



BOARD OF SUPERVISORS

Terrell Swofford, Chair 1st District

Kevin Goss, 2nd District

Sharon Thrall, 3rd District

Lori Simpson, 4th District

Jon Kennedy, Vice Chair 5th District

**AGENDA FOR REGULAR MEETING OF OCTOBER 15, 2013 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

9:00 – 10:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

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**

PLEDGE OF ALLEGIANCE

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 Flood Control & Water Conservation District Governing Board

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

The Board of Supervisors sits as the Governing Board for various special districts in Plumas County including Dixie Valley Community Services District; Walker Ranch Community Services District; Grizzly Ranch Community Services District; Beckwourth County Service Area; Plumas County Flood Control and Water Conservation District; Quincy Lighting District; Crescent Mills Lighting District; County Service Area #12.

1. FLOOD CONTROL & WATER CONSERVATION DISTRICT – Robert Perreault

Report on the status of the public negotiations with the California Department of Water Resources and the State Water Contractors having to do with the State Water Project Contract Extension. Discussion, possible action and/or direction to staff

Adjourn as the Flood Control & Water Conservation District Governing Board and reconvene as the County Service Area #12 Governing Board

2. COUNTY SERVICE AREA #12 – Robert Perreault

Approve request to sale two Transit buses and authorize the Department of Public Works to include the buses in the County auction. Discussion and possible action

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

3. ALLIANCE FOR WORKFORCE DEVELOPMENT – Traci Holt

Report and update on activities of the Plumas Business and Career Network

4. BOARD OF SUPERVISORS

- A. Approve and authorize the Chair to sign letter in support of the Sierra Buttes Trail Stewardship hosting a three-day mountain bike event, October 3-5, 2014. Discussion and possible action
- B. Approve and authorize the Chair to execute Employment Agreement between Plumas County and Peter Livingston, Director of Mental Health. Discussion and possible action
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- E. Appointments

SIERRA VALLEY FIRE PROTECTION DISTRICT

Appoint Rick Allison and Ronald Matlock to the Sierra Valley Fire Protection District Board necessary to form a quorum until the next Uniform District Election

EASTERN PLUMAS RECREATION & PARK DISTRICT

Appoint Donald Fregulia to the Eastern Plumas Recreation & Park District Board necessary to form a quorum until the next Uniform District Election

GRIZZLY LAKE COMMUNITY SERVICES DISTRICT

Appoint Patricia Guillory to the Grizzly Lake CSD Board necessary to form a quorum until the next Uniform District Election

EASTERN PLUMAS RURAL FIRE DISTRICT

Appoint Kimberly Short and Michael Sanchez to the Eastern Plumas Rural Fire District Board necessary to form a quorum until the next Uniform District Election

INDIAN VALLEY RECREATION AND PARK DISTRICT

Appoint Matt Cerney, Dolores McDowell, and Daniel Litchfield to the Indian Valley Recreation and Park District Board necessary to form a quorum until the next Uniform District Election

GREENHORN COMMUNITY SERVICES DISTRICT

Appoint Gayle Higgins to the Greenhorn CSD Board necessary to form a quorum until the next Uniform District Election

LONG VALLEY COMMUNITY SERVICES DISTRICT

Appoint Robert Greene, Lawrence Vanbergen, and Art Hinton to the Long Valley CSD Board necessary to form a quorum until the next Uniform District Election

ALMANOR RECREATION AND PARK DISTRICT

Appoint Shane Bergmann, Samantha Hawthorne, and M. Kate West to the Almanor Recreation and Park District Board necessary to form a quorum until the next Uniform District Election

PRATTVILLE-ALMANOR FIRE PROTECTION DISTRICT

Appoint Alan Ramsay and Gary Mangin to the Prattville-Almanor Fire Protection District Board necessary to form a quorum until the next Uniform District Election

PLUMAS COUNTY FISH & GAME ADVISORY COMMISSION

Appoint Steve Dutton to the Plumas County Fish & Game Advisory Commission replacing Andy Oxsen

5. DEPARTMENTAL MATTERS

A. HUMAN RESOURCES – Gayla Trumbo

- 1) Authorize recruitment to fill funded 1.0 FTE Human Resources Analyst I position within the Human Resources Department. Discussion and possible action
- 2) Authorize a request by employee within the Planning/Building Department to voluntarily furlough up to 26 furloughs during each fiscal year. Discussion and possible action

B. DISTRICT ATTORNEY – David Hollister

Adopt **RESOLUTION** to amend the Plumas County Position Allocation for Budget Year 2013-2014 within the Department of 70301 District Attorney; and authorize recruitment of a 1.0 FTE Legal Services Assistant I/II. **Roll call vote**

C. PUBLIC WORKS – Robert Perreault

Authorize recruitment to fill vacant and funded 1.0 FTE Road Maintenance Supervisor position in Quincy. Discussion and possible action

D. FACILITY SERVICES & AIRPORTS – Dony Sawchuk

Approve budget transfer of \$3,000 from 521300-Maintenance to 544630-Equipment Replacement to cover costs for purchase of lawn mower approved in the FY 2013-2014 budget

E. BUILDING/PUBLIC WORKS – John Cunningham/Robert Perreault

Appropriate \$30,000 from the General Fund Contingency to Building Department/Public Works to cover costs for cleanup of property in Chilcoot. **Four/fifths required roll call vote**

F. MENTAL HEALTH – Peter Livingston

- 1) Adopt **RESOLUTION** to amend the Position Allocation for Budget Year 2013-2014 by adding 1.0 FTE Mental Health Program Chief, Department 70570; and authorize recruitment to fill the position. **Roll call vote**
- 2) Authorize recruitment to fill 1.0 FTE Clinical Therapist position in either the Mental Health Therapist or Behavioral Health Therapist job description. Discussion and possible action

6. PLUMAS ARTS – Roxanne Valladao

Discussion and possible action to consider request of Plumas Arts to appropriate \$10,000 from the General Fund Contingency for economic development. **Four/fifths required roll call vote**

7. PLUMAS COUNTY FIRE SAFE COUNCIL – Jerry Hurley

Report and update of accomplishments and activities associated with the Plumas County Fire Safe Council

8. PLUMAS RURAL SERVICES

Adopt **PROCLAMATION** proclaiming October 2013 as Domestic Violence Awareness Month in Plumas County. Discussion and possible action

9. 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. INFORMATION TECHNOLOGY

Authorize payment of software support of \$7,409.29 to CDWG and DLT Solutions, without a contract, included in the FY 2013-2014 budget

B. LIBRARY

Approve and authorize the County Librarian to execute contract of \$10,677 between Plumas County and NorthNet Library System. Approved as to form by County Counsel

C. PUBLIC WORKS

Authorize the Department of Public Works to auction surplus vehicles and equipment to remain in compliance with California Air Resources Board Emissions

D. FACILITY SERVICES & AIRPORTS

Pursuant to Government Code §25363 authorize the Director of Facility Services to auction surplus office equipment and furniture

E. PUBLIC HEALTH AGENCY

- 1) Approve and authorize the Chair to sign the Special Certificate of Compliance for One-Time Funding for the County Subvention Program for FY 2013/2014 from the California Department of Veterans Affairs (CalVet). Approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign agreement #HPP1314NORCAL with Northern California EMS., Inc., to provide Local Emergency Medical Services (LEMSA) to Plumas County. Approved as to form by County Counsel

F. BUILDING

Approve and authorize the Building Official to sign contract with iWorQ Systems, Inc. of \$4,775 to provide permit management online software. Approved as to form by County Counsel

NOON RECESS

10. 1:30 P.M. BOARD OF SUPERVISORS

CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Director of Alcohol & Drug
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (b) of Government Code Section 54956.9
- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, November 05, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.

2013 "The Year of the Child"

2
COPY

COUNTY SERVICE AREA #12
PLUMAS COUNTY

1834 East Main Street – Quincy, CA – (530)283-6268 – Fax (530)283-6323

AGENDA REQUEST

For the October 15, 2013 Meeting of the Plumas County Board of Supervisors

Date: October 2, 2013

To: Honorable Board of Supervisors acting as the
Governing Board of CSA #12

From: Robert A. Perreault, Interim Executive Director

Subject: Approval of Sale of Surplus Transit Buses



Background:

Plumas County CSA #12 is in possession of 2 Transit buses (Bus 306, 1995 Chevy 26 Passenger Bus, Vin # 1GBKH37NOS333935 AND Bus 333, 2001 El Dorado Diesel Bus, Vin #4UZAABBWO1CJ28314) that have been retired from service due to the age, mileage and emission standards for public transportation standards.

