

BOARD OF SUPERVISORS

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

AGENDA FOR MEETING OF JUNE 19, 2012 TO BE HELD AT 10:00 A.M. IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

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

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

Convene as the Crescent Mills Lighting District Board of Directors

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.

1. 10:20 **CRESCENT MILLS LIGHTING DISTRICT** – Robert Perreault

Continued from June 12, 2012, consider request to appropriate \$1,250 from the General Fund Contingency to Crescent Mills Lighting District to cover unanticipated expenditures for FY 2011-2012. **Four/fifths required roll call vote**

Adjourn as the Crescent Mills Lighting District Board of Directors and reconvene as the Board of Supervisors

2. 10:30 **BOARD OF SUPERVISORS**

- A. Set Board meeting schedule for July 2012
- B. Adopt **RESOLUTION** for exchange of property tax increment with Beckwourth Fire Protection District. **Roll call vote**
- C. Discussion and possible action regarding countywide fire protection district funding. Supervisor Kennedy
- D. Correspondence
- E. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
- F. **Appointments**

PRATTVILLE/ALMANOR FIRE DISTRICT

Appoint Gary Mangin to the Prattville/Almanor Fire District to form a quorum necessary to conduct business

CHANDLER ROAD COMMITTEE

Board action to dissolve the Chandler Road Committee

3. 11:00 DEPARTMENTAL MATTERS

A. PUBLIC HEALTH AGENCY

Discussion and possible action and/or direction to staff to correct accounting error causing the Board approved Senior Nutrition (20830) General Fund contribution revenue of \$153,084 to exceed the Board approved General Fund contribution (20031) corresponding expenditure of \$97,875 by \$55,207; or appropriate \$55,207 from the General Fund Contingency to Senior Nutrition (20830). **Four/fifths required roll call vote**

B. SHERIFF

- 1) Approve and authorize the Sheriff to enter into a contract between Plumas County and Sierra County to provide small domestic animal kenneling services. Approved as to form by County Counsel
- 2) Approve supplemental budget of \$97,688 for Sheriff's Budget Unit 70330 for receipt of unanticipated revenue for FY 2011-2012

4. 11:15 BOARD OF SUPERVISORS

Discussion and possible action regarding FY 2012-2013 budget issues

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

- 1) Approve request from Indian Valley Chamber of Commerce to waive the fee for rental of the Greenville Townhall on August 13, 2012 (Annual Summer Blood Drive)
- 2) Approve and authorize the Chair to sign letter to the Department of Transportation for encroachment permit (Indian Valley Chamber of Commerce Firemen's Muster July 21, 2012)
- 3) Approve and authorize the Chair to sign letter to the Department of Transportation for encroachment permit (Sierra Buttes Trail Stewardship "Lost Sierra" September 29, 2012)

B. AIRPORTS

Approve Service Agreement with QT Technologies for telephone technical support of the County Airports self service fuel terminals and authorize the Director of Airports to execute

C. SOCIAL SERVICES

- 1) Approve supplemental budget of \$1,650 for FY 2011-2012 for receipt of unanticipated revenue
- 2) Approve interagency Memorandum of Understanding (MOU) between the Department of Social Services and the Probation Department for drug and alcohol testing services for parents of children in the Child Welfare system; Authorize the Director of Social Services and the Chief Probation Officer to sign the MOU as Board's designee; and authorize the Department of Social Services and the Probation Department to execute extensions of the MOU subject to the availability of funding and an agreement regarding compensation provided that extensions shall be executed in writing. Approved as to form by County Counsel
- 3) Approve a renewed agreement between the Department of Social Services and the National Council on Crime and Delinquency for Internet Access to SafeMeasures; authorize the Director of Social Services to execute the agreement; and authorize the Department of Social Services to execute an additional extension of the agreement after the expiration of the current term subject to the availability of funding and an agreement regarding compensation for the extended term

D. PUBLIC WORKS

- 1) Approve Memorandum of Understanding for Historical Research Services between the Department of Public Works and the Museum and Visitor Information Center. Approved as to form by County Counsel
- 2) Approve three-year contract extension for current On-Call Appraisal Services Contract with RMG Appraisers. Approved as to form by County Counsel

E. MENTAL HEALTH

Ratify contract amendment with BHC Sierra Vista for mental health inpatient services for FY 2011-2012. Approved as to form by County Counsel

F. HUMAN RESOURCES

Approve the revised Equal Employment Opportunity, Harassment, Discrimination, and Retaliation Policies as presented. Approved as to form by County Counsel

G. PUBLIC HEALTH AGENCY

Approve supplemental budget of \$75,376 Public Health (70560) from Plumas County Superior Court to be utilized for Drug Court programs

H. INFORMATION TECHNOLOGY

Approve and authorize the Chair to sign Agreement with Megabyte Systems for software maintenance. Approved as to form by County Counsel

I. ELECTIONS

Certification of June 05, 2012 Primary Election

J. AUDITOR/CONTROLLER

Approve and authorize the Chair to sign amendment to Services Agreement between County of Plumas and Susan Scarlett for budget consulting services

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel – Existing litigation: *Kaye Hancock vs. County of Plumas, et al.*, Plumas County Superior Court, Case No. CV09-00255
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3, and Confidential Employees

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, July 03, 2012, Board of Supervisors Room 308, Courthouse, Quincy, California.

BOARD AGENDA REQUEST FORM

Department: Crescent Mills Lighting District

Authorized Signature: 
Board Meeting Date: June 12, 2012

Request for _____ minutes for presentation

Consent Agenda: Yes No

(If a specific time is needed, please contact the Clerk of the Board directly.)

Description of Item for the Agenda (This is the wording that should appear on the agenda):

A. Authorize transfer of \$1250 from General Fund Contingency to Crescent Mills Lighting District to cover unforeseen expenditures

B. _____

Cont. to 6/19

C. _____

Review by Necessary Departments:

I have had this item reviewed and approved by the following departments:

If another department or the CAO is opposed to an agenda item, please indicate the objection:

Attached Documents:

Contracts/Agreements:

Three copies? (Y N)

Signed? (Y N)

Budget Transfers Sheets:

Signed? (Y N)

Other: _____

Publication:

Clerk to publish on _____ Notice attached and e-mailed to Clerk.

Notice to be published _____ days prior to the hearing. _____ (if a specific newspaper is required, enter name here.)

Dept. published on _____ (Per Code § ____). Copy of Affidavit Attached.

County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

Yes: No: Not Applicable:

If Not Applicable, please state reason why:

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.

CRESCENT MILLS LIGHTING DISTRICT
c/o PLUMAS COUNTY ENGINEERING DEPARTMENT
555 MAIN STREET • QUINCY, CA 95971 • (530) 283-6222 • FAX (530) 283-6135
Robert A. Perreault, Jr., P.E. *County Engineer and Manager, CMLD*

AGENDA REQUEST

for the June 12, 2012 Meeting of the CMLD Governing Board

Date: June 4, 2012

To: Honorable Governing Board of the Crescent Mills Lighting District (CMLD)
From: Robert Perreault, Manager, CMLD 
Subject: Authorize Transfer of \$1,250 from the General Fund Contingency to the
Crescent Mills Lighting District to cover Unforeseen Expenses

Background:

The Fiscal Year 2011/12 budget adopted for the Crescent Mills Lighting District (CMLD) is projected to have insufficient funds to cover expenditures for this current fiscal year.

Since the adoption of the FY11-12 Budget, unforeseen costs have impacted the budget.

The unforeseen costs that occurred since adoption of the FY11-12 budget are as follows:

- Plumas County, through the Auditor's Office, charged "overhead" to the District, whereas no overhead cost, prior to this FY 2011-12, had been charged in previous years. Amount = \$ 207.00
- On 9/20/2011, the CAO assessed a "Reduced Utilities" charge upon the District. Amount = \$ 974.00
- Reduction in property tax receipts during FY11-12. Amount = \$ 41.00

Total Amount = \$ 1,222.00

The above unforeseen costs will result in insufficient revenues in order to pay all expenses for the Fiscal Year 2011/12.

The CMLD possesses no reserves on which to offset the shortage of funds.

CMLD has already received and expended its revenue from Public Works Road Fund, utilizing the departments “25% Rule.” In fact, in order to avoid recent disconnect action by PG&E, Public Works has advanced funds to the CMLD in excess of the 25%. Such excess funds need to be paid to the Road fund before the end of FY 2011/12.

Attached, for your reference, is a copy of an Expenditure Report, dated June 4, 2012, and a Fund Balance Sheet, dated June 4, 2012.

Recommendation:

Staff respectfully recommends that the Board of Supervisors authorize a general fund contingency expenditure of \$1,250 to the CMLD in order to balance out Fiscal Year 2011/12.

SELECTION CRITERIA: genledgr.fund='0202'

ACCOUNTING PERIOD: 10/12

FUND - 0202 - CRESCENT MILLS LIGHTING

ACCOUNT	TITLE	DEBITS	CREDITS
10100	CASH - BALANCE		51.22
TOTAL CASH		.00	51.22
TOTAL ASSETS		.00	51.22
20200	ACCOUNTS PAYABLE		.00
220001	WARRANTS PAYABLE		.00
TOTAL ACCOUNTS PAYABLE		.00	.00
TOTAL LIABILITIES		.00	.00
3000	RESTRICTED (UNDSGN-B)		636.09
TOTAL FUND BALANCE		.00	636.09
TOTAL CONTROLS		2,420.24	1,732.93
TOTAL EQUITIES		2,420.24	2,369.02
TOTAL CRESCENT MILLS LIGHTING		2,420.24	2,420.24
TOTAL REPORT		2,420.24	2,420.24

SPT - FINANCEPLUS
DATE: 06/04/12
TIME: 09:14:35

PLUMAS COUNTY
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
AUDIT21

SELECTION CRITERIA: orgn.fund='0202' expledgr.key_orgn='26020'
ACCOUNTING PERIODS: 1/12 THRU 12/12

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,DEPT/FUND,1ST SUBTOTAL

PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0202 - CRESCENT MILLS LIGHTING
DEPT/FUND - 26020 - CRESCENT MILLS LIGHTING

