and transfer limit under Option 2?

The percentage of the participant's assets invested in the contract which can be exchanged or transferred out of the contract per year will be increased from 20% to 40%, enabling your participants to transfer more money out of their Fixed asset. If the limit is exceeded, no further exchanges or transfers will be permitted until the following year.

When will the change to the GMIR be effective?

The adjustment for any option selected and the default option, if no option is selected, will be effective on 4/1/2020.



Nationwide®

Nationwide Retirement Solutions Plan Sponsor Contact & Address Update Form

Plan Information

Plan Name: County of Plumas

Plan Number: 0036016001

Plan Address & Contact Change

Address Change:

Primary Contact Name: Nancy Selvage

Primary Contact Title: Human Resources Director

Telephone Number: 530-283-6443

Fax Number: 530 283-6160

Email Address: nancy.selvage@countyofplumas.com

Payroll Contact Change

Payroll Contact Name: Roberta Allen

Payroll Contact Title: Auditor

Telephone Number: 530 283-6248

Fax Number: 530 283-6442

Email Address: robertaallen@countyofplumas.com

Authorization

Signature of Plan Sponsor Authorized Person:

Date:

Form Return

By mail: Nationwide Retirement Solutions
PO Box 182797
Columbus, OH 43218-2797

By email: NRSFORU@nationwide.com

By fax: 877-677-4329
(please be sure to include a fax coversheet which
reflects the Plan Sponsor Name)



Guaranteed Minimum Interest Rate Change: Options Form

Plan Name: COUNTY OF PLUMAS

Entity Number: 0036016001

Please select only one of the options below, sign the bottom of this page, and return both this Options Form and any required documents by September 30, 2019.

Option One: Crediting Rate

- Return Signed Options Form
- Return Signed Amendment

Option Two: Increased Participant Level Exchange and Transfer Limit

- Return Signed Options Form
- Return Signed Amendment

Please Note: If you do not act, you are electing to place those participant allocations in your existing Default Investment Alternative on file, or in the most conservative investment option in the plan's core fund line up if a DIA does not exist. Participants will be notified of the change so that they may have the opportunity to change their allocation.

The signed documents can be returned to Nationwide in one of three ways:

- Return in the provided envelope
- Scan and email to NRSFORU@nationwide.com
- Fax directly to 1-877-677-4329

For information about each option, please refer to the *Guaranteed Minimum Interest Rate Change: Explanation of Options*.

Plan Sponsor Signature

Date

By signing above, I certify that I have the authority to act on behalf of the Plan and that I have fully reviewed the information provided to me. The unregistered group variable and fixed annuity is issued by, and any guarantees are subject to the claims-paying ability of, Nationwide Life Insurance Company, Columbus, OH.

OPTION 1

Or

OPTION 2

**REQUIRED
DOCUMENTS**

NATIONWIDE LIFE INSURANCE COMPANY
ONE NATIONWIDE PLAZA
COLUMBUS, OHIO 43215

FIXED ACCOUNT AMENDMENT
to
Group Flexible Purchase Payment Deferred Variable Annuity Contract

General Information Regarding this Amendment

This Fixed Account Amendment replaces the Fixed Account Endorsement that was previously issued to the Contract Owner and is made a part of the Contract to which it is attached. To the extent the terms of the Contract and this Amendment are inconsistent, the terms of this Amendment shall control the Contract accordingly. Non-defined terms shall have the meaning given to them in the Contract.

WHEREAS, the above-referenced group annuity Contract was issued to the Contract Owner for the benefit of the Participants and their Beneficiaries in the Contract Owner's Plan by Nationwide Life Insurance Company ("Nationwide") along with a Fixed Account Endorsement; and

WHEREAS, Nationwide and the Contract Owner wish to modify the Contract provisions that were added to the Contract through the Fixed Account Endorsement pursuant to the Alteration or Modification section of the Contract,

NOW, THEREFORE, pursuant to the agreement of Nationwide and the Contract Owner, the Contract is hereby modified as follows:

1. The terms and provisions that were added to the Contract through the Fixed Account Endorsement are deleted in their entirety and replaced with the following:

DEFINITIONS

The following definitions are modified in, or added to, the Contract:

Annual Guaranteed Interest Rate - The minimum guaranteed interest rate applied to the Fixed Account for a calendar year. Nationwide determines this rate at its sole discretion.

Contract Value - The combined value of the Variable Account(s) and the Fixed Account.

Exchange - The movement of amounts attributable to Participant Accounts to a Companion Investment Option under the Plan, or from one or more Sub-Accounts of the Variable Account to one or more Sub-Accounts of the Variable Account, or from one or more Sub-Accounts of the Variable Account to the Fixed Account, or from the Fixed Account to a Companion Investment Option under the Plan or to one or more Sub-Accounts of the Variable Account.

Fixed Account - An option funded by Nationwide's general account crediting specified interest rates.

Guaranteed Minimum Fixed Account Interest Rate - A minimum interest rate established under the Contract. All rates under the Contract are guaranteed to be at least as great as the Guaranteed Minimum Fixed Account Interest Rate.

Participant Account Value - The present value of the units and the Fixed Account attributable to a Participant's Account.

Quarterly Guaranteed Interest Rate - The minimum guaranteed interest rate applied to the Fixed Account for a calendar quarter. This rate may be equal to or greater than the applicable Annual Guaranteed Interest Rate. Nationwide determines this rate at its sole discretion.



