

## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF FEBRUARY 11, 2014 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

### **AGENDA**

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

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

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

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

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



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

## **STANDING ORDERS**

10:00 A.M. **CALL TO ORDER/ROLL CALL**

**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**

1. **INFORMATION TECHNOLOGY** – Dave Preston  
Presentation of "Live Streaming" of Board of Supervisors meetings

### **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.

2. **FLOOD CONTROL & WATER CONSERVATION DISTRICT** – Robert Perreault/Randy Wilson
  - A. 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
  - B. Approve and authorize the Chair to execute Agreement between the Department of Water Resources and the Plumas County Flood Control & Water Conservation District for grant funds of \$679,657 to update the Integrated Regional Water Management Plan for the Upper Feather River Watershed. 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**

### 3. **BOARD OF SUPERVISORS**

- A. Consider request of Lassen County Board of Supervisors to host a quad county meeting on April 29, 2014 to include Modoc, Sierra, Plumas and Lassen counties. Discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
- D. Appointments

#### **SIERRA NEVADA CONSERVANCY**

Re-appoint Supervisor Thrall to the Sierra Nevada Conservancy North Central Sub-Region Board of Directors for a two year term

#### **GREENVILLE CEMETERY DISTRICT**

Re-appoint James Hamblin to the Greenville Cemetery District Board for a four year term commencing January 2014

### 4. **DEPARTMENTAL MATTERS**

- A. **DISTRICT ATTORNEY** – David Hollister  
Consider request to increase salary of highly qualified recently hired Legal Services Assistant II from Step “B” to Step “C”. Discussion and possible action
- B. **SOCIAL SERVICES** – Elliott Smart  
Adopt **RESOLUTION** to amend the Plumas County Position Allocation for Budget Year 2013-2014 within the Department of Social Services (increasing the position allocation by 3.0 FTE); and approve supplemental budget transfer of \$98,211 to fund the positions. **Roll call vote**
- C. **EMERGENCY MANAGEMENT/ENVIRONMENTAL HEALTH** – Jerry Sipe  
Approve budget transfer of \$2,370.88 from 20470-51000-OES and \$2,371.26 from 20550-521900-Environmental Health to cover expenses for FY 2013-2014
- D. **PUBLIC WORKS** – Robert Perreault  
Adopt **RESOLUTION** Re-Naming a Certain Road Near the Town of Chester, County of Plumas (Stover Mountain Road). **Roll call vote**
- E. **PUBLIC HEALTH AGENCY** – Mimi Hall  
Discussion and possible action to consider FY 2013-2014 Mid-Year budget adjustments:
  - 1. Budget transfer of \$4,333 in Public Health Budget Unit 70559
  - 2. Supplemental budget transfer of \$164,850 in Public Health Budget Unit 70560
  - 3. Budget transfer of \$13,500 in Veterans Services Budget Unit 20640
  - 4. Budget transfer of \$5,780 in Senior Transportation Budget Unit 20480
  - 5. Budget transfer of \$25,321 in Senior Nutrition Budget Unit 20830
  - 6. Supplemental budget transfer of \$12,020 in Public Health Hospital Preparedness Program Budget Unit 70566
- F. **LIBRARY** – Lynn Sheehe  
Approve and authorize the Chair to execute Agreement between Plumas County Literacy and Cathy Rahmeyer representing High Sierra Grants, LLC not to exceed \$7,500. Approved as to form by County Counsel

### 5. **PLUMAS-SIERRA COMMUNITY FOOD COUNCIL** – Kristi Jamason

Presentation by Plumas-Sierra Community Food Council regarding food security in Plumas County

## **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. FAIR**

Ratify contract between Plumas County and Madden Plumbing and Heating for emergency repairs to Serpilio Hall in 2013. Approved as to form by County Counsel

### **B. SHERIFF**

Approve and authorize the Chair to execute contract between Plumas County and Kassbohrer All Terrain Vehicles of \$20,000 for service to Sheriff's snow cat. Approved as to form by County Counsel

### **C. PUBLIC WORKS**

- 1) Gansner Park Pathway Project: Designate Robert Perreault, Director of Public Works as County Agent to conduct all negotiations; execute and submit all documents necessary to complete the Gansner Park Pathway Project; and authorize the Chair to execute letter to the California Natural Resources Agency. Discussion and possible action
- 2) Adopt **RESOLUTION** authorizing Submittal of Application(s) for all Calrecycle Grants for which Plumas County is Eligible
- 3) Approve changes to expenditure plan for the FY 09-10 Supplemental Prop. 1B Appropriation Plan; and authorize the Director of Public Works to perform related duties as required to administer funds and to submit changes to the Department of Finance

### **D. FACILITY SERVICES & AIRPORTS**

Approve and authorize the Chair to execute Airport Engineer Special Services Agreement with Reinard Brandley including four Supplemental Agreements (General Services, ALP Nervino, ALP Gansner, ALP Rogers). Approved as to form by County Counsel

## **NOON RECESS**

## **7. 1:30 P.M. BOARD OF SUPERVISORS**

Presentation by Budget Consultant: FY 2013-2014 Mid-Year Budget Review. Discussion, possible action and/or direction to staff

## **8. CLOSED SESSION**

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

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- B. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (d)(4) of Government Code §54956.9 - Plumas National Forest Travel Management Plan
- C. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit

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

## **ADJOURNMENT**

Adjourn meeting to Tuesday, February 18, 2014, Board of Supervisors Room 308, Courthouse, Quincy, California.

2.B

BACKUP MATERIAL FOR  
AGENDA MATTER 2.B.  
IS LOCATED IN A  
SEPARATE LINK  
UNDER THE  
BOARD OF SUPERVISORS  
AGENDAS

County of Lassen  
**ADMINISTRATIVE SERVICES**



**ROBERT F. PYLE**

*District 1*

**JIM CHAPMAN**

*District 2*

**LARRY WOSICK**

*District 3*

**AARON ALBAUGH**

*District 4*

**TOM HAMMOND**

*District 5*

**Richard Egan**

*Interim County Administrative Officer*

email: [coadmin@co.lassen.ca.us](mailto:coadmin@co.lassen.ca.us)

**Julie Morgan**

*Assistant to the CAO*

email: [jmorgan@co.lassen.ca.us](mailto:jmorgan@co.lassen.ca.us)

**Regina Schaap**

*Administrative Assistant*

email: [rschaap@co.lassen.ca.us](mailto:rschaap@co.lassen.ca.us)

January 27, 2014

The Honorable Jon Kennedy, Chairman  
Plumas County Board of Supervisors  
520 Main Street, Room 309  
Quincy, CA 95971

County Administration Office  
221 S. Roop Street, Suite 4  
Susanville, CA 96130  
Phone: 530-251-8333  
Fax: 530-251-2663

Re: Joint Board Meeting

Dear Chairman Kennedy:

At a recent meeting of the Lassen County Board of Supervisors, discussion was held regarding the coordination of a joint board meeting with our neighboring counties to discuss topics of mutual interest.

As there hasn't been a quad-counties meeting in several years, we invite your participation and offer to host you and your fellow Supervisors in Lassen County for a joint board meeting along with Modoc and Sierra Counties this spring. A few topics of discussion will include Sage Grouse, Juvenile Hall, Sierra Army Depot, Trindel and any other issues as necessary. We offer the most favored date of April 29, 2014 for your consideration. Please direct your response and correspondence as follows:

Richard Egan, Interim County Administrative Officer  
221 S. Roop St., Ste. 4  
Susanville, CA 96130  
Ph: 530.251.8333  
Fx: 530.251.2663

In the coming weeks, Regina Schaap of my staff will contact each County for a list of agenda topics for inclusion in the final agenda.

Please reach out to me with any questions. I look forward to a successful joint meeting.

Sincerely,

A handwritten signature in dark ink, appearing to be "RE", written over a horizontal line.

Richard Egan  
Interim County Administrative Officer

cf: The Honorable Terrell Swofford  
Plumas County District 1 Supervisor  
Plumas County Board of Supervisors  
520 Main Street, Room 309  
Quincy, CA 95971

The Honorable Kevin Goss, Vice Chair  
Plumas County District 2 Supervisor  
Plumas County Board of Supervisors  
520 Main Street, Room 309  
Quincy, CA 95971

The Honorable Sharon Thrall  
Plumas County District 3 Supervisor  
Plumas County Board of Supervisors  
520 Main Street, Room 309  
Quincy, CA 95971

The Honorable Lori Simpson  
Plumas County District 4 Supervisor  
Plumas County Board of Supervisors  
520 Main Street, Room 309  
Quincy, CA 95971

Nancy DaForno, Plumas County Clerk of the Board  
Plumas County Board of Supervisors  
520 Main Street, Room 309  
Quincy, CA 95971

The Lassen County Board of Supervisors

Lassen County Clerk of the Board of Supervisors



## OFFICE OF THE DISTRICT ATTORNEY

David Hollister, District Attorney  
520 Main Street, Room 404 · Quincy, California 95971  
(530) 283-6303 · Fax (530) 283-6340

Date: February 18, 2014  
To: Plumas County Board of Supervisors  
From: David Hollister, District Attorney  
Subject: Allow New Hire Increased to C Step

A handwritten signature in black ink, appearing to be "D. Hollister", is written over the "From:" line of the letterhead.

### **Recommendation:**

Approve increasing salary step for highly qualified recently hired Legal Services Assistant II from B to C.

### **Background and Discussion**

In the last seven months the District Attorney has hired three Legal Services Assistants (LSA's). One of these is a new position in the Alternative Sentencing Program hired last summer. The other two positions were reorganized downward due to the voluntary resignation or retirement of two long-time administrative positions. This will save the General Fund many thousands of dollars this year and into the future.

When the two District Attorney LSA positions were advertised and interviewed in November, it was fortunate there were several qualified candidates, one of whom is very familiar with a significant part of our operations due to having been employed by Plumas Superior Court for over three years. These positions all must learn or know two database systems: the Court's Sustain database and Prosecutor by Karpel, the District Attorney's database. The two previous Court employees are both very familiar with the Court's database and are familiar with all the local judges, clerks, law enforcement officers, attorneys and sometimes with the frequent defendant's names and histories. This is an advantage that saves days or even weeks of training.

The LSA hired last summer in the Alternative Sentencing Program had also worked for Plumas Superior Court and her qualifications are similar to the one in question here. She was hired at the C step as approved by the Board August 20, 2013 due to her background in the local legal system.



### **Legal Services Assistant – Qualifications for C Step**

The Legal Services Assistant being considered today worked as a Court Clerk for Plumas Superior Court for three years. She already knows the Court database system, and all of the criminal justice partners which is saving a lot of time in training and experience. She fully understands criminal court proceedings and the necessary aspects of the law governing criminal justice. This special experience is particularly useful to the District Attorney and fully qualifies her to move up to the C-Step. She also has ten years of working for Plumas Bank and has computer, management and supervisory experience. Her reliability and value is proven. In addition, her qualifications are at least as extensive as the C-step LSA hired last summer and therefore this is also an equity issue.

Please approve the newly hired LSA II with years of legal experience to be advanced to the C-step.



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: JANUARY 22, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR FEBRUARY 11, 2014

RE: REQUEST TO ALLOCATE THREE NEW POSITIONS IN THE  
DEPARTMENT OF SOCIAL SERVICES AND APPROVE A  
SUPPLEMENTAL BUDGET TO FUND THE ADDED POSITIONS

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

1. Approve the allocation of three new positions in the Department of Social Services to be filled as soon as administratively possible.
  - a. 1.00 FTE Benefits Assistance Counselor I/II
  - b. 1.00 FTE Fiscal and Technical Services Assistant I/II/III
  - c. 1.00 FTE Social Worker I/II/III
2. Adopt the enclosed Board Resolution amending the Plumas County Position Allocation for Budget Year 2013-2014 within the Department of Social Services (70590).
3. Approve a supplemental budget in the amount of \$98,211 as detailed on the attached supplemental budget request.

**Background and Discussion**

The Board of Supervisors is already aware that a number of circumstances have taken place in regard to programs administered by the Department of Social Services that have impacted the Department significantly in our ability to meet public's demand for our services; and, to adequately discharge our responsibility to provide protective services to children who are victims of abuse, neglect and exploitation. With these circumstances in place, the Department has determined that additional staff resources are needed to continue to deliver effective and timely child protection services and financial assistance to the Department's customers.

### Benefits Assistance Counselor I/II

The dual impact of the economic recession and of the implementation of the Affordable Care Act (ACA) have significantly increased the number of county citizens who have contact with our department either (1) seeking short term financial assistance under the CalFresh program; or, (2) seeking to comply with Federal requirements to acquire health insurance or health care coverage through the expanded Medicaid (Medi-Cal) program or through the Healthy Families program.

As has been reported to the Board in the quarterly Social Services Trends reports, the case count for the CalFresh program has more than tripled since the economy began to decline in 2008. In addition, applications for all financial assistance programs (CalFresh, Medi-Cal, CalWorks and General Assistance) have remained at historic high levels, averaging over 300 applications per month compared to around 190 per month prior to the recession. Open Medi-Cal cases have grown from just over 800 cases per month in late 2008 to just over 1000 per month currently. There is an expectation that this count will grow under the ACA. The Department has also taken responsibility for administering Healthy Families cases which are also expected to grow under the ACA.

With the growth described above in place, it is clear to the Department that we will need added staff resources to enable the Department to meet customer demands. The Benefits Assistance Counselor position is the Merit System approved classification for administering categorical assistance programs such as Medi-Cal and CalFresh. The Department is, therefore, requesting that the Board authorize an additional allocation of 1.00 FTE Benefits Assistance Counselor position to be filled by the Department as soon as administratively possible.

### Social Worker I/II/III

On June 4, 2013, the Board of Supervisors received a report from the Department of Social Services regarding the Adoptions Program. After receiving the report, the Board approved a recommendation that the Department assume responsibility for the administration of the Adoptions Program effective July 1, 2013. The Department noted in our report to the Board that an estimated \$96,000 was available to administer the program for the fiscal year.

While there has been sufficient revenue to fund an additional Social Worker position, the Department did not request that the position be added at the time our report was delivered. Instead, an incumbent Social Worker was transferred to the adoptions assignment from the Child Welfare Services program. This enabled the Department to assess our need for added staff resources following the assumption of the new responsibilities.

After six months of program operations, the Department believes that it is appropriate to add a position to Child Welfare Services to replace the FTE that was lost when the Department transferred a social worker to the Adoptions program last July. The

Department is therefore requesting that the Board authorize an additional allocation of 1.00 FTE Social Worker I/II/III position to be filled by the Department as soon as administratively possible.

#### Fiscal and Technical Services Assistant I/II/III

With the increased activity described above, there is also an identified need to add a Fiscal and Technical Services Assistant (FTSA) I/II/III position to the Department's allocation. This position provides fiscal and technical support to direct service staff including processing assistance payments, assuring transactions on the MEDS system, adding newly approved recipients to the MEDS system so that there are no delays in receiving needed or urgent medical assistance from local providers.

All of the above-requested positions are shown on the attached Table of Organization and are shown on the Table as "proposed". It is requested that the Board approve the positions and authorize the Department to fill them as soon as administratively possible.

#### Financial Impact

The proposed positions will require a supplemental budget; however, there is no impact to the County General Fund as a result of adding the new positions. Funding to support these positions is drawn from State General Fund dollars, Federal matching funds and from 1991 and 2011 Realignment dollars. The funds needed total \$98,211. A supplemental budget is enclosed with this report.

#### Other Agency Involvement

The Department is utilizing standard classification descriptions and duty assignments (duty statements are included as an attachment to this item). Cooperative Personnel Services will approve these standard duty statements once the Board approves the positions. Human Resources is aware of the Department's request.

