



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 DECEMBER 03, 2013 TO BE HELD AT 11:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

10:00 – 11:00 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

11:00 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 Board of Supervisors

2. BOARD OF SUPERVISORS

- A. Presentation of *Certificate of Appreciation and Recognition* of Nancy Lund for her years of service to the Plumas County Commission on Aging
- B. **Continued from November 12, 2013**, discussion and possible action to consider request of Supervisor Lori Simpson and Sheriff Greg Hagwood authorizing the Sheriff to fill 3.0 FTE Deputy Sheriff positions, currently allocated; and appropriate \$82,000 from the General Fund Contingency to fund two of the positions. **Four/fifths required roll call vote**
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- E. Appointments

PLUMAS COUNTY MENTAL HEALTH COMMISSION

Appoint James LaPlante and Betty Bozeman to the Plumas County Mental Health Commission as recommended

GRIZZLY LAKE COMMUNITY SERVICES DISTRICT

Appoint Sharon May Castaneda to the Grizzly Lake CSD Board of Directors necessary to form a quorum, effective December 06, 2013

3. **ALMANOR RECREATION & PARK DISTRICT** – Kate West
Consider request of Almanor Recreation & Park District to appropriate \$3,000 from the General Fund Contingency for operational needs as submitted. **Four/fifths required roll call vote**
4. **DEPARTMENTAL MATTERS**
- A. **HUMAN RESOURCES** – Gayla Trumbo
- 1) Approve and authorize the Chair to execute second amendment to Employment Agreement for John Steffanic, Plumas/Sierra County Fair & Event Center Manager. Approved as to form by County Counsel
 - 2) Discussion and possible action regarding salary analysis of the Alcohol & Drug Administrator
- B. **AGRICULTURE/WEIGHTS & MEASURES** – Tim Gibson
Approve budget transfer of \$498 from Other Wages-51020 to Overtime-51060 to cover costs for payoff of accrued comp time for Agricultural and Standards Inspector
- C. **PUBLIC WORKS** – Robert Perreault
Authorize the Department of Public Works to fill vacant, funded and allocated 1.0 FTE Road Maintenance Leadworker position in Quincy. Discussion and possible action
- D. **PUBLIC HEALTH AGENCY** – Mimi Hall
- 1) Authorize the Public Health Director to reject all bids and negotiate directly with vendors for the purchase of two vehicles; and further authorize the Director sign related documents and/or contracts subject to approval by County Counsel
 - 2) Authorize the Public Health Director to hire Veterans Services Officer above the Step B; approve and authorize the Chair to execute Employment Contract with James LaPlante to serve as the Division Director Veterans Service Officer. Approved as to form by County Counsel. Discussion and possible action
 - 3) Consider request of Public Health Agency to recruit and hire vacant, funded and allocated positions (1.0 FTE Health Education Coordinator I/II or Health Education Specialist or Community Outreach Coordinator; 1.0 FTE Management Analyst I/II or Department Fiscal Officer I/II or Grant Compliance Officer; and .75 FTE Site Manager for the Senior Nutrition Program). Discussion and possible action
 - 4) Adopt **RESOLUTION** amending the 2013-2014 Plumas County Personnel Allocation in Senior Services Budget Units 20480 and 20830. **Roll call vote**
 - 5) Approve Supplemental Budget and unanticipated revenue in Unit 20830 - Senior Nutrition of \$12,273. **Four/fifths required roll call vote**
 - 6) Approve Supplemental Budget and unanticipated revenue in Unit 20480 – Senior Transportation of \$9,767. **Four/fifths required roll call vote**
- E. **FACILITY SERVICES/AIRPORTS** – Donald Sawchuk
- 1) Ratify the acceptance of "dirt fill" from Plumas Corporation in lieu of the FY 2012-2013 annual rent for the lease of property at Quincy Gansner Airport; and deem Plumas Corporation's rent obligations paid in full. Discussion and possible action
 - 2) Approve and authorize the Chair to execute Land Lease Contract Amendment No. 1 between Plumas County and Plumas Corporation for material storage at Quincy Gansner Airport for one year extension. Approved as to form by County Counsel. Discussion and possible action

5. **PLUMAS CORPORATION** – Gia Martynn

Consider request of Plumas Corporation/Feather River Crm for an in-kind contribution to Greenhorn Creek Integrated Restoration project by waiving the \$1,000 annual rent for material storage at Quincy Gansner Airport. Discussion and possible action

6. **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. **CLERK OF THE BOARD**

Approve Board minutes for November 2013

B. **INFORMATION TECHNOLOGY**

Approve and authorize the Chair to sign contract of \$1,500 per month with Plumas Sierra Telecommunications for purchase of internet services. Approved as to form by County Counsel

C. **ALMANOR RECREATION & PARK DISTRICT**

Approve request of Almanor Recreation & Park District to waive fees for use of the Almanor Recreation Center effective November 22, 2013 to include one three-hour meeting each month, a maximum of two six-hour strategic planning sessions and a maximum of one two-hour town hall meeting over the course of any given year

D. **PUBLIC HEALTH AGENCY**

- 1) Approve submission of a Proposal to the Foundation of the American Academy of Pediatric Dentistry for Funding the Plumas County Oral Health and Outreach Program
- 2) Approve submission of an Application to Public Health Institute (PHI) for funding of the Community Transformation Program created by the Affordable Care Act
- 3) Approve submission of the Annual Children's Medical Services (CMS) Plan and Budget for FY 13-14, and authorize the Chair to execute the Certification Statements for the California Children's Services and Child Health and Disability Prevention Programs
- 4) Approve and authorize the Chair to execute the following agreements related to Emergency Preparedness Program for FY 2013-2014, effective July 1, 2013: PAN1314FAIR \$4,999; and HPP1314TOLEN \$7,000. Approved as to form by County Counsel
- 5) Approve an Amendment to extend Agreement #NORCAL-MADDY with Northern California Emergency Medical Services for the administration of the Emergency Medical Services Fund (aka Maddy Fund) through June 30, 2015, and authorize the Director of Public Health to sign. Approved as to form by County Counsel
- 6) Adopt **RESOLUTION** to accept Agreement # 13-20338 with the California Department of Public Health, Immunization Branch for continued funding of the Vaccines for Children (VFC) Program for fiscal years 2013-2017, and authorize the Director of Public Health to sign related documents

E. **MENTAL HEALTH**

Approve and authorize the Chair to execute contract with Telecare Technologies for Electronic Health Record network services of \$28,800. Approved as to form by County Counsel

F. **BOARD OF SUPERVISORS**

Ratify letter of November 20, 2013 to the State Department of Transportation for encroachment permit (24th Annual Quincy Main St. Sparkle and Light Parade, Friday, December 06, 2013 4:30 – 6:30 p.m., Quincy, CA)

G. SOCIAL SERVICES

Approve and authorize the Department of Social Services to send a letter of extension for a contract with Environmental Alternatives, Inc. for the provision of training to relatives and non-relatives extended family members who have foster children placed with them; and authorize the Department of Social Services to execute an additional extension of the contract when the current term expires

7. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Interim Chief Probation Officer
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- C. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (d)(4) of Government Code §54956.9 - Plumas National Forest Travel Management Plan
- D. 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, December 10, 2013, Board of Supervisors Room 308, Courthouse, Quincy, California.

2013 "The Year of the Child"

2B

Cost per Deputy

	FY 13/14 (7 mos) = 15 pay periods	FY 14/15 (1 yr) = 26 pay periods
51000 Regular Wages	22812	41538
51080 Retirement	7106	12323
51090 Insurance	9423	16154
51100 FICA/OASDI/Medicare	331	603
51125 Uniform Allowance	1200 (800 initial + 400)	800
TOTAL:	40872	71418
Cost for 2 Deputies =	81744	3 Deputies= 214254



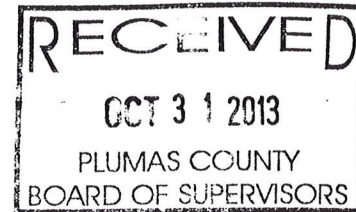
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372 Main Street
P.O. Box 325, Chester, CA 96020
Email: arpdoffice@yahoo.com Website: yourarpd.org
(530) 258-2562

October 28, 2013

Plumas County Board of Supervisors
520 Main Street
Room 302
Quincy, Ca 95971



Re: Request for \$3,000 from Unfunded Recreation District Allocations

Dear Board of Supervisors;

The ARPD board of directors would first like to thank you for your recognition and understanding of the financial challenges faced by the unfunded recreation districts in Plumas County. We would like to further thank you for the generous action you took in allocating grant funds for such districts in your 2013-2014 budget.

Secondly, we would like to introduce ourselves as a district. A description of the district, its operations, programs and facilities are presented on (Attachment 1).

The district's purpose in writing to you for the FY 2013-2014 funding allocation stems from identified operational needs, learned knowledge that unplanned expenses arise with program development and operation, increased insurance costs, the need to market the district in order grow programs, gain local support, increase participation at district operated events and to move toward a more sustainable future.

While many funding needs exist, this request is specific to the annual spring and fall youth soccer and adult softball leagues where the cost of field maintenance and insurance are both necessary and a severe financial challenge to the district.

The cost of mower gasoline is high, as is maintenance on the district's older, donated mower, fertilizer, and sprinkler repair, all coupled with the cost of watering the field two times daily in drought conditions easily exceed its annual budget allocation.