FIXED ACCOUNT

The following is added to the Contract:

General Information Regarding the Fixed Account

The Fixed Account is an investment option under the Contract offering an Annual Guaranteed Interest Rate and a Quarterly Guaranteed Interest Rate. The Contract also provides a Guaranteed Minimum Fixed Account Interest Rate. Nationwide credits interest to the Fixed Account at these rates that it prospectively declares. At no time will there be an interest rate declared that is lower than the Guaranteed Minimum Fixed Account Interest Rate. Interest rates are determined at the sole discretion of Nationwide, and Nationwide reserves the right to modify the Guaranteed Minimum Fixed Account Interest Rate upon notice to the Contract Owner in accordance with the Alteration and Modification section of the Contract. Nationwide declares all of its rates as annual effective yields. Nationwide reserves the right to discontinue accepting additional Purchase Payments and Transfer and Exchange allocations to the Fixed Account at any time.

Fixed Account guarantees are supported by the general account of Nationwide and are not insured by the FDIC, NCUSIF or any other agency of the Federal government. The Fixed Account is a non-participating option. Allocations to the Fixed Account do not share in any surplus of Nationwide.

Guaranteed Interest Rates

The Guaranteed Minimum Fixed Account Interest Rate for the Contract is listed on the Contract Specifications Page. Nationwide reserves the right to modify the Guaranteed Minimum Fixed Account Interest Rate upon notice to the Contract Owner in accordance with the Alteration or Modification section of the Contract.

No later than the last Business Day of a calendar year, Nationwide declares the Annual Guaranteed Interest Rate for the Fixed Account for the next calendar year. In addition, no later than the last Business Day of a calendar quarter, Nationwide will declare the Quarterly Guaranteed Interest Rate, that is calculated on an annualized basis, to be credited to the Fixed Account for the next calendar quarter.

Crediting Interest to the Fixed Account

Nationwide interest rates are all declared as annual effective yields. An effective yield takes into account the effect of interest compounding. Nationwide credits interest to the Fixed Account on each Business Day. Annual effective yields are converted by Nationwide into a daily interest rate factor. The current Fixed Account value is calculated by taking the daily interest rate factor and multiplying it by the previous Business Day's Fixed Account value. Because interest is credited only on Business Days, interest from multiple non-Business Days (e.g., days falling on a weekend or holidays) accumulate and are credited on the next available Business Day.

Calculating the Fixed Account Value

The Fixed Account value on any given Business Day is equal to:

- (1) total Purchase Payments allocated to the Fixed Account; plus
- (2) The daily interest earned, plus
- (3) Exchanges or Transfers to the Fixed Account, minus
- (4) Exchanges or Transfers out of the Fixed Account; minus
- (5) Withdrawals from the Fixed Account; minus
- (6) Participant Benefit Payments; minus
- (7) any applicable Contract Maintenance Charge, the aggregate Participant Account Charge, charges associated with plan expenses or additional services, additional expense charges, and premium taxes that are applied to Participant Accounts.

Calculating a Participant Account Value in the Fixed Account

A Participant Account Value in the Fixed Account on any given Business Day is equal to:

- (1) total Participant Contributions allocated to the Fixed Account; plus
- (2) the daily interest earned on the Participant's Account; plus
- (3) Exchanges or Transfers to the Fixed Account; minus
- (4) Exchanges or Transfers out of the Fixed Account; minus
- (5) Withdrawals from the Fixed Account; minus
- (6) Participant Benefit Payments; minus
- (7) any applicable Contract Maintenance Charge, the aggregate Participant Account Charge, charges associated with plan expenses or additional services, additional expense charges, and premium taxes that are applied to Participant Accounts.

CONTRACT EXPENSES

The "Contract Expenses" provision of the Contract is amended with the addition of the following.

Unless otherwise mutually agreed to by the Contract Owner and Nationwide, all expenses and charges attributable to the Contract, except the Variable Account Charge, will be deducted proportionally from the Variable Account(s) and the Fixed Account based on the value each account bears to the total Contract Value. Any applicable expenses or charges attributable to a Participant Account will be deducted proportionally and in the same manner.

Premium Taxes

Any applicable premium taxes will be deducted from the Fixed Account in the manner described in the Contract.

EXCHANGES AND TRANSFERS

The following is added to the Contract:

Exchanges and Transfers to and from the Fixed Account

Nationwide will generally accept Exchanges and Transfers to the Contract. Nationwide reserves the right to discontinue accepting Exchanges and Transfers to the Fixed Account at any time.

Exchanges and Transfers out of the Fixed Account are subject to certain limitations. The Contract Owner elects at the time of application to accept a Participant level Exchange and Transfer limitation or an aggregate Contract level Exchange and Transfer limitation. Liquidations of Contract Value via Exchange and Transfer are combined into a single percentage limitation. The type of limitation and percentage limitation are listed on the Contract Specifications Page.

Nationwide, in its sole discretion, may agree not to impose any Exchange or Transfer restrictions. If no such Exchange or Transfer restrictions will be imposed, this will be reflected on the Contract Specifications Page. In the event that Exchange or Transfer restrictions are imposed under the Contract, Nationwide may agree to waive any Exchange and/or Transfer restrictions listed on the Contract Specification Page on Exchanges and Transfers involving Participants actively utilizing asset allocation models or asset allocation services available under the Plan.

All Exchange and Transfer limitations are set, or reset, on a calendar year basis. The permissible Exchange and Transfer amount cannot be rolled from year to year or otherwise "banked" for utilization in subsequent calendar years.

The Contract Owner may request to change the type of Exchange and Transfer limitation for the next calendar year if Nationwide receives, in a form acceptable to Nationwide, the request by at least ninety (90) days prior to the end of the preceding calendar year.

All Exchanges to and from the Fixed Account are done in conjunction with a Companion Investment Option. In order for Nationwide to accept Exchanges to or from a Companion Investment Option, the Contract Owner must identify the Companion Investment Option to Nationwide in writing and Nationwide must agree to accept Exchanges to or from the identified Companion Investment Option. Nationwide may discontinue accepting Exchanges to or from a Companion Investment Option by giving the Contract Owner at least thirty (30) days advance written notice.