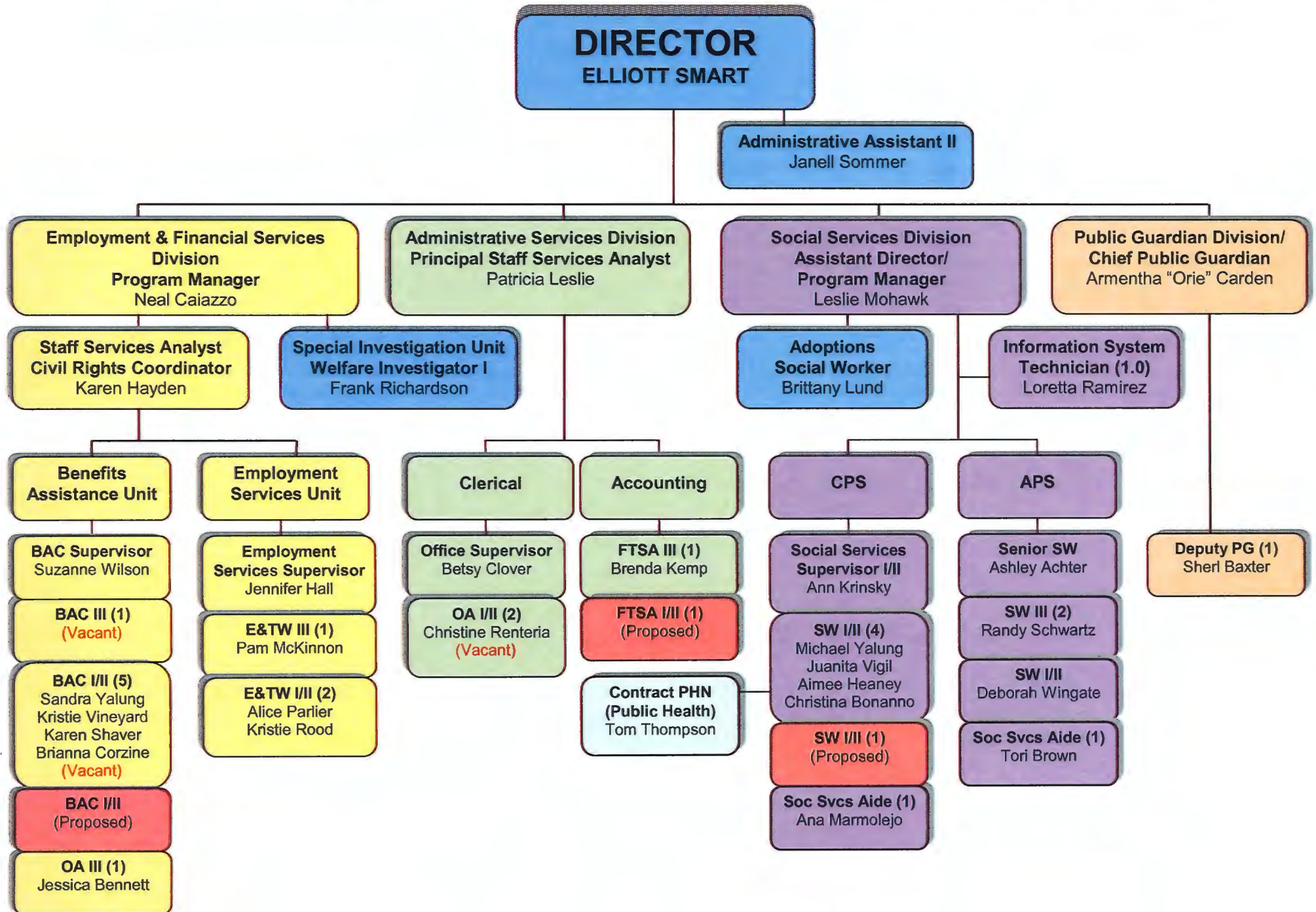
Copies: PCDSS Management Staff (Memo and Table of Organization Only)  
Human Services Department Heads (Memo Only)  
Ms. Gayla Trumbo, Human Resources Director (With Enclosures)

#### Enclosures:

1. Proposed Table of Organization
2. Proposed Board of Supervisors Resolution Amending the Position Allocation for Budget Year 2013-2014.
3. Supplemental Budget Request
4. Standard Approved Duty Statements for Proposed Positions



# PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN



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

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION FOR BUDGET YEAR 2013/2014 WITHIN THE DEPARTMENT OF SOCIAL SERVICES 70590.**

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

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

**WHEREAS**, the Social Services Director, Elliott Smart has requested an additional 1 FTE Social Worker I/II/III; 1 FTE Benefits Assistance Counselor I/II; 1 FTE Fiscal and Technical Services Assistant I/II/III, be added to the Social Services Department's position allocation; and

**WHEREAS**, it has been reported within the Social Services quarterly report that the applications and caseloads have reached "unprecedented levels"; and

**WHEREAS**, it is anticipated that due to the Federal Health Reform there will be new eligible population seeking services from the department which will increase applications and caseloads even further, and

**WHEREAS**, the Social Services Department has a need to add an FTE due to assuming responsibility for the Adoptions Program

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

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

<u>Social Services 70590</u>	<u>FROM</u>	<u>TO</u>
Social Worker I/II/III	6	7
Benefits Assistance Counselor I/II	5	6
Fiscal and Technical Services Assistant I/II/III	1	2

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 11th day of February, 2014 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Executive Clerk/Board of Supervisors

TRANSFER NUMBER  
(Auditor's Use Only)

Date 1/24/2014

Board
Board
Board
Auditor
Auditor

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) customer caseload growth drives the need for 1 Benefits Assistance Counselor; 1 Social Worker; and 1 Fiscal & Technical staff.

B) 2011 realignment funds as allocated for FY 13/14 are sufficient; as well as "savings" from unfilled positions.

C) timely service delivery is required by regulation.

D) n/a

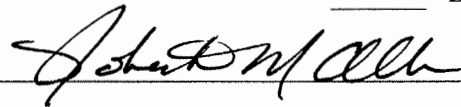
Approved by Department Signing Authority:



☒ Approved/ Recommended

☐ Disapproved/ Not recommended

Auditor/Controller Signature:



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

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

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

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

Initials \_\_\_\_\_

### **INSTRUCTIONS:**

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

- A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.



## SOCIAL WORKER I/II/III

UNDER SUPERVISION OF A SOCIAL WORKER SUPERVISOR:

- 50% - RECEIVES REFERRALS OF FAMILIES WHERE THERE HAS BEEN AN ALLEGATION OF CHILD ABUSE, NEGLECT OR EXPLOITATION. PERFORMS FIELD INTERVIEWS AND ASSESSMENTS; REVIEWS AND DETERMINES APPROPRIATE SERVICES; CASE MANAGES A CONTINUING CASELOAD OF FAMILIES IN THE CHILD WELFARE SYSTEM
- 20% - WRITES COURT REPORTS, OTHER CORRESPONDENCE; ATTENDS COURT HEARINGS AS NECESSARY
- 20% - ATTENDS STAFF MEETINGS, CONFERENCES AND TRAINING SESSIONS
- 10% - 24 HOUR/7 DAYS A WEEK PROTECTIVE SERVICES COVERAGE (ROTATING)

## BENEFITS ASSISTANCE COUNSELOR (BAC) I/II

UNDER SUPERVISION OF A BAC SUPERVISOR:

- 35% - BUDGETS AND COMPUTES MONTHLY GRANTS OF ASSISTANCE FOR CALFRESH AND MEDICAL ASSISTANCE PROGRAMS.
- 30% - INTERVIEWS APPLICANTS FOR PUBLIC ASSISTANCE (ALL PROGRAMS).
- 20% - PERFORMS OFFICE INTERVIEWS FOR ASSISTANCE RENEWALS AND DISCUSSIONS OF POINTS OF ELIGIBILITY.
- 8% - ATTENDS STAFF MEETINGS AND TRAINING SESSIONS.
- 7% - PREPARES CORRESPONDENCE AND PERFORMS OTHER RELATED TASKS.

FISCAL & TECHNICAL SERVICES ASSISTANT I/II/III  
(ACCOUNT CLERK I/II/III)

UNDER SUPERVISION OF THE PRINCIPAL STAFF SERVICES ANALYST:

- 65% - ISSUES EBT CARDS ON A DAILY BASIS, PREPARES ALL RELATED FNS AND DFA REPORTS, TRACKS INVENTORY, BALANCES INVENTORY ON A DAILY BASIS.
- 15% - ASSISTS FISCAL UNIT WITH MONTHLY REPORTS.
- 10% - SERVES AS LEAD WORKER AND RESOURCE PERSON FOR RECEPTION UNIT.
- 10% - PERFORMS OTHER DUTIES AS ASSIGNED.



# Plumas County Environmental Health

270 County Hospital Rd., Ste 127, Quincy CA 95971

Environmental Health Quincy  
Phone 530-283-6355  
FAX 530-283-6241

Environmental Health Chester  
Phone 530-258-2538  
FAX 530-258-2844

4c

**Date:** January 29, 2014

**To:** Honorable Board of Supervisors

**From:** Jerry Sipe, Emergency Management and Environmental Health

**RE:** Board of Supervisors Consent Agenda Item for February 11, 2014

**Recommendation:** Approve budget transfers in budgets 20470 (Emergency Services) and 20550 (Environmental Health) to fund personnel expenses in the reorganized Emergency Management and Environmental Health Department.

**Background and Discussion:** As the Board is aware, the functions of Emergency Management and Environmental Health were reorganized in October 2013. Small adjustments to salary and benefits expenses in the approved budget are required to fund ongoing department expenses. Transfers are requested from line items with a projected surplus, and no new revenue or county contribution is requested.

At this time, the Board is asked to approve transfers of approximately \$2371 in both the Emergency Services and Environmental Health budget units. Copies of the requested transfers, approved and signed by the County Auditor, are attached for your review.

If you have any questions, please contact me at 283-6367.

Thank you.

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

TRANSFER NUMBER  
(Auditor's Use Only)

Department: OES Dept. No: 20470 Date 1/24/14

1. The reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments  
 B. ☐ Supplemental Budgets (including budget reductions)  
 C. ☒ Transfers to/from or new Fixed Asset, out of a 51XXX  
 D. ☒ Transfer within Department, except fixed assets, out of a 51XXX  
 E. ☐ Establish any new account except fixed assets

**Approval Required**

Board  
 Board  
☒ Board  
 CAO  
 CAO

**2. TRANSFER FROM**

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20470	51000	Regular Wages	2,370.88
Total				2,370.88

**TRANSFER TO:**

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20470	51060	Overtime Pay	2,200.00
0001	20470	51150	Life Insurance	170.88
Total				2,370.88

**3. SUPPLEMENTAL BUDGET:** Department: \_\_\_\_\_

Revenue Accounts	Dept. #	Acct. #	Account Name	Fund #	\$ Amount
Total					0.00

Expenditure Accounts	Dept. #	Acct. #	Account Name	\$ Amount
Total				0.00

RECEIVED

JAN 27 2014

Auditors / Risk

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

TRANSFER NUMBER

(Auditor's Use Only)

Department: Environmental Health

Dept. No: 20550

Date 1/24/14

1. The reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments
- B. ☐ Supplemental Budgets (including budget reductions)
- C. ☒ Transfers to/from or new Fixed Asset, out of a 51XXX
- D. ☒ Transfer within Department, except fixed assets, out of a 51XXX
- E. ☐ Establish any new account except fixed assets

**Approval Required**

Board  
Board  
✓ Board  
CAO  
CAO

**2. TRANSFER FROM**

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20550	521900	Professional Services	2,371.26
Total				2,371.26

**TRANSFER TO:**

Fund #	Dept #	Acct #	Account Name	\$ Amount
0001	20550	51060	Overtime Pay	2,200.38
0001	20550	51150	Life Insurance	170.88
Total				2,371.26

**3. SUPPLEMENTAL BUDGET:**

Department: \_\_\_\_\_

Fund # \_\_\_\_\_

Revenue Accounts	Dept. #	Acct. #	Account Name	\$ Amount
Total				0.00

Expenditure Accounts	Dept. #	Acct. #	Account Name	\$ Amount
Total				0.00

RECEIVED  
JAN 27 2014  
Auditors / Risk

# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

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



## AGENDA REQUEST

For the February 11, 2014 meeting of the Plumas County Board of Supervisors

February 3, 2014

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works  
Subject: Proposed road name change for County Road 316A

A handwritten signature in black ink, which appears to read 'Robert A. Perreault', is written over the 'From:' line of the memo.

## Background and Discussion

This proposed name change was first brought before the Board of Supervisors on January 7, 2014. Due to the discovery that Lassen National Forest already had a Stover Mountain Road name in their system, the Public Works Department requested that action by the Board of Supervisors be delayed until this issue could be resolved. Recently, Lassen National Forest changed their road name to **North** Stover Mountain Road, thereby enabling the County to utilize Stover Mountain Road. The following is pertinent:

County Road 316A, known as Chester Ski Road, has been the source of confusion due to the various popular road names used to describe this section of county road. This confusion has affected service, delivery and emergency response to the area. The various road names have also caused confusion to the general public seeking locations along the existing roadway. Stover Mountain Road is one such roadway name that is commonly used by the public.

County Road 316A is listed on the Plumas County list of Maintained Mileage roadways.

The fiscal impact will be limited to the placement of a new replacement road name sign and updating the 911 system.

The Board of Supervisors has not previously considered this proposed action.

Affected Federal, State and local agencies have reviewed the draft resolution, including its associated map, and have not indicated any objection to the proposed change.

This resolution has been approved as to form by County Counsel.

Adequate notice of this proposed road name change has been provided pursuant to California Streets and Highways Code Section 970.5. Notices of the proposed road name change were posted at three locations along the subject roadway on January 24, 2014, and a newspaper notice was published in the Chester Progressive on January 22, 2014.

## Recommendation

Public Works staff respectfully recommends that the Board of Supervisors adopt the proposed resolution to re-name County Road 316A to Stover Mountain Road as set forth in the attached resolution.

Enclosures: Resolution changing the name of County Road 316A to Stover Mountain Road  
Map of the location of proposed roadway

Recorded at the request of & mail to:  
Plumas County Department of Public Works  
1834 East Main Street  
Quincy, CA 95971

## RESOLUTION NO. 14-\_\_\_\_\_

**Re-naming a certain road near the)  
Town of Chester, County of Plumas)**

**WHEREAS**, a certain road in the Plumas County Road System near the population area known as Chester is currently and officially named the **Chester Ski Road**, but is commonly known as **Stover Mountain Road** as well as other popular names, and

**WHEREAS**, the existing roadway is also officially listed as **County Road 316A** and is shown as such in Plumas County records and maps, including the "Maintained Mileage" list of roadways, and

**WHEREAS**, the difference in road names has afforded confusion to service, delivery and emergency vehicles, as well as to the general public seeking locations along the existing roadway; and

**WHEREAS**, the residents of the local area have requested that the name be changed to that which is more commonly known; and

**WHEREAS**, this Board deems the re-naming of Chester Ski Road to be in the public interest.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Plumas that this Board, hereby re-names that portion of County Road 316A between its intersection with State Route 36 to the southeast, and its terminus to the northwest, to be known officially as **Stover Mountain Road**, as depicted in Attachment A.

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 11th day of February, 2014, by the following vote:

**AYES:** Supervisors

**NOES:** Supervisors

**ABSTAIN:** Supervisors

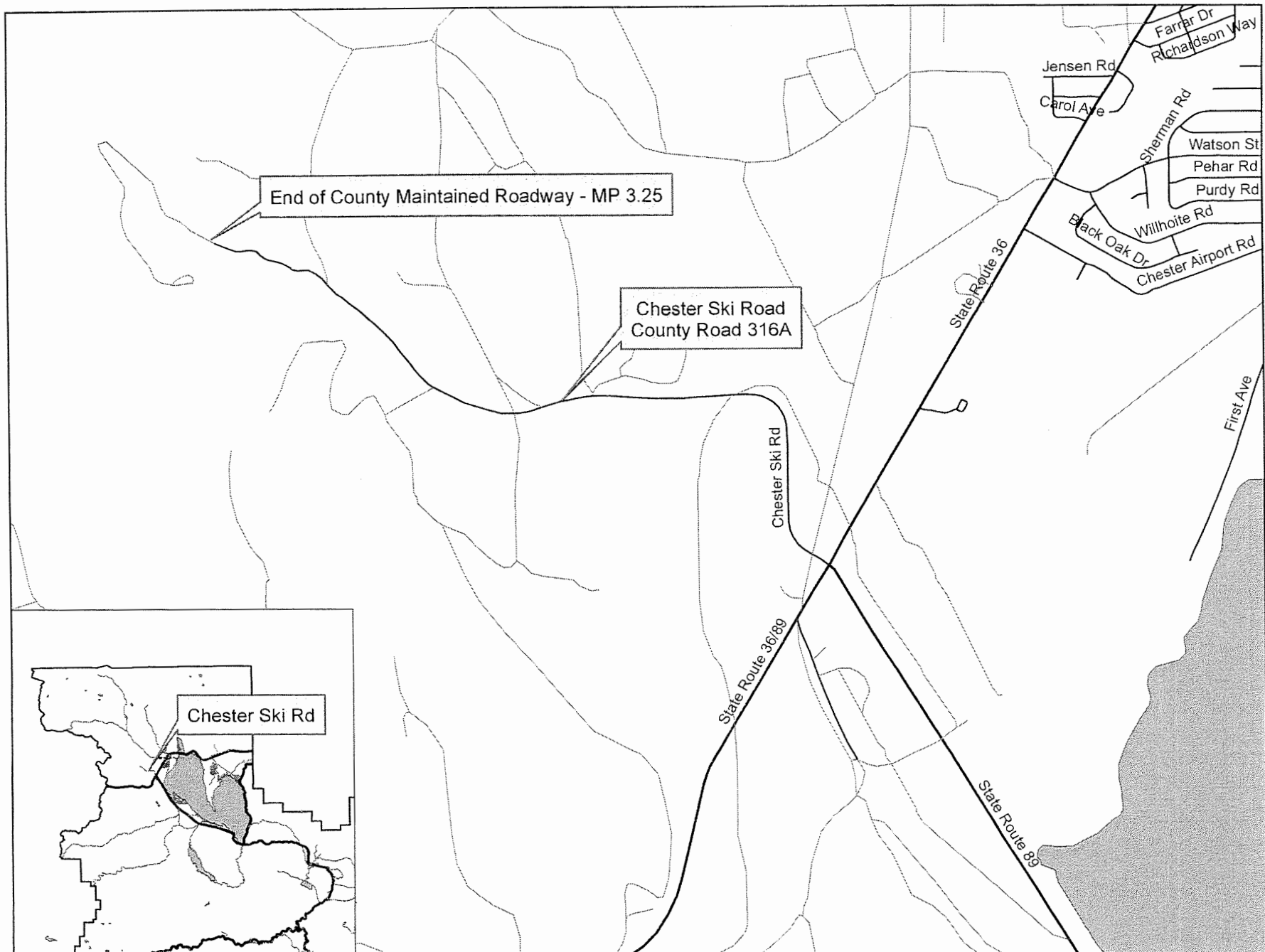
\_\_\_\_\_  
Chair, Board of Supervisors

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board of Supervisors

Attachment





Attachment "A" to Resolution No. 14-\_\_\_\_\_ to change the name of County Road 316A from "Chester Ski Road" to "Stover Mountain Road"

Prepared By:  
Plumas County  
Public Works  
February 3, 2013



# Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

4E

Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> <b>Administration &amp; Health Education</b> Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> <b>Clinic &amp; Nursing Services</b> Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> <b>Senior Nutrition &amp; Transportation</b> Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> <b>Environmental Health</b> Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> <b>Environmental Health – Chester</b> 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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**Date:** February 3, 2014

**To:** Honorable Board of Supervisors

**CC:** Roberta Allen  
Susan Scarlett

**From:** Mimi Hall

**Agenda:** Agenda Item for February 11, 2014

**Item Description/Recommendation:** Approve the following midyear budget adjustments:

1. A Budget Transfer in Public Health Budget Unit 70559 in the amount of \$4,333;
2. A Supplemental Budget in Public Health Budget Unit 70560 in the amount of \$164,850;
3. A Budget Transfer in Veterans Services Budget Unit 20640 in the amount of \$13,500;
4. A Budget Transfer in Senior Transportation Budget Unit 20480 in the amount of \$5,780;
5. A Budget Transfer in Senior Nutrition budget Unit 20830 in the amount of \$25,321;
6. A Supplemental Budget in Public Health Hospital Preparedness Program Budget Unit 70566 in the amount of \$12,020.