ACCOUNT	DATE	T/C	PO	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
525000 OVERHEAD										
0202-9-99-26020-26020 - CRESCENT MILLS LIGHTING										
525000 OVERHEAD						.00	.00		.00 BEGINNING BALANCE	
07/13/11 11-1						.00				
07/13/11 19-1				15			17.17		OVERHEAD	
11/14/11 19-5				415			86.00		AUG-DEC A87 COST PLN	
11/18/11 25-5				B66		207.00				
02/02/12 19-8				800			51.50		JAN-MAR CHRGS	
04/03/12 19-10				1025			51.33		APRIL-JUNE OVERHEAD	
TOTAL OVERHEAD						207.00	206.00		.00	1.00
525500 TAX ADMIN FEE						.00	.00		.00 BEGINNING BALANCE	
07/01/11 11-1						30.00			POSTED FROM BUDGET SYSTEM	
12/21/11 19-6				599			8.76		50% PT ADMN FEE DEC 12	
05/07/12 19-11				1163			17.61		ADMIN FEE DEC 11/APR 12	
05/07/12 19-11				1162			-8.76		REV. DEC	
TOTAL TAX ADMIN FEE						30.00	17.61		.00	12.39
527800 UTILITIES						.00	.00		.00 BEGINNING BALANCE	
07/01/11 11-1						2,311.00			POSTED FROM BUDGET SYSTEM	
08/02/11 21-2				10082898	71032 PACIFIC GAS & EL		141.50		.00 8065982770-5	
09/06/11 21-3				10084354	71032 PACIFIC GAS & EL		141.50		.00 8065982770-5	
09/27/11 13-3						-974.00			FINAL ADOPTED 9/20	
09/27/11 21-3				10085389	71032 PACIFIC GAS & EL		141.50		.00 8065982270-5	
11/08/11 21-5				10087155	71032 PACIFIC GAS & EL		141.51		.00 8065982770-5	
11/18/11 25-5				B66		-207.00				
01/18/12 21-7				10090194	71032 PACIFIC GAS & EL		141.50		.00 ACCT 8065982770-5	
02/27/12 21-8				10092043	71032 PACIFIC GAS & EL		130.97		.00 #8065982770-5	
TOTAL UTILITIES						1,130.00	838.48		.00	291.52
TOTAL 1ST SUBTOTAL - SERVICES & SUPPLIES						1,367.00	1,062.09		.00	304.91
TOTAL DEPT/FUND - CRESCENT MILLS LIGHTING						1,367.00	1,062.09		.00	304.91
TOTAL FUND - CRESCENT MILLS LIGHTING						1,367.00	1,062.09		.00	304.91
TOTAL REPORT						1,367.00	1,062.09		.00	304.91



3A

Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: June 11, 2012

To: Honorable Board of Supervisors

From: Mimi Hall

Agenda: Agenda Item for June 19, 2012

Item Description and Recommendation:

- 1) Possible action and/or direction to staff to correct accounting error causing the Board approved Senior Nutrition (20830) General Fund Contribution revenue of \$153,084 to exceed the Board approved General Fund Contribution (20031) corresponding expenditure of \$97,875 by 55,209; or
- 2) Approve a Supplemental Budget Transfer from General Fund Contingencies to Senior Nutrition (20830) in the amount of \$55,207.

History/Background: As the Board may recall, Senior Services offered at the beginning of fiscal year 2011-2012 to return \$50,000 of the Senior Nutrition contingencies to assist in filling the general fund budget gap. The Board approved the reduction, resulting in budgeted revenue in the Senior Nutrition (20830) of \$153,084.

At mid-year the print out from the county accounting system on the Senior Nutrition (20830) budget showed that the general fund savings had not yet been reduced, and the department head informed the county administration. According to the department's budget in the county accounting system, the reduction was then taken at midyear and was reduced from the first general fund contribution transfer of \$101,542, resulting in an actual transfer of \$51,542 and a balance of \$101,542 to be transferred in April.

On April 18, the department submitted a journal entry to transfer the remaining general fund contribution of \$101,542, and the journal was returned due to lack of available budget in the General Fund Contributions (20031). The Auditor's department provided a transaction history from the General Fund Contribution budget, and it became clear to the department that our requested contribution from the general fund was reduced twice from the GF Contribution 20031 budget, which we did not have prior knowledge of since the department does not have access to the 20031 GF Contribution budget. However, the same reduction was reduced only once, at mid-year, from the Senior Nutrition budget.

At this time, there is a discrepancy in which the Board approved transfer *into* Senior Nutrition (20830) exceeds the corresponding Board approved budget *out of* General Fund Contributions (20031) by \$55,207.

In order for the Senior Nutrition Program to operate with enough funds to complete the fiscal year, it is requested that the Board provide either:

- 1) Possible action and/or direction to staff to correct accounting error causing the Board approved Senior Nutrition (20830) General Fund Contribution revenue of \$153,084 to exceed the Board approved General Fund Contribution (20031) corresponding expenditure of \$97,875 by 55,209; or
- 2) Approval of a Supplemental Budget Transfer from General Fund Contingencies to Senior Nutrition (20830) in the amount of \$55,207.

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

C:\Documents and Settings\rosieolney\My Documents\BOS\SS-General Fund Transfer.doc

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: **GF Contributions**

Dept. No.

20031

Date

6/8/2012

The Reason for this request is (check one):

Approval Required

- A. Transfer to/from Contingencies OR between Departments
- B. Supplemental Budgets (including budget reductions)
- C. Transfers to/from or new Fixed Asset, out of a 51XXX
- D. Transfer within Department, except fixed assets, out of 51XXX
- E. Establish any new account except fixed assets

Board

Board

Board

CAO

CAO

X TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

TRANSFER TO OR		GOVERNMENTAL EXpenditure Allocation		
FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support

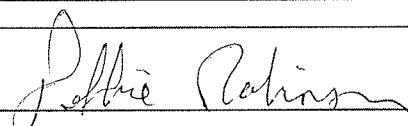
In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

(a) Original adopted budget of Senior Nutrition GF contribution was incorrectly budgeted in Contributions dept 20031. Contributions between 21 and St. Nurtrion 20830 did not match, thereby short funding the Senior Nutrition budget.

(b) N/A

(c) Funds must be spent by June 22, 2012

(d) N/A

Approved by Department Signing Authority: 

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 _____

INSTRUCTIONS:

Original and 1 copy of ALL budget 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 request and 13 copies 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 Department after all signatures 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.

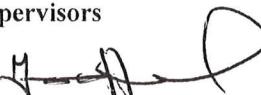


Office of the Sheriff 3B1

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

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: June 4, 2012
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Items for the meeting of June 19, 2012

It is recommended that the Board:

Approve and authorize the Sheriff to enter into the contract between Plumas County and Sierra County to provide small domestic animal kenneling services to Sierra County.

Background and Discussion:

The term of this contract is for one year. The purpose of this contract is to have Plumas County provide small domestic animal kenneling services to Sierra County. This partnership between Plumas and Sierra Counties will be beneficial to both counties as it will offset the costs of maintaining the Plumas County Animal Shelter and will provide affordable domestic small animal kenneling to Sierra County.



Office of the Sheriff 3B2

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

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: June 7, 2012

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Item for the meeting of June 19, 2012

RECOMMENDATION:

Approve supplemental budget request in the amount of \$97,688.00 for the Sheriff's budget – dept. 70330.

BACKGROUND & DISCUSSION:

During FY 11/12 budget preparation, the Sheriff's Office budgeted revenues conservatively and several accounts were underestimated. The Sheriff's budget has received or will be receiving the revenues included on this supplemental budget request.

This request is necessary to cover wages & benefits for the rest of FY 11/12. The reason for the shortage is because the Sheriff's Office reduced their General Fund contribution an additional \$130,000 at mid year and the reduction was offset by reducing wages & benefits.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

Department: SHERIFF

Dept. No: 70330

TRANSFER NUMBER
(Auditor's Use Only)

Date: 6/7/2012

The reason for this request is (check one):

Approval Required

- A. Transfer to/from Contingencies OR between Departments Board
- B. Supplemental Budgets (including budget reductions) Board
- C. Transfers to/from or new Fixed Asset, out of a 51XXX Board
- D. Transfer within Department, except fixed assets, out of a 51XXX CAO
- E. Establish any new account except fixed assets CAO

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

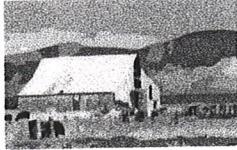
(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

**TRANSFER TO OR
SUPPLEMENTAL EXPENDITURE ACCOUNTS**

(CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSES)

Supplemental budget requests require Auditor/Controller's signature.

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.



Indian Valley Chamber of Commerce

5/11

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

II

June 7, 2012

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

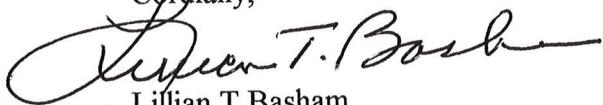
RE: Greenville Townhall fee waiver August 13, 2012

Dear Supervisors,

The Indian Valley Chamber of Commerce is assisting with the 2nd Annual Summer Blood Drive for August 13, 2012. The Townhall would be needed from 11AM - 6PM. We are requesting that the fee be waived for this vital one day activity. Our office is working with Jan McKee, Donor Recruitment Representative out of the Reno NV office.

Please notify us that the fee will be waived, and our office will notify the P C Building & Grounds Dept. Thank you for your consideration of this request.

Cordially,



Lillian T. Basham

BOARD OF SUPERVISORS

5A2



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

June 19, 2012

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

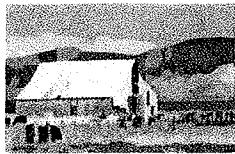
Subject: Encroachment Permit Request

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
Firemen's Muster
July 21, 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

June 7, 2012

LL

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

RE: Firemen's Muster 7/21/12

Dear Supervisors,

For our 50th Gold Digger Days and 150th Greenville Celebrations on July 20-21, 2012. The Firemen's Muster will take place for this year. The event is scheduled for Saturday July 21, from Noon – 5PM. We need Grand from Hwy 89 through Hamblin Alley closed for this activity (Map 1 enclosed).