These buses would be auctioned off during the County auction with other County surplus vehicle.

This item was discussed at the September 19th, 2013 of the Plumas County Transportation Commission and the Commission concurred that the equipment needs to be disposed of.

Recommendations:

It is respectfully recommended that the Governing Board of CSA #12 approve the requested sale of the Transit buses and authorize the Department of Public Works to include the buses in the County auction.



Plumas Business & Career Network
PO Box 3750
Quincy, CA 95971
(530)283-1606
(530)283-1199 fax

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Discussion Paper: Briefing on the Plumas County Workforce Investment Act (WIA) Activities

1. **Purpose:** It is with pleasure that I take this opportunity to update you on the activities at the Plumas Business and Career Network (BCN), your local One-Stop Employment Center. Our mission is to serve as a common point of access for job seekers, employers and community members for the purpose of education, training, employment, referral, and supportive services.

2. **Discussion:** The Alliance for Workforce Development, Inc. (AFWD) is a private non-profit corporation. As part of the Northern Rural Training and Employment Consortium (NoRTEC), AFWD delivers the federal Workforce Investment Act (WIA) programs for Adults, Youth, Dislocated Workers and Businesses throughout Butte, Lassen, Plumas, Modoc, and Sierra counties.

- One Stop Customers July 1, 2012- June 30, 2013: A total of 3,769 job seekers utilized the many services available through Plumas Business and Career Network.
- Businesses Served July 1, 2012-June 30, 2013: We provided 349 businesses with a range of services including, business retention, expansion, employee recruitment, layoff assistance, and human resource support. A total of 2,554 services were provided to the 349 businesses, representing approximately 7 services to each business. This further demonstrates that AFWD is developing long term relationships and that businesses continue to count on our HR expertise.
- WIA Enrollments July 1, 2012-June 30, 2013: A total of 90 individuals have been enrolled in our WIA program with over \$80,000 being spent so far to assist these individuals in supportive services, training, and job search. The enrolled clients meet Department of Labor eligibility guidelines for WIA services. For those clients we have worked with, 86% have found employment, with an average wage of \$11.32.
- Rapid Response Activities: Since July 2012 through June 30, 2013, there have been 24 business closures or downsizings in Plumas County, which resulted in 100 individuals losing their jobs. 90% of the closures since July 1, 2012 were employers with 10 or less employees.

3. Program Highlights:

On the Job Training: Six (6) businesses were able to hire eleven (11) employees through one of our On the Job Training (OJT) programs. This program provides a 50% wage reimbursement, to assist with the costs of providing training for the employee hired. Through this program, nearly \$54,000 in reimbursements were made to the hiring businesses. Four of these OJT participants were with the Plumas County Sheriff's office for the position of Correctional Officer II.

Plumas County Day Reporting Center: With the implementation of AB109, AFWD has worked diligently with our partners to develop the Day Reporting Center for ex-offenders to attend valuable workshops and counseling session for successful reentry into society. AFWD holds weekly workshop for participants in areas of Resume Writing, Interviewing Skills, Customer Service 101, Networking, Basic Life Skills, Transferrable Skills, Work Readiness, and Verbal Communication.

Chips Wildfire Disaster: Due to the devastating impact of the Chips wildfire in the Plumas National Forest assistance was needed for local businesses that were suffering due to the economic impact of this wildfire. Alliance for Workforce Development, Inc. (AFWD) assisted the county in collecting the data necessary to apply for a declaration of Economic Injury from the U.S. Small Business Administration (SBA). A total of 52 businesses completed and returned the SBA's worksheet allowing the county to apply for an economic disaster declaration. In September 2012 when Plumas County successfully received a Declaration of Economic Injury, releasing funds from the SBA for low cost Economic Injury Disaster Loans, AFWD assisted in informing the local businesses affected by the Chips Fire Disaster of this news along with information on how to apply for a loan or obtain more information from the SBA.

Conclusion: All of our efforts are geared towards creating a solid workforce, economic vitality, and a *stable and prosperous business community* throughout Lassen County. We value our partnerships – with other service agencies, job seekers, employers and the communities we serve. If you have any questions or comments, please feel free to contact Joelle Breazier, Business Service Representative or Traci Holt, Executive Director at 530-283-1606.

For more specific information about the activities of the Business and Career Network, please visit our website, www.afwd.org and click on Community Coordinator reports. Here you will find quarterly reports for each of AFWD's county operations.

Thank you for your time.

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JON KENNEDY, DISTRICT 5



4A

October 8, 2013

To Whom It May Concern:

The Plumas County Board of Supervisors supports the Sierra Buttes Trail Stewardship hosting a 3-day mountain bike event (The Sierra Crown), October 3-5, 2014.

The event will take place in Downieville, Graeagle and Quincy, with participants having the choice of camping or staying in local accommodations. Local restaurants will cater meals.

I am confident this will be a world-class event and will attract riders and media throughout the world. It will also take place during the shoulder season and will provide an economic boost to businesses during a slow time of year.

All proceeds from the event will support the Sierra Buttes Trail Stewardships Trail Maintenance program and help to retain local employment.

Sincerely,

Terry Swofford, Chair
Plumas County Board of Supervisors

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971
(530) 283-6444 FAX (530) 283-6160
Email: gaylatrumbo@countyofplumas.com



DATE: October 7, 2013

TO: The Honorable Board of Supervisors

Gayla S. Trumbo
*Human Resources
Director*

FROM: Gayla Trumbo, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
OCTOBER 15, 2014.

RE: AUTHORIZE TO FILL 1.0 FTE HUMAN RESOURCES
ANALYST I.

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Human Resources Director to fill 1.0 FTE Human Resources Analyst I

BACKGROUND AND DISCUSSIONS

In October of 2008, due to budget reductions, the Human Resources Analyst was laid off and the allocation removed from this Department. As a result the duties of the Analyst position was absorbed by the Director to avoid out of class issues by having staff cover these functions. Over the past five years we have also absorbed further reporting requirements and tracking requirements from Federal, State and California Public Employees Retirement System (CalPERS). We have tried to cover the various aspects of this department in a professional and timely manner, however, there are just so many hours in a day and projects that are not urgent at the moment are being delayed. The problem with this is that the non urgent items become urgent if we are unable to complete them in a reasonable time.

During the budget process of 2013-2014, I brought before the Board my concerns regarding the ability of this department to continue to operate efficiently without an Analyst position. As I indicated to the Board previously, my department has been struggling to accomplish our workload. Now, with the Affordable Health Care, comes a great deal of responsibilities to the employers. This responsibility will bring additional workload that if not implemented and tracked correctly will also bring liability to the County. The penalties for errors are very severe to the employers whether you are a governmental agency or a private employer. One of the main requirements is the establishment of the measuring period. This measuring period is required to identify any employee whether allocated or a temporary hire, who is working an average of thirty hours or more a week during the measuring period. Any employee who is averaging thirty hours a week during this measuring period will qualify for Health Insurance. Once the first measuring period has been completed we will then be responsible to start the process again.

I would like to thank each Board Member for your support of this department during the 2013-2014 budget process where you funded and allocated 1.0 FTE Human Resources Analyst I. At this time, I respectfully request authorization to fill this 1.0 FTE Human Resources Analyst I position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, the position was allocated and funded within the 2013-2014 budget. This position is critical at this time to assist in the setup, implementation and tracking of the Affordable Health Care requirements. This position will be responsible for various higher level duties of this department however, the priority at this time is the Affordable health care requirements.
- Why is it critical that this position be filled at this time? I do not have the time or the staff to focus on critical issues such as the Affordable Health Care requirements.
- How long has the position been vacant? The position was allocated and funded in the 2013-2014 budget that was approved on October 1, 2013.
- Can the department use other wages until the next budget cycle? It is very difficult to attract and keep someone on a temporary basis for a year. Generally a person who is wanting to work full time is looking for a position that offers benefits as well.
- What are staffing levels at other counties for similar departments and/or positions? This is a difficult question to answer due to the variations of other Human Resources Departments. Some Human Resources do not input database for payroll, others may have Risk Management in part or in full. I would say that on an average staffing is on an equal level.
- What core function will be impacted without filling the position prior to July 1? If this position is not filled it will be almost impossible to complete all that is needed to implement the Affordable Health Care and setup the tracking procedures. It will also be difficult to complete all costing functions and information requests that come in from the County Negotiator and the various representatives of the employees' bargaining team.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? We may not be ready to implement the Affordable Health Care appropriately which could result in severe penalties.
- 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?