The water bill for the field alone averaged \$360 a month during the period of April - October 2013. The annual cost for field maintenance is approximately (\$1,200), plus the average cost for watering for the year (\$2,520) added to the cost of district insurance (\$2,500) to operate district programs totals more than 33% of the district's annual operating budget.

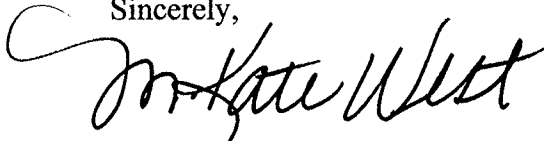
While youth soccer and adult softball programs do raise revenue for the district and each program's budget has a line item to assist with the cost of the field maintenance, the overall contributions are quite small and based on the limited population of season participants.

Despite the district's best efforts, the sheer number of children and adults available to pay registration fees alone cannot support the annual field maintenance costs yet, the loss of the field due to the district's potential inability to pay for maintenance, insurance and other related costs would be devastating to the many children and adults the programs serve.

Respectfully, the district is requesting that you vote to fund the district \$3,000 to help offset the cost of annual field maintenance and insurance this fiscal year so that the Truman Collins Sports Complex will continue to retain its pristine, recreational benefit to the Lake Almanor Basin community.

We, the board of directors, would like to thank you in advance for the serious consideration we know you will give to this funding request.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Kate West". The signature is fluid and cursive, with a large initial "M" and "K".

M. Kate West
Board President
Almanor Recreation and Park District

*Board of Directors: President Kate West, Vice President Shane Bergmann, Treasurer Wes Maston,
Secretary Samantha Hawthorne, Assistant Secretary-Treasurer Kari Delacour*

(Attachment 1)

Description of the district, its operations, programs and facilities

The unfunded Almanor Recreation and Park District was officially formed in April 2000 after receiving a 70% voter approval rating in the March 2000 primary. The district has no paid staff and all administrative and operational tasks are performed by five volunteer directors, a number of dedicated community members and adult and youth sports league parents.

The district boundary includes the 35-miles surrounding Lake Almanor and the eight miles west to the Tehama County line. The district serves the townships of Chester and Canyon Dam and the housing communities of the Lake Almanor Peninsula, Bailey Creek, Foxwood, Peninsula Village, Hamilton Branch, the East Shore, the West Shore and Prattville, a total of approximately 4,500 individuals.

Operations:

The finances of the district to include the depositing of revenue, preparation of monthly financial reports and the paying of expenses are completed by the Plumas County Auditor-Controller's office. The district board elected treasurer is responsible for completing deposits and claims for payment, forwarding such documents and working as the district liaison to the auditor's office.

A district committee works each April to prepare the auditor mandated projected fiscal budget. In past years, after compiling projected revenue versus projected expenses this process has resulted in the submissions of "just barely" breakeven budgets. In working so close to the bone year after year, the district has not had the ability to build a prudent reserve for contingencies.

No revenue streams that currently fund the district are bullet proof but rather are at the mercy of the economy and the public at-large. The district's annual Fourth of July Chester Classic 5k Fun Run is the primary source of operating capital. Other small pots of revenue come from the registration fee revenue (after expenses) from district operated sports leagues and a host of mini fundraisers, both of which require public participation.

Programs:

Almanor Recreation and Park District consistently strives to offer programs to meet the recreational, social and health needs of persons of all ages within its service district. As an example, we will recap the just completed fall session of the ARPD Youth Soccer League which registered 132 children, aged 3 - 15 years of age to play.

The smaller of two sessions, ARPD also offers a spring session that is open to school children up to 18 years of age. The fall session has a lower registration rate as many of the older youth choose to play soccer on the Chester High School soccer team.

Note:

- *Of those 132 children registered for fall soccer, four youth from St. Andrew's Academy used the program as part of their physical education curriculum.*
- *Among the other registrants, the district awarded 11 scholarships so that all children who wanted to play could play regardless of financial ability.*
- *It is also the district's policy that in families that have three or more children desiring to play soccer that parents are only required to pay a total of two registration fees no matter how many of their children are playing.*
- *ARPD programs are open to the greater Lake Almanor Basin and youth from the Lassen County community of Westwood and Greenville, do frequently participate both session of the ARPD Youth Soccer League.*
- *The league coordinators, coaches and umpires are all parent volunteers who support this very successful ARPD program.*

ARPD offers an adult summer softball league each year from mid-June through approximately the end of August. The ending time of play is based on the number of players who depart for college and winter work obligations. This league hosts an average of 50-70 players annually. This league is also coordinated by a community volunteer.

The final program offered by the district is the ARPD Bridge Club which operates from mid-May through November each year and serves an average of 60 players, primarily senior in age. The games continue until the number of bridge players (snowbirds and tourists) dwindles to less than 12 persons or three tables.

Note:

- *Duplicate bridge is a weekly program coordinated by a volunteer every Friday afternoon from 12:30 p.m. to approximately 4 p.m. in the Sierra Meadows Community Room, at 460 Melissa Ave, in Chester.*
- *A further example of collaboration, the Plumas County Housing Authority generously allows ARPD to use this facility at no cost.*
- *The bridge club program begins about Mid May and continues though October. During the summer there are usually six tables (24 players) at every Friday session. In addition to the participation by snowbirds and tourists to the Lake Almanor Basin, frequent players also hail from Susanville, Westwood and Greenville.*

This year, ARPD added a new annual event to its line up of activities, the Great 2013 California Shake Out, which takes place each October 17.

Note:

- *This event was a collaborative effort between the district and Chester Elementary School*
- *The purpose of the event was to raise earthquake awareness among the children and teach them appropriate safety measures*
- *In addition to securing a licensed geologist to offer an earthquake program during the school assembly,, the district gifted "I survived" T-shirts to every student, teacher and staff member.*
- *In total, 250 T-shirts were given out at a cost of approximately \$1,250. The T-shirts were printed with the newly branded ARPD logo and the cost was approved as part of the district's strategic marketing plan.*

Facilities:

The Almanor Recreation and Park District has no official headquarters building but instead maintains office space within the Almanor Basin Community Resource Center in Chester. Property owned by the district includes the Truman Collins Sports Complex multi-purpose field which was built on land donated by the Collins Pine Company and a number of shed-like buildings.

The construction of the sports complex includes a ball field, dugouts, lawns, fencing and landscaping, all made possible by \$125,000 funded by the Plumas County Board of Supervisors through a Tobacco Settlement grant process and \$30,000 from Proposition 12. Since that time, an adjacent and additional 3+ acres has been donated to the recreation district by the Plumas Unified School District for the further development of recreational facilities.

Currently sitting on a portion of the PUSD donated acreage is the Almanor Recreation Center, a building owned and operated by Plumas County Facility Services. This building was funded from three Proposition 40 sources, an approximate \$235,000 allocated to the Plumas County District 3 Supervisor, \$230,000 allocated to the unfunded recreation district and a per capita grant written by a grant writer in the employ of Plumas County. A memorandum exists between Plumas County and district that states the County will own and operate the center for a period of up to 20 years. This memorandum is state mandated as the unfunded district could not prove a sustainable revenue stream to cover the annual maintenance and operational expenses for the building in the foreseeable future.

Note:

- *The collaborative spirit in the Lake Almanor Basin is well known and did directly benefit the county operated Almanor Recreation Center.*
- *When Lassen Landscape closed its doors, owners Harvey and Gina Burnett donated approximately \$2,500 in trees and shrubbery to the bare landscape surrounding the new building.*
- *The Rotary Club of Chester completed an internal District Simplified Grant and paid nearly \$2,500 to professionally landscape the building. Their project included the installation of an irrigation system, lawn, river rock stream bed and the planting of the donated shrubbery and trees.*

The district has built and owns two medium sized sheds that are used for the storage of sports and lawn maintenance equipment. The district used operational funds to pay for both critically needed storage facilities.

Note:

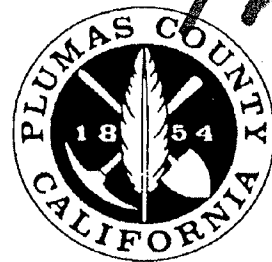
- *The actual building of the sheds, also collaborative projects, were completed by the Chester High School woodshop students and, in part, by an adult volunteer supervising court mandated community service workers.*
- *Three other small sheds were donated to the district when the nonprofit operating Stover Mountain Ski Hill dissolved.*

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: gaylatrumbo@countyofplumas.com



DATE: November 19, 2013

TO: Honorable Board of Supervisors

FROM: Gayla Trumbo, Human Resources Director

SUBJECT: AGENDA ITEM FOR THE BOARD OF SUPERVISORS MEETING
OF DECEMBER 3, 2013
RE: APPROVE SECOND AMENDED EMPLOYMENT
AGREEMENT FOR JOHN D. STEFFANIC, PLUMAS/SIERRA
COUNTY FAIR & EVENT CENTER MANAGER.

IT IS RECOMMENDED THAT THE BOARD

Approve second amended employment agreement with John D. Steffanic as the Plumas/Sierra County Fair & Event Center Manager.

BACKGROUND AND DISCUSSIONS

The County and Mr. John D. Steffanic entered into an employment agreement on April 7, 2009, to provide services as the Plumas/Sierra County Fair & Event Center Manager with the hourly rate of \$31.4057.

