

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 SPECIAL MEETING OF OCTOBER 22, 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 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.



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

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and listed on this notice of special meeting may be addressed by the general public at the beginning of the agenda. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

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) CLERK-RECORDER

- 1) Elections Division: Adopt **RESOLUTION** approving an Amendment to the Agreement between County of Plumas and California Secretary of State (Voting System Replacement Funds)
- 2) Approve supplemental budget of \$9,524, for receipt of unanticipated revenue, for award of Grant for Electronic Recording; approved by Auditor/Controller

B) BEHAVIORAL HEALTH

Adopt **RESOLUTION** authorizing the Director of Behavioral Health to sign Performance Contract with the State of California for Mental Health Services Act, Lanterman-Petris-Short Act, projects for assistance in transition from homelessness; approved as to form by County Counsel

C) PUBLIC HEALTH

Authorize Public Health to recruit and fill vacant, funded and allocated 1.0 FTE Health Education Coordinator II position, created by resignation

2. BOARD OF SUPERVISORS

- A. Interviews of Applicants to fill the vacancy of Plumas County Sheriff, created by resignation of Sheriff Gregory Hagwood, effective December 30, 2019
- B. Discussion and possible action to fill the vacancy in the office of Plumas County Sheriff

3. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Case No. TIBV-600185)

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, November 5, 2019, Board of Supervisors Room 308, Courthouse, Quincy, California

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RESOLUTION 2019 - _____

RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS
APPROVING AN AMENDMENT TO THE AGREEMENT BETWEEN
THE COUNTY OF PLUMAS AND THE CALIFORNIA SECRETARY OF STATE

COUNTY OF PLUMAS
California Secretary of State - Voting System Replacement Funds

WHEREAS, the California Secretary of State has the responsibility for the administration of funds allocated to California counties for the purpose of securing a voting system replacement and replacement or upgrade of an election management system.

WHEREAS, the California Secretary of State will provide the County of Plumas, as appropriated by Assembly Bill 1824, Chapter 38 (Stats. 2018), (Voting System Replacement Contracts), pursuant to California Election code sections 19400 and 19402, administered by the Secretary of State, with state funds in the amount of \$424,138.40 for reimbursement of voting system replacement activities and election management system replacement/upgrade activities.

WHEREAS, the Secretary of State has established procedures to require the County to certify by resolution the approval of its submission of the application to the Secretary of State;

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

1. Authorizes the County to enter into an Amended Agreement with the California Secretary of State; and
2. Certifies the County understands the assurances and certification in the Application form; and
3. Certifies the County has reviewed and understands the Application and procedures; and
4. Appoints the County Elections Officer to conduct all negotiations, execute and submit all documents including, but not limited to Applications, State of California Standard and Amended Agreements, payment requests etc., which may be necessary for the completion of the projects.

I, the undersigned, hereby certify that the foregoing Resolution Number 2019 - _____ was duly adopted by the Plumas County Board of Supervisors following a roll call vote:

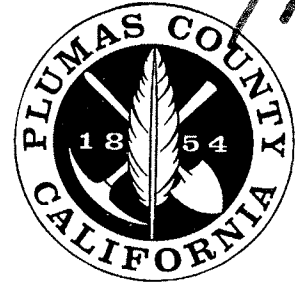
Ayes:
Noes:
Absent:

Nancy L. DaForno
Clerk to the Board of Supervisors

Date:
Chair of the Board of Supervisors

PLUMAS COUNTY CLERK-RECORDER

520 Main Street, Room 102, Courthouse
Quincy, CA 95971



Recorder Division (530) 283-6218
Elections Division (530) 283-6256
Fax: (530) 283-6155

Kathy Williams
Clerk – Recorder
Registrar of Voters
kathywilliams@countyofplumas.com

Julie Hagwood
Assistant Clerk-Recorder
Registrar
juliehagwood@countyofplumas.com

October 9, 2019

Plumas County Clerk of the Board of Supervisors

Re: Agenda Item for placement on Consent Agenda for November 5, 2019 Meeting

Please review and if acceptable place the following item under Consent Agenda item for approval. The Plumas County Clerk-Recorder was awarded a Grant for Electronic Recording –ERDS. The grant came in after the budget was finalized so a Supplemental Budget Revenue and Expense request is in front of the Board for approval at this time.

