



## BOARD OF SUPERVISORS

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

### **AGENDA FOR MEETING OF DECEMBER 11, 2012 TO BE HELD AT 10:00 A.M. IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

#### AGENDA

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

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

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

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

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



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

## STANDING ORDERS

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.

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

### **ACTION AGENDA**

**Convene as the County Service Area #12 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. 10:15 **COUNTY SERVICE AREA #12** – Robert Perreault

Appoint a representative from the CSA #12 Governing Board to the Social Services Transportation Advisory Agency

**Adjourn as the County Service Area #12 Governing Board and reconvene as the Board of Supervisors**

2. 10:20 **DEPARTMENTAL MATTERS**

A. **PUBLIC WORKS** – Robert Perreault

Adopt **RESOLUTION** to amend the Plumas County Position Allocation for Budget Year 2012-2013 to add 1.0 FTE Public Works Maintenance Worker I/II/III within the Road Department (20521). **Roll call vote**

B. **SOCIAL SERVICES** – Elliott Smart

- 1) Presentation of Social Services Trends Report for quarter ending September 30, 2012
- 2) Consider request to fill a vacant Benefits Assistance Counselor I/II position. Discussion and possible action
- 3) Authorize the Department of Social Services to fill a vacant Social Worker I/II/III position in the Child Protective Services Program
- 4) Authorize the Department of Social Services to fill a vacant Social Services Aide position in the Child Protective Services Program

C. **PLANNING** – Randy Wilson

Status report on General Plan Update

D. **LIBRARY** – Lynn Sheehy

- 1) Adopt **RESOLUTION** Establishing County Office Hours (winter hours for branch libraries in Plumas County). **Roll call vote**
- 2) Consider request to fill a recently vacated .50 FTE Librarian position as a permanent position. Discussion and possible action

E. **PROBATION** – Sharon Reinert

- 1) Request to appropriate \$5,862 from the General Fund Contingency to Probation Department 20400 to cover utility expenses through March 2013. **Four/fifths required roll call vote**
- 2) Approve budget transfer of \$3,000 from New Employee Training (527503) to Other Wages (51020)

3. 11:10 **BOARD OF SUPERVISORS**

- A. Correspondence
- B. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
- C. Appointments

**PLUMAS-SIERRA COUNTY FAIR BOARD**

Appoint Kate West to the Plumas-Sierra County Fair Board representing District 3

4. 11:30 **WESTERN ECONOMIC & NATURAL RESOURCES ASSOCIATION**

PowerPoint presentation regarding economic recovery and natural resources. Discussion, possible action and/or direction to staff

5. **CONSENT AGENDA**

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

A. **ELECTIONS**

- 1) Certify results of the November 06, 2012 General Election
- 2) Adopt **RESOLUTION** authorizing the Plumas County Clerk-Recorder, Registrar of Voters to conduct and all mailed ballot election on June 04, 2013 within the boundaries of the Quincy Fire Protection District, a Measure submitting to the Voters of the District, Approval to Adopt a Special Tax

B. **CLERK OF THE BOARD**

Approve Board minutes from November 2012

C. **SHERIFF**

- 1) Approve and authorize the Sheriff to sign Communications Vault Lease for repeater space in the Black Mountain Communication vault owned by the State of California Department of General Services. Approved as to form by County Counsel
- 2) Approve budget transfer of \$5,500 from the Narcotics Fund (20343) Helicopter/Aircraft account (526300) to fixed asset account (545600) for purchase of investigation equipment
- 3) Authorize the Chair to execute service agreement with Kassbohrer All Terrain Vehicles, Inc. of \$20,000 to provide repair and service to the Sheriff's snow cat. Approved as to form by County Counsel
- 4) Approve budget transfer of \$17,000 from Retirement (51080) and Group Insurance (51090) to Other Wages (51020) and FICA/Medicare/OASDI (51100) for extra help and reserves
- 5) Approve budget transfer of \$58,942 from Retirement (51080), Group Insurance (51090), FICA/OASDI/Medicare (51100), and Clothing Allowance (51125) to Regular Wages (51000)
- 6) Authorize the Chair to execute Contract between the Plumas County Sheriff and Northfork Family Medicine of \$126,468; and authorize payment of invoices for service back to November 01, 2012. Approved as to form by County Counsel

**D. SOCIAL SERVICES**

Approve agreement between Fiscal Experts, Inc. and the Department of Social Services for Time Study Buddy, a web based software program for time study services, and authorize the Director of Social Services to sign; and approve and authorize the Director of Social Services to execute extensions of the agreement at the end of the current term subject to the availability of state and federal funds for this purpose. Approved as to form by County Counsel

**E. BOARD OF SUPERVISORS**

Ratify letter to Caltrans for encroachment permit - 23<sup>rd</sup> Annual Quincy Main Street Sparkle and Light Parade to be held December 7, 2012 from 4:30 p.m. to 6:30 p.m.

**F. FISH & GAME COMMISSION**

Authorize contribution of \$2,000 to Feather River Trout Unlimited in the Classroom Program for purchase of necessary equipment (aquariums, chillers, pumps, etc.)

**G. AGRICULTURE**

- 1) Receive and file the 2011 Plumas-Sierra County Crop Report and Sustainable Agriculture Report as presented
- 2) Authorize the Chair to execute a contract between Plumas County and CDFA for Pest Detection of \$5,693. Approved as to form by County Counsel
- 3) Authorize the Chair to execute Agreement between Plumas County and CDFA/USFS of \$15,000 for noxious weed control; and approve supplemental budget transfer of \$9,100 from Federal Noxious Weeds (44505) to ATV/Fixed Asset (541500) for purchase of ATV. Approved as to form by County Counsel

**H. PUBLIC HEALTH AGENCY**

- 1) Authorize the Chair to execute Memorandum of Understanding with Probation of \$103,077 for services provided to clients enrolled in the Adult Drug Court Program for FY 2012-2013. Approved as to form by County Counsel
- 2) Approve submission of application to the Blue Shield of California Foundation for Counties to support projects that will facilitate the transition of individuals into Medi-Cal and the California Health Benefit Exchange by 2014

**I. MENTAL HEALTH**

Authorize payment of invoices of \$39.94 from FY 2010-2011 for First Aid Training

**J. PUBLIC WORKS**

- 1) Authorize the Director of Public Works to execute a Professional Services Agreement with Vestra Resources, Inc. to perform Survey Services in Crescent Mills. Approved as to form by County Counsel
- 2) Authorize the Director of Public Works to execute a Professional Services Agreement with Michael Dequine and Associates, Inc. to perform Survey Services on Baker Way in Quincy. Approved as to form by County Counsel

**K. AIRPORTS**

Award of bid to the lowest responsive bidder, Wilburn Construction for Gansner Airport Construction Project of \$103,826, and authorize the Chair to sign the contract. Approved as to form by County Counsel

**NOON RECESS**

**6. 1:30 P.M. CLOSED SESSION**

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

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

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

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

- B. Personnel: Public employee appointment or employment – Agricultural Commissioner/Sealer of Weights & Measure
- C. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (c) of Government Code §54956.9 (1 case)
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- E. Conference with Labor Negotiators – Sheriff's Administrative Unit
- F. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Department Employees Association, Operating Engineers Local #3

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

**ADJOURNMENT**

Adjourn meeting to Tuesday, December 18, 2012, Board of Supervisors Room 308, Courthouse, Quincy, California.

## COUNTY SERVICE AREA # 12

### PLUMAS COUNTY

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

#### AGENDA REQUEST

for the December 11, 2012 meeting of the Governing Board of County Service Area #12

December 3, 2012

To: Governing Board of County Service Area #12

From: Robert Perreault, Manager 

Subject: Appointment of a Representative from the Governing Board of County Service Area #12 to the Social Services Transportation Advisory Agency.

#### BACKGROUND

The Plumas County Transportation Commission (PCTC) will be reinstating the Social Services Transportation Advisory Council (SSTAC), as required by State law, and is seeking an appointee to represent your Governing Board.

The SSTAC is required by State Law to have a representative from the Local Consolidated Transportation Service Agency. The SSTAC will initially meet approximately 6 times during the first few months the committee is working through the "Unmet Transit Needs" process. Thereafter, the SSTAC will need to meet no more than once per quarter.

The role of the SSTAC is to lead and participate in the PCTC's annual "unmet transit needs" process, which includes identifying transit needs that may be reasonable to achieve. The Council consists of social service transportation providers, users, and administrative agencies representing the elderly, disabled, and economically disadvantaged citizens of Plumas County.

Following is the regulatory requirements that pertain to the formation of the SSTAC:

#### **"UNMET TRANSIT NEEDS" PROCESS**

The Transportation Development Act requires each transportation planning agency to annually "identify the unmet transit needs of the jurisdiction and those needs that are reasonable to meet," before allocating any funds that are *not* directly related to public transportation services or for facilities used exclusively by pedestrians and bicyclists (§99401.5).

The transportation planning agency is required to:

- (a) Consult with the social services transportation advisory council (SSTAC) established pursuant to Section 99238.
- (b) Identify the transit needs of the jurisdiction, including:
  1. Assessing the size and location of identifiable groups likely to be transit dependent or transit disadvantaged.
  2. Analyzing extent to which existing private and public transportation services are meeting transit demand.
  3. Analyzing potential alternative public transportation services and service improvements that would meet all or part of the transit demand.
- (c) Identify the unmet transit needs of the jurisdiction and those needs that are reasonable to meet, holding at least one public hearing (per Section 99238.5) to solicit public comments.

After considering all available information compiled pursuant to the Unmet Transit Needs public participation process [§99401.5 (a), (b), and (c), above], PCTC must adopt, by resolution, one of the following findings:

- (1) there are no unmet transit needs;
- (2) there are no unmet transit needs that are reasonable to meet; or
- (3) there are unmet transit needs, including needs that are reasonable to meet. (§99401.5(d))

Pursuant to subdivision 99401.5 (e), if PCTC adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit need shall be funded before any allocation is made for other (non-transit) uses within the jurisdiction. Local jurisdictions may decide to voluntarily fund needs that are determined not to be “reasonable to meet” from the jurisdiction’s TDA funds or other revenue sources.

The categories of membership of the SSTAC is set forth in state law and is summarized below:

SSTAC Required Membership:

- 1) One Representative of Potential Transit User who is 60 years old or older.
- 2) One Representative of Potential Transit User who is handicapped.
- 3) Two Representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
- 4) Two Representatives of the local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists.
- 5) One representative of a local social service provider for persons of limited means.
- 6) Two Representatives of the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from the operator, if one exists, ***Local consolidated transportation service agency – (CSA #12 representative)*** (Emphasis added)

RECOMMENDATION

It is respectfully recommended that the Governing Board of CSA #12 appoint a CSA #12 Board Member to the Social Services Transportation Advisory Agency.

# PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS



## AGENDA REQUEST

For the December 11, 2012 meeting of the Board of Supervisors

December 3, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works 

Subject: Authorization for the Department of Public Works to Increase Employee Allocation by One (1) FTE for the La Porte Road Maintenance District.

## Background:

The Road Department had historically allocated four (4) full time permanent employees on payroll for the La Porte maintenance district. Due to attrition and the hiring freeze in 2009, the Department did not back-fill a vacated position, leaving three (3) FTE's and has relied on extra help employees to fill the gap. During winter months, the position requires a commercial licensed driver to allow the employee to operate heavy on-road plow trucks. Due to the remote location of La Porte, the workforce pool is extremely limited.

Currently, the winter time extra help employee (a former full-time employee) is interested in a full time position. He has about thirteen (13) years of service with Plumas County Public Works in the La Porte area with about ten (10) of those years as a full time employee.

La Porte is a year-round recreation destination requiring the road workers to deal with heavy traffic counts during road maintenance activities. Three workers are not able to safely perform these duties in the summer months nor can they keep up with snow removal during winter months due to the excessive amounts of snow accumulation.

Attached are answers to questions in the form that was previously utilized by the Critical Staffing Committee for the functional position listed above, thus:

- Road Maintenance Worker III

Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors approve the allocation increase and authorize Human Resources to advertise the vacancy listed above to be filled.

Attachments: Answers to Questions  
Proposed Resolution

PUBLIC WORKS – ROAD FUND

QUESTIONS FOR STAFFING CRITICAL

**PW Maint. Wkr. III, II or I Road Dept.**

Is there a legitimate business, statutory or financial justification to fill the position? It is difficult to safely perform the duties of the job with a three man crew; Public works did not refill the vacancy in 2009 as a cost saving measure during a county hiring freeze. The workforce pool in the La Porte area is extremely limited due to the remote location. The roads lead to a very popular winter recreation area that is heavily traveled which increases the need for winter road maintenance.

Why is it critical that this position be filled at this time? The crew has been supplemented with part time help for three years, during winter the need is for trained commercial drivers and in the Laporte area it is difficult to recruit. Currently there is an opportunity to rehire an employee that previously worked for Public Works in the La Porte area full time for 10 years and currently is the winter extra help worker.

How long has the position been vacant? Since October 2009

Can the department use other wages until the budget cycle? Department can use temporary help, but only for a limited time period.

What are staffing levels at other counties for similar departments and/or position? Minimum five person crew size throughout Plumas County (except Graeagle) and throughout Lassen and Butte County Public Works in snow areas.

What core function will be impacted without filling the position prior to July 1? La Porte historically receives heavy accumulations of snow; three employees are not able to maintain a safe road during winter storms even with overtime and depending on extra help employees is not a gamble the county should continue to take.

What negative fiscal impact will the County suffer if the position is not filled prior to July 1? Public Works will have to continue using the extra help (if it's available) and there will be an obvious increase in over time for the 3 current employees.

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? In the event of future loss of Secure Rural School funds, a major review of Countywide Public Works services will be necessary.

Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions. No

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

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. None

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

Reserve Activity	Reserve Balances
13/2010	\$6,410,321
Oct. 2010	\$6,410,321
Oct. 2011	\$6,160,321
5/16/12	\$6,160,321
Sept. 2012	\$4,346,501

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

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR BUDGET YEAR 2012-2013 TO ADD 1.0 FTE PUBLIC WORKS MAINTENANCE WORKER III, II OR I WITHIN THE DEPARTMENT OF 20521 ROAD DEPARTMENT.**

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

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

**WHEREAS**, it has been determined that there is a need to add an additional Public Works Maintenance Worker Position; and

**WHEREAS**, it is necessary to amend the 2012-2013 Position Control to reflect the addition of 1.0 FTE Public Works Maintenance Worker III, II or I to Department 20521, Road.

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

1. Approve the amendments to the Position Allocation for budget year 2012-2013 to reflect the following:

<u>Road Department 20521</u>	<u>FROM</u>	<u>TO</u>
Plumas County Maintenance Worker III, II or I	22	23

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 11<sup>th</sup> day of December, 2012 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

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Chairperson, Board of Supervisors

ATTEST:

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Executive Clerk of the Board of Supervisors



2B1

## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

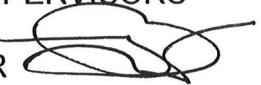
Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART  
DIRECTOR

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

DATE: NOVEMBER 27, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR   
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR DECEMBER 11, 2012

RE: SOCIAL SERVICES TRENDS REPORT

**It is Recommended that the Board of Supervisors**

Receive and file the Social Services Trends report.

**Background and Discussion**

Social Services Trends is a quarterly report to the Plumas County Board of Supervisors and the citizens of Plumas County. The report provides information regarding public assistance caseloads and workload trends for services that are offered by the Department of Social Services. The report being delivered to the Board today includes case count and work load data through September 30, 2012.