In Fiscal Year 2011-2012, the County experienced substantial revenue decreases which resulted in layoffs, reductions or elimination of funding for selected programs, and the need to decrease the County's reserves in order to balance the budget. In addition, the County was notified that the State of California Fairs and Expositions Office was terminated its funding for local fairs. However, the County would receive a closing payment of \$125,000. Due to the substantial revenue decrease to the General Fund and the State of California withdrawing their support for the local fairs, the decision was made to terminate the agreement with Mr. Steffanic effective September 2, 2011. However, Mr. Steffanic was willing to continue his employment with less compensation for the same level of work. The Board of Supervisors agreed and entered into an amended and restated contract with Mr. Steffanic with the effective date November 1, 2011, with the hourly rate of \$17.31.

1A4

Based on funding changes for fiscal year 2012-2013, further amendments were made on the employment agreement between the County and Mr. Steffanic. This amendment provided an increase to his salary as of October 7, 2012, from the lower hourly rate of \$17.31 to the hourly rate of \$25.1655.

Fortunately the County received further funding changes in Fiscal year 2013-2014. During the budget workshops, Mr. Steffanic brought forward a proposal that reestablished his original rate of pay of \$31.4057 an hour; placed his Building and Maintenance Supervisor back to full time; and eliminated his vacant Fair Fiscal Officer position. The Fair budget was approved with these changes for 2013-2014 which brought forth the need for the amendment to this contract.

At this time we request that the second amended employment agreement for Mr. John D. Steffanic be approved.

Thank you for your time and consideration.

SECOND AMENDED EMPLOYMENT AGREEMENT

This Agreement is entered into by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and JOHN D. STEFFANIC, hereinafter referred to as "CONTRACT EMPLOYEE," for the provision of services to the COUNTY in the capacity of Plumas/Sierra County Fair & Event Center Manager.

Recitals: This Agreement is made with reference to the following facts and circumstances:

- A. COUNTY and CONTRACT EMPLOYEE have previously entered into a written "Agreement for Professional Services" dated April 7, 2009, (the "Prior Agreement") in which CONTRACT EMPLOYEE agreed to provide services to COUNTY as its Plumas/Sierra County Fair and & Event Center Manager.
- B. COUNTY experienced substantial revenue decreased in Fiscal Year 2011-2012 that caused the COUNTY to layoff some employees, propose reduction in compensation to represented employee groups, reduce or eliminate funding for selected programs, and draw down reserves in order to balance the COUNTY's budget.
- C. In particular, State of California Fairs and Expositions Office terminated its ongoing funding for local fairs for FY Year 2011-2012 except for a closing payment of approximately \$125,000 to the Plumas/Sierra County Fair.
- D. Because of the reduced revenue to the Fair, COUNTY gave CONTRACT EMPLOYEE written notice terminating the Prior Agreement effective September 2, 2011.
- E. Because of the reduced funding to the Plumas/Sierra County Fair, CONTRACT EMPLOYEE was willing to continue his employment, but agreed to accept less compensation for the same level of work. Accordingly, the parties entered into an amended and restated Employment Agreement dated November 1, 2011 (the "Restated Employment Agreement").
- F. Because of changes in funding for Fiscal Year 2012-13, the parties further changed the Restated Employment Agreement as provided in the "Amended Employment Agreement" (the "Amended Agreement").
- G. Because of further changes in funding for Fiscal Year 2013-14, the parties desire to change the Amended Agreement as provided in this "Second Amended Employment Agreement".

Now, therefore, the parties agree as follows:

10-12-13A10:32 PCVS

1. AMENDED AND RESTATED EMPLOYMENT AGREEMENT:

The parties agree that effective October 1, 2013, the Prior Agreement, the Restated Employment Agreement, and the Amended Agreement are amended and restated in their entirety as provided in this Second Amended Employment Agreement.

2. SERVICES PROVIDED

CONTRACT EMPLOYEE shall provide to the COUNTY necessary services as the Plumas/Sierra County Fair & Event Center Manager, and other duties as may be assigned. A copy of the Plumas/Sierra County Fair & Event Center Manager's job description is set forth in Exhibit A, and incorporated herein by this reference.

3. TERM

CONTRACT EMPLOYEE shall be retained as the Plumas/Sierra County Fair & Event Center Manager for the County of Plumas, effective September 6, 2011, and continuing until this Agreement is terminated as set forth in paragraph 4, below.

4. TERMINATION

CONTRACT EMPLOYEE may terminate this Agreement and separate from employment in good standing, by giving at least thirty (30) days prior written notice of the proposed effective date of termination.

COUNTY may terminate this Agreement at any time, with or without cause, upon a thirty (30) days prior written notice to CONTRACT EMPLOYEE. The parties hereby expressly waive any County Code provisions to the contrary, and/or any other County rules relating to notice of dismissal and to any rights to hearing or appeal thereon. Further, COUNTY may 'buy-out' any part of the 30-day notice period, by providing the equivalent of one month's salary, or portion thereof equivalent to the notice not provided, (hereinafter "Severance") to CONTRACT EMPLOYEE.

The Severance payment shall only be based on the following (1) CONTRACT EMPLOYEE'S salary at the time of termination, (2) the monetary equivalent of what County would have otherwise paid as employee's contribution towards CALPERS retirement (i.e., four percent (4%) of Contract Employee's Salary), and (3) the monetary value of the hours that would have otherwise been earned for vacation and administrative leave. Severance shall not include any payment for sick leave or any credit towards retirement. At COUNTY's option, severance may be paid bi-weekly for the remainder of the notice period, or in one payment.

Further, this contract may be terminated for cause for reasons that shall include, but not be limited to:

1. Conviction of any felony, or conviction of any misdemeanor involving dishonesty or moral turpitude.

2. Any material breach of this Agreement, including but not limited to a serious dereliction of, or inexcusable failure to perform, the duties set forth by this contract.
3. Gross insubordination.
4. Misappropriation or theft.
5. Intentional misrepresentation or willful failure to disclose a material fact to the Board of Supervisors (Board) or County Administrative Officer (CAO).
6. A serious violation of the County's personnel rules.

Any termination for cause shall be made in good faith. Upon such termination, Contract Employee shall immediately cease providing service pursuant to this contract and will not be provided the severance pay described above.

5. SALARY

CONTRACT EMPLOYEE shall be considered a full-time employee paid at an hourly rate, on a bi-weekly basis, in the same manner as appointed department heads. Effective beginning October 23, 2011, CONTRACT EMPLOYEE shall be paid at the hourly rate of seventeen dollars and thirty-one cents (\$17.31). Effective beginning October 7, 2012, CONTRACT EMPLOYEE shall be paid at the hourly rate of twenty-five dollars and sixteen and fifty-five one hundredths cents (\$25.1655). Effective October 7, 2013, CONTRACT EMPLOYEE shall be paid at the hourly rate of thirty one dollars and forty and fifty-seven one hundredths cents (\$31.4057) for Plumas/Sierra County Fair & Event Center Manager.

6. PERFORMANCE EVALUATION

The Board, County Administrative Officer, and President of the County Fair Board shall conduct an annual performance evaluation of the CONTRACT EMPLOYEE.

7. BENEFITS

CONTRACT EMPLOYEE shall be generally entitled to receive the same benefits package as is received by the County's appointed department heads under the personnel rules and other county policies. Benefits are subject to change from time-to-time at the discretion of the Board of Supervisors. Currently, CONTRACT EMPLOYEE's benefits shall include the following:

- a. Sick leave accrual: (based on 15 days per year/no limit on accrual)
- b. Vacation accrual: (based on 10 days per year for 1st and 2nd year, thereafter according to County Personnel Rules) with credit given for years already employed with Plumas County. When taken, the earliest accrued hours shall be paid first. As of October 6, 2013:

Date of Accrual From	To	Rate	Hours Accrued	Hours Taken	Hours Over 240 max.	Balance On 10/7/13
Start of employment	10/22/11	\$31.4057	229.235	54	00	175.235
10/23/11	10/6/12	\$17.3100	115.250	0	50.485	64.765
10/7/12	10/6/13	\$25.1655	124.47	0	124.47	0

- c. PERS retirement: 2% at 55, highest one year, with the County paying all the employer share and all the employee-member's share. Provided however, that beginning October 23, 2011, or upon approval by CalPers, whichever occurs later, COUNTY will pay four-sevenths (4/7ths) of the employee-member's share and CONTRACT EMPLOYEE shall pay the remaining three-sevenths (3/7ths) of the employee-member's share.
- d. 40-hours of administrative leave per year.
- e. Holidays: 13 paid holidays per year as listed in the County personnel rules.
- f. Bereavement Leave: 5 days per incident for defined family members.
- g. Medical, Dental and Vision benefits for self and any dependents, with contribution levels the same as County Department Heads.
- h. \$50,000 life insurance coverage.

COUNTY shall pay professional dues, memberships and related conference travel for approved professional development memberships and activities as approved in the annual budget process.

CONTRACT EMPLOYEE shall receive cost of living adjustments based on the COUNTY'S agreement with other County department heads.

Upon separation from County employment, CONTRACT EMPLOYEE shall be paid off for all accrued vacation time and sick leave as follows:

- 1) Accrued vacation time that remains unpaid at the time of separation from County employment shall be paid at the rate in effect when such hours were accrued. The earliest accrued hours shall be paid first.
- 2) All other vacation time and sick leave shall be paid off in accordance with County policy.