Thank you and if you have any questions please contact me at 530-283-6252 or juliehagwood@countyofplumas.com

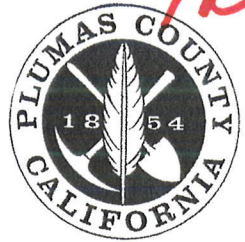
Sincerely

A handwritten signature in cursive script that reads "Julie Hagwood".

Julie Hagwood
Assistant Clerk Recorder
520 Main Street Room 102
Quincy CA 95971

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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



Director Tony Hobson, Ph.D.

DATE: November 5, 2019

TO: Honorable Board of Supervisors

FROM: Tony Hobson, Ph.D., Behavioral Health Director 

SUBJECT: Performance Contract

Recommendation:

1. It is respectfully requested the Board of Supervisors approve and authorize Behavioral Health Director, Tony Hobson Ph.D., to sign a Performance Contract with the State of California. This agreement has been approved to form by County Counsel.

Background and Discussion

1. The California Department of Health Care Services administers the Mental Health Services Act, Lanterman-Petris-Short Act, Projects for Assistance in Transition from Homelessness, Community Mental Health Services Block Grant and Crisis Counseling Assistance and Training Program programs. DHCS Contract Agreement Number 18-95264 sets forth the conditions and requirements that Plumas County must meet in order to receive funding.

No county general funds are used for any of the above programs and staffing. County Counsel has reviewed and approved all the above agreements.



Plumas County Public Health Agency

Andrew Woodruff, MPH, Director • Mark Satterfield, M.D, Health Officer

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

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To: Honorable Board of Supervisors

From: Andrew Woodruff

Agenda: Item for October 15, 2019

Recommendation: Authorize and direct the Human Resources to recruit and fill 1.0 FTE Health Education Coordinator II position due to resignation effective October 18, 2019.

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

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

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

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

CRITICAL STAFFING COMMITTEE
REQUEST FORM

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

DATE OF REQUEST: October 15, 2019

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(S) AND BREAKDOWN FOR REQUESTED POSITION: 70559 .48 FTE
& 70560, .52 FTE

POSITION TITLES: 1.0 FTE Health Education Coordinator II

ARE POSITIONS CURRENTLY ALLOCATED? YES ☒ NO ☐

For Committee use only

Date of Committee Review: _____

Determination of Committee? _____ Recommended
_____ Not Recommended

Comments: _____

Date to Board of Supervisors: _____

Board Action: _____ Approved _____ Denied

Board Modifications _____

Date returned to Department: _____

Date submitted to HR Technician for recruitment: _____

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY
ALLOCATED.

- | |
|--|
| <ul style="list-style-type: none">• Is there a legitimate business, statutory or financial justification to fill the position? |
|--|

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

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

The former Health Education Coordinator II who currently manages the HIV Programs has given her resignation effective October 18, 2019. If the position goes unfilled, important Public Health requirements/activities will fall behind schedule and could affect patient care, categorical funding allocations and awards.

- How long has the position been vacant?

This position will become vacant on October 18, 2019.

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

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

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

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

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

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

Until this position is filled, the Program Chief and myself must administer the programs. This impacts the Public Health Agency's ability to have an effective and efficient leadership transition.

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

Not filling the position will cost the department funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to local residents. We will also experience material losses in delays in billing and revenue, exacerbating cash flow issues.

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

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

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

No.

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

No.

