

## **BOARD OF SUPERVISORS**

Terrell Swofford, Vice Chair 1<sup>st</sup> District  
Robert A. Meacher, Chair 2<sup>nd</sup> District  
Sharon Thrall, 3<sup>rd</sup> District  
Lori Simpson, 4<sup>th</sup> District  
Jon Kennedy, 5<sup>th</sup> District

**AGENDA FOR MEETING OF APRIL 03, 2012 TO BE HELD AT 11:00 A.M. IN THE  
BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**10:00 – 11:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION**

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

### **AGENDA**

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

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

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

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

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



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

## **STANDING ORDERS**

11:00 A.M. **CALL TO ORDER/ROLL CALL**

**INVOCATION AND FLAG SALUTE**

**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.

### **ACTION AGENDA**

1. 11:10 **COMMUNITY DEVELOPMENT COMMISSION** – David Keller  
**PUBLIC HEARING/RESOLUTION** approving an application for funding and the execution of a grant agreement and any amendments thereto from the 2012 General Allocation of the State CDBG Program.  
**Roll call vote**

**Convene as the Flood Control District Governing Board**

#### **SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Grizzly Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District.

2. 11:15 **FLOOD CONTROL & WATER CONSERVATION DISTRICT** – Randy Wilson  
Discussion and possible action regarding Gina Johnston and John McMurty's proposal to provide Lake Almanor 2012 water quality testing for the Plumas County Flood Control District and approval of a contract to conduct the testing.

**Adjourn as the Flood Control District Governing Board and reconvene as the Board of Supervisors**

3. 11:30 **BOARD OF SUPERVISORS**
  - A. Approve and authorize the Chair to sign letter to Assemblyman Logue regarding legislation to establish an Indian Valley Watermaster District in Plumas County
  - B. Determine selection process and evaluation criteria for Request for Proposals for Plumas County Visitors Website development. Discussion, possible action and/or direction to staff
  - C. Correspondence
  - D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
  - E. Appointments  
**FIRST 5 PLUMAS COUNTY COMMISSION**  
Appoint Colleen Kroll to the First 5 Plumas County Commission as recommended

#### **FEATHER RIVER RESOURCE CONSERVATION DISTRICT**

Appoint David Arsenault and Nils Lunder to the Feather River Resource Conservation District Board of Directors as recommended

#### **PLUMAS COUNTY COORDINATING COUNCIL**

Appoint John Sheehan to the Plumas County Coordinating Council

4. 11:45 **PUBLIC WORKS** – Robert Perreault

**Solid Waste**

Approval of the proposed program to expend the overearnings of Feather River Disposal for Calendar Year 2010; and approve and authorize the Chair to sign Memorandum of Understanding between Plumas County and Feather River Disposal pertaining to Disposition of Overearnings of the Calendar Year 20120 Rate of Return. Discussion, possible action and/or direction to staff

5. **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. BOARD OF SUPERVISORS**

Approve and authorize the Chair to sign letter to the Department of Transportation for encroachment permit (Indian Valley Chamber of Commerce activities for April-December 2012)

**B. CLERK OF THE BOARD**

Approve Board minutes for March 2012

**C. FEATHER RIVER COLLEGE SUSTAINABILITY ACTION TEAM**

Adopt **PROCLAMATION** proclaiming support of Earth Day activities for April 20-22, 2012

**D. CHILD ABUSE PREVENTION**

Adopt **PROCLAMATION** proclaiming the month of April 2012 as Child Abuse Prevention Awareness Month in Plumas County; and authorize the Chair to sign statement of commitment in support of Strengthening Families to prevent child abuse

**E. FAIR**

Approve petty cash expenses over one year old and eliminate the petty cash account from the Fair fund

**F. DISTRICT ATTORNEY**

Approve supplemental budget transfer of \$1,091 for the Vertical Prosecution (VP) Program (70306) for FY 2011-2012

**G. CHILD SUPPORT SERVICES**

Adopt a **RESOLUTION** to amend the Child Support Specialist position allocation for FY 2011-2012 within the Department of 70280 Child Support Services. **Roll call vote**

**H. BUILDING**

Approve and authorize the Chair to sign Memorandum of Understanding with Lassen County for Plumas County to provide plan checking services. Approved as to form by County Counsel

**I. PUBLIC HEALTH AGENCY**

Approve and authorize an exemption to the FY 2011-2012 Administrative and Budgetary Controls regarding Critical Staffing Committee review of any vacant position which are funded, budgeted and approved in the county position allocation schedule

**J. CRITICAL STAFFING COMMITTEE**

Approve recommendation of the Critical Staffing Committee to increase the FY 2011-2012 Mental Health Position allocation to include an additional .20 FTE Mental Health Therapist II; and to fill the .20 FTE Mental Health Therapist II; and adopt a **RESOLUTION** to amend the position allocation for FY 2011-2012 accordingly

## **K. HUMAN RESOURCES**

- 1) Adopt **RESOLUTION** to add the job descriptions and salary classifications of Behavioral Health Therapist I, range 2009; and Behavioral Health Therapist II, range 2214 to the County's positions classifications
- 2) Adopt **RESOLUTION** to approve job descriptions and salary classifications of Assistant Public Health Director, range 3434; and HIV Specialty Clinic Therapist, range 2214

## **NOON RECESS**

### **6. 1:30 P.M. BOARD OF SUPERVISORS**

#### **A. Board of Supervisors**

- 1) Adopt an **ORDINANCE**, first introduced on March 20, 2012, of the County of Plumas, State of California, amending Section 2-1.202 of the Plumas County Code relating to Public Employees Retirement System contributions for Members of the Board of Supervisors. **Roll call vote**
- 2) Adopt a **RESOLUTION** for employer paid member contributions to the Public Employees Retirement System for Members of the Plumas County Board of Supervisors. **Roll call vote**

B. Introduce and waive first reading of an **ORDINANCE** of the County of Plumas, State of California, amending Section 2-5.403 of Title 2, Article 4 of the Plumas County Code relating to Public Employees Retirement System contributions for **Elected Officers** (two alternatives). **Roll call vote**

C. Introduce and waive first reading of an **ORDINANCE** of the County of Plumas, State of California, amending Section 2-5.404 of Title 2, Article 4 of the Plumas County Code relating to Public Employees Retirement System contributions for **Non-Elected Officers and Employees**. **Roll call vote**

#### **D. Health Insurance Premiums**

- 1) Adopt **RESOLUTION** establishing Plumas County's Contribution to Health Insurance Premiums for Elected Officials. **Roll call vote**
- 2) Adopt **RESOLUTION** establishing Plumas County's Contribution to Health Insurance Premiums for Unrepresented Employees. **Roll call vote**

### **7. CLOSED SESSION**

#### **Convene as the Plumas County In-Home Supportive Services Public Authority**

- A. Conference with Labor Negotiator regarding employee negotiations: California United Healthcare Workers

#### **Adjourn as the Plumas County In-Home Supportive Services Public Authority and reconvene as the Board of Supervisors**

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

- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- C. Personnel – Public employee discipline/dismissal/separation (two matters)
- D. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3, and Confidential Employees
- E. Public Employee Discipline/Dismissal/Release with regard to five employees of the Alcohol & Drug Department (Gov. Code §54957(b))

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

## **ADJOURNMENT**

Adjourn meeting to Tuesday, April 10, 2012, Board of Supervisors Room 308, Courthouse, Quincy, California.




# PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION

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Memo

Date: March 23, 2012

To: The Honorable Board of Supervisors

From: David Keller 

RE: Cash Match Requirements of the Community Development Block Grant Program (CDBG).

I would like to clarify the Cash Match requirements included in a Resolution you will have before you at the April 3<sup>rd</sup>, 2012 Board meeting.

We have previously discussed the CDBG Program (at CDC meetings) and possible activities that could go forward in an application for funding. We are now presenting you a Resolution that will approve the submission of an application for CDBG funds for a variety of projects. The Resolution lists each activity and the amount of funds requested.

Sec. 3 contains a commitment by the County to provide \$4,474 as a cash match should the application be successful. The CDBG Program regulations require that the jurisdiction, in this case Plumas County, commit these funds in a Resolution, but the source of the funds will come from the entities that will benefit from this application should it be funded.

To be clear, the General Fund is not the funding source for the cash match. All entities that will benefit from this application (Quincy CSD, East Quincy SD, Indian Valley CSD, and Grizzly Lake CSD) have formally committed, by Board action, sufficient funding to cover the cash match stated in the Resolution.

Thanks for your continued support of the CDBG program that has provided so many benefits to the citizens of Plumas County.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A  
GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2012 GENERAL  
ALLOCATION OF THE STATE CDBG PROGRAM**

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

**SECTION 1:**

The County Board of Supervisors has reviewed and hereby approves an amended application for up to \$889,474 for the following activities:

- |  |           |
|--|-----------|
| ▪ General Administration                                   | \$64,474  |
| ▪ Planning Studies – Income Surveys/Greenville Sewer Study | \$85,000  |
| ▪ Public Services Activities – Family Resource Centers     | \$462,500 |
| ▪ Micro-Enterprise Assistance Program                      | \$277,500 |

**SECTION 2:**

The County has determined that federal Citizen Participation requirements were met during the development of this application.

**SECTION 3:**

For Cash Match, the County hereby commits and approves the amount of \$4,474 to be used as the County's Cash Match for this application.

**SECTION 4:**

The County hereby authorizes and directs David Keller, PCCDC Executive Director, or designees, to sign this application and act on the County's behalf in all matters pertaining to this application.

**SECTION 5:**

If the application is approved, David Keller, PCCDC Executive Director, or designees, is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant.

**SECTION 6:**

If the application is approved, David Keller, PCCDC Executive Director, or designees is authorized to sign Funds Requests and other required reporting forms.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Plumas held on April 3, 2012 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Robert Meacher, Chairperson

**ATTEST:**

\_\_\_\_\_  
Nancy DaForno, Clerk of the Board



2

## PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

### AGENDA REQUEST

for the April 3, 2012 meeting of the FC&WC District Governing Board

March 26, 2012

To: Honorable Governing Board

From: Randy Wilson, Co-Manager – Planning *RW*

Subject: Discussion, possible action regarding Gina Johnston and John McMurty's Proposal to Provide Lake Almanor 2012 Water Quality Testing for the Plumas County flood Control and Water Conservation District and the contract to conduct the testing.

#### Background:

Each year ABWAC develops and recommends a water quality testing program for Lake Almanor. The testing is financed by donations. Dr. Gina Johnston and Mr. John McMurtry have submitted a proposal for the 2012 water quality testing in accordance with the 2012 ABWAC recommendation. Each year a contract with Dr. Gina John Johnston is entered into with the Plumas County Flood Control and Conservation District with the testing. The testing is time sensitive as sampling windows are limited and for consistency and for scientific replication factors the testing is done nearly the same time every year. This year the sampling window starts on April 10, 2012 with Plankton.

As of the writing of the memo there has not been agreement on the contract details for this year's contract. Staff is submitting this agenda item in order to have the item considered by the Flood Control and Conservation District Board in time for the sampling window to occur and with details of the contract expected to be agreed to by the time this item comes to the Board of the Board on April 3, 2012.

Attached in the 2012 proposal by Dr. Gina Johnston and Mr. John McMurty for discussion. Staff anticipates providing a contract with this testing a the April 3, 2012 Board Meeting.

Attachment:

**Proposal to Provide Lake Almanor  
2012 Water Quality Testing  
For  
Plumas County Flood Control  
and Water Conservation District**

Submitted by

K.R. Gina Johnston and John McMurtry  
March 12, 2012

1. Information Regarding Contractor, Staff and Subcontractors

a. The project managers will be:

Dr. Gina Johnston and Mr. John McMurtry  
2055 Amanda Way #47  
Chico, CA 95928  
[gjohnston@csuchico.edu](mailto:gjohnston@csuchico.edu)  
Home: 530-898-1954 Cell: 530-514-9949

b. History of the contractor

Dr. Gina Johnston was a faculty member in the Department of Geological and Environmental Sciences from 1971 until her retirement in May, 2009. Her Ph.D. is in Limnology and Environmental Engineering from the University of Florida. During her tenure at Chico State, she was a consultant on several water quality projects. Since 1974 she has contracted with Paradise Irrigation District to provide water quality monitoring of their two water supply reservoirs on a biennial basis. These studies have been very similar to that required by this proposal: field measurements of temperature, dissolved oxygen, electrical conductivity, nutrients, and plankton. She has also taught courses and participated in several workshops dealing with aspects of water quality monitoring.