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
- 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?
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?

5A2

DATE: October 7, 2013

TO: The Honorable Board of Supervisors

Gayla S. Trumbo
*Human Resources
Director*

FROM: Gayla Trumbo, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF OCTOBER 15, 2014.
RE: AUTHORIZE A REQUEST BY EMPLOYEE IN THE PLANNING & BUILDING DEPARTMENTS TO VOLUNTARILY FURLOUGH UP TO 26 FURLoughs PER FISCAL YEAR.

IT IS RECOMMENDED THAT THE BOARD:

Authorize the request of employee in the Planning & Building Departments to voluntarily furlough up to 26 days per fiscal year.

BACKGROUND AND DISCUSSIONS

The Human Resources Director received a written request of an employee in the Planning and Building Departments to voluntarily furlough up to 26 furlough days per fiscal year.

This request came from an employee who is under the Memorandum of Understanding (MOU) for the Mid Management Unit, represented by Operating Engineers. Section 7.04 Furlough Rule under this MOU list ten specific provisions regarding furloughs.

Below I have listed provisions (a) - (d) that I feel the Board should be aware of in making this authorization:

- (a) "A furlough may be ordered only to compensated for a budget issue."
- (b) "The Department Head may furlough an employee or group of employees upon approval of the County Administrative Officer.
- (c) "An employee furloughed by the Department Head shall be non compensated during a furlough period but, shall not suffer a reduction in non-salary related benefits or seniority."
- (d) "The maximum number of furlough days during a fiscal year shall not exceed thirteen (13) days per employee. Provided, however this subdivision (d) will not apply during such time as County has implemented a nine-hour day, four-day workweek ("4-9s workweek") for the employee. A 4-9s workweek shall provide that the employee has three (3) consecutive days off."

With the approval of the 2013-2014 budget the Board removed the mandatory furloughs to the General funded departments. Though I am sure the General fund could benefit still from any savings that could come from a voluntary furlough, the furlough would not be based on a budgetary issue as indicated in section 7.04 (a).

Both the Building Director Mr. John Cunningham and the Planning Director Mr. Randy Wilson has approved this employee's request. Due to the fact that we do not have a County Administrative Officer, I am bringing this request to the Board for authorization.

Under 7.04 (c) though the salary of an employee is reduced by the furlough, they do not suffer from a reduction in non-salary related benefits or seniority. This is important to take in consideration especially when comparing the difference of a furlough and a reduction in an employee's full time equivalence (FTE).

Furlough - No change in health insurance premium cost.

- Employee's anniversary date for merit and longevity increases do not change.

Reduction to .9 FTE - Employee is required to pick-up a higher amount of health insurance premium cost on a prorated basis established in the Personnel Rules.

- Employee working less than 80 hours must complete the equivalent of a full time employee's hours to receive their merit or longevity.

Therefore, the employee's anniversary date is extended.

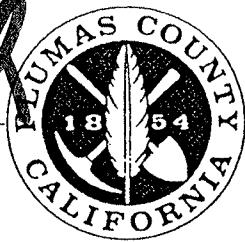
Under provision (d) the maximum number of furlough days during a fiscal year is thirteen unless the employee is working a 4-9s workweek. In this situation the employee is requesting to work nine days at eight hours a day (9-8s) with the tenth day being a furlough day.

I have forward this employee's request to the Operating Engineers Representative, Mr. Gregory Ramirez to determine if he is in agreement of the employee's request. I have not heard from Mr. Ramirez as of this date.

I would not anticipate that you will receive very many requests to voluntarily furlough. However, there are potential situations that I would like to bring to your attention. Almost every payroll that is processed, we have employees that are either fairly new to the County and have not built up their leave banks; or employees who have utilized their leave for various reasons and they go non-comp for a day or two at various times. When this happens, the employee's health insurance premium is prorated and the employee's cost is increased and the employer's cost is decreased. In addition the employee's anniversary date for merit and longevity increases is extended just as with an employee who has a reduction to their hours. My concern is that once you start allowing voluntary furloughs outside of the provisions set in the MOU, you are inviting employees to come forward requesting voluntary furloughs to extend time off when they no longer have vacation or sick leave on the books.

PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER



Date: 10/9/13

To: Honorable Board of Supervisors
From: Roberta M. Allen, Auditor / Controller
Subject: Request for voluntary furloughs by employee

Recommendation:

Do not allow employees to voluntarily furlough.

Background:

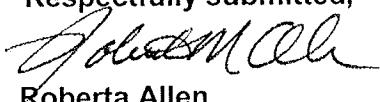
There are several reasons why I believe employees should not be allowed to take voluntary furlough days. I have listed the reasons for my opinion below:

- 1) The MOU states that a furlough may be ordered only for budgetary reasons. *The 13/14 budget as approved removed furloughs, so no budgetary reason exists.*
- 2) If an employee is allowed to use furlough days (instead of reducing their FTE allocation), they would be able to take days off without using up their leave banks. That means an employee could take furlough days while at the same time they would be building up their leave balances. *This increases the liability to the County in the form of unpaid leave time, and the leave balances could be substantial by the time the employee retires or leaves County employment.*
- 3) Using furlough days would allow an employee to take time off after their leave balances have been exhausted. *Allowing employees to be absent is detrimental to the overall efficiency of the department, not to mention costly if that employee must be replaced by temporary help.*
- 4) Tracking in the payroll system would be tedious if some employees were allowed to furlough and others were not.
- 5) Allowing some to furlough while others have reduced allocations is unfair to those that are forced to pay higher insurance costs and have their anniversary date extended.

I believe authorizing this employee to voluntarily furlough could set a precedent that allows departments to use a piecemeal approach that would eventually undermine our employee leave policies by treating some employees differently than others. In the long run, trying to

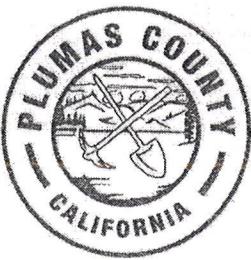
save money this way could ultimately cost the County more in the form of large payoffs at separation and reduced efficiency in the workplace.

Respectfully submitted,



Roberta Allen
Auditor/Controller

5B



OFFICE OF THE DISTRICT ATTORNEY

David Hollister, District Attorney

520 Main Street, Room 404 • Quincy, California 95971
(530) 283-6303 • Fax (530) 283-6340

Date: October 15, 2013

To: Plumas County Board of Supervisors

From: David Hollister, District Attorney

Subject: Request to hire Legal Services Assistant at A, B or C step

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

Recommendation:

Please approve the recruitment of a Full-time Legal Services Assistant I or II at the A, B or C step and an increase in allocation of FTE 0.20.

Background and Discussion

We have been functioning without a District Attorney Administrator/Assistant Public Administrator (DAA/APA) since that long-time staff person resigned in June. The Administrator position is allocated at 0.80 FTE and is a much higher range than the LSA I or II of which the two are flexibly allocated. Funding for the higher 0.80 position was included in the budget and this amount is more than adequate to fund a full-time person in the LSA I or II position.

This would require an adjustment to the allocation table but will save money because a lower level employee would be hired. A lot of training and several years must take place before someone could qualify to be DAA/APA. There is no way to hire someone directly into the DAA/APA position as our unique database and other complicated procedures must be learned and this would take at least two years.

An increase in allocation of 0.20 would result in a savings of over \$21,265 in fiscal year 2013-14 and a savings of \$10,710 in the following year. The greater savings this year results from the person not working the whole year.

Please approve resolution increasing the allocation and approve the recruitment of a Legal Services Assistant I or II at the A, B or C step. The savings estimates in the previous paragraph are based on the hope that we find someone who is qualified as LSA II at the C step.

