

BOARD OF SUPERVISORS

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AGENDA FOR SPECIAL MEETING OF JUNE 26, 2012 TO BE HELD AT 9:00 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

9:00 A.M. **CALL TO ORDER/ROLL CALL**

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 Flood Control District Governing Board

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

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

1. 9:10 FLOOD CONTROL & WATER CONSERVATION DISTRICT – Robert Perreault

Request to appropriate \$27,000 from the General Fund Contingency to the Flood Control and Water Conservation District to cover expenses for the remainder of FY 2011-2012. **Four/fifths required roll call vote**

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

2. 9:20 CRITICAL STAFFING COMMITTEE – Gayla Trumbo

Discussion and possible action to consider recommendations of the Critical Staffing Committee to refill 1.0 FTE Social Worker I/II/III; 1.0 FTE Social Service Aide; 1.0 FTE Information Systems Technician.

3. 9:30 BOARD OF SUPERVISORS

A. Continued discussion and possible action regarding FY 2012-2013 budget issues
B. Adopt **RESOLUTION** adopting the Recommended Budget for Plumas County and the Dependent Special Districts therein for Fiscal Year 2012-2013, in accordance with Government Code §29064 with the understanding that any requests for additional FTE's shall be considered and approved by the Board pursuant to Resolution No. 11-7716 establishing a hiring freeze. **Roll call vote**

4. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

A. 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 10, 2011, Board of Supervisors Room 308, Courthouse, Quincy, California.



PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

AGENDA REQUEST

for the June 26, 2012 meeting of the FC&WC District Governing Board

June 18, 2012

To: Honorable Governing Board

From: Robert Perreault, Co-Manager – Operations – FC&WCD

A handwritten signature in black ink that reads "Robert Perreault".

Subject: Transfer \$27,000 from General Fund Contingency to the FC&WCD.
Discussion and possible action.

BACKGROUND

As discussed with the Governing Board earlier this year, the Operations Division of the District will end the current Fiscal Year 2011-12 with a need for a transfer of funds from General Fund Contingency in order to balance the end of the year budget accounts.

Attached is a summary of budget line items overexpended during FY 2011-12.

Attached is a copy of the proposed budget transfer.

RECOMMENDATION

District staff respectfully recommends that the Governing Board vote to transfer \$27,000 from General Fund Contingency to the Flood Control and Water Conservation District.

11/12 Flood Control Budget Re-Cap

Expenses to date are above budgeted amounts.

Line items with problems are:

525000 Overhead	\$ (476.00)	
525500 Tax Admin. Fee	\$ (1,585.36)	
527900 Admin. (Road)	\$ (650.00)	
	\$ (351.57)	
		To be determined - thru 6/30
528500 Chester Div. Dam	\$ (5,173.12)	
	\$ (618.60)	
545310 LD Const. Proj.	\$ (205.47)	
Plant & Pipeline	\$ (112.50)	
	\$ (1,701.91)	
	\$ (2,450.24)	
	\$ (5,789.25)	
	\$ (1,040.73)	
	\$ (20,154.75)	
		To be determined - thru 6/30
5/24 Current Cash Balance	<u>\$ (6,056.00)</u>	
	<u>\$ (26,210.75)</u>	<u>As of 6/07/12</u>

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

DOCUMENT COPY

Department: Flood Control - Operations

Dept. No: 26100

TRANSFER NUMBER
(Auditor's Use Only)

Date: 6/7/2012

The reason for this request is (check one):

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

Approval Required

Board

Board

Board

Board GAA

CAO

CAO

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

✓ TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

TRANSFER FROM SUPPLEMENTAL
(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.

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.

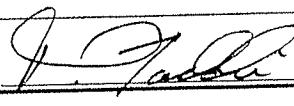
A) _____

B) _____

C) 11/12 work was performed as needed.

D) _____

Approved by Department Signing Authority:



6/07/12

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.

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**PLUMAS COUNTY CRITICAL STAFFING
COMMITTEE**
Robert Meacher and Gayla Trumbo

DATE: **June 18, 2012**

TO: **The Honorable Board of Supervisors**

FROM: **Critical Staffing Committee**

SUBJECT: **AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF JUNE 26, 2012.**
RE: CRITICAL STAFFING REPORT AND POSSIBLE ACTION TO REFILL 1.0 FTE SOCIAL WORKER I, II, III; 1.0 FTE SOCIAL SERVICE AIDE; 1.0 FTE INFORMATION SYSTEMS TECHNICIAN.

RECOMMENDED THAT THE BOARD:

Approve recommendation of Critical Staffing to refill 1.0 FTE Social Worker I, II or III; 1.0 FTE Social Service Aide; and 1.0 FTE Social Services Information Systems Technician.