8. COMPLIANCE WITH LAWS AND ORDINANCES

CONTRACT EMPLOYEE shall perform all services pursuant to this Agreement in accordance with all applicable federal, state, county and municipal laws, ordinances, regulations, titles and departmental procedures. See attached job description and scope of work (Exhibit A).

9. NON-ASSIGNABLE:

This Contract is personal to CONTRACT EMPLOYEE and is not assignable under any circumstances.

10. MODIFICATION

This Agreement may be modified only by a written amendment hereto, executed by both parties.

11. ATTORNEY'S FEES AND COSTS

If any court action is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, in addition to any other relief, to which such party may be entitled.

12. INTEREST OF CONTRACT EMPLOYEE

CONTRACT EMPLOYEE hereby declares that he has no interest, direct or indirect, which would conflict in any manner or degree with the performance of service required to be performed pursuant to this Agreement, and that he shall not in the future acquire any such interest.

CONTRACT EMPLOYEE shall comply with the laws of the State of California regarding conflicts of interest, including but not limited to Government Code Section 1090, and provisions of the Political Reform Act found in Government Sections 87100 et seq., including regulations promulgated by the California Fair Political Practices Commission.

13. SEVERABILITY

If any provision of this Agreement is held to be unenforceable, the remainder of the Agreement shall be severable and not affected thereby.

14. ENTIRE AGREEMENT

This written instrument constitutes the entire agreement between the parties, and supersedes any other promises or representations, oral or written, which may have preceded it.

15. RIGHT TO CONSULT WITH COUNSEL

CONTRACT EMPLOYEE and COUNTY acknowledge that each has read and understood the contents of this written instrument, and have had the opportunity to consult with legal counsel prior to entering into this Agreement. Each warrants that it has either so consulted with legal counsel of its choice, or has elected not to so consult.

16. INTERPRETATION OF AGREEMENT

No portion of this written instrument shall be construed against the other, and all portions shall be construed as though drafted by each party.

17. NOTICES

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid. Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of the personal service, or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service. Notice to the COUNTY shall be given to The Board of Supervisors, 520 Main Street, Room 309, Quincy, CA 95971, with a copy to the County Counsel, 520 Main St. #302, Quincy, CA 95971. Notice to CONTRACT EMPLOYEE shall be given to the last address on file with the Human Resources Department for CONTRACT EMPLOYEE.

18. INDEMNIFICATION

For purposes of indemnification and defense of legal actions, CONTRACT EMPLOYEE shall be considered an employee of the COUNTY and entitled to the same rights and subject to the same obligations as are provided for other employees of the COUNTY.

19. REPORTING

CONTRACT EMPLOYEE will report directly to the County Board of Supervisors through the CAO.

20. GENERAL PROVISIONS

This Agreement is entered into in Quincy, California, and shall be governed by California law. Venue for any action arising out of this Agreement shall lie in Plumas County, California. If a court determines that venue is not proper in Plumas County, the parties agree that venue shall be Sierra County.

This Agreement reflects the entire agreement of the parties and supersedes any prior agreements, promises or commitments. This Contract may be amended in writing by mutual consent of the parties.

21. EFFECTIVE DATE

This Amended Employment Agreement shall be effective on October 1, 2013, (the "Effective Date") if approved by both parties.

22. SIGNATURES

[Signatures follow on the next page.]

COUNTY OF PLUMAS

CONTRACT EMPLOYEE

DATE: _____

DATE: 11/7/13

By: _____

Terry Swofford
Chair, Board of Supervisors

By: _____

John D. Steffanic

ATTEST: Nancy DaForno, Clerk of the Board

By: _____

APPROVED AS TO FORM:

By: _____

R. Craig Settemire,
Plumas County Counsel

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

(530) 283-6444 FAX (530) 283-6160

Email: gaylatrumbo@countyofplumas.com



4A2

DATE: November 25, 2013

TO: The Honorable Board of Supervisors

FROM: Gayla Trumbo, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
DECEMBER 3, 2013.
RE: REPORT AND POSSIBLE BOARD ACTION REGARDING SALARY
ANALYST OF THE ALCOHOL AND DRUG ADMINISTRATOR.

BACKGROUND AND DISCUSSIONS:

As requested by the Board of Supervisors, I have completed a salary review of the Alcohol and Drug Administrator position. To accomplish this task, a request for information regarding this position was emailed out to all counties throughout the state. As of this agenda item I have received information from twenty-three counties. Ten of these responses are from the ten comparable counties that we have been utilizing in our salary reviews for numerous years.

It was difficult to analyze and compare salaries of this position with the various counties when there are so many variations. It is now rare to find an Alcohol and Drug stand alone department. The majority of counties that I reviewed are either under a Behavioral Health or a Health and Human Services structure. Therefore the duties of an Alcohol and Drug Administrator are combined with other task and responsibilities. This has made it very difficult to compare the salary of these counties to ours.

I have included two spreadsheets to this agenda item to assist in providing the salary comparisons information to you. The first spreadsheet represents the information of the ten comparable counties. The comparable counties include Amador, Calaveras, Colusa, Lassen, San Benito, Tuolumne, Del Norte, Glenn, Inyo and Tehama. You will notice in this spreadsheet that these counties are either under a Health and Human Services or a Behavioral Health structure. The Alcohol and Drug Administrator duties are under the Director of Behavioral Health or Director of Health and Human Services in five of these counties. The average salary of these five counties is \$79,265.75 - \$82,945.22. Two of the other counties the Administrator's duties fall under an Assistant or Deputy Director. The average salary of these two positions is \$87,549.48 - \$96,813.48. The remaining three comparable counties have the Administrator

duties assigned to a Director of Alcohol and Drug, Alcohol and Drug Manager, or Substance Abuse Program Administrator. The average salary of these positions is \$64,044.29 - \$79,222.40. These three counties include San Benito, Glen and Tehama. Plumas County's Alcohol and Drug Administrator salary of \$69,468.00 is the closest to the average of these three counties. I have also included the calculation of the salary comparison for all ten comparable counties and that salary average is \$77,709.97 - \$92,909.87.

The second spreadsheet includes the twenty-three counties included in this salary review. You will notice that Yuba County is the only county that does not have an Alcohol and Drug program. The calculation of the average salary of all of twenty-three counties is \$77,673.06 - \$93,601.82. It should be noted that twelve of the twenty-three county positions are Behavioral Health or Health & Human Services Directors, Deputies, Associate or Assistants Directors. These classifications job duties are broader in their scope of duties than an Alcohol and Drug Director or Administrator; therefore, a high salary would be warranted. Plumas County's Alcohol and Drug Administrator's salary of \$69,468.00 is under the average beginning salary of the counties included in this review by approximately 11.8%.

Over the years when we have completed salary reviews, we have aimed for the medium or average salary. As stated above, many of the counties have the Alcohol and Drug Administrator functions under a Director of Behavioral Health or Health and Human Services which are also responsible for other departments such as Mental Health, Children Services, and Health. Due to this fact, the average salary reached from this survey would be higher than the average for a position that was limited to the functions of an Alcohol and Drug Administrator.

My recommendation is to have the starting rate of \$69,468.00 remain in place. However, to be competitive I would suggest that the County establish a salary range for this position. As you may have noticed in the spreadsheets attached, the other counties already include a range. By providing a salary range we will stay more competitive with the other counties. This has the potential to entice candidates to apply for this position and provide the ability to reward good performance. My recommendation would be a salary range of \$69,468.00 - \$80,417.89. This provides a 15% variable salary range.

Thank you for your time and consideration of this report.

COUNTY		NOTES	
Amador	Health & Human Serv	Deputy BH Director	
Calaveras	Behavioral Hlth	Director of BH	
Colusa	Behavioral Hlth	Director of BH	
Lassen	Behavioral Hlth	Director of B.H.	
San Benito	Behavioral Hlth	Substance abuse prog. Admin.	
Tuolumne	Behavioral Hlth	Director of B.H.	
Del Norte	Health & Human Serv	Director of Services	
Glenn	Health Services	A&D Program Manager	
Inyo	Health Human Serv	HHS Asst. Director	
Tehama	Health Services	Director of A&D	

Average salary Director BH or HHS	79,265.75	82,945.22	5 Counties
Average salary Assistant/Deputy Director	87,549.48	96,813.48	2 Counties
Average Director or Admin of A&D	64,044.27	79,222.40	3 Counties
Average of 10 comparable Counties	77,709.97	92,909.87	10 Counties