In the event the Contract Owner elects to add a Companion Investment Option to the Plan with characteristics in structure, investment time horizon, rate setting, or any other characteristics that could compel on-going Exchanges between the Fixed Account and such Companion Investment Option, the Contract Owner shall provide Nationwide with notice of the addition of such a Companion Investment Option to the Plan at least ninety (90) days prior to the addition of such Companion Investment Option. If such a Companion Investment Option is added to the Plan, then Nationwide may impose an equity wash that prohibits direct Exchanges between the Fixed Account and such Companion Investment Option. Nationwide will notify the Contract Owner in the event an equity wash will be imposed with regard to Exchanges with a Companion Investment Option and the Fixed Account.

Nationwide processes Transfer requests within seven (7) Business Days of the date the request is received and accepted by Nationwide from the Contract Owner on behalf of the Participant, or directly from the Participant if permitted by the Plan. Nationwide may require Transfer requests to be on a form it provides.

Sixty Month Exchange or Transfer Program

If the Contract Owner has elected a Participant level Exchange and Transfer limitation, Nationwide may permit Participants to direct the complete liquidation of amounts attributable to a Participant Account that are allocated to the Fixed Account via a monthly Exchange or Transfer over a period of sixty (60) months. Nationwide may, in its sole discretion, permit the Contract Owner, on behalf of a Participant, to direct the complete liquidation of amounts attributable to a Participant Account that are allocated to the Fixed Account via monthly Exchange or Transfer over a period of sixty (60) months. Any such sixty (60) month Exchange or Transfer shall be subject to the following.

- (1) The amount to be Exchanged each month is equal to the value of the Fixed Account of the Participant Account divided by the number of remaining months until the 60 month Exchange or Transfer program is completed.
- (2) Any additional Participant Contribution, Exchange and/or Transfer to the Fixed Account of a Participant Account where the 60 month Exchange or Transfer program is in effect will result in immediate cancellation of any additional Exchanges or Transfers under this program.
- (3) If the Participant level Exchange limitation (whether the percentage limitation or number of transactions limit) has been met in the calendar year in which the request to initiate the 60 month Exchange or Transfer program is received, Nationwide will reject the request. The request may be made again beginning on the first day of the next calendar year.
- (4) The 60 month Exchange or Transfer program is only available for Participant Account Values of at least \$1,000.



TERMINATION AND WITHDRAWALS

The following is added to the Contract.

Termination

In the event the Contract Owner or Nationwide terminate the Contract, the following will apply to the Fixed Account.

At least thirty (30) days prior to the effective date of termination, the Contract Owner must elect one of the two Withdrawal methods listed below for amounts attributable to the Fixed Account.

- (1) Lump-sum Payment. If the Contract Owner elects to have funds Withdrawn from the Fixed Account in one lump-sum payment, Nationwide will pay to the Contract Owner the Withdrawal Value of amounts attributable to the Fixed Account less a market value adjustment if the present value of amounts attributable to the Withdrawal are less than the present Contract Value of such amounts. The market value adjustment is determined by Nationwide at its sole discretion, but will be done in a manner consistent with making a reasonable approximation of the present value of assets attributable to the Fixed Account. Nationwide will provide the Contract Owner the current procedures it uses to determine the market value adjustment upon request.
- (2) Sixty (60) Monthly Installments. If the Contract Owner elects to have funds Withdrawn from the Fixed Account in sixty (60) monthly installments, Nationwide will begin installment Withdrawals no later than ninety (90) days following the effective date of termination of the Contract, unless otherwise mutually agreed by the Contract Owner and Nationwide. The amount of each installment is determined by the following:

the Fixed Account value on the date before the installment is Withdrawn; divided by

- a) the number of remaining installments.
- b) Fixed Account Withdrawals in addition to installment Withdrawals will not be permitted, nor will any Exchanges or Transfers be permitted.

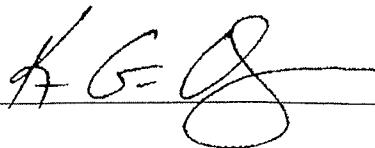
IN WITNESS WHEREOF, the parties have caused this Amendment to be executed this ____ day of _____, 201__.

APPROVED:

CONTRACT OWNER: _____

By: _____

NATIONWIDE LIFE INSURANCE
COMPANY:

By: _____ 



DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971
(530) 283-6444 FAX (530) 283-6160
Email: nancyselvage@countyofplumas.com

7/22



DATE: August 1, 2019

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF AUGUST 13, 2019.

RE: PLUMAS COUNTY PROCLAMATION IN RECOGNITION OF PLUMAS COUNTY EMPLOYEE APPRECIATION FOR THE MONTH OF AUGUST

IT IS RECOMMENDED THAT THE BOARD:

In honor of Plumas County employees, we are recommending the Board of Supervisors to declare the month of August as Employee Appreciation Month.

BACKGROUND AND DISCUSSIONS

The Plumas County Management Council is pleased to announce the 2nd Annual Employee Appreciation Day on Thursday, August 15th, 2019. This event's location will be at the Plumas Sierra Fairgrounds. Members of the Management Council feel strongly about honoring our employees through this annual event.

During last year's employee recognition, there were a total of two hundred and sixty eight (268) employees and family members who participated. The Plumas County Employee Appreciation event includes:

- BBQ starting at 6:00 pm.
- Participating employees will receive a raffle ticket entering them into a gift card drawing that will be held at approximately 7:00 pm.
- Recognition pins honoring years of service with Plumas County will also be presented to employees.

Just a reminder that there are no public funds being used to sponsor this event. The money is from the donations of the Plumas County Management Council. We are looking forward to another successful turnout for 2019.