BACKGROUND AND DISCUSSION

Social Services Director, Mr. Elliott Smart, provided to the Critical Staffing Committee a request to refill three positions within his department. The first position is a full time Social Worker position that became vacant due to a resignation effective May 21, 2012. This position works within the Child Protective Services Division of this department. The funding for this position is 50% from Federal dollars, and 50% Realignment dollars. There is no cost to the General fund to fill this position.

The refilling of the Social Service Aid and the Information Systems Technician are somewhat tied together. Due to an extended medical leave of the Information Systems Technician; the Social Service Aid has been placed in an out-of-class assignment. With an out-of-class assignment the employee is working at a minimum of 50% or more of their time performing the duties of the higher level classification. Once the out-of-class ends the employee returns to their classification, which in this case is the Social Service Aid. The Social Service Aid is funded through Federal pass through dollars, State General Fund and County Realignment dollars. There is no cost to the County General Fund.

As indicated above the Information Technician has been out on an extended medical leave. We do have notification that as of June 30, 2012, the Information Technician will be retiring, therefore, creating the vacancy of this position. This position is also funded through Federal pass through dollars, State General Fund and Realignment dollars. As with the other positions there is no cost to the General fund.

At this time, the recommendation from Critical Staffing is to refill 1.0 FTE Social Worker I, II or III, and the 1.0 FTE Information Systems Technician. It is also recommended that the 1.0 FTE Social Service Aid position be refilled only if this position becomes vacant due to the recruitment and selection process of Merit Systems.

Thank you for your time and consideration.



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: MAY 24, 2012

TO: GAYLA TRUMBO, HUMAN RESOURCES DIRECTOR

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: REQUEST FOR REVIEW AND APPROVAL TO FILL THREE POSITIONS
IN THE DEPARTMENT OF SOCIAL SERVICES:

1. SOCIAL WORKER I,II, III
2. SOCIAL SERVICES AIDE
3. INFORMATION SYSTEMS TECHNICIAN

In accordance with the requirements adopted by the Board of Supervisors regarding filling vacant positions in County Departments, this memo transmits a request to fill three positions in the Department of Social Services. The three positions, which are listed above are all in our Child Protective Services program.

The attached forms provide the Critical Staffing Committee with relevant information about the duties performed and the funding available to support the positions. May I request that the Critical Staffing Committee expedite review of this request and subsequent to your review that you forward your recommendation to the CAO for the Board's agenda?

Thanks in advance for the committee's work on this. If additional information is needed, please don't hesitate to call me.

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES

A handwritten signature of Elliott Smart, Director, in black ink.

ELLIOTT SMART, DIRECTOR

Copy: Leslie Mohawk, Program Manager
Janell Sommer, Administrative Assistant

Enclosures

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Social Worker – Child Protective Services

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

Answer: Yes. Child Protective Services is a state mandated program.

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

Answer: The position is assigned duties that include public protection, specifically, abused and neglected children.

- How long has the position been vacant?

Answer: The position was vacated effective May 21, 2012.

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

Answer: No.

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

Answer: Staffing levels for this program are a function of the allocation of state general fund dollars for the position. Currently, the state provides funding for six social workers in Plumas County for this program.

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

Answer: Children may not be protected from abuse leading to potential tragic circumstances.

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

Answer: This position is funded by Federal and Realignment dollars. The Realignment dollars allocated to this program may not be used for other programs.

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local

funding? What impact will this reduction plan have to other County departments?

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies. Currently Child Welfare Services is not among the programs impacted by proposed reductions in the State's budget.

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

Answer: No.

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

Answer: No.

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

Answer: The Department does not presently utilize General Fund dollars. Filling this position does not change that.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
- **Answer: Yes. The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.**

Position Classification: Social Worker I/II/III

FTE: 1.00

Budgeted Position: Yes

CWS is funded through Federal (50%), 2011 Realignment (35%) and 1992 Realignment (15%) dollars for the basic program. Our total allocation for 2012-2013 is \$1,116,704. This allocation of funds is specifically for Child Welfare Services. It cannot be spent on other programs.

Mandated Program: Yes.

Child Welfare Services is a state-mandated, county-administered program. The mandate for Child Protective Services is found at Welfare and Institutions Code Section 16500, et seq. The mandated services include 24 hour, 7 days per week emergency response services for allegations of abuse or neglect of children, case management services to families whose children are removed from the home (including mandatory visits to both children and parents), reunification services to reunite families, and permanency services when reunification avenues are exhausted.

Position Description:

This position is responsible for the investigation of allegations of abuse or neglect of children. The incumbents also perform case management activities that support mitigation of the systemic family elements that have led to abuse or neglect of children. A significant component of the job includes reporting to the Plumas County Superior Court regarding the status of families who have had children removed from their care and custody. There is typically a significant amount of interaction with community based partner organizations that work with the Department towards goals associated with strengthening families.