**History/Background:** As the Board will recall the County Budgets are submitted in June for the following fiscal year. At this time, Plumas County Public Health Agency (PCPHA) submits a projected budget to the county, as many state and other grant programs do not finalize allocations and approve budgets for programs until well into the county fiscal year. Adjustments to the PCPHA budget occur each fiscal year to bring the county budget in line with later approved state budgets.

The following items are respectfully submitted to the Board as part of PCPHA's midyear budget adjustments:

- PCPHA 2013-2014 Midyear budget Report
- Supplemental Budget and/or Budget Transfer sheets and back-up for Budget Units 70559, 70560, 70566, 20480, 20640, 20830,

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

Thank You.

## PLUMAS COUNTY PUBLIC HEALTH AGENCY 2013-2014 MID-YEAR BUDGET REPORT

### I. Revenue and Expenditure Overview

#### Public Health 70560

PCPHA experienced revenue increase in three main areas in the main Public health 70560 budget unit– Realignment, grants, and interdepartmental transfers. 1991 Health Realignment revenues, based on Vehicle License Fees and Sales Tax, have an increased base allocation for the year of approximately \$151,500 and also received a growth payment \$192,619 for FY 12-13. Additional funding amounts were also approved in three separate grants: Ryan White, Children’s Health and Disability Program - Foster Care, and CA 4 Health Nutrition Education. PCPHA is also providing programmatic assistance to the Senior Services Programs and the Alcohol and Drug Prevention Program, which will require transfers from those departments into the Public Health budget. Although 70560 projected a total \$509, 939 in unanticipated revenue over what was originally budgeted, we will only be budgeting \$164,850 in a supplemental budget for use in FY 13-14.

Public Health 70560 Budget Unit is comprised of numerous separate grant budgets. Final approved allocations for various grants varied slightly from the placeholder budget projected at the start of the fiscal year, and the final grant approved budgets are reflected in the attached Budget Transfer.

The enclosed spreadsheet shows PCPHA’s internal tracking of the requested adjustment to the county budget translated to the line item by line item budget of each approved grant budget and/or other revenue stream.

#### Other

- Veterans (20640) was adjusted to correct Other Wages, which had gone into the negative due to the extended process to hiring a permanent Veterans Services Officer
- Senior Services (20480 and 20830) were mainly adjusted to accommodate a transfer to Public Health 70560, for internal staff assigned to the Senior Services Programs in lieu of a Senior Services Director hire
- Public Health Hospital Preparedness Program (70566) budgets received approval from California Department of Public health to budget rollover funds

### II. Budget transfers

The attached budget transfers reflect expenditures consistent with actual grant approved allocations and state apportionment realignment revenues for the remainder of the fiscal year. At the start of the fiscal year, Board approved expenditures exceeded approved revenues. The attached budget transfer will bring approved expenditures and revenues in line. It will also bring the county approved budget in

line with the sum of approved grant budgets and projected revenues based on actual YTD revenues for various revenue accounts.

Each year, the county approved budget for PCPHA serves as a place holder budget until all programs have approved line item budgets from the state. PCPHA then comes to the Board with an annual midyear budget adjustment to bring the county budget in line with approved grant budgets. This action reconciles the county line item budget with numerous grant approved line item budgets.

### III. Staffing

PCPHA has been working with Human Resources to add three additional FTE's to the agency – a 1.0 FTE Health Officer, 1.0 FTE Health Education Division position, and a 1.0 FTE clerical/fiscal support position. At this time, the job description and Position Allocation Resolution are not yet through the HR process. However, the midyear budgets adjustments reflect funding for these positions.

We anticipate bringing a request for additional FTE's, a newly created Health Officer position, and authorization to recruit at the February 18, 2014 Board meeting, once all the necessary items have been processed and approved through Human Resources and County Counsel.

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER  
(Auditor's Use Only)

Department: **Public Health** Dept. No. **70560** Date **1/17/2014**

The Reason for this request is (check one):

- A. ☐ Transfer to or from Contingencies  
B. ☒ Supplemental Budgets (including budget reductions)  
C. ☐ Transfers to/from or new Fixed Asset, within a 51XXX  
D. ☐ Transfer within a department, except fixed asset  
E. ☐ Establish any new account except fixed assets

Approval Required

Board  
Board  
Board  
Auditor  
Auditor

☐ **TRANSFER FROM OR** ☒ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	44141	St. Aid Hlth Cat.	\$ 33,439.00
0015	70560	45143	Misc. Hlth Contracts	\$ 13,617.00
0015	70560	48003	Transfer from Seniors	\$ 21,500.00
0015	70560	48001	Transfer from A&D-Prevention	\$ 52,577.00
0015	70560	48002	Transfer from A&D-Fiscal	\$ 43,717.00
Total (must equal transfer to total)				<b>\$ 164,850.00</b>

☐ **TRANSFER TO OR** ☒ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	52100	Regular Wages	\$ 50,200.00 ✓
0015	70560	51020	Other Wages	\$ 6,000.00 ✓
0015	70560	51120	Cell Phone	\$ 300.00 ✓
0015	70560	51080	Retirement	\$ 8,500.00 ✓
0015	70560	51090	Group Ins	\$ 3,400.00 ✓
0015	70560	51100	FICA	\$ 4,000.00 ✓
0015	70560	521900	Professional Ser	\$ 17,501.00 ✓
0015	70560	524400	Special Dept. Exp	\$ 23,814.00 ✓
0015	70560	527500	Travel - Special	\$ 27,829.00 ✓
0015	70560	530100	Support & Care	\$ 18,709.00 ✓
0015	70560	521800	Office Expense	\$ 1,329.00 ✓
0015	70560	523000	Promotional Mater	\$ 1,291.00 ✓
0015	70560	527400	Travel-Routine	\$ 1,018.00 ✓
0015	70560	520201	Phones	\$ 434.00 ✓
0015	70560	520901	Office Equip	\$ 525.00 ✓
Total (must equal transfer to total)				<b>\$ 164,850.00</b>

Supplemental budget requests require Auditor/Controller's signature

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

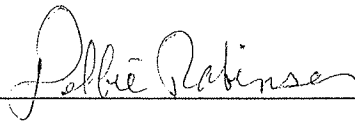
(A) Unanticipated Revenue received

(B) Supplemental Budget

C FY 2013/14 expenses

(D) N/A

Approved by Department Signing Authority:



\_\_\_\_\_  
Approved/Recommended

\_\_\_\_\_  
Disapproved/Not recommended

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

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

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

Clerk of the Board signature: \_\_\_\_\_

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

\_\_\_\_\_  
Initials

#### INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request, they must go to the Auditor/Controller. Original will be kept by Auditor. Copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

- FINANCEPLUS  
 DATE: 01/17/14  
 TIME: 13:48:49

PLUMAS COUNTY  
 DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA21

SELECTION CRITERIA: expledgr.key\_orgn='70560'  
 ACCOUNTING PERIOD: 7/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT  
 TOTALED ON: FUND,DEPT/FUND,1ST SUBTOTAL  
 PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0015 - PUBLIC HEALTH

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
0015-4-24-70560 51000 HEALTH REGULAR WAGES	959,105.00	34,045.20	.00	466,460.43	492,644.57
0015-4-24-70560 51020 HEALTH OTHER WAGES	61,822.00	3,351.77	.00	34,303.01	27,518.99
0015-4-24-70560 51060 HEALTH OVERTIME PAY	2,500.00	.00	.00	306.65	2,193.35
0015-4-24-70560 51070 HEALTH UNEMPLOYMENT INSURANCE	3,611.38	902.85	.00	902.85	2,708.53
0015-4-24-70560 51080 HEALTH RETIREMENT	171,570.00	6,159.37	.00	83,695.31	87,874.69
0015-4-24-70560 51081 HEALTH OPEB LIABILITY	12,021.00	.00	.00	.00	12,021.00
0015-4-24-70560 51090 HEALTH GROUP INSURANCE	177,400.00	6,698.10	.00	94,179.44	83,220.56
0015-4-24-70560 51100 HEALTH FICA/MEDICARE OASDI	82,363.00	2,813.03	.00	37,843.56	44,519.44
0015-4-24-70560 51110 HEALTH COMPENSATION INSURANCE	36,981.00	.00	.00	.00	36,981.00
0015-4-24-70560 51120 HEALTH CELL PHONE ALLOW	1,920.00	80.00	.00	1,040.00	880.00
0015-4-24-70560 51128 HEALTH BILINGUAL ALLOWANCE	420.00	17.50	.00	227.50	192.50
0015-4-24-70560 51150 HEALTH LIFE INSURANCE	345.00	14.24	.00	185.12	159.88
TOTAL 1ST SUBTOTAL - SALARIES & BENEFITS	1,510,058.38	54,082.06	.00	719,143.87	790,914.51
0015-4-24-70560 520200 HEALTH COMMUNICATIONS	.00	.00	.00	.00	.00
0015-4-24-70560 520201 HEALTH PHONE - LAND LINE (S)	11,486.00	295.11	.00	5,775.76	5,710.24
0015-4-24-70560 520202 HEALTH CELL PHONE SERVICE	100.00	.00	.00	84.89	15.11
0015-4-24-70560 520205 HEALTH PAGER SERVICE	.00	.00	.00	.00	.00
0015-4-24-70560 520210 HEALTH POSTAGE/SHIP, MAIL COS	1,605.00	-37.77	.00	566.83	1,038.17
0015-4-24-70560 520215 HEALTH ANSWERING SERVICE	2,154.00	157.86	.00	1,110.30	1,043.70
0015-4-24-70560 520220 HEALTH PAPER/PAPER SUPPLIES	.00	.00	.00	.00	.00
0015-4-24-70560 520221 HEALTH ENVELOPES	.00	.00	.00	.00	.00
0015-4-24-70560 520227 HEALTH FOLDERS/FILES/BINDERS	.00	.00	.00	.00	.00
0015-4-24-70560 520234 HEALTH PRINTER SUPPLIES	4,064.00	.00	.00	1,524.59	2,539.41
0015-4-24-70560 520250 HEALTH COPY MACHINE LEASE	7,500.00	.00	.00	2,910.40	4,589.60
0015-4-24-70560 520290 HEALTH POSTAGE MACHINE RENT/L	375.00	85.42	.00	149.28	225.72
0015-4-24-70560 520402 HEALTH CLEANING SUPPLIES	.00	.00	.00	.00	.00
0015-4-24-70560 520404 HEALTH CUSTODIAL SERVICE	1,800.00	.00	.00	900.00	900.00
0015-4-24-70560 520405 HEALTH LAUNDRY/DRY CLEAN SVC	700.00	46.00	.00	257.00	443.00
0015-4-24-70560 520407 HEALTH REFUSE DISPOSAL	8,500.00	10.64	.00	5,258.75	3,241.25
0015-4-24-70560 520410 HEALTH SOFTWARE LICENSE	.00	.00	.00	.00	.00
0015-4-24-70560 520411 HEALTH ANN SOFTWARE FEE/MAINT	.00	.00	.00	.00	.00
0015-4-24-70560 520500 HEALTH INSURANCE	5,080.00	.00	.00	.00	5,080.00
0015-4-24-70560 520901 HEALTH OFFICE EQUIP MAINTENAN	428.00	.00	.00	86.00	342.00
0015-4-24-70560 520902 HEALTH VEHICLE MAINTENANCE	5,001.00	1,075.44	.00	2,036.07	2,964.93
0015-4-24-70560 520930 HEALTH CAR SEATS	1,000.00	.00	.00	.00	1,000.00
0015-4-24-70560 520931 HEALTH HELMETS	1,000.00	.00	.00	.00	1,000.00
0015-4-24-70560 521230 HEALTH OFFICE FURNITURE/EQUIP	560.00	.00	.00	.00	560.00
0015-4-24-70560 521252 HEALTH CELL PHONE/EQUIP	.00	.00	.00	.00	.00
0015-4-24-70560 521500 HEALTH MEDICAL SUPPLIES	26,970.00	2,080.64	.00	9,703.29	17,266.71
0015-4-24-70560 521501 HEALTH LAB TESTS	500.00	.00	.00	445.00	55.00
0015-4-24-70560 521503 HEALTH VACCINE	2,426.00	.00	.00	.00	2,426.00
0015-4-24-70560 521504 HEALTH PERSCRPTNS/PHARMACEUTI	4,000.00	.00	.00	3,419.33	580.67
0015-4-24-70560 521600 HEALTH MEMBERSHIPS/ANNUAL DUE	11,850.00	200.00	.00	8,273.19	3,576.81
0015-4-24-70560 521750 HEALTH FITNESS & WELLNESS	.00	.00	.00	.00	.00

FINANCEPLUS

DATE: 01/17/14

TIME: 13:48:49

PLUMAS COUNTY  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXPSTA21

SELECTION CRITERIA: expledgr.key\_orgn='70560'