Plumas County Employee Appreciation for the Month of August 2019

**PROCLAMATION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS
PROCLAIMING THE MONTH OF AUGUST 2019 AS
PLUMAS COUNTY EMPLOYEE APPRECIATION MONTH**

WHEREAS, All County employees are ambassadors of public service, exemplifying the values of integrity, accountability, excellence, and equity in their everyday work; and

WHEREAS, County employees provide essential services to Plumas County in many areas, including health care, education, human services, public safety, transportation, consumer and business services, planning and building services, economic development, natural resources, and recreation; and

WHEREAS, Plumas's public servants are recognized as an invaluable resource, helping numerous residents thrive on a daily basis throughout Plumas County; and

WHEREAS, County employees perform their duties with professionalism, proficiency, and dedication; and

WHEREAS, County employee commitment to services continues through the support of and devotion to fellow employees, programs, divisions, and agencies.

NOW, THEREFORE, BE IT PROCLAIMED that the Plumas County Board of Supervisors recognize the month of August as Plumas County Employee Appreciation Month.

Chair, Board of Supervisors

Date

2nd ANNUAL EMPLOYEE APPRECIATION DAY
AT THE PLUMAS-SIERRA COUNTY FAIR
THURSDAY, AUG. 15TH!!

Greetings Plumas County Employee Family!

Plumas County Management Council is pleased to announce that we are hosting the **2nd Annual Employee Appreciation Day**.

WHEN: Thursday, August 15

WHERE: Plumas County Fairgrounds
BBQ begins at 6:00 pm
Tri-Tip, Hot Dogs, Sides and Cake!

DIRECTIONS: Take a right turn after entering the front gate and check in at the County Employee Appreciation Headquarters (a tent in the trees) located next to the Fair Administration Building.

After-Dinner Activities:

Recognition pins honoring service years with Plumas County will be presented to employees.

Upon signing in to the BBQ, employees will receive a raffle ticket entering them into a gift card drawing to be held at approximately 7:00 pm.

FREE ADMISSION AND \$10.00 CARNIVAL WRISTBANDS FOR EMPLOYEES & THEIR CHILDREN ON AUGUST 15TH!!!

NOTE: The \$10.00 carnival wristbands are offered by **PRE-SALE ONLY**. Please contact John Steffanic at the Fair office, in person or by phone (283-6272) to purchase the wristbands.

PSCF Foundation, a non-profit organization supporting the Fair, will be donating the admission fee for county employees and their children. Just bring proof of employment (County ID, pay stub, business card).

CLARIFICATION: ***No public funds are being used for this event.*** The members of Management Council feel strongly about honoring our employees; this event will gladly be paid for out of our own pockets! The PSCF Foundation is a non-profit that encourages folks to attend the Fair. Contributing their donation brings more people to the Fair; they would consider doing so for any other non-profit or governmental organization.

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971
(530) 283-6444 FAX (530) 283-6160
Email: nancyselvage@countyofplumas.com

JA3



DATE: August 1, 2019

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING
AUGUST 13, 2019.

**RE: ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY
JOB DESCRIPTION FOR ANIMAL CONTROL OFFICER I/II,
AND ANIMAL CONTROL SUPERVISOR**

IT IS RECOMMENDED THAT THE BOARD:

It is recommended to approve the attached Resolution to amend the Plumas County's job description for the Animal Control Officer I/II and the Animal Control Supervisor.

BACKGROUND AND DISCUSSIONS

This request was brought to my attention by Gabriel Hydrick, County Administrator, for the purpose of accurately reflecting the "REPORTS TO" in the job classifications for Animal Control job descriptions. It was many years ago, that the Animal Control was redirected under the supervision of the Plumas County Sheriff's department. A chain of command was established for these positions but the job descriptions were not properly updated to reflect this. The current job descriptions for the Animal Control Officer I/II and the Animal Control Supervisor lists the County Administrative Officer as contact for the chain of command and this is not accurate. I am correcting these job descriptions and have attached them for review.

With the corrected changes, these job descriptions are updated to reflect the structure of the proper chain of command for the Animal Control job classifications. This is also reflected in the attached Sheriff's department's organizational chart. This is not a change in wages, hours or working conditions for these three updated job classifications, just a "REPORT TO" detail in the job descriptions that has been now corrected. It is agreed between County Administrator and County Counsel that this update does not require a meet and confer with Operating Engineers Local #3.

I recommend approving the attached Resolution approving the update to the job description.

Attached Exhibits:

- Exhibit A: Current job descriptions for Animal Control Officer I/II and the Animal Control Supervisor
- Exhibit B: Updated job descriptions for Animal Control Officer I/II and the Animal Control Supervisor
- Exhibit C: Sheriff's Organizational Chart

RESOLUTION NO. 2019- _____

**ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB
CLASSIFICATIONS PLAN FOR THE PLUMAS COUNTY ANIMAL CONTROL
OFFICER I/II AND ANIMAL CONTROL SUPERVISOR #2042851**

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

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

WHEREAS, the County Administrator requested the Human Resources Director correct the Animal Control Officer I/II and Animal Control Supervisor; and

WHEREAS, the Human Resources Director has corrected and incorporated modifications to the job descriptions for Animal Control #2042851; and

WHEREAS, this is not a change in wages, hours, or working conditions.

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

The job descriptions for the classifications attached hereto is approved, and the County's classification plan is hereby amended funded and allocated positions.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 13th day of August, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

Exhibit A

PLUMAS COUNTY

Last Revised: 11/95

ANIMAL CONTROL OFFICER I

DEFINITION

Under general supervision, to enforce applicable County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to manage the animal shelter; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the training and first working level in the Animal Control Officer class series. Incumbents learn to apply State and County regulations concerning the licensing, impounding, adoptions and euthanasia of animals. They work under relatively close supervision until they gain experience and are able to perform the full range of animal control enforcement activities. An incumbent is expected to complete PC 832 Training and Euthanasia Training prior to being promoted to Animal Control Officer II.

REPORTS TO

County Administrative Officer.

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide some work direction and coordination for staff temporarily assigned to shelter maintenance and the care and feeding of animals.