I am forwarding a copy of this letter to P C Sheriff Dept., CHP Quincy office, along with permit paperwork to P C Road Dept in Quincy. Our office needs a letter of notification to finalize our permit process. If you are in need of further information please call the Chamber office at 284-6633

Cordially,

Lillian T. Basham

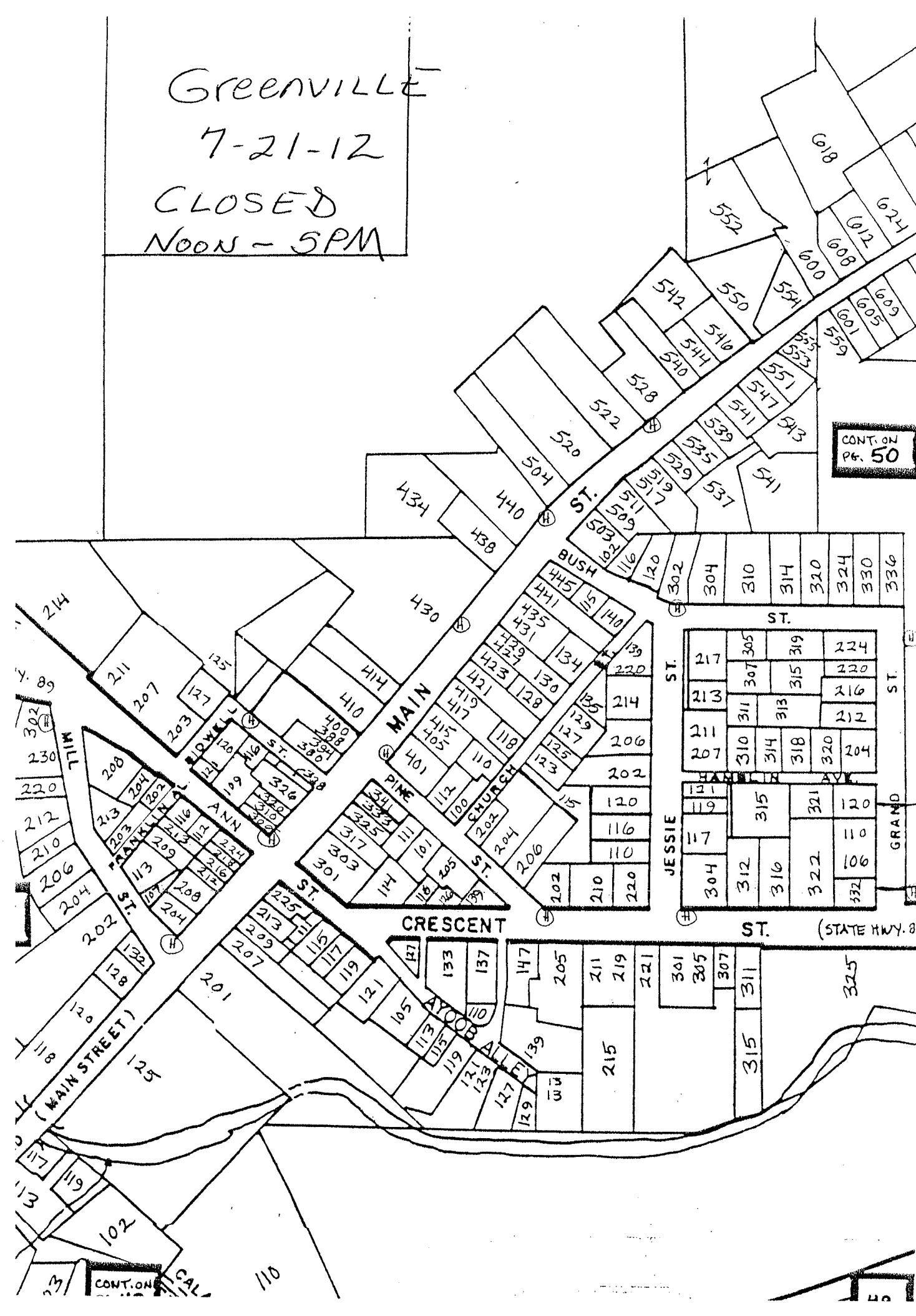
Lillian T. Basham

Copies: P C Sheriff
CHP Quincy
P C RD Dept.

GreenvillE

7-21-12

CLOSED
Noon - 5PM





BOARD OF SUPERVISORS

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

5A3
June 19, 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.

*Sierra Buttes Trail Stewardship
Lost Sierra
September 29, 2012*

Thank you,

Robert Meacher, Chair
Plumas County Board of Supervisors

LOST SIERRA

OPERATING PLAN 2012

OVERVIEW
PREPARATION
LOGISTICS
EMERGENCY
COURSE MAPS
ROAD & TRAIL CLOSURES
CAMPING
PARKING
TRAFFIC CONTROL
SANITATION

applicant: Sierra Buttes Trail Stewardship (SBTS)
PO Box 268 Clio, CA 96106
contact: Greg Williams (530) 613 2847 willie@sierratrails.org

approved by:

Executive Director, SBTS

Date:_____

Plumas Forest, Beckwourth Ranger

Date:_____

Lost Sierra

OVERVIEW

PROPOSED DATES:

September 29, 2012

ORGANIZED EVENTS: *(see logistics for complete details and maps)*

- 50k endurance run
- 14 mile endurance run

PROPOSED NUMBER OF ENTRIES:

- 1,000 participants

COMMUNITY EVENTS:

- **Community Expo / Street Fair- Saturday**
Location: Graeagle Mill Pond
- **Live Music /Street Dance- Saturday**
Location: Graeagle Picnic Grounds

EVENT BENEFICIARY

The net proceeds from this event benefit the Sierra Buttes Trail Stewardship trail maintenance program

Lost Sierra

PREPARATION

PRE-EVENT PREPARATION

- One (1) week prior to the event, a listing of road closures and trail closures will be placed in Graeagle, Lakes Basin Recreation Area, Sierra City, Downieville and throughout the Plumas National Forest. Signage will state event dates and times
- One (1) week prior to the event, ads will be printed in the Portola Reporter and Mountain Messenger newspapers, listing the dates and times of the event
- An operations meeting will be held prior to the event with the Plumas Forest, Graeagle Fire Department, Sierra City Fire Department, Plumas County Sheriff, Sierra County Sheriff, Plumas County Public Works, Sierra County Public Works, CHP and the Graeagle Medical Clinic

ADDITIONALLY INSURED:

The following agencies will be listed as additionally insured:

Sierra County, California
Plumas County, California
US Government
Graeagle Land & Water (land owner)

LOST SIERRA

LOGISTICS

FRIDAY September 28

- An operations meeting will be held at the Graeagle Fire Department in the morning hours. Radio communication will be established
- Event registration will be set-up in the Graeagle Fire Hall for both pre-registration and race packet pick-up, from 12:00pm - 5:00pm
- Volunteers will be checking in at the Graeagle Fire Hall. They will receive instructions as to their position during the event, camping, parking and various other points of concern. Team leaders will receive a detailed event handbook. There will be 7 team leaders, each in charge of various aspects of the venue including: parking, transportation, garbage and recyclables, set-up and tear down, course groundskeeper, traffic control, and community expo management
- The racecourse will be flagged/mark and all dangerous obstacles will be removed
- The Mill Pond and Graeagle Green will be signed for the set-up of the expo area. These signs will show the layout of the vendor spaces for Saturday

LOST SIERRA

LOGISTICS cont'd

SATURDAY September 29

GRAEAGLE

- Directory signs for registration and race start placed along Highway 89. Parking attendants wearing orange vests and carrying 2-way radios will be directing traffic from Highway 89 to designated parking areas
- Race registration, located at the Graeagle Fire Hall opens at 5:30am and closes promptly at 6:30am
- The race start is at 7:00am
- See attached map for Aid Station locations

GOLD LAKE

- 11:00am cut-off for 50k race. Racers who do not reach Gold Lake by 11:00am must turn in their number and sign a waiver, releasing themselves from the race. A support vehicle will be available to return riders to their vehicles in Graeagle. No exceptions. There will also be an emergency vehicle located at Gold Lake to help support the race. Shuttle busses will be returning racers from Gold Lake to Graeagle

GRAEAGLE

- The finish line is located at the Graeagle Soccer Fields and the first racer will arrive in Graeagle at approximately 1:00pm

LOST SIERRA

ROAD & TRAIL CLOSURES

The following road closures and No Parking will take place:

Highway 89: Saturday, September 29, 2012; traffic control and restricted parking begin at 6:00am until 8:00am, complete closure from 6:50am, to 7:15am. Emergency access shall be available at all times.

22N42 Road: Saturday, September 29, 2012; complete closure from 7:00am to 11:00pm. Emergency access shall be available at all times.

822 Road: Saturday, September 29, 2012; complete closure from 8:00am to 12:00pm. Emergency access shall be available at all times.

21N21 Road: Saturday, September 29, 2012; traffic control at this intersection from 8:00am to 12:00pm. Emergency access shall be available at all times.

Gold Lake Highway/21N21 Road: Saturday, September 29, 2012; traffic control at this intersection from 8:00am to 12:00pm. Emergency access shall be available at all times.

21N93 Road: Saturday, September 29, 2012; complete closure from 8:30am to 1:00pm. Emergency access shall be available at all times.

Iroquois Road: Saturday, September 29, 2012; traffic control from 12:00pm to 5:00pm. Emergency access shall be available at all times.

The following trail closures and right-of-way encroachments will take place:

Mills Peak Trail, Pacific Crest Trail, Long Lake Trail, Mount Elwell Trail, Smith Lake Trail, Gray Eagle Creek Trail: Pauley Creek, Big Boulder, Third Divide, and First Divide Trails: Saturday, September 29, 2012 complete closure from 7:00am to 5:00pm.

LOST SIERRA

EMERGENCY

- All communications will be done through 2-way radios and cell phones when applicable
- Graeagle and Sierra City Fire will be monitoring racecourse communications and will respond in the case of an emergency
- In case of helicopter evacuation, the following locations are available for landing zones:
 - Gold Lake OHV staging area
 - Graeagle Mill Pond
- Volunteer EMTS will be located along the course at the following locations (*see course map and description of locations*):
 - Mills Peak
 - Gold Lake
 - Pacific Crest Trail
 - Gray Eagle Creek Trailhead
 - Graeagle

LOST SIERRA

CAMPING

VOLUNTEER/SPONSOR CAMP

The following areas will be proposed and utilized for volunteer and sponsor camping:

- Graeagle Land & Water property
- Lakes Basin Campground
- Gold Lake Campground

VOLUNTEER BASE CAMP

The race promoter will work with Graeagle Land & Water in developing a volunteer base camp and parking area. These facilities would only be available to principle volunteers and event staff.

PARKING

GRAEAGLE

Event parking will be available on Graeagle Land & Water property. Race promoter will provide a team of volunteers responsible for parking and directing car traffic during the venue hours. This team will also keep Highway 89 free from pedestrian traffic.

SANITATION

GRAEAGLE

14 porta heads delivered Friday, serviced Saturday and picked up Monday

TRASH RECEPTACLES

Trash bins and Recycle bins will be located throughout Graeagle for glass and aluminum. Aid Stations will also have trash and recycling receptacles.

TRAIL AND FOREST PICK-UP

A crew of 3-4 will sweep the entire course picking up trash and removing course markings.

