

PLUMAS COUNTY CALIFORNIA



TO: Honorable Chair and Board Supervisors

FROM: Debra Lucero, CAO

MEETING DATE: March 14, 2023

SUBJECT: CAO Report February 2023 to 3/14/23

MUNIS MIGRATION

Team Meeting - We had our first all-team meeting on Friday, March 10 for the Munis Migration to determine where we are, what is needed to move forward and where we've been. Human Resources needs to update employee records in order to move forward. This is a considerable task. Help has been offered to assist with updating individual records by IT but HR is first identifying what tasks must be done, how they need to be done and if some of this can be accomplished through IT. HR has hired their newly allocated Payroll Specialist who must now be trained. The Auditor-Controller's office has finished Payroll Period 14 and is beginning 15. For perspective, we are actually on Pay Period 19 so we are still behind but the team remains confident we can catch up once the payroll records are updated and problems identified in the parallels. We have a check-back meeting scheduled for March 24. At that point, we will decide how to move HR forward.

MUNIS FINANCE SYSTEM

We continue to identify the problems with our financial system. After meeting with Napa County Auditor-Controller and the county's Treasurer-Tax Collector, we determined a new Chart of Accounts may solve our major Munis issues; this and getting on the new 2021 Tyler platform which Napa helped create. The fact is Plumas' current Chart of Accounts and set-up (or lack of set-up) does not work in Munis and will not tie into the Treasurer-Tax Collector side of the equation. The attempt by the previous Auditor-Controller to mirror what we had in Pentimation has caused consideration issues and will never allow us to fully utilize the Munis platform. Napa has graciously allowed us to utilize their Chart of Accounts (3 other counties currently utilize this Chart of Accounts, developed by Napa Auditor-Controller Tracy Schultze).

Tyler has said we can accomplish a new Chart of Accounts without doing a re-install and instead do an intensive Chart of Accounts process. This will mean we will have to run parallels for our finance system and probably not go live with a new finance system until July 1, 2024. Meanwhile, however, we can utilize this time to train finance officers and department heads in the new Chart of Account system and begin to understand the power of Munis' reporting systems once we are properly set up. It may make sense to keep the test and training environment for HR/Payroll until everything switches over July 1, 2024. We are still trying to determine what that will look like and are in the planning phase now.

ENERGY ASSESSMENT

We are **assessing our energy usage** of all the county buildings because nearly every department saw a substantial increase in PG&E bills – some up to 40%. At this point, we are looking at a solar array at the Annex. We are planning on filing a Net Metering interconnection application for the Annex Building only to take advantage of PG&E's old rates, not the new ones that are less favorable beginning April 14. For the rest of the facilities, we feel it will be best to avoid some of their electricity cost through a countywide solar project – location to be determined (looking in the Greenville region). There is no deadline for filing the interconnection application for the countywide solar project.

EMERGENCY RESPONSE

1. **Emergency Response Meeting** – Potential Flood Scenario – was held March 9, 2010. This meeting included: Facilities, Fair, Social Services, Behavioral Health, Public Health, Grants Manager, Supervisor Hagwood, Supervisor Ceresola, Heidi White, Mike Grant, Building, Risk Management, Environmental Health, County Counsel, Plumas District Hospital, Quincy Fire Dept., City of Portola.
2. Supervisor Ceresola called **an After-Action meeting** for the apartment building and home that were destroyed in a fire during the early morning hours of February 12, 2023 in East Quincy. One person died at the scene and another died after being transported to a burn center in Davis. Sheriff Johns, Undersheriff Hermann, Chair Ceresola, Vice Chair Hagwood, Quincy Fire Chief Cassou, myself and Clerk-Record Heidi White attended. As a result of that meeting, it was agreed that alerts for major events such as this would be relayed to the CAO who, in turn, would alert the Board of Supervisors as well as the appropriate staff such as county counsel if appropriate. Social services, public health and behavioral health personnel (as appropriate) would be notified through the usual dispatchers' method. The concern was that major events such as a train derailment

and/or a death in the jail were not relayed to the CAO or the BOS. It appears the system is now working well.

3.

OTHER MEETINGS / ACTIVITIES

- 1. Broadband Meeting with Golden State Finance Authority** – Strategic Plan discussion and recommendation of consultant to work with Plumas County.
- 2. Tour of Social Services -**