RESOLUTION NO. _____

RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR BUDGET YEAR 2013-14 WITHIN THE DEPARTMENT OF 70301 DISTRICT ATTORNEY

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, the District Attorney, David Hollister would like to reorganize his legal clerical staff so that he may have 1.0 FTE flexibly allocated as a Legal Services Assistant I or II; and

WHEREAS, the District Attorney Admin/Asst. Public Admin position has become vacant and is flexibly allocated with the Legal Services Assistant position; and the Department Fiscal Officer II staff wishes to work part-time freeing up some of the FTE allocation, this change would result in an overall increase in FTE of 0.20.

WHEREAS, the overall total FTEs for the District Attorney's Department will increase by FTE 0.20 but will cost less in the 2013-14 Budget and in the future because recruitment will be achieved at a lower range classification.

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

Approve the amendments to the Position Allocation for budget year 2013-2014 to reflect the following:

<u>District Attorney 70301 Criminal</u>	<u>FROM</u>	<u>TO</u>
Department Fiscal Officer I or II	1.64	1.40
District Attorney Admin/Asst. Public Admin OR	1.56	2.00
Paralegal I, II or III OR		
Legal Services Assistant I or II		
Total	3.20	3.40

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 15th day of October, 2013 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/Board of Supervisors

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? The District Attorney has been functioning without the District Attorney Administrator/Assistant Public Administrator (DAA/APA) since June when the previous staff person resigned. We have needed this position filled but felt it needed to wait until the Final Budget.
- Why is it critical that this position be filled at this time? We don't want to fill the DAA/APA position but instead fill a lower level position that shares the same allocation because the DAA/APA position cannot be filled due to complicated local procedures that must be trained before qualifying. The Legal Services Assistant I or II will be requested and this person can be trained over the next two years and might possibly fill the DAA/APA position eventually. Supervision of legal clerical staff will also be a part of the future function of the position but not right away. Meanwhile the Dept. Fiscal Officer and District Attorney will supervise clerical staff.
- How long has the position been vacant? Three months.
- Can the department use other wages until the next budget cycle? No, a permanent employee is needed because extensive training is required including the local DA database, local court procedures and Public Administrator certification which takes two years. To spend the effort and money to train an extra help person would not be a prudent use of funds.
- What are staffing levels at other counties for similar departments and/or positions? It is not really comparable to other counties because the Public Administrator is not usually in the District Attorney's Office. It is in Lassen County which is a bigger county with a different configuration.
- What core function will be impacted without filling the position prior to July 1? The District Attorney is in the process of training another person to fulfill Assistant Public Administrator duties under another classification. There are usually two people cross-trained in this function but the second person will be retiring in the next six months. Certification takes attendance at two PA conferences. The next one isn't until next fall 2014. The other necessary function is supervision of legal clerical staff but this will be provided by the Dept. Fiscal Officer in the meanwhile.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? Impossible to detail the fiscal consequences but if the Public Administrator duties are not covered by administrative staff, attorneys time will be drained away from prosecuting criminals, limiting the department's core responsibility for prosecuting crime. Attorneys are also have higher levels of salary so it is prudent to have the lower level staff provide this function.
- 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? This is a General Fund position.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No Audit exceptions are pertinent in the General Fund.
- 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? There will be a General Fund savings of \$21,265 in fiscal year 2013-14 and \$10,710 in fiscal year 2014-15. The first year is more because its only a partial year. The savings results from hiring someone at a much lower level and spending two years at least training them.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? N/A

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: 10/15/2013

DEPARTMENT TITLE: District Attorney

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION:
Fund 0001D and budget unit 70301

POSITION TITLE: Legal Services Assistant I or II

IS POSITION CURRENTLY ALLOCATED? Yes, funding for the DAA/APA was included in the current budget. This position will use that funding.

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS



5c

AGENDA REQUEST

For the October 15, 2013 meeting of the Plumas County Board of Supervisors

October 7, 2013

To: Honorable Board of Supervisors
From: Robert Perreault, Director of Public Works 
Subject: Authorization for the Department of Public Works to fill the Vacancy of
Road Maintenance Supervisor in Quincy.

Background:

The Quincy Road Maintenance Supervisor has retired, resulting in one (1) FTE vacancy. This position is funded and allocated in the proposed FY 13/14 Public Works budget.

This position is critical in maintaining safe travel ways for Plumas County roads during all seasons.

The Department is requesting to advertise to fill one (1) FTE Road Maintenance Supervisor position for Quincy as county promotional.

The appropriate Critical Staffing Questionnaire is attached.

Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors authorizes the vacancy listed above to be filled by advertising the position pursuant to the Plumas County Personnel Rules.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Maintenance Supervisor Position – Quincy

- Is there a legitimate business, statutory or financial justification to fill the position?
Maintenance Supervisors are needed for logical management of field crews.
- Why is it critical that this position be filled at this time?
This position provides lead direction and work coordination for Maintenance Workers.. They assume responsibility for an entire crew. Employees in this position are subject to 24 hour "call out" for road related emergencies and snow removal.
- This position would be filled as County Promotional.
- How long has the position been vacant?
The incumbent employee's last day on the job was Sept. 26, 2013.
- Can the department use other wages until the next budget cycle?
The department's wage and benefits portion of the 13/14 budget includes funds for this position.
- What are staffing levels at other counties for similar departments and/or positions?
No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.
- What core function will be impacted without filling the position prior to July 1?
Supervision, guidance, and the fact that someone is having to do this work and is not being properly compensated for the work they are doing.
- 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? **None**
- 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? **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?
None
- Does the department have a reserve? **Yes** If yes, provide the activity of the department's reserve account for the last three years?
10/11 (\$250,000) 11/12 \$0 12/13 (\$439,699)



DEPARTMENT OF FACILITY SERVICES

198 ANDY'S WAY., QUINCY, CALIFORNIA 95971-9645

(530) 283-6299 FAX: (530) 283-6103



Donald Sawchuk
Director

Date: October 15, 2013

To: Honorable Board of Supervisors

From: Donald Sawchuk, Director

Subject: Approve budget transfer request of funds from 521300 Maintenance, Buildings & Grounds to 544630 Equipment Replacement.

Recommendation

Approve budget transfer request of funds from 521300 Maintenance, Buildings & Grounds to 544630 Equipment Replacement.

Background

The equipment replacement budget is approved, but currently short for the purchase of new equipment due to Sales Tax and an additional attachment needed due to replacement of an older machine attachment.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Facility Services

Dept. No: 20120

Date 10/7/2013

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, within a 51XXX
- D. Transfer within Department, except fixed assets
- E. Establish any new account except fixed assets

Approval Required

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

(CHECK "TRANSFER 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. RECEIVED

RECEIVED
OCT 07 2013

Auditors

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

5E

TRANSFER NUMBER
(Auditor's Use Only)

Department: County General Fund Dept. No: 20980 Date 10/8/2013

Dept. No: 20980

Date

10/8/2013

The reason for this request is (check one):		Approval Required
A.	<input checked="" type="checkbox"/>	Transfer to/from Contingencies OR between Departments
B.	<input type="checkbox"/>	Supplemental Budgets (including budget reductions)
C.	<input type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX
D.	<input type="checkbox"/>	Transfer within Department, except fixed assets
E.	<input type="checkbox"/>	Establish any new account except fixed assets

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

TRANSFER TO OR **SUPPLEMENTAL EXPENDITURE ACCOUNTS**
(CHECK "TRANSFER 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.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Roads Dept. No: 20521 Date 10/8/2013

The reason for this request is (check one):		Approval Required
A.	<input checked="" type="checkbox"/>	Transfer to/from Contingencies OR between Departments
B.	<input checked="" type="checkbox"/>	Supplemental Budgets (including budget reductions)
C.	<input type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX
D.	<input type="checkbox"/>	Transfer within Department, except fixed assets
E.	<input type="checkbox"/>	Establish any new account except fixed assets

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

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

Supplemental budget requests require Auditor/Controller's signature

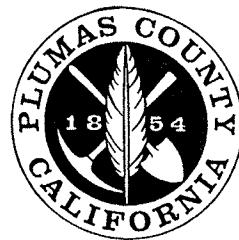
Please provide copy of grant award, terms of award, proof of receipt of additional revenue, and/or backup to support this request.