Mr. John McMurtry is currently a faculty member in the Department of Geological and Environmental Sciences at CSU, Chico. He has been a co-investigator on water quality projects since 1990. He holds an MS degree in Hydrology/Hydrogeology and has had coursework and training in water quality sampling and analysis.

c. Copies of resumés of Gina Johnston and John McMurtry are available on request.

d. Subcontractors

There will be no subcontractors.

2. Approach to the Project

- a. Laboratory credentials: Basic Laboratory in Redding, CA, will perform the nutrient (TP, ortho-phosphate, TN, nitrate) analyses. They are certified by the California Department of Public Health to conduct all of the above analyses. Brooks-Rand Laboratories in Seattle, WA will perform the silver ion analyses.

b. Proposed Analytical Methods for Chemical Analysis

Chemical Parameter	EPA Method Number or Equivalent
Total phosphorus	SM 4500 P-BE
Ortho-phosphate	SM 4500 P-E
Total nitrogen (includes nitrate + nitrite and TKN)	EPA 353.2, EPA 351.2

c. Procedures for Chemical Sample Collection, Preservation and Handling

Water samples for chemical analysis will be collected with a Van Dorn style 2.2 liter sampler, and will be collected at two depths (0.5 meters below lake surface and 1.0 meter above lake bottom). They will be poured into polypropylene bottles provided by Basic Lab. Samples for total nitrogen and total phosphorus will be preserved with sulfuric acid.

A special Van Dorn style sampler provided by PG&E will be used for collection of the silver ion samples.

A field log will be maintained to record time of sample collection and each sample will be marked with an ID number. Field measurements will be taken at the same time and a description of water conditions will be noted.

Nutrient samples will be collected between April 15 and April 21, 2012 at stations LA-02 and LA-03, weather permitting. They will be collected again in September. Silver samples will be collected at LA-01, LA-02 and LA-03 (surface and bottom), as well as at Feather River in Chester, CA, at Bailey Creek and Hamilton Branch where they enter the lake.

All nutrient samples will be stored in a styrofoam ice chest and packed in ice to maintain a temperature of 4° C and dark conditions. They will be transported to Basic Lab in Redding, CA within 48 hours of collection. RFA forms will be attached to the top of the ice chest. Chain of custody forms will accompany samples to the laboratory.

Silver samples will be shipped to Brooks-Rand, according to their protocol.

d. Procedures for Field Measurements: Temperature, Dissolved Oxygen, Electrical Conductivity, and Secchi Depth

Temperature, dissolved oxygen and electrical conductivity will be measured with a Hydrolab Surveyor 4 water quality meter equipped with these probes. All probes will be calibrated in the lab prior to each field measurement day. The probes will be lowered into the water column and readings will be taken at 0.5

meter below the surface and at every two meters to within one meter of the lake bottom. Readings will be checked as the probes are raised to insure accuracy. (Electrical conductivity was not included in the RFP, but is very easy to measure and provides continuity with past studies.)

All data will be recorded in a field log and then entered into an Excel file.

Secchi disk transparency will be measured using a standard Secchi disk that will be lowered on the shady side of the boat. The disappearance and reappearance depth will be recorded and averaged.

Field measurements will be conducted at five stations (LA-01, LA-02, LA-03, LA-07 and LA-04) on four dates during specific sampling windows in April, July, September and November, 2012.

e. Procedures for Phytoplankton and Zooplankton Sampling and Analysis

Phytoplankton will be collected with a Wisconsin type conical net (80 micron mesh) that will be pulled from the bottom to the surface and the plankton will then be washed into the collection bucket and then into a 35 mL vial. It will be preserved with Lugol's solution and labeled.

Phytoplankton will be counted and will be identified to order (Chlorophyta, Chrysophyta, etc.) and to genus when this will allow for comparison with previous data and where the algal identity has water quality significance. (Certain genera are known to be indicators of eutrophy or may be toxin producers and it will be important to know if their abundance is increasing.)

Zooplankton will be collected with a coarser mesh net towed from the bottom to the lake surface. The sample will be concentrated into a vial and preserved with 40% formalin solution.

Zooplankton will be enumerated and identified to order (Cladocera, Copepoda, etc.) and to suborder or genus when this will allow for comparison with previous data or where the identity has water quality significance. (Again, certain genera are indicators of lake health and it will be important to know their abundance.)

Plankton will be collected at two stations (LA-02, LA-03) on four dates during specific sampling windows in April, July, September and November, 2012.

3. Project Budget: Total Project Costs = \$13,316.

PI: John McMurtry and Gina Johnston		
PI: John McMurtry and Gina Johnston		
Project Dates: 4/01/2012 - 12/31/2012		
Funder: Plumas County Flood Control & Water Conservation District		
A. Field Measurement of Physical Parameters and Silver Sample Collection		
1. Gina Johnston: 40 hours @ \$100/hr		\$4,000
2. John McMurtry: 40 hours @ \$100/hr		<u>\$4,000</u>
	Total	\$8,000
B. Phytoplankton and Zooplankton		
1. Collection: John McMurtry: 4 hours @ \$100/hr		\$400
2. Analysis: Gina Johnston: 16 hours @ \$100/hr		<u>\$1,600</u>
	Total	\$2,000
C. Travel		
910 miles @ \$0.60/mile	Total	\$546
D. Supplies ( Calibration standards, ropes, sample bottles, boat fuel, etc) sample bottles, boat fuel, etc.)		
	Total	\$500
E. Nutrient Sample Collection and Analysis: Nitrate, Phosphate, Total Nitrogen and Total Phosphorus at LA-02 and LA-03 in April and September		
	Total	\$1,520
F. Final report to include analysis of data and comparison with previous data. Preparation of graphs and discussion of any trends suggested by analysis		
	Total	<u>\$750</u>
	Total	<u>\$13,316</u>



## Sampling Plan for Lake Almanor, 2012

Parameter	Specific Parameters	Locations	Sampling Window
Physical	Temperature Dissolved oxygen Electrical Conductivity Secchi depth	LA-01, LA-02, LA-03 and LA-07 every two meters, just once at LA-04 (no Secchi)	April 15-21 July 7-14 Sept 9-15 Nov 11-17
Plankton	Zooplankton Phytoplankton	LA-02 LA-03 (vertical tow)	April 10-16 July 10-16 Sept 4-10 Nov 13-19
Metals	Silver ion		April 15-21
Nutrients	Total phosphorus Ortho-phosphate Nitrate Total nitrogen	LA-02, LA-03 (0.5 meter below surface and 1 meter off bottom)	April 15-21 Sept 9-15

# BOARD OF SUPERVISORS

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TERRY SWOFFORD, DISTRICT 1  
ROBERT A. MEACHER, DISTRICT 2  
SHERRIE THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JON KENNEDY, DISTRICT 5



April 03, 2012

The Honorable Dan Logue  
California State Assembly  
State Capitol, Room 4158  
Sacramento, CA 95814

Dear Assemblyman Logue:

The Plumas Board of Supervisors writes to express our support of your bill, AB 1578 and convey our gratitude for your leadership on this important issue. AB 1578 will help to ensure that the rights holders in Indian Valley Watermaster District are able to exert local control of their water distribution and establish a fee structure that will relieve them of the exorbitant fees currently being assessed by the acting watermaster, the Department of Water Resources (DWR).

As you are well aware, in 2004, SB 1107 stripped the ability of DWR to fund the State Watermaster Service Program (Program) during the 2004 budget process. Specifically, SB 1107 made a significant change in the funding for the Program, and General Fund support was eliminated and water rights holders were required to pay all costs associated with the Program. Prior to 2004, the Program was funded 50 percent from the State General Fund and 50 percent by water right holders. Despite the elimination of General Fund monies, DWR recognized the importance of the Program to agricultural producers in watermastered areas, and continued to partially fund the program with monies drawn from other programs up until the 2011 budget cycle.

In a series of budget subcommittee hearings during the spring of 2011, it was made public that DWR had continued to fund the Program, despite the revocation of statutory obligation and funds. DWR made it clear in the hearing that they had continued to fund the program because failing to do so would have resulted in substantial fee increases to rights holders. Since the revocation of funding, rights holders in Indian Creek in Plumas County have seen their fees increase by 540%.

A fee increase of this proportion is unmanageable to many of the rights holders in Plumas. As you're surely aware, the rights holders have the ability to petition the courts for the establishment of their own watermaster, however, this process can take time, and Plumas residents can not afford to go through this lengthy process while they continue to incur these high fees. Thus, we appreciate the support you have offered the constituents of Plumas County in helping to resolve this matter and provide the water rights holders a viable alternative to using DWR as their watermaster.

The Board appreciates your concern for the financial sustainability of many of your constituents' farms, ranches and livelihoods and we look forward to working with you to ensure that this bill passes and brings much needed relief to residents of Plumas County.

Sincerely,

Robert Meacher, Chair  
Plumas County Board of Supervisors



## **PLUMAS COUNTY ADMINISTRATIVE OFFICE**

Jack Ingstad  
County Administrative Officer  
520 Main St., Room 309  
Quincy, CA 95971

DATE: April 3, 2012  
TO: Honorable Board of Supervisors  
FROM: Jack Ingstad, CAO and Budget Officer

RE: Request for proposals (RPP) for website development services for Plumas County Visitor Website

### **Background:**

Plumas County sought services of experienced website designers to develop, implement, and possibly host and maintain a Plumas County Visitor Website. The following 21 firms submitted proposals prior to the deadline:

- Paperless Knowledge
- Plumas Corporation
- Viforce, Inc
- Vision Internet
- MidTech Software Solutions, Inc
- EZSite
- Wicked Clever Designs
- Rief Media
- Willow Media Group
- PHA Tech Solutions, LLC.
- Waldenwebsites
- Big Fish Creations
- CIVICPLUS
- Coalition of Lake Almanor, Easter Plumas Chambers and Plumas Arts
- Sound Ideas
- Fresh Design Studio
- GTS Web Design
- Bct consulting
- Solodeve
- Strativia
- D6 Marketing

The selection process and evaluation criterion is to be determined by the Board of Supervisors.

### **Recommendation**

Determine the selection process and evaluation criteria.

COUNTY OF PLUMAS, CALIFORNIA

REQUEST FOR PROPOSALS FOR WEBSITE DEVELOPMENT SERVICES FOR  
PLUMAS COUNTY VISITORS WEBSITE

Proposals must be submitted by 2:00 p.m., March 16, 2012 to:

Clerk of the Board  
County of Plumas  
520 Main Street, Room 309  
Quincy, California 95971

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This Request for Proposals (RFP) is not a commitment or contract of any kind. Plumas County ("County") reserves the right to pursue any and/or all ideas generated by this request. Costs for developing the Proposals are entirely the responsibility of the proposers and shall not be reimbursed. The County reserves the right to reject any and all Proposals. The County reserves the right to waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of the County.

**General Provisions Regarding Public Nature of Proposals.**

Government Code Section 6250 et seq., the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. The Public Record Act provides that public records shall be disclosed upon request and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

**Proposer's Rights Regarding Confidentiality of Proposals.**

The County cannot represent or guarantee that any information submitted in response to the RFP will be confidential. If the County receives a request for any document submitted in response to this RFP, it will not assert any privileges that may exist on behalf of the person or business submitting the proposal. If a proposer believes that a portion of its proposal is confidential and notifies the County of such in writing, the County may, as a courtesy, attempt to notify the Proposer of any request for the proposal. However, it would be the sole responsibility of that proposer to assert any applicable privileges or reasons why the document should not be produced, and to obtain a court order prohibiting disclosure. The Proposer understands that the County is not responsible under any circumstances for any harm caused by production of a confidential proposal.

**County's Rights Regarding Confidentiality of Proposals.**

To the extent consistent with applicable provisions of the Public Records Act and applicable case law interpreting those provisions, the County and/or its officers, agents

and employees retains the discretion to release or to withhold disclosure of any information submitted in response to this RFP.