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

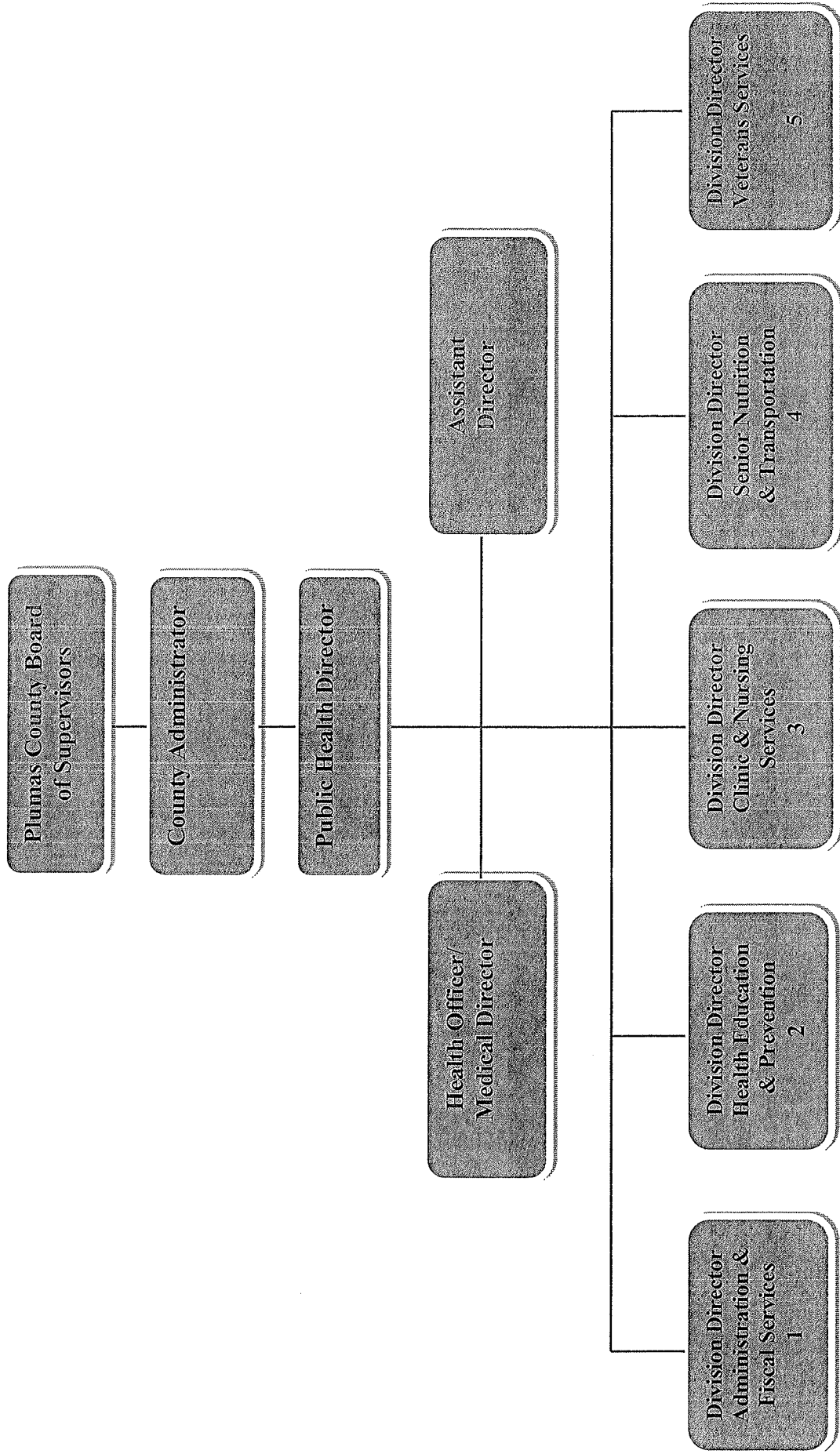
N/A. This position request is fully funded by contract for the 19-20 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

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

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

FY 16/17	Total Cash Reserves	\$568,650
FY 17/18	Total Cash Reserves	\$575,661
FY 18/19	Total Cash Reserves	\$582,102

**PLUMAS COUNTY PUBLIC HEALTH AGENCY
LEADERSHIP & MANAGEMENT**



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