5FT1

PLUMAS COUNTY MENTAL HEALTH SERVICES

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

Peter Livingston, LCSW, Appointed Interim Director



DATE: October 3, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: Peter Livingston, LCSW, Appointed Interim Director, Mental Health Department

SUBJ: Board Agenda Item for Tuesday, October 15, 2013

RE: Request to add Program Chief to the Allocation for Mental Health and approval to fill the position and hire into the Program Chief position

It is Recommended that the Board of Supervisors:

Approve the resolution to add 1.0FTE Program Chief to the position allocation for the Mental Health Department, Fund#0014 and Department 70570 and hire into the Program Chief position.

Background and Discussion:

Plumas County Mental Health is in need of adding a Program Chief position to oversee expanded adult and youth service needs for the following reasons.

- There are currently 10 licensed clinician positions; 4 case manager positions; 2 individuals who are engaged in academic internships (one of whom is a case manager); 2 part-time employees engaged in clinically-related activities; and 1 BHT who requires supervision under the CA Board of Behavioral Sciences during his 2 year internship.
- In addition, heightened supervision of employees regarding crisis situations and 5150 evaluations is prudent. It is unrealistic to expect that the Director can adequately meet the needs for supervision.
- There is currently a higher percentage of clinical staff who are in need of supervision than there has been in the past due to a number of factors including: a clinician being in an internship status, and not fully licensed by the state; an individual performing in the role of an academic intern; multiple employees being new to work in the field of community mental health; multiple employees being new to the department, and thus in need of additional training and oversight.
- The Director of the department has received guidance that an increased level of collaboration with community partners is desired. Time allocated to those functions will result in a shift away from the ability to provide direct clinical



supervision, and those clinical supervision tasks must be delegated to the Program Chief.

It is requested to hire a full time 1.0FTE Program Chief into this allocation. The critical staffing questionnaire is attached.

Financial Impact

There are no General Fund dollars associated with this recommendation. This position is fully funded by Medi-Cal dollars and state funding.

RESOLUTION NO. 13-

**RESOLUTION TO AMEND PLUMAS COUNTY POSITION ALLOCATIONS FOR
BUDGET YEAR 2013-2014, BY ADDING 1.0 FTE MENTAL HEALTH PROGRAM
CHIEF TO 70570.**

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

WHEREAS, the Interim Mental Health Director, Mr. Peter Livingston, has informed the Board of Supervisors of the critical need for a full-time equivalent (1.0 FTE) Mental Health Program Chief; and

WHEREAS, there are currently ten (10) licensed clinician positions; four (4) case manager positions; two (2) individuals who are engaged in academic internships (one of whom is a case manager); two (2) part-time employees engaged in clinically-related activities; and one (1) behavioral health therapist who requires supervision under the California Board of Behavioral Sciences during his two-year internship; and

WHEREAS, heightened supervision of employees regarding crisis situations and Welfare and Institutions Code section 5150 evaluations is prudent, and it is unrealistic to expect that the Director can adequately meet the needs for supervision; and

WHEREAS, there is currently a higher percentage of clinical staff who are in need of supervision than there has been in the past due to a number of factors, including: a clinician being in an internship status, and not fully licensed by the state; an individual performing in the role of an academic intern; multiple employees being new to work in the field of community mental health; multiple employees being new to the department, and thus in need of additional training and oversight; and

WHEREAS, the Director of the department has received guidance that an increased level of collaboration with community partners is desired, and time allocated to those functions will result in a shift away from the ability Mental Health Director to provide direct clinical supervision, and those clinical supervision tasks must be delegated to the Program Chief.

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

Approve the amendment to the Position Allocation for budget year 2013-14 to reflect the following:

<u>Mental Health 70570</u>	<u>FROM</u>	<u>TO</u>
Mental Health Program Chief	.00	1.0

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 15th day of October, 2013 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/Board of Supervisors

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

RE: PCMH request to fill 1.00 FTE Program Chief Allocation

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the need to provide adequate supervision for clinical staff.**
- Why is it critical that this position be filled at this time? ? **There are no positions charged with supervisory duties, other than the Director. The Director is unable to provide supervision services in addition to all of the other Director tasks and responsibilities.**
- How long has the position been vacant? **This will be a newly allotted position. It was last utilized more than 10 years ago. A current employee worked as out-of-class program chief under the past director.**
- Can the department use other wages until the next budget cycle? **No**
- What are staffing levels at other counties for similar departments and/or positions? **Staffing by county depends upon caseloads. It is believed that most other counties have at least one supervisor position that oversees the clinical work of therapists, and most counties have multiple supervisory positions.**
- What core function will be impacted without filling the position prior to July 1?
 - **Adequate supervision of clinical services;**
 - **Oversight of the provision of emergency services and 5150 assessments;**
 - **Compliance with county expectations regarding employee oversight;**
 - **Inability to provide collaborative services in the community;**
 - **Decreased ability to implement rehabilitative measures within the department;**
 - **Reduced availability to provide consultation to the Board of Supervisors, as requested**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **Does not apply. PCMH staff generates revenue via billing for direct services to Medi-Cal and MHSA.**
- 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? **This position is funded by MediCal and MHSA sources, and as such, the funding is expected to remain stable. In the event of a considerable**

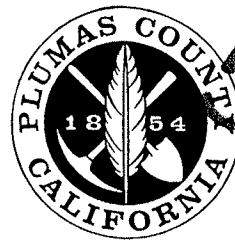
reduction of funding, other less important clinical positions can be eliminated, or the shortfall can be compensated for from departmental reserves.

- 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? **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? **This position does not rely on GF support**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **PCMH has a prudent reserve that would provide service coverage for some time.**

PLUMAS COUNTY MENTAL HEALTH SERVICES

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

Peter Livingston, LCSW, Appointed Interim Director



DATE: October 3, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: Peter Livingston, LCSW, Appointed Interim Director, Mental Health Department

SUBJ: Board Agenda Item for Tuesday, October 15, 2013

RE: Request to Authorize the hiring of a 1.0 FTE clinical therapist position, in either the Mental Health Therapist or Behavioral Health Therapist job description.

It is Recommended that the Board of Supervisors:

Request to Authorize the hiring of a 1.0 FTE clinical therapist position, in either the Mental Health Therapist or Behavioral Health Therapist job description.

Background and Discussion:

On October 1, 2013 the Board appointed Peter Livingston to serve as the Interim Director of Plumas County Mental Health (PCMH). Mr. Livingston was serving a full caseload as a Mental Health Therapist II. In addition, Mr. Livingston provided regular Clinician of the Day duties three times a month (handling requests for emergency services during working hours, providing services to the jail, fielding clinically-based inquiries, handling walk-in requests for immediate services, etc.). He also provided On Call services after-hours and on weekends and vacations at the rate of one week every two months. All of these services need to be provided on an ongoing basis.

In addition, PCMH has been chronically under-staffed, and it is important to correct that problem, not add to it in a manner that carries potential and actual negative consequences.

Financial Impact

There will be a positive financial impact for the department in that MediCal and MHSA funding sources will be utilized to sustain income that would otherwise be lost. In addition, billings by therapists that provide income to the department also cover overhead expenses, and if lost, overhead expenses to the department will disproportionately increase.

There are no General Fund dollars associated with this recommendation. This position is fully funded by Medi-Cal dollars and state funding.

550

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

RE: PCMH request to re-fill 1.00 FTE mental Health Therapist I/II position

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the need to provide an adequate number of clinical personnel to meet the ongoing needs of the community.**
- Why is it critical that this position be filled at this time?
This position needs to be back-filled as the result of Peter Livingston being appointed Interim Director of PCMH, and the resultant need for him to release the majority (approximately 90 %) of his existing caseload.
- How long has the position been vacant? **The position has been vacant since October 1, 2013, which is the date that Peter Livingston was appointed to the Interim Director position.**
- Can the department use other wages until the next budget cycle? **No**
- What are staffing levels at other counties for similar departments and/or positions? **Staffing by county depends upon caseloads**
- What core function will be impacted without filling the position prior to July 1?
There will be a further reduction of service availability to the community. Existing clients will not receive ongoing services as good ethical practice would indicate. There will be a decrease in staff resources to provide 24 hour crisis services. New requests for services will be delayed more than at present, which is a wait time of approximately two months
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **There will be a possible increase in liability exposure to the county as the result of a decrease in services and additional stress on remaining staff in terms of providing adequate emergency services. A reduction of services to citizens will occur. A further decrease in staffing support will result in additional deterioration of staff moral and will risk additional staff turnover which will incur additional cost.**
- 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? **This position is funded by MediCal and MHSA sources, and as such, the funding is expected to remain stable. In the event of a considerable reduction of funding, clinical positions can be eliminated, or the fiscal shortfall can be compensated for from departmental reserves.**

- 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? **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? **This position does not rely on GF support**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **PCMH has a prudent reserve that continues to grow in addition to a line item in current FY budget for contingencies**

Plumas Arts

525 Main St. / PO Box 600 Quincy CA 95971 • (530) 283-3402 • plumasarts.org • information@plumasarts.org

2013-14 PLUMAS COUNTY FUNDING REQUEST FOR PLUMAS ARTS

Plumas Arts respectfully requests \$10,000 for our ongoing and significant efforts that stimulate tourism, economic development and the quality of life that makes our county a desirable place to visit, relocate to, raise a family and live.