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Plumas County welcomes proposals from all qualified service providers. The County may, in its sole discretion, enter into contracts with multiple qualified providers or may reject all proposals and not enter into any contract for the services described in the RFP.

### **PROJECT PURPOSE AND SCOPE**

The County is seeking the services of an experienced website designer to develop, implement, and possibly provide hosting and maintenance of a Plumas County Visitors Website. The goal of the website is to provide simple internet access to visitor information. The website shall include county lodging information, dining information, recreational opportunities, and an events calendar.

The proposal may also include information on other valuable visitor and marketing information, such as golfing, river rafting, hiking, pet-friendly accommodations, scenic byways, snowmobiling, water sports, wildlife, museums, fairgrounds, National Forest information, and links to local Chambers of Commerce.

The website shall provide links to other visitor and lodging sites in the County. The website may provide visitor e-services by allowing subscribers to sign up for texts, emails, or tweets on specific information, such as snowmobiling conditions, fishing reports, or leaf colors. The website may also integrate with social media, including Facebook and Twitter. Creative ideas are encouraged, and responding parties are requested to “think outside the box.”

The proposal may also include the posting of, or link to, the most recent printed “Plumas County Visitors Guide” on the website.

### **COST ESTIMATE and TIMELINE**

The County has \$7,500 to fund the project for the remainder of the 2011-2012 fiscal year, which ends on June 30, 2012.

### **PROPOSAL CONTENTS**

1. Cover letter: Include the firm or individual(s) name(s) that will be providing the requirements stated in this RFP.
2. Qualifications: The proposal shall contain resumes of all principals to be involved in the project and previous website design and implementation experience with reference names and contact information. Any tourism-related design experience should be highlighted.

3. Cost Detail: The proposal shall contain the total project cost, as well as detailed "line item" costs for components/phases of the project as well as timelines for completion.

### **PROPOSAL SUBMISSION**

One (1) original and two (2) copies of each proposal must be submitted in paper format by March 16, 2012 by 2:00 p.m. to the following address.

Clerk of the Board  
County of Plumas  
520 Main Street, Room 309  
Quincy, California 95971

All Proposals submitted in response to this RFP shall become the exclusive property of Plumas County. The proposal shall be used to determine the proposer's ability to render the services to be provided. The failure of a proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined at the sole discretion of the County. The County reserves the sole right to evaluate the contents of Proposals submitted in response to this RFP and to select a successful contractor, if any.

### **EVALUATION OF PROPOSALS**

Following the initial review of the proposals, the County may invite a firm or individual to formally meet with County representatives or the Board of Supervisors. The County reserves the right to reject any or all proposals, waive any informality in any proposal, and to accept or reject any items thereon. The selection process will be determined by the Board of Supervisors, with evaluation criteria determined at its sole discretion. The Board of Supervisors will decide upon the winning proposal or proposals, if any, and its decision shall be final.

The winning firm or firms will be expected to execute a contract in the form attached to this RFP as Appendix A. The scope of work, budget and fee schedule, and project timeline shall be added to the final contract based upon the submitted proposal. Any contract will not be effective until approved by the Plumas County Board of Supervisors.



**DATE:** March 19, 2012

**TO:** Honorable Board of Supervisors

**FROM:** Ellen Vieira, Executive Director

**RE: Board of Supervisors April 3, 2012 Consent Agenda Item:  
Appointment of Colleen Kroll to a  
two-year term on the First 5 Plumas County Commission**

---

**RECOMMENDATION:**

Appoint Colleen Kroll to a two-year membership term (2012-2014) on the Commission.

**HISTORY/DISCUSSION:**

As the Board may recall, Proposition 10, the Children and Families First Act, was approved by California voters in 1998 to promote and improve the early development of children from prenatal to five years of age. Proposition 10 increases the state surtax on cigarettes by \$0.50 per pack, and on other tobacco products. Plumas County receives \$300,000/year in funding opportunities. In accordance with Plumas County Ordinance No. 98 908, all nine memberships on the First 5 Plumas County Children and Families Commission must be appointed by the Board of Supervisors.

On March 14, 2012, the Commission voted to recommend to the Board, Colleen Kroll for two-year term of membership on the Commission. This position is an at-large membership.

Colleen resides in Quincy with her husband and two children ages 2 and 9 months. As a former elementary school teacher, Colleen has the skills and knowledge not only to further the work of the Commission, but she wants to have a positive impact on the long-term social and academic success of Plumas County's young children.

At this time the Board of Supervisors is asked to accept the recommendation of First 5 Plumas and appoint Colleen Kroll for membership on the Commission. The Commission's current Membership Matrix is attached for review.

Please contact me should you have any questions.

Thank you.



## First 5 Plumas County Children and Families Commission

### Membership Matrix (Revised 3-15-12)

Name	Member Designation	Geographic Area	Representation	Diverse Populations	Term Expires	Office Title	Office Expires
Carol Burney	PUSD Sp. Education Teacher	County-wide	ECE-Schools	Children with Sp. Needs and Disabilities	5-2012	Chair	5-2012
Sup. Lori Simpson <sup>1</sup>	Board Of Supervisors	Quincy	LG-Government		5-2013		
<b>VACANT</b>					<b>VACANT</b>	Vice Chair	
Mimi Hall <sup>1</sup>	County Public Health Director	County-wide	H/LG-Health Services		5-2012		
Elliott Smart <sup>1</sup>	County Social Services Director	County-wide	SF/LG-Social Services	Low income Children & Families	5-2013	Treasurer	5-2012
Merle Rusky	ECE Provider Head Start	Quincy	ECE	Low income Children & Families	5-2013		
Joyce Scroggs	At-large	County-wide	Local Education Agency		5-2012		
Pending: Colleen Kroll	At-large-Parent	Quincy	Parent				
<b>VACANT</b>	<b>PARENT</b>						

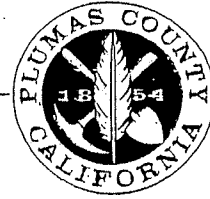
<sup>1</sup>Members mandated by Proposition 10 Legislation

**H: Healthy Children**  
**ECE: Early Childhood Education**  
**LG: Local Government**  
**SF: Strong Families**

**Note: Commissioners serve two-year terms and may be appointed to unlimited subsequent terms**

# DEPARTMENT OF PUBLIC WORKS

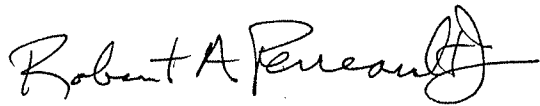
1834 EAST MAIN, QUINCY CA 95971 PHONE (530) 283-6268 FAX (530) 283-6323



ROBERT A. PERREAULT Jr.  
DIRECTOR

JOE BLACKWELL  
DEPUTY DIRECTOR

## **AGENDA REQUEST** for the April 3, 2012 Meeting of the Plumas County Board of Supervisors

Date: March 26, 2012  
To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works   
Subject: Solid Waste – Approval of the Proposed Program to  
Expend the Overearnings of FRD for Calendar Year 2010

### **Background:**

In March 2011, the submitted Annual, Audited, Financial Statement for Feather River Disposal, Inc., indicated a rate of return of 17.32% for calendar year 2010. Inasmuch as the solid waste franchise contract indicates a "target" of 10%, both parties to the franchise contract agreed that an "overearnings" for calendar year 2010 exists in the amount of \$ 132,903.

In lieu of immediately imposing a rate reduction, the Board of Supervisors indicated a willingness to consider a 1-year pilot program pertaining to a curbside recycling program. A significant amount of time during 2011 was devoted by the Public Works and the FRD staff in attempting to address the feasibility of the concept. Following consideration of all factors made known during the feasibility study efforts, the Board of Supervisors adopted the following motion on December 13, 2011:

*Motion: Approve "Scenario D" as presented by Public Works; Void the vote of the Board of Supervisors on November 15, 2011 and proceed with a plan to use Feather River Disposal (FRD) 2010 overearnings to pay for:*

- 1. Two (2) previously conducted bulky waste events*
- 2. Anticipated LAFCo fees*
- 3. Certain capital improvement projects on facilities within the FRD franchise area.*

*Staff to prepare an MOU for consideration by the Board in January 2012, with construction of capital improvements to be scheduled and completed during FY 2011-2012,*  
*Action: Approve, Moved by Supervisor Thrall, Seconded by Supervisor Kennedy.*

*Vote: Motion carried by unanimous roll call vote (summary: Yes = 5).*

*Yes: Supervisor Kennedy, Supervisor Meacher, Supervisor Simpson, Supervisor Swofford, Supervisor Thrall.*

**Proposed Memorandum of Understanding (MOU):**

This submitted Agenda Request responds to the above, adopted motion.

Attached is a draft MOU pertaining to the "Disposition of Overearnings of the Calendar Year 2010 Rate of Return" for consideration by the Board of Supervisors on February 7, 2012.

Please note that the proposed MOU deviates from the above referenced motion as follows:

- Following discussion with County Counsel, Public Works staff eliminated the expenditure associated with LAFCo fees because such fees are related to the countywide solid waste program, not just the FRD franchise area.
- The table of proposed expenditures also includes additional special events that are not categorized as capital improvement projects.
- The timetable for the proposed expenditures extends beyond the end of FY 2011-12.

**Recommendation by Public Works:**

Public Works staff respectfully recommends that that Board of Supervisors adopt a motion to approve the attached, proposed MOU, presently in draft form, and authorize the Chair to sign the attached MOU.

# MEMORANDUM OF UNDERSTANDING

BETWEEN THE

**County of Plumas**

AND

**Feather River Disposal, Inc.**

PERTAINING TO

## **Disposition of Overearnings of the Calendar Year 2010 Rate of Return**

This Memorandum of Understanding (MOU) between the County of Plumas, a political subdivision of the State of California (hereinafter referred to as COUNTY), and Feather River Disposal, Inc., a California corporation hereinafter referred to as FRD), is made with reference to the following facts and circumstances:

**WHEREAS**, COUNTY and FRD are parties to a solid waste franchise contract, first executed on February 21, 1995, and amended thereafter;

**WHEREAS**, one of the provisions (Section 5) of said solid waste franchise contract provides that Franchisee is entitled to a 10% target rate of return.

**WHEREAS**, the “Audited Financial Statement for 2010” set forth that the earnings of the FRD for calendar year was 17.32%, which is 7.32% in excess of the 10% target rate of return (hereinafter referred to as “overearnings”);

**WHEREAS**, the COUNTY and FRD mutually agree that the 7.32% overearnings is the subject of this MOU;

**WHEREAS**, the COUNTY and FRD mutually agree that the overearnings dollar amount calculates to be \$132,903 for calendar year 2010;

**WHEREAS**, said contract states, in part, at Para 5A (on Page 4), that: “If FRANCHISEE’S actual rate of return is above the agreed rate, FRANCHISEE shall not be obligated to pay the excess to the COUNTY, provided that COUNTY may adjust the fee schedule in order to eliminate any excess in the future.”