ACCOUNTING PERIOD: 7/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT

TOTALED ON: FUND,DEPT/FUND,1ST SUBTOTAL

PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0015 - PUBLIC HEALTH

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
0015-4-24-70560 521800 HEALTH OFFICE EXP	5,925.00	.00	.00	2,831.12	3,093.88
0015-4-24-70560 521900 HEALTH PROFESSIONAL SVC	446,332.00	4,452.00	.00	101,713.44	344,618.56
0015-4-24-70560 522000 HEALTH CMSP LOCAL MATCH	23,796.00	.00	.00	.00	23,796.00
0015-4-24-70560 522180 HEALTH CMSP REALINGNMENT OFFS	724,154.00	90,519.20	.00	362,076.80	362,077.20
0015-4-24-70560 522190 HEALTH CMSP SALES TX OFFSET	181,038.00	.00	.00	.00	181,038.00
0015-4-24-70560 522400 HEALTH CCS TREATMENT	24,096.00	.00	.00	1,656.00	22,440.00
0015-4-24-70560 523000 HEALTH PROMOTIONAL MATERIAL	2,900.00	55.00	.00	1,538.30	1,361.70
0015-4-24-70560 523300 HEALTH EDUCATE MATERIAL/INCEN	5,574.00	.00	.00	522.75	5,051.25
0015-4-24-70560 524000 HEALTH RENT - OFFICE/SPACE	.00	.00	.00	.00	.00
0015-4-24-70560 524200 HEALTH RENTS/LEASES STRUCTURE	100.00	.00	.00	.00	100.00
0015-4-24-70560 524400 HEALTH SPECIAL DEPARTMENT EXP	2,500.00	442.23	.00	1,698.97	801.03
0015-4-24-70560 524771 HEALTH BIOTERRISM EQUIPMENT	.00	.00	.00	.00	.00
0015-4-24-70560 525000 HEALTH OVERHEAD	428,452.00	.00	.00	.00	428,452.00
0015-4-24-70560 525119 HEALTH LIABILITY SELF-FND INS	6,179.89	.00	.00	.00	6,179.89
0015-4-24-70560 525250 HEALTH OUTREACH & OTHER PROG	.00	.00	.00	.00	.00
0015-4-24-70560 527380 HEALTH NON EMPLOYEE TRAVEL	522.00	.00	.00	476.80	45.20
0015-4-24-70560 527400 HEALTH TRAVEL- IN COUNTY	5,106.00	89.24	.00	3,021.07	2,084.93
0015-4-24-70560 527410 HEALTH CLIENT SERVICE EXP	2,750.00	.00	.00	435.50	2,314.50
0015-4-24-70560 527500 HEALTH TRAVEL- OUT OF COUNTY	24,306.00	1,466.37	.00	19,585.33	4,720.67
0015-4-24-70560 527750 HEALTH IN CNTY HOSTING	1,691.00	136.39	.00	603.76	1,087.24
0015-4-24-70560 527802 HEALTH ELECTRIC CHARGES	1,350.00	93.26	.00	414.44	935.56
0015-4-24-70560 527803 HEALTH PROPANE/OTHR HEATING F	3,200.00	688.52	.00	1,948.54	1,251.46
0015-4-24-70560 527807 HEALTH WATER/SEWER CHARGES	900.00	78.10	.00	486.92	413.08
0015-4-24-70560 529500 HEALTH COMPUTER	2,300.00	.00	.00	.00	2,300.00
TOTAL 1ST SUBTOTAL - SERVICES & SUPPLIES	1,990,270.89	101,933.65	.00	541,510.42	1,448,760.47
0015-4-24-70560 530100 HEALTH SUPPORT - CARE OF PERS	34,389.00	9,221.80	.00	22,249.84	12,139.16
0015-4-24-70560 530120 HEALTH SUPPORT & CARE HOPWA	22,471.00	3,111.36	.00	13,955.30	8,515.70
TOTAL 1ST SUBTOTAL - OTHER CHARGES	56,860.00	12,333.16	.00	36,205.14	20,654.86
0015-4-24-70560 540412 HEALTH SOFTWARE	.00	.00	.00	.00	.00
0015-4-24-70560 541500 HEALTH VEHICLE	35,000.00	33,550.75	.00	33,550.75	1,449.25
TOTAL 1ST SUBTOTAL - FIXED ASSETS	35,000.00	33,550.75	.00	33,550.75	1,449.25
0015-4-24-70560 570000 HEALTH TRANSFERS IN/OUT--IT	34,701.12	.00	.00	.00	34,701.12
TOTAL 1ST SUBTOTAL - TRANSFER OUT	34,701.12	.00	.00	.00	34,701.12
0015-4-24-70560 580000 HEALTH TRANSFER	178,600.00	89,300.00	.00	89,300.00	89,300.00
0015-4-24-70560 580001 HEALTH TRANSFER	4,999.00	.00	.00	.00	4,999.00
0015-4-24-70560 580002 HEALTH TRANSFER	38,797.00	.00	.00	.00	38,797.00
TOTAL 1ST SUBTOTAL - TRANSFERS	222,396.00	89,300.00	.00	89,300.00	133,096.00



- FINANCEPLUS  
DATE: 01/17/14  
TIME: 13:48:49

PLUMAS COUNTY  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 3  
EXPSTA21

SELECTION CRITERIA: expledgr.key\_orgn='70560'  
ACCOUNTING PERIOD: 7/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT  
TOTALED ON: FUND,DEPT/FUND,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0015 - PUBLIC HEALTH

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
TOTAL DEPT/FUND - HEALTH	3,849,286.39	291,199.62	.00	1,419,710.18	2,429,576.21
TOTAL FUND - PUBLIC HEALTH	3,849,286.39	291,199.62	.00	1,419,710.18	2,429,576.21
TOTAL REPORT	3,849,286.39	291,199.62	.00	1,419,710.18	2,429,576.21

**FY 2013/2014**  
**CHILD HEALTH AND DISABILITY PREVENTION PROGR.**  
**HEALTH CARE FOR CHILDREN IN**  
**FOSTER CARE (HCPFC) ALLOCATIONS**  
**September 3, 2013**

County	Total Allocation	General Fund Allocation	Federal F Allocation
<b>TOTAL</b>	<b>\$33,306,000</b>	<b>\$8,163,000</b>	<b>\$25,143,0</b>
1 Alameda	\$1,019,202	\$249,797	\$769,
2 Alpine	\$0	\$0	
3 Amador	\$23,395	\$5,734	\$17,
4 Butte	\$303,541	\$74,395	\$229,
5 Calaveras	\$49,790	\$12,203	\$37,587
6 Colusa	\$16,197	\$3,970	\$12,227
7 Contra Costa	\$599,883	\$147,026	\$452,857
8 Del Norte	\$58,189	\$14,262	\$43,927
9 El Dorado	\$164,368	\$40,285	\$124,083
10 Fresno	\$1,043,797	\$255,825	\$787,972
11 Glenn	\$57,589	\$14,114	\$43,474
12 Humboldt	\$137,973	\$33,816	\$104,157
13 Imperial	\$182,964	\$44,843	\$138,121
14 Inyo	\$16,797	\$4,117	\$12,680
15 Kern	\$1,055,195	\$258,619	\$796,576
16 Kings	\$226,756	\$55,576	\$171,180
17 Lake	\$73,186	\$17,937	\$55,249
18 Lassen	\$47,391	\$11,615	\$35,776
19 Los Angeles	\$11,037,852	\$2,705,278	\$8,332,574
20 Madera	\$131,374	\$32,199	\$99,176
21 Marin	\$57,589	\$14,114	\$43,474
22 Mariposa	\$15,597	\$3,823	\$11,774
23 Mendocino	\$134,974	\$33,081	\$101,893
24 Merced	\$322,137	\$78,953	\$243,184
25 Modoc	\$8,158	\$2,000	\$6,159
26 Mono	\$8,158	\$2,000	\$6,159
27 Monterey	\$218,358	\$53,517	\$164,840
28 Napa	\$74,386	\$18,231	\$56,154
29 Nevada	\$73,786	\$18,084	\$55,701
30 Orange	\$1,473,913	\$361,243	\$1,112,670
31 Placer	\$164,968	\$40,432	\$124,536
32 Plumas	\$40,192	\$9,851	\$30,341
33 Riverside	\$2,367,139	\$580,165	\$1,786,975
34 Sacramento	\$1,416,324	\$347,128	\$1,069,196
35 San Benito	\$64,188	\$15,732	\$48,456
36 San Bernardino	\$2,268,159	\$555,905	\$1,712,253
37 San Diego	\$2,236,965	\$548,260	\$1,688,705
38 San Francisco	\$704,263	\$172,608	\$531,654
39 San Joaquin	\$775,049	\$189,958	\$585,092
40 San Luis Obispo	\$238,754	\$58,516	\$180,237
41 San Mateo	\$206,960	\$50,724	\$156,236
42 Santa Barbara	\$351,532	\$86,157	\$265,374
43 Santa Clara	\$695,265	\$170,403	\$524,862
44 Santa Cruz	\$205,160	\$50,283	\$154,877
45 Shasta	\$332,935	\$81,599	\$251,336
46 Sierra	\$8,159	\$2,000	\$6,159
47 Siskiyou	\$65,987	\$16,173	\$49,814
48 Solano	\$222,557	\$54,547	\$168,010
49 Sonoma	\$335,935	\$82,335	\$253,600
50 Stanislaus	\$365,329	\$89,539	\$275,790
51 Sutter	\$83,384	\$20,437	\$62,947
52 Tehama	\$107,379	\$26,318	\$81,061
53 Trinity	\$36,593	\$8,969	\$27,624
54 Tulare	\$554,892	\$135,999	\$418,893
55 Tuolumne	\$67,787	\$16,614	\$51,173
56 Ventura	\$506,901	\$124,237	\$382,664
57 Yolo	\$148,171	\$36,315	\$111,856
58 Yuba	\$73,186	\$17,937	\$55,249
59 City of Berkeley	\$29,394	\$7,204	\$22,190
<b>Total</b>	<b>\$33,306,000</b>	<b>\$8,163,000</b>	<b>\$25,143,000</b>

13/14  
12/13  
14/15  
Increase over 12st year

Will only spend  
\$ 12,643.

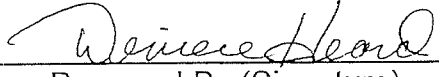
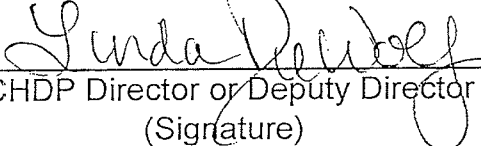
Acct.  
44141

## HCPCFC Administrative Budget Summary Fiscal Year 2012-2013

County/City Name: Plumas

Column	1	2	3
Category/Line Item	Total Budget (2 + 3)	Enhanced State/Federal (25/75)	Nonenhanced State/Federal (50/50)
I. Total Personnel Expenses	\$23,441	\$18,753	\$4,688
II. Total Operating Expenses	\$50	\$40	\$10
III. Total Capital Expenses			
IV. Total Indirect Expenses	\$2,344		\$2,344
V. Total Other Expenses			
Budget Grand Total	\$25,835	\$18,793	\$7,042

Column	1	2	3
Source of Funds	Total Funds	Enhanced State/Federal (25/75)	Nonenhanced State/Federal (50/50)
State Funds	\$8,219	\$4,698	\$3,521
Federal Funds (Title XIX)	\$17,616	\$14,095	\$3,521
Budget Grand Total	\$25,835		

	9/25/2012	530-283-6337	denieceheard@countyofplumas.com
Prepared By (Signature)	Date Prepared	Phone Number	Email Address
	9/25/12	530-283-6330	lindadewolf@countyofplumas.com
CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

# HIV Care Program Five Line Item Budget

Contractor and Contract Number:

Plumas County Public Health Agency

Fiscal Year

2013-2014

Year 1, Partial FY and RW Year 2013-2014 (July 1, 2013 - March 31, 2014)

	Form A Contractor Administrative Costs	Form C Needs Assessment (Other Costs only)	Form D Contractor's Client Service Provider Budget Summary (if applicable)	Form D Subcontractor's Client Service Provider Budget Summary (if applicable and if so, Other Costs only)	Total
1. Personnel	\$ 11,672		\$ 17,058		\$ 28,730
2. Operating Expenses	\$ 765		\$ -		\$ 765
3. Capital Expenditures	\$ -		\$ -		
4. Other Costs			\$ 45,034	\$ 63,966	\$ 109,000
5. Indirect Costs	\$ 1,751		\$ 1,637		\$ 3,388
Total Budget	\$ 14,188	\$ -	\$ 63,729	\$ 63,966	\$ 141,883

see prior  
20,796. allocation  
Increase

44141

## HIV Care Program *Five Line Item Budget*

Contractor and Contract Number:

Plumas County Public Health Agency

Fiscal Year

2013-2014

Year 1, Partial FY and RW Year 2013-2014 (July 1, 2013 - March 31, 2014)

	Form A <i>Contractor Administrative Costs</i>	Form C <i>Needs Assessment (Other Costs only)</i>	Form D <i>Contractor's Client Service Provider Budget Summary (if applicable)</i>	Form D <i>Subcontractor's Client Service Provider Budget Summary (if applicable and if so, Other Costs only)</i>	Total
1. Personnel	\$ 11,497		\$ 17,058		\$ 28,555
2. Operating Expenses	\$ 612		\$ -		\$ 612
3. Capital Expenditures	\$ -		\$ -		
4. Other Costs			\$ 26,317	\$ 63,966	\$ 90,283
5. Indirect Costs	\$ -		\$ 1,637		\$ 1,637
Total Budget	\$ 12,109	\$ -	\$ 45,012	\$ 63,966	\$ 121,087

**Robinson, Debbie**

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**From:** Revene, Zach  
**Sent:** Wednesday, November 27, 2013 11:28 AM  
**To:** Robinson, Debbie  
**Subject:** FW: CA4Health Proposal\_Plumas County Public Health Agency

*Act 45143*

Debbie,

Okay, it looks like we're taking a hit on all of the 4 indoor bottle stations that we had planned. We will have the 4 outdoor units though, albeit of different models than we had found.

I doubt that the revised budget will be too time consuming, since we will be deleting items, but we should still make time to figure that out. Let me know what time works best for you – Monday morning won't work for me. I will be sitting in on the Wednesday call, and will let you know about any important details. Thanks!

-Zach

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**From:** Katie Miller [<mailto:Katie.Miller@phi.org>]  
**Sent:** Wednesday, November 27, 2013 10:44 AM  
**To:** Revene, Zach  
**Cc:** Hall, Mimi; Christina Ruano  
**Subject:** RE: CA4Health Proposal\_Plumas County Public Health Agency

*Fiscal year is thru Sept 2014.  
Will only spend 13,617 this year*

Dear Mr. Revene,

Plumas County Public Health Agency has been selected as a new CA4Health awardee. We are pleased to offer you funding in the amount of \$15,000 during this fiscal year to conduct activities proposed in your application regarding Safe Routes to School and sugary beverages/water access.

As a condition of your selection through this opportunity, we are asking you to accept this award at the reduced amount above. CA4Health will be able to provide you with four outdoor bottle filling stations (GlobalTap model GT1300 or similar GlobalTap model). As such, you can eliminate that line item in your budget. To make up the remaining balance, the application review committee suggests you reduce the amount of money allocated toward other supplies and/or investigate ways to leverage community partners for support in making those purchases. If you have any questions about this, please let us know.

**Revised budgets and budget justifications are due back to me and Christina by COB Friday, December 6.**

We will be submitting your budget and budget justification to CDC for their final approval, a process which will take approximately 30 days. We will also be putting you in contact with our strategic leads over the coming days to discuss the work you have proposed and to help get you started.

Please join us for an introductory call on **Wednesday, December 4, from 11am-12pm.**  
Call line: 1-866-551-1530  
Participant: 23896877#

We will be able to answer questions during that call, including any you might have about the CDC review process, next steps, and general budget issues. Please direct any specific budget questions to us by phone or by email so we can address those individually.

We thank you for your strong application and we look forward to working with you in the months to come!



healthy places...healthier lives

**Katie Miller, MPH**

Community Outreach Specialist

California Community Transformation Initiative

Public Health Institute

555 12<sup>th</sup> Street, 10<sup>th</sup> Floor

Oakland, CA 94607

510-285-5584

[Katie.Miller@phi.org](mailto:Katie.Miller@phi.org)



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**From:** Revene, Zach [<mailto:ZachRevene@countyofplumas.com>]

**Sent:** Friday, November 15, 2013 11:58 AM

**To:** Katie Miller

**Cc:** Christina Ruano

**Subject:** CA4Health Proposal\_Plumas County Public Health Agency

Katie and Christina,

Please find attached Plumas County Public Health Agency's application for the CA4Health grant opportunity. You will find all of the documents requested under this announcement attached to this e-mail as pdf's. Please contact Mimi Hall, Project PI, at [mimihall@countyofplumas.com](mailto:mimihall@countyofplumas.com), or (530) 283-6342, with any questions or requests for additional information. You can also respond to me, Zach Revene at this address or (530) 283-6366.

Thank you for your time and consideration.

Best regards,

Zach Revene

Plumas County Public Health Agency

## **MEMORANDUM OF UNDERSTANDING FOR**

### **Plumas County Alcohol and Drug Program Fiscal, Administrative, and Prevention Services**

This Memorandum of Understanding (MOU) between Plumas County Public Health Agency (PCPHA) and the Plumas County Department of Alcohol and Drug Programs (PCADP), is for the purpose of providing fiscal, administrative and prevention services required of County Alcohol and Drug Programs by California Department of Health Care Services..

Both parties recognize that the Plumas County Board of Supervisor approved on August 20, 2013 that PCADP became a stand alone and independent department. Additionally, PCADP currently does not have a permanent director and lacks fiscal, administrative and prevention services staff. As a result, PCPHA, which provided past oversight and implementation of county Alcohol and Drug Programs, has agreed to continue providing certain core activities necessary for the continued administration and provision of county alcohol and drug services in a manner compliant with California Department of Health Care Services and relevant state statute.

It is recognized that this agreement is construed in a manner consistent with the California Health and Safety Code, Federal Law and other applicable laws and regulations.

1. Term of Agreement. This MOU shall be in effect from October 1, 2013 through June 30, 2014 and may be extended for a period of twelve (12) by mutual agreement of both parties. Either party may cancel this MOU with a 30 day written notice to the other party.

#### 2. PCPHA obligations:

- Provide county based fiscal services for PCADP, including but not limited to processing claims, deposits, payroll, tracking expenditures, contract preparation, processing and monitoring, and county budget activities such as preparing budget transfers and supplemental budgets.
- Provide fiscal, programmatic, and cost reporting for PCADP to California Department of Health Care Services, including, but not limited to, monthly and annual Cost Reports.
- Oversee and implement the Plumas County Strategic Prevention Plan approved by California Department of Health Care Services, Division of Substance Use Disorder Services.
- Provide front office reception coverage for PCADP, including answering calls from the public, scheduling appointments, and receiving clients.
- Provide office space, internet service, and use of PCPHA copy and facsimile machines, postage meter, and other office equipment.