Copies: PCDSS Management Staff  
Members of the Human Services Cabinet

Enclosure

## **SOCIAL SERVICES TRENDS**

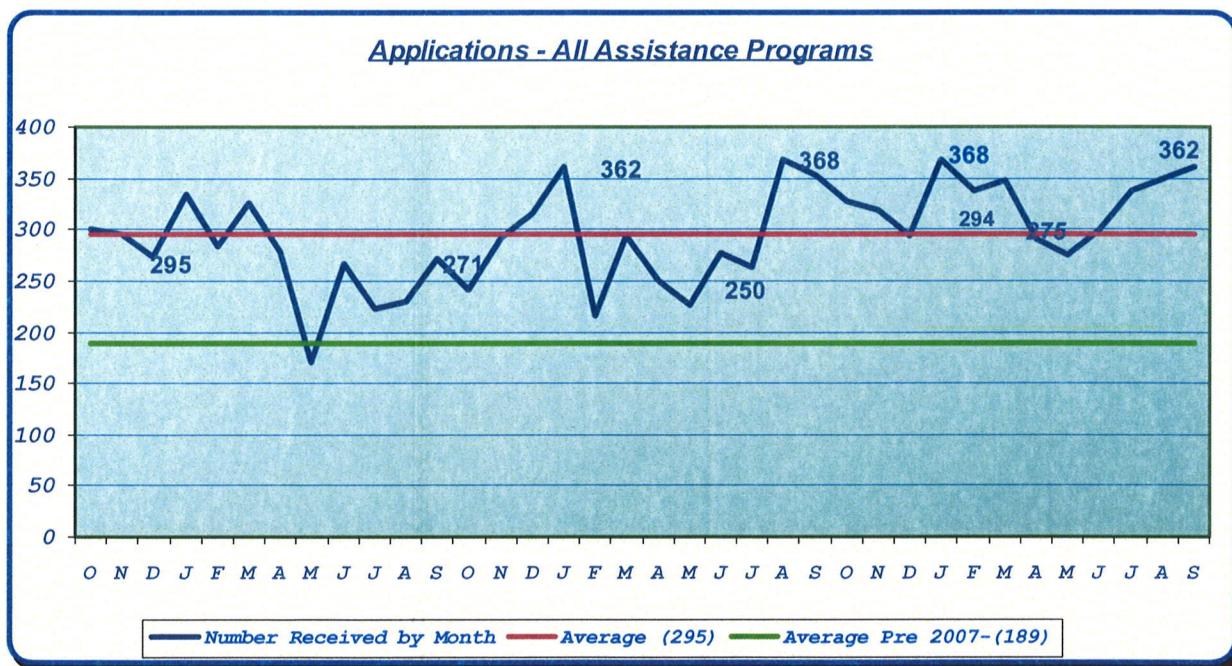
**Quarter Ending: September 30, 2012**

**Social Services Trends** is a quarterly report to the Plumas County Board of Supervisors and members of the public. This report provides case counts, application data, referrals for services and other workload information in the Department of Social Services. This edition of Trends includes case counts and workload data for the three-month quarter that ended September 30, 2012. The Department welcomes questions regarding the information contained in this report or about our programs and services. Additional information regarding our programs is available by calling (530) 283-6350 or by accessing the Plumas County web site at [www.countyofplumas.com](http://www.countyofplumas.com).

### **I. WELFARE TO WORK & PUBLIC ASSISTANCE DIVISION**

#### **A. APPLICATIONS RECEIVED**

Applications for assistance (CalWORKs, CalFresh, Medi-Cal) trended downward for the six month period from January through June. Now they are headed upward again. From 2000 through 2007, the period prior to the recession, the Department averaged 189 applications per month (indicated by the green line below). For the period following the recession, the average has been 295 per month shown by the red line below. As has been reported in the past, more than half of our applications are for medical assistance either through Path2Health, Medi-Cal or CMSP.



## CONTINUING CASES

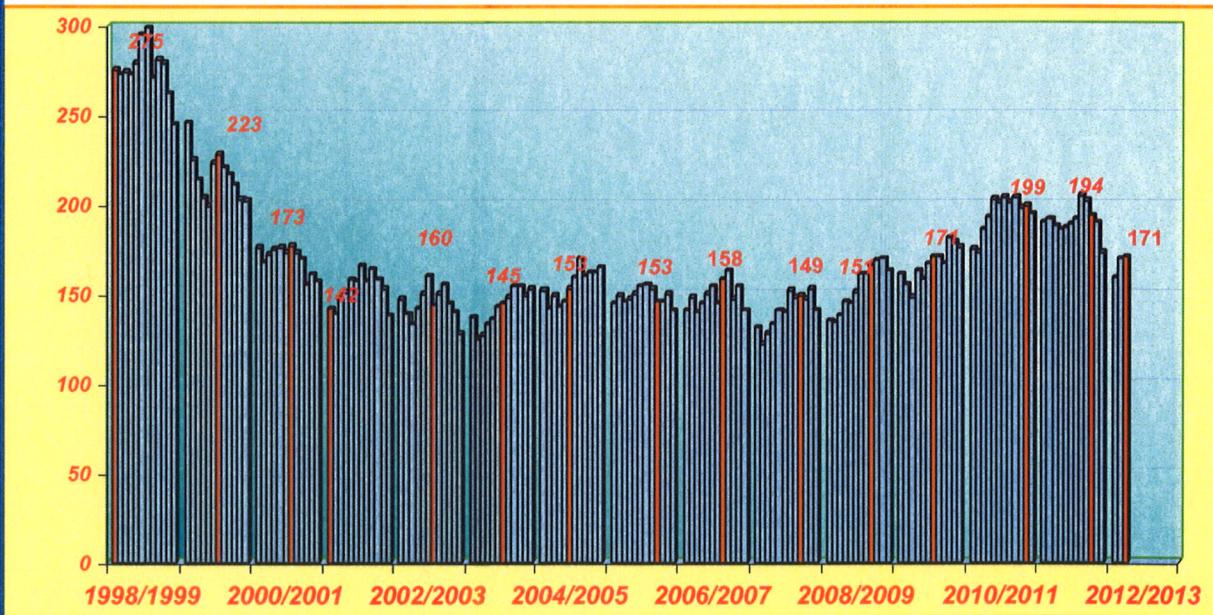
### **(1). Cash Assistance (AFDC/CalWORKs)**

The case count for CalWORKs assistance has been staying in a range that fluctuates between 160-200 cases. One particular note is that one-third of the CalWORKs cases are "child only" cases meaning that the adult has another source of income, is a non-needy adult relative. Nearly all of these cases involve children who've been placed in the home of a relative or a non-relative extended family member. Those children remain eligible for CalWORKs assistance during the entire period of their placement.

#### Average Monthly Caseload

2009/2010	166
2010/2011	194
2011/2012	191

CalWORKs Open Cases at End of Month



## **(2). CalFresh (Food Stamps) Assistance**

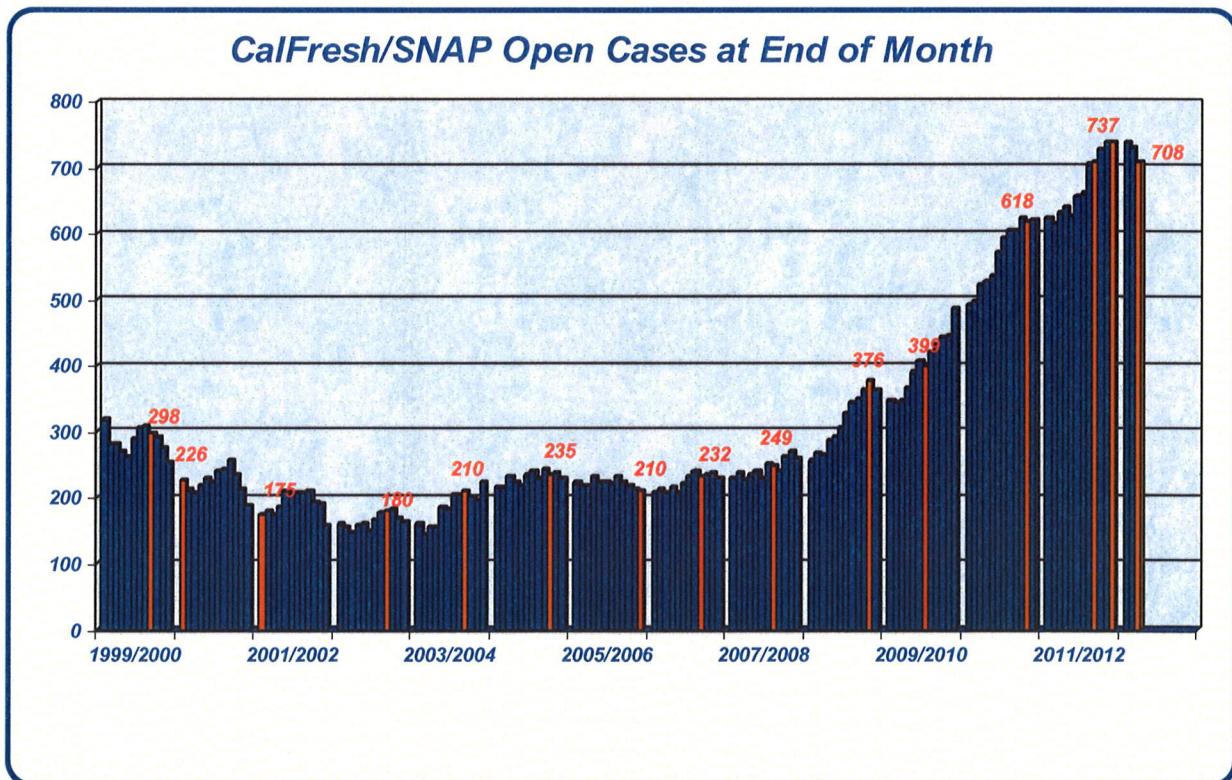
### **A. Case Count**

The unprecedented growth in CalFresh assistance during the past four years appears to have abated at least for the short term. During the past five months, the count has leveled and then declined some although the drop in case count is small at less than three percent. Because there is a seasonal rise in case count from fall into winter, it remains to be seen if this decline is sustained.

Applicants for CalFresh (Food Stamps) must be residents of Plumas County in order to receive assistance.

#### **Average Monthly Caseload**

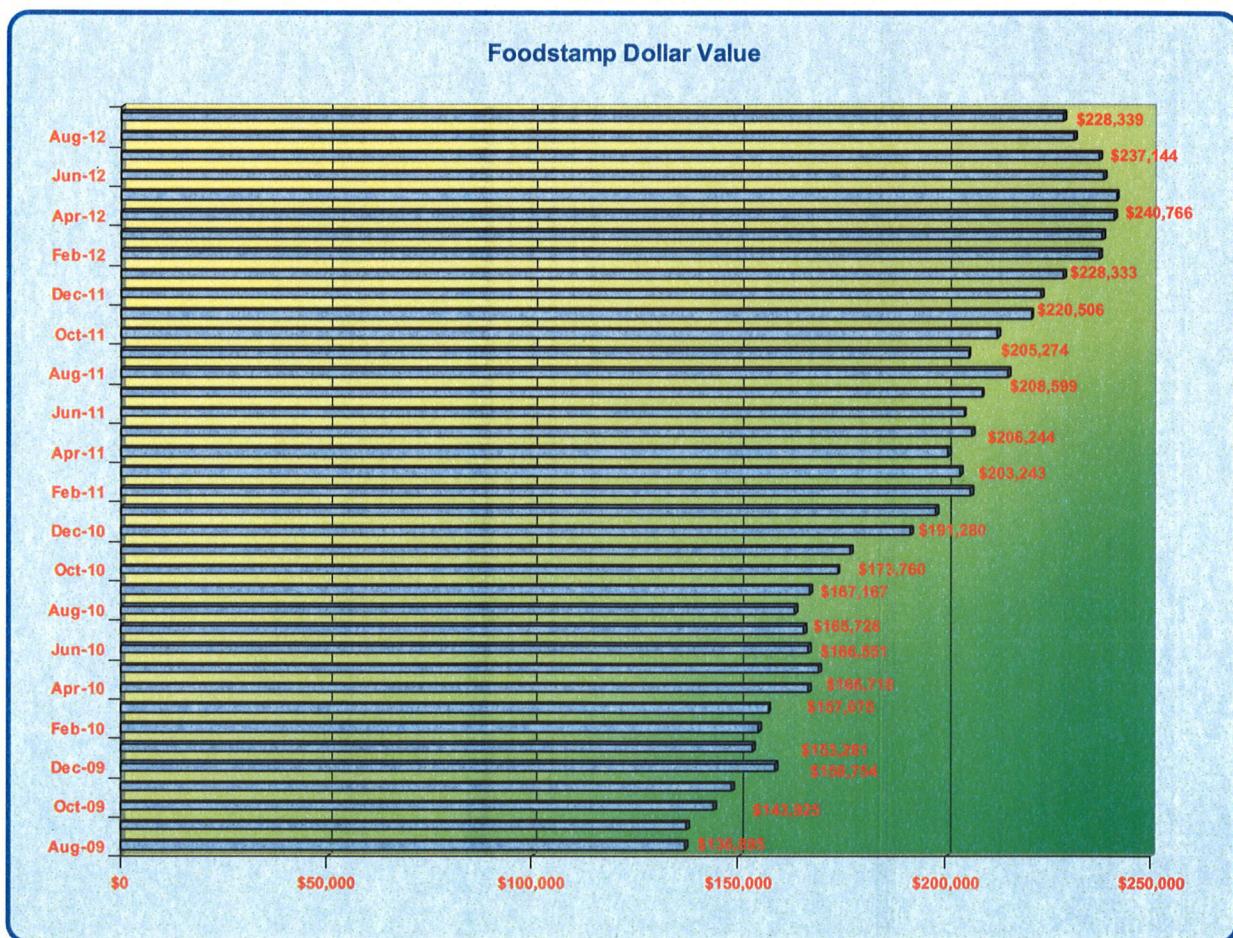
<b>2009/2010</b>	<b>402</b>
<b>2010/2011</b>	<b>567</b>
<b>2011/2012</b>	<b>672</b>



## B. Foodstamp Dollar Value

On average, an eligible household receives about \$320 in CalFresh (Foodstamp) benefits per month. These benefits are intended to supplement food purchasing power. In just over a two and a half year period the value of CalFresh assistance has more than doubled. As the case count has dropped during the past six months so too have the benefits issued dropped. This could be signs of slow recovery, but we also know from experience that the benefit value is likely to grow during the fall and winter months.

As has been reported elsewhere by the Department, about 67% of the total Foodstamp benefits issued are spent at local grocery outlets.



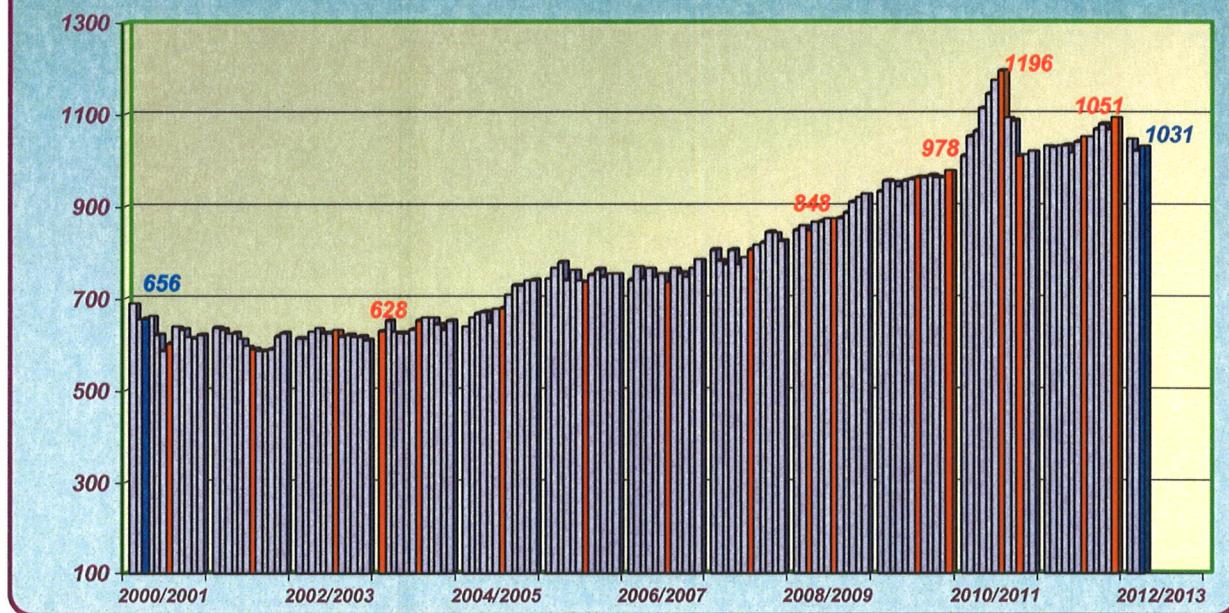
### **(3). Medi-Cal**

The Medi-Cal case count has dropped during the past three months following a period of relatively slow growth. Medi-Cal generally serves working families whose income is below 150% of the Federal poverty level. Some of the current working poor families may shift to employer provided health insurance when the Affordable Care Act is fully implemented.