**WHEREAS**, notwithstanding Para 5A, cited in part above, FRD desires to propose a one-time increase in services in lieu of reducing the existing rate structure; and, such proposal is acceptable to the COUNTY, upon full execution of this MOU;

**WHEREAS**, FRD has already, to date, expended certain funds to increase service in lieu of reducing the existing rate structure, thus:

July 24, 2011 bulky waste event cost	\$ 9,091
October 30, 2011 bulky waste event cost	\$ 7,671

Total = \$ 16,762

**WHEREAS**, FRD further agrees to commit an additional \$ 116,141 to the County in order to increase services in lieu of reducing the existing rate structure, as well as fully addressing the issue of overearnings for calendar year 2010;

**WHEREAS**, following, for information only, are estimated costs of proposed capital improvements (at FRD locations) that are already funded and included in the County's FY 2011-12 approved budget:

Chester TF – Office Site Work (for existing bldg) . . . . .	\$ 3,500
Chester TF – Tree Removal, grading, base and paving (for truck pkg area) . .	\$ 10,000
East Quincy RC – Install Fencing Slats . . . . .	\$ 5,000

**NOW THEREFORE**, the parties mutually agree as follows:

A. The total maximum cost to FRD is \$ 132,903, as set forth above.

B. Description and Estimated Costs. This MOU establishes a procedure for expenditure of the overearnings funds on behalf of the COUNTY in accordance with this MOU, as follows:

1. Following is a selected listing of the design and construction projects, and other events, that are eligible for expenditure of the funds, including estimated costs:

*(continued on the next page)*

<b>Location or Event</b>	<b>Additional Project or Event Description</b>	<b>Estimated Cost</b>	<b>Estimated Time of Completion</b>
Chester Transfer Station	Restroom Facility/Septic System – design and permits <sup>1</sup>	\$10,000	6/30/2013
Chester Recycling Center	Paving – construction	\$10,000	10/31/2012
Chester Recycling Center	Enhancements for Users – design and permits <sup>2</sup>	\$10,000	6/30/2013
Chester Transfer Station	Tree Removal, Grading and Paving for new Truck Parking Area– design and construction <sup>2</sup>	\$20,000	10/31/2012
East Quincy Recycling Center	Grading/Paving under Recycling Bins – design and permits <sup>3</sup>	\$35,000	10/31/2012
East Quincy Recycling Center	New elevated drive-through lane/ retaining wall – design and permits	\$15,000	6/30/2013
Greenville Transfer Station	Underground Electric Power (requires a Special Use Permit from the Plumas National Forest) wall – design and permits <sup>4</sup>	\$10,000	12/31/2012
Chester and East Quincy Transfer Stations	Initiate a Sinking Fund for Future Replacement of Transfer Station Floors	\$30,141	9/30/2013
Chester, Greenville and East Quincy Transfer Stations	3 <sup>rd</sup> Bulky Waste Event in the Spring or Summer of 2012	\$ 7,500	9/30/2012
East Quincy Transfer Station	Tire Amnesty Event in Fall 2012	\$ 3,500	11/30/2012
Total = \$ 116,141			

<sup>1</sup> Construction cost estimated at \$75,000 – the construction cost is not a part of this MOU.

<sup>2</sup> Construction cost estimated at \$25,000 – the construction cost is not a part of this MOU.

<sup>3</sup> Construction cost estimated at \$35,000 – the construction cost is not a part of this MOU.

<sup>4</sup> Construction cost estimated at \$160,000 – the construction cost is not a part of this MOU.

*(continued on the next page)*

C. Implementation of this MOU. The terms of this MOU will be implemented in accordance with the following conditions and clarifications:

1. The Director of Public Works is designated as the lead administrator of the provisions of this MOU – to coordinate closely with the General Manager of FRD.
2. To the extent possible, and with the approval of the Director of Public Works, the design and construction work will be performed by staff of the Department of Public Works on a task reimbursement and cost reimbursement of materials basis. The hourly rates to be used by the Public Works staff will be the same hourly costs as set forth in the Department's standard personnel and equipment fee and rental schedule, subject to revision from time to time as County budgetary conditions necessitate. The Director of Public Works reserves the right to utilize outside hire for expenditure of any funds.
3. As projects and tasks progress, the Director of Public Works and the General Manager of FRD may mutually agree to revise the estimated costs attributable as actual costs in each of the projects and events listed in Section B, above.
4. The participation of the County and Public Works on the project tasks shall not operate in any way as a waiver to any party of the need to comply with applicable County law, including but not limited to the Plumas County Code, County regulations, and required County fees.
5. FRD shall reimburse Public Works for staff manhours expended, equipment rented and materials purchased, without additional markup. Invoices, with backup, shall be submitted to FRD by Public Works on a monthly basis. Invoices shall be paid by FRD to Public Works – Solid Waste Division within twenty (20) calendar days of the date of the invoice.
6. At the completion of all expenditures, the Director of Public Works shall submit a Final Accounting Report to the Board of Supervisors for review and acceptance of the report.

D. Term. This MOU is effective immediately upon execution of this MOU by both parties below and shall expire upon acceptance of the Final Accounting Report by the Board of Supervisors.

E. Liability and Indemnification. Nothing in this MOU is intended to affect or revision any provision that exists in the solid waste franchise contract, first referenced above.

F. Amendment. This MOU may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this MOU shall be valid or binding upon either party unless made in writing and duly executed by both parties.

H. Choice of Law. The laws of the State of California shall govern this MOU.

I. Interpretation. This MOU is the result of the joint efforts of both parties and their attorneys. The MOU and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.

J. Integration. This MOU constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.

K. Severability. The invalidity of any provision of this MOU, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

L. Headings. The headings and captions contained in this MOU are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this MOU.

M. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.

O. Contract Execution. Each individual executing this MOU on behalf of the COUNTY and the FRANCHISEE represents that he or she is fully authorized to execute and deliver this MOU.

**FOR PLUMAS COUNTY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Robert Meacher  
Chair, Board of Supervisors

**FOR FEATHER RIVER DISPOSAL, INC.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_



# BOARD OF SUPERVISORS

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TERRY SWOFFORD, DISTRICT 1  
ROBERT A. MEACHER, DISTRICT 2  
SHERRIE THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JON KENNEDY, DISTRICT 5



April 03, 2012

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

Subject: Encroachment Permit Request

The following community events have Board approval for Encroachment Permits for parades or banners encroaching on any State Highway or County Road.

*Indian Valley Chamber of Commerce  
Indian Valley Activities  
April – December 2012*

Thank you,

Robert Meacher, Chair  
Plumas County Board of Supervisors



# Indian Valley Chamber of Commerce

408 Main Street - PO Box 516 - Greenville, CA 95947 - phone 530-284-6633 - fax 530-284-6907 - indianvalley.net

March 14, 2012

Plumas County Board of Supervisors  
Plumas Courthouse  
520 Main St., Rom 309  
Quincy, CA 95971

RE: Activities in Indian Valley April – December 2012

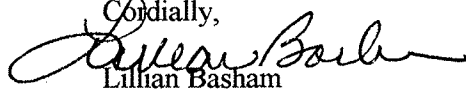
Board of Supervisors

The Indian Valley Chamber of Commerce is requesting your support with our activities listed below for April – December 2012. The items in red below are new for us this year. This letter is our first step in the permit process.

Event	Date/s	Locations	Time frame
Easter Egg Hunt	4/7/12	Greenville Elem. School	11-noon
IV Century Bike Ride	5/26/12	Greenville-Antelope/Greenville	7a-6p
July 4 <sup>th</sup> Parade	7/4/12	Taylorsville	10-11a
GD Street closed	7/20-21/12	Greenville Main St	6a-midnite
GD Street Faire	7/21/12	Greenville Main St	9a-midnite
GD Street Dance	7/21/12	Greenville Main St	8p-midnite
GD Parade	7/21/12	Greenville Main St	10a-11a
GD Kids Gold Rush	7/21/12	Wolf Creek-Greenville	11-noon
GD Mens Softball	7/21-22/12	Greenville H.S./Comm. park	7a-6p
GD Womens Softball	7/28-29/12	Greenville H.S./Comm. Park	7a-6p
GD Co-ed Softball	8/4-5/12	Greenville H.S./Comm. Park	7a-6p
Seymour Smith Run	9/22/12	Taylorsville-Greenville	9-noon
Fall Century Bike Rides	10/6/12	Greenville – Antelope Lake	7a-6p
Veterans Parade	11/11/12	Greenville Main St	11-noon
Taylorsville Light Parade	11/24/12	Taylorsville (map)	6p
Hometown Heroes Banners	7/1/12	Greenville, Crescent Mills, Canyon Dam	
Seasonal Banner (Down)	11/1/12	Greenville, Crescent Mills, Taylorsville, Canyon Dam	
Seasonal Banners (Up)	1/15/13	Greenville, Crescent Mills, Taylorsville, Canyon Dam	
Xmas Banners (UP)	11/1/12	Greenville, Crescent Mills, Taylorsville, Canyon Dam	
Xmas Banners(Down)	1/15/13	Greenville, Crescent Mills, Taylorsville, Canyon Dam	

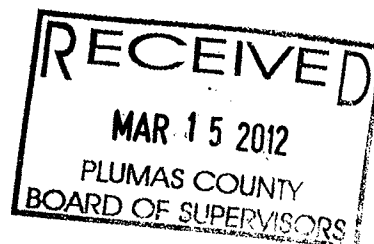
I have forwarded a permit to the Plumas County Road Dept and a copy of this letter. A copy to of the letter to CA Highway Patrol, Quincy office, and Plumas County Sheriff, attached are maps for locations. If you could, please return a letter for my files, stating that your aware and how your office will support these activities.

Cordially,



Lillian Basham  
Office Manager

Copies: Plumas County Road Dept.  
CA Highway Patrol-Quincy  
Plumas County Sheriff



50

## Proclamation for Earth Day

Whereas, Earth Day was founded by Senator Gaylord Nelson on April 22, 1970, and,

Whereas, Earth Day was developed to give visibility to the state of the environment as a national day, observing environmental problems and challenges,

Now, therefore, we, Plumas County Board of Supervisors, do hereby proclaim our support for Earth Day activities planned this April 20-22, 2012. Accordingly, we encourage our citizens to join with their communities in participation with Earth Day activities.

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Signed

50

**Plumas Children's Council**  
Plumas County's Child Abuse Prevention Council

**Janine**  
Coordinator

**P.O. Box 382**  
Quincy, CA 95971

**(530) 283-5333**  
[janine@plumaschildren.org](mailto:janine@plumaschildren.org)

**DATE:** March 13, 2012

**TO:** The Honorable Plumas County Board of Supervisors

**FROM:** Janine, Coordinator

**SUBJECT:** Proclamation and Statement of Commitment

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**RECOMMENDATION/ACTION:** We are requesting that the Board approve and sign this Proclamation declaring April Child Abuse Prevention Awareness Month in Plumas County. We are also requesting that the Board approve and sign this Statement of Commitment to Strengthening Families as an approach to Child Abuse Prevention Awareness.

**BACKGROUND:** Each year in April the Plumas Children's Council submits a proclamation to bring awareness to the prevention efforts taking place in our county that reduce the incidence of child abuse and neglect. This year we are also launching a campaign to raise awareness of the many ways that we can help prevent child abuse by strengthening families.

In addition to parents, the Children's Council membership currently represents these agencies and programs: Child Abuse Treatment (CHAT); Child Care and Development Planning Council - PCOE; Child Development Center - FRC; Children's Systems of Care – Mental Health; Child Welfare Services; First 5 Plumas; Plumas CASA; Plumas Crisis Intervention & Resource Center (PCIRC); Plumas County Probation; Plumas County Public Health; Plumas Rural Services; Roundhouse Council; SCFO Head Start; UCCE 4H; and Women's Mountain Passages.

Thank you.



## Plumas-Sierra County Fair

204 FAIRGROUNDS ROAD QUINCY, CA 95971-9462

(530) 283-6272 FAX (530) 283-6431 <http://www.plumas-sierracountyfair.net>

5E

### MEMORANDUM

DATE: March 13, 2012  
TO: The Honorable Board of Supervisors  
FROM: John Steffanic, Fair & Event Center Manager  
SUBJECT: Board Agenda Requests

---

**It is recommended that the Board:**

1. To approve the expenses incurred thru our Petty Cash account that is over one year old.
2. To approve the expenses the unusual charges that is also over one year old.
3. To approve the special charges that petty cash was used for prior to the current fair management.

**Discussion**

The Fairgrounds is not requesting to have the petty cash account replenished.

The Fairgrounds feels that we have enough accounts with other vendor that we do not need to use petty cash for the purchases that it has been used for in the past.

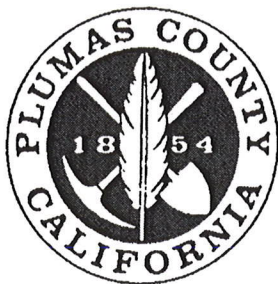
There is a receipt in the Petty Cash for \$72.41 for a pizza dinner at the fair board meeting. The previous interim fair manager only took \$50 to pay himself out of petty cash for the money he used. See the petty cash request form.

We have been informed that departments can use the revolving account for postage now that the postage meter contract has been canceled.