Plumas County	69,468.00
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COUNTY		NOTES		
ALAMEDA	Behavioral Hlth	Director of BH	148,491.24	193,044.84
AMADOR	Health & Human Serv	Deputy BH Director	89,094.96	
BUTTE	Behavioral Hlth	Asst. BH Director Administrator	82,671.00	110,787.00
CALAVERAS	Behavioral Hlth	Director of BH	80,196.00	97,488.00
COLUSA	Behavioral Hlth	Director of BH	103,920.00	126,324.00
DEL NORTE	Health & Human Serv	Director of Services	76,872.00	93,072.00
EL DORADO	Behavioral Hlth	A&D Program Manager	91,044.00	91,041.60
GLENN	Behavioral Hlth	A&D Program Manager	63,564.80	77,251.20
INYO	Health Human Serv	HHS Asst. Director	86,004.00	104,532.00
KING	Behavioral Hlth	BH Director	102,000.00	144,000.00
LAKE	Behavioral Hlth	Deputy Direct BH	67,308.00	81,816.00
LASSEN	Behavioral Hlth	Director of B.H.	70,668.00	85,440.00
NEVADA	Behavioral Hlth	Program Manager BH	36,414.72	44,454.84
RIVERSIDE	Behavioral Hlth	Substance Abuse Serv.Prog.Admin	80,256.59	129,354.78
SAN BENITO	Behavioral Hlth	Substance abuse prog. Admin.	64,860.00	82,812.00
SAN JOAQUIN	Behavioral Hlth	Dep. Director BH-Substance Abuse	88,088.00	107,078.40
SAN LUIS OBISPO	Behavioral Hlth	Division Manager A&D	84,531.20	102,731.20

SHASTA	Hlth & Human Services	Alcohol and Drug Administrator	77,244.00	98,604.00	
STANISLAUS	Behavioral Hlth	Associate Director of B.H.	91,395.20	137,072.00	
TEHAMA	Health Services	Director of A&D	63,708.00	77,604.00	
TRINITY	Behavioral Hlth	A&D Administrator	59,936.76	72,853.56	
TUOLUMNE	Behavioral Hlth	Director of B.H.	78,211.95	95,480.53	
YUBA	Do not have A&D		-	-	

23

Salary Average of 23 Counties

77,673.06

93,601.82

PLUMAS	Alcohol and Drug	A & D Administrator	69,468.00		
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Tim W. Gibson
Agricultural Commissioner
Sealer of Weights & Measures
timgibson@countyofplumas.com

Plumas-Sierra Counties

Department of Agriculture

Agriculture Commissioner
Sealer of Weights and Measures



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

Date: November 22, 2013

TO: The Honorable Board of Supervisors

FROM: Tim Gibson, Agricultural Commissioner/
Sealer of Weights & Measures

SUBJECT: Budget Transfer

A handwritten signature in black ink, appearing to be "T. Gibson", written over the printed name in the "FROM:" field.

This request is to the Board to authorize the Chair to sign a budget transfer in the amount of \$498 from 51020 Other Wages into 51060 Overtime. When our Agricultural and Standards Inspector resigned effective 10/24/2013, she had accrued 26 hours of comp. time. The comp. time hours were paid out of the overtime account, which the Agriculture Department does not budget for. This one-time payout has left the overtime account with a negative balance. The Department has just enough remaining funds in the Other Wages account to cover this requested transfer.

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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



AGENDA REQUEST

For the December 3, 2013 meeting of the Plumas County Board of Supervisors

November 25, 2013

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

A handwritten signature in black ink, appearing to read 'Robert Perreault, Jr.', is written over the 'From:' line.

Subject: Authorization for the Department of Public Works to fill the Vacancy of Road Maintenance Leadworker in Quincy, District 4.

Background:

The Road Maintenance Supervisor position in Quincy, Dist. 4, is now filled, resulting in the vacancy of the Quincy Leadworker position.

This Leadworker 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 as County Promotional to fill one (1) Maintenance Leadworker Position.

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 Lead Worker Position

- Is there a legitimate business, statutory or financial justification to fill the position?
Maintenance Leadworkers 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 during the absence of the Maintenance Supervisor. 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?
This position will be available after the County Promotional Supervisor position in Quincy is filled.
- 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 and guidance. Typically the LeadWorker is responsible for running the night shift during winter months in specific locations.
- 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)
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Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

401

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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DATE: November 15, 2013

TO: Honorable Board of Supervisors

FROM: Mimi Hall

AGENDA: Item for December 3, 2013

ITEM DESCRIPTION/RECOMMENDATION: Authorize the Public Health Director to reject all bids, negotiate directly with vendors for the purchase of two vehicles and sign related documents and/or contracts as the Board's designee.

HISTORY AND DISCUSSION: As the Board may recall, on October 8, 2013, the Public Health was authorized to purchase two vehicles through solicitation of competitive bids in accordance with The Plumas County Purchasing Policy. In addition a budget transfer was approved moving \$35,000 into fixed assets for the purchase.

Vendors submitted sealed bids, and all of the bids for the desired two vehicles sought by the department exceeded the budget approved for their purchase. I believe that if the department is be able to provide more information to vendors regarding acceptable vehicles, condition, and cost, we will be successful in obtaining two vehicles within the approved budget.

The Board's action today will authorize the Public Health Director to reject all bids and to negotiate directly with vendors for the purchase of two vehicles.

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



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

402

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: October 25, 2013

To: Honorable Board of Supervisors

From: Mimi Hall

Subject: Agenda Item for December 3, 2013

Description/Recommendation: Authorize the Public Health Director to hire Veterans Services Officer above Step B; Approve Employment Contract with James LaPlante to serve as the Division Director Veterans Service Officer and authorize Board Chair to sign.

Background Information: As the Board is aware, Plumas County provides a County Veterans Service Organization (CVSO) that works in partnership with the Veterans Administrations (VA) to assist veterans, their dependents and their survivors in obtaining VA benefits to which they are entitled. Each CVSO must be staffed by an accredited Veterans Service Officer (VSO) with a recognized accreditation by the VA to represent the interests of claimants in the processing of VA benefits claims. In Plumas County, the Division Director Veterans Service Officer serves as the County's VSO. This position promotes the welfare and rights of veterans through services such as claims assistance, case management, homeless assistance, indigent burials, information and referral, jail and hospital outreach, job referrals, transportation assistance, and veterans' advocacy. Funding for this position is provided by a county general fund contribution and state grant funding.

The Board may recall that the last Division Director VSO was hired at the E Step, which is approximately on par with the A Step salary range for positions such as Senior Services Division Director and Health Education Coordinator. Mr LaPlante's job history, experience and long-time military service, combined with his proven ability to navigate Veterans Services Administration compliance, rules, reporting and IT system put his qualifications at a level that meet or exceed those of the former VSO. Department Heads have authority to hire employees up to Step B. At this time, the Board is requested to authorize the Public Health Director to hire a VSO above Step B; Approve an Employment Contract with James LaPlante to serve as the Division Director Veterans Service Officer and authorize the Chair to sign. The original contract is on file with the clerk of the Board.

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

cc: James LaPlante



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

403

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: November 13, 2013

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Cc: Gayla Trumbo, Human Resources

Agenda: Item for December 3, 2013

Recommendation: Approve a request to recruit and hire the following vacant positions which are funded, budgeted and approved in the FY 13-14 County Personnel Allocation:

- a. 1.00 FTE Health Education Coordinator I/II or Health Education Specialist or Community Outreach Coordinator, and
- b. 1.00 FTE Management Analyst I/II or Department Fiscal Officer I/II or Grant Compliance Officer; and
- c. .75 FTE Site Manager for the Senior Nutrition Program.

Background Information: As the Board is aware Plumas County Public Health Agency is required to provide a variety of state mandated services. The current vacancies have resulted in a serious shortage of available staff to meet essential services.

It is critical that these positions be filled in order to meet state mandates, related health contractual agreements, fiscal stability, and services to seniors at the nutrition sites.

The Critical Staffing Request is attached for your review.

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



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

4D4,5,6

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: November 15, 2013

To: Honorable Board of Supervisors

From: Mimi Khin Hall

CC: Gayla Trumbo, Human Resources

Agenda: Item for December 3, 2013

Item Description/Recommendation:

- Approve Supplemental Budget and unanticipated revenue in Unit 20830 - Senior Nutrition in the amount of \$12,273.00; and
- Approve Supplemental Budget and unanticipated revenue in Unit 20480 – Senior Transportation in the amount of \$9,767.00; and
- Approve a Resolution Amending the 2013-2014 Plumas County Personnel Allocation in Senior Services Budget Units 20480 and 20830.

History/Background: As the Board is aware, Plumas County Senior Transportation Program provides transportation for seniors who require help in going from one location to another, with primary focus on transportation to and from nutrition sites, for medical appointments and shopping.

Plumas County's Senior Nutrition Program provides congregate meals at four nutrition sites throughout Plumas County and nutrition education programs that promote increased awareness and understandings of the role of nutrition in overall health.

The reduction of funding over the years has impacted the services that are available to our senior clients in Plumas County. The additional funding will be used to restore the FTE's of thirty minutes per day to staff hours at the nutrition sites, and increase hours for transportation drivers to provide out of town rides to Senior's in Plumas County.

Copies of the Supplemental Budgets with line item detail and the Resolution Amending the 2013-2014 County Personnel Allocation are attached for your review.

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

2.2.494

RESOLUTION NO: _____

RESOLUTION TO AMEND THE PLUMAS COUNTY PERSONNEL ALLOCATION WITHIN THE PUBLIC HEALTH AGENCY, SENIOR SERVICES BUDGET UNITS 20480 AND 20830 FOR FISCAL YEAR 2013-2014.

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

WHEREAS, during the fiscal year the Board of Supervisors may amend the Personnel Allocations by resolution; and

WHEREAS, the Public Health Agency finds it necessary to make various changes to the Personnel Allocation; and

WHEREAS, with these changes of the Personnel Allocation the Public Health Agency will be able to expand the quality and scope of its service to Senior's in Plumas County.