LOST SIERRA

Lost Sierra route measurements (see map for letter coded locations)

- a. start in Graeagle (4,371') AID STATION
- b. 1.71 end paved section, enter lower Mills Peak Trail (4,411')
- c. 2.93 intersect Mohawk Chapman Road, end lower Mills Peak Trail (4,784')
- d. 3.19 start Mills Peak Trail (4,865')
- e. 5.29 intersect 22N42 Road (5,457') AID STATION
- f. 6.75 continue Mills Peak Trail (6,102')
- g. 10.51 summit Mills Peak, intersect 822 Road (7,295') AID STATION
- h. 12.46 intersect 21N21 Road (6,706')
- i. 13.53 cross Gold Lake Highway (6,512')
- j. 14.28 enter Gold Lake Recreation Facilities (6,425') AID STATION
- k. 14.72 intersect 21N93 Road (6,461')
- l. 16.3 pass Gold Lake OHV camps (6,436')
- m. 17.31 intersect Pacific Crest Trail (7,056') AID STATION
- n. 21.6 intersect Long Lake Trail AID STATION
- o. 22.68 intersect Mount Elwell Trail (6,997')
- p. 23.41 summit Mount Elwell (7,732')
- q. 26.95 cross Smith Creek, intersect Smith Creek Trail (6,077')
- r. 27.15 intersect Smith Lake Trail (6,027')
- s. 27.88 intersect Gray Eagle Creek Trail (5,808') AID STATION
- t. 30.23 intersect Iroquois Trail Road (5,125')
- u. 32 finish in Graeagle (4,371') AID STATION

Total distance = 32 miles

Total elevation gain = 5,713'

LOST SIERRA

50k endurance run



MAP LEGEND

LOST SIERRA
SINGLETRACK
DIRT ROAD
PAVEMENT
AID STATION
14M SHORT COURSE



Joe Wilson
Director

DEPARTMENT OF FACILITY SERVICES

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

5B



DATE: June 11, 2012

TO: Honorable Board of Supervisors

FROM: Joe Wilson, Director of Facility Services/ Airports *JW*

Subject: Consent Agenda Item for the meeting of June 19th 2012

Approve Service Agreement with QT Technologies for Telephone Technical Support of the County Airports Fuel Terminals. Authorize the Airports Director to Execute.

Recommended Action

Approve Service Agreement with QT Technologies for Telephone Technical Support of the County Airports Fuel Terminals. Authorize the Airports Director to Execute.

Background

Plumas County Airports has used QT Technology for the past 7 years to provide technical support for the Self Service fuel terminals at the Airports. This service agreement is critical to the Airports ability to keep the fuel sale service in operation. The Service agreement is attached.

County Counsel is not able to approve these agreements as to form because the service agreement is governed by Colorado law. Neither Mr. Settemire nor Mr. Mansell is licensed to practice in Colorado, and cannot render an opinion as to the enforceability of the contract under Colorado law. Staff contacted QT Technologies with the request to amend the service agreement to state that it would be governed by California law. QT's response rejecting this proposal is attached. Accordingly, Counsel cannot approve as to form this service agreement.

Plumas County is very happy with the service that QT Technologies provides and recommends that the Board authorize the continuance of the service agreement.

QT TECHNOLOGIES

Features Description

Business Hours Support - QT Technologies will provide telephone technical support on Monday through Friday from 7:30 AM to 6:00 PM MST, holidays excluded

24/7 Support - QT Technologies provides support after-hours and on holidays to customers with GOLD and PLATINUM Service Plans. QT Technologies staff will respond to all calls within an hour of the initial call for service. After hours support is intended for emergency situations where you are unable to pump fuel.

Software Upgrades - QT Technologies will provide Gold and Platinum customers with software updates and revisions at no charge as they become available (a \$495.00 value). Silver customers will be charged with the full retail price for software upgrades and revisions.

Parts Replacement - QT Technologies parts replacement policy is as follows: SILVER - Customers receive a 25% discount on all parts required to return unit to service. Customer is responsible for installation of parts and pays for both outbound and inbound shipping charges. GOLD - Customers receive a 40% discount on all parts required to return unit to service. QT Technologies will pay outbound shipping charges via UPS Ground Service. Customer may be responsible for overnight shipping charges should this method be requested. Customer is responsible for installation of parts and the inbound shipping charges. PLATINUM - Customer will receive on a "parts exchange" basis at no charge. Customer is responsible for installing the new parts and must return the "old" parts within 10 days or is charged the full retail price. Parts replacement will be sent via UPS Ground Service at no charge. Customer may be responsible for overnight shipping charges should this method be requested.

On Site Technical Assistance / On Site Repairs - The Customer shall be responsible for installing all replacement components and shall return all failed components to QT. Should QT be unable to diagnose and/or repair the terminal within a reasonable time frame, QT will, at its sole discretion, dispatch a technician of its choosing to the Site for those customer covered under the PLATINUM plan. Customer shall not be responsible for labor charges. Customer shall bear the cost of travel expenses. The customer is responsible for any electrical repairs outside the unit caused by electrical failure, lightning, or other power surges. (Note: this service is not available in all areas. Check with your QT Technologies sales representative for details.)

Lightning Protection - QT Technologies offers PLATINUM PLUS customers a complete hardware replacement if the unit's failure is deemed to be the result of lightning or extreme power surges provided the customer's terminals equipped with a Sandwich Block lightning suppressor.

Terms of Agreement

As an authorized agent of the above named company, and on behalf of the company, I agree to all the terms and conditions listed on this agreement and further agree to pay the amount specified either in whole or as specified herein. This agreement is 12 months in length and begins on the date QT receives payment and remains in effect for twelve continuous months. This contract is non-cancellable and non-refundable. QT Technologies agrees to honor this agreement as written only to the extent as specified in the Terms of Service as listed above. QT Technologies is not responsible for any damage to the covered unit or attached equipment resulting from the improper installations of parts by unauthorized technicians. Failure to pay the contract in its entirety will result in collections and legal actions by QT Technologies.

Agreed upon this 16th day May, 2012. Between QT Technologies and Plumas County

QT Technologies Representative

Company Representative

Date

5/16/2012

Date

5/16/2012

6/18/13 PREMIUM

QT TECHNOLOGIES

Extended Warranty & Service Policy Program

Company Name: Plumas County-Quincy, Beckwourth, Chester Rogers

Contact Name: Joe Wilson

Address: 198 Andy's Way

City: Quincy State: CA Zip: 95971

Phone: (530) 283-6299 FAX: (530) 283-6135 After Hrs. Phone

Unit Located at: 1692, 1690 & 1691

Airport

Marina

Convenience Store

Other

Model/Type: M3000 Serial Number: 3000698, 3000696, 3000697

Date Installed: 5/23/07

Policy Type

<input type="checkbox"/> Silver	\$
<input checked="" type="checkbox"/> Gold	\$ 2,686.50
<input type="checkbox"/> Platinum	\$

Coverage Included

<input type="checkbox"/> Business Hours Telephone Support	<input checked="" type="checkbox"/> Free Software Updates
<input checked="" type="checkbox"/> 24/7 Telephone Support	<input type="checkbox"/> On-Site Technician for Repairs
<input type="checkbox"/> 25% Discount on Parts	<input checked="" type="checkbox"/> Prepaid Freight
<input checked="" type="checkbox"/> 40% Discount on Parts	<input type="checkbox"/> Lightning Protection
<input type="checkbox"/> 100% Discount on Parts	

We accept VISA and MasterCard payments or you may overnight a check or money order.

All service plans from QT Technologies are written contracts between QT Technologies and its customers. This letter is meant to provide a general description of the various plans to be offered. Please refer to the full text of the support contract you select for all inclusions and any exclusions or limitations.



ELLIOTT SMART
DIRECTOR

DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

5c1 (530) 283-6350
Fax: (530) 283-6368

DATE: JUNE 7, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR JUNE 19, 2012, CONSENT AGENDA

RE: APPROVE A SUPPLEMENTAL BUDGET IN THE AMOUNT OF \$1,650
FOR THE CARING FOR KIDS PROGRAM

It is Recommended that the Board of Supervisors

Approve a supplemental budget for the Department of Social Services in the amount \$1,650 for FY2011-2012 and as detailed in the enclosed request for supplemental budget.

Background and Discussion

The Department of Social Services annually applies for funding from the Community Action Agency for funds connected with our Caring for Kids program. Funds for this program support purchases of clothing, night wear, bath items and other items that are provided for children when they are initially removed from an unsafe home. Typically, these items aren't initially available to the child when they are removed and placed in an emergency shelter care home.

This year the Department has been awarded two grants totaling \$3,208. This request covers only \$1,650 of the award because the balance will be budgeted in the FY 2012-2013 budget.

Financial Impact

The grants provide additional funds for purchases that support abused and neglected children.

Copy: DSS Management Staff (memo only)

Enclosure

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

CCOPY

TRANSFER #
(AUDITOR'S USE ONLY)

Department: SOCIAL SVCS Department #: 70590 Date: 06/07/12

1. The reason for this request is (check one): Approval Required

A.		Transfer to or from Contingencies OR between Departments
B.	XXX	Supplemental Budgets (including budget reductions)
C.		Transfers to/from or a new Fixed Asset out of a 51XXX
D.		Transfer within department, except Fixed Asset, out a 51XXXX)
E.		Establish any new account (except for fixed assets)

Approval Required

2. TRANSFER FROM:

FUND #	DEPT. #	ACCT. #	ACCOUNT NAME	AMOUNT
TOTAL				\$0.00

TRANSFER TO:

3. Supplemental Budget:

Department:	SOCIAL SERVICES			Fund #:	0013
Revenue Accounts:	DEPT. #	ACCT. #	ACCOUNT NAME	AMOUNT	
	70590	46070	CONTRB FR OTHR AGENCY	\$1,650.00	
			TOTAL	\$1,650.00	
Expenditure Accounts:	DEPT. #	ACCT. #	ACCOUNT NAME	AMOUNT	
	70590	524170	GRANT	\$1,650.00	
			TOTAL	\$1,650.00	

Lassen-Plumas-Sierra Community Action Agency

January 27, 2012

Plumas County Social Services
Leslie Mohawk
270 County Hospital Rd
Quincy, CA 95971

Re: 2012 Funding from Lassen-Plumas-Sierra Community Action Agency

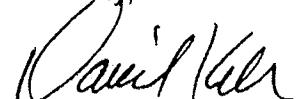
Dear Leslie Mohawk:

Congratulations! The Lassen-Plumas-Sierra Community Action Agency (LPSCAA) has awarded a grant in the amount of \$1,458 to Plumas County Social Services' Children's Services Plus program for calendar year 2012. This award is contingent upon LPSCAA receiving full funding from the State of California's Department of Community Services and Development. LPSCAA reserves the right to adjust the amount of funds granted dependent upon funding circumstances.