#### 3. PCADP obligations:

Acting through the Plumas County Board of Supervisors, the Plumas County Alcohol and Drug Administrator, shall at all times exercise oversight of the assets and operation of PCADP, and PCPHA shall perform the functions described in the MOU to the extent they are



consistent with the policies of the County. The Plumas County Alcohol and Drug Administrator, under direction of the Board of Supervisors, retains the final authority and responsibility regarding the powers, duties, and responsibilities vested in the programs and services of the department of Plumas County Alcohol and Drug Programs. In particular, and without limiting the foregoing, the PCADP shall continue to exercise final approval authority over the following:

- a. PCADP audits and site monitoring visits.
- b. Contractual terms of all PCADP contracts.
- c. Administration and management of PCADP department budget.
- d. Compliance with all relevant County, State, and Federal statutes and regulations.

#### 4. Compensation:

As compensations for services provided to PCADP pursuant to this Agreement, PCADP shall pay PCPHA on a quarterly basis, according to Attachment A, as full compensation for the services.

PCPHA will seek reimbursement for services, according to the budget provided in Attachment A, by providing a detailed invoice with evidence of incurred expenditure by line item.

All payments will be processed upon receipt by PCPHA of an invoice approved by the designated signing authority of PCADP. An approved invoice shall be paid within 30 days of receipt.

5. Notice. Any written notice pursuant to this MOU shall be deemed given when delivered to the following:

Notice to County:

Mimi Hall, Director  
Plumas County Public Health Agency  
270 County Hospital Road, Suite 206  
Quincy, CA 95971

Notice to PCADP

Louise Steenkamp  
Plumas County Alcohol and Drug Program Administrator  
Plumas County Department of Alcohol and Drug Programs  
270 County Hospital Road  
Quincy, CA 95971

In witness hereof, the parties hereto have caused this MOU to be duly executed.

\_\_\_\_\_  
Plumas County Alcohol and Drug Programs

\_\_\_\_\_  
Plumas County Public Health Agency

\_\_\_\_\_  
Agency Authorized Representative

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

FY 2013/14		BUDGET
<p align="center"><b>Alcohol &amp; Drug Fiscal Services Provided by Public Health</b></p> <p align="center"><b>Oct 2013 thru June 2014</b></p>		
<p align="center"><b>Fiscal Staff Time .75 FTE</b></p>		
Personnel		<b>38,015.00</b>
Phones (\$774 annual cost x .75 FTE x .75 (Oct-June))		435.00
Office (\$1,101 annual cost x .75 FTE x .75 (Oct-June))		620.00
Indirect (5% of Personnel)		1,900.00
Office Space rent for two A&D staff (\$1,831 annual cost x 2 staff x .75 (Oct-June))		2,747.00
Services and Supplies		<b>5,702.00</b>
TOTALS		<b>43,717.00</b>

FY 2013/14		BUDGET
<p align="center"><b>Alcohol &amp; Drug Prevention Program Provided by Public Health</b></p> <p align="center"><b>Oct 2013 thru June 2014</b></p>		
<p align="center"><b>Staff Time .71 FTE</b></p>		
Personnel		<b>42,900.00</b>
Phones (\$774 annual cost x .71 FTE x .75 (Oct-June))		412.00
Office (\$1,101 annual cost x .71 FTE x .75 (Oct-June))		586.00
Indirect (5% of Personnel)		2,145.00
Vehicle Maintenance		130.00
Community Outreach		3,904.00
Travel		2,500.00
Services and Supplies		<b>9,677.00</b>
TOTAL		<b>52,577.00</b>

TRANSFER NUMBER  
(Auditor's Use Only)

A. \_\_\_\_\_ Transfer to or from Contingencies  
B. \_\_\_\_\_ Supplemental Budgets (including budget reductions)  
C. **X** \_\_\_\_\_ Transfers to/from or new Fixed Asset, within a 51XXX  
D. \_\_\_\_\_ Transfer within a department, except fixed asset  
E. \_\_\_\_\_ Establish any new account except fixed assets

\$

(A) Extra help personnel did not move to permanent as budgeted.

(B) Overall budget did not change

C	FY 2013/14 expenses
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(D) N/A

Approved by Department Signing Authority: T. H. Johnson

Phie Robinson

Approved/Recommended Disapproved/Not recommended

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

Board Approval Date: \_\_\_\_\_ Agenda Item No. \_\_\_\_\_

Clerk of the Board signature: \_\_\_\_\_

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

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request, they must go to the Auditor/Controller. Original will be kept by Auditor. Copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

SPI - FINANCEPLUS  
 DATE: 01/15/14  
 TIME: 10:52:48

PLUMAS COUNTY  
 DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA21

SELECTION CRITERIA: expledgr.key\_orgn='20640'  
 ACCOUNTING PERIOD: 7/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT  
 TOTALED ON: FUND,DEPT/FUND,1ST SUBTOTAL  
 PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0001 - GENERAL

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
0001-5-31-20640 51000 VETERANS SVC REGULAR WAGES	35,525.52	6,761.60	.00	10,551.35	24,974.17
0001-5-31-20640 51020 VETERANS SVC OTHER WAGES	8,500.00	-4,624.20	.00	12,006.72	-3,506.72
0001-5-31-20640 51060 VETERANS SVC OVERTIME PAY	.00	.00	.00	15.48	-15.48
0001-5-31-20640 51070 VETERANS SVC UNEMPLOYMENT INSU	2,153.89	.00	.00	.00	2,153.89
0001-5-31-20640 51080 VETERANS SVC RETIREMENT	6,630.65	1,003.69	.00	1,147.08	5,483.57
0001-5-31-20640 51081 VETERANS SVC OPEB LIABILITY	696.00	.00	.00	.00	696.00
0001-5-31-20640 51090 VETERANS SVC GROUP INSURANCE	11,911.92	100.00	.00	585.54	11,326.38
0001-5-31-20640 51100 VETERANS SVC FICA/MEDICARE OAS	3,417.70	171.16	.00	1,732.48	1,685.22
0001-5-31-20640 51110 VETERANS SVC COMPENSATION INSU	1,677.00	.00	.00	.00	1,677.00
TOTAL 1ST SUBTOTAL - SALARIES & BENEFITS	70,512.68	3,412.25	.00	26,038.65	44,474.03
0001-5-31-20640 520201 VETERANS SVC PHONE - LAND LIN	1,500.00	39.66	.00	305.03	1,194.97
0001-5-31-20640 520210 VETERANS SVC POSTAGE/SHIP, MA	.00	.00	.00	.00	.00
0001-5-31-20640 520227 VETERANS SVC FOLDERS/FILES/BI	.00	.00	.00	.00	.00
0001-5-31-20640 520233 VETERANS SVC PRINTING SVC/CHR	.00	.00	.00	.00	.00
0001-5-31-20640 520234 VETERANS SVC PRINTER SUPPLIES	.00	.00	.00	.00	.00
0001-5-31-20640 520250 VETERANS SVC COPY MACHINE LEA	.00	.00	.00	.00	.00
0001-5-31-20640 520410 VETERANS SVC SOFTWARE LICENSE	.00	.00	.00	.00	.00
0001-5-31-20640 520411 VETERANS SVC ANN SOFTWARE FEE	.00	.00	.00	.00	.00
0001-5-31-20640 520902 VETERANS SVC VEHICLE MAINTENA	200.00	55.83	.00	55.83	144.17
0001-5-31-20640 521600 VETERANS SVC MEMBERSHIPS/ANNU	1,000.00	.00	.00	1,000.00	.00
0001-5-31-20640 521700 VETERANS SVC MISC EXPENSES	.00	.00	.00	.00	.00
0001-5-31-20640 521800 VETERANS SVC OFFICE EXP	625.00	1.94	.00	250.85	374.15
0001-5-31-20640 523710 VETERANS SVC ANNUAL PUB/REF M	.00	.00	.00	.00	.00
0001-5-31-20640 525000 VETERANS SVC OVERHEAD	.00	.00	.00	.00	.00
0001-5-31-20640 525119 VETERANS SVC LIABILITY SELF-F	545.91	.00	.00	.00	545.91
0001-5-31-20640 525250 VETERANS SVC OUTREACH & OTHER	7,206.00	.00	.00	2,772.30	4,433.70
0001-5-31-20640 527400 VETERANS SVC TRAVEL- IN COUNT	750.00	8.74	.00	8.74	741.26
0001-5-31-20640 527500 VETERANS SVC TRAVEL- OUT OF C	5,500.00	.00	.00	2,652.71	2,847.29
0001-5-31-20640 529500 VETERANS SVC COMPUTER	1,200.00	.00	.00	.00	1,200.00
TOTAL 1ST SUBTOTAL - SERVICES & SUPPLIES	18,526.91	106.17	.00	7,045.46	11,481.45
0001-5-31-20640 570000 VETERANS SVC TRANSFERS IN/OUT	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - TRANSFER OUT	.00	.00	.00	.00	.00
TOTAL DEPT/FUND - VETERANS SVC	89,039.59	3,518.42	.00	33,084.11	55,955.48
TOTAL FUND - GENERAL	89,039.59	3,518.42	.00	33,084.11	55,955.48
TOTAL REPORT	89,039.59	3,518.42	.00	33,084.11	55,955.48

Plumas County Public Health Agency

20640

Projected Salaries for FY 2013-14

Employee Name Last, First	Range & Step	FTE	PP in Step	Pay rate B/W	51000 Regular Wages	51020 Other Wages	51081 OPEB 696	51070 UI 2,154.00	51080 PERS 0.187	51090 Grp. Ins.	51100 FICA-Perm 0.077	51110 W/wC 1,677.00	Total Benefits	Benefit Rate	Total Salaries/Benefits
<b>Veterans Ser Officer</b>															
\$18.42 pr hr	1590E	1.000	17.00	1,473.60	25,051.20		696.00	2154.00	3,498.40	1,600.00	1,928.94	1677.00	10,858.34		36,605.54
Jimmy thru Oct 30th		1.000	7.50	1,440.00		10,800.00					900.00		900.00		11,700.00
Mike payout					3,789.75				143.39	485.54	291.81		920.74		4,710.49
Extra Help Asst. Starting Nov. 3rd		0.600	13.00	1,108.80		8,648.64					665.95		665.95		9,314.59
\$13.86															
<b>GRAND TOTAL SALARIES &amp; BENEFITS</b>		<b>37.5</b>			<b>28,840.95</b>	<b>19,448.64</b>	<b>696.00</b>	<b>2,154.00</b>	<b>3,498.40</b>	<b>1,600.00</b>	<b>1,928.94</b>	<b>1,677.00</b>	<b>13,345.03</b>	<b>46.3%</b>	<b>62,330.62</b>

17

2,000 7500  
8,000

County budget \$ 70,513.00  
Available 8,182.38

Steve's cost  
Dec 29th thru 4e

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: Public Health

Dept. No. 20480 Senior Trans

Date 1/21/2014

The Reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments  
B. ☐ Supplemental Budgets (including budget reductions)  
C. ☒ Transfers to/from or new Fixed Asset, out of a 51XXX  
D. ☒ Transfer within Department, except fixed assets, out of 51XXX  
E. ☐ Establish any new account except fixed assets

Approval Required

Board

Board

Board

GAO Auditor

GAO Auditor

☒ TRANSFER FROM OR

☐ SUPPLEMENTAL REVENUE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0116	20480	51000	Regular Wages	\$ 5,580.00
0116	20480	527380	Non Employee Travel	\$ 200.00
			Total (must equal transfer total)	\$ 5,780.00

☒ TRANSFER TO OR

☐ SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0116	20480	51060	Overtime Pay	\$ 102.00
0116	20480	521800	Office Expense	\$ 200.00
0116	20480	580000	Transfer	\$ 5,478.00
			Total (must equal transfer total)	\$ 5,780.00

Supplemental budget requests require Auditor/Controller's signature

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



FINANCEPLUS  
DATE: 01/21/14  
TIME: 15:21:28

PLUMAS COUNTY  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA21

SELECTION CRITERIA: expldgr.key\_orgn='20480'  
ACCOUNTING PERIOD: 7/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT  
TOTALLED ON: FUND,DEPT/FUND,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0116 - CSA #12 SENIOR TRANS

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
0116-9-99-20480 51000 SENIOR TRANS REGULAR WAGES	141,000.00	7,209.79	.00	62,431.90	78,568.10
0116-9-99-20480 51020 SENIOR TRANS OTHER WAGES	13,569.00	199.50	.00	5,857.83	7,711.17
0116-9-99-20480 51060 SENIOR TRANS OVERTIME PAY	.00	.00	.00	101.04	-101.04
0116-9-99-20480 51070 SENIOR TRANS UNEMPLOYMENT INSU	403.12	201.56	.00	201.56	201.56
0116-9-99-20480 51080 SENIOR TRANS RETIREMENT	23,611.00	930.67	.00	10,681.74	12,929.26
0116-9-99-20480 51090 SENIOR TRANS GROUP INSURANCE	22,715.00	953.15	.00	11,733.19	10,981.81
0116-9-99-20480 51100 SENIOR TRANS FICA/MEDICARE OAS	11,873.00	570.50	.00	5,254.16	6,618.84
0116-9-99-20480 51110 SENIOR TRANS COMPENSATION INSU	3,812.00	.00	.00	.00	3,812.00
0116-9-99-20480 51111 SENIOR TRANS COMPENSATED ABSEN	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - SALARIES & BENEFITS	216,983.12	10,065.17	.00	96,261.42	120,721.70
0116-9-99-20480 520202 SENIOR TRANS CELL PHONE SERVI	1,200.00	93.42	.00	583.05	616.95
0116-9-99-20480 520900 SENIOR TRANS EQUIPMENT MAINTEN	15,000.00	363.21	.00	2,828.85	12,171.15
0116-9-99-20480 521102 SENIOR TRANS FUEL - VEHICLE	24,300.00	1,714.52	.00	8,558.76	15,741.24
0116-9-99-20480 521800 SENIOR TRANS OFFICE EXP	200.00	5.00	.00	95.65	104.35
0116-9-99-20480 524419 SENIOR TRANS DOT EXAM	350.00	.00	.00	.00	350.00
0116-9-99-20480 525000 SENIOR TRANS OVERHEAD	2,881.00	.00	.00	.00	2,881.00
0116-9-99-20480 525119 SENIOR TRANS LIABILITY SELF-F	2,186.46	.00	.00	.00	2,186.46
0116-9-99-20480 527380 SENIOR TRANS NON EMPLOYEE TRA	400.00	.00	.00	.00	400.00
0116-9-99-20480 527400 SENIOR TRANS TRAVEL- IN COUNT	300.00	.00	.00	.00	300.00
TOTAL 1ST SUBTOTAL - SERVICES & SUPPLIES	46,817.46	2,176.15	.00	12,066.31	34,751.15
0116-9-99-20480 580000 SENIOR TRANS TRANSFER	3,767.00	.00	.00	.00	3,767.00
TOTAL 1ST SUBTOTAL - TRANSFERS	3,767.00	.00	.00	.00	3,767.00
TOTAL DEPT/FUND - SENIOR TRANS	267,567.58	12,241.32	.00	108,327.73	159,239.85
TOTAL FUND - CSA #12 SENIOR TRANS	267,567.58	12,241.32	.00	108,327.73	159,239.85
TOTAL REPORT	267,567.58	12,241.32	.00	108,327.73	159,239.85

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: Public Health

Dept. No. 20830 Senior Nutrition

Date 1/21/2014

The Reason for this request is (check one):

- A. ☐ Transfer to/from Contingencies OR between Departments  
B. ☐ Supplemental Budgets (including budget reductions)  
C. ☒ Transfers to/from or new Fixed Asset, out of a 51XXX  
D. ☒ Transfer within Department, except fixed assets, out of 51XXX  
E. ☐ Establish any new account except fixed assets

Approval Required

Board

Board

Board

CAO Auditor

CAO Auditor

☒ **TRANSFER FROM OR**

☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0001N	20830	51000	Regular Wages	\$ 25,021.00
0001N	20830	527400	Travel - In County	\$ 200.00
0001N	20830	527500	Travel - Out of County	\$ 100.00
			Total (must equal transfer total)	\$ 25,321.00

☒ **TRANSFER TO OR**

☐ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0001N	20830	51020	Other Wages	\$ 25,000.00
0001N	20830	51060	Overtime Pay	\$ 21.00
0001N	20830	521800	Office Expense	\$ 300.00
			Total (must equal transfer total)	\$ 25,321.00

Supplemental budget requests require Auditor/Controller's signature

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

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

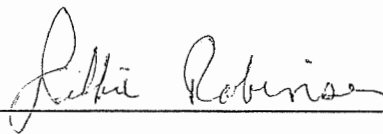
(A) Budgeted for permanent employee that did not happen. Extra help personnel was hired instead, so needing to shift dollars.

(B) Overall budget remains the same.