Thank you for your consideration,

John Steffanic  
Fair & Event Center Manager





OFFICE of the DISTRICT ATTORNEY  
and PUBLIC ADMINISTRATOR

**David Hollister, District Attorney**

520 Main Street, Room 404

Quincy California 95971

(530) 283-6303 • Fax (530) 283-6340

5F

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**TO: THE HONORABLE BOARD OF SUPERVISORS**

**FROM: DAVID HOLLISTER, DISTRICT ATTORNEY**

**RE: Vertical Prosecution Grant**

**DATE: April 3, 2012**

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**Recommendation:**

Please approve the attached Vertical Prosecution (VP) Program (70306) Supplemental Budget for 2011-12 of \$1,091.

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**Background and Discussion:**

The Vertical Prosecution Program has provided investigative services for Elder Abuse, Child Abuse and Statutory Rape crimes since 2003.

This grant used to pay for portions of three investigative employees. Only a small part of one employee is now covered by this funding this year (20%) This grant is not expected to be funded at all in the coming fiscal year.

The current grant award for 2011-12 is \$34,264 but some additional funding of \$1,091 is now provided by the California Emergency Management Agency (CalEMA) for this fiscal year. There is no County Match requirement for the Vertical Prosecution Program.

Please approve the attached Supplemental Budget of \$1,091 for 2011-12.

TRANSFER NUMBER  
(Auditor's Use Only)

Date: 2/17/12

- Board  
Board  
Board  
CAO  
CAO

## SUPPLEMENTAL REVENUE ACCOUNTS

TOTAL:	3,720.00
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TOTAL:	3,720.00
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T- Transfer  
S- Supplemental

In the space below, state (a) reason for request (b) reason why there are sufficient balances in affected account to finance transfer (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Transfer PR to PR. Supplemental Budget increase of 1091 to PR also.

B) Changes in PR based on current payroll.

C) The supplemental revenue must be spent by 6/30/2012

D) State CalEMA has added this small amount of revenue due to increases in the funding.

Approved by Signing Authority: \_\_\_\_\_

2/17/2012

\_\_\_\_\_/ Approved/Recommended

\_\_\_\_\_/ Disapproved/Not Recommended

County Administrative Officer: \_\_\_\_\_

Signature

Board Approval Date: \_\_\_\_\_

Agenda Item No. \_\_\_\_\_

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

Date Entered by Auditor Controller \_\_\_\_\_

Initials \_\_\_\_\_

Original and 1 copy of ALL transfers go to Budget Officer/CAO; If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature prior to CAO/Budget Officer. Auditor/Controller will forward all signed, supplemental transfers to the CAO/Budget Officer for approval.

IF one copy of agenda requiriest and 13 copes of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent it will be returned to the Departemnt after all signautres are obtained.

Transfers that are going to be submitted to the Board for approval:

A. Must be signed by the Budget Officer/CAO; if supplemental must be signed by the Auditor and CAO/Budget Officer.

B. Must have a copy of the Board Report attached when given to the Budget Officer/CAO for approval.



56

# Memo

**To:** The Honorable Board of Supervisors  
**From:** Michelle Blackford, Director of Child Support Services *MB*  
**CC:**  
**Date:** March 22, 2012  
**Re:** Agenda Item – Approve Resolution to Amend the 2011-2012 Position Allocation in Child Support Department 70280, to Reflect Flexibility in the Child Support Specialist I, II, and III Classes

---

## RECOMMENDED THAT THE BOARD:

Adopt Resolution to amend the Child Support Services Department 70280 position allocation for 2011-2012 to reflect a change from 1.0 FTE Child Support Specialist III or 3.0 FTE Child Support Specialist II or Child Support Specialist I to be flexibly allocated as 4.0 FTE Child Support Specialist III or II or I.

## BACKGROUND AND DISCUSSION

The current position allocation for the Child Support Specialist in the Child Support Services Department does not allow for flexible movement between the I, II, and III classifications. Per the job descriptions for these classifications, **the primary difference is related to increased experience and responsibilities.**

Due to continued staff reduction during the past 5 years, most notably the loss of a full-time attorney to a .10 contracted attorney, the Child Support Specialists have assumed greater responsibility in their caseloads. Having attained longevity in their positions, they continue to gain the experience and knowledge required to advance to the next level within this classification.

In addition, due to past staff reduction, the Department has more than adequate funding to cover the five percent increase in salary that would result from the promotion to a higher step for the Child Support Specialist. This Department underspent the 2010-2011 allocation by nearly \$134,000. It is anticipated that only one Child Support Specialist would promote from a II to a III at this time.

The requested personnel allocation change will not result in the addition of any new staff nor does it fill any vacant positions.

The attached Resolution to Amend the Plumas County Position Allocation for Budget Year 2011-2012 Within the Department of 70280 Child Support Services has been reviewed and approved by County Counsel.

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

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR  
BUDGET YEAR 2011-2012 WITHIN THE DEPARTMENT OF 70280  
CHILD SUPPORT SERVICES**

**WHEREAS**, the Board of Supervisors, through adoption of the budget allocates positions for the various county departments each fiscal year; and

**WHEREAS**, during the fiscal year the Board of Supervisors may amend the position allocation by resolution; and

**WHEREAS**, it is necessary and beneficial to the Plumas County Department of Child Support Services to amend the position allocation to allow for flexibility within the Child Support Specialist classification to allow for advancement from the Child Support Specialist II classification to the Child Support Specialist III classification when adequate experience has been achieved; and

**WHEREAS**, due to the deletion of positions in the prior 5 budget years, the Department has adequate funding to cover the increase in salary required between the Child Support Specialist II and III classifications; and

**WHEREAS**, the calculations on salary and benefits have been conducted by Human Resources to verify that there is adequate funding in the Child Support Services budget to cover the salary increase (5%) between the Child Support Specialist II and Child Support Specialist III classifications; and

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

1. The Position Allocation for the Department of Child Support Services, Number 70280, is amended for budget year 2011/2012 to reflect the following:

<b><u>Child Support Services</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
Child Support Specialist III or	1.0	4.0
Child Support Specialist II or	3.0	0.0
Child Support Specialist I		

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the - \_\_\_\_\_ day of \_\_\_\_\_, 2012 by the following vote:

AYES:           Supervisors  
NOES:           Supervisors  
ABSENT:       Supervisors

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

ATTEST:

\_\_\_\_\_  
Executive Clerk/Board of Supervisors



## PLUMAS COUNTY BUILDING DEPARTMENT

555 Main Street  
Quincy, CA 95971  
www.plumascounty.us

voice (530) 283-7011  
24/7 inspection request (530) 283-6001  
fax (530) 283-6134

**DATE:** March 26, 2012

**TO:** The Honorable Board of Supervisors

**FROM:** John Cunningham, Building Official

**SUBJECT:** Agenda Item for April 3, 2012; **RE:** Memorandum of Understanding with Lassen County for Plumas County to provide plan checking services

### RECOMMENDATION

Approve the Memorandum of Understanding between the Lassen County Planning and Building Services Department and the Plumas County Building Department for plan checking services.

### BACKGROUND & DISCUSSION

The Lassen County Planning & Building Services Department is currently unable to perform plan check review on certain building permit applications. The Plumas County Building Department is in a position to perform these plan check services on behalf of Lassen County in return for relinquishment of the plan check fees paid to Lassen County by applicants. County Counsel has reviewed the MOU and has approved it as to form.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE COUNTY OF LASSEN  
AND COUNTY OF PLUMAS**

This memorandum of understanding is entered into between the Lassen County Planning and Building Services Department and the County of Plumas.

**Whereas**, Lassen County is required by state and local law to conduct plan check review on certain building permit applications that are submitted to it, but is currently unable to perform said review; and

**Whereas**, the Plumas County Building Department currently has the ability and is willing to perform said plan check on behalf of Lassen County for relinquishment of the plan check fee paid to Lassen County by permit applicants; and

**Whereas**, it is understood by Lassen County that the Plumas County Building Department does not currently perform the "structural review" component of the plan check in-house. Instead, Plumas County has a separate agreement with Oak Knoll Engineering to perform the "structural review" of the plan check; and

**Whereas**, Lassen County is agreeable to Oak Knoll Engineering performing the "structural review" for any plans that Lassen County submits to Plumas County for plan checking pursuant to this agreement; provided said review is conducted consistent with the current arrangement between Oak Knoll Engineering and Plumas County; and

**Whereas**, Lassen County has an established fee schedule for plan check review; and

**Whereas**, Plumas County has examined and satisfied itself that the Lassen County Plan Check Fee Structure will provide adequate funding to perform the required plan check review, at no additional cost to Lassen County building permit applicants; and

**Now, therefore**, it is mutually agreed as follows:

**Responsibilities provided by the Plumas County Building Department.** In accordance with this agreement, the Plumas County Building Department shall:

1. Perform, on behalf of the County of Lassen, a review of all plans submitted to Lassen County as part of a building permit application. Said plan check review shall include both the "structural review" and the "life safety review," as required by the California Building Standards Code (Title 24 of the California Code of Regulations). The "structural review" may be performed by Oak Knoll Engineering, provided said review is conducted consistent with the current arrangement between Oak Knoll Engineering and Plumas County.
2. Said review shall be conducted in a manner consistent with the current practices of the Plumas County Building Department.
3. Upon completion of said review, notification shall be provided by email to the County of Lassen Planning and Building Services Department that said review is complete.
4. Upon completion of said review the checked plans shall be returned to the Lassen County Planning and Building Services Department at 707 Nevada Street, Suite 5, Susanville, CA 96130.
5. Any additional comments or corrections to the plans shall be reviewed in the same manner as agreed to above.

\_\_\_\_\_ Lassen County Initials

\_\_\_\_\_ *SM* County of Plumas Initials

**Responsibilities provided by the County of Lassen.** In accordance with this agreement, Lassen County shall:

1. Be solely responsible for the determination of whether all required submittals and information has been included as part of the building permit application to allow acceptance of the plans for checking.
2. Collect any and all fees associated with the performance of said plan check review from the applicant in accordance with the established fee schedule of Lassen County for such services.
3. Not lower the amount of such fees without the prior written consent of Plumas County. Plumas County may terminate this agreement immediately in the event of any reduction of these fees without Plumas County's consent.
4. Transmit said fees to Plumas County on a timely basis, no less frequently than monthly.

**Term and Termination:**

This Agreement will be in effect from the date of execution and shall continue until terminated by either party providing a 30 day written notice of their desire to terminate this agreement to the other party.

On behalf of our respective departments, our signatures below demonstrate our understanding and agreement to the foregoing:

\_\_\_\_\_  
Brian Dahle  
Chairman of the Lassen County Board  
of Supervisors  
County of Lassen

By Motion Adopted on \_\_\_\_\_

Attest:

\_\_\_\_\_  
Robert Meacher  
Chairman of the Plumas County  
Board of Supervisors  
County of Plumas

By Motion Adopted on \_\_\_\_\_

Attest:

\_\_\_\_\_  
Susan Osgood  
Deputy Clerk of the Lassen County Board  
of Supervisors  
County of Lassen

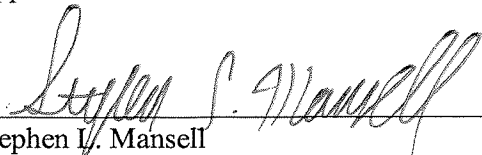
Approved as to Form:

\_\_\_\_\_  
Rhett Vander Ploeg  
County Counsel  
County of Lassen

\_\_\_\_\_  
Nancy DaForno  
Clerk of the Board  
County of Plumas

Approved as to Form:

\_\_\_\_\_  
Stephen L. Mansell  
Deputy County Counsel  
County of Plumas

 3/23/2012

\_\_\_\_\_ Lassen County Initials

\_\_\_\_\_ SM County of Plumas Initials





# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> <b>Administration &amp; Health Education</b> Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> <b>Clinic &amp; Nursing Services</b> Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> <b>Senior Nutrition &amp; Transportation</b> Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> <b>Environmental Health</b> Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> <b>Environmental Health – Chester</b> 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: March 23, 2012

To: Honorable Board of Supervisors

From: Mimi Hall

Re: Agenda Item for April 3, 2012

**Item Description/Recommendation:** Approve and authorize an exemption to the FY 11-12 Administrative and Budgetary Controls regarding Critical Staffing Committee review of any vacant positions which are funded, budgeted, and approved in the county Position Allocation schedule.