ANIMAL CONTROL OFFICER I - 2

EXAMPLES OF DUTIES

- Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on county maintained roads.
- Make complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals if necessary.
- Explains animal control ordinances and policies to the public and concerned parties.
- Collects license fees.
- Issues licenses.
- Conducts bi-annual license renewal/rabies clinic.
- Maintains records of animal impounding, licenses issued, and license fees collected.
- Feeds and cares for animals impounded at the animal shelter.
- Euthanizes animals in the prescribed manner, according to appropriate law.
- Cleans and maintains shelter facilities.
- Arranges for adoption of animals.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- May have responsibility for day-to-day operation of the animal shelter.
- May monitor, receive, and transmit radio communications for field personnel.
- May perform general office support duties.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

ANIMAL CONTROL OFFICER I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Care and feeding of various breeds of dogs and cats and other domestic and other animals.
- Common disease of animals, their symptoms and care.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.
- Recordkeeping methods and office procedures.
- Basic methods of animal collection and restraint.

Ability to:

- Learn County and State Ordinances and laws relating to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Carry out oral and written directions.
- Provide court testimony regarding animal control issues.
- Learn appropriate regulations regarding radio transmission and communications.
- Work cooperatively and effectively with fellow employees and the general public.
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
- Care for animals in the shelter including sick and injured animals.
- Read, and interpret written material.
- Perform office support work.
- Deal tactfully and courteously with the public.
- Exercise good judgment in handling potential hostile individuals/situations.
- Establish and maintain cooperative working relationships.
- Learn general law enforcement functions and procedures.

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:

Experience in caring and handling large and small animals is required. Previous office support experience is desirable.

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

ANIMAL CONTROL OFFICER II

DEFINITION

Under general supervision, to enforce County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to manage the animal shelter; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Animal Control Officer class series. Incumbents perform the full range of animal control enforcement activities and are required to have completed PC 832 training and Euthanasia training.

REPORTS TO

County Administrative Officer.

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide some work direction and coordination for staff temporarily assigned to shelter maintenance and the care and feeding of animals, as well as training for Animal Control Officer I's.

EXAMPLES OF DUTIES

- Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on County maintained roads.
- Makes complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals as necessary.
- Explains animal control ordinances and policies to the public and concerned parties.
- Collects license fees.
- Issues licenses.
- Conducts bi-annual license renewal/rabies clinic.
- Issues warning notices and citations to ordinance violators.
- Maintains records of animal impounding, licenses issued, and license fees collected.
- Feeds and cares for animals impounded at the animal shelter.
- Euthanizes animals in the prescribed manner, according to appropriate laws.
- Cleans and maintains shelter facilities.
- Arranges for adoption of animals.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- May have responsibility for day-to-day operation of the animal shelter.
- May monitor, receive, and transmit radio communications for field personnel.
- May train and/or provide lead direction for Animal Control Officer I's.
- May perform general office support duties.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County and State ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmission and communications.
- Euthanasia procedures.
- Recordkeeping methods and office procedures.
- Common disease of animals, care and their symptoms.
- Basic methods of animal collection and restraint.
- General law enforcement functions and procedures.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.

Ability to:

- Perform a wide variety of animal control and enforcement functions.
- Carry out oral and written directions.
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
- Provide court testimony regarding animal control issues.
- Care for animals in the shelter including sick and injured animals.
- Read, interpret, and enforce animal control laws, ordinances, and regulations.
- Perform office support work.
- Exercise good judgment in handling potentially hostile individuals and situations.
- Deal tactfully and courteously with the public when providing information and carrying out enforcement activities.
- Establish and maintain cooperative working relationships.

Training and Experience:

At least (1) year of experience comparable to an Animal Control Officer I with Plumas County.

Special Requirements: Completion PC 832 Training.

Completion of Euthanasia Training.

Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

ANIMAL CONTROL SUPERVISOR

DEFINITION

Under general direction, to plan, organize, and supervise the office and administrative support functions of a County Department; to perform a variety of the more difficult and complex office and administrative support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a full supervisory classification for the planning, organization, and supervision of the office.

REPORTS TO

County Administrative Officer.

CLASSIFICATIONS DIRECTLY SUPERVISED

Animal Control Officer II/I, Office Assistant III, and Animal Shelter Attendant.

ANIMAL CONTROL SUPERVISOR – 2

EXAMPLES OF DUTIES

- Plans, organizes, and supervises the Animal Control Office; recommends, develops, and assists Animal Control Officer locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on County maintained roads.
- Establishes work schedules and methods for assigned staff, supervises and evaluates assigned personnel.
- Assists with the hiring of new personnel.
- Establishes and implements work training programs.
- Participates in department budget development and administration.
- Has responsibility for the purchasing and inventory of office supplies and equipment.
- May have responsibility for the development, implementation, and use of department computer resources and software.
- Researches, compiles, and analyzes data for a variety of projects.
- Directs the development and develops reports, may prepare and process the Department payroll.
- Has responsibility for department communications systems and equipment.
- Directs the development and implementation of records maintenance and information retrieval systems.
- Performs a wide variety of complex office, program, and administrative support assignments.
- Performs special assignments and projects as delegated.
- Represents the department in contacts with the public, other County staff, and other government agencies.
- Operates computers and office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

ANIMAL CONTROL SUPERVISOR – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- County and State ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmissions and communications.
- Principles, methods, and procedures of office and business administration.
- Policies and procedures of the Department and unit where assigned.
- Thorough knowledge of specialized areas of office and administrative functions of the Department to which assigned.
- Methods of procedures of purchasing and inventory maintenance.
- Data processing equipment and software used by the department where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Fiscal, account, and budget recordkeeping.
- Operating and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles of supervision and training.