#### **Average Monthly Caseload**

<b>2009/2010</b>	<b>958</b>
<b>2010/2011</b>	<b>1081</b>
<b>2011/2012</b>	<b>1049</b>

#### ***Medi-Cal Open Cases at End of Month***

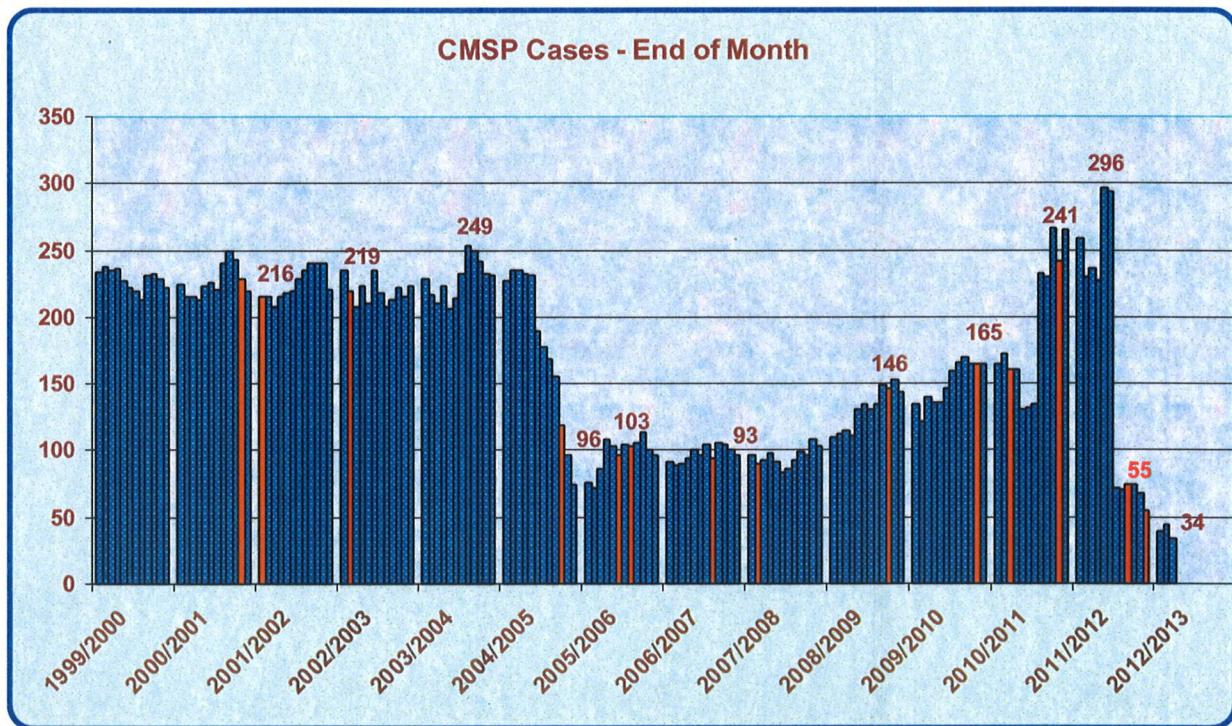


#### **(4). County Medical Services Program (CMSP)**

As has been reported to the Board and the public the former CMSP program is now split into two programs. Path2Health is for those individuals who are low income and qualify for federally supported health care under the Affordable Care Act. The second component is residual CMSP for persons who don't qualify for federal assistance. In Plumas County at the end of September we had 34 such individuals. Nearly all of these individuals are persons whose income exceeds 100% of the federal poverty level so they do not qualify for Path2Health.

#### **Average Monthly Caseload**

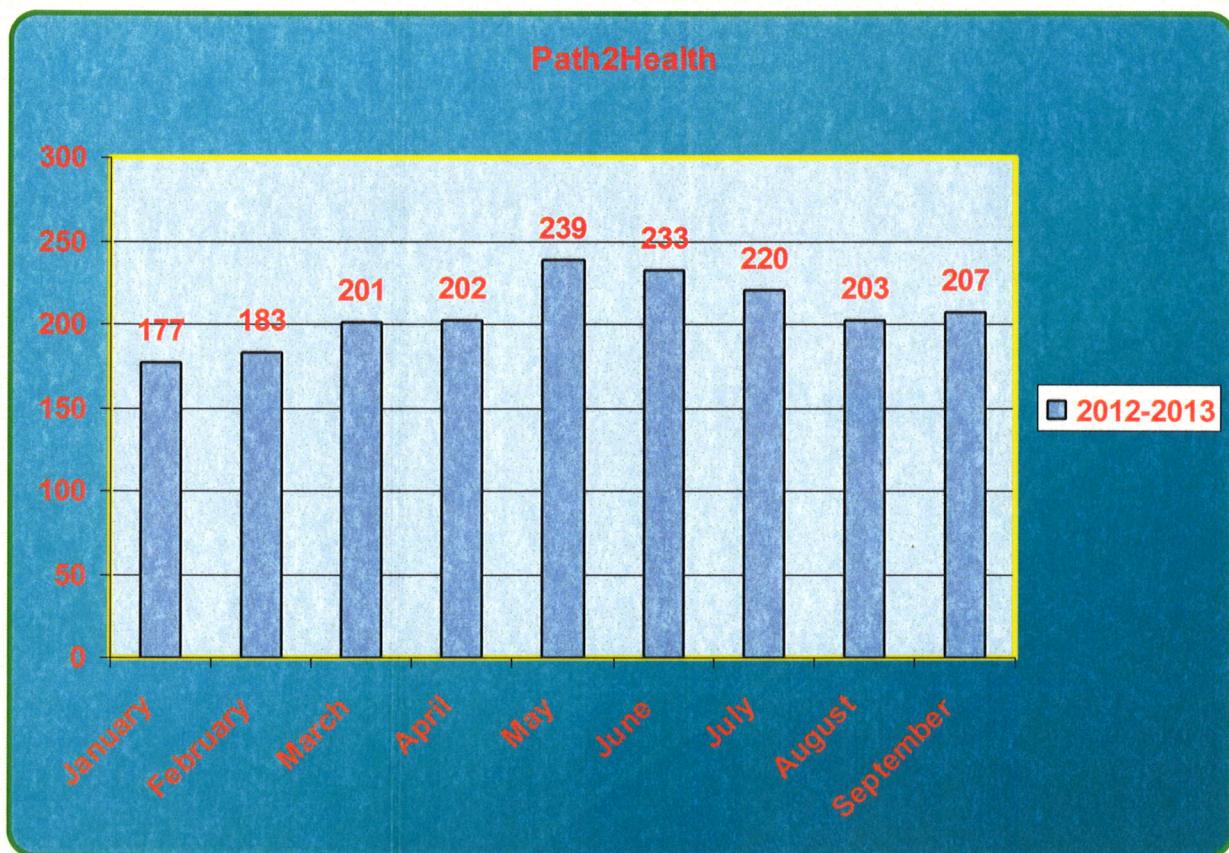
<b>2009/2010</b>	<b>150</b>
<b>2010/2011</b>	<b>191</b>
<b>2011/2012</b>	<b>69</b>



## (5). Path2Health

The Affordable Care Act (ACA) includes a provision which allows states to request a waiver to become an early implementer of some of the provisions of the Act. The waiver enables states (for our purposes here, counties) to utilize the non-Federal dollars they otherwise spend on health care for county citizens as a match to draw down Federal dollars to expand health care to low income populations that are uninsured.

The 34 CMS counties received Federal approval to operate the Path2Health program. It was implemented January 1, 2012. Most of the prior CMS members have been transferred to this program.

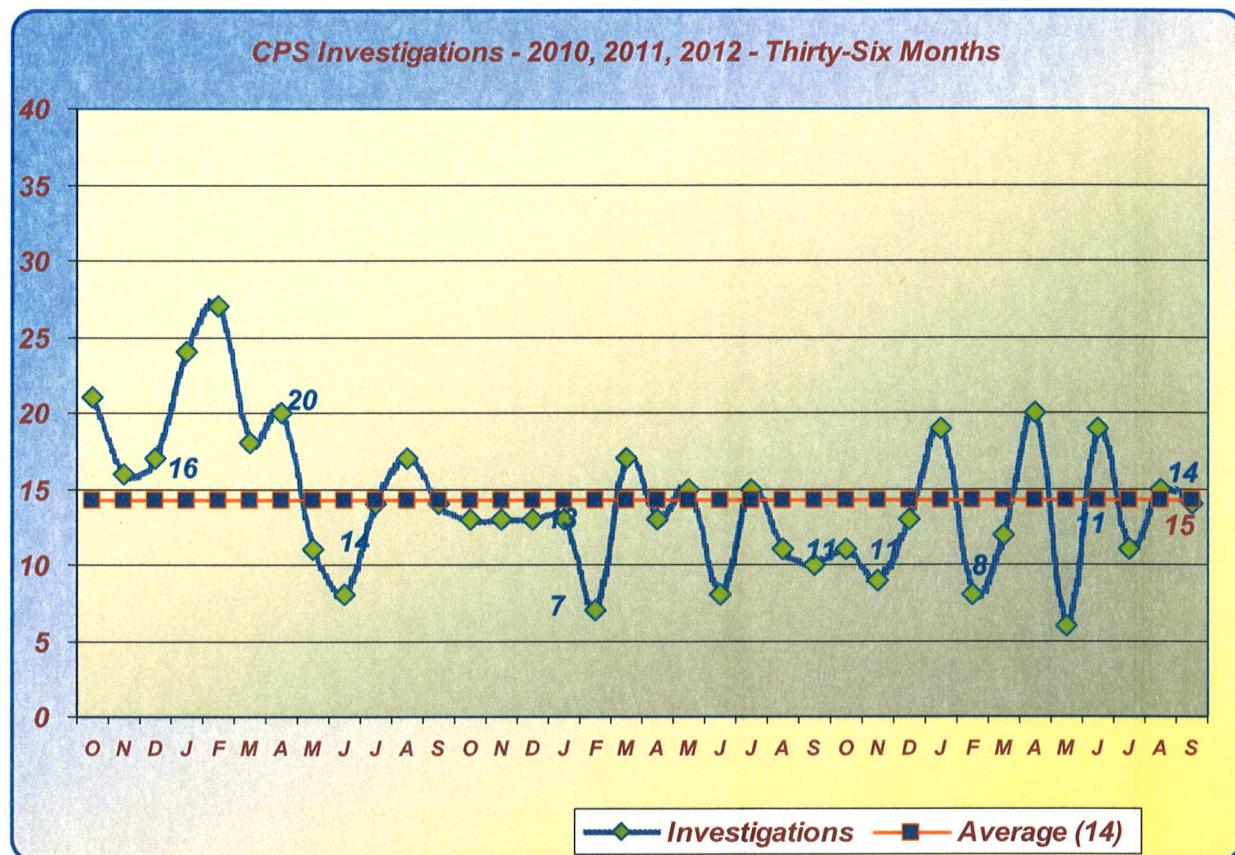


## II. SOCIAL SERVICES DIVISION

### A. Child Welfare Services

The Emergency Response component of Child Protective Services averages in the range of about 14 child abuse investigations per month. While we had a couple of months with counts that approached 20 requests for investigation, the general pattern seems to be that requests are hovering around the average, more one month but fewer the next.

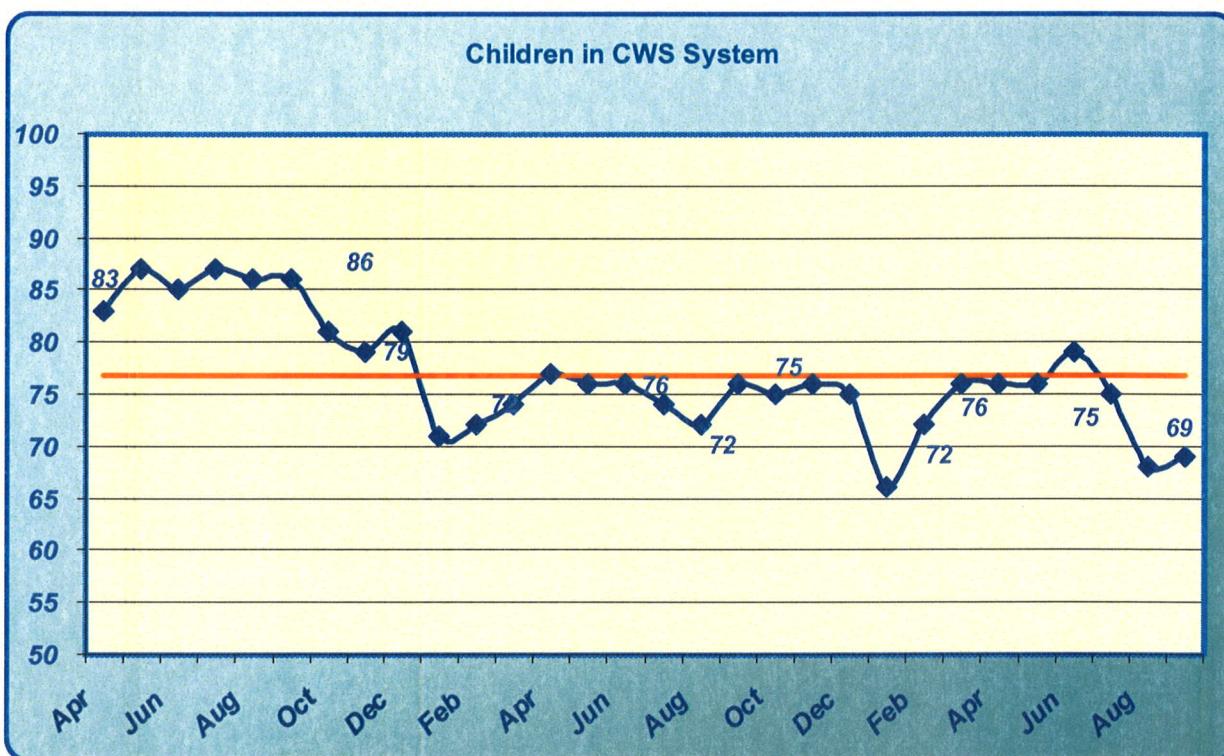
As the Department has noted previously, we have continued to experience significant numbers of cases where the precipitating factors leading to abuse and neglect are associated with substance abuse, in particular methamphetamine but also alcohol and other drugs. With that in mind, we are pleased to see that alcohol and drug services are coming back on line.



## B. Children in the Child Welfare Services System

The trend for children who are in the CWS system is moving in the right direction, that is, the count is dropping. Generally, the Department's goals are to keep children from being placed out of their homes however, safety of children is always our primary concern.

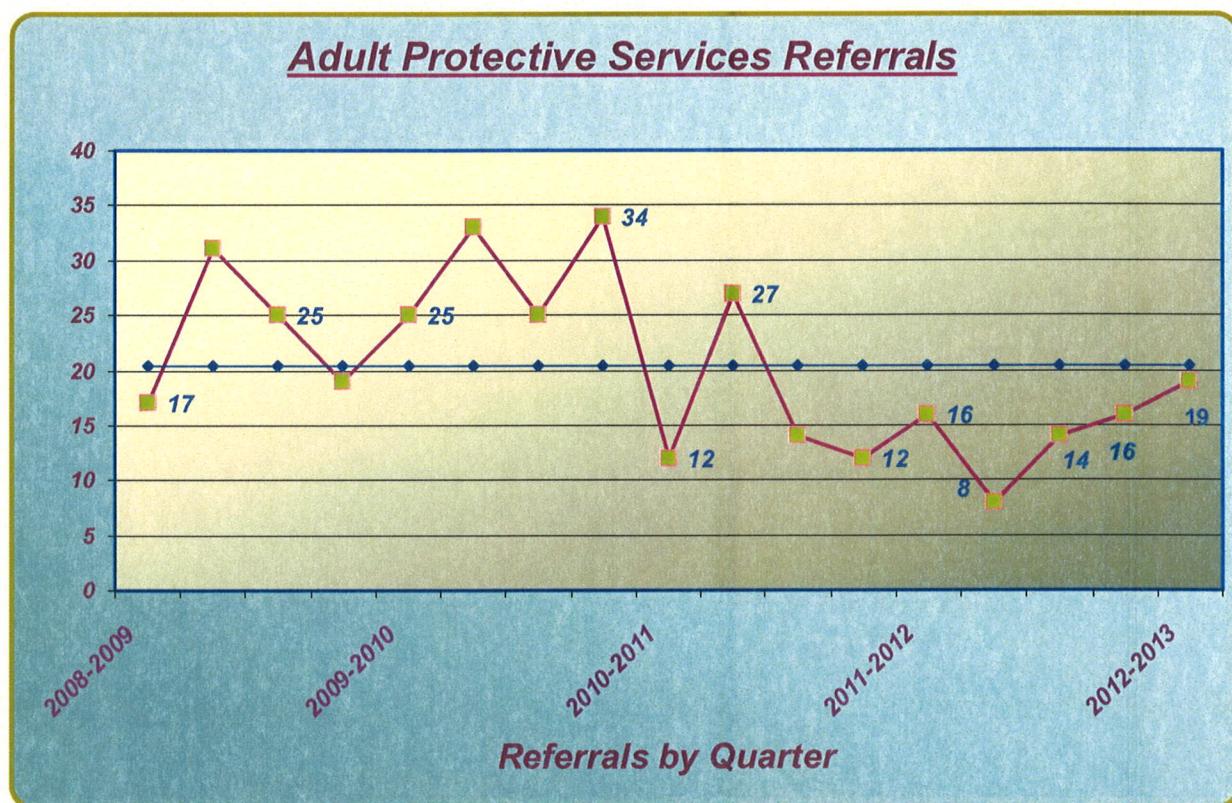
A continuing emphasis in the program now is to make efforts to achieve less restrictive placements and to place children with non-relative extended family members. In some instances the emphasis on placing with non-relative extended family members has resulted in lowered utilization of Foster Family Agency placements.