Plumas Arts is a 501c3 nonprofit established in 1981 with a mission to cultivate communities where the Arts flourish and feed the local economy. We serve under the annual authorization of the Board of Supervisors as our county's representative to the California Arts Council's (CAC) State Local Partnership Program where we are ranked in the very top sector of all county participants in the state and are considered exemplary in our local arts agency field statewide, regionally and locally. We are renowned for our resourcefulness, breadth of quality programming and community involvement. Our ED serves as a consultant and peer mentor throughout the North State.

DIVERSITY OF PROGRAMMING

Comprehensive information about Plumas Arts' programs is available on our website plumasarts.org and the brochure and current quarterly calendar and newsletter included with this request. In summary, we facilitate arts education programs in all county schools, produce more events in more areas of the county—from Words & Music, to gallery openings, to major events—than any other single organization. In addition we sponsor or support countless other events producers. We curate a comprehensive countywide cultural Events calendar and an online directory of local artists working in all genres. We run a first-rate gallery featuring the work of local artists. Plumas Arts keeps the only movie theatre in the county showing movies and presenting community performances an average 5 days a week all year long.

REVENUE GENERATION

The Plumas Art Gallery showcases and sells the work of 60+ artists and artisan crafters. We pay tax on gallery sales. Artists pay taxes on their earned income. Our art shows import 100+ artisans generating upwards of \$150K in sales taxes each year paid to Plumas County. Our many events bring out-of-county visitors that pay TOT taxes and shop in local businesses who pay more sales taxes. Concessions at the movies are taxed. 8-10 part-time employees (many of which are student age), artists who work in the school programs and musicians we pay to perform pay local taxes. We are the owners and/or caretakers of two prominent historical buildings and businesses in downtown Quincy for which we pay property and business taxes. Movies, openings, performances and events in these facilities generate crowds, excitement and traffic into restaurants and pubs.

PARTNERSHIPS BUILDING A BRIGHTER PLUMAS

Plumas Arts brings together and works among creative thinkers to work for a bright future for our local communities. We interface with the schools, FRC, merchants groups, USFS, chambers of commerce, PSREC, community service groups, events producers, artist individuals and families. These long-term mutually beneficial relationships leverage opportunities for funding and programming beyond what any of us could provide on our own.

CREATIVE ORGANIZATIONAL CAPACITY

Plumas Arts is a highly visible, experienced and capable organization. We keep informed about, and positioned to seize, a multiplicity of opportunities— financial as well as artistic.

Over the last decade we have grown a diversified funding base that combines earned income, fundraising events, memberships, donations, grant funding, corporate sponsorship and public funding, because we have learned— the hard way— that at any given time one or more of these sources can fail. So, we have worked very hard for very long to have more than just that one basket in which to gather all of our eggs.

Plumas Arts is also in a unique position of being able to obtain grant funding to support other events producers. Two multi-year James Irvine Foundation awards over the last several years invested \$25,000 helping to produce the Celtic Festival in Blairsden, Brews & A Banjo Chester High School Fundraiser, Portola City Lights and Quincy Farmer's Markets concert series, artist fees for the Greenville mural restoration and Lacy J. Dalton's performance at the Greenville centennial as well as others. We were recently awarded CAC Creating Places of Vitality grant funding to work with Quincy galleries, theatres, merchants, businesses and artists county wide to develop a collaborative approach to further defining this place as a cultural mecca that drives the local economy for residents as well as to attract more visitors.

We are fleet of foot to help groups who work in a common mission. We have embraced the Feather River Fine Arts Guild and the Association of Concerned Theatre under our umbrella so that they can support the work of artists and school arts programs.

WIDE SPREAD MEMBERSHIP SUPPORT

Plumas Arts boast one of the largest bases of member support in the county. Hundreds of families, businesses, organizations and individuals cross over political, religious, geographic, social and economic boundaries to support the work we do. You can see this evidenced at almost any event that we produce.

Organizational offerings strive to provide something for every one and a place for our community members and young people to shine. No single place is this better evidenced that in our Town Hall Theatre scheduling. In any given month we seek to provide movies from thrillers and action to family friendly flicks and romantic comedy to critically praised independents and documentaries. The facility gives a place to feature high school music students countywide, college drama productions and local dance recitals as well as world-class musicians and performing artists.

CONCLUSION

Plumas Arts has grown strong in our creative inventiveness and resiliency, but fiscal and human resources, which have always been modest in cost but impressive in outcomes, are stretched to the breaking point.

The requested investment of county funds will help keep Plumas Arts in a position to seek out, apply for, obtain and administer new and sustaining programs, projects and services. It is our belief--- and that of the impressive membership base that supports us-- that it will better serve the good of all to put our energies there instead of having to conjure up yet another fundraiser that will compete for the limited financial resources of the local community and all the other worthy organizations that are struggling to remain viable to do the good work that they do.

Plumas County Fire Safe Council



September 23, 2013

Honorable Board of Supervisors
520 Main Street
Quincy, CA. 95971

Dear Honorable Supervisors

I would like to come before the Board on October 15, 2013.

Recommendation:

To receive an update of accomplishments and activities associated with the Plumas County Fire Safe Council.

Background & Discussion:

As the Board is aware, the Board has generously provided funding assistance to the Plumas County Fire Safe Council since 2003, with Secure Rural School Title III funds. Our Mission is to: - ***To reduce the loss of natural and human made resources caused by wildfire through Firewise Community programs and pre-fire activities.***

I would like to come before you and present an overview of our organization, accomplishments during the last year and information associated with our preparing for wildfire messaging. I have attached a document that will serve to share this information.

Respectfully,

Jerry Harley
Jerry Harley
PC FSC Coordinator

Plumas County Fire Safe Council



PC FSC Mission - "To reduce the loss of natural and human made resources caused by wildfire through Firewise Community programs and pre-fire activities."

Organization

- Originated in 1998 – Meets 2nd Thursday of each month at the Plumas County Planning & Building Services Office -555 Main Street Quincy, CA
- 501.c.3 organization – incorporated in 2002 – 7-11 Board members, average attendance - 15-20
- *2013 Annual Goals:*
 - Implement and amend as necessary the Plumas County Community Wildfire Protection Plan (CWPP),
 - Increase public knowledge and awareness of the wildland fire hazard and efforts they can make to reduce their threat,
 - Develop more community-based involvement,
 - Implement community hazardous fuel reduction projects,
 - Continue to pursue grant funds,
 - Develop a strategy to provide for sustainable and renewable project funding and reduce the Council's dependence on grant funding.
 - Explore green waste disposal options and community chipping options.
- www.plumasfiresafe.org
- Plumas County Firewise Communities:
 - *Firewise Communities USA* - National Program focused on the Home Ignition Zones & between them. Community based program - Grass roots.
 - Invest \$2/ per capita/per year - annually
 - Complete a Community Assessment
 - Create a Firewise Community Plan
 - Hold a Firewise Day – Annually
 - West Almanor CC –Recognized Firewise Community
 - Gold Mountain - Recognized -Firewise Community & Fire Safe Committee-
 - Graeagle FPD (Graeagle, Whitehawk Valley Ranch,...) - Recognized Firewise Community
 - Peninsula HOA - Recognized Firewise Community.
 - Greenhorn CSD – Pursing recognition as a Recognized Firewise Community.
- Plumas Corporation, A County Economic Development Organization is PC FSC's fiscal sponsor.