Ability to:

- Plan, organize, and supervise the office and administrative support functions in an assigned department.
- Provide supervision, training, and work evaluation for assigned staff.
- Coordinate and develop a department's data processing system.
- Be responsible for purchasing and inventory maintenance.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance and supervision.
- Interpret, apply, and explain the policies and procedures of the department where assigned.
- Perform fiscal, account, and budget recordkeeping.
- Operate a computer, using word processing and other software as appropriate.
- Operate and use office equipment.

ANIMAL CONTROL SUPERVISOR – 4

Ability to: cont.

- Deal tactfully and courteously with other County staff, the public, and other government agencies, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.

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:

At least (2) years of experience comparable to an Animal Control Officer II with Plumas County.

Special Requirements: Completion of PC 832 Training. Completion of Euthanasia Training.

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles.

Exhibit B

PLUMAS COUNTY

Revised: 07/2019

ANIMAL CONTROL OFFICER I

DEFINITION

Under general supervision, to enforce applicable County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to perform all necessary work in maintaining the County Animal Shelter facility in a clean and sanitary condition; to monitor the physical condition of all animals being held at the shelter; to assist with the care, feeding and placement of animals at the shelter, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the training and first working level in the Animal Control Officer Class series. Incumbents learn to apply State and County regulations concerning the licensing, impounding, adoptions and euthanasia of animals. They work under relatively close supervision until they gain experience and are able to perform the full range of animal control enforcement activities. An incumbent is expected to complete PC 832 Training and Euthanasia Training prior to being promoted to Animal Control Officer II.

REPORTS TO

Animal Control Supervisor, Sheriff's Special Operations Sergeant, or Assistant Sheriff

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide some work direction and coordination for staff temporarily assigned to shelter maintenance and the care and feeding of animals.

ANIMAL CONTROL OFFICER I - 2

EXAMPLES OF DUTIES

- Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on county maintained roads.
- Make complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals if necessary.
- Explains animal control ordinances and policies to the public and concerned parties.
- Collects license fees.
- Issues licenses.
- Conducts bi-annual license renewal/rabies clinic.
- Maintains records of animal impounding, licenses issued, and license fees collected.
- Feeds and cares for animals impounded at the animal shelter.
- Euthanizes animals in the prescribed manner, according to appropriate law.
- Cleans and maintains shelter facilities.
- Arranges for adoption of animals.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- May have responsibility for day-to-day operation of the animal shelter.
- May monitor, receive, and transmit radio communications for field personnel.
- May perform general office support duties.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

ANIMAL CONTROL OFFICER I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Care and feeding of various breeds of dogs and cats and other domestic and other animals.
- Common disease of animals, their symptoms and care.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.
- Recordkeeping methods and office procedures.
- Basic methods of animal collection and restraint.

Ability to:

- Learn County and State Ordinances and laws relating to the licensing, adoption, quarantine, impounding, care and treatment of animals.
- Carry out oral and written directions.
- Provide court testimony regarding animal control issues.
- Learn appropriate regulations regarding radio transmission and communications.
- Work cooperatively and effectively with fellow employees and the general public.
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
- Care for animals in the shelter including sick and injured animals.
- Read, and interpret written material.
- Perform office support work.
- Deal tactfully and courteously with the public.
- Exercise good judgment in handling potential hostile individuals/situations.
- Establish and maintain cooperative working relationships.
- Learn general law enforcement functions and procedures.
- Recognize abnormal animal behavior.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with staff and the general public.
- Lift heavy animals and/or equipment.

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:

Experience in caring and handling large and small animals is required. Previous office support experience is desirable.

ANIMAL CONTROL OFFICER II**DEFINITION**

Under general supervision, to enforce County ordinances and State law governing the licensing, adoption, impounding, and euthanasia of animals; to collect and transport animals to the animal shelter; to manage the animal shelter; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Animal Control Officer class series. Incumbents perform the full range of animal control enforcement activities and are required to have completed PC 832 training and Euthanasia training.

REPORTS TO

Animal Control Supervisor, Sheriff's Special Operations Sergeant, or Assistant Sheriff

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide some work direction and coordination for staff temporarily assigned to shelter maintenance and the care and feeding of animals, as well as training for Animal Control Officer I's.

ANIMAL CONTROL OFFICER II - 2

EXAMPLES OF DUTIES

- Patrols County areas in a radio-dispatched vehicle to investigate, locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on County maintained roads.
- Makes complete investigations of animal bites and prepares reports for the County Health Officer.
- Quarantines animals as necessary.
- Explains animal control ordinances and policies to the public and concerned parties.
- Collects license fees.
- Issues licenses.
- Conducts bi-annual license renewal/rabies clinic.
- Issues warning notices and citations to ordinance violators.
- Maintains records of animal impounding, licenses issued, and license fees collected.
- Feeds and cares for animals impounded at the animal shelter.
- Euthanizes animals in the prescribed manner, according to appropriate laws.
- Cleans and maintains shelter facilities.
- Arranges for adoption of animals.
- Works with other law enforcement agencies to enforce animal control laws.
- Documents cases for prosecution of animal abuse and noncompliance.
- May have responsibility for day-to-day operation of the animal shelter.
- May monitor, receive, and transmit radio communications for field personnel.
- May train and/or provide lead direction for Animal Control Officer I's.
- May perform general office support duties.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move object weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

ANIMAL CONTROL OFFICER II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- County and State ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmission and communications.
- Euthanasia procedures.
- Recordkeeping methods and office procedures.
- Common disease of animals, care and their symptoms.
- Basic methods of animal collection and restraint.
- General law enforcement functions and procedures.
- Safe and efficient handling of large and small animals.
- Characteristics of animal behavior.