C FY 2013/14 expenses

(D) N/A

Approved by Department Signing Authority:



\_\_\_\_\_  
Approved/Recommended

\_\_\_\_\_  
Disapproved/Not recommended

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

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

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

Clerk of the Board signature: \_\_\_\_\_

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

Initials \_\_\_\_\_

#### INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request, they must go to the Auditor/Controller. Original will be kept by Auditor. Copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

FINANCEPLUS  
DATE: 01/21/14  
TIME: 15:21:20

PLUMAS COUNTY  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA21

SELECTION CRITERIA: expledgr.key\_orgn='20830'  
ACCOUNTING PERIOD: 7/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT  
TOTALLED ON: FUND,DEPT/FUND,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0001N - SENIOR CITIZENS NUTRITION

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
0001N-5-38-20830 51000 SENIOR SVC-NUTRI REGULAR WAGE	135,499.00	5,769.53	.00	49,538.55	85,960.45
0001N-5-38-20830 51020 SENIOR SVC-NUTRI OTHER WAGES	13,351.00	1,757.38	.00	20,055.42	-6,704.42
0001N-5-38-20830 51060 SENIOR SVC-NUTRI OVERTIME PAY	.00	.00	.00	20.17	-20.17
0001N-5-38-20830 51070 SENIOR SVC-NUTRI UNEMPLOYMENT	1,176.79	588.40	.00	588.40	588.39
0001N-5-38-20830 51080 SENIOR SVC-NUTRI RETIREMENT	22,538.00	661.93	.00	8,509.45	14,028.55
0001N-5-38-20830 51081 SENIOR SVC-NUTRI OPEB LIABILI	3,020.00	.00	.00	.00	3,020.00
0001N-5-38-20830 51090 SENIOR SVC-NUTRI GROUP INSURA	8,211.00	333.18	.00	4,495.29	3,715.71
0001N-5-38-20830 51100 SENIOR SVC-NUTRI FICA/MEDICAR	11,467.00	580.63	.00	5,381.64	6,085.36
0001N-5-38-20830 51110 SENIOR SVC-NUTRI COMPENSATION	10,373.00	.00	.00	.00	10,373.00
TOTAL 1ST SUBTOTAL - SALARIES & BENEFITS	205,635.79	9,691.05	.00	88,588.92	117,046.87
0001N-5-38-20830 520201 SENIOR SVC-NUTRI PHONE - LAN	1,500.00	86.67	.00	588.19	911.81
0001N-5-38-20830 520202 SENIOR SVC-NUTRI CELL PHONE	300.00	23.36	.00	145.77	154.23
0001N-5-38-20830 520300 SENIOR SVC-NUTRI FOOD	112,712.00	5,024.53	.00	59,277.39	53,434.61
0001N-5-38-20830 520400 SENIOR SVC-NUTRI HOUSEHOLD E	25,500.00	1,237.21	.00	11,568.10	13,931.90
0001N-5-38-20830 520407 SENIOR SVC-NUTRI REFUSE DISP	300.00	.00	.00	150.00	150.00
0001N-5-38-20830 520411 SENIOR SVC-NUTRI ANN SOFTWARE	1,040.00	.00	.00	.00	1,040.00
0001N-5-38-20830 520900 SENIOR SVC-NUTRI EQUIPMENT M	4,000.00	36.62	.00	1,770.53	2,229.47
0001N-5-38-20830 521800 SENIOR SVC-NUTRI OFFICE EXP	500.00	78.57	.00	316.35	183.65
0001N-5-38-20830 521900 SENIOR SVC-NUTRI PROFESSIONA	3,000.00	.00	.00	1,450.00	1,550.00
0001N-5-38-20830 521980 SENIOR SVC-NUTRI MEDICAL SER	175.00	.00	.00	.00	175.00
0001N-5-38-20830 524200 SENIOR SVC-NUTRI RENTS/LEASE	7,200.00	.00	.00	3,600.00	3,600.00
0001N-5-38-20830 524226 SENIOR SVC-NUTRI ENVRNMENTL I	807.00	807.00	.00	807.00	.00
0001N-5-38-20830 525000 SENIOR SVC-NUTRI OVERHEAD	.00	.00	.00	.00	.00
0001N-5-38-20830 525119 SENIOR SVC-NUTRI LIABILITY S	1,268.33	.00	.00	.00	1,268.33
0001N-5-38-20830 527380 SENIOR SVC-NUTRI NON EMPLOYE	.00	.00	.00	.00	.00
0001N-5-38-20830 527400 SENIOR SVC-NUTRI TRAVEL- IN	400.00	.00	.00	.00	400.00
0001N-5-38-20830 527500 SENIOR SVC-NUTRI TRAVEL- OUT	300.00	.00	.00	75.53	224.47
0001N-5-38-20830 527802 SENIOR SVC-NUTRI ELECTRIC CH	300.00	.00	.00	150.00	150.00
0001N-5-38-20830 527803 SENIOR SVC-NUTRI PROPANE/OTH	300.00	.00	.00	150.00	150.00
0001N-5-38-20830 529500 SENIOR SVC-NUTRI COMPUTER	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - SERVICES & SUPPLIES	159,602.33	7,293.96	.00	80,048.86	79,553.47
0001N-5-38-20830 540110 SENIOR SVC-NUTRI CAPITAL/BLD	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - FIXED ASSETS	.00	.00	.00	.00	.00
0001N-5-38-20830 570000 SENIOR SVC-NUTRI TRANSFERS I	2,139.72	.00	.00	.00	2,139.72
TOTAL 1ST SUBTOTAL - TRANSFER OUT	2,139.72	.00	.00	.00	2,139.72
0001N-5-38-20830 580000 SENIOR SVC-NUTRI TRANSFER	12,273.00	.00	.00	.00	12,273.00
TOTAL 1ST SUBTOTAL - TRANSFERS	12,273.00	.00	.00	.00	12,273.00

FINANCEPLUS  
DATE: 01/21/14  
TIME: 15:21:20

PLUMAS COUNTY  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXPSTA21

SELECTION CRITERIA: expledgr.key\_orgn='20830'  
ACCOUNTING PERIOD: 7/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT  
TOTALLED ON: FUND,DEPT/FUND,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0001N - SENIOR CITIZENS NUTRITION

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
0001N-5-38-20830 528400 SENIOR SVC-NUTRI CONTINGENCI	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - CONTINGENCY	.00	.00	.00	.00	.00
TOTAL DEPT/FUND - SENIOR SVC-NUTRI	379,650.84	16,985.01	.00	168,637.78	211,013.06
TOTAL FUND - SENIOR CITIZENS NUTRITION	379,650.84	16,985.01	.00	168,637.78	211,013.06
TOTAL REPORT	379,650.84	16,985.01	.00	168,637.78	211,013.06

TRANSFER NUMBER  
(Auditor's Use Only)

Approval Required

A. _____	Transfer to or from Contingencies	Board
B. <u>    X    </u>	Supplemental Budgets (including budget reductions)	Board
C. _____	Transfers to/from or new Fixed Asset, within a 51XXX	Board
D. _____	Transfer within a department, except fixed asset	Auditor
E. _____	Establish any new account except fixed assets	Auditor

TRANSFER FROM OR

X	<u>SUPPLEMENTAL REVENUE ACCOUNTS</u>
---	--------------------------------------

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015P	70566	44141	St. Aid Hlth	\$ 12,020.00
			Total (must equal transfer to total)	\$ 12,020.00

TRANSFER TO OR

X	<u>SUPPLEMENTAL EXPENDITURE ACCOUNTS</u>
---	--

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015P	70566	521900	Professional Ser	\$ 4,925.00
0015P	70566	527500	Travel-Special	\$ 427.00
0015P	70566	524771	Bio Equipment	\$ 6,668.00
			Total (must equal transfer to total)	\$ 12,020.00

Supplemental budget requests require Auditor/Controller's signature

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

§ 1

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

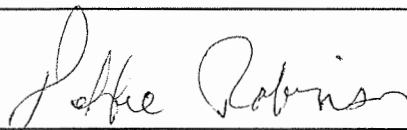
(A) Awarded prior year rollover funds. Budgeting additional expenses and revenue

(B) Supplemental Budget

C FY 2013/14 expenses

(D) N/A

Approved by Department Signing Authority: \_\_\_\_\_



\_\_\_\_\_ Approved/Recommended

\_\_\_\_\_ Disapproved/Not recommended

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

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

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

Clerk of the Board signature: \_\_\_\_\_

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

Initials \_\_\_\_\_

#### INSTRUCTIONS:

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Transfers that are going to be submitted to the Board for approval:

A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

FINANCEPLUS  
DATE: 01/15/14  
TIME: 10:52:08

PLUMAS COUNTY  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA21

SELECTION CRITERIA: expledgr.key\_orgn='70566'  
ACCOUNTING PERIOD: 7/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT  
TOTALLED ON: FUND,DEPT/FUND,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0015P - PUBLIC HLTH EMRG PREPAR

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
0015P-4-24-70566 51000 HLTH- HPP REGULAR WAGES	56,220.00	2,113.53	.00	27,387.29	28,832.71
0015P-4-24-70566 51060 HLTH- HPP OVERTIME PAY	.00	.00	.00	.00	.00
0015P-4-24-70566 51070 HLTH- HPP UNEMPLOYMENT INSURA	33.01	.00	.00	.00	33.01
0015P-4-24-70566 51080 HLTH- HPP RETIREMENT	9,705.00	370.58	.00	4,805.35	4,899.65
0015P-4-24-70566 51081 HLTH- HPP OPEB LIABILITY	577.00	.00	.00	.00	577.00
0015P-4-24-70566 51090 HLTH- HPP GROUP INSURANCE	12,455.00	517.12	.00	6,746.44	5,708.56
0015P-4-24-70566 51100 HLTH- HPP FICA/MEDICARE OASDI	4,520.00	152.57	.00	2,000.50	2,519.50
0015P-4-24-70566 51110 HLTH- HPP COMPENSATION INSURA	460.00	.00	.00	.00	460.00
TOTAL 1ST SUBTOTAL - SALARIES & BENEFITS	83,970.01	3,153.80	.00	40,939.58	43,030.43
0015P-4-24-70566 520200 HLTH- HPP COMMUNICATIONS	.00	.00	.00	.00	.00
0015P-4-24-70566 520201 HLTH- HPP PHONE - LAND LINE	620.00	20.97	.00	226.42	393.58
0015P-4-24-70566 520217 HLTH- HPP SATELLITE PHONES	1,032.00	.00	.00	417.18	614.82
0015P-4-24-70566 521500 HLTH- HPP MEDICAL SUPPLIES	.00	.00	.00	.00	.00
0015P-4-24-70566 521503 HLTH- HPP VACCINE	.00	.00	.00	.00	.00
0015P-4-24-70566 521504 HLTH- HPP PERSCRPTNS/PHARMAC	.00	.00	.00	.00	.00
0015P-4-24-70566 521800 HLTH- HPP OFFICE EXP	596.00	.00	.00	23.70	572.30
0015P-4-24-70566 521900 HLTH- HPP PROFESSIONAL SVC	38,216.32	.00	.00	6,136.96	32,079.36
0015P-4-24-70566 523300 HLTH- HPP EDUCATE MATERIAL/I	.00	.00	.00	.00	.00
0015P-4-24-70566 524771 HLTH- HPP BIOTERRORISM EQUIPME	.00	.00	.00	.00	.00
0015P-4-24-70566 525000 HLTH- HPP OVERHEAD	5,716.00	.00	.00	.00	5,716.00
0015P-4-24-70566 525119 HLTH- HPP LIABILITY SELF-FND	149.76	.00	.00	.00	149.76
0015P-4-24-70566 527380 HLTH- HPP NON EMPLOYEE TRAVE	.00	.00	.00	.00	.00
0015P-4-24-70566 527400 HLTH- HPP TRAVEL- IN COUNTY	427.00	.00	.00	.00	427.00
0015P-4-24-70566 527500 HLTH- HPP TRAVEL- OUT OF COU	3,288.00	116.89	.00	685.47	2,602.53
0015P-4-24-70566 527750 HLTH- HPP IN CNTY HOSTING	226.00	.00	.00	225.16	.84
0015P-4-24-70566 529500 HLTH- HPP COMPUTER	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - SERVICES & SUPPLIES	50,271.08	137.86	.00	7,714.89	42,556.19
0015P-4-24-70566 520216 HLTH- HPP PDA-PRSNL DIGITAL	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - COMMUNICATIONS	.00	.00	.00	.00	.00
0015P-4-24-70566 549122 HLTH- HPP BIOTERRORISM EQUIP	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - FIXED ASSETS	.00	.00	.00	.00	.00
0015P-4-24-70566 570000 HLTH- HPP TRANSFERS IN/OUT--	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - TRANSFER OUT	.00	.00	.00	.00	.00
0015P-4-24-70566 580001 HLTH- HPP TRANSFER	.00	.00	.00	.00	.00
0015P-4-24-70566 580002 HLTH- HPP TRANSFER	2,000.00	.00	.00	.00	2,000.00
TOTAL 1ST SUBTOTAL - TRANSFERS	2,000.00	.00	.00	.00	2,000.00



FINANCEPLUS  
DATE: 01/15/14  
TIME: 10:52:08

PLUMAS COUNTY  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXPSTA21

SELECTION CRITERIA: expledgr.key\_orgn='70566'  
ACCOUNTING PERIOD: 7/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT  
TOTALLED ON: FUND,DEPT/FUND,1ST SUBTOTAL  
PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0015P - PUBLIC HLTH EMRG PREPAR

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
TOTAL DEPT/FUND - HLTH- HPP	136,241.09	3,291.66	.00	48,654.47	87,586.62
TOTAL FUND - PUBLIC HLTH EMRG PREPAR	136,241.09	3,291.66	.00	48,654.47	87,586.62
TOTAL REPORT	136,241.09	3,291.66	.00	48,654.47	87,586.62

- E. The interest earned on moneys in the Federal Fund shall accrue to the benefit of the Federal Fund and shall be expended for the same purposes as other moneys in the Federal Fund.
- F. Any refunds, rebates, credits, or other amounts in the Federal Fund shall accrue to the benefit of the Federal Fund and shall be expended for the same purposes as other moneys in the Federal Fund.
- G. Federal Fund reports will require the LHD and/or Local HPP Entity/City Auditor Controller's or other authorized signature, certifying each report's accuracy and availability of supporting documentation for the State's or the federal government's review.

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act and/or other state statute of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, CDPH shall have no liability to pay any funds whatsoever to LHD and/or Local HPP Entity or to furnish any other considerations under this Agreement and LHD and/or Local HPP Entity shall not be obligated to perform any provisions of this Agreement except as to periods for which funding has been provided.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, CDPH shall have the option to either cancel this Agreement with no liability occurring to CDPH, or offer an Agreement amendment to LHD and/or Local HPP Entity to reflect the reduced amount.

**3. Amounts Payable**

- A. The amount payable under this Agreement shall not exceed:
  - 1. \$109,830, CDC PHEP Base Allocation.
  - 2. \$11,121, CDC PHEP Carry-Forward Amount.
  - 3. \$140,349, HPP Allocation.
  - 4. \$7,912, HPP Carry-Forward Amount
  - 5. \$60,670, State GF Pandemic Influenza Allocation.

**4. Redirection of Funds**

Redirection of funds beyond the 10% line item/budget category allowance require prior approval by CDPH.

COUNTY OF PLUMAS  
REQUEST FOR BUDGET APPROPRIATION TRANSFER  
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER  
(Auditor's Use Only)

Department: **Fed Aid - Health** Dept. No. **70559** Date **1/16/2014**

The Reason for this request is (check one):

- A. ☐ Transfer to or from Contingencies  
B. ☐ Supplemental Budgets (including budget reductions)  
C. ☒ Transfers to/from or new Fixed Asset, within a 51XXX  
D. ☒ Transfer within a department, except fixed asset  
E. ☐ Establish any new account except fixed assets

Approval Required

Board  
Board  
Board  
Auditor  
Auditor

☒ **TRANSFER FROM OR**

☐ **SUPPLEMENTAL REVENUE ACCOUNTS**

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70559	521900	Professional Ser	\$ 2,000.00
0015	70559	51000	Regular Wages	\$ 2,300.00
0015	70559	527380	Non-employee Travel	\$ 33.00
Total (must equal transfer to total)				\$ 4,333.00

☒ **TRANSFER TO OR**

☐ **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70559	530100	Support & Care	\$ 2,000.00
0015	70559	51020	Extra Help	\$ 2,300.00
0015	70559	527750	In County Hosting	\$ 33.00
Total (must equal transfer to total)				\$ 4,333.00

Supplemental budget requests require Auditor/Controller's signature

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

\$ -

In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

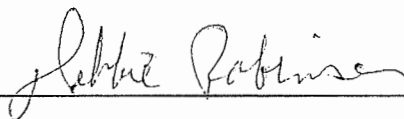
(A) Eliminated permanent employee and replaced with extra help. Revised use of funds

(B) Overall budget did not change

C FY 2013/14 expenses

(D) N/A

Approved by Department Signing Authority:



\_\_\_\_\_ Approved/Recommended

\_\_\_\_\_ Disapproved/Not recommended

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

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

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

Clerk of the Board signature: \_\_\_\_\_

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

Initials \_\_\_\_\_

#### INSTRUCTIONS:

Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request, they must go to the Auditor/Controller. Original will be kept by Auditor. Copies returned to Department after it is entered into the system.