NOW THEREFORE BE IT RESOLVED, by the Plumas County Board of Supervisors the County Personnel Allocation is amended to reflect the following:

<u>Budget Units 20480 & 20830</u>	<u>Current</u>	<u>Change</u>	<u>Final FTE</u>
Site Manager	2.0625	.1875	2.25
Head Cook	2.0625	.1875	2.25
Assistant Cook	1.5875	.0625	1.65
Driver I/II/III	2.450	.80	3.25

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 3rd day of December, 2013 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors



4E1

DEPARTMENT OF FACILITY SERVICES
& AIRPORTS

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



Donald Sawchuk
Director

Date: December 3, 2013

To: Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: **Ratification of Dirt Fill Acceptance from Plumas Corporation**

Recommendation

Ratify the acceptance of the dirt fill from Plumas Corporation in lieu of the FY 12/13 annual rent for the lease of the airport property, and deem Plumas Corporation's rent obligations for FY 12/13 paid in full.

Background

The original Land Lease with Plumas Corporation required them to pay a fixed annual rent of \$1,000. Plumas Corp made such payments for the 10/11 and 11/12 lease years. For the 12/13 lease year, however, the previous Airport Director, Joe Wilson, agreed to waive the annual rent payment in exchange for dirt fill that was used at Dame Shirley Plaza following the underground storage tank excavation. The retail value of the dirt fill that was provided ranges between \$1,900 and \$2,900. Although Director Wilson's actions in making this trade likely saved the County money, it is not clear that he had the authority to make such a trade without the Board's approval. I hereby recommend that the Board ratify the acceptance of the dirt fill from Plumas Corporation in lieu of the FY 12/13 annual rent for the lease of the airport property, and deem Plumas Corporation's rent obligations for FY 12/13 paid in full.



Donald Sawchuk
Director

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



Date: October 25, 2013
To: Honorable Board of Supervisors
From: Donald Sawchuk, Director
Subject: **Approve Land Lease Contract Amendment #1 for Plumas Corp**

Recommendation

Approve a one year extension of a Land Lease Contract with Plumas Corp for the storage of material.

Background

Please see attached lease extension request letter.

The above referenced agreement has been approved as to form by County Counsel and is on file with the Clerk of the Board.

Feather River



COORDINATED RESOURCE MANAGEMENT

PLUMAS CORPORATION

550 Crescent St., P.O. Box 3880 Quincy, CA 95971 (530) 283-3739

September 11, 2013

California Department of
Conservation

California Department of Fish
and Game

California Department of
Forestry and Fire Protection

California Department of Parks
and Recreation

California Department of
Transportation

Regional Water Quality Control
Board, Central Valley

California Department of Water
Resources

Feather River College

Feather River Resource
Conservation District

Natural Resource Conservation
Service, USDA

North Cal-Neva Resource
Conservation and Development
District

Pacific Gas & Electric

Plumas Corporation

Plumas County

Plumas County Community
Development Commission

Plumas National Forest USFS,
USDA

Plumas Unified School District

University of California
Cooperative Extension

Salmonid Restoration
Federation

Sierra Valley Resource
Conservation District

Trout Unlimited

U.S. Army Corps of Engineers

USDA Farm Services Agency

U.S. Fish & Wildlife Service

To: Bob Perrault, Director of Plumas County Public Works

To: Dony Sawchuk, Director of Plumas County Facility Services & Airports

Re: Rock Stockpile at Gansner Airport

Dear Bob and Dony,

This letter is to request an extension on our lease agreement and encroachment permit with Plumas County for a one acre parcel at Gansner Airport to stockpile rock material. The lease agreement terminated on August 31, 2013, and the encroachment permit states it shall not expire provided construction activity is not abandoned or suspended for any 12 month period. We have not abandoned the rock pile; however, we were unable to use the rock for a project on Greenhorn Creek due to delays in securing project funding and acquiring a grading permit for the project. We have just secured the project funding, but still need to complete the engineered stamped plans to acquire the grading permit from the County. This will take 8-9 months to complete and our other permits require construction to begin after mid-August, so we will not be constructing the project and using the rock until August of 2014.

We understand the County is accountable to the aeronautic regulatory agencies to keep the airport in compliance with state and federal laws, so we are exploring our options of moving the rock prior to August 2014. In the meantime, we are requesting an extension through July 2014 to store the rock one more year. Not having to move the rock prior to project construction would help us keep the project within our awarded grant budget.

We have made the rock available for County needs in the past, as it was used for fill at Dame Shirley Park in 2012. We are willing to provide some material for future County needs if this would aid in justifying the storage on airport property.

Your consideration of this request and our financial circumstances is greatly appreciated.

Sincerely,

Gia Martynn,
Watershed Coordinator

Feather River



5

COORDINATED RESOURCE MANAGEMENT PLUMAS CORPORATION

550 Crescent St., P.O. Box 3880 Quincy, CA 95971 (530) 283-3739

November 18, 2013

California Department of
Conservation

California Department of Fish
and Game

California Department of
Forestry and Fire Protection

California Department of Parks
and Recreation

California Department of
Transportation

Regional Water Quality Control
Board, Central Valley

California Department of Water
Resources

Feather River College

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Conservation and Development
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Development Commission

Plumas National Forest USFS,
USDA

Plumas Unified School District

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Cooperative Extension

Salmonid Restoration
Federation

Sierra Valley Resource
Conservation District

Trout Unlimited

U.S. Army Corps of Engineers

USDA Farm Services Agency

U.S. Fish & Wildlife Service

To: Nancy DaForno

Re: December 3rd Board of Supervisors Agenda Request

Dear Nancy,

We would like to ask the Board of Supervisors to consider the following requests at their Dec. 3rd meeting:

1. Approve Plumas County to make an in-kind contribution to the Greenhorn Creek Integrated Restoration Project by waiving the \$1,000 rent for materials storage on airport property.
2. Authorize Dony Sawchuck, Plumas County Department of Facility Services and Airports Director, to sign a lease amendment extending the term of the lease by one year with a rent waiver, and upon such other terms and conditions acceptable to County Counsel.

We appreciate your time and consideration of this matter.

Sincerely,

Gia Martynn,
Watershed Coordinator

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: November 19, 2013
TO: Honorable Board of Supervisors
FROM: Dave Preston, Information Systems Manager

SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF NOVEMBER 19, 2013 RE:
APPROVAL OF CONTRACT FOR INTERNET SERVICES.**

It is recommended that the Board:

1. Approve Item 1 below.

Item 1: Approval of attached contract for the provision of internet service from Plumas Sierra Telecommunications..

Background and Discussion:

Currently County internet service is purchased through AT&T telecommunications. The current circuit is a 6MB circuit at a cost of \$1,815.00 per month. The completion of Plumas Sierra Telecommunications middle mile fiber optic project means they will be able to provide us a much faster circuit at a significant savings. Under this contract the cost of a 50MB circuit will be \$1,500.00 per month. We will have a connection over 6 times faster at a savings of over \$3000 per year. Signing this contract will allow us to purchase these services.



6c

October 29, 2013

Supervisor Sherrie Thrall
Plumas County District 3
P.O. Box 368
Chester, CA 96020

Re: Request to Waive Fees for Use of Almanor Recreation Center

Dear Supervisor Thrall;

The purpose of this correspondence is to request that the Plumas County Board of Supervisors allow the Almanor Recreation and Park District to use the Almanor Recreation Center to host district meetings at no cost.

The scope of the usage is fairly minimal and would include one three-hour meeting each month, a maximum of two six-hour strategic planning sessions and a maximum of one two-hour town hall meeting over the course of any given year.

Although the recreation district is an approximate 25% financial partner with Plumas County in the construction of the facility, we pay space rent and maintain the district office in the Almanor Basin Community Resource Center. Our rental agreement allows for the use of the center's small conference space but, of late, public participation at district meetings has grown considerably because of the attendance of our program and event volunteers. As we move further into the future we anticipate participation, like the district, will continue to grow.

We are asking that you approve this small request and, if at all possible, make the effective date of the fee waiver November 22, 2013 three days prior to our next scheduled district meeting.

Sincerely,

M. Kate West
Board President

*President M. Kate West, Vice President Shane Bergmann, Secretary Samantha Hawthorne,
Treasurer Wes Maston and Secretary Treasurer Kari Delacour*



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: November 25, 2013

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Consent Item for December 3, 2013

Recommendation: Approve submission of a Proposal to the Foundation of the American Academy of Pediatric Dentistry for Funding the Plumas County Oral Health and Outreach Program.

History/Background: Healthy Smiles, Healthy Children: the Foundation of the **American Academy of Pediatric Dentistry** seeks to support and promote services, education, and research with potential to improve the oral health of infants and children through adolescence, including those with special health care needs.

Healthy Smiles, Healthy Children's (HSHC) is committed to improving the quality of pediatric oral health care including the Age-one Dental Visit, providing *Dental Homes* and access to dental care to children in need. Healthy Smiles, Healthy Children supports this goal through its Access to Care Grants.

HSHC Access to Care Grants are **matching grants** of up to \$20,000 per year supporting community-based initiatives in the U.S. providing dental care to underserved/limited access children. Special consideration will be given to programs that have demonstrated success and/or have potential for replication in other communities.