Ability to:

- Perform a wide variety of animal control and enforcement functions.
- Carry out oral and written directions.
- Drive a light truck safely while towing a stock trailer and in accordance with traffic laws.
- Provide court testimony regarding animal control issues.
- Care for animals in the shelter including sick and injured animals.
- Read, interpret, and enforce animal control laws, ordinances, and regulations.
- Perform office support work.
- Exercise good judgment in handling potentially hostile individuals and situations.
- Deal tactfully and courteously with the public when providing information and carrying out enforcement activities.
- Establish and maintain cooperative working relationships.

ANIMAL CONTROL OFFICER II - 4

Training and Experience:

At least (1) year of experience comparable to an Animal Control Officer I with Plumas County.

Special Requirements:

- Completion PC 832 Training.
- Completion of Euthanasia Training.

Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

ANIMAL CONTROL SUPERVISOR

DEFINITION

Under general direction, to plan, organize, and supervise the office and administrative support functions of a County Department; to perform a variety of the more difficult and complex office and administrative support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a full supervisory classification for the planning, organization, and supervision of the office.

REPORTS TO

Sheriff's Special Operations Sergeant, Assistant Sheriff

CLASSIFICATIONS DIRECTLY SUPERVISED

Animal Control Officer II/I, Office Assistant III, and Animal Shelter Attendant

ANIMAL CONTROL SUPERVISOR – 2

EXAMPLES OF DUTIES

- Plans, organizes, and supervises the Animal Control Office; recommends, develops, and assists Animal Control Officer locate, capture, and impound domestic animals.
- Responds to calls and complaints from the public concerning stray, nuisance, dangerous, injured, or dead domestic animals on County maintained roads.
- Establishes work schedules and methods for assigned staff, supervises and evaluates assigned personnel.
- Assists with the hiring of new personnel.
- Establishes and implements work training programs.
- Participates in department budget development and administration.
- Has responsibility for the purchasing and inventory of office supplies and equipment.
- May have responsibility for the development, implementation, and use of department computer resources and software.
- Researches, compiles, and analyzes data for a variety of projects.
- Directs the development and develops reports, may prepare and process the Department payroll.
- Has responsibility for department communications systems and equipment.
- Directs the development and implementation of records maintenance and information retrieval systems.
- Performs a wide variety of complex office, program, and administrative support assignments.
- Performs special assignments and projects as delegated.
- Represents the department in contacts with the public, other County staff, and other government agencies.
- Operates computers and office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk; sufficient manual dexterity and eye-hand coordination to operate special animal handling equipment; sufficient stamina to exert extra physical effort to restrain animals for a substantial period of time; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, outdoor, driving and animal shelter environments; work is performed in varying temperatures; exposure to animals with rabies and other diseases; exposure to dust, chemicals, and gases; continuous contact with staff and the public.

ANIMAL CONTROL SUPERVISOR – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- County and State ordinances and laws relating to the licensing, quarantine, impounding, care, and treatment of animals.
- Care and feeding of various breeds of dogs and cats and other domestic animals.
- General knowledge of appropriate regulations regarding radio transmissions and communications.
- Principles, methods, and procedures of office and business administration.
- Policies and procedures of the Department and unit where assigned.
- Thorough knowledge of specialized areas of office and administrative functions of the Department to which assigned.
- Methods of procedures of purchasing and inventory maintenance.
- Data processing equipment and software used by the department where assigned.
- Modern office practices, methods, and procedures.
- Filing and information retrieval systems.
- Fiscal, account, and budget recordkeeping.
- Operating and use of office equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.
- Principles of supervision and training.

Ability to:

- Plan, organize, and supervise the office and administrative support functions in an assigned department.
- Provide supervision, training, and work evaluation for assigned staff.
- Coordinate and develop a department's data processing system.
- Be responsible for purchasing and inventory maintenance.
- Assist with budget development and expenditure control.
- Perform a variety of complex office and administrative support assignments with minimal guidance and supervision.
- Interpret, apply, and explain the policies and procedures of the department where assigned.
- Perform fiscal, account, and budget recordkeeping.
- Operate a computer, using word processing and other software as appropriate.
- Operate and use office equipment.

ANIMAL CONTROL SUPERVISOR – 4

Ability to: continued:

- Deal tactfully and courteously with other County staff, the public, and other government agencies, providing information and responding to concerns about the Department and/or program where assigned.
- Establish and maintain cooperative working relationships.