Supplemental transfer must have Auditor/Controllers signature. Auditor/Controller will forward all signed, supplemental transfers to the Board for approval.

If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

Transfers that are going to be submitted to the Board for approval:

A. Must be signed by the Auditor/Controller; if supplemental must be signed by the Auditor/Controller.

FINANCEPLUS  
 DATE: 01/15/14  
 TIME: 10:53:01

PLUMAS COUNTY  
 DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA21

SELECTION CRITERIA: expledgr.key\_orgn='70559'  
 ACCOUNTING PERIOD: 7/14

SORTED BY: FUND,DEPT/FUND,1ST SUBTOTAL,ACCOUNT  
 TOTALED ON: FUND,DEPT/FUND,1ST SUBTOTAL  
 PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0015 - PUBLIC HEALTH

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
0015-4-24-70559 51000 FED AID TL III.(HLTH) REGULAR	48,650.00	2,167.13	.00	24,355.66	24,294.34
0015-4-24-70559 51020 FED AID TL III.(HLTH) OTHER WA	.00	.00	.00	.00	.00
0015-4-24-70559 51060 FED AID TL III.(HLTH) OVERTIME	.00	.00	.00	.00	.00
0015-4-24-70559 51070 FED AID TL III.(HLTH) UNEMPLOY	62.12	.00	.00	.00	62.12
0015-4-24-70559 51080 FED AID TL III.(HLTH) RETIREME	8,780.00	392.86	.00	4,414.81	4,365.19
0015-4-24-70559 51081 FED AID TL III.(HLTH) OPEB LIA	487.00	.00	.00	.00	487.00
0015-4-24-70559 51090 FED AID TL III.(HLTH) GROUP IN	1,995.00	59.38	.00	883.05	1,111.95
0015-4-24-70559 51100 FED AID TL III.(HLTH) FICA/MED	3,848.00	170.34	.00	1,926.45	1,921.55
0015-4-24-70559 51110 FED AID TL III.(HLTH) COMPENSA	866.00	.00	.00	.00	866.00
TOTAL 1ST SUBTOTAL - SALARIES & BENEFITS	64,688.12	2,789.71	.00	31,579.97	33,108.15
0015-4-24-70559 520201 FED AID TL III.(HLTH) PHONE -	560.00	4.97	.00	77.29	482.71
0015-4-24-70559 520250 FED AID TL III.(HLTH) COPY MA	50.00	.00	.00	.00	50.00
0015-4-24-70559 520290 FED AID TL III.(HLTH) POSTAGE	45.00	.00	.00	.00	45.00
0015-4-24-70559 521800 FED AID TL III.(HLTH) OFFICE	432.00	.00	.00	29.54	402.46
0015-4-24-70559 521900 FED AID TL III.(HLTH) PROFESS	190,623.00	5,706.70	.00	58,753.56	131,869.44
0015-4-24-70559 524200 FED AID TL III.(HLTH) RENTS/L	.00	.00	.00	.00	.00
0015-4-24-70559 525000 FED AID TL III.(HLTH) OVERHEA	8,852.00	.00	.00	.00	8,852.00
0015-4-24-70559 525119 FED AID TL III.(HLTH) LIABILI	281.81	.00	.00	.00	281.81
0015-4-24-70559 527380 FED AID TL III.(HLTH) NON EMP	3,925.00	.00	.00	1,385.78	2,539.22
0015-4-24-70559 527400 FED AID TL III.(HLTH) TRAVEL-	340.00	.00	.00	79.10	260.90
0015-4-24-70559 527500 FED AID TL III.(HLTH) TRAVEL-	2,668.00	.00	.00	1,189.73	1,478.27
0015-4-24-70559 527750 FED AID TL III.(HLTH) IN CNTY	.00	.00	.00	32.94	-32.94
TOTAL 1ST SUBTOTAL - SERVICES & SUPPLIES	207,776.81	5,711.67	.00	61,547.94	146,228.87
0015-4-24-70559 530100 FED AID TL III.(HLTH) SUPPORT	13,103.00	.00	.00	3,350.73	9,752.27
TOTAL 1ST SUBTOTAL - OTHER CHARGES	13,103.00	.00	.00	3,350.73	9,752.27
0015-4-24-70559 570000 FED AID TL III.(HLTH) TRANSFE	.00	.00	.00	.00	.00
TOTAL 1ST SUBTOTAL - TRANSFER OUT	.00	.00	.00	.00	.00
TOTAL DEPT/FUND - FED AID TL III.(HLTH)	285,567.93	8,501.38	.00	96,478.64	189,089.29
TOTAL FUND - PUBLIC HEALTH	285,567.93	8,501.38	.00	96,478.64	189,089.29
TOTAL REPORT	285,567.93	8,501.38	.00	96,478.64	189,089.29

## Robinson, Debbie

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**From:** Hall, Les  
**Sent:** Tuesday, January 07, 2014 2:35 PM  
**To:** Robinson, Debbie  
**Cc:** Burnworth, Karla  
**Subject:** RE: Mid Year Budget Revisions

Hi Debbie,

Part B: Moved \$2000 from Sierra County subcontract to Plumas County Support and Care (530100).

*Les Hall*

Management Analyst, MAA/TCM Coordinator  
Plumas County Public Health Agency  
270 County Hospital Road, Suite 206  
Quincy, CA 95971

530-283-6086  
[leshall@countyofplumas.com](mailto:leshall@countyofplumas.com)

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**From:** Robinson, Debbie  
**Sent:** Monday, January 06, 2014 10:17 AM  
**To:** Hall, Les  
**Cc:** Burnworth, Karla  
**Subject:** Mid Year Budget Revisions

I'll be submitting our agency midyear budget revisions sometime in the next month. I have your additional \$20,000 for RW Part B. Do you have any changes that you want done for 70559 Part C?

Debbie Robinson  
Dept Fiscal Officer  
Plumas County Public Health Agency  
(530) 283-6459  
[debbierobinson@countyofplumas.com](mailto:debbierobinson@countyofplumas.com)

70559

## Plumas County Public Health Agency

## Projected Salaries for FY 2013-14

0.13865

Employee Name Last, First	Range & Step	FTE	PP in Step	Pay rate B/W	51000 Regular Wages	51020 Other Wages	OPEB 487.00	51070 UI 62.00	51080 PERS 0.187	51081 OPEB 487.00	51090 Grp. Ins.	51100 FICA-Perm 0.077	51110 W/wC 866.00	51119 Liability 282.00	Total Benefits	Benefit Rate	Total Salaries/Benefits
<b>Burnworth, Karla</b> Program Chief	2325EL3	0.450	26.0	2,886.40	33,770.88		349.14	44.45	6,315.15	349.14	1,080.00	2,683.52	620.86	202.17	11,644.43		45,415.31
			26.00		33,770.88		349.14	44.45	6,315.15	349.14	1,080.00	2,683.52	620.86	202.17	11,644.43	34.5%	45,415.31
<b>Farrar, Liz</b>	2109B	0.100	1.0	1,860.00	186.00		52.40	6.67	34.78	52.40	240.00	32.80	93.18	30.34	542.58		728.58
Step Increase July 25, 2013	2109C	0.100	25.0	1,953.00	4,882.50				913.03			375.95			1,288.98		6,171.48
			26.0		5,068.50		52.40	6.67	947.81	52.40	240.00	408.75	93.18	30.34	1,831.56	36.1%	6,900.06
<b>Gunter, Michael</b>	29.71 per hr	0.050	13.0	2,376.80	1,544.92		15.97	2.03	288.90	15.97	374.76	118.96	28.40	9.25	854.25		2,399.17
HIV Therapist		0.050	13.0	3,565.20		2,317.38						178.44			178.44		2,495.82
			26.00		1,544.92	2,317.38	15.97	2.03	288.90	15.97	374.76	297.40	28.40	9.25	1,032.69	-	4,894.99
<b>Hall, Les</b>	2127E	0.125	26.0	2,068.00	6,721.00		69.49	8.85	938.59	69.49	300.00	517.52	123.56	40.24	2,067.72		8,788.72
			26.00		6,721.00	-	69.49	8.85	938.59	69.49	300.00	517.52	123.56	40.24	2,067.72	-	8,788.72
GRAND TOTAL SALARIES & BENEFITS					47,105.30	2,317.38	487.00	62.00	8,490.45	487.00	1,994.76	3,907.19	866.00	282.00	16,576.40		65,999.08

(1,146.08)

65,999.08

\$ 15,068.00 1-3rd Qtr each  
 16,231.00 4th Qtr  
 \$ 61,417.00  
 4,582.08

Budget as of  
 Dec 18<sup>th</sup> 48,650.  
 487. 62.12 8780. 1995.  
 487. 3848. 866. 281.81

4F

AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN PLUMAS COUNTY LITERACY AND  
CATHY RAHMEYER REPRESENTING  
HIGH SIERRA GRANTS, LLC

THIS AGREEMENT FOR PROFESSIONAL SERVICES is made and entered between the County of Plumas, a political sub-division of the State of California by and through its Literacy Program, herein after referred to as "Agency" and Cathy Rahmeyer, an individual and owner and operator of High Sierra Grants, LLC herein after referred to as "Contractor".

WHEREAS, the Agency herein desires to engage the Contractor to perform certain technical and professional services as detailed in Exhibit A "Scope of Work".

WHEREAS, Contractor desires to accept such engagement.

NOW THEREFORE, the parties agree to the following terms and conditions:

I. Term of Contract

This Agreement shall be effective as of November 1<sup>st</sup>, 2013 to October 31<sup>st</sup>, 2014 unless terminated by either party as outlined in Section IX "Termination". The terms of the Agreement may be extended at any time with the mutual agreement of the parties.

II. Description of Work

Exhibit A, Scope of Work, which is attached hereto and incorporated herein by reference, describes the detail of the work to be performed by the Contractor.

III. Compensation

Contractor services shall cover a period of twelve months and may be extended at any time with the written agreement of all parties. Total compensation for performance of the duties outlined in Exhibit A is not to exceed \$7,500.00. This amount equals 100 hours @ \$75.00 per hour to be performed as determined by the Agency's Program Manager. A deposit in the sum of \$2,500 will be provided upon signing of contract, which will cover the first 33 1/3 hours of work. Should the amount worked during the contract term total less than 33 1/3 hours, Contractor shall refund the difference at a rate of \$75 per hour not worked. Contractor shall invoice Agency on a monthly basis for work in excess of 33 1/3 hours. Contractor will create a database of grant submissions and successes during the course of this agreement. Contractor is responsible for setting own work schedule and will be available for local meetings as desired by Agency. The cost of travel, postage and unusual office expenses are considered deductible expenses as a part of this agreement and will be billed at the standard federal rates.



#### IV. Data Provided to Contractor

Agency shall provide to Contractor, without charge, all information necessary to perform under the terms of this Agreement. Such information may include data, reports, lists, records, maps, photographs, and other information now existing, available, or which can be created within a reasonable period of time, which may facilitate the timely performance of the work described in the Scope of Work. Agency shall cooperate in a reasonable manner with Contractor in the delivery of the work prescribed by this Agreement.

#### V. Ownership of Documents

All brochures, forms, surveys, reports, studies, plans, maps, documents, etc., prepared by Contractor in the course of performing the work required by this Agreement shall be the property of the Agency. Contractor may make and retain copies of documents prepared or obtained pursuant to this Agreement, provided however that any such documents designated as confidential by the Agency shall not be disclosed to any person without Agency's prior written consent.

#### VI. Independent Contractor

Contractor shall perform under the terms and conditions of this agreement as an Independent Contractor. Contractor and its officers, agents and employees are not, and shall not be deemed, Agency employees for any purpose. Contractor shall be solely responsible for the salaries and other applicable benefits, including Workers Compensation, of all of Contractor's employees performing under this Agreement. Contractor shall, at its own risk and expense, determine the method and manner by which duties imposed on Contractor by this Agreement shall be performed. Agency may monitor the work performed by Contractor.

#### VII. Insurance

Comprehensive Automobile Liability Insurance: Contractor shall obtain and maintain, during the term of this Agreement, a Comprehensive Automobile Liability Insurance Policy (Bodily Injury and Property Damage) on all vehicles used in conjunction with Contractor's business of not less than three-hundred thousand dollars (\$300,000.00) combined single limit per occurrence. Contractor shall also maintain a one million dollar (\$1,000,000.00) general liability policy covering the scope of said services. In the event Contractor employs any other persons, Contractor agrees to carry Worker's Compensation insurance as required by applicable state law.

Insurance coverage referenced herein shall be evidenced by a Certificate of Coverage, which shall be filed with the Agency upon request prior to commencement of performance of duties. Agency shall be given no less than thirty (30) days prior written notice of any nonrenewal, cancellation, other termination or material change.

VIII. Indemnification

Contractor agrees to defend, indemnify, and hold harmless Agency, its officers, agents and employees, from and against all claims, damages, losses, and expenses, including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent or willful act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by sole negligence, or willful misconduct of Agency.

IX. Termination

The parties of this Agreement may terminate this Agreement at any time without cause by giving thirty (30) days prior written notice to second party of such termination and specifying the effective date thereof. In the event this Agreement is terminated, Agency shall pay to Contractor for all time and out-of-pocket related expenses incurred up until the time of termination, and Contractor shall refund any unearned portion of the deposit in accordance with Paragraph III of this Agreement.

X. Third Party Beneficiaries

Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in third parties.

XI. Assignment and Assumption

Neither party shall assign any of its interests under this Agreement to any other entity without the prior written consent of the other party. Any unauthorized assignment shall be void.

XII. Waiver

Any waiver by Contractor or the Agency of any obligation in this Agreement must be in writing. Either party to take action on any breach or default of the other party will imply no waiver from any delay or failure or to pursue any remedy allowed under this Agreement or under applicable law. Consent by a party to any act or omission by the other party shall not be construed to be consent to any other or subsequent act or omission or to waive the requirement for the party's written consent to future waivers.

XIII. Integration

This Agreement contains the entire agreement of the parties and supersedes any and all prior negotiations.

XIV. Amendments and Modifications

Any amendments or modifications to this Agreement must be in writing, and shall be adopted only if executed by both the Agency and Contractor.

XV. Severability

Every provision of this Agreement is intended to be severable. If a court of competent jurisdiction shall hold any provision of this Agreement invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired.

XVI. Governing Law

This Agreement shall be interpreted under and governed by the laws of the State of California, except for those provisions relating to choice of law or those provisions preempted by federal law, and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Plumas.

XVII. Resolution of Disputes

Should any dispute arise between the parties concerning the terms of this Agreement, the parties agree to meet and attempt to amicably resolve the dispute by informal mediation. Such mediation will be held no later than fifteen (15) days after one party receives written notice from another party stating the disputed issues, and presenting a proposed resolution to the dispute. This Agreement will remain in effect during the dispute resolution process, unless it expires or is terminated pursuant to the terms of this Agreement.

If mediation does not resolve a dispute between the parties, each party may pursue whatever legal and/or equitable remedies are available.

XVIII. PARTIES AND REPRESENTATIVES OF THIS AGREEMENT

- A. Agency  
County of Plumas  
Jon Kennedy, Purchasing Agent  
520 Main Street  
Quincy, CA 95971  
Phone: (530) 283-6170
- B. Contractor  
Cathy Rahmeyer, High Sierra Grants, LLC  
618 Jackson Street – P. O. Box 3198  
Quincy, CA 95971  
Phone: (530) 283-5644  
Fax: (530) 283-3155

Formal notices, demands and communications to be given hereunder by either party shall be made in writing and may be affected by personal delivery or by first-class, postage-prepaid mail.

If the names of the principal representative designated to receive notices, demands, or communications or the address of such person is changed, written notice shall be given within ten (10) working days of said change.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their representative officers thereunto duly authorized.

Agency \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name Title

Contractor \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name Title

Approved as to form:

Stephen J. Marshall 1/29/14  
COUNTY COUNSEL, Deputy

**Exhibit A**  
**Scope of Work**  
**Plumas County Literacy**


- Works closely with Plumas County Literacy in seeking desired federal, state and local, foundation and corporate grant funding, and any other funding deemed appropriate by the Agency. The Program Manager will give consent before the performance of work completed by Contractor including research, writing, grant reporting, and other activities as requested.
- Provides initial agency assessment and grant research to identify funders most closely aligned with Agency's current and expanded needs and/or to meet long-term sustainability.
- Develops and oversees framework and implementation strategies to identify, cultivate and secure federal, state, local, and corporate and foundation grants.
- Researches, designs new programs and writes selected federal, state, local, corporate or foundation grant proposals as selected and approved by Plumas County Literacy.
- Assists in developing local partnerships to expand program opportunities.
- Reviews and researches best practices in relation to proposed program funding.
- Ensures in assisting for the timely submission of all new and renewed grant proposals and annual funding reports as desired by Agency.
- Prepares and delivers presentations as requested to the Plumas County Literacy staff regarding proposed and received funding.
- Carries out administrative responsibilities as needed, including: developing and implementing performance plan objectives and budgets for federal, state, local, corporate and individual foundation grant programs; updating and maintaining master tracking calendar.
- Sets independent work schedule and required meeting schedule with Plumas County Literacy Program Manager and staff.
- Assists Plumas County Literacy in building program capacity and long-term sustainability for all agency projects and programs.
- Performs other duties and special projects, as requested/assigned, by Plumas County Literacy.