A contract and suitable work plan will be developed in accordance with the scope of work contained in your application for funding. If your award is less than the amount you requested, we will work with you to develop a mutually agreeable modified work plan reflecting the reduction in funding.

If you have any questions, please call Margie Corderman at (530) 283-2466, extension 111.

Sincerely,



David Keller
Executive Director

Lassen-Plumas-Sierra Community Action Agency

January 27, 2012

Plumas County Social Services
Leslie Mohawk
270 County Hospital Rd.
Quincy, CA 95971

Re: 2012 Funding from Lassen-Plumas-Sierra Community Action Agency

Dear Leslie Mohawk:

Congratulations! The Lassen-Plumas-Sierra Community Action Agency (LPSCAA) has awarded a grant in the amount of \$1,750 to Plumas County Social Services' Caring for Kids program for calendar year 2012. This award is contingent upon LPSCAA receiving full funding from the State of California's Department of Community Services and Development. LPSCAA reserves the right to adjust the amount of funds granted dependent upon funding circumstances.

A contract and suitable work plan will be developed in accordance with the scope of work contained in your application for funding. If your award is less than the amount you requested, we will work with you to develop a mutually agreeable modified work plan reflecting the reduction in funding.

If you have any questions, please call Margie Corderman at (530) 283-2466, extension 111.

Sincerely,



David Keller
Executive Director



5C2 DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368

DATE: JUNE 8, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR JUNE 19, 2012

RE: APPROVAL OF AN INTERAGENCY MEMORANDUM BETWEEN
THE DEPARTMENT OF SOCIAL SERVICES AND THE
PROBATION DEPARTMENT FOR DRUG AND ALCOHOL
TESTING SERVICES



It is Recommended that the Board of Supervisors

1. Approve an interagency Memorandum of Understanding (MOU) between the Department of Social Services and the Probation Department for drug and alcohol testing services for parents of children in the Child Welfare system.
2. Authorize the Director of Social Services and the Chief Probation Officer to sign the MOU as the Board's designees.
3. Authorize the Department of Social Services and the Probation Department to execute extensions of the MOU subject to the availability of funding and an agreement regarding compensation provided that extensions shall be executed in writing.

Background and Discussion

When children are removed from an unsafe home and one of the precipitating factors in the decision to remove the children is the parents abuse of drugs or alcohol, the Superior Court will typically order that the parent submit to drug and/or alcohol testing as part of the case management plan for the family. In the absence of an Alcohol and Drug Services Department to conduct such testing, the Department had contracted with the Plumas Crisis Intervention and Resource Center for such services. However due to the large volume of testing that is done and the fact that individuals are dispersed throughout all areas, such testing

has become prohibitively expensive and the Department has had to look at ways to reduce the cost. The Department has negotiated with the Probation Department and we have come to terms on an agreement that we believe has the potential to reduce the cost for these services.

The enclosed Memorandum of Understanding with the Probation Department will establish a drug testing program operated between Probation and the Department of Social Services for parents who are required to test as a part of their Court-ordered case management plan. The agreement is subject to annual extensions subject to the availability of funding, an agreement regarding compensation and written documentation of the extension.

Financial Impact

Funding for drug and alcohol testing services is included in the Department's proposed County budget. The funding to support this program comes from County 2011 Realignment dollars and Federal funds.

Other Agency Involvement

County Counsel has reviewed the proposed MOU and has approved it as to form.

Copy: DSS Management Staff (memo only)

Enclosure



5C3 DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368

DATE: JUNE 6, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR JUNE 19, 2012, CONSENT AGENDA

RE: APPROVAL OF A RENEWED CONTRACT WITH NATIONAL COUNCIL
ON CRIME AND DELINQUENCY FOR INTERNET ACCESS TO
SAFE MEASURES®

It is Recommended that the Board of Supervisors

1. Approve a renewed agreement between the Department of Social Services and the National Council on Crime and Delinquency for Internet Access to SafeMeasures®.
2. Authorize the Director of the Department of Social Services to execute the agreement as the Board's designee.
3. Authorize the Department of Social Services to execute an additional extension of the agreement after the expiration of the current term subject to the availability of funding and an agreement regarding compensation for the extended term.

Background and Discussion

SafeMeasures® is proprietary data base which provides a mechanism for our Child Welfare staff to monitor case management activities in accordance with the federally proscribed outcome measures for children in the Child Welfare system. All California counties must adhere to these standards and when they don't performance improvement criteria must be established.

In September of 2004 the Board of Supervisors approved a Department of Social Services request to contract for an Internet subscription to SafeMeasures®. Since then, the Department has continued to subscribe to this data base tool and reporting system. We have been able to secure a discounted pricing structure because we participate with a number of other north state counties as a purchasing consortium.

Our existing agreement for the use of SafeMeasures® will terminate effective June 30, 2012. The Department has been offered a contract extension for the upcoming fiscal year. Since the renewal amounts have been within the authority of the CAO, in the past, the Department has forwarded the agreement to that office for execution.

County Counsel reviewed the agreement. Counsel has not approved the agreement as to form because provisions of the contract state that it is governed by the laws of the state of Wisconsin, the home base for the National Council on Crime and Delinquency. Counsel also had advisements regarding other provisions of the agreement but they do not appear to be fatal to approval. Counsel advised that if the Department so chooses, the agreement can be brought to your Board for approval. That is what brings the Department to your Board today.

Financial Impact

The cost to Plumas County for access is \$5,775 per year compared to the regular \$10,000 plus per year charged to larger jurisdictions. Our requested County budget includes an appropriation for this agreement. Costs are shared between our federal and state Children's Services allocation with a local 15% contribution from Realignment funds.

Other Agency Involvement

As is mentioned in the narrative above, County Counsel reviewed the agreement. It has not been approved as to form due to a provision which states that the agreement is governed by the laws of Wisconsin. In addition, County Counsel had the following advisory notes:

1. Limitation on warranties. The limitation on warranties contained in the contract (see Section 6.1(d)) is actually not as onerous as many software/internet service contracts provide. Nonetheless, please be aware that all implied warranties are waived, leaving only the express warranty that the SafeMeasures will perform "substantially" as provided in the contract and in promotional materials. Most importantly, NCCD does not warrant that the service will be provided uninterrupted. Many such internet service contracts include an "uptime" guarantee (e.g., 99%, or another measure), so you may wish to request such a guarantee.
2. Limitation on remedies. If the service does not perform "substantially" as warranted, then you are limited to requesting correction of the problem, or a pro-rated reduction or refund of the service fee. If the prior failure of the service caused financial loss in some way, you cannot recover for that. See Section 6.2.
3. Limitation on liability. NCCD's monetary liability under the contract is limited to the amount of service fees paid by the County in the prior year. No matter how much financial damage a failure of the service creates for the County, the County can at best "get its money back." This type of limitation is common in software/internet service license agreements, but it is still concerning when vendors will not stand behind their products.

After reviewing these comments, the Department believes that they are not fatal to the agreement. We also believe that the potential for any financial damage or loss associated with the system's failure to perform is non-existent since the system is simply a data management tool.

Copies: PCDSS Management Staff (memo only).

Enclosure

PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

1834 East Main Street, Quincy CA 95971 – Phone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., Director **Joe Blackwell, Deputy Director**



5 DI

CONSENT AGENDA REQUEST

for the June 19, 2012 Meeting of the Plumas County Board of Supervisors

Date: June 11, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Authorizes MOU for Historical Research Services Between the Department of Public Works and the Museum and Visitor Information Center

Background:

The Plumas County Public Works Department performs a wide variety of transportation improvements projects, many of which require an analysis of a project's impacts on historical resources to comply with the provisions of CEQA, NEPA, and Caltrans Standard Environmental Reference.

The Plumas County Museum and Visitor Information Center is uniquely familiar and qualified to describe the historical resources and history of Plumas County as they pertain to various transportation related projects, the historical resources that may be impacted by a proposed project, and the historical setting of the general area involved.

In response to this need, and the ability and willingness of the Plumas County Museum and Visitor Information Center to provide this service, the Department of Public Works and The Museum have collaborated in the development of a Memorandum of Understanding (MOU), copy attached, in order to compensate The Museum and Visitor Information Center for their professional services, as requested.

The cost for performing historical research services is estimated to be in the order of \$500 to \$700.00 per typical project request. Inasmuch as the MOU is for a term of three (3) years and the total cumulative cost of services requested may exceed \$10,000, the Board of Supervisors is respectfully requested to authorize execution of the MOU, which has been approved as to form by Deputy County Counsel.

Recommendation:

It is respectfully recommended that the Board of Supervisors authorize the department directors to execute the attached MOU.

Attachment

PLUMAS COUNTY MENTAL HEALTH SERVICES

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

John Sebold, LCSW, Director



DATE: JUNE 7, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PATRICIA LESLIE, INTERIM DIRECTOR, DEPARTMENT OF MENTAL HEALTH

SUBJ: BOARD AGENDA ITEM FOR JUNE 19, 2012, CONSENT AGENDA

RE: RECEIVE, AUTHORIZE SIGNATURE AND RATIFICATION OF PROFESSIONAL SERVICES AGREEMENT WITH BHC SIERRA VISTA FOR INPATIENT MENTAL HEALTH SERVICES.

It is recommended that the Board: Approve amendment IX to the contract with BHC Sierra Vista for fiscal year 2011-12 and authorize the interim director of Mental Health to sign the amendment.

Background and Discussion: The BHC Sierra Vista contract is specifically associated with the provision of inpatient mental health services to clients placed out of county. The total contract amount for FY11-12 is \$25,000.

Financial Impact:

There are no General Fund dollars involved in this contract. The costs associated with these services are covered by a combination of Federal and State funds.

Patricia Leslie, Interim Director of Mental Health is requesting that the Board of Supervisors approve the ninth amendment to the contract and authorize Patricia Leslie, Interim Director of Mental Health, to sign the amendment with BHC Sierra Vista.

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971
(530) 283-6444 FAX (530) 283-6160



Gayla S. Trumbo
Human Resources
Director

DATE: JUNE 8, 2012

TO: THE HONORABLE BOARD OF SUPERVISORS
FROM: GAYLA TRUMBO, DIRECTOR OF HUMAN RESOURCES
SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING
OF JUNE 19, 2012.
RE: APPROVE THE REVISED EQUAL EMPLOYMENT
OPPORTUNITY; HARASSMENT, DISCRIMINATION, RETALIATION
POLICIES.