### **C. Adult Protective Services**

The average number of referrals for this program tends to be in the range of about 20 referrals per quarter. For the fifteen month period prior to the most recent quarter, referrals for investigation of abused or neglected adults were running below average. During this past quarter, we registered 19 referrals for investigation or just about the average.

Referrals from financial institutions regarding suspicious circumstances connected with an elderly or disabled person's bank account have continued to account for many of the requests for investigation we receive.

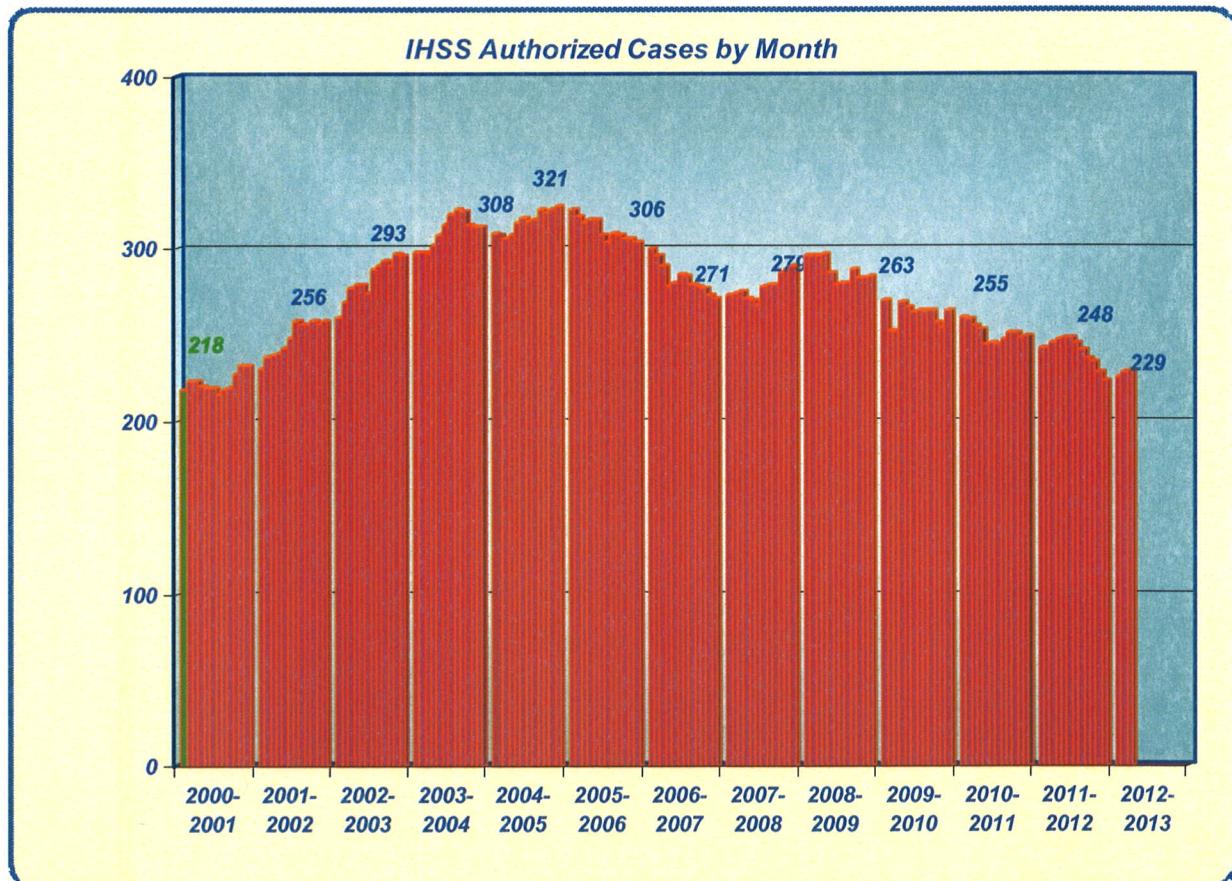


#### **D. In-Home Supportive Services (IHSS)**

The case count for IHSS has generally been on a downward trend since 2005. This is largely a result of continued reductions in hours and services that are the product of state budget cuts. Presently we see no indication in the near term that there will be growth in this program. There has been about a 10% reduction in the average case count each year for the past three years.

##### **Average Monthly Case Count**

<b>2010/2011</b>	<b>251</b>
<b>2011/2012</b>	<b>240</b>
<b>2012/2013</b>	<b>227</b>



### **III. PUBLIC GUARDIAN**

The Public Guardian currently provides guardianship and conservator services to a total of 9 LPS and Probate conservatee. The Public Guardian also serves as representative payee for 6 SSI recipients. The Office has one new LPS referral that has been received for evaluation for potential conservatorship.



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

JB2

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

ELLIOTT SMART  
DIRECTOR

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

DATE: NOVEMBER 28, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR DECEMBER 11, 2012

RE: REQUEST TO FILL A VACANT BENEFITS ASSISTANCE COUNSELOR  
I/II POSITION IN THE DEPARTMENT OF SOCIAL SERVICES

### It is Recommended that the Board of Supervisors

Authorize the Department of Social Services to fill a vacant Benefits Assistance Counselor I/II position.

### Background and Discussion

The Department of Social Services has incurred a vacancy at the Benefits Assistance Counselor (BAC I/II) level. As explained in more detail on the attached position classification form, this position is responsible for performing eligibility determinations for CalFresh assistance (formerly the Foodstamp program) and for the Medi-Cal and CMSP programs. The position became vacant on November 30, 2012.

The Board is aware that the Department has experienced unprecedented levels of applications for assistance and continuing cases particularly in the Foodstamp program. In addition, we have experienced a significant level of turnover and a longer term absence due to a medical matter. The combined effect of vacant positions and high case loads makes it essential that the Department move forward immediately to fill the vacant position. A description of the duties and other matters related to filling this position appears in the attached forms.

### **Financial Impact**

The position is budgeted in the approved Department of Social Services budget for FY 2012-2013. Funding to support the position comes from federal pass through dollars, State General Fund dollars and 1991 Realignment funds. There is no impact to the County General Fund.

Copy:            Neal Caiazzo, Program Manager  
                  Betty Cortez, Staff Services Manager

Enclosures (2)

**Position Classification:** Benefits Assistance Counselor (BAC) I/II

**FTE:** 1.00

**Budgeted Position:** Yes

**Mandated Program:** Yes

**Position Description:**

This position is primarily responsible for performing eligibility determinations for the Medi-Cal, CMSP and CalFresh (Foodstamp) programs. Eligibility determinations for the Medi-Cal and CMSP programs are critical to the mission of assuring that county citizens who do not have medical insurance or another payer for health care services have access, to the extent that they are eligible, to the State Medi-Cal and County CMSP programs. This also helps to assure that hospitals that are required by law to serve poor and indigent county residents receive payment for the services they provide. Eligibility determinations for the CalFresh (Foodstamp) program are a state mandated activity.

**Funding Sources:** Medi-cal is entirely funded by State General Fund and federal pass through dollars. There is a small apportionment of Realignment dollars that is part of the funding mix for this position, generally 15% of the cost of time spent performing CalFresh (Foodstamp) eligibility determinations. As is explained below, there are potential Realignment funding implications *when the position is left empty*.

**Special Considerations:** Department of Social Services funding mechanisms are structured on a very specific cost allocation plan that generates the distribution of fixed overhead costs based on filled positions. To the extent that a position is not filled, the fixed overhead costs redistribute themselves in uncontrolled and unpredictable ways adding unanticipated costs to other program areas particularly to program areas that contain Realignment dollars in their cost structure. It is in the County's best interests to avoid such a scenario.

**Reason for the Vacancy:** The reason for this vacancy is because the prior incumbent left County service before the completion of the probationary period.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

### Position: Benefits Assistance Counselor – Medi-Cal/CalFresh Program

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

**Answer: Yes. Medi-Cal and CalFresh (Foodstamp) administration is a state mandated service. The Benefits Assistance Counselor performs eligibility determinations for these services**

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

**Answer: The position is funded in the current budget and has no General Funds associated with it. Additionally the caseload is growing and the state provides funds to meet this growth.**

- How long has the position been vacant?

**Answer: The position became vacant effective November 30, 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: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.**

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

**Answer: We will not be able to process applications for Medi-Cal in accordance with the state requirements.**

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

**Answer: We will not expend state funds that have been allocated to this function and Realignment dollars will be disbursed to other programs costing the Department money.**

- 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.**

- 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.**



2B3

## 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: NOVEMBER 7, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR NOVEMBER 20, 2012

RE: APPROVE FILLING A VACANT POSITION IN THE DEPARTMENT OF  
SOCIAL SERVICES: SOCIAL WORKER I/II/III

A handwritten signature in black ink, appearing to read "ELLIOTT SMART".

**It is Recommended that the Board of Supervisors**

Authorize the Department of Social Services to fill a vacant Social Worker I/II/III position in the Child Protective Services program.

**Background and Discussion**

In accordance with recently adopted policy, the Department of Social Services is requesting approval to fill a vacant Social Worker I/II/III position. As is described in more detail in the enclosed Position Classification Form and Questionnaire for Filling Critical Positions, the position became vacant on November 2, 2012. The position is critical to public safety and the safety of children as it is assigned to the Department's Child Protective Services section. We have also enclosed a Table of Organization showing where the position is assigned.

**Financial Impact**

Child Protective Services was realigned to Counties in the Public Safety Realignment of 2012. Thus, funding for this position comes from 1991 and 2012 Realignment dollars and federal funds. No County General Fund dollars support this position.

Copies: DSS Management Staff

Enclosures (3)

## 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 November 2, 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.

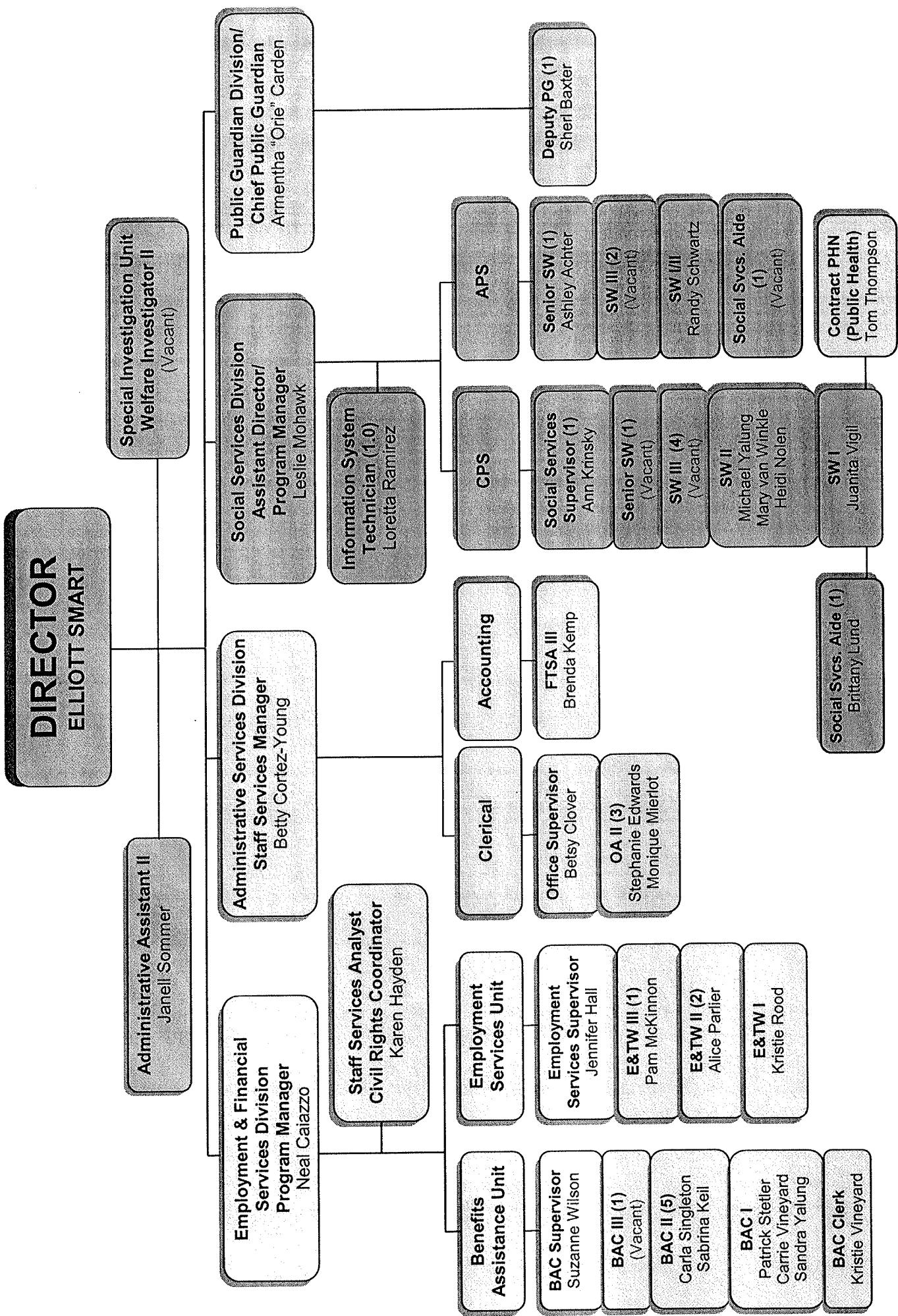
**Position Description:**

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.

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





DEPARTMENT OF SOCIAL SERVICES  
AND PUBLIC GUARDIAN

*2B4*

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

ELLIOTT SMART  
DIRECTOR

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

DATE: NOVEMBER 7, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR NOVEMBER 20, 2012

RE: APPROVE FILLING A VACANT POSITION IN THE DEPARTMENT OF  
SOCIAL SERVICES: SOCIAL SERVICES AIDE

A handwritten signature in black ink, appearing to read "ES".

**It is Recommended that the Board of Supervisors**

Authorize the Department of Social Services to fill a vacant Social Services Aide position in the Child Protective Services program.

**Background and Discussion**

In accordance with recently adopted policy, the Department of Social Services is requesting approval to fill a vacant Social Services Aide position. As is described in more detail in the enclosed Position Classification Form and Questionnaire for Filling Critical Positions, the position became vacant on November 9, 2012. The position is critical to public safety and the safety of children as it is assigned to the Department's Child Protective Services section. We have also enclosed a Table of Organization showing where the position is assigned.

**Financial Impact**

Child Protective Services was realigned to Counties in the Public Safety Realignment of 2012. Thus, funding for this position comes from 1991 and 2012 Realignment dollars and federal funds. No County General Fund dollars support this position.

Copies: DSS Management Staff

Enclosures (3)

**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: 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 November 9, 2012 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.**

2001

Resolution No. 2001-7046

## A RESOLUTION

### ESTABLISHING COUNTY OFFICE HOURS

**WHEREAS**, Plumas County Code Section 2-4.201 (Ordinance 92-779, effective May 7, 1992) permits the Board of Supervisors by Resolution to establish County office hours for the transaction of business; and

**WHEREAS**, Resolution 2001-6632 established hours and need to be revised to update branch library hours.

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

1. County officers and department heads shall keep their respective offices open to the public for the transaction of business from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for County designated holidays.
2. Notwithstanding the above, exceptions to the general policy are as follows:

#### A. Branch Libraries

Quincy:	Monday	12:00 pm-6:00 pm
	Tue.-Thur.	10:30 am-5:30 pm
	Friday	11:00 am – 3:00 pm

Chester:	Monday-Thurs.10:00 – 1:00 pm, 1:30 pm – 5:30 pm
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Greenville:	Monday-Thurs.10:00 am – 1:00 pm, 1:30 pm – 5:30 pm
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Portola	Mon.-Wed.	10:00 am – 1:00 pm, 2:00 pm to 6:00 pm
	Thursday	Noon – 4:00 pm, 5:00 pm- 7:00pm

#### B. Law Library – Courthouse

M, T, Thursday, Friday	Closed
Wednesday	Closed

#### C. Animal Shelter

Quincy	M, T, Thursday, Friday	8:00 a.m. – 5:00 p.m.
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Wednesday

8:00 a.m. – 7:00 p.m.