**History/Background:** As the Board is aware, it recently approved 1) a Budget Transfer that supports additional staff to the Public Health Agency, as well as a redistribution of some existing positions and 2) a Resolution amending the Position Allocation approved for Public Health, resulting in the addition of an Assistant Director of Public Health, Public Health Division Program Chief and HIV Specialty Medical Care Therapist.

According to the FY 11-12 Administrative and Budgetary Controls, "All positions vacated during the 11-12 fiscal year shall be reviewed by the Critical Staffing Committee for staffing priority and not hired prior to the approval of the County Administrative Officer and the Board of Supervisors."

Review by the Critical Staffing Committee seems to be a duplicative step for positions that have funding secured through budget action as well as approved by Resolution as allocated positions.

If approved, today's exemption will allow for the immediate recruitment of the following positions:

- 1.0 FTE Assistant Director of Public Health
- 0.8 Public Health Division Program Chief
- 0.08 HIV Specialty Care Therapist

At this time, the Board is requested to Approve and authorize an exemption to the FY 11-12 Administrative and Budgetary Controls regarding Critical Staffing Committee review of any vacant positions which are funded, budgeted, and approved in the county Position Allocation schedule.

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

5J

PLUMAS COUNTY CRITICAL STAFFING  
COMMITTEE

Robert Meacher, Jack Ingstad and Gayla Trumbo

DATE: March 26, 2012

TO: The Honorable Board of Supervisors

FROM: Critical Staffing Committee

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
APRIL 3, 2012.  
RE: CRITICAL STAFFING REPORT AND POSSIBLE ACTION TO  
AMEND THE POSITION ALLOCATION FOR THE DEPARTMENT OF  
MENTAL HEALTH TO INCLUDE AN ADDITIONAL .20 FTE MENTAL  
HEALTH THERAPIST II.

RECOMMENDED THAT THE BOARD:

1. Approve recommendation of the Critical Staffing Committee to increase the 2011-2012 Mental Health Position Allocation to include an additional .20 FTE Mental Health Therapist II; and to fill the .20 FTE Mental Health Therapist II.
2. Adopt resolution to amend the position allocation for 2011-2012 to reflect an additional .20 FTE Mental Health Therapist II.

BACKGROUND AND DISCUSSION

Critical Staffing Committee received a request from Mental Health Director, Mr. John Sebold, to add a .20 FTE Mental Health Therapist II, to the 2011-2012 Position Allocation for his department 70570.

The Mental Health Department is experiencing high patient volume throughout our County. This volume is even more noticeable in the eastern portion of our County. Due to this volume, the Mental Health Department cannot respond as quickly as is needed to assess patient problems; and to determine the level of services needed. Delay in services for these patients could result in their mental health spiraling downward.

The Mental Health Department is fully budgeted and has a substantial reserve. In addition, funding for a large portion of these services provided can be recovered through Medi Cal reimbursements. Therefore, the increase of .20 FTE Mental Health Therapist II, is covered within this department without additional funding.

The Critical Staffing Questionnaire is attached for further background information.

At this time Critical Staffing recommends the Board approve the resolution to amend the 2011-2012, Position Allocation for Mental Health Department to include the additional .20 FTE Mental Health Therapist II. It is also recommended, to approve the filling of the .20 FTE Mental Health Therapist II.

Thank you for your time and consideration into this report.



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR BUDGET YEAR  
2011-2012 WITHIN THE DEPARTMENTS OF 70570 MENTAL HEALTH DEPARTMENT.**

**WHEREAS**, the Board of Supervisors, through adoption of the budget allocates positions for the various county departments each fiscal year; and

**WHEREAS**, during the fiscal year the Board of Supervisors may amend the position allocation by resolution; and

**WHEREAS**, due to increase in patient volume in the eastern portion of our County and the Mental Health Department's concern in responding timely to these patients it is necessary to increase the allocation of Mental Health Therapist by .20 FTE; and

**WHEREAS**, this will allow the department to increase the hours of a .80 FTE Therapist to full time to assist in alleviating the delay in services to these patient; and

**WHEREAS**, this increase to the position allocation of the Mental Health Department is covered by the Department and by the reimbursement of services by Medi Cal therefore no additional funding is required.

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

1. Approve the amendments to the Position Allocation for budget year 2011-2012 to reflect the following:

<u>Mental Health Department 70570</u>	<u>FROM</u>	<u>TO</u>
Mental Health Therapist I or II	4.75	4.95

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 3rd day of March, 2012 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

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

ATTEST:

\_\_\_\_\_  
Executive Clerk/Board of Supervisors

## CRITICAL STAFFING QUESTIONS

Department: Mental Health

Position: Mental Health Therapist II .20 FTE Increase

Vacancy Date: February 8, 2012

Date: 2-8-12

Requestor: John Sebold

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

The MHD continues to experience extremely high patient volume at all sites throughout the county with particularly high volume in the Portola area where a persistent wait list is occurring. The MHD business model requires that the MHD respond quickly to assess patient problems to determine what services are necessary and then to triage cases dependent upon the assessment. This assures that cases are addressed with lower cost outpatient services before they progress to be costly crisis and inpatient cases.

- **Why is it critical that this position be filled prior to the adoption of the next County's budget?**

The .20 FTE requested will assure that services in the Portola area are provided in a more immediate manner, meeting the state response times and more importantly assuring that crisis and emergent mental health needs are addressed before they reach an advanced stage of crisis that necessitates more costly care. It's important to note that unaddressed mental health issues migrate to and impact other service entities such as law enforcement and local hospitals creating costs that otherwise could be avoid.

- **How long has the position been vacant?**

This represents an increase of .20 FTE.

- **Can the department use other wages until the budget is adopted?**

This position is fully budgeted. The MHD conservatively budgets its revenues and has recovered 78% of its anticipated revenues with 5/12 of the year remaining and this position will generate Medi Cal revenues. The MHD is fully capable of absorbing the cost of the this FTE this year and well into the future.

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

MHD staffing levels for this position are consistent with other counties when adjusted per capita.

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

This position is responsible providing crisis mental health services as well as stabilization services as required under our contract with the state Department of Mental Health. The position responsibilities also include serving children that are experiencing behavioral problems that could, if unaddressed lead to, law enforcement contacts and costly out of home placements.

- **What negative fiscal impact will the County suffer if the position is not filled prior to the next budget year?**

This small, calculated increase in FTE can assist in mitigating the risk of litigation that might be associated with patient care. MHD staff are under persistent demand for services and are stressed by heavy workloads. This can result in numerous direct and indirect costs to the County including but not limited to: 1) Workers Comp claims, 2) Work related stress claims, 3) Increase sick leave, 4) Stress related practice errors and liability claims, 5) Poor treatment outcomes and 6) Poor work performance leading to audit errors and Federal and State recovery of funds.

- **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?**

Significant portions of funding for this position are recovered through Medi Cal reimbursements. There is no reason to assume a risk to the budget associated with this position at this time or in the foreseeable future. Funding for this position is assured at this time and for a minimum of three years. The MHD has significant reserves to address a catastrophic fund loss. If necessary the department would utilize reserves over a 6-12 month period to transition to a balanced supportable departmental budget. The MHD has historically adjusted FTEs to avoid budget shortfalls and to rebalance its budget and or to build a reserve.

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

No, the MHD always anticipates audit exceptions due to the political and partial subjective nature of service billing audits. It carries reserves to assure that *typical*

audit losses and billing exceptions can be absorbed without impacting the balance of its budget.

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

The Department is always open to the potential elimination or temporary loss of FTEs but seeks to avoid losses by a conservative budget approach and an aggressive revenue strategy. This position has funding that the MHD is confident will exceed three years in length or longer.

- **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?**

The MHD does not intend to seek GF dollars other than the mandatory minimum annual total contribution that averages approximately 11K.

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

Yes, Activity has reflected principle and interest growth over the past 3 years slowing to primarily interest growth with the exception of MHSA reserves. The department's current budget reserve exceeds its annual budget expenditure thus the department should remain stable over the next three period and beyond.

# **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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



Gayla S. Trumbo

Human Resources

DATE: March 26, 2012

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING  
OF APRIL 3, 2012.

RE: APPROVE RESOLUTION TO ADOPT THE JOB DESCRIPTIONS  
AND SALARY CLASSIFICATIONS OF BEHAVIORAL HEALTH  
THERAPIST I, RANGE 2009; AND BEHAVIORAL HEALTH  
THERAPIST II, RANGE 2214.

*Gayla Trumbo*

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

Approve resolution to add the job descriptions and salary classifications of Behavioral Health Therapist I, range 2009; and Behavioral Health Therapist II, at range 2214 to the County's position classifications.

## **BACKGROUND AND DISCUSSION:**

I received a request from the Mental Health Director, Mr. John Sebold, to create two new job description entitled Behavioral Health Therapist I and II. The current job descriptions for Mental Health Therapist I and II, do not identify duties relating to alcohol and drug conditions; nor do they identify that the individuals receiving these services typically have legal problems, multiple incarcerations, and are at risk of incarceration. It is my understanding that these are new functions to the Mental Health Department as a result of AB109.

The Behavioral Health Therapist I & II salary range is recommended to be equal to that of the Mental Health Therapist I, currently at 2009; and the Mental Health Therapist II, at 2214. This is based on the Therapist duties and knowledge of the position being almost identical. In addition, the required training and experience is also almost identical except for a special requirement that a Behavior Health Therapist I or II, must meet certification requirements of the Licensing and Certification Division of the State of California Department of Alcohol and Drug programs. If

not licensed, the individual must complete AOD counselor certification within five (5) years from the date of registration per ADP regulations.

By creating the Behavioral Health Therapist I & II job descriptions, the County will be providing clarification to eliminate misunderstandings relating to duties, qualifications to our employees, as well as future applicants.

At this time, I respectfully request that the Board of Supervisors approve the resolution adding the job descriptions for the Behavior Health Therapist I; and the Behavior Health Therapist II to the County position and salary classification plan.

Thank you for your time and consideration.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TO ADOPT THE JOB DESCRIPTIONS OF BEHAVIORAL  
HEALTH THERAPIST I; AND BEHAVIORAL HEALTH THERAPIST II.**

**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**, there is a need to include two new classification entitled Behavioral Health Therapist I and Behavioral Health Therapist II; and  
**WHEREAS**, the Human Resources Director has discussed the functions of the Behavioral Health Therapist I and II with the Mental Health Director, Mr. John Sebold; and  
**WHEREAS**, to accurately reflect the duties, responsibilities, and qualifications of the Therapist under the Mental Health Department to include functions brought forward by AB109; the Human Resources Director recommends to the Board on this date to approve and include the classifications of Behavioral Health Therapist I, and Behavioral Health Therapist II.  
**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to reflect the addition of the Behavioral Health Therapist I, at range 2009, and Behavioral Health Therapist II, at range 2214.

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 3<sup>rd</sup> day of April, 2012, by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

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

ATTEST:

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

## BEHAVIORAL HEALTH THERAPIST I

### DEFINITION

Under supervision of a licensed clinical supervisor to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and alcohol and drug conditions. Serves a population of individuals that typically have legal problems, multiple incarcerations or are at risk of incarceration.

### DISTINGUISHING CHARACTERISTICS

This is entry and first working level class in the Behavioral Health Therapist series. It differs from the behavioral Health Therapist II in that incumbents function under more direct supervision of a licensed clinician and are not licensed, but are eligible to be licensed.

### REPORTS TO

Mental Health Director or Program Chief.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None.



## **BEHAVIORAL HEALTH THERAPIST I - 2**

### **EXAMPLES OF DUTIES**

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

## **BEHAVIORAL HEALTH THERAPIST I - 3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position may require routine driving to locations throughout the county for the performance of work.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

#### **Ability to:**

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

## BEHAVIORAL HEALTH THERAPIST I - 4

### Training and Experience:

1. Possession of a master's degree in Social Work, Psychology, counseling or appropriate related field, received from an accredited institution.

or

2. Possession of Registered Nurse degree with a three (3) years experience in psychiatric setting (both inpatient and outpatient).

or

3. Possession of a Psychiatric Technician license (LPT) with five (5) years experience in a psychiatric setting.

**Special Requirements:** Possession of a license, or eligible to be licensed, as an LCSW or MFCC or LPCC issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. Must meet the certification requirements of the Licensing and Certification Division of the State of California Department of Alcohol and Drug Programs. If not licensed this individual must complete AOD counselor certification within five (5) years the date of registration per ADP regulations.