Accomplishments

➤ **PC FSC Accomplishments** (2011-2012) include:

(* in coordination with County Wildfire Prevention Specialist)

- Updated Community Wildfire Protection Plan (CWPP)
- Assisting 25-30 residences /year with our Senior/Disabled Defensible Space Assistance Program. **-Appreciate BoS Support with Title III.**
- PC FSC currently has funding for treating another 1,300 acres of hazardous fuels in and around communities. Over 800 of those acres are for biomass harvesting.
- Produced a 2013 “Living With Fire” insert for County papers – 7/31/13*
- Assisting communities in achieving status as Recognized “Firewise USA Communities”. Peninsula is the newest, joining West Almanor, Graeagle FPD, Gold Mountain and beginning work with Greenhorn. *
- Assisted County Fire Prevention Specialist in updating Wildfire Preparation and Evacuation Plan. *
- Continuing outreach to communities to provide wildfire mitigation education and develop community hazardous fuel reduction projects. Focus is on the “Home Ignition Zone” (HIZ) and beyond.
- Provided input on wildfire mitigation for General Plans updates of both the County and City of Portola
- Provided wildfire mitigation input into the updates of Local Hazard Mitigation Plans for both the County and City of Portola.
- PC FSC is currently managing 13 funded grants, including the 2 for PC FSC Coordination from the Board of Supervisors. **THANKS.** Currently the Council has about \$1.1mm in funding, to continue education, mitigation project development & accomplish funded projects.
- 2002-2011 Treated 3,094 acres of Hazardous Fuels in & around 20 + communities on private lands.

Recognitions

➤ *3/2011 PC FSC recognized with a Certificate of Community Protection Achievement* – PC FSC recognized by the national Firewise Communities, NFPA with a Certificate of Community Protection Achievement for our efforts to protect homes, property and the lives of resident and firefighters in case of a wildfire encroaching our communities.

➤ *2004, PC FSC Received the National Community Leadership Award* -from the US Forest Service Chief: Citation reads “*PC FSC is recognized for outstanding accomplishments through their exceptional leadership, vision, and perseverance in working collaboratively to reduce the risk of catastrophic wildland fire in Plumas County*”

Plans

➤ *Community Wildfire Protection Plan (CWPP)* – Approved 5/04 – Updated 9/13

➤ http://plumasfiresafe.org/fire_plan.htm

- Vehicle to be eligible for State & Federal (NFP) Funds to assist with mitigation activities.

- Provides a comprehensive overview of the wildfire risk, hazards, and fire behavior factors in Plumas County
- Provide Mitigation recommendations for the four focus areas.
 - A. Information, Education, and Planning
 - B. Reducing Structure Ignitability
 - C. Enhancing Suppression Capabilities and Public Safety
 - D. Hazardous Fuel Reduction

➤ *Countywide Hazardous Fuel Assessment & Strategy – 2005* - The general scope of the plan provides fuel profile and fire behavior assessment, and recommended treatment strategies for thirty-six identified “at risk communities” in Plumas County - <http://plumasfiresafe.org/assessment.htm>

Key Educational Messages Focus:

Wildfire doesn't have to destroy everything in its path

- Fire is a Natural Process – 0-60 % of wildfires in PC are from lightning.
- Wildland Fuel is the only element in fire behavior that humans can affect. Weather and topography are beyond human control.
- Fire Spreads through communities and the forest in 3 ways: (Horizontally, Vertically & by Spotting)
 - Spotting is the most problematic.
- California's Defensible Space law - (PRC 4291) requires 100' (or to the property line if less than 100') of Defensible Space around all structures.
- Homes can & do survive the intrusion of a wildfire
 - Ultimately homeowners make the choice about their home's survival due to their actions or inactions.
 - Lack of defensible space can place our VFD's at risk of injury or worse.
 - It is the homeowner's responsibility to prepare their homes.
 - Homes usually burn because of the “Little Things” Embers, often burn homes before the fire front arrives. Often ¼ to 2 miles in front.
 - Most houses are burned by embers igniting something in the “Home Ignition Zone” which in turn ignites the house.
 - Embers on shake roofs
 - Embers on vegetation under decks
 - Embers into attic/crawl space vents
 - Embers on firewood next to the house
 - Embers on lawn furniture or door mats
 - Embers on vegetation next to fences
 - Embers igniting sheds and outbuilding

Community Hazardous Fuel Reduction Efforts beyond the Defensible Space Law.

- Is home survival enough? What about our views, aesthetics, wildlife and surrounding ecosystems?
- Forests, like homes, can and do survive the intrusion of a wildfire.
- Wildfires don't have to be catastrophic stand replacing events.
- **Critical** to managing fire behavior and its effects, is managing the fuels

- Many communities in Plumas County are working to reduce hazardous fuels in their communities, including treating vacant lots:
 - Plumas County Fire Safe Council has helped 20 communities seek public funds assistance.
 - Some communities have an ordinance or CC & R's which requires treating fuels in vacant lots.

There is substantial scientific literature & reports on the effectiveness of treating hazardous fuels to reduce a wildfires impact and protecting communities. .

- *“Solving the Wildfire Crisis & Protecting Communities & Saving Forests”* - an Excellent summary of the Wildfire Problem in California is provided in both a video & photo filled document prepared by Dr. Thomas M. Bonnicksen, Ph. D.
<http://www.calforestfoundation.org/Critical-Thinking/>
- Angora Fire- *“An Assessment of Fuel Treatment Effects on Fire Behavior, Suppression Effectiveness, and Structure Ignition on the Angora Fire”*: The report details how fuel treatments reduced fire intensity, tree damage, home loss and brought crown fires to the ground.
<http://www.fs.fed.us/r5/angorafuelsassessment/>
- Wheeler Fire- *Plumas NF – “Fire behavior and Effects relating to Suppressions, Fuel Treatments and Protected Areas on the Antelope Complex Wheeler Fire”*: Report details how fire behavior and consequently fire impacts were significantly reduced in treated areas, how treated areas were utilized in suppression efforts and how untreated areas contributed to increased fire behavior and intensity built momentum in the first two days of the fire.
<http://www qlg org pub miscdoc antelopofireanalysis pdf>
- *“How Fuel Treatments Saved Homes from the Wallow Fire”* - The Wallow Fire in Arizona, in 2011, after burning more than 40,000 acres in 5 days was threatening the community of Alpine. The crown fire ignited spot fires more than a mile out in front. But when the fire hit units of a ½ mile wide fuelbreak, above the community fire behavior went from the tree crowns to the ground allowing firefighters to safely attack the fire and the embers from torching trees was reduced.
<http://www fs usda gov Internet FSE DOCUMENTS stelprdb5358240 pdf>
- 2007 So. California Wildfires - NIST Technical Note 1635 titled *“A Case Study of a Community Affected by the Witch and Guejito Fires”*. - The case study was focused on home loss in a development at Rancho Bernardo, north of the City of San Diego. There were 274 homes in The Trails development, with 245 within the fire perimeter of which 74 homes were completely destroyed and 16 were partly damaged. The report details how “Embers” (burning firebrands) from the Guejito Fire, entered the community and began burning homes an hour before the fire front arrived. By the time the main fire arrived there were 23 homes burning.
<http://www fire nist gov bfrlpubs fire09 PDF f09028 pdf>

Memorandum

To: The Honorable Board of Supervisors
From: Plumas Rural Services, Domestic Violence Services
Date: 10/2/2013

RECOMMENDATION

Proclaim October is Domestic Violence Awareness Month in Plumas County.

BACKGROUND AND DISCUSSION

October is National Domestic Violence Awareness Month. This provides an excellent opportunity for Plumas County, to demonstrate its support in ending domestic violence and to support the numerous victims who are among us. Moreover, it is a wonderful opportunity to educate the public on the seriousness of domestic violence and the prevalence of this epidemic in our lives. This year we have displayed Domestic Violence Awareness banner in a high traffic public area, have an Annual “Step Out of Domestic Violence 5K Walk/Run”, have business owners post a “Break the Silence Stop the Violence” poster which also displays Domestic Violence Services information.

The Plumas Rural Services Domestic Violence Services would be honored if you would sponsor an official proclamation to recognize October as National Domestic Violence Awareness Month. Your proclamation would lend official recognition to the important work of educating the public on domestic violence, as well as emphasize your personal commitment to end this crime. I have attached a sample proclamation which may help you compose the appropriate proclamation for our county.