3. Notwithstanding the office hours established above, any office that has only one person on duty to receive the public on any day may close during the lunch hour between noon and 1:00 p.m., provided that a lunch closure note is posted at the public entry to the office.
4. Any remote County office in Greenville, Chester or Portola that has only one person on duty to receive the public may close when that person is either called away, sick or on vacation. In this case, the telephone shall ring forward to the main office at the County seat, a note shall be posted at the public entry to the office, and the closure for any extended period longer than one day shall be noted on the Internet web page.
5. Offices that have hours other than provided in Paragraph #1 above shall post the applicable hours at the public entrance, such notice being for the public's convenience.
6. Any office that must train all of their staff at the same time may close for training purposes, provided that the office is open to the public at least four hours on the day of training, and that notice of the change in public hours has been noted on the department's voice mail and Internet web page and posted continuously at the public entrance to the department at least ten days prior to the training.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, as a regular meeting of said Board held on the 9<sup>th</sup> day of October 2001 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

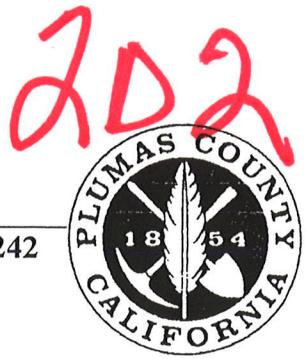
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Chair, Board of Supervisors

**ATTEST:**

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Clerk of the Board



## PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242  
lynnsheehy@countyofplumas.com • [www.plumaslibrary.org](http://www.plumaslibrary.org)

*Lynn Sheehy  
County Librarian*

DATE: November 19, 2012

TO: Honorable Board of Supervisors

FROM: Lynn Sheehy, County Librarian

RE: AGENDA ITEM FOR DECEMBER 11, 2012

It is recommended that the Board:

Approve to fill a recently vacated librarian position at .625 FTE as a permanent hire.

Background:

With the leaving of an employee that was performing cataloging and circulation desk duties, it is necessary to hire a replacement to perform these vital functions for the Quincy Library. No additional funds will be needed to pay this employee as it is already in this year's budget.

Critical Staffing – Librarian position, .625 FTE

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes.
- Why is it critical that this position be filled at this time?

The position was vacated by an individual who was performing cataloging duties and working the circulation desk. The library has a small staff and this position needs to be filled for the library to provide basic services to the public.

- How long has the position been vacant?

November 30, 2012

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

The wages for this position are already in this year's budget.

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

Other libraries of a similar size, population served, and county funding level have 2 or more full-time librarians. Colusa County, for example, has 3. Plumas would be down to 1.25 if this position is not filled.

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

Open hours for public to access information; borrowing from and lending to other libraries; maintenance of the collection; reference services.

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

None.

- 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?

Not applicable.

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

No.

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

N/A

- 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?

Because the current Librarian is working at the L5 step, her replacement will actually save the county money, since the new hire will be starting at the entry-level wage.

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

Not applicable.

### CRITICAL STAFFING COMMITTEE REQUEST FORM

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

DATE OF REQUEST:

\_\_\_\_ 11/19/2012 \_\_\_\_\_

DEPARTMENT TITLE: Library

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: \_\_\_\_\_

POSITION TITLE: Librarian

IS POSITION CURRENTLY ALLOCATED? YES X NO \_\_\_\_\_

## BOARD AGENDA REQUEST FORM

JEI

Department: Probation

Authorized Signature: Shawn Kuehne

Board Meeting Date: December 11, 2012

Request for 5 minutes for presentation

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

Consent Agenda:  Yes  No

**Description of Item for the Agenda (This is the wording that should appear on the agenda):**  
A. Request to appropriate \$5,862 from the General Fund Contingency to Probation, Department 20400, Accounts 527802 (Electricity - \$2,346) and 527803 (Propane - \$3,516) to cover expenses through March 31, 2012.

B. \_\_\_\_\_

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.



Sharon L. Reinert, Chief Probation Officer

---

Plumas County Probation Department- 1446 E. Main Street, Quincy, CA 95971

DATE: December 11, 2012  
TO: Honorable Board of Supervisors  
FROM: Sharon L. Reinert, Chief Probation Officer  
SUBJECT: AB109 Supplemental Budget and amendment to Position Allocation

**Recommendation**

1. Appropriate \$5,862 from the General Fund Contingency to Probation, Department 20400, Accounts 527802 (Electricity - \$2,346) and 527803 (Propane - \$3,516) to cover expenses through March 31, 2012.

**Background and Discussion**

At the budget hearing held on or about September 11, 2012, the decision was made to relocate the Probation Department from its current location to the previous Alcohol and Drug Department's location at the Courthouse Annex. As a result, funding was removed from Department 20400, Accounts 527802 and 527803 due to anticipated savings. However, because five offices in the new location are occupied by the Department of Fish & Game until January 31, 2013, the area was not large enough to accommodate Probation Department staff and furniture/supplies. As a result, and with the onset of winter, the move has been delayed until March 2013. Therefore, additional funding in the estimated amount of \$5,862 is needed to pay for the above-mentioned utilities.

## BOARD AGENDA REQUEST FORM

*JEd*

Department: Probation

Authorized Signature: John Peacock

Board Meeting Date: 12/11/2012

Request for \_\_\_\_\_ minutes for presentation

(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. Approve budget transfer within Probation-SB678 funds from New Employee Training-527503 to Other Wages-51020 to cover data entry into new case management system.

B. \_\_\_\_\_

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.



## PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT

CHIEF PROBATION OFFICER

1446 E. Main St., Quincy, CA 95971

(530) 283-6200 Fax (530) 283-6165

**DATE:** December 11, 2012

**TO:** Honorable Board of Supervisors

**FROM:** Sharon L. Reinert, Chief Probation Officer

**SUBJECT:** Probation-SB678, Dept. 20409, Increase in Other Wages

### **Recommendation:**

Approve Probation-SB678 (20409) re-allocation of funding from New Employee Training to Other Wages to cover extra help for case management system data entry.

### **Background:**

The Probation Department has received funding for the reduction of probationers that were sentenced to state prison for revocations of probation. The intent of this funding is to assist county probation departments in utilizing evidence-based practices and to implement and maintain programs to manage this population without negatively impacting local resources.

Entering all of the Probation Department's active/at warrant cases into the case management system is critical for tracking data that provides outcome measurements to state regulating agencies as well as for local program effectiveness.

5A1

**CERTIFICATION OF ELECTION RESULTS OF THE  
GENERAL ELECTION HELD ON NOVEMBER 6, 2012**

I, Kathy Williams, Plumas County Clerk-Recorder and Registrar of Voters, having completed the canvass of returns for the General Election held November 6, 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:

**LOCAL PLUMAS COUNTY RACES AS FOLLOWS:**

**City of Portola City Council**  
Three - 4 Year Terms

Michelle Gault	400
Phil Oels	401
William A. Weaver	303
John L. Larrieu	407
Write-In Votes	27

**Seneca Healthcare District**  
Two - 4 Year Terms

David Slusher, Jr.	1035
Ronald Longacre	819
Bill Howe	1383
Write-In Votes	32

**City of Portola City Treasurer**  
One - 2 Year Term

Christine Pearson	574
Write-In Votes	21

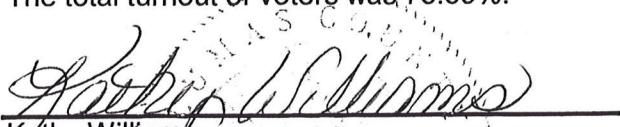
**Plumas County Transient Occupancy Tax**  
Measure C

Yes	3660
No	5313

**Plumas County Sales Tax**  
Measure D

Yes	3456
No	6159

The Official Final Canvass of votes cast is attached hereto and made a part hereof.  
The total turnout of voters was 76.69%.

  
\_\_\_\_\_  
Kathy Williams,  
Plumas County Clerk-Recorder

Dated: November 15, 2012

PLUMAS COUNTY  
NOVEMBER 6, 2012  
GENERAL ELECTION  
OFFICIAL FINAL

Date:11/26/12  
Time:09:19:32  
Page:1 of 4

Registered Voters 13230 - Cards Cast 10146 76.69%

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

PRESIDENT

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	10080	
Obama/Biden	4026	39.94%
Stein/Honkala	71	0.70%
Hoefling/Ornelas	22	0.22%
<b>Romney/Ryan</b>	5721	56.76%
Johnson/Gray	128	1.27%
Barr/Sheehan	40	0.40%
Write-in Votes	72	0.71%

UNITED STATES SENATOR

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9722	
Dianne Feinstein	4162	42.81%
<b>Elizabeth Emken</b>	5560	57.19%

UNITED STATES REPRESENTATIVE 1ST DISTRICT

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9737	
Jim Reed	3989	40.97%
<b>Doug La Malfa</b>	5748	59.03%

STATE SENATOR 1ST DISTRICT

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9518	
Julie Griffith-Flatt	3443	36.17%
<b>Ted Gaines</b>	6075	63.83%

MEMBER OF THE STATE ASSEMBLY 1ST DISTRICT

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	8533	
Rick Bosetti	2488	29.16%
<b>Brian Dahle</b>	6045	70.84%

PLUMAS COUNTY  
NOVEMBER 6, 2012  
GENERAL ELECTION  
OFFICIAL FINAL

Date:11/26/12  
Time:09:19:32  
Page:2 of 4

Registered Voters 13230 - Cards Cast 10146 76.69%

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

CITY OF PORTOLA CITY COUNCIL

	Total	
Number of Precincts	2	
Precincts Reporting	2	100.0 %
Vote For	3	
Total Votes	1538	
<b>Michelle Gault</b>	400	26.01%
<b>Phil Oels</b>	401	26.07%
William A. Weaver	303	19.70%
<b>John L. Larrieu</b>	407	26.46%
Write-in Votes	27	1.76%

CITY OF PORTOLA CITY TREASURER

	Total	
Number of Precincts	2	
Precincts Reporting	2	100.0 %
Vote For	1	
Total Votes	595	
<b>Christine Pearson</b>	574	96.47%
Write-in Votes	21	3.53%

SENECA HEALTH CARE DISTRICT DIRECTORS

	Total	
Number of Precincts	4	
Precincts Reporting	4	100.0 %
Vote For	2	
Total Votes	3269	
<b>David Slusher, Jr</b>	1035	31.66%
Ronald Longacre	819	25.05%
<b>Bill Howe</b>	1383	42.31%
Write-in Votes	32	0.98%

PROPOSITION 30 - TAXES TO FUND EDUCATION

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9925	
<b>YES</b>	4054	40.85%
<b>NO</b>	5871	59.15%

PROPOSITION 31 - STATE BUDGET

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9491	
<b>YES</b>	3865	40.72%
<b>NO</b>	5626	59.28%

PLUMAS COUNTY  
NOVEMBER 6, 2012  
GENERAL ELECTION  
OFFICIAL FINAL

Date:11/26/12  
Time:09:19:32  
Page:3 of 4

Registered Voters 13230 - Cards Cast 10146 76.69%

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

PROPOSITION 32 - POLITICAL CONTRIBUTIONS

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9860	
<b>YES</b>	5519	55.97%
<b>NO</b>	4341	44.03%

PROPOSITION 33 - AUTO INSURANCE COMPANIES

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9713	
<b>YES</b>	4570	47.05%
<b>NO</b>	5143	52.95%

PROPOSITION 34 - DEATH PENALTY

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9835	
<b>YES</b>	3192	32.46%
<b>NO</b>	6643	67.54%

PROPOSITION 35 - HUMAN TRAFFICKING

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9835	
<b>YES</b>	8181	83.18%
<b>NO</b>	1654	16.82%

PROPOSITION 36 - THREE STRIKES LAW

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9818	
<b>YES</b>	6236	63.52%
<b>NO</b>	3582	36.48%

PROPOSITION 37 - GENETICALLY ENGINEERED FOODS

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9905	
<b>YES</b>	3921	39.59%
<b>NO</b>	5984	60.41%

PLUMAS COUNTY  
NOVEMBER 6, 2012  
GENERAL ELECTION  
OFFICIAL FINAL

Date: 11/26/12  
Time: 09:19:32  
Page: 4 of 4

Registered Voters 13230 - Cards Cast 10146 76.69%

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

PROPOSITION 38 - TAX TO FUND EDUCATION

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9767	
YES	2083	21.33%
NO	7684	78.67%

PROPOSITION 39 - TAX TREATMENT FOR MULTISTATE BUSINESSES

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9673	
YES	4236	43.79%
NO	5437	56.21%

PROPOSITION 40 - REDISTRICTING

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9444	
YES	6859	72.63%
NO	2585	27.37%

MEASURE C - TRANSIENT OCCUPANCY TAX

	Total	
Number of Precincts	27	
Precincts Reporting	27	100.0 %
Vote For	1	
Total Votes	8973	
YES	3660	40.79%
NO	5313	59.21%

MEASURE D - TEMPORARY LOCAL SALES TAX

	Total	
Number of Precincts	29	
Precincts Reporting	29	100.0 %
Vote For	1	
Total Votes	9615	
YES	3456	35.94%
NO	6159	64.06%

5A2

RESOLUTION 2012-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE PLUMAS COUNTY CLERK-RECORDER, REGISTRAR OF VOTERS, TO CONDUCT AN ALL MAILED BALLOT ELECTION ON JUNE 4, 2013, WITHIN THE BOUNDARIES OF THE QUINCY FIRE PROTECTION DISTRICT, A MEASURE SUBMITTING TO THE VOTERS OF THE DISTRICT APPROVAL TO ADOPT A SPECIAL TAX.

WHEREAS, the Quincy Fire Protection District (hereafter "District") has adopted and forwarded to the Plumas County Clerk, a Resolution No. 12-1108 (a copy hereto attached), requesting that the Plumas County Board of Supervisors authorize the Plumas County Clerk, Registrar of Voters to conduct a special election on June 4, 2013, for the purpose of obtaining voter approval of two-thirds of the votes cast by voters voting upon the measure, the District may levy the Special Tax. The measure as set forth as follows:

"Upon a two-thirds vote of approval, shall a special tax of \$98.50 per parcel per fiscal year be imposed on each and every parcel within the boundaries of the Quincy Fire Protection District, excluding those parcels exempt from county property tax, for the sole purpose of supplementing the funding of services for fire protection and prevention, emergency medical response, hazardous materials emergency response commencing in fiscal year 2013-14, and continuing through the next four fiscal years ending June 30, 2018, with tax proceeds to be collected and apportioned along with county property taxes?"

NOW THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors as follows: The Plumas County Clerk, Registrar of Voters is authorized to conduct an all mailed ballot election within the boundaries of the Quincy Fire Protection District, including preparation and publication of all legal notices, preparation of official ballots, canvassing the returns and taking all other necessary steps required under state and local law in conducting an election. The Plumas County Clerk, Registrar of Voters is authorized to recover expenses for any election service performed, by advance payment or reimbursement.

The foregoing resolution was adopted on December 11, 2012, at a regular meeting of the Plumas County Board of Supervisors, by the following vote:

AYES:  
NOES:  
ABSENT:

---

Chair of the Board of Supervisors

ATTEST:

---

Nancy L. DaForno  
Clerk of the Board of Supervisors

## **RESOLUTION NO. 12-1108**

### **A RESOLUTION PROPOSING THE ADOPTION OF A SPECIAL TAX, AND REQUESTING THE COUNTY BOARD OF SUPERVISORS TO PERMIT THE COUNTY CLERK TO HOLD AN ALL MAILED BALLOT ELECTION**

**WHEREAS**, the Board of Directors of the Quincy Fire Protection District finds and determines as follows:

- A. California Health and Safety Code Section 13910 provides that a fire protection district board of directors may raise revenues pursuant to law whenever revenues are inadequate to meet the costs of providing services pursuant to Section 13862 for fire protection and prevention, emergency medical services, and hazardous material emergency response services;
- B. The present and anticipated revenues of the District are insufficient to fund safe level of the above mentioned services, for reasons to be presented in connection with the public hearing prior to adoption of this resolution; and tax rate of \$98.50 per parcel is estimated to generate sufficient supplemental funding to ensure a safe level of services, and includes the \$2.50 per parcel annual administrative charge for county collection of the tax.
- C. California Health and Safety Code Section 13911 authorizes a fire protection district to levy a voter-approved special tax pursuant to Government Code Section 50077, which requires an election and approval by two-thirds of the voters voting.
- D. Public Notice of hearing on this resolution was posted in the Feather River Bulletin and in five locations on October 24, 2012, and a public hearing was held on November 8, 2012.