IT IS RECOMMENDED THAT THE BOARD:

Approve the revised Equal Employment Opportunity; Harassment, Discrimination, Retaliation Policies.

BACKGROUND AND DISCUSSION:

The County's Equal Employment Opportunity Policy; and the Harassment, Discrimination, Retaliation Policy was last revised in 2002. As with any policy, amendments must be made from time to time to stay compliant with state and federal requirements. Amendments can also be recommended as a result of what we learn from litigations and court case decisions from other agencies that have been challenged.

Regulations and requirement of the employer have increased. One of these requirements is the County must provide all employees who hold a supervisory position, a two hour interactive training on harassment and discrimination. This training must be completed every two years. Employees who are either promoted or new to a supervisor position must complete this training within six months of being placed into the supervisor position. This training must be documented by the employer. Though our County has implemented this training, it is not included in our current policy.

It is also necessary to elaborate on our current policy language to provide a clearer understanding to our employees, applicants and public regarding the County's position in these areas. This was brought forward as a result of several of our departments that currently receive California Emergency Management Agency (CalEMA) grant funding. The U.S. Department of Justice regulations regarding the Equal Employment Opportunity content are quite comprehensive.

They provide an initial screening to determine if there are any potential problems in an agency who is receiving Federal financial assistance from the U.S. Department of Justice. A screening has been conducted on our current policies and though we were not out of compliance there was concern that they had not been revised for ten years, and the lack of details involving the complaint process.

To assure that the language revisions are correct and that the policies will cover everything needed; I worked in collaboration with the Public Employer Law Firm of Libert, Cassidy, and Whitmore; Lisa Abila, EEO Compliance Officer of CalEMA; and our Deputy County Counsel, Mr. Steven Mansell. The policy language before you today is a result of our collaborative effort.

A draft copy of these policies was provided to Management Council members and to Operating Engineers Local #3 for their review and comments.

At this time I request that the Board of Supervisors approve the amendments to the Equal Employment Opportunity Policy; the Harassment, Discrimination, Retaliation and Complaint Procedure Policy.

Thank you in advance for your time and consideration of this item.

EQUAL EMPLOYMENT OPPORTUNITY

Policy: The County prohibits discrimination against employees or applicants for employment on the basis of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical or mental disability, medical condition, sexual orientation, or any other basis protected by law. The County will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline and termination. Any employee, job applicant, or volunteer who believe they have experienced any form of employment discrimination are encouraged to report this immediately, using the complaint procedures provided below.

Delivery of Services: The County will not discriminate in the delivery of services or benefits based on the above identified bases.

Program: The County will promote equal opportunity through a continual and progressive Equal Employment Opportunity Program (EEOP). The objective of the program is to ensure nondiscrimination in all areas of employment (e.g. recruitment, hiring, promotions, and training), and in the delivery of services and benefits.

Procedures: Any employee, job applicant, or volunteer who believes he/she has experienced any form of employment discrimination are encouraged to report this immediately with their supervisor, department head, or with the County Human Resources Director.

If a County employee becomes aware of a complaint alleging discrimination involving a County employee(s), applicant(s), volunteer(s), the employee must immediately notify the Human Resources Department. The Human Resources Department will follow-up with the complainant.

Any allegation of discrimination in violation of this policy will require a complainant to complete a Confidential Discrimination Complaint form and submit this form to the Human Resources Director. The Human Resources Director shall promptly, thoroughly and confidentially investigate the complaint; and review the information gathered through the investigation to determine whether the alleged conduct constitutes discrimination. After conclusion of the investigation, a report will be issued with the results of the investigation and the determination as to whether harassment occurred to the appropriate person. If harassment occurred, the County shall take effective remedial action against the harasser up to and including termination.

Should the complaint be against the Human Resources Director or Human Resources staff the complaint shall be filed with the County Administrative Officer or County Counsel.

HARASSMENT, DISCRIMINATION, RETALIATION POLICY

AND

COMPLAINT PROCEDURE

A. PURPOSE

It is the County's intent and the purpose of this Policy to provide all employees, applicants, and contractors with an environment that is free from any form of discriminatory harassment, discrimination or retaliation as defined in this Policy. This Policy prohibits harassment or discrimination on the basis of any of the following classifications: an individual's race, religion, color, sex, gender identity, sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition and physical or mental disability (whether perceived or actual) or any other category protected by law.

It is also the policy of the County to provide a procedure for investigating alleged harassment, discrimination and retaliation in violation of this Policy. The protection from discrimination includes protection from retaliation for having taken action either as a complainant, or for assisting a complainant in taking action, or for acting as a witness or advocate on behalf of an employee in a legal or other proceeding to obtain a remedy for a breach of this policy.

B. POLICY

The County has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of law in order to violate this Policy. Instead, a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions. If you are in doubt as to whether or not any particular conduct may violate this Policy, do not engage in the conduct, and seek guidance from a supervisor or the Director of Human Resources.

C. DEFINITIONS

1. Protected Classifications:

This Policy prohibits harassment or discrimination because of an individual's protected classification(s). "Protected Classification" includes race, religion, color, sex, gender identity, sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition and physical or mental disability (whether perceived or actual).

2. Policy Coverage:

This Policy prohibits elected officials, officers, employees and contractors from harassing or discriminating against applicants, officers, officials, employees and contractors because: (1) of an individual's protected classification, (2) of the perception of an individual's protected classification, or (3) the individual associates with a person who has or is perceived to have a protected classification.

3. Discrimination:

This Policy prohibits treating individuals differently because of the individual's protected classification as defined by this Policy.

4. Harassment:

Harassment means unsolicited words or conduct which subjectively and objectively offend another person. Harassment includes, but is not limited to, the following examples of behavior undertaken because of an individual's protected classification:

a. Verbal harassment, such as epithets (nicknames and slang terms), derogatory or suggestive comments, propositioning, jokes or slurs, or graphic verbal commentaries about an individual's body on the basis of his or her protected classification. Verbal harassment includes comments on appearance and stories that tend to disparage those of a protected classification.

b. Visual forms of harassment, such as derogatory posters, notices, bulletins, cartoons, drawings, sexually suggestive objects, or e-mails on the basis of a protected classification. Visual harassment includes mimicking the way someone walks or talks because of their protected classification.

c. Physical harassment, such as assault, touching, impeding or blocking movement, grabbing, patting, leering, making express or implied job-related threats in return for submission to physical acts, taunting, or any physical interference with normal work or movement based on an individual's protected classification.

d. Sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or any of the above described conduct when:

- Submission to such conduct is either an expressed or implied term or condition of an individual's employment, or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating or offensive work environment.

- By definition, sexual harassment is not within the course and scope of an individual's employment with the County.

D. ROMANTIC AND SEXUAL RELATIONSHIPS BETWEEN SUPERVISORS AND SUBORDINATES

Romantic or sexual relationships between supervisors and subordinate employees are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. The relationship may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.

E. RETALIATION

Retaliation against a person (or his or her associates) who reports or provides information about harassment or discrimination is strictly prohibited. Any act of reprisal violates this Policy and will result in appropriate disciplinary action. Examples of actions that might be retaliation against a complainant, witness or other participant in the complaint process include: (1) singling a person out for harsher treatment; (2) lowering a performance evaluation; (3) failing to hire, failing to promote, withholding pay increases, assigning more onerous work, abolishing a position, demotion or discharge; or (4) real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination.

Any act of retaliation will be treated as a separate and distinct incident, regardless of the outcome of the harassment or discrimination complaint.

F. REPORTING HARASSMENT, DISCRIMINATION OR RETALIATION

An applicant, employee, volunteer, officer, contractor, or a witness who feels he or she has been harassed, discriminated against, retaliated against; or has witnessed someone being harassment, discrimination against, or retaliated against in violation of this Policy, should report the conduct immediately as outlined below so that the complaint can be resolved quickly and fairly. All employees involved in the complaint process may be represented by a person of their choosing and at their own expense.

1. Object to the Conduct

Sometimes an individual is unaware that his/her conduct is offensive. The offensive behavior may be eliminated by simply informing the offender that the conduct or language in question is unwelcome and offensive and request that it be discontinued immediately. A person who believes he/she is being harassed is encouraged to use this process. When the conduct in question continues after the offending person has been informed it is offensive, or if a person does not feel comfortable talking to the offending

person directly, the employee should make a report in accordance with subsection 2 below or go directly to the formal reporting process.

2. Oral Report

If a person who believes that this Policy has been violated does not want to confront the offending person, he/she should report the conduct to a supervisor, department head or any County management employee. The individual may also seek the advice, assistance or consultation of a supervisor, department head, or any County management employee. Any supervisory or management employee who receives such a report must in turn direct it to the Director of Human Resources. The Human Resources Director will determine what level of investigation and response is necessary.

3. Written Process

An individual who believes this Policy has been violated may provide a written complaint to a supervisor, department head or any management employee who in turn must direct the complaint to the Human Resources Department. Individuals are encouraged to use the Confidential Complaint Form for this purpose. A written complaint may be submitted anonymously.

4. Option to Report to Outside Administrative Agencies

Applicants, employees, volunteers, officers and contractors have the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).

G. COUNTY'S RESPONSE TO COMPLAINT OF HARASSMENT, DISCRIMINATION OR RETALIATION

1. Investigation

Upon receipt of a complaint of alleged harassment, discrimination or retaliation, the Director of Human Resources will be responsible for coordinating a thorough investigation (unless he/she is named in the complaint). The Human Resources Director may coordinate the investigation with the complainant's department head and may hire an outside investigator if the County deems it appropriate. The type of investigation undertaken, and the party chosen to conduct the investigation will depend on the nature of the complaint made and will be determined by the Director of Human Resources. The Director of Human Resources will report the status of investigations to the County Administrative Officer and/or the County Counsel as appropriate.

The Human Resources Director, in concurrence with the County Administrative Officer and/or County Counsel, may take interim action to diffuse volatile circumstances. The investigator will review the complaint allegations. The investigation will normally

include interviews with the reporting individual, the accused, and any other person who is believed to have relevant knowledge concerning the allegations. The investigator will remind all witnesses to maintain the confidentiality of the interview and that retaliation against those who report alleged harassment or discrimination or who participate in the investigation is prohibited.

The County takes a proactive approach to potential Policy violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination or retaliation may be occurring, regardless of whether or not the recipient of the alleged action or a third party reports a potential violation.