PROCLAMATION

Whereas, the crime of domestic violence violates an individual's privacy and dignity, security and humanity, due to systematic use of physical, emotional, sexual, psychological and economic control and/or abuse including abuse to children and the elderly.

Whereas, the problems of domestic violence are not confined to any group or groups of people, but cut across all economic, racial and societal barriers, and are supported by societal indifferences, and

Whereas, the impact of domestic violence is wide ranging, directly effecting individuals and society as a whole, here in this community, throughout the United States and the world, and

Whereas, it is battered women themselves who have been in the forefront of efforts to bring peace and equality to the home.

Now therefore, in recognition of the important work done by domestic violence programs, I do hereby proclaim the month of October to be *National Domestic Violence Awareness Month* and urge all citizens to actively participate in the scheduled activities and programs to work toward improving victim safety and holding perpetrators of domestic abuse accountable for their actions against individual victims and our society as a whole.

Signed

Dated

OCTOBER IS DOMESTIC VIOLENCE AWARENESS MONTH



For more information call Domestic Violence Services

530 283 5676 or 1 888 504 5102

dvs@plumasruralservices.org



PLUMAS RURAL SERVICES
Serving People, Strengthening Families, Building Communities



Plumas County Department of Information Technology

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

David M. Preston
Information Systems Manager

DATE: October 15, 2013
TO: Honorable Board of Supervisors
FROM: Dave Preston, Information Systems Manager

SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF October 15, 2013 RE:
APPROVAL OF PAYMENT FOR SOFTWARE SUPPORT WITHOUT CONTRACT.**

It is recommended that the Board:

1. Approve Item 1 below.

Item 1: Approval of payment for software maintenance/support as specified below.

Background and Discussion:

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that are not custom written. These packages have no specific contract and are considered "shrink-wrapped" or off the shelf systems. In order to pay these support fees we ask to Board to approve payment of these claims without a signed service contract. Specifically we ask the Board to approve the following payments.

Vendor	Description	Amount
CDWG	McAfee Software Support	\$ 5,985.00
DLT Solutions	AutoCAD Software Support	\$ 1,424.29

These funds have been budgeted as part of the 2013/2014 IT budget.



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PLUMAS COUNTY LIBRARY

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

*Lynn Sheehy
County Librarian*

DATE: October 3, 2013

TO: Honorable Board of Supervisors

FROM: Lynn Sheehy, County Librarian

RE: AGENDA ITEM FOR October 15, 2013

It is recommended that the Board:

Approve and authorize the execution of a contract for the amount of \$10,677 between Plumas County and NorthNet Library System. Approved as to form by County Counsel.

Background:

This agreement is needed in order to pay existing invoices for membership in the NorthNet Library System, access to the Overdrive collections, and database services. The amount listed above is for both fiscal years 2012-13 and 2013-14, as we were unable to pay the balance for the previous fiscal year.

PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268
Robert A. Perreault, Jr., P.E. Director of Public Works

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CONSENT AGENDA REQUEST

For the October 15, 2013 meeting of the Board of Supervisors

October 7, 2013

To: Honorable Board of Supervisors
From: Robert Perreault, Director of Public Works 
Subject: Authorization to Auction Public Works Surplus Vehicles and Equipment

Background:

Public Works has the need to auction off surplus equipment to remain in compliance with California Air Resource Board Emissions and miscellaneous surplus items, as listed below:

<u>Vehicle #</u>	<u>Year/Make/Model</u>	<u>VIN#</u>
38	1974 Peterbilt 359ST Low-Bed Tractor	74731P
89	1977 International 1710B Elgin Sweeper	D1022GCA15457
110	1976 Mack RL685 10-Wheel Dump Truck	RL685LST27942
111	1975 Mack RL685 10-Wheel Dump Truck	RL685LST27943
128	1980 Ford L9000 Water Truck	U81CVS86383
404	1982 John Deer 690B Excavator	403536

Miscellaneous Equipment

Trailer mounted Crafco (crack sealer) EZ Pour 100
Line Bore Bar tooling set
Two complete "Tag Axles"
Miscellaneous pallets of tire chains (no longer fit our equipment)

Public Works will utilize the existing Service Agreement with Bar None Auction to auction the surplus vehicles and equipment listed above.

Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors authorize the sale of the vehicles and equipment listed above.



DEPARTMENT OF FACILITY SERVICES & AIRPORTS

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



Donald Sawchuk
Director

Date: October 15, 2013
To: Honorable Board of Supervisors
From: Dony Sawchuk, Director
Subject: **Authorize the Director of Facility Services to Auction Surplus Office Equipment and Furniture as per Government Code Section 25363**

Recommendation

Authorize the Director of Facility Services to Auction Surplus Equipment and Furniture as per Government Code Section 25363

Background

The Director of Facility Services would like to use an existing contract through Public Works with "Bar None Auction" to sell older surplus office equipment. This surplus is currently being stored at the old Probation Building. The equipment and furniture will be offered to all county departments prior to the auction incase there is a need for any of the surplus pieces. The remaining surplus will be auctioned.

Government Code Section 25363: "The board of supervisors may sell or lease at public auction, and convey to the highest bidder, for cash, any property belonging to the county not required for public use. The sale or lease may be made at the courthouse door or at such other place within the county as the board orders by a four-fifths vote. Notice of the sale or lease shall be given for five days prior thereto either by publication in a newspaper published in the county or by posting in three public places in the county. The proceeds shall be paid into the county treasury for the use of the county. If in the unanimous judgment of the board, the property does not exceed in value the sum of five hundred dollars (\$500), or the monthly rental value thereof is less than seventy-five dollars (\$75), or if it is the product of the county farm, it may be sold or leased at private sale without advertising by any member of the board authorized by a majority vote of the board. The sale or lease shall be reported to and confirmed by the board. This section does not apply to the furnishing of goods to special districts."



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

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

From: Mimi Hall

Agenda: Item for October 15, 2013

Description/Recommendation: Approve and direct the Chair to sign the Special Certificate of Compliance for One-Time Funding for the County Subvention Program for FY 2013/2014 from the California Department of Veterans Affairs (CalVet).

Background Information: The State of California, through the California Department of Veterans Affairs (CDVA) provides funds of the current Plumas County Veterans Services Office budget. The California Military and Veterans Code, Sections 972, 972.1, 972.2 and 972.5 outline how these funds will be distributed.

This revenue is generated through three State implemented programs: County Subvention, Medi-Cal Cost Avoidance (MCCA) and the Veterans Service Office Fund (VSOF), and are distributed through the California Department of Veterans Affairs. As all fifty-eight Counties participate equally in these revenue programs, actual revenue per County can fluctuate dramatically from year to year depending on the workload and other factors of each office during each reporting period.

This one-time funding is available through Provisional Language of the Budget Act of 2013; a state General Fund expenditure. These additional funds will be used to maintain fiscal year 2013-14 funding at or above the levels locally appropriated in fiscal year 2012-13, and to add CVSO presence in Sierra County.

A copy of the Special Certificate of Compliance is on file with the Clerk of the Board for your review.



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Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education	<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

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for October 15, 2013

Item Description/Recommendation: Approve and direct the chair to sign agreement #HPP1314NORCAL with Northern California EMS., Inc., to provide Local Emergency Medical Services (LEMSA) to Plumas County.

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 with Northern California EMS., Inc., is funded out of Emergency Preparedness Funding. The funding will be used to provide Local Emergency Medical Services (LEMSA) to Plumas County pursuant to Health and Safety Code Section 1797.94.



PLUMAS COUNTY BUILDING DEPARTMENT

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

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

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DATE: October 7, 2013

TO: The Honorable Board of Supervisors

FROM: John Cunningham
Building Official

SUBJECT: Approval of contract with iWorQ Systems, Inc. for \$4,775 to provide permit management online software and give authority to John Cunningham, Building Official, to sign contract on behalf of the County.

Action Requested:

1. Approval contract of \$4,775 with iWorQ online permit management software.
2. Authorize John Cunningham, Building Official, to sign the contract on behalf of the County.

Background:

The FY 2013-2014 Building Department (20426) budget contains a budget line item for online permit management software. The purpose of the software is to help increase department efficiency.