**NOW, THEREFORE BE IT RESOLVED** as follows:

1. The District proposes that a special tax measure be submitted to voters of the District as set forth below:

"Upon a two-thirds vote of approval, shall a special tax of \$98.50 per parcel per fiscal year be imposed on each and every parcel within the boundaries of the Quincy Fire Protection District, excluding those parcels exempt from county property tax, for the sole purpose of supplementing the funding of services for fire protection and prevention, emergency medical response, hazardous materials emergency response commencing in fiscal year 2013-14, and continuing through the next four fiscal years ending June 30, 2018, with tax proceeds to be collected and apportioned along with county property taxes?

2. The District requests the Plumas County Board of Supervisors, pursuant to Election Code Section 10002, to permit the Plumas County Clerk to render services necessary for the conduct of an all mailed ballot election, pursuant to Election Code Section 4000 and other relevant sections, to be

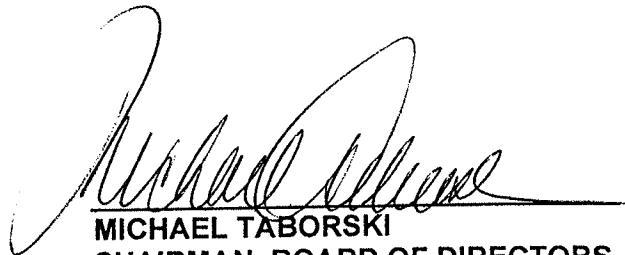
held on June 4, 2013, as scheduled by the Clerk, with costs to be reimbursed by the District.

The Foregoing resolution was passed and adopted on November 8, 2012, at a special meeting of the Board of Directors of the Quincy Fire Protection District, by the following vote:

AYES: 3 Michael Taborski, Chairman of the Board  
Andrew Ryback, Vice-Chairman  
Charles Leonhardt, Secretary

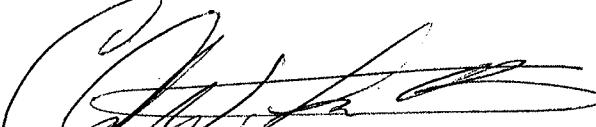
NOES: 0

ABSENT: 0



MICHAEL TABORSKI  
CHAIRMAN, BOARD OF DIRECTORS

ATTEST:



CHARLES LEONHARDT  
SECRETARY



# Office of the Sheriff 5c1

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

**DATE:** **November 12, 2012**

**TO:** **Honorable Board of Supervisors**

**FROM:** **Assistant Sheriff Dean Canalia**

**RE:** **Agenda Item for the meeting of December 11, 2012**

### **Recommended Action:**

Approve and authorize the Sheriff to sign the attached lease for repeater space in the Black Mountain Communication vault owned by the State of California, Dept. of General Services.

### **Background and Discussion:**

The Sheriff's Office has responsibility for ten repeaters and six base station radios that cover Law and MedCom frequencies used county-wide. This equipment is located at six different communication sites, four of which are operated by the State of California. The County has had communication leases with the State and equipment at these sites for more than 25 years.

The California Department of General Services has been tasked with the review of communication vault space and the associated fees that are charged. As leases expire, new lease terms are imposed along with fee increases. Black Mountain is the first site that is subject to the new lease agreement with the State. While there are very small differences in lease terms from the old documents to the new, the fees have gone up four fold. There are a number of factors causing such a large increase, first the State's fiscal problems and need to generate more revenue and second the increasing need for cellular companies to acquire vault space. The latter creates a supply and demand problem that we have little control over.

The Sheriff's Office is diligently working on alternative communication plans to minimize the overall cost increases we foresee coming from the State over the next few years. In the meantime, each and every communication site currently operated by county resources are essential to the function of the

communication system as a whole. It is important that we renew the Black Mountain lease now and continue to explore less expensive options.

The lease agreement has been reviewed and approved as to form by County Counsel's Office. It also contains language that allows for termination with 60 days notice, should a suitable alternative be developed.

Due to the length of the contract, a copy will be filed with the Clerk of the Board.



# Office of the Sheriff 5c2

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** November 13, 2012

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood 

**RE:** Agenda Item for the meeting of December 11, 2012

**Recommended Action:**

- 1) Approve and authorize a budget transfer in the amount of \$5,500.00 from the Narcotics Fund (dept 20343) Helicopter/Aircraft Exp account (526300) to fixed asset account (545600) for purchase of investigation equipment.

**Background and Discussion:**

The FY 12/13 Administrative and Budgetary Controls require transfers to or from a fixed asset account to be approved by the Board of Supervisors.

The Narcotics Fund maintains a budget that must be used for narcotic investigational purposes. The funds budgeted for Helicopter/Aircraft Exp were not used as anticipated and are available for transfer to cover the cost of the needed investigation equipment.

The Sheriff's budget does not have the funds available for this purchase and this is an allowable Narcotics Fund expense.

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: NARCOTICS

Dept. No: 20343

Date 11/13/2012

The reason for this request is (check one):

- 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 a 51XXX
- E.  Establish any new account except fixed assets

**Approval Required**

## Board

## Board

## Board

### Auditor

### **Auditor**

TRANSFER FROM OR

#### SUPPLEMENTAL REVENUE ACCOUNTS

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

**TRANSFER TO OR**  
(CHECK "TRANSFER TO" IF TRANSFER WITHIN E  
SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

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) Transfer to cover investigation equipment purchase

B) Funds not expended as anticipated

C) Expense to be incurred this fiscal year

D) N/A

Approved by Department Signing Authority: Rowe, Journeyc

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller 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 Auditor/Controller. 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. Auditor/Controller will forward all signed, supplemental transfers to the Board 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 Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



# Office of the Sheriff

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

5c3

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** November 14, 2012

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of December 11, 2012

**RECOMMENDATION:**

Approve and sign service agreement with vendor:

Kassbohrer All Terrain Vehicles, Inc. (PCSO00035) in the amount of \$20,000.00 for the period of 11/01/12 to 11/01/13.

**BACKGROUND & DISCUSSION:**

The Sheriff's Office utilizes the services of many vendors. All service agreements over \$10,000.00 require Board approval.

Attached is a service agreement between the County of Plumas, Office of the Sheriff and a vendor that provides repair & service to the Sheriff's snowcat. The vendor is Kassbohrer All Terrain Vehicles, Inc. (PCSO00035).

This agreement has been approved by County Counsel and signed by the vendors. They are now being submitted for Board approval as per County policy and for the Board Chair to sign.



# Office of the Sheriff 5c4

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** November 14, 2012

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood 

**RE:** Agenda Item for the meeting of December 11, 2012

**RECOMMENDATION:**

Approve budget transfer for the Jail in the amount of \$17,000.00. The transfer is \$5,000.00 from Retirement (51080) & \$12,000.00 from Group Insurance (51090) to Other Wages (51020) - \$15,795.00 & FICA/Medicare/OASDI (51100) - \$1,205.00.

**BACKGROUND & DISCUSSION:**

The FY 12/13 Administrative and Budgetary Controls require transfers within wages and benefits to be approved by the Board of Supervisors.

This is a budget transfer request for the Jail in the amount of \$17,000.00 transferring funds from Retirement (51080) and Group Insurance (51090) to Other Wages (51020) and FICA/Medicare/OASDI (51100).

There are currently four vacant full time positions in the Jail budget. The Jail has been using extra help and reserves to cover shifts. The benefit savings from the vacancies is being transferred to cover the Other Wages and benefits for the extra help and reserves.

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: JAIL

Dept. No: 70380

Date 11/14/2012

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 a 51XXX  
E.  Establish any new account except fixed assets

TRANSFER FROM OR

#### SUPPLEMENTAL REVENUE ACCOUNTS

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

Fund #                    Dept #                    Acct #                    Account Name                    \$ Amount

Panel #      Dept #      Room #

## TRANSFER TO OR

## SUPPLEMENTAL EXPENDITURE ACCOUNTS

(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

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) Transfers to cover shortages in accounts

B) Cost savings from vacant full time positions that are unfilled

C) Expenses to be incurred this fiscal year

D) N/A

Approved by Department Signing Authority: Roni Jorvery

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: \_\_\_\_\_

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

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

Clerk of the Board Signature: \_\_\_\_\_

Date Entered by Auditor/Controller: \_\_\_\_\_

Initials \_\_\_\_\_

#### INSTRUCTIONS:

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Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board 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 Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



# Office of the Sheriff 5c5

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** November 28, 2012

**TO:** Honorable Board of Supervisors

**FROM:** Sheriff Greg Hagwood

**RE:** Agenda Item for the meeting of December 11, 2012

**RECOMMENDATION:**

Approve budget transfer for the Sheriff in the amount of \$58,942.00. The transfer is \$19,932.00 from Retirement (51080), \$32,307.00 from Group Insurance (51090), \$4,803.00 from FICA/OASDI/Medicare (51100) & \$1,900.00 from Clothing Allowance (51125) to Regular Wages (51000).

**BACKGROUND & DISCUSSION:**

The FY 12/13 Administrative and Budgetary Controls require transfers within wages and benefits to be approved by the Board of Supervisors.

This is a budget transfer request for the Sheriff in the amount of \$58,942.00 transferring funds from Retirement (51080), Group Insurance (51090), FICA/OASDI/Medicare (51100), and Clothing Allowance (51125) to Regular Wages (51000).

There are currently vacant full time positions in the Sheriff's budget. The benefit savings from the vacancies is being transferred to cover a portion of the shortage in Regular Wages.

**COUNTY OF PLUMAS**  
**REQUEST FOR BUDGET APPROPRIATION TRANSFER**  
**OR SUPPLEMENTAL BUDGET**

**TRANSFER NUMBER**  
(Auditor's Use Only)

Department: SHERIFF

Dept. No: 70330

Date 11/28/2011

The reason for this request is (check one):

A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input checked="" type="checkbox"/>	Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets, out of a 51XXX	Auditor
E. <input type="checkbox"/>	Establish any new account except fixed assets	Auditor

TRANSFER FROM OR  SUPPLEMENTAL REVENUE ACCOUNTS

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

Fund #                    Dept #                    Acct #                    Account Name                    ~~Amount~~                    Amount

## TRANSFER TO OR

## **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

**TRANSFER TO EX** **SUPPLEMENTAL EXPENDITURE ACCOUNT**  
(CHECK "TRANSFER TO" IF TRANSFER WITHIN EXISTING BUDGET, CHECK "SUPPLEMENTAL EXPENDITURE" IF SUPPLEMENTAL, NEW UNBUDGETED EXPENSE)

Fund #

Dent #

Acct #

Account Name

**\$ 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 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) Transfer to cover shortage in account

B) Vacant positions not filled

C) Expenses to be incurred this fiscal year

D) N/A

Approved by Department Signing Authority: Roni Bowery

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller 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 Auditor/Controller. 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. Auditor/Controller will forward all signed, supplemental transfers to the Board 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 Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



# Office of the Sheriff 5c6

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** November 27, 2012  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of December 11, 2012

**It is recommended that the Board:**

Approve and sign contract #PCSO00050 between the Plumas County Sheriff's Office (PCSO) and Northfork Family Medicine in the amount of \$126,468 and authorize the Auditor to pay invoices for service back to November 1, 2012.

**Background and Discussion:**

The term of this contract is 11/01/12 – 10/31/13. This purpose of this agreement with Northfork Family Medicine is to provide medical services to Jail inmates as required by law.



# DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9126

ELLIOTT SMART  
DIRECTOR

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

DATE: NOVEMBER 13, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR DECEMBER 11, 2012, CONSENT  
AGENDA

RE: APPROVAL OF A CONTRACT WITH FISCAL EXPERTS AND  
AUTHORIZATION TO EXTEND THE AGREEMENT FOR ADDITIONAL  
PERIODS SUBJECT TO THE AVAILABILITY OF FUNDS

A handwritten signature in black ink, appearing to read "Elliott Smart".

### **It is Recommended that the Board of Supervisors**

1. Approve an agreement between Fiscal Experts, Inc. and the Department of Social Services for Time Study Buddy, a web based software program for time study service.
2. Authorize the Director of the Department of Social Services to sign the agreement as the Board's designee.
3. Approve and authorize the Director of the Department of Social Services to execute extensions of the agreement at the end of the current term subject to the availability of state and federal funds for this purpose.

### **Background and Discussion**

The Department of Social Services annually contracts with Fiscal Experts, Inc. for a web based service called Time Study Buddy. This software enables the Department to quickly capture and collate time spent by staff in the various programs that are eligible for state and federal cost participation. In the absence of this software, staff would be generating such information using spreadsheets and tables that they create themselves. This would generate a significant commitment of time and energy with no guarantee that the results they obtain would be as good as those we obtain from this service.

The current agreement is for a period of twelve months. The Department is requesting that in addition to approving the agreement for the current period, that the Board also

authorize the Director of the Department of Social Services to approve extensions to the agreement subject to the availability of state and federal funds for this purpose. The Department is requesting such authorization because there is no other proprietary software available for this purpose and because the cost of the agreement with Fiscal Experts is likely to remain under \$5,000 for the foreseeable future. If the agreement were to exceed this amount, the Department will return to the Board for additional authorizations.

### **Financial Impact**

The current year cost for this agreement is \$3,600. This cost is shared by federal, state and Realignment sources. There is no cost to the County General Fund.

### **Other Agency Involvement**

The Office of County Counsel has reviewed the agreement and approved it as to form.

Copies: DSS Management Staff (memo only)

Enclosure

5F

**PLUMAS COUNTY FISH & GAME COMMISSION**

P.O. Box 89, Crescent Mills, CA 95934

(530) 394-7762

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**TO:** Plumas County Board of Supervisors

**FROM:** Frank Williams Commissioner

**RE:** FRTU Trout in the Classroom

**DATE:** November 27, 2012

---

It is hereby requested that the Board of Supervisors authorize the Fish & Game Commission's donation to Feather River Trout Unlimited's Trout in the Classroom program in the amount of \$2,000. This amount will be paid from the Fish & Game Commission's Special Department Expense line item #52440 (current balance: \$90,000)

**Background & Discussion:** Feather River Trout Unlimited is requesting a \$2,000 donation for the purchase necessary equipment upgrades (aquariums, chillers, pumps, etc.) in support of new and existing teachers. For more information, please see the attached letter from Cindy Noble, Chapter President.

Thank you.



TU Celebrates **50 Years** of Protecting Cold, Clean, Fishable Water.

Feather River Chapter #905 \* P.O. Box 278 \* Graeagle CA, 96103  
[www.frtu.org](http://www.frtu.org)

October 26, 2012

Dear Plumas County Fish & Game Commission,

**Feather River Trout Unlimited (FRTU) is requesting support for our Trout In the Classroom program in the amount of \$2000 for the 2012- 2013 school year.** Trout in the Classroom is an education program in which students in grades K-12:

- Raise trout from eggs to fry
- Monitor tank water quality
- Engage in stream habitat study
- Begin to foster a conservation ethic
- Grow to understand ecosystems

During the year, each teacher tailors the program to fit his or her curricular needs. TIC has interdisciplinary applications in science, social studies, mathematics, language arts, fine arts, and physical education. Teachers and students end the year by releasing their trout in a state-approved stream near the school or within a nearby watershed.

In each state, Trout in the Classroom is funded by a number of generous supporters and enriched through varied partnerships. Locally, this program has been sponsored by the Feather River Chapter of Trout Unlimited and we are asking the Plumas County Fish and Game Commission's support for the Chester, Greenville, Quincy and Portola teachers' participation. There are nearly 20 teachers in Plumas and Sierra Counties that are enrolled in the program and roughly 75% of them are from schools in Plumas County. The remaining teachers are from Loyalton and Downieville.