Funding Sources:

The funding to support these positions comes from federal pass through dollars and county 1991 and 2011 Realignment dollars. There is no cost to the County's General Fund associated with these positions.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Social Services Aide – Child Protective Services

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

Answer: Yes. Child Protective Services is a state mandated program.

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

Answer: We no longer have capacity to perform the duties of this vacant position due to increasing requirements for visitations, etc.

- How long has the position been vacant?

Answer: The position has been vacant since October 2011 when the incumbent was assigned to out of class duties to fill behind an employee who has been out on a long term leave and is not expected to return.

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

Answer: No.

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

Answer: Other Counties utilize Social Worker Aides in similar ways to assist with protecting children.

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

Answer: Child Protective Services

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

Answer: The state allocates funds to Counties to fulfill the mandate the requires Counties to provide services to abused and neglected children. In the absence of filling this position, such funds would go unutilized.

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

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

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

Answer: No.

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

Answer: No.

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

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

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

Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.

Position Classification: Social Worker Aide

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description: The Social Worker Aide position assigned to the Child Protective Services program is responsible for a number of duties that are associated with the placement of Dependant Children of the Juvenile Court in foster care. This position's duties are primarily associated with scheduling Court ordered child and family visitations and obtaining transportation and a driver for such visits. This position is also responsible for scheduling reviews of non-relative extended family member and relative caregiver homes and approving such homes for the purposes of placing abused or neglected children with those persons.

Funding Sources: Funding to support this position comes from federal pass through dollars, the State General Fund and county Realignment dollars. There is no cost to the County General Fund associated with this position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Information Systems Technician – Child Protective Services

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

Answer: Yes. Child Protective Services is a state mandated program.

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

Answer: We no longer have capacity to perform the duties of this vacant position due to the need in our Child Welfare program to cover all of the essential support functions in the delivery system.

- How long has the position been vacant?

Answer: The position has been vacant since August of 2011 when the prior incumbent went out on a long term medical leave. She has not returned to work and the Department does not expect her to do so

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

Answer: No.

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

Answer: Other Counties utilize Information System Technicians in similar ways to assist with managing the Child Welfare Services Case Management System.

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

Answer: Child Protective Services

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

Answer: The state allocates funds to Counties to fulfill the mandate the requires Counties to provide services to abused and neglected children. In the absence of filling this position, such funds would go unutilized.

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

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

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

Answer: No.

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

Answer: No.

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

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

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

Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.

Position Classification: Information Systems Technician

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description: The Information Systems Technician (IST) position assigned to the Child Protective Services program is responsible for a number of duties that are associated with the management and support of the Child Welfare Services/Case Management System (CWS/CMS). The IST assists Social Workers with navigating the CWS/CMS system and producing management reports and other documents from the program. The IST also produces and files all Court related reports and documents from the system. The IST is the primary contact point for help desk and state maintenance staff.

Funding Sources: Funding to support this position comes from federal pass through dollars, the State General Fund and 2011 Realignment dollars. There is no cost to the County General Fund associated with this position.



JB

TO: The Honorable Board of Supervisors
County of Plumas

DATE: June 26, 2012

SUBJECT: AGENDA ITEM FOR THE MEETING OF JUNE 26, 2012
RE: ADOPTION OF THE 2012/2013 RECOMMENDED BUDGET PURSUANT
TO GOVERNMENT CODE SECTION 29064.

It is recommended that the Board:

Approve the 2012-2013 Recommended Budget for expenditure
authorization, effective July 1, 2012.

Background and Discussion:

Budget law requires that, on or before June 30th of each fiscal year,
the Board adopt a recommended budget.

At this time, it is recommended that the Board approve the 2012/2013
Recommended Budget for expenditure authorization, effective July 1,
2012.

RESOLUTION NO. 12 -

A RESOLUTION ADOPTING THE RECOMMENDED BUDGET FOR PLUMAS COUNTY AND THE DEPENDENT SPECIAL DISTRICTS THEREIN FOR FISCAL YEAR 2012-2013, IN ACCORDANCE WITH GOVERNMENT CODE §29064

WHEREAS, the Recommended Budget for FY 2012-2013 for Plumas County was prepared and distributed according to law, and a copy of the Proposed Budget is on file with the Clerk of the Board; and

WHEREAS, the Board of Supervisors hearing on the Recommended Budget commenced on June 26, 2012 for the full consideration and discussion of all relevant matters, and was closed on June 26, 2012; and,

WHEREAS, the Board of Supervisors now seeks to adopt the Recommended Budget in accordance with Government Code §29000 et. seq., and adopt recommended budgets for Special District for which the Board of Supervisors is the governing board.

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

1. The recommended budget has been modified as the result of meeting with departments in order to constitute the Recommended Budget for FY 2012-2013 for Plumas County and those Special Districts governed by the Board of Supervisors.
2. A copy of the Recommended Budget shall be filed with the Clerk of the Board.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 26th day of June, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:

Nancy DaForno,
Executive Clerk/Board of Supervisors