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

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

## BEHAVIORAL HEALTH THERAPIST II

### **DEFINITION**

Under supervision of a licensed clinical supervisor to provide integrated mental health and alcohol and drug counseling and treatment to individuals with qualifying mental and alcohol and drug conditions. This position serves a population of individuals that typically have legal problems, multiple incarcerations, relational problems and are at risk of incarceration.

### **DISTINGUISHING CHARACTERISTICS**

This position is a journey level class in the Behavioral Health Therapist series. It differs from the Behavioral Health Therapist I in that incumbents function under less supervision and are licensed. They may travel to different communities throughout the County to provide counseling and treatment services.

### **REPORTS TO**

Mental Health Director or Program Chief.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **BEHAVIORAL HEALTH THERAPIST II - 2**

### **EXAMPLES OF DUTIES**

- Performs intake assessments and evaluation of individuals with primary mental health, primary alcohol and drug problems and individuals with co-occurring disorders.
- Formulates treatment plans that integrate mental health and alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains an awareness of mental health and alcohol and drug counseling methodologies.
- Provides crisis intervention and assessment for individuals with primary mental health diagnosis, primary alcohol and substance abuse diagnosis and individuals with co-occurring disorders.
- Prepares case histories and maintains patient records.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Participates in mental health and alcohol and drug education program, conferences and community programs.
- Attends training conferences relevant to current mental health alcohol and drug and co-occurring disorders.
- Performs community outreach and education assignments.
- Participates in the emergency "on-call" system on a rotating basis.
- Operates a personal computer and effectively utilizes an electronic health records system.
- Conducts recovery activities, case management, and completes related work as required.
- Understands State and Federal laws regarding privacy, confidentiality and security.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

## **BEHAVIORAL HEALTH THERAPIST II - 3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office or community environment; continuous contact with staff and the public. This position requires routine driving throughout the county and occasional driving outside the county to various sites.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in behavioral health programs.
- Therapeutic treatment methods and procedures in the mental health and alcohol and drug field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health and alcohol and drug services and programs.
- Current practices and techniques in psychotherapeutic and recovery model treatments.
- The scope and activities of public and private agencies in the behavioral health field.
- Psychotropic medications, medications and substances associated with addiction and abuse.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psycho-social aspects of mental illnesses and dependency.

#### **Ability to:**

- Perform a variety of mental health/behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.
- Interpret and apply complex mental health and alcohol and drug program rules, regulations and policies.
- Consistently document all assessments, treatment plans and service interventions in a manner that complies with all audit and regulatory requirements.
- Effectively represent the Mental Health Department in contacts with clients and the public.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

## BEHAVIORAL HEALTH THERAPIST II - 4

### Training and Experience:

1. Possession of a master's degree in Social Work, Psychology, counseling or appropriate related field, received from an accredited institution.

or

2. Possession of Registered Nurse degree with a three (3) years experience in psychiatric setting (both inpatient and outpatient).

or

3. Possession of a Psychiatric Technician license (LPT) with five (5) years experience in a psychiatric setting.

**Special Requirements:** Possession of a license, as a LCSW, or MFCC or LPCC issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners. Must meet certification requirements of the Licensing and Certification Division of the State of California Department of Alcohol and Drug Programs. If not licensed this individual must complete AOD counselor certification within five (5) years the date of registration per ADP regulations.

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

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

5K2

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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



Gayla S. Trumbo

Human Resources

**DATE:** March 26, 2012

**TO:** THE HONORABLE BOARD OF SUPERVISORS

**FROM:** GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING  
OF APRIL 3, 2012.

**RE:** APPROVE RESOLUTION TO ADOPT THE JOB DESCRIPTIONS  
AND SALARY CLASSIFICATIONS OF ASSISTANT PUBLIC HEALTH  
DIRECTOR, RANGE 3434 AND HIV SPECIALTY CLINIC THERAPIST,  
AT RANGE 2214.

---

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

Approve resolution to add the job description and salary classifications for the Assistant Public Health Director, range 3434; and HIV Specialty Clinic Therapist, range 2214

### **BACKGROUND AND DISCUSSION:**

On March 6, 2012, the Public Health Director, Ms. Mimi Hall, brought before this Board a midyear supplemental budget to adjustments various budget codes under the Public Health Department. These adjustments were to bring the budgets in alignment with approved grant budgets. Also included with this agenda item was an FTE increase request to change the status of an independent contractor to an employee; therefore, requiring a new job description of HIV Specialty Clinic Therapist; and the addition of an Assistant Director of Public Health. During this meeting, the Board was informed that they could not approve the resolution due to the fact that the County had not heard back from Operating Engineers regarding the meet and confer of the drafted job descriptions.

On March 12, 2012, Operating Engineers informed the County that they had no issues with moving forward to approve the Assistant Director of Public Health, at range 3434; and the HIV Specialty Clinic Therapist, at range 2214. Ms. Hall brought forward a resolution to Board of Supervisors on March 20, 2012, to amend the 2011-2012 County Personnel Allocation. This



amendment included .08 FTE HIV Specialty Clinic Therapist, and 1.0 FTE Assistant Public Health Director. Unfortunately, to be able to utilize the job classifications of the HIV Specialty Clinic Therapist and the Assistant Public Health Director; a resolution must also be approved to adopt the job descriptions and the salary classifications.

At this time, I respectfully request that the Board of Supervisors approve the resolution adopting the job descriptions and salary classifications of Assistant Public Health Director, range 3434; and the HIV Specialty Clinic Therapist, range 2214.

Thank you for your time and consideration.

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TO ADOPT THE JOB DESCRIPTIONS OF ASSISTANT  
DIRECTOR OF PUBLIC HEALTH AND HIV SPECIALTY CLINIC  
THERAPIST**

**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**, the Board of Supervisors have approved the Public Health Director, Ms. Mimi Hall's, request to establish and allocate the positions of Assistant Director of Public Health, and HIV Specialty Clinic Therapist; and  
**WHEREAS**, the job descriptions for Assistant Director of Public Health and HIV Specialty Clinic Therapist was provided to Operating Engineers with the request to meet and confer; and  
**WHEREAS**, Operating Engineers Local #3 Representative, Mr. Gregory Rameriz, has reviewed the proposed job descriptions and salary classifications, and has notified the Human Resources Director, that the Union has no objection in moving forward to add these two job descriptions and their salary classifications.

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

The County's classification plan is hereby amended to include Assistant Director of Public Health, range 3434; and HIV Specialty Clinic Therapist, at range 2214.

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 3<sup>rd</sup> day of April, 2012, by the following vote:

AYES:           Supervisors  
NOES:           Supervisors  
ABSENT:        Supervisors

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

ATTEST:

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

## **ASSISTANT DIRECTOR OF PUBLIC HEALTH**

### **Definition**

Under general direction of the Public Health Director, the Assistant Director will provide oversight for the development of state and federally required data, reports, financial plans, statistical analysis, policies and procedures, and contract management; reviewing and analyzing legislation and determining affects on organizational procedures and operations; and assures department's compliance with state and federal laws, department goals and objectives, and county policies and procedures.

### **Distinguishing Characteristics**

This is the senior administrative position in the department under the Public Health Director. The position encompasses a wide variety of day-to-day administrative, supervisory, and budgetary responsibilities.

### **Report To**

Public Health Director

### **Classifications Directly Supervised**

Program Chief, Dept Fiscal Officer I/II, Director of Nursing, Director of Senior Services, Contract Physician (Health Officer)

### **Examples of Duties**

- Assists with planning, organizing and implementing activities of the department; serves as Department Head in the absence of the Public Health Director.
- Screens and assigns workload; plans and assigns tasks and projects; directs the development of performance standards
- Monitors operations and procedures; evaluates department issues, and recommends and implements solutions; assures strategic goals are reached.
- Prepares mandated responses to Federal and State regulations.
- Interprets policies and regulations for the public.

## **ASSISTANT DIRECTOR OF PUBLIC HEALTH – 2**

- Develops, coordinates, evaluates and implements requirements for accreditation through the Public Health Accreditation Board
- Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs department projects.
- Directs the preparation of reports, which summarize and forecast department financial activities and position; reviews department's financial status and revenue trends.
- May act in the absence of the Director or represent the County at meetings and conferences.
- Maintains contact with the press and community organizations.
- Performs special assignments for the Director of Public Health.
- Interprets policies and regulations for the public.
- Determines financial implications of proposed and actual legislative/regulatory changes.
- Evaluates services and where necessary implements changes.
- Promotes and assists in the development of health services programs and initiatives designed to strengthen the public health community.
- Promotes and assists the effective integration of client programs and services provided by the Health department.
- Maintains relationships with other County offices, public and private agencies and community groups.
- Recommends hiring, terminations and other personnel actions.
- Reviews and evaluates proposals for new services and/or program modifications and evaluates services and when necessary, implements changes.
- Performs other duties as assigned.

### **Typical Physical Requirements**

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

### **Typical Working Conditions**

Work is usually performed in an office environment; continuous contact with staff and the public.

## **ASSISTANT DIRECTOR OF PUBLIC HEALTH – 3**

### **Desirable Qualifications**

- Knowledge of principles, practices and trends in public administration, leadership and management
- Knowledge of public health practice and its relationship to the development and operations of public programs and services.
- Knowledge of Federal, State and County laws and regulations applicable to public health programs and communicable disease control.
- Knowledge of Department and County policies and procedures
- Knowledge of grant proposals, budgets, and financial reporting
- Principles and techniques of effective employee supervision, training, and development.
- Skill in scheduling and supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Skill in understanding, interpreting and applying relevant statutes, ordinances, codes and regulations.
- Skills in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining effective working relations with co-workers, other county employees and representatives from other county, state and federal agencies.
- Skill in analyzing and interpreting fiscal and accounting records, and financial statements.
- Skill in following and effectively communicating verbal and written instructions.

### **Training and Experience**

- Master's degree in Public Health, Public Health Nursing, Community Health, Environmental Health, Business Administration, Public Administration, or a related field from an accredited college or university.
- Three (3) years of administrative or management experience at the division director, program and/or facility manager in a public health, community health, or environmental health program involving the evaluation, administration and program direction of varied types of public health services and programs requiring large expenditures of funds would provide such opportunity.

## **ASSISTANT DIRECTOR OF PUBLIC HEALTH – 4**

### **Special Requirements**

Possession of an appropriate California Driver's License issued by California Department of Motor Vehicles. The valid California License must be maintained throughout employment.

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

## HIV SPECIALTY CLINIC THERAPIST

### DEFINITION

Under direction to provide mental health assessments, brief counseling, referrals, treatment planning and support services to HIV+ individuals, and their families, and do related work as required.

### DISTINGUISHING CHARACTERISTICS

This position is equivalent to a journey level class in the Mental Health Therapist series. It differs from the Mental Health Therapist I in that incumbents function under less supervision and are licensed. They classification requires travel to HIV Specialty Clinic Sites and client homes both in and out of Plumas County to provide counseling and treatment services.

### REPORTS TO

Health Education Coordinator II, Public Health Program Chief, or Public Health Director

### CLASSIFICATIONS DIRECTLY SUPERVISED

None.

## **HIV SPECIALTY CLINIC THERAPIST -2**

### **EXAMPLES OF DUTIES**

- Performs and coordinates initial psychosocial assessments and ongoing reassessment of all HIV+ clients in Plumas and Lassen counties.
- Provides brief psychological and psychiatric treatment and counseling services for HIV+ individuals with a diagnosed mental health disorder. Provides referral for long term counseling and support group services.
- Consults with the client's attending physician, primary care practitioner and/or other medical providers as needed, to coordinate plans of treatment and advocate for the client as necessary.
- Works with the client and care team to implement a service plan with review and appropriate revision based on comprehensive assessments and reassessments, case conference, and service needs identified.
- Promotes understanding of the psychosocial factors impacting persons with HIV disease.
- Fosters intra-agency and interagency working relationships to help accomplish goals.
- Travels to various location in both Plumas and Lassen Counties to provide services at HIV Specialty Clinic sites and in individual client homes.
- Ensures that the client's psychosocial needs are addressed in accordance with the service plan.
- Identifies and assists clients in accessing benefits and entitlements, resources, and information and referral services for psychosocial needs.
- Consults with other social service providers as needed to assure continuity of care and prevent duplication of services.
- Participates in Question and Answer activities and described in the QI/QM Guidelines.
- Empowers clients in decision making for service planning.
- Maintains records and collect data as required by the Department and professional standards.
- Advocates for the needs of the individual client.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

Work is usually performed off site in a medical clinic environment or client home; continuous contact with staff and the public.