Should this grant be funded, it would support the continuation of the *Healthy Smiles* program in Plumas Unified School District schools for three more years. The *Healthy Smiles* program, implemented by PCPHA in coordination with local dental offices, schools, WIC and other partners, has provided oral health education, fluoride varnish, dental screenings, preventative sealants, coordination with dental homes, and access to health/dental insurance for children and their families, significantly reducing rates of dental caries in Plumas County children over the last 6 years.

If you have any questions, or need additional information, please contact me. Thank You.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: November 12, 2013

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for December 3, 2013

Item Description and Recommendation: Approve submission of an Application to Public Health Institute (PHI) for funding of the Community Transformation Program created by the Affordable Care Act.

History/Background: As the Board may recall, PHI is an independent, nonprofit organization dedicated to promoting health, well-being, and quality of life for people throughout California, across the nation, and around the world. As one of the largest and most comprehensive public health organizations in the nation, they are at the forefront of research and innovations to improve the efficacy of public health statewide, nationally, and internationally.

The Community Transformation Grants (CTG) program combats health disparities and chronic illness by empowering local communities to address social determinants of health through the implementation of policy, systems, and environmental (PSE) change strategies. California has received more than \$35 million in CTG funding across 14 awards. The award granted to Oakland-based Public Health Institute (PHI) covers CTG implementation in 42 California counties with populations of 500,000 or less through a project called CA4Health. CA4Health currently provides direct funding through sub-awards to 12 California counties. The purpose of this application is to support and expand PSE work in CA4Health counties not currently receiving funding.

CA4Health will award funding to up to six additional organizations to work towards a goal in at least one of the following strategic directions:

1. Tobacco-Free Living: Smoke-Free Multi-Unit Housing
2. Healthy Eating Active Living: Decrease Consumption of Sugary Beverages/Increase Access to Water
3. Clinical-Community Preventive Services: Chronic Disease Self-Management Program/Integrate Community Health Workers in Team-Based Care
4. Healthy & Safe Physical Environment: Safe Routes to School/Walkable & Bikeable Communities

By developing and implementing evidence-based systemic and environmental changes in smaller communities, we will help improve the quality of life and reduce chronic disease for all Californians.

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



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: November 13, 2013

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for December 3, 2013

Recommendation: Approve submission of the Annual Children's Medical Services (CMS) Plan and Budget for FY 13-14, and direct the Chair to sign the Certification Statements for the California Children's Services and Child Health and Disability Prevention Programs.

Background Information: Several years ago Child Health and Disability Program (CHDP) and California Children's Medical Services (CMS) were joined at the State and titled "Children's Medical Services" (CMS). The Plumas County Children's Medical Services Plan outlines goals, objectives and activities to be performed in FY 13-14.

As the Board may recall, Child Health and Disability Prevention (CHDP) is a California Department of Health Services program designed to provide routine health exams, immunizations and health education to children from low and moderate income families. Through this program, Plumas County Public Health Agency provides outreach to eligible families and children, coordination with local health care providers, education and training of medical providers regarding treatment protocols, coordination with other County agencies, and follow-up and referral of children with identified medical conditions. Additional funds provide for a nurse to work with Foster Care Agencies, Social Services, Probation Department, and to coordinate health care for children in foster care. The California Children's Services (CCS) Program provides diagnostic screening, medical treatment, and nurse case management of sixty to eighty families needing access to special services for medically fragile infants, or children, and assistance with travel and housing for those who must go out of county to access specialized medical care.

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



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: November 20, 2012

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for December 3, 2013

Item Description/Recommendation: Approve and authorize the Chair to sign the following Agreements related to Emergency Preparedness Program for FY 2013-2014, effective July 1, 2012:

PAN1314FAIR	Plumas Sierra County Fair	\$4,999.00
PHP1314TOLEN	Steve Tolen	\$7,000.00

History/Background: As the Board may recall, Plumas County Public Health Agency receives funding each year from the California Department of Health Services, Emergency Preparedness Office to improve local public health department preparedness and ability to respond to bioterrorism for the Hospital Preparedness Program. Often, in an effort to work effectively and efficiently Public Health contracts with providers to extend programs and/or provide services for various programs.

Each agreement has been reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review. Please contact me if you have questions, or need additional information. Thank you.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: November 18, 2013

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Consent Agenda Item for December 3, 2013

Recommendation: Approve an Amendment to extend Agreement #NORCAL-MADDY with Northern California Emergency Medical Services for the administration of the Emergency Medical Services Fund (aka Maddy Fund) through June 30, 2015, and authorize the Director of Public Health to sign as the Board's designee.

Background Information: Plumas County established an Emergency Medical Services fund, pursuant to the Maddy Act as defined in Chapter 2.5, Section 1797.98a of the California Health and Safety Code. This mandated program, also referred to as the SB12 Program, is funded by revenue generated from court fines. Funds are intended to reimburse providers for costs associated with care provided to uninsured patients.

Disbursement of funds pursuant to the Maddy Act is administrated by Nor-Cal EMS, and Plumas County Public Health Agency acts as its fiscal agent. Northern California EMS processes all physician and hospital claims for Plumas County. By law no more than 10% of the amount of the Fund shall be paid for administration. Northern California EMS will administer these funds for 8% of the amount of the fund. The remainder of the Fund shall be utilized to reimburse physicians fifty-eight percent (58%) and hospitals twenty-five percent (25%) for patients who do not make payment for emergency medical services and seventeen percent (17%) for other emergency medical services as determined by each county.

Each county may use its seventeen percent (17%) of these funds to support the County EMS Agency that provides oversight of emergency services, such as licensing for EMTs, monitoring ambulance and air transportation services, and expenses related to the maintenance of quality emergency response systems. As the Board may recall on June 15, 2010 you approved use of remaining seventeen percent (17%) to be distributed to the Sheriff's Office to pay for maintenance, repair and lease fees for the mountain top repeaters that are needed for EMS radio service.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: November 1, 2013

To: Honorable Board of Supervisors

From: Mimi Hall

Agenda: Item for December 3, 2013

Description/Recommendation: Approve a Resolution to accept Agreement # 13-20338 with the California Department of Public Health, Immunization Branch for continued funding of the Vaccines for Children (VFC) Program for fiscal years 2013-2017, and authorize the Director of Public Health to sign as the Board's designee.

Background Information: As the Board may recall, in Plumas County Public Health Agency receives funding from the California Department of Public Health to assist local health departments meet Section 12325-120380 of the Health and Safety Code, Chapter 435 requirements related to immunizations against childhood diseases prior to school admittance. Local health departments are required to organize and maintain a program to make the required immunizations available at no or low cost to the consumer.

Plumas County Public Health Agency uses the funds as part of our general immunization program providing the following vaccines: measles, mumps and rebella (MMR); tetanus, diphtheria, pertussis (Tdap); Haemophilus influenzae type b (Hib); varicella; and hepatitis b. In addition, Plumas County Public Health Agency identifies target populations in need of immunizations and initiates corrective action to improve immunization levels and reducing disparities in health. These funds assist Plumas County Public Health Agency in meeting the State's objectives to control vaccine preventable childhood illness.

The Resolution and Agreement has been reviewed by County Counsel, a copy of which is on file with the Clerk of the Board for your review.

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

cc: Tina Venable, Director of Nursing

6E

PLUMAS COUNTY MENTAL HEALTH SERVICES

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

Phone (530) 283-6307



Peter Livingston, LCSW, Director

DATE: November 8, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: Peter Livingston, LCSW Director of Mental Health

SUBJ: Consent Board Item for November 19, 2013

RE: Approval of Contract with Telecare Technologies for FY13-14

It is recommended that the Board: Approve the contract with Telecare Technologies, LLC for Electronic Health Record network oversight, computer installations, and upgrades of all technology systems, including the fiber optic connectivity and telepsychiatry installations at all Mental Health service sites. The contract was approved by county counsel. The amount for FY13-14 maximum is \$28,800.

Background and Discussion:

Plumas County Mental Health installed Anasazi Electronic Health Care software in October 2011. Continuous software and hardware changes, obsolescence and improvements warrant the need for advanced technology skills. Changes include transition to a fiber optic network in collaboration with Plumas Count Information Technology. Our current vendor for Anasazi does not support the telepsychiatry network which caused Mental Health to look for outside support.

Telecare Technologies has the network engineering, healthcare industry experience and skill set to perform these responsibilities. It is requested that the Board of Supervisors approve the contract and authorize the director of Mental Health to sign the contract.

Financial Impact:

There are no general fund dollars associated with this request. This contract is funded by state and federal funding through the billing process for direct services.

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Mental Health Department (hereinafter referred to as "County"), and Telecare Technologies, LLC, a California Limited Liability Company, hereinafter referred to as "Contractor".

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement for FY13-14 shall not exceed Thirty thousand dollars (\$30,000).
3. Payments. Contractor will invoice County monthly at the end of the month.
4. Term. The term of this agreement shall be from July 1, 2013 through June 30, 2014, unless terminated earlier as provided herein.
5. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
6. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
7. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

8. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively "County Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.*]
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. General liability (and professional liability, if applicable to the services provided) coverage with a minimum per occurrence limit of one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles) with a minimum bodily injury limit of two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of fifty thousand dollars (\$50,000) per accident.
 - c. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. All insurance policies shall be endorsed to name the County, its officers,

officials, employees, representatives and agents as additional insureds. Contractor's insurance shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it. Contractors shall require that each of its subcontractors maintain insurance meeting all of the requirements of this section.

11. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.
12. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.
22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Plumas County Mental Health

270 County Hospital Road #109
Quincy, CA 95971
Attention: Peter Livingston, LCSW

Contractor:

Telecare Technologies, LLC
1130 Hanson Ave
Clovis, CA 93611
Attention: John Kasdorf

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

Telecare Technologies, LLC

By: _____

Name: John J Kasdorf

Title:

Date signed:

COUNTY:

County of Plumas, a political subdivision of
the State of California

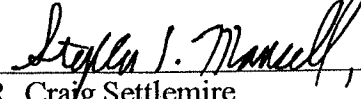
By: _____

Name: Peter Livingston, LCSW

Title: Director of Mental Health

Date signed:

APPROVED AS TO FORM:

 Deputy 10/24/13
R. Craig Settlemire
Plumas County Counsel

Plumas County Board of Supervisors

T. Swofford, BOS Chair

Date Signed:

T.

EXHIBIT A

Scope of Work

Plumas County Mental Health - Telecare Technologies, LLC Managed Care Model (MCM) Advanced Technology Services and Support

Definition:

Under the supervision and cooperation of Plumas County Mental Health's technology head of service, Telecare Technologies' MCM (Managed Care Model) Services will be responsible for the network oversight, computer installations, upgrades of all technology hardware, software, and other various peripheral technology equipment.

This high level support will perform technical functions ranging from advanced to difficult network, video and system configurations. Complex level maintenance needs of the technology equipment and appliances at all Plumas County Mental Health locations and services are included. An essential element of this classification is the advanced support and problem solving and troubleshooting services that enhance Plumas County Mental Health's outside technology contractor and their technicians when system failures or malfunctions occur at mid to hard levels of complexity.

In summation, Telecare Technologies Managed Care Model will maintain the direction and support for the advanced technology needs and oversight. As an acting arm of the technology management for Plumas County Mental Health, Telecare Technologies would oversee, recommend, direct, manage, plan, and implement all technology changes, upgrades and technology support for advanced technical issues.

MCM Advanced Technology Services and Support Responsibilities Include:

- Provide high-level support to outside technology contractors' IT technicians for technical assistance, provisioning, and advice to customers and other users;
- Support on advanced troubleshooting and interpretation of high level technology problems;
- Support for advanced hardware, software, and systems;
- Support regarding the investigation of advanced technology problems by using automated diagnostic programs, and resolve recurring high level technology difficulties;
- Assist outside technology contractors' IT technicians with advanced installations, advanced modifications and repairs of computer hardware and software;
- Design and planning of the organization's computer systems;
- Responsible for local-area networks (LAN), wide-area networks (WAN), network segments, (WLAN) wireless local area networks, cellular and satellite networks;
- Responsible for maintaining network efficiency;
- Maintain the design of the organization's technology infrastructure system to allow all of the components, including computers, the network, and software, to work cohesively and seamlessly together;
- Monitor and adjust the performance of the existing network and continually survey the current computer site to determine future network needs;

- Troubleshoot advanced technology problems by automated network monitoring systems and make recommendations to appointed Plumas County Mental Health technology head for future system upgrades;
- Assist in agency's planning, coordination and implementation for information security;
- Monitor network for security breaches, respond to cyber attacks, and, in some cases, gather data and evidence to be used in prosecuting cyber crime; and
- Responsibilities for the expansion of internet and intranet applications

Deliverables to Plumas County Mental Services:

- New network connectivity - fiber optic transport from new provider;
 - High speed branch office connectivity;
 - New infrastructural changes that inherently cause network connectivity appliance modifications and changes;
- Hardware maintenance - all locations;
- Planning for equipment replacement;
- Proper enhancements – Telecare development; and
- Disaster Recovery Plan (Present and Future) – EHR network services for current provider's single point of failure

MCM Services and Deliverables:

- Direct, plan and coordinate activities such as installation and upgrading of hardware and software, programming and systems design, development of computer networks, and implementation of internet and intranet sites;
- Direct the upkeep, maintenance, and security and sustainability of network;
- Analyze computer and information needs from an operational and strategic perspective and determine immediate and long-range personnel and equipment requirements 3-5 years out;
- Evaluate the newest and most innovative technologies and determine how these can help the organization;
- Lookout for developments that could benefit the organization and design and implementation strategy and introduce those strategies to management;
- Ensure the availability, continuity, and security of data and information technology services in the agency;
- Make hardware and software upgrade recommendations based on their experience with an organization's technology;
- Develop requirements, budgets, and schedules for information technology projects;
- Coordinate projects development through implementation, working with internal and external clients, vendors, consultants, and computer specialists;
- Manage upgrades to the information security of the organization; and
- Grants:
 - Federal, state and private funding sources;
 - Team organization, management and oversight;
 - Technology equipment, services and support; and
 - Subsidy search and application submission for connectivity costs

EXHIBIT B

Fee Schedule

Telecare Technologies monthly flat fee is \$2,400 based on four days in house service in Quincy per month and availability via phone and internet as needed for project development and completion. The fee includes all travel costs.

BOARD OF SUPERVISORS

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



November 20, 2013

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

Attention: Permits Engineer

Subject: Encroachment Permit Request
24th Annual Quincy Main St. Sparkle and Light Parade
Friday, December 06, 2013 4:30 – 6:30 p.m., Quincy, CA

This letter acknowledges that the Plumas County Board of Supervisors has been notified of the above captioned event. The Board of Supervisors has no objection to issuance of an event permit by Caltrans.

Sincerely,

A handwritten signature in black ink, which appears to read 'Terry Swofford', is written over a circular stamp. The signature is fluid and cursive.

Terry Swofford, Chair

Cc: Plumas County Director of Public Works



ELLIOTT SMART
DIRECTOR


DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN

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

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

DATE: NOVEMBER 25, 2013

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES 

SUBJ: BOARD AGENDA ITEM FOR DECEMBER 3, 2013, CONSENT
AGENDA

RE: EXTENSION OF CONTRACT FOR TRAINING FOR RELATIVE
AND NON-RELATIVE EXTENDED FAMILY MEMBERS WHO
HAVE CHILDREN PLACED WITH THEM WITH
ENVIRONMENTAL ALTERNATIVES

It is Recommended that the Board of Supervisors

1. Approve and authorize the Department of Social Services to send a letter of extension for a contract with Environmental Alternatives, Inc. for the provision of training to relatives and non-relative extended family members who have foster children placed with them.
2. Authorize the Department of Social Services to execute an additional extension of the contract when the current term expires.

Background and Discussion

The Board of Supervisors is aware that the Department of Social Services has been engaged for the past eight years in an Outcome Improvement Process for Child Welfare Services (CWS). In April 2011 your Board approved the third triennial System Improvement Plan for Plumas County's Child Welfare Services program. In developing this plan, the Department relied on significant input from our community based and public agency partners. The collaborative process with our partners assisted the Department in identifying strengths and challenges in our CWS system and helped us select and prioritize outcome areas that should be targeted for improvement.

Among the recommendations that were identified in the 2011SIP process was a strategy targeted to improving the stability of placements for children who are

removed from their homes. As elements of that strategy, the following specific goals were included in the 2011 System Improvement Plan.

- Increase the number of children who are placed with their relatives and with non-relative extended family members.
- Provide training and other supports to foster parents, relatives and non-relative extended family members.

Since adopting this strategy, the Department has increasingly sought out relatives and non-relative extended family members as placements for abused and neglected children. As a result, last year more than half of the children removed from abusive homes were placed with relatives or non-relative extended family members.

In order to move forward with the training element of this strategy, on June 12, 2012, the Board of Supervisors approved a contract with Environmental Alternatives to deliver training to relative and non-relative extended family members who have children placed with them. The matter before your Board today is to extend that agreement for the current fiscal year. In addition, the Department is requesting authority to execute an extension of the agreement for the 2014-2015 fiscal year subject to an agreement on compensation.

Financial Impact

The agreement specifies a compensation rate for training services of \$20.00 per hour for actual training hours. The compensation limit is \$5,000, however that amount can be increased if costs exceed that amount. The approved Department budget includes funds for these services.

Other Agency Involvement

The Office of County Counsel approved the original agreement as to form.

Copies: Human Services Department Heads
 PCDSS Management Staff

Enclosure

November 25, 2013

Mr. Tim Wilkenson, Executive Director
Environmental Alternatives
P.O. Box 3940
Quincy CA 95971

Dear Mr. Wilkenson,

On December 3, 2013, the Plumas County Board of Supervisors authorized the Department of Social Services to execute a letter of extension for the contract with Environmental Alternatives for the provision of training to relative and non-relative extended family members who have foster children placed with them.

In accordance with that authorization, this letter constitutes our offer to continue to contract with Environmental Alternatives for the current fiscal year under the same terms and conditions as previously specified in the agreement covering 2012-2013. Those terms include an agreed upon compensation rate of \$20.00 per hour for actual training hours.

If these terms are acceptable to Environmental Alternatives, please sign and return a copy of this letter to our office. In the event that you have questions, please direct them to Leslie Mohawk, Program Manager.

We look forward to another productive year.

SINCERELY,
PLUMAS COUNTY DEPT. OF SOCIAL SERVICES

ELLIOTT SMART, DIRECTOR

Accepted: _____
Tim Wilkenson
Executive Director

Date: _____

Enclosure