2. Remedial and Disciplinary Action

If the investigation determines that the alleged conduct occurred and that the conduct violated this Policy, the County will notify the complainant and perpetrator of the general conclusion(s) of the investigation and take effective remedial action that is designed to end the violation(s). Any employee or officer determined to have violated this Policy will be subject to disciplinary action, up to and including termination. Disciplinary action may also be taken against any supervisor or manager who condones or ignores potential violations of this Policy, or who otherwise fails to take appropriate action to enforce this Policy. Any official or contractor found to have violated this Policy will be subject to appropriate sanctions.

3. Closure

At the conclusion of the investigation, the Director of Human Resources will notify the complainant in general terms of the outcome of the investigation.

4. Confidentiality

Every possible effort will be made to assure the confidentiality of complaints made under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate potential Policy violations and take effective remedial action. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the Director of Human Resources.

Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction. The County will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order.

H. RESPONSIBILITIES OF EMPLOYEES, MANAGEMENT AND SUPERVISORY EMPLOYEES

1. Employees

In order to establish and maintain a professional working environment, while at the same time preventing harassment, discrimination, and retaliation, employees are expected to:

- Set an example of acceptable conduct by not participating in or provoking behavior that violates this Policy. Try not to be angry or insulted if an individual tells you that your behavior is offensive. People have different ethical values and standards and may be offended by behavior you think is proper. Tell the individual you did not realize your behavior was offensive, and immediately cease the conduct. Let fellow employees know when you consider behavior offensive. The County hires people from a wide variety of cultural and ethnic backgrounds, and an individual may not realize behavior he or she thinks is proper could be seen by others as offensive.
- Report harassment, discrimination or retaliation as quickly as possible, whether the employee is the target of the conduct or a witness.
- If an employee witnesses harassment, he or she should tell the individual being harassed that the County has a policy prohibiting such behavior, and that he or she can demand that the harasser cease the behavior.
- Maintain confidentiality as required by this Policy.
- Fully cooperate with the County's investigation of complaints made under this Policy.

2. Managers and Supervisors

In addition to the responsibilities listed above, managers and supervisors are responsible for the following:

- Implementing this Policy by taking all complaints seriously and modeling behavior that is consistent with this Policy. Direct all complaints to the Director of Human Resources.
- Taking positive steps to eliminate any form of harassment, discrimination or retaliation observed or brought to his/her attention.
- Making sure no department director, supervisor or other employee retaliates through any action of intimidation, restraint, coercion or discrimination.
- Monitoring the work environment and taking appropriate action to stop potential Policy violations.

- Following up with those who have complained to ensure the behavior complained of has ceased.
- Informing complainants of their option to contact the EEOC or DFEH regarding a potential Policy violation.

I. MANDATORY TRAINING

As part of its commitment to ensuring a work environment free from harassment and discrimination, the County requires that all employees who hold a supervisory position receive training on this Policy at least once every two years. Human Resources will schedule training sessions each year to ensure that employees are able to complete the mandatory training. Attendance at the training will be documented.

CONFIDENTIAL

COMPLAINT FORM

Complainant's Name (Please Print)		Date: _____			
Department		Classification			
Home Address _____		Telephone numbers			
City _____ Zip Code _____		Work: (____)	Home: (____)		
Ethnicity		Cell (____)			
		Sex (Gender)	Age		
		<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Under 40	<input type="checkbox"/> Over 40
Immediate Supervisor/Title		Department Head			
Name of Person(s) Charged with Discriminatory Practices		Date(s) Action(s) Took Place			
Name of Witness(es)		Date of Last Contact			
Cause of Discrimination, Harassment, Retaliation Based On (Please see Attachment to Check Appropriate Box(es))					
<input type="checkbox"/> Age	<input type="checkbox"/> Political Affiliation or Opinion	<input type="checkbox"/> Sexual Harassment			
<input type="checkbox"/> Ancestry	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual Orientation			
<input type="checkbox"/> Disability	<input type="checkbox"/> Race	<input type="checkbox"/> Denial of Family/Medical Leave			
<input type="checkbox"/> Marital Status	<input type="checkbox"/> Religion	<input type="checkbox"/> Veteran's Status			
<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Retaliation (Reprisal)	<input type="checkbox"/> Other (Specify)			
<input type="checkbox"/> National Origin	<input type="checkbox"/> Sex (Gender)				

State specific incident(s) of discriminatory treatment (Continue on second page, if necessary)

Remedy Requested:

I wish to file a EEO discrimination complaint as stated above. I authorize investigation of my complaint and the revealing of my identity only as needed to employees and/or my supervisor(s) in the investigation of my complaint. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge.

Complainant's Signature: _____ Date: _____

CONFIDENTIAL

Specific incident(s) of discriminatory treatment continued:

Privacy Act Notification, Civil Code Section 1798.17: Information you furnish regarding your home address and telephone number will be used only to maintain contact with you in the event of your unavailability at work. Participation in providing this information is voluntary.

TIME-FRAMES AND BASIS FOR FILING INTERNAL AND EXTERNAL COMPLAINTS

An employee, applicant, or client who believes he/she has been discriminated against may file with:

- 1) Plumas County Human Resources, DFEH, or California Emergency Management Agency (Cal EMA) Equal Employment Opportunity (EEO) Office within 365 days of the last incident or notification of alleged discrimination act(s). If the complainant just obtained knowledge of the alleged discriminatory action(s), an additional 90 days are granted following the one-year expiration date. The covered basis includes RACE, COLOR, ANCESTRY, NATIONAL ORIGIN, RELIGION, AGE, SEX (INCLUDES SEXUAL HARASSMENT), PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, MEDICAL CONDITION, DENIAL OF FAMILY AND MEDICAL AND CARE LEAVE, AND/OR RETALIATION.
- 2) EEOC within 300 days of the last incident or notification of the alleged discrimination act(s). The covered basis includes RACE, COLOR, SEX (SEXUAL HARASSMENT), NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, AND/OR RETALIATION.
- 3) Department of Labor (DOL) within two (2) years of the last incident or notification of the alleged discriminatory act(s). The covered basis includes the FAMILY MEDICAL LEAVE ACT (FMLA).
- 4) Department of Justice OCR one year under the Omnibus Crime Control & Safe Street, Act of 1968 (RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX) and 180 days under other federal legislation listed in the grantee handbook.



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Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: June 11, 2012

To: Honorable Board of Supervisors
Cc: Judge Kaufman and Deborah Norrie

From: Mimi Hall

Agenda: Agenda Item for June 19, 2012

Item Description and Recommendation: Approve a Supplemental Budget in Public Health (70560) in the amount of \$75,375.36 in from Plumas County Superior Court to be utilized for Drug Court programs.

History/Background: As the Board is aware, Plumas County Superior Court assumed administration of Drug Court programs funded by California Department of Alcohol and Drug Programs (ADP) when the County did not have a formal Alcohol and Drug program or department. In Fiscal Year 2011-2012, the Board placed responsibility for planning, implementing, evaluating and administrating a comprehensive continuum of state funded alcohol and drug programs and services, including drug court, with the Plumas County Public Health Agency.

Plumas County Superior Court has \$75,375.36 in unexpended funds received from ADP for to be utilized to meet the requirements of Proposition 36 and Drug Court Programs recently realigned under AB 118. PCPHA has been notified by Plumas County Court Executive Officer Deborah Norrie that the Administrative Office of the Courts will sweep the local Court's fund balance on June 30, 2012, which would include funds earmarked for drug court services.

Ms. Norrie contacted ADP and requested an audit of the Court's accounts pertaining to the balance funds received for drug court programs and the Court's desire to return these funds to the state or transfer them to the county ADP programs. She was informed by ADP project officer Mary Skorka that the 2011 Realignment resulted in elimination of the ADP Drug Court Division and staff, and the state would no longer in a position to audit the courts nor accept the return of any drug court fund balance.

At this time, it is requested that the Board approve a supplemental budget in the amount of \$75,356.36 from the Plumas County Superior Court to Public Health Budget Unit 70560. The original supplemental budget is on file with the Clerk of the Board for your review.

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



Plumas Superior Court

Deborah W. Norrie, Court Executive Officer
520 Main Street, Rm. 104, Quincy, CA 95971 (530) 283-6016 Fax: (530) 283-6415
E-mail: Deborah.norrie@plumas.courts.ca.gov

Hon. Janet Hilde
Superior Court Judge, Presiding
Hon. Ira Kaufman
Superior Court Judge

June 11, 2012

Mimi Hall
County of Plumas
Public Health Agency
270 County Hospital Road
Ste. 206
Quincy, CA 95971

Re: ADP Funds

Dear Ms. Hall, *Mimi*

The Plumas Superior Court has been holding the following funds from three different funding streams that were allocated to the court for fiscal years 2009/2010 and 2010/2011 for adult drug court and Prop 36 court from the State Department of Alcohol and Drug. The Court concluded its administration of these grants June 30, 2011.

The funds we are currently holding are:

Prop 36	\$ 36,036.35
DCP	\$ 21,295.27
CDCI	\$ 18,043.74

The Court has sought direction from the State Department of Alcohol and Drug as to the disposition of these funds. However, most of the staff that was involved in these grants is no longer with the department. The one remaining staff person suggests that the money could be remitted to the County of Plumas pending further determination. This would preserve the funding for drug court services for Plumas criminal defendants.

The Court is willing to remit these funds to the County of Plumas with the proper authorization. We will wait to hear from you. If you have any questions, please do not hesitate to contact me.

Yours truly,

Deborah W. Norrie

Deborah W. Norrie
Court Executive Officer

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Public Health

Dept. No. 70560

Date 6/11/2012

The Reason for this request is (check one):

Approval Required

- A. _____ Transfer to/from Contingencies OR between Departments
- B. **X** Supplemental Budgets (including budget reductions)
- C. _____ Transfers to/from or new Fixed Asset, out of a 51XXX
- D. _____ Transfer within Department, except fixed assets, out of 51XXX
- E. _____ Establish any new account except fixed assets

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

CHECK "TRANSFER FROM" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL REVENUE" IF SUPPLEMENTAL, NEW UNBUDGETED REVENUE)

Supplemental budget requests require Auditor/Controller's signature

Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

* TBD by Auditor's office - new cash account #.

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts 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) Available Superior Court Drug Courts funds to be allocated to County Drug Court Program

(b) _____

(c) _____

(d) _____

Approved by Department Signing Authority: 

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 _____

INSTRUCTIONS:

Original and 1 copy of ALL budget 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 request and 13 copies 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 Department after all signatures 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.