## HIV SPECIALTY CLINIC THERAPIST - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles, procedures, techniques, and trends for the counseling, therapy and guidance of individuals, groups, and families in mental health programs.
- Therapeutic treatment methods and procedures in the mental health field.
- State, Federal, and local laws, regulations, and requirements for the provision of mental health services and programs.
- Current practices and techniques in psychotherapeutic treatment.
- The Scope and activities of public and private agencies in the mental health field.
- Psychotropic medications.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Crisis Counseling Techniques.
- Psychosocial aspects of mental illnesses.
- Psychosocial factors impacting person with HIV disease.

#### Ability to:

- Perform a variety of mental health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.
- Enforce Quality Assurance Standards.
- Interpret and apply complex mental health program rules, regulations and policies.
- Effectively represent the Mental Health Department in contacts with clients and the public.

## HIV SPECIALTY CLINIC THERAPIST - 4

### **Training and Experience:**

Possession of a master's degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field from an accredited institution and two (2) years of post-master experience equivalent to a Mental Health Therapist I in Plumas County.

Minimum of 10 hours per year of HIV/AIDS specific continuing education training.

**Special Requirements:** Possession of a license as an LCSW or MFCC issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.

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

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

6A1

ORDINANCE NO. 12 -

**AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, AMENDING SECTION 2-1.202 OF THE PLUMAS COUNTY CODE RELATING TO PUBLIC EMPLOYEES RETIREMENT SYSTEM CONTRIBUTIONS FOR MEMBERS OF THE BOARD OF SUPERVISORS.**

The Board of Supervisors of the County of Plumas, State of California, ordains as follows:

**SECTION 1.** Section 2-1.202 of the Plumas County Code is hereby amended in its entirety to read as follows:

**Sec. 2-1.202. - Public Employees Retirement System contributions.**

For each member of the Plumas County Board of Supervisors who is enrolled in the Public Employees Retirement System, the County shall pay all of the County's share of the required retirement contributions and **three percent (3%)** of the member's salary as part of the member's share of the required retirement contributions.

**SECTION 2. Effective and Operative Dates; Publication; Codification.**

This ordinance shall become effective sixty (60) days after its date of final adoption. It shall be published in the *Feather River Bulletin*, a newspaper of general circulation in Plumas County, within fifteen (15) days of final adoption. Section 1 of this ordinance shall be codified; the remainder shall be uncoded.

Introduced at a regular meeting of the Board of Supervisors on the 20<sup>th</sup> day of March 2012, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 3<sup>rd</sup> day of April 2012, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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

ATTEST:

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

6A1

6A2

Plumas County, California

RESOLUTION NO. 12-\_\_\_

**A RESOLUTION FOR EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE  
PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR MEMBERS OF THE  
PLUMAS COUNTY BOARD OF SUPERVISORS.**

**WHEREAS**, the governing body of the County of Plumas has the authority to implement Government Code Section 20691;

**WHEREAS**, the governing body of the County of Plumas has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

**WHEREAS**, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the County of Plumas of a Resolution to commence said Employer Paid Member Contributions (EPMC);

**WHEREAS**, the governing body of the County of Plumas has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of the following classes:
  - Members of the Plumas County Board of Supervisors
- This benefit shall consist of paying four-sevenths (4/7ths) of the normal member contributions as EPMC for miscellaneous members.
- The effective date of this Resolution shall be June 1, 2012.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the governing body of the County of Plumas elects to pay EPMC, as set forth above.

PASSED AND ADOPTED this 3<sup>rd</sup> day of April, 2012, by the following vote:

AYES:  
NOES:  
ABSENT:

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Chair, Board of Supervisors

**ATTEST:**

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Clerk of the Board

6A2



ORDINANCE NO. 12 -

6B  
ALT 1

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,  
AMENDING SECTION 2-5.403 OF TITLE 2, ARTICLE 4 OF THE PLUMAS COUNTY  
CODE RELATING TO PUBLIC EMPLOYEES RETIREMENT SYSTEM  
CONTRIBUTIONS FOR ELECTED OFFICERS.

The Board of Supervisors of the County of Plumas, State of California, ordains as follows:

**SECTION 1.** Section 2-5.403 of Title 2, Article 4 of the Plumas County Code is hereby amended in its entirety to read as follows:

**Sec. 2-5.403 - Public Employees Retirement System contributions: Elected officers.**

For each elected officer whose salary is set by this chapter and who is enrolled in the Public Employees Retirement System, the County shall pay all of the County's share of the required retirement contributions and four percent (4%) of the officer's salary as part of the officer's member share of the required retirement contributions. Pursuant to Government Code section 20691, the Board of Supervisors retains the authority to amend this ordinance at any time to increase, reduce, or eliminate the payment by the County of all or a portion of the normal contributions required to be paid by elected officer members.

**SECTION 2. Effective and Operative Dates; Publication; Codification.**

This ordinance shall become effective thirty (30) days after its date of final adoption. It shall be published in the *Feather River Bulletin*, a newspaper of general circulation in Plumas County, within fifteen (15) days of final adoption. Section 1 of this ordinance shall be codified; the remainder shall be uncoded.

Introduced at a regular meeting of the Board of Supervisors on the 3<sup>rd</sup> day of April, 2012, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the \_\_\_\_\_ day of April 2012, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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

ATTEST:

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

6B

ORDINANCE NO. 12 -

6B  
ALT 2

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,  
AMENDING SECTION 2-5.403 OF TITLE 2, ARTICLE 4 OF THE PLUMAS COUNTY  
CODE RELATING TO PUBLIC EMPLOYEES RETIREMENT SYSTEM  
CONTRIBUTIONS FOR ELECTED OFFICERS.

The Board of Supervisors of the County of Plumas, State of California, ordains as follows:

**SECTION 1.** Section 2-5.403 of Title 2, Article 4 of the Plumas County Code is hereby amended in its entirety to read as follows:

**Sec. 2-5.403 - Public Employees Retirement System contributions: Elected officers.**

For each elected officer whose salary is set by this chapter and who is enrolled in the Public Employees Retirement System, the County shall pay all of the County's share of the required retirement contributions and four percent (4%) of the officer's salary as part of the officer's member share of the required retirement contributions. Pursuant to Government Code section 20691, the Board of Supervisors retains the authority to amend this ordinance at any time to increase, reduce, or eliminate the payment by the County of all or a portion of the normal contributions required to be paid by elected officer members.

**SECTION 2. Effective and Operative Dates; Publication; Codification.**

This ordinance shall become effective January \_\_, 2015. It shall be published in the *Feather River Bulletin*, a newspaper of general circulation in Plumas County, within fifteen (15) days of final adoption. Section 1 of this ordinance shall be codified; the remainder shall be uncoded.

Introduced at a regular meeting of the Board of Supervisors on the 3<sup>rd</sup> day of April, 2012, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the \_\_\_\_ day of April 2012, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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

ATTEST:

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

6B



ORDINANCE NO. 12 -

bc

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, AMENDING SECTION 2-5.404 OF TITLE 2, ARTICLE 4 OF THE PLUMAS COUNTY CODE RELATING TO PUBLIC EMPLOYEES RETIREMENT SYSTEM CONTRIBUTIONS FOR NONELECTED OFFICERS AND EMPLOYEES.

The Board of Supervisors of the County of Plumas, State of California, ordains as follows:

**SECTION 1.** Section 2-5.404 of Title 2, Article 4 of the Plumas County Code is hereby amended in its entirety to read as follows:

**Sec. 2-5.404 - Public Employees Retirement System contributions: Nonelected officers and employees.**

For each nonelected officer or employee who is enrolled in the Public Employees Retirement System, the County shall pay all of the County's share of the required retirement contributions and four percent (4%) of the officer's or employee's salary as part of the member share of the required retirement contributions. Pursuant to Government Code section 20691, the Board of Supervisors retains the authority to amend this ordinance at any time to increase, reduce, or eliminate the payment by the County of all or a portion of the normal contributions required to be paid by the non-elected officer or employee members.

**SECTION 2. Effective and Operative Dates; Publication; Codification.**

This ordinance shall become effective the first full pay period after its date of final adoption. It shall be published in the *Feather River Bulletin*, a newspaper of general circulation in Plumas County, within fifteen (15) days of final adoption. Section 1 of this ordinance shall be codified; the remainder shall be uncoded.

Introduced at a regular meeting of the Board of Supervisors on the 3<sup>rd</sup> day of April 2012, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the \_\_\_\_ day of April 2012, by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

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

ATTEST:

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

bc

601

Plumas County, California

RESOLUTION NO. 12-\_\_

**A RESOLUTION ESTABLISHING PLUMAS COUNTY'S CONTRIBUTION TO  
HEALTH INSURANCE PREMIUMS FOR ELECTED OFFICIALS**

**WHEREAS**, Plumas County Personnel Rule 21.02(1) provides that Plumas County ("County") will contribute an amount per month toward any employee's health plan premium as designated by the Board of Supervisors; and

**WHEREAS**, in light of Plumas County's difficult budget situation, both currently and for the foreseeable future, and the dramatic increases in health, dental, and vision insurance premiums in recent years, it is not feasible for the County to pay any portion of the increases in employees' premiums; and

**WHEREAS**, the Board of Supervisors of the County of Plumas has determined that it is necessary that the County cap its contribution to these premiums, consistent with the agreement reached with many of the County's represented employees;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE PLUMAS COUNTY BOARD  
OF SUPERVISORS AS FOLLOWS:**

Beginning with the first full pay period after the date this resolution is adopted by the Board of Supervisors, Plumas County's contribution to the health, dental, and vision insurance premiums of elected officials shall be capped at the amount previously designated by the Board of Supervisors to be paid by the County for such premiums in the 2011 Calendar Year. The County will not pay any portion of any increases in premiums for health, dental, or vision coverage for elected officials. Elected officials will be solely responsible for paying the entire amount of any subsequent health, dental, or vision insurance premium increases.

PASSED AND ADOPTED this \_\_ day of ~~March~~ 2012, by the following vote:

APRIL

AYES:

NOES:

ABSTAIN:

ABSENT:

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

**ATTEST:**

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

601



Plumas County, California

RESOLUTION NO. 12-\_\_

**A RESOLUTION ESTABLISHING PLUMAS COUNTY'S CONTRIBUTION TO  
HEALTH INSURANCE PREMIUMS FOR UNREPRESENTED EMPLOYEES**

**WHEREAS**, Plumas County Personnel Rule 21.02(1) provides that Plumas County ("County") will contribute an amount per month toward any employee's health plan premium as designated by the Board of Supervisors; and

**WHEREAS**, in light of Plumas County's difficult budget situation, both currently and for the foreseeable future, and the dramatic increases in health, dental, and vision insurance premiums in recent years, it is not feasible for the County to pay any portion of the increases in employees' premiums; and

**WHEREAS**, the Board of Supervisors of the County of Plumas has determined that it is necessary that the County cap its contribution to these premiums, consistent with the agreement reached with many of the County's represented employees;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE PLUMAS COUNTY BOARD  
OF SUPERVISORS AS FOLLOWS:**

Beginning with the first full pay period after the date this resolution is adopted by the Board of Supervisors, Plumas County's contribution to the health, dental, and vision insurance premiums of unrepresented employees shall be capped at the amount previously designated by the Board of Supervisors to be paid by the County for such premiums in the 2011 Calendar Year. The County will not pay any portion of any increases in premiums for health, dental, or vision coverage for unrepresented employees. Unrepresented employees will be solely responsible for paying the entire amount of any subsequent health, dental, or vision insurance premium increases.

PASSED AND ADOPTED this \_\_ day of ~~March~~ 2012, by the following vote:

APRIL

AYES:

NOES:

ABSTAIN:

ABSENT:

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

**ATTEST:**

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