**Our \$2000 request to the Plumas County Fish and Game Commission will enable equipment purchases (aquariums, chillers, pumps, etc.) to support new and existing teachers.**

Trout in the Classroom also has the following outcomes that will be supported by FRTU and other funding sources:

- Afterschool training customized to teachers' needs (tank troubleshooting assistance, macroinvertebrate identification, etc.)
- Coordinating with DFG regarding regulations, permits, etc.
- Trout egg delivery from hatchery in Spring 2013
- Coordination and travel support

We believe that Trout in the Classroom is a powerful experiential education opportunity where students are actively engaged in the stewardship of trout rearing. They witness firsthand the transformation from egg to alevin to fry as part of a trout's life cycle, while learning about adaptations for survival, habitat requirements, and much more. It's a classroom experience that students never forget.

Thank you for your consideration!

Cindy Noble, Chapter President

PLUMAS COUNTY FISH & GAME  
MEETING MINUTES  
November 1, 2012

The meeting was called to order by Chairman Williams.

Commissioners Seiler, Brutlag, Orange, Garrido, Fording, Klement, Valle, Horton, Martynn and Chairman Williams were present; none were absent.

Guests

Alan Morrison, Plumas County School Teacher, Trout in the Classroom Program  
Tina Hopkins, Fisheries Biologist, Plumas National Forest  
Terry Weist, Fish & Game Wildlife Biologist  
Christy Hoffman, Feather River Trout Unlimited  
Amber Coates, Fish & Game Fisheries Biologist  
Zach Parks, Feather River College Hatchery  
Taylor \_\_\_\_\_, Target Shooting and Hunting Club  
Dakota Johnson, Target Shooting and Hunting Club  
Kyle McCammon, Target Shooting and Hunting Club  
Liz O'Dell, SB 1221 Opponent

Urgency Items

None were presented.

Correspondence & Bills

Commissioner Garrido advised that he's already requested to be reimbursed for the food items purchased for the Jr. Pheasant Hunt. Mileage was calculated and Commissioners Garrido and Williams will be reimbursed for their mileage to attend the hunt.

Old Business

- a) **Review of October Meeting of the Commission:** Commissioner Williams explained that the recorder had not been operating during the October meeting, so there were no minutes to be approved. No expenditures were approved last month; discussion was had regarding the upcoming Jr. Pheasant Hunt.
- b) **Status of Conversation with Julianne:** Commissioner Fording advised that he'd received an e-mail from Jason julienne that he'd been out of the office. Jason will provide notices to be placed in Plumas County Campgrounds, however, since the campgrounds are closed, Commissioner Fording believes that this would be better addressed at April's meeting.

c) **2012 Jr. Pheasant Hunt Report:** Weist reported that 34 birds were harvested with 17 hunters in the morning and 16 in the afternoon. Commissioner Valle reported that the turnout was much larger than it has been in the past. Commissioner Brutlag advised that there may not be a place for the hunt for next year as the Carmichael Ranch is for sale. He suggested looking for an alternate place and Commissioner Fording suggested Green Gulch Ranch. Weist advised that if the hunt isn't held on a State Wildlife area, insurance has to be purchased for the event. Commissioner Valle questioned how long it takes to have a spot ready for the hunt; Weist commented that the hunt plan has to be ready in the Spring. With a firm commitment by January or February, she should be ready for the hunt. Crocker wildlife area was discussed. Weist will keep Dorothy apprised of her efforts and the matter will be agendized for April. Commissioner Martynn suggested that the Commission might want to provide safety equipment for the hunt next year that the kids could keep and use later in addition to the hats already donated.

### New Business

a) **Feather River College Hatchery Request for Student Funding:** Zach Parks, Feather River College Hatchery, addressed the board and advised that he needs help to operate the hatchery. He has student employees, however, they are funded through the college and the funding has been cut. The college gives him \$8,000 per year; he's garnered another \$6,000 from his usual contributors and is now approaching the Commission for help. He went on to explain what the duties are of the students in this program. Parks requested \$1,000 for the student fund. Commissioner Valle asked whether this would take them through the year and was advised that it would take them through the fiscal year ending June 30. Commissioner Martynn questioned whether the college would commit to more funding this year; Parks advised that he didn't know but thought it possible if Prop 30 passes. Parks advised that he was given \$13,000 this year which was more than he received last year. Commissioner Fording asked how soon he would have to shut down without additional funding and was told the end of January is when things will get tight. Commissioner Valle moved that the Commission fund \$999 to the Feather River Hatchery. Commissioner Fording questioned whether the Commission can fund salaries. Parks advised that the funds go into the Foundation Brown Trout account and that anything necessary for the raising of brown trout comes out of that fund. Commissioner Brutlag seconded the motion made by Commissioner Valle. Commissioner Martynn would like to pledge \$2,000 if the college will match that amount and if Zach reports at the next meeting that the college will not match it, the Commission can give him \$1,000 at that time. Commissioner Valle suggested that Zach could attempt to see what kind of response he might get for matching for even more funds. Chairman Williams commented that if Prop 30 doesn't pass, they won't be matching anything. Commissioner Fording asked Zach whether there would be

any chance that a decision could be made by the college before next month's meeting; Zach believes that is possible. Commissioner Valle amended his motion to give Parks \$999 immediately and a second amount of \$1,500 to be paid upon the college matching the donation. The amended motion passed by voice vote.

b) **Feather River College Target Shooting and Hunt Club Request for Funding:** The president of the Target Shooting and Hunt Club addressed the Commission, filling them in on the background of the Club and how it was founded. Chairman Williams advised that the Commission is regulated by the Fish & Game Code with regard to how funds are spent and Hunt Clubs are not included. Commissioner Martynn suggested that the Commission could do some more research. Commissioner Valle suggested funding for habitat clean up and/or hunter safety. Chairman Williams advised that hunter safety programs fall under the Fish and Game Department and they are funded by them. Commissioner Martynn asked whether they'd approached the Feather River Land Trust and was advised that they had in the past. Commissioner Fording suggested that they return in December with another request for funding, outlining what it will be used for, and in the meantime the Commission will research to see what, if anything, they are allowed to contribute to this type of activity. Commissioner Martynn will be a liaison for the Club. Commissioner Orange will do some research to see what items are allowed.

c) **FRTU Trout in the Classroom Request for Funding:** Kristy Hoffman, the Coordinator for Trout in the Classroom, addressed the Commission. She advised that the funds donated to TIC last year had been used for tools and hatching baskets, etc. Sixteen teachers were served across the County and are reaching over 350 students through the program. Hoffman requested \$2,000 to increase the quality of the chillers that have been purchased. Hoffman introduced Alan Morrison who has been doing Trout in the Classroom for the past twenty years. Morrison gave a report on his personal experience with the program. Chairman Fording asked what the possibility is of the schools dropping this program if they don't receive funding from the schools? Hoffman reported that no funding is provided by the schools for this program. Commissioner Martynn moved that the Commission fund \$2,000 for Trout in the Classroom starter kits; Commissioner Garrido seconded. Hoffman was advised that she would need to get bids and provide a bill prior to payment. She was also told about the necessity of Board approval for this funding amount. Motion passed by voice vote.

d) **Review/Approval of CA Fish & Game Letter:** Chairman Williams confirmed that all Commissioners had received copies of the letter sent by Liz O'Dell. If a letter is approved, it will be edited and put onto F&G Commission letterhead and sent to the California State Fish & Game Commission. Commissioner

Fording suggests that the single page letter should be sufficient since the recipients are familiar with the subject matter. Commissioner Orange moved to send the single page letter; Commissioner Fording seconded the motion. Motion passed by voice vote

### Reports

**Warden Reports:** No wardens were present at the meeting.

**Biologist Reports:** Commissioner Valle questioned Amber Coates regarding fish stocking in the middle fork of the Feather River. Further discussion was had with regard to Zach Parks being able to stock the river. Coates will forward the necessary paperwork to accomplish the stocking.

**Guest Comments/Reports:** No comments were heard.

### Commissioner Reports

**Commissioner Fording** asked whether the others had seen the paper reporting the warden arrest regarding illegal possession of deer, stolen property, etc.

**Commissioner Valle** reported that he is taking his wildlife class on a big wildlife conservation trip next week. He's hoping to see herds of elk, etc.

**Commissioner Orange** reported on a successful workday at Heart K Ranch.

**Commissioner Martyn** reported that he'd been paraphrased in the paper.

**Commissioner Garrido** reported that the check for the chiller had arrived at Chester High School and it has been ordered. They hope to have it in by Christmas.

**Chairman Williams** reported that he's had committed funds included in the budget documents. Commissioner Martyn questioned whether the Feather River Land Trust was aware of the money earmarked for their use in the Commission budget and was advised that they are aware.

Respectfully submitted

*Dorothy J. Miller*

Dorothy J. Miller, Recording Secretary

To: Karen Ross, Secretary  
California Department of Food and Agriculture

The Honorable Board of Supervisors,

County of Plumas

Terry Swofford, District 1  
Robert A. Meacher, District 2  
Sherrie Thrall, District 3  
Lori Simpson, District 4  
Jon Kennedy, District 5

County of Sierra

Lee Adams, District 1  
Peter Huebner, District 2  
Bill Nunes, District 3  
Dave Goicoechea, District 4  
Scott Schlefstein, District 5

I am pleased to submit, in accordance with Section 2279 of the California Food and Agriculture Code, Plumas and Sierra Counties' Annual Crop Report for 2011. This report summarizes the acreage, production, and gross values of agricultural commodities produced in Plumas and Sierra Counties. It does not attempt to show county inventory, cost of production, or net income of agricultural producers.

Plumas County's estimated 2011 agricultural production value is \$24,746,117 (excluding timber returns). This represents a 23.6% increase over 2010's value of \$20,019,400. Livestock continues to be the primary commodity produced in Plumas County with an increase of almost 18% in the category overall. Field Crops showed a very strong increase of 34%. Timber revenues rose for the second consecutive year with a 14% increase.

Sierra County's 2011 agricultural production values also increased with production estimated to be \$8,184,555 (excluding timber returns). This represents an increase of 32% over 2010. Both Livestock and Field Crop categories experienced increases of 31% and 33.8% respectively. All subcategories of Livestock and Field Crops exhibited increases. Sierra County timber resurged with another strong revenue year showing an increase of \$1,659,851 or 76% in 2011.

This report includes a summary of sustainable agriculture activities, which have been completed by the department in 2011. The purpose of these activities is to prevent and control the spread of exotic and/or invasive plant and insect pests throughout our two counties using integrated pest management techniques.

I wish to express my sincere appreciation to the many producers, agricultural business representatives, and public agencies that have cooperated in supplying data to Andrea Oilar and Tim Gibson, who helped compile this report.

Respectfully yours,

Keith Mahan  
Agricultural Commissioner  
Sealer of Weights of Measures

## PLUMAS COUNTY

### AGRICULTURAL PRODUCTION REPORT - 2011

#### LIVESTOCK

Commodity	Number of Head	Total Liveweight	Unit	per Unit	<u>2011 Total</u>	<u>2010 Total</u>
Steers	8,250	63,525	CWT	\$ 127.00	\$ 8,067,675	\$ 6,672,800
Heifers	6,750	50,625	CWT	\$ 122.00	\$ 6,176,250	\$ 5,302,500
Slaughter	710	9,088	CWT	\$ 59.00	\$ 536,192	\$ 542,100
Other					\$ 125,000	\$ 125,000
<b>Total Livestock</b>					<b>\$ 14,905,117</b>	<b>\$ 12,642,400</b>

#### FIELD CROPS

Commodity	Acreage	Per Acre	Total	Unit	Per Unit	<u>2011 Total</u>	<u>2010 Total</u>
Alfalfa Hay	6,000	3.00	18,000	Tons	\$ 213	\$ 3,834,000	\$ 2,160,000
Meadow Hay	3,000	2.00	6,000	Tons	\$ 183	\$ 1,098,000	\$ 1,170,000
Grain Hay	1,000	2.00	2,000	Tons	\$ 143	\$ 286,000	\$ 252,000
Irrigated Pasture	35,000	-	-	Acre	\$ 80	\$ 2,800,000	\$ 2,310,000
Non-irrigated Pasture	52,000	-	-	Acre	\$ 24	\$ 1,248,000	\$ 1,040,000
Range Pasture	65,000	-	-	Acre	\$ 5	\$ 325,000	\$ 195,000
<b>Total Field Crops</b>						<b>\$ 9,591,000</b>	<b>\$ 7,127,000</b>

#### MISCELLANEOUS CROPS (Nursery, apiary, seed, fruit, potatoes, grain, etc.)

<b>GRAND TOTAL</b>	<b>\$ 24,746,117</b>	<b>\$ 20,019,400</b>
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#### TIMBER

Commodity	Production	Unit	<u>2011 Total</u>	<u>2010 Total</u>
Gross Timber Harvest	74,370	MBF	\$ 11,510,226	\$ 10,059,300
Misc. Timber Prod.		MBF	\$ -	\$ -
<b>Total Timber</b>			<b>\$ 11,510,226</b>	<b>\$ 10,059,300</b>

## SIERRA COUNTY

### AGRICULTURAL PRODUCTION REPORT - 2011

#### LIVESTOCK

Commodity	Number of Head	Total Liveweight	Unit	per Unit	<u>2011 Total</u>	<u>2010 Total</u>
Steers	2,600	20,696	CWT	\$ 136.00	\$ 2,814,656	\$ 2,137,300
Heifers	2,030	14,657	CWT	\$ 133.00	\$ 1,949,381	\$ 1,452,400
Slaughter	210	2,545	CWT	\$ 59.00	\$ 150,155	\$ 149,300
Other					\$ 35,000	\$ 35,000
<b>Total Livestock</b>					<b>\$ 4,949,192</b>	<b>\$ 3,774,000</b>

#### FIELD CROPS

Commodity	Acreage	Per Acre	Total	Unit	Per Unit	<u>2011 Total</u>	<u>2010 Total</u>
Alfalfa Hay	1,290	3.25	4,193	Tons	\$ 230.00	\$ 964,275	\$ 548,200
Meadow Hay	1,620	1.70	2,754	Tons	\$ 172.00	\$ 473,688	\$ 453,600
Grain Hay	640	2.50	1,600	Tons	\$ 154.00	\$ 246,400	\$ 161,300
Irrigated Pasture	11,450	-	-	Acre	\$ 80.00	\$ 916,000	\$ 755,700
Non-irrigated Pasture	20,000	-	-	Acre	\$ 24.00	\$ 480,000	\$ 400,000
Range Pasture	24,000	-	-	Acre	\$ 5.00	\$ 120,000	\$ 72,000
<b>Total Field Crops</b>						<b>\$ 3,200,363</b>	<b>\$ 2,390,800</b>

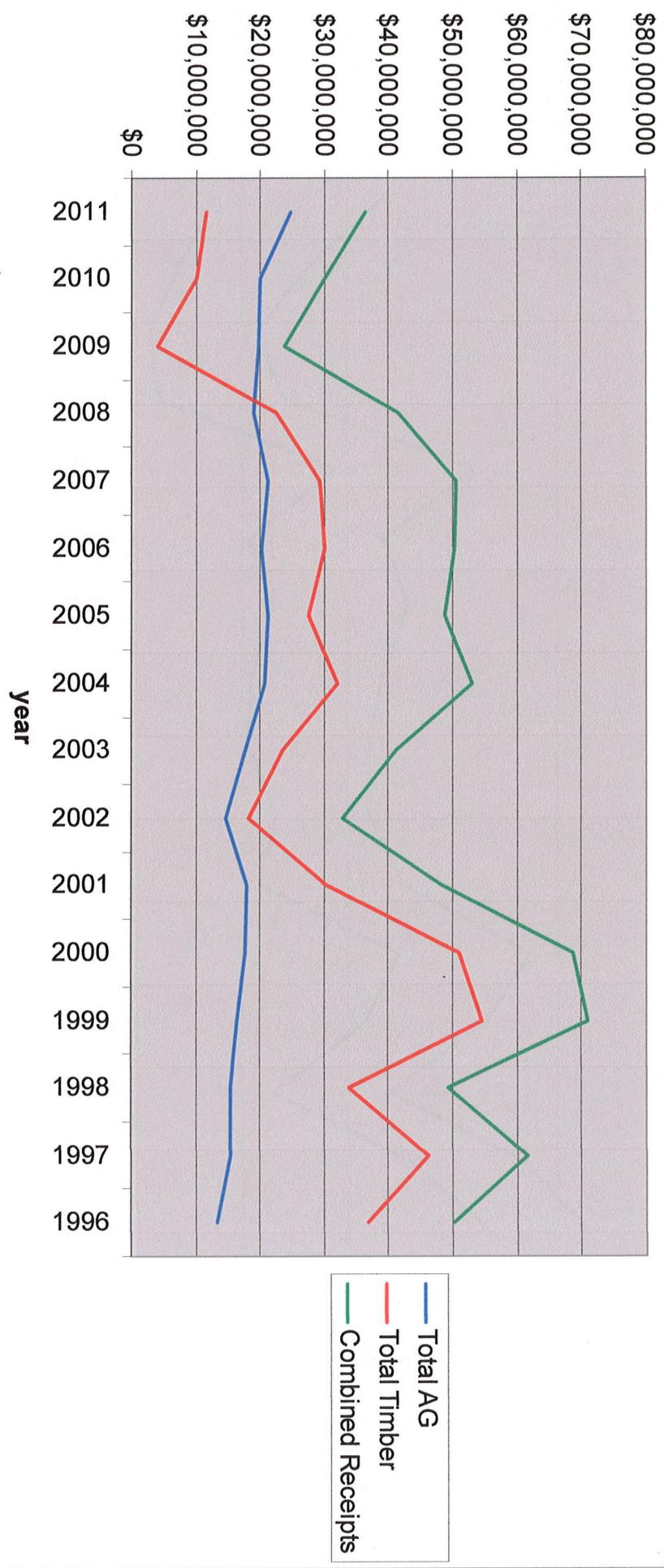
#### MISCELLANEOUS CROPS (Nursery, apiary, seed, fruit, potatoes, grain, etc.)