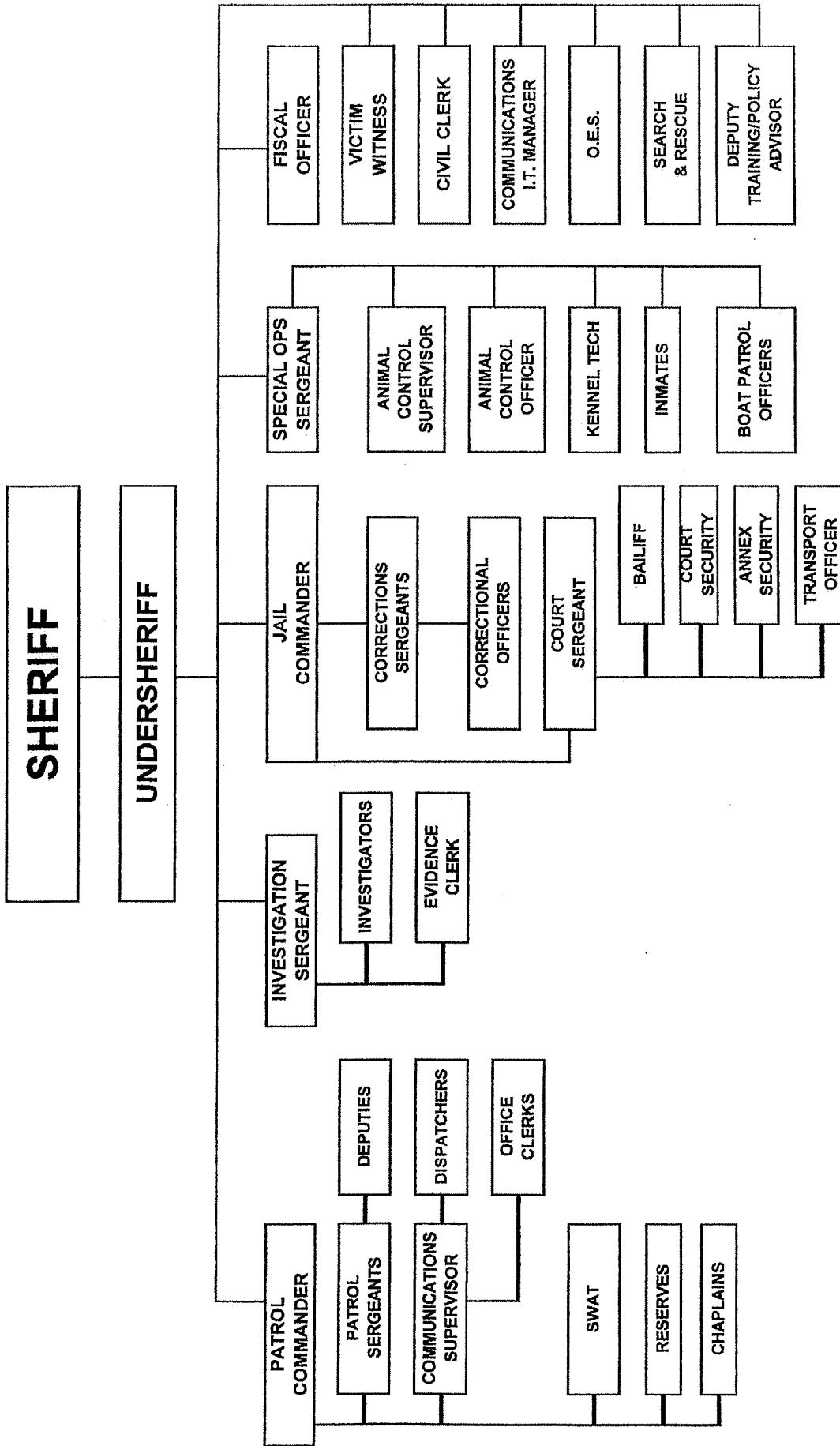
Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least Two (2) years of experience comparable to an Animal Control Officer II with Plumas County.

Special Requirements: Completion of PC 832 Training. Completion of Euthanasia Training.

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles.

Exhibit C





JB

PLUMAS COUNTY PLANNING & BUILDING SERVICES

555 Main Street, Quincy, CA 95971 www.countyofplumas.com
(530) 283-7011

DATE: August 5, 2019

TO: Honorable Chair and Members of the Board of Supervisors

TF

FROM: Tracey Ferguson, AICP, Plumas County Planning Director

SUBJECT: Agenda Item for August 13, 2019

RE: Four-Ten Workweek Authorization Request, Tim Evans, Associate Planner, Planning Department

Background:

Personnel Rule §8.05 allows a department head to schedule an employee's workweek into four 10-hour days with authorization from the Board of Supervisors.

Presently within Planning & Building Services, the GIS Coordinator under the GIS Department and the Code Enforcement Officer under the Building Department have been authorized by the Board of Supervisors Four-Ten workweeks. With that said, there are no authorized positions within the Planning Department that operate under a Four-Ten workweek.

Application of the modified schedule within the Planning Department was deemed appropriate after consideration by myself and the Assistant Planning Director regarding the evaluation of daily workload and office counter staffing demands.

Allowing four 10-hour workdays (Monday through Thursday) on a weekly basis for Tim Evans, Associate Planner, will permit a more effective use of his time to efficiently serve the public by increasing his production time at work and decreasing his travel time to and from Portola, where he lives. The Assistant Planning Director and I remain on a five 8-hour day work week to address workload and office counter staffing demands on Fridays.

Recommendation:

Authorize Tim Evans, Associate Planner, Planning Department, to modify his work week from five 8-hour days, to four 10-hour days, Monday through Thursday, with a 6:30am to 5:00pm daily schedule that includes a half-hour lunch period.

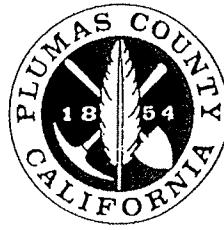
With this recommendation, Personnel Rule §2.66 for Tim Evans shall be deemed to define "Workday" as ten hours per day, and Personnel Rule §6.05 shall be applicable so that eligibility for merit advancement by salary step increases is determined on a calendar day basis.



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: August 5, 2019

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Request approval of General Fund Budget Transfer to move \$29,076 from Regular Wages to Account 533210 in the 2018-2019 budget to reimburse the State for Title IVE overpayments.

Recommendation

Approve General Fund Budget Transfer to move \$29,076 from Regular Wages in the 2018-2019 budget to an expenditure account to reimburse the State Department of Social Services for the overpayment of advance Title IVE payments to the Probation Department.

Background and Discussion

The State Department of Social Services advances payments monthly to the Probation Department to cover expenses incurred by the Probation Department for juvenile group home and foster care placements, and the Probation Department is required to submit quarterly expenditure reimbursement reports to the Department of Social Services for these advance payments.

However, because the Probation Department's juvenile group home and foster care placements have been very few in the past year, our expenditure reimbursements have been much less than the advance payments we have been receiving from the State Department of Social Services. Therefore, they are demanding that we submit payment to them for the outstanding overpayments rather than let us gradually catch up with the overpayments.

3A

INVOICE

Feather Publishing Co. Inc.
P.O. Box B Quincy, CA 95971

Date 8-1-19

Plumas Co. Board of Supervisors
520 Main St. Rm 309
Quincy, CA 95971

Reimbursement for postage for
2018-19 Plumas Visitors Guide
April. 2018 through April 2019

\$118.02



TOTAL DUE: \$ 118.02

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