Plumas County Department of Information Technology



County Courthouse, 520 Main Street, Room 208
Quincy, California 95971
Phone: (530) 283-6263
Fax: (530) 283-0946

David M. Preston
Information Systems Manager

DATE: June 19, 2012
TO: Honorable Board of Supervisors
FROM: Dave Preston, Information Systems Manager
SUBJECT: CONSENT AGENDA ITEM FOR THE MEETING OF JUNE 19, 2012 RE:
APPROVAL OF MAINTENANCE AGREEMENT FOR SOFTWARE .

It is recommended that the Board:

1. Approve Item 1 below.

Item 1: Approval of attached agreement for software maintenance.

Background and Discussion:

The Megabyte property tax software has been in use by Plumas County since 1999. It is the foundation for all property taxes used by the County. Funding for this agreement has been included in the 2012/2013 proposed Information Technology budget.

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CERTIFICATION OF ELECTION RESULTS OF THE
CALIFORNIA PRIMARY ELECTION HELD ON JUNE 5, 2012

I, Kathy Williams, Plumas County Clerk-Recorder, Registrar of Voters, having completed the canvass of returns for the California Primary Election held June 5, 2012 and recorded in the Elections Records, certify the results as follows

The results hereto attached and made a part of and the following local results are true and correct:

US SENATE

Kabiruddin Karim Ali	18
Rick Williams	405
Rogelio T. Gloria	16
Don J. Grundmann	36
Robert Lauten	30
Gail K. Lightfoot	149
David Alex Levitt	92
Orly Taitz	225
Al Ramirez	150
Dirk Allen Konopik	29
Donald Krampe	55
Mike Strimling	136
Diane Stewart	127
Nak Shah	32
Nachum Shifren	9
Dennis Jackson	158
Dan Hughes	671
Greg Conlon	160
John Boruff	29
Oscar A. Braun	270
Marsha Feinland	53
Dianne Feinstein	2182
Colleen Shea Fernald	55
Elizabeth Emken	1052
Write-In Votes	15

US REPRESENTATIVE

Sam Aanestad	922
Nathan Arrowsmith	235
Michael Dacquisto	83
Gary Allen Oxley	227
Doug LaMalfa	2276
Jim Reed	1693
Pete Stiglich	511
Gregory Cheadle	222
Write-In Votes	10

STATE SENATE

Ted Gaines	3381
Julie Griffith-Flatt	1938
Les Baugh	456
"Bo" Bogdan Ambrozewicz	301
Write-In Votes	11

STATE ASSEMBLY

David Edwards	245
Charley Hooper	240
Brian Dahle	1894
Robert Meacher	2270
Rick Bosetti	1596
Write-In Votes	6

SUPERVISOR DISTRICT 1

Michelle Gault	189
Terry Swofford	530
Bill Powers	242
Write-In Votes	1

SUPERVISOR DISTRICT 2

Kevin Goss	1174
Write-In Votes	35

SUPERVISOR DISTRICT 4

Barry Gossett	160
Lori Simpson	741
James Huffmon	279
Write-In Votes	3

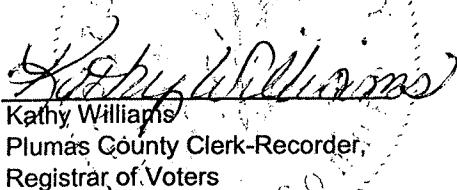
PROPOSITION 28-Term Limits

Yes	3524
No	2887

PROPOSITION 29-Cigarette Tax

Yes	2341
No	4115

The Official Final Canvass of votes cast is attached hereto and made a part hereof.
The total turnout of voters was 50.88%.


Kathy Williams
Plumas County Clerk-Recorder,
Registrar of Voters

Dated: June 12, 2012

**Election Summary Report
PRESIDENTIAL PRIMARY**

JUNE 5, 2012

**Summary For Jurisdiction Wide, All Counters, All Races
PLUMAS COUNTY
OFFICIAL FINAL**

Date:06/12/12
Time:13:25:01
Page:1 of 5

Registered Voters 12893 - Cards Cast 6560 50.88%

Num. Report Precinct 29 - Num. Reporting 29 100.00%

PRESIDENT DEM		DEM
		Total
Number of Precincts		29
Precincts Reporting		29
Total Votes		100.0 %
Barack Obama	2156	
Write-in Votes	1936	89.80%
	220	10.20%

PRESIDENT REP		REP
		Total
Number of Precincts		29
Precincts Reporting		29
Total Votes		100.0 %
Newt Gingrich	3120	
Mitt Romney	134	4.29%
Charles Roemer, III	2479	79.46%
Fred Karger	6	0.19%
Rick Santorum	3	0.10%
Ron Paul	145	4.65%
Write-in Votes	322	10.32%
	31	0.99%

PRESIDENT AI		AI
		Total
Number of Precincts		29
Precincts Reporting		29
Total Votes		100.0 %
Edward C. Noonan	192	
Mad Max Riekse	28	14.58%
Laurie Roth	20	10.42%
Write-in Votes	28	14.58%
	116	60.42%

PRESIDENT GREEN		GRN
		Total
Number of Precincts		29
Precincts Reporting		29
Total Votes		100.0 %
Jill Stein	30	
Kent Mesplay	7	23.33%
Roseanne Barr	4	13.33%
Write-in Votes	8	26.67%
	11	36.67%

Election Summary Report
PRESIDENTIAL PRIMARY
JUNE 5, 2012

Date:06/12/12
Time:13:25:01
Page:2 of 5

Summary For Jurisdiction Wide, All Counters, All Races
PLUMAS COUNTY
OFFICIAL FINAL

Registered Voters 12893 - Cards Cast 6560 50.88%

Num. Report Precinct 29 - Num. Reporting 29 100.00%

PRESIDENT LIB		LIB
Number of Precincts		Total 29
Precincts Reporting		29 100.0 %
Total Votes		26
Barbara Joy Waymire	2	7.69%
Lee Wrights	1	3.85%
Roger Gary	1	3.85%
James Ogle	6	23.08%
Scott Keller	2	7.69%
Bill Still	0	0.00%
Gary Johnson	4	15.38%
R.J. Harris	1	3.85%
Carl Person	1	3.85%
Write-in Votes	8	30.77%

PRESIDENT PF		PF
Number of Precincts		Total 29
Precincts Reporting		29 100.0 %
Total Votes		4
Ross C. Anderson	4	100.00%
Stewart Alexander	0	0.00%
Stephen Durham	0	0.00%
Write-in Votes	0	0.00%

Election Summary Report
PRESIDENTIAL PRIMARY
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Summary For Jurisdiction Wide, All Counters, All Races
PLUMAS COUNTY
OFFICIAL FINAL

Date:06/12/12
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Registered Voters 12893 - Cards Cast 6560 50.88%

Num. Report Precinct 29 - Num. Reporting 29 100.00%

US SENATE

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Total Votes	6154	
Kabiruddin Karim Ali	18	0.29%
Rick Williams	405	6.58%
Rogelio T. Gloria	16	0.26%
Don J. Grundmann	36	0.58%
Robert Lauten	30	0.49%
Gail K. Lightfoot	149	2.42%
David Alex Levitt	92	1.49%
Orly Taitz	225	3.66%
Al Ramirez	150	2.44%
Dirk Allen Konopik	29	0.47%
Donald Krampe	55	0.89%
Mike Strimling	136	2.21%
Diane Stewart	127	2.06%
Nak Shah	32	0.52%
Nachum Shifren	9	0.15%
Dennis Jackson	158	2.57%
Dan Hughes	671	10.90%
Greg Conlon	160	2.60%
John Boruff	29	0.47%
Oscar A. Braun	270	4.39%
Marsha Feinland	53	0.86%
Dianne Feinstein	2182	35.46%
Colleen Shea Fernald	55	0.89%
Elizabeth Emken	1052	17.09%
Write-in Votes	15	0.24%

US REPRESENTATIVE DIST 1

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Total Votes	6179	
Sam Aanestad	922	14.92%
Nathan Arrowsmith	235	3.80%
Michael Dacquisto	83	1.34%
Gary Allen Oxley	227	3.67%
Doug La Malfa	2276	36.83%
Jim Reed	1693	27.40%
Pete Stiglich	511	8.27%
Gregory Cheadle	222	3.59%
Write-in Votes	10	0.16%

**Election Summary Report
PRESIDENTIAL PRIMARY**

JUNE 5, 2012

**Summary For Jurisdiction Wide, All Counters, All Races
PLUMAS COUNTY
OFFICIAL FINAL**

Date:06/12/12
Time:13:25:01
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Registered Voters 12893 - Cards Cast 6560 50.88%

Num. Report Precinct 29 - Num. Reporting 29 100.00%

STATE SENATE-DIST 1

	Total		
Number of Precincts	29		
Precincts Reporting	29	100.0	%
Total Votes	6087		
Ted Gaines	3381	55.54%	
Julie Griffith-Flatt	1938	31.84%	
Les Baugh	456	7.49%	
"Bo" Bogdan Ambrozew	301	4.94%	
Write-in Votes	11	0.18%	

ASSEMBLY-DIST 1

	Total		
Number of Precincts	29		
Precincts Reporting	29	100.0	%
Total Votes	6251		
David Edwards	245	3.92%	
Charley Hooper	240	3.84%	
Brian Dahle	1894	30.30%	
Robert Meacher	2270	36.31%	
Rick Bosetti	1596	25.53%	
Write-in Votes	6	0.10%	

COUNTY SUPERVISOR DIST 1

	Total		
Number of Precincts	5		
Precincts Reporting	5	100.0	%
Total Votes	962		
Michelle Gault	189	19.65%	
Terry Swofford	530	55.09%	
Bill Powers	242	25.16%	
Write-in Votes	1	0.10%	

COUNTY SUPERVISOR DIST 2

	Total		
Number of Precincts	12		
Precincts Reporting	12	100.0	%
Total Votes	1209		
Kevin Goss	1174	97.11%	
Write-in Votes	35	2.89%	

COUNTY SUPERVISOR DIST 4

	Total		
Number of Precincts	5		
Precincts Reporting	5	100.0	%
Total Votes	1183		
Barry Gossett	160	13.52%	
Lori Simpson	741	62.64%	
James Huffmon	279	23.58%	
Write-in Votes	3	0.25%	

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Registered Voters 12893 - Cards Cast 6560 50.88%

Num. Report Precinct 29 - Num. Reporting 29 100.00%

PROPOSITION 28 - TERM LIMITS

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Total Votes	6411	
YES	3524	54.97%
NO	2887	45.03%

PROPOSITION 29-CIGARETTE TAX

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Total Votes	6456	
YES	2341	36.26%
NO	4115	63.74%