<b>GRAND TOTAL</b>	<b>\$ 8,184,555</b>	<b>\$ 6,199,800</b>
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#### TIMBER

Commodity	Production	Unit	<u>2011 Total</u>	<u>2010 Total</u>
Gross Timber Harvest	22,044	MBF	\$ 3,840,151	\$ 2,180,300
Misc. Timber Prod.		MBF	\$ -	\$ -
<b>Total Timber</b>			<b>\$ 3,840,151</b>	<b>\$ 2,180,300</b>

## PLUMAS



# PLUMAS COUNTY and SIERRA COUNTY SUSTAINABLE AGRICULTURE REPORT – 2011

## *Pest Agent / Mechanism Scope of Program*

<b>PEST EXCLUSION</b>	Nursery Stock & Seed Inspections, Shipments into Counties via U.S. Postal Service, United Parcel Service, Federal Express, common carriers, etc.	7 inspections
Exotic pests		
<b>PEST DETECTION</b>		
Gypsy Moth	138 traps placed throughout Plumas and Sierra Counties	None Detected
Japanese Beetle		
Light Brown Apple Moth	to detect the presence of these pests.	
European Grapevine Moth		
<b>CERTIFICATES</b>	Certificate of Q.C. and Certificate Of Agreement	0 Issued

The Pest Eradication and Pest Management programs incorporate integrated pest management (IPM) practices including biological control agents, mechanical removal, and chemical (herbicide) applications.

## **PEST ERADICATION**

Dalmatian Toadflax	mechanical, chemical
Diffuse Knapweed	biological ( <i>Larinus minutus, Bangasternus fausti</i> ), mechanical, chemical
Leafy Spurge	chemical
Mediterranean Sage	chemical
Musk Thistle	biological ( <i>Rhinocyllus conicus</i> ), mechanical, chemical
Rush Skeletonweed	biological ( <i>Puccinia chondrillina</i> ), mechanical, chemical
Scotch Thistle	mechanical, chemical
Spotted Knapweed	mechanical, chemical

## **PEST MANAGEMENT**

Bull Thistle	biological ( <i>Urophora sirunaseva</i> )
Dyer's Woad	chemical, mechanical
Klamath Weed	biological ( <i>Chrysolina quadrigemina</i> )
Russian Knapweed	chemical
Scotch Broom	chemical, mechanical
Tall Whitetop	chemical
Yellow Starthistle	biological ( <i>Eustenopus villosus, Chaetorellia australis, Larinus curtus, Bangasternus orientalis, Puccinia jaeae variety Solstitsialis</i> ) mechanical, chemical

## *Organic Farming Statistics*

CROPS	NUMBER OF FARMS	ESTIMATED ACRES
Fruits, Vegetables, Livestock and Nursery Products	0	0



Keith Mahan  
Agricultural Commissioner  
Sealer of Weights & Measures  
keithmahan@countyofplumas.com

## Plumas-Sierra Counties Department of Agriculture

### Agriculture Commissioner Sealer of Weights and Measures



208 Fairgrounds Road  
Quincy, CA 95971  
Phone: (530) 283-6365  
Fax: (530) 283-4210

562

Date: November 13, 2012  
To: The Honorable Board of Supervisors  
From: Keith Mahan, Agriculture Commissioner/  
Sealer of Weights & Measures  
Subject: Pest Detection Contract #12-0140

I am recommending that contract #12-0140 in the amount of \$5,693 between the County of Plumas and CDFA be approved and authorize the Chair to sign, the contract began July 1, 2012 and ends June 30, 2013. This contract has been approved as to form by County Counsel.

This contract states that Plumas County will provide services for placing and servicing traps for the detection of exotic insect pests which are considered hazardous to agriculture and to economy of California. Those insect pests may include but are not limited to: Mediterranean fruit fly, Mexican fruit fly, Oriental fruit fly, Melon fly, Gypsy moth, and Japanese beetle. This list is not inclusive and may contain other invasive exotic pests as identified. This agreement includes delimitation work associated with the detection of one or more life stages of target pests in the county.



Keith Mahan  
Agricultural Commissioner  
Sealer of Weights & Measures  
keithmahan@countyofplumas.com

# Plumas-Sierra Counties

## Department of Agriculture

### Agriculture Commissioner Sealer of Weights and Measures



563

208 Fairgrounds Road  
Quincy, CA 95971  
Phone: (530) 283-6365  
Fax: (530) 283-4210

Date: November 13, 2012  
To: The Honorable Board of Supervisors  
From: Keith Mahan, Agriculture Commissioner/  
Sealer of Weights & Measures  
Subject: CDFA/USFS Weed Agreement #12-0349-SF, Amendment #1

I am recommending that Agreement #12-0349-SF, Amendment #1 in the amount of \$15,000 between Plumas County and CDFA/USFS be approved and authorize the Chair to sign, the Agreement began July 1, 2012 and ends June 30, 2014. I am also including a supplemental budget in the amount of \$9,100 which allows the Department to purchase an ATV at no cost to the County. The Agreement has been approved as to form by County Counsel.

This contract states that Plumas County will apply herbicides to infestations on State and County roadsides and private lands which are near or adjacent to Plumas, Tahoe, and Toyaibe National Forests for the control of A, B & C rated weeds. Herbicide applications will be conducted by using a roadside boom truck where infestations are large and contiguous.

The original contract was approved August 17, 2012 but the budget portion of the contract was amended to include the purchase of an ATV.



5H1

# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

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

**Date:** December 3, 2012

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for December 11, 2012

**Item Description/Recommendation:** Approve Service Agreement #A&D1213WHH with West Hills Hospital to provide residential treatment services to Alcohol and Drug Program clients for FY 2012-2013, and direct the Chair to sign.

**History/Background:** As the Board is aware Plumas County Public Health Agency has the fiscal and administrative responsibilities for a number of different programs with diverse funding sources from the State Department of Health Services, private foundations, local sources, realignment and other county departments. Often, in an effort to work effectively and efficiently with communities, Public Health contracts with providers to extend programs and provide services to diverse populations throughout the county.

This agreement is funded through the Alcohol and Drug Program for detoxification and residential drug treatment services for Plumas County residents.

The agreement was approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review.



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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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:** December 3, 2012

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for December 11, 2012

**Item Description and Recommendation:** Approve submission of an Application to The Blue Shield of California Foundation for Counties to support projects that will facilitate the transition of individuals into Medi-Cal and the California Health Benefit Exchange by 2014.

**History/Background:** The Blue Shield of California Foundations (BSCF) engages in grantmaking and program activity to support the expansion of coverage for low-income Californians and to strengthen the ability of the healthcare safety net to provide access to quality care for state residents.

The Foundation's efforts to expand coverage for low-income Californians focus on three main areas: 1) providing assistance to the state and county governments to implement the Patient Protection and Affordable Care Act (ACA) and the state's Section 1115 "Bridge to Reform" Medicaid Waiver; 2) supporting state and local efforts to modernize Medi-Cal eligibility and enrollment systems; and 3) educating policymakers and business organizations about opportunities to expand coverage through ACA implementation.

Since 2007, the Foundation has had a consistent focus on expanding coverage through the development and implementation of a comprehensive Section 1115 Medicaid waiver that enables previously ineligible low-income Californians – like childless adults – to enroll in public coverage programs. In 2010, this effort resulted in the creation of California's "Bridge to Reform" waiver, which takes advantage of ACA provisions that allow states to expand coverage to childless adults under 133 percent of the federal poverty level. This waiver granted counties the authority to develop and implement Low Income Health Programs (LIHPs) to provide Medi-Cal-like coverage to low-income adults in their county. To date, LIHPs have been created serving 51 of California's 58 counties, and these programs have enrolled over 550,000 people. The Foundation provided grants and technical assistance to more than 20 counties for LIHP development.

Under the terms of the waiver, LIHPs will cease to exist on December 31, 2013 when all LIHP enrollees will be transitioned into the newly-expanded Medi-Cal program or subsidized coverage through the California Health Benefit Exchange. Thus, in 2013 the state of California and county governments will face the challenging task of successfully accomplishing this transition, while at the

same time preparing for the broader implementation of the expansion of Medi-Cal eligibility to low-income adults under 133 percent of the federal poverty level. Several factors complicate the implementation of the LIHP to Medi-Cal transition and the Medi-Cal expansion:

- The size of the job ahead: As many as 1.5 million Californians under age 65 will be newly eligible for Medi-Cal coverage in 2014 as a result of the ACA, and another 1.3 million people are currently eligible but not enrolled. More than 2 million Californians will be eligible to obtain health insurance through the Exchange.
- The state-county division of responsibility: Although Medi-Cal is a state program, California relies significantly on county governments to carry out the day-to-day work of eligibility determinations and enrollment, using multiple computer systems for enrollment. Since the LIHPs and medically indigent adult (MIA) programs have been created and implemented by individual counties, enrollment into these programs too is largely dependent on county leadership and county staff, and can vary considerably from county to county in terms of the size of their programs and the ease of their enrollment and retention processes.

Between now and 2014, the counties, the state Department of Health Care Services and the Exchange will have to reach this eligible population and enroll them in coverage. This task should be made easier by the fact that at the end of 2013 over 550,000 of the newly eligibles will be enrolled in a LIHP and tens of thousands more eligible individuals will be enrolled in other county indigent programs or will be patients at a county hospital or health center. It is these populations who already have a connection to a county system that should be the first priority for enrollment into Medi-Cal and Exchange coverage options in 2014. If counties and the state have difficulty in successfully enrolling these populations into coverage, then the promise of the ACA to improve the health status of vulnerable Californians will be delayed and diminished.

The grant application is due on December 18, 2012 and funding for the project will begin on April 1, 2013.

Cc: Elliott Smart, Social Services  
Pat Leslie, Mental Health

# PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, Suite 109 Quincy, CA 95971

(530) 283-6307 FAX (530) 283-6045

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Patricia Leslie, Interim Director



**DATE:** November 28, 2012

**TO:** The Honorable Board of Supervisors

**FROM:** Patricia Leslie, Interim Director Mental Health

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF, December 11, 2012

**It is recommended that the Board:**

Approve payment of invoices submitted in FY 12-13 for costs associated with FY 10-11.

**Background and Discussion:**

Two employees of Plumas County Mental Health seek reimbursement for work required (Sierra House Board and Care license) First Aid training. Employees utilized an online training curriculum on May 16 & 17, 2011. Timeliness of claim processing Fiscal Year 10-11, nor Fiscal Year 11-12 was not accomplished due to employees unable to locate and provide receipts for appropriately accrued expenses. This error came to light during an internal employee work performance audit conducted in October 2012. The department is now submitting those expense claims for payment.

**Budget Impact:**

All costs associated with this submittal are planned and part of normal operations. The combined total of the claims is \$39.94. There are no General Fund dollars involved. The costs associated with these services are covered by a combination of Federal, State and Realignment funds.

Patricia Leslie, Interim Director of Mental Health is requesting that the Board of Supervisors approve the prior year employee reimbursements, and authorize Patricia Leslie, Interim Director of Mental Health to sign the claims.

Copies: Bianca Harrison, Fiscal Officer, Mental Health

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS



## AGENDA REQUEST

for the December 11, 2012 meeting of the Board of Supervisors

November 26, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Robert A. Pencak

Subject: Professional Services Agreement with Vestra Resources, Inc. to perform Survey Services in Crescent Mills; discussion and possible action.

## **BACKGROUND**

When Caltrans constructed SR 70/89 in its present location through the Crescent Mills area, circa 1936, the former State highway was partially discontinued and its remaining segment became the property of Plumas County. A "survey clean-up project" was not performed by Caltrans at that time.

According, the location of street rights of way in Crescent Mills has been a contentious subject among adjoining property owners for several years. Portions of some roads are partially or completely outside of dedicated road rights of way, and two access driveways occupy a county road right of way.

The Department of Public Works desires to perform such a survey clean-up project at this time.

Public Works proposes to remedy the situation by means of modifying street rights of way in such a way that existing streets will be centered within their own right of way, and excess right of way will be quitclaimed by the County to the adjacent property owners. Such a proposal requires a topographic and boundary survey, a Record of Survey and the preparation of several deeds conveying property. An RFQ for professional surveying services was issued for this project in May 2012. Vestra was ranked as the most highly qualified firm by the selection committee, and contract negotiations have been successfully completed with the Director of Public Works. The contract has been approved as to form by County Counsel.

Attached to this Agenda Request are contract Exhibits A, B, and C. A copy of the complete contract, including all exhibits, is on file with the Clerk of the Board for review by the public, upon request, during normal office hours.

## RECOMMENDATION

The Department of Public Works respectfully recommends that the Board of Supervisors authorize the Director of Public Works to execute the contract with Vestra Resources for this project.

**Attachments:**

Exhibits A, B, and C of the Professional Services Agreement – Lot line Adjustment, Record of Survey and Grant of Easement in Crescent Mills, Plumas County, California.

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS



# AGENDA REQUEST

for the December 11, 2012 meeting of the Board of Supervisors

November 26, 2012

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works   
Subject: Professional Services Agreement with Michael Dequine and Associates, Inc. to perform Survey Services on Baker Way in Quincy; discussion and possible action.

## BACKGROUND

The right of way for Baker Way (from Church Street to Jackson Street in Quincy) has never been fully established and has been a source of argument for adjoining property owners who live along this narrow street. In addition, property improvements over the years have made it difficult for Public Works' maintenance vehicles, snowplows in particular, and solid waste garbage truck, to traverse the street.

In order to help resolve these problems, Public Works proposes to survey and map the area to formalize the right-of-way location. This requires a topographic and boundary survey and a Record of Survey. An RFQ for professional survey services was issued for this project in May 2012. The surveying firm of Michael Dequine and Associates, Inc. was ranked as the most highly qualified firm by the selection committee, and contract negotiations have been successfully completed with the Director of Public Works. The contract has been approved as to form by County Counsel.

Attached to this Agenda Request are contract Exhibits A, B, and C. A copy of the complete contract, including all exhibits, is on file with the Clerk of the Board for review by the public, upon request, during normal office hours.

## RECOMMENDATION

The Department of Public Works respectfully recommends that the Board of Supervisors authorize the Director of Public Works to sign the contract with Michael Dequine and Associates, Inc. for this project.

**Attachments:**

Exhibits A, B, and C of the Professional Services Agreement – Baker Way, Plumas County, California.



**Joe Wilson**  
Interim Director

## **DEPARTMENT OF FACILITY SERVICES**

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

**5K**



**Date:** December 4, 2012

**To:** Honorable Board of Supervisors

**From:** Joe Wilson, Airports Director

**Subject:** **Award Gansner Airport Construction Project in the Amount of \$103,826.00 to Wilburn Construction**

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### **Background**

In September, Plumas County invited bids for installation of obstruction warning lights as well as navigable airspace obstruction removal at the Gansner Airport. This project was the result of a State DOT inspection and is funded at 90% through the Caltrans Aeronautics Improvement Program. The remaining funds are currently budgeted in the capital improvement budget.

Two bids were received, ranging from the low bid of \$103,826.00 from Wilburn Construction to a high bid of \$120,800.00 received from Par Electrical of Reno.

Staff has received authorization from the FAA and the Division of Aeronautics to award this contract. The contract has been approved by County counsel and a copy is available at the Clerk of the Boards office

### **Recommendation**

Award the contract in the amount of \$103,826.00 to the lowest responsive bidder, Wilburn Construction. Authorize the Chair to sign the construction contract.