**Plumas-Sierra  
Community  
Food Council  
Strategic Plan**

**2013**





*Plumas-Sierra Community Food Council*

*Written By Tom Neill, Dorette English, Kristi  
Jamason, Elizabeth Powell and Zachary Revene*

*Photography by Kristi Jamason, Cody Reed,  
Digging In, Sundberg Growers, Dorette English,  
Transition Quincy and others*

*Published in 2013 by  
Plumas-Sierra Community Food Council*

*This publication is provided for general  
information as a living document intended to  
be updated in the future.*

# **Plumas-Sierra Community Food Council Strategic Plan 2013**

## **Acknowledgements**

We would like to acknowledge the sizable contribution of leadership, skills and community strengthening on the part of Elizabeth Powell and the support of Plumas Rural Services for initiating the formation of the Plumas-Sierra Community Food Council and their forward thinking in addressing food security and food system development in Plumas, Lassen and Sierra counties.

This strategic plan could not have been written without the assistance and participation of many people, a few of whom are listed below. For their expertise and insight in facilitating planning sessions, many thanks to Tom Neill of Women's Mountain Passages and Tiffany Nurrenbern of Roots of Change.

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Pamela Noel, Transition Quincy

Tiffany Nurrenbern, Roots of Change.

Tom Neill, Women's Mountain Passages

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## Executive Summary

The Plumas-Sierra Community Food Council (the Council) seeks to increase community access to healthy food through active development of the local food system. Participation by a diverse group of community stakeholders ensures that the work of the Council addresses multiple community needs in Plumas and Sierra counties. This strategic plan outlines the issues that the Council works to address, our work to date, and our action plan for future activities.

The Plumas-Sierra Community Food Council is committed to improving food security in Plumas and Sierra counties. Our mission is to increase community resiliency by fostering vibrant local agriculture and increasing access to healthy food for everyone in the Plumas-Sierra region. We believe that all residents should have access to food and education that supports and inspires healthy lifestyles. We will accomplish these ideals by raising awareness in our communities about the accessibility and benefit of local agricultural production, and ensuring that this production is resilient in the event of natural disaster, market fluctuation, and other challenges.



To document conditions in the region, Council partners assessed trends in food security through the Mountain Community Food Security Assessment for Plumas and Lassen counties. The results of this assessment informed the activities of the Mountain Bounty Project, which focused on providing increased education and access to healthy foods regionally. The Council provided food policy language for the Plumas County General Plan, improved the supply chain increasing the quantity and quality of healthy food to local food pantries, and gauged the interest of commercial food buyers to purchase locally produced food.

Food Security is compromised by a variety of factors. Demographically, Plumas and Sierra counties experience higher than average rates of unemployment, and employment opportunities are limited. In Plumas County, the highest unemployment spike in recent years was 22 percent in February 2010. Although these two rural county populations are declining in number, the amount of CalFresh (formerly Food Stamps) open cases continues to increase. Senior Nutrition Programs provide vital services to an increasing aging population. Local food production is currently limited, and the majority of food is imported and made available in a small number of conventional grocery store outlets. Travel distance in this sparsely populated and mountainous region, and limited public transportation options, often hinder the ability of residents to access healthy food.

The Plumas-Sierra Community Food Council seeks to address these challenges. An Action Plan has been developed to focus Council activities and nurture collaborative partnerships to effect positive change in Plumas and Sierra counties and the regional food systems. Proposed actions include increasing the viability of local agriculture by identifying available arable land, and identifying strategies and actions to improve the supply chain. Education about food, nutrition, and local agriculture will be promoted and disseminated through local publications, collaborative partnerships with educators and others, and contact with producers and consumers. Policy and planning will be addressed through research, advocacy and contact with regional decision makers. Advocacy will focus on the local and regional food systems. Capacity to improve local food systems will be maintained through regular meetings of the Council, and the convening of semi-annual local food summits.

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## Background

The Council was first organized and convened in 2007 by Plumas Rural Services, a nonprofit corporation, to address food security concerns in Lassen and Plumas counties. The initial members and participants assisted in collection of data and reviewed the Mountain Community Food Security Assessment for Plumas and Lassen counties. The Assessment process, developed with United States Department of Agriculture's (USDA) Community Food Project program funds, entailed a year-long series of participatory events including community forums, focus groups, and survey administration.

**COMMUNITY FOOD SECURITY** is a condition in which all community residents obtain a safe, culturally acceptable, nutritionally adequate diet through a sustainable food system that maximizes community self-reliance and social justice.

*-Mike Hamm and Anne Bellows,  
Community Food Security Coalition*

The Assessment<sup>1</sup> findings revealed that many families in the area struggle with food insecurity and experience hunger on a regular basis. In response, the Council established three priorities to improve food security across the region that were included in the Assessment's recommendations.

### Food Security Priority Areas

- Increasing **accessibility and affordability** of quality food, especially for low-income community members;
- Increasing **educational opportunities** on food production, preparation and preservation; and
- Increasing the **financial viability of local farms, gardens and ranches**.

### Mountain Bounty Project

To address the Priority Areas and initiate a response to the Assessment, Plumas Rural Services implemented the Mountain Bounty Project to increase regional food security. The Mountain Bounty Project supported with a three-year USDA grant utilized a multi-pronged approach which included:

- Regional educational workshops on cultivating, preparing, and preserving foods;
- Coordination of Think Local First marketing efforts;
- Production of an annual Local Food & Ag Guide;
- Developed and expanded school and community gardens;
- Created multi-producer High Altitude Harvest CSA (Community Supported Agriculture) operation;
- And provided coordination for the Council.

### Additional Activities and Accomplishments

In the years since its formation in 2007, the Community Council:

- Contributed extensive policy language to the Plumas County General Plan update on the topics of agriculture, local food systems and related planning concepts.
- Facilitated conversations between local food pantries and the Food Bank of Northern Nevada that led to the creation of a more efficient monthly delivery and pick-up system.
- In 2011, conducted a preliminary Institutional Buying Survey to gauge local cafeteria and restaurant interest in purchasing produce from local farmers.



<sup>1</sup> The entire Assessment can be found at <http://bit.ly/Mountainfoodsecurityassessment2008>

- Evaluated the potential for farm-to-institution linkages in Plumas County with Council participants conducting surveys of local produce growers to estimate available supply, and of local cafeterias and restaurants to identify barriers to purchasing locally grown food and potential demand.
- The Institutional Buying Survey and additional research identified the following needs:
  - Farmer Training/Farm Incubation: Increased local produce production (total volume, number of growers and length of growing season)
  - Distribution Center: Development of a distribution system or aggregation hub that would consolidate local produce and provide one convenient point of contact for institutions to purchase safe, clean, locally grown foods.
- The Council incorporated Sierra County, becoming the Plumas-Sierra Community Food Council in 2012.

### Current Status

In 2013, the Plumas-Sierra Community Food Council continues its focus on improving community food security through advocacy, policy, and grassroots programs that shape the region's food system and the health of its residents. The Council's work related to shaping the regional food system is grounded in efforts to reestablishing locally produced food supply chains in Plumas and Sierra counties with the added potential for related economic development. With political support and economic incentive, we believe this is possible even with the challenges of a high altitude climate.

The Council includes stakeholders representing diverse interests in Plumas and Sierra Counties including vegetable, grain and meat producers; Environmental Health and Public Health; non-profits; Feather River College; Social Services; food pantries; Head Start; and others (see Appendix).



There are four standing independent work groups networking and coordinating efforts through the Council. The standing work groups are:

- Policy and Regulation,
- Farmer Education and Economic Development (FEED),
- Team Zero (Home scale food production), and
- Youth Education.

To be transparent in its structure, activities and purpose, the Plumas-Sierra Community Food Council membership created this Strategic Plan for communication about planned collaborative activities to improve the regional food system.

To accomplish its mission, the Council embraces a multi-strategy approach that includes local infrastructure improvement for agricultural production, consumer and producer education, and policy development. Activities include promoting projects and policies to increase the viability of local agriculture, social equity, healthy food availability, and food, nutrition and agricultural education.

The Council utilizes on-the-ground projects as well as research and advocacy for regulations and policies that are friendly to locally-based food systems, and develops policy recommendations when needed. The group strives to foster collaboration and diverse community participation of food system stakeholders, including nonprofit organizations, government agencies, educators, grassroots groups, individuals, local business owners and agricultural producers.

## Mission

The mission of the Plumas-Sierra Community Food Council is to increase community resiliency by fostering vibrant local agriculture and increasing access to healthy food for everyone in the Plumas-Sierra region.

## Vision

The vision of the Plumas-Sierra Community Food Council is a thriving local food system in which:

- Community members value and actively support local agricultural production;
- All residents have access to food and education that supports and inspires healthy lifestyles;
- A diversity of local food production is sustained, including family farms and ranches, community and school gardens, and home-scale growing;
- The percentage of locally grown food being consumed steadily increases; and
- Our food supply is resilient in the event of natural disasters, changes in global markets, and other challenges.

## Core Values

The core values of the Plumas-Sierra Community Food Council are as follows:

- A. All residents should have access to healthy food
- B. We value the work of farmers
- C. We value a culture of food in which residents have an understanding and appreciation of food and where it comes from.
- D. We value the role of education in creating sustainable food systems and empowering people to make informed choices.

## Context for Strategic Action

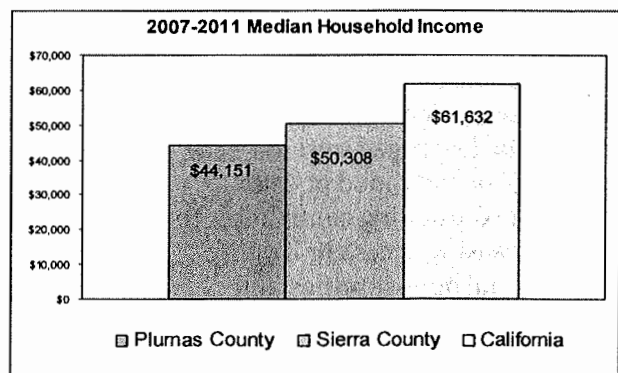
### *Needs Assessment and Demographic Profile*

This section presents a summary of demographics and socioeconomic conditions related to food security, consumption and production in Plumas and Sierra counties. This profile highlights needs and assets considered to provide the background context for the 2013 Strategic Plan.

### *Demographics*

#### Population

Since 2000, Plumas and Sierra counties have experienced a population decline of -6.8 percent in Plumas County, population 19,399 (2012) and -14.8 percent in Sierra County, population 3,086 (2012) according to the US Census (2013). During the same period, California's population has increased by 12.3 percent. There are vulnerable populations with characteristics and situations that increase their risk for food in-security including: the federally recognized and unrecognized Maidu Indian population and other local tribal members (3.1 % of the population), Adults over 60 (30.4% of the population), Hispanic population (8.5 %), Social Economic Status (SES) below federal poverty level





(12.1 % ),<sup>2</sup>Veterans (11.8 % of the population),<sup>3</sup> adults experiencing food insecurity (35.8% of adults)<sup>4</sup> and those under the supervision of the correctional system ( 5% of the population).

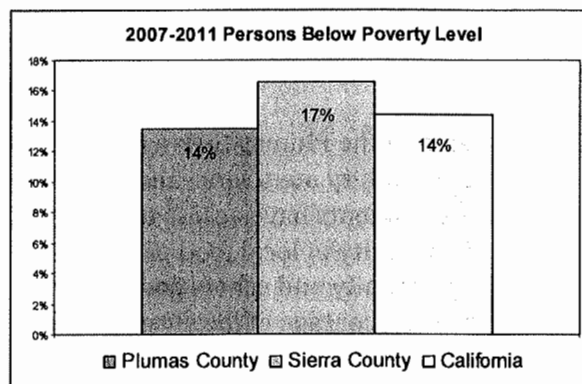
Chart Source: <http://quickfacts.census.gov/qfd/states/06/06063.html>

### Household Income and Poverty

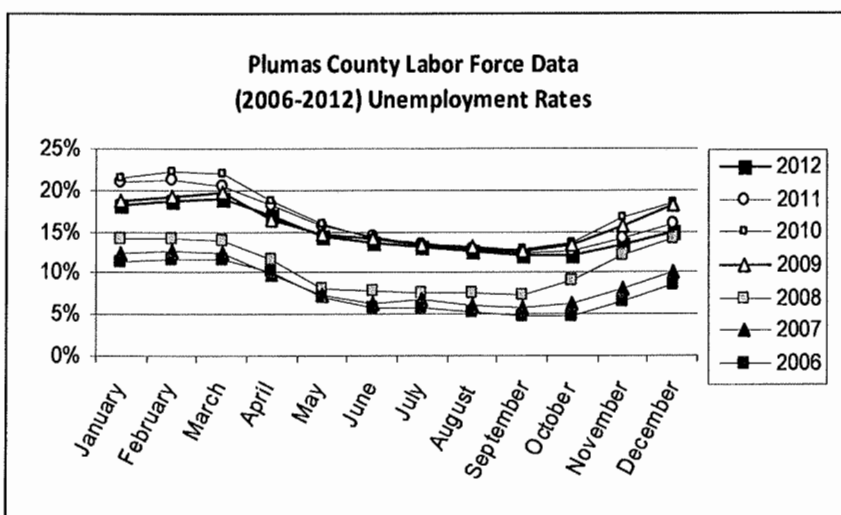
For the period of 2007-2011, median household income in Plumas County was 28 percent less than the California average and that of Sierra County was 18 percent less than the state average. From 2007-2011, the percentage of persons living below poverty in Plumas County is 0.9 percent less than the state's average, while the Sierra County percentage is 2.2 percent higher than California's average.

Chart Source:

<http://quickfacts.census.gov/qfd/states/06/06063.html>



### Employment Trends



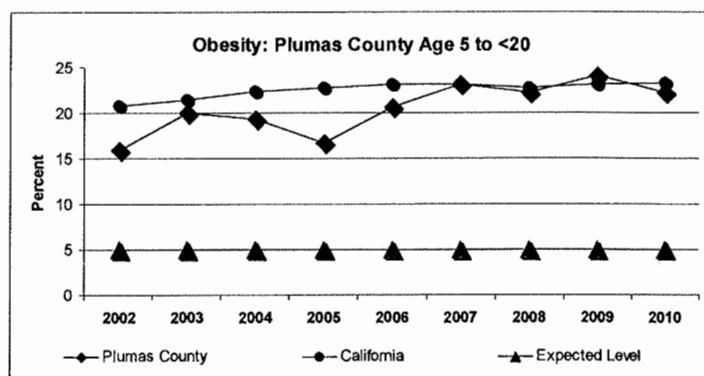
According to the California Employment Development Department (EDD), Plumas County had a 14.9 percent average unemployment rate during 2012 with a high of 19 percent in March. California unemployment rate for 2012 was 10.5 percent (4.4 percent less than the Plumas County average). High unemployment directly affects the ability of Plumas County families to provide regular, healthy meals to their families.

Chart Source:

<http://www.labormarketinfo.edd.ca.gov/cgi/dataanalysis/labForceReport.asp?menuchoice=LABFORCE>

### Health and Wellness

Obesity is prevalent in Plumas County peaking at 24 percent for children aged 5 to <20 in 2009. Numerous Food System elements contribute to and can be leveraged to reduce the high level of childhood obesity. Vegetable Gardening contributes to both increasing access to healthy foods, social opportunities and increased physical activity.



<sup>2</sup> <http://quickfacts.census.gov/qfd/states/06/06063.html>

<sup>3</sup> [http://www.va.gov/vetdata/Veteran\\_Population.asp](http://www.va.gov/vetdata/Veteran_Population.asp)

<sup>4</sup> California Food Policy Council/California Health Interview Survey(CHIS 2007)

In 2009 Sierra County had an adult obesity rate of 23.9 percent and diabetes rate of 8.9 percent, while Plumas had an adult obesity rate of 24.1 percent and diabetes rate of 8.9 percent.<sup>5</sup>

Obesity is associated with access to healthy foods and other food security issues, as well as current social-economic indicators such as food stamp caseload, poverty, and under-employment, as well as to the historic socio-economic events that have resulted in long term decreased employment opportunities, indigenous people isolated from traditional natural food resources and cultural health practices, and high risk employment found in the wildfire suppression, construction and the timber industries.

Chart Source: CDC Pediatric Nutrition Surveillance System (PedNSS) Data, 2000-2009. (Accessed 11/29/12).  
[www.dhcs.ca.gov/services/chdp/Pages/PedNSS2009.aspx](http://www.dhcs.ca.gov/services/chdp/Pages/PedNSS2009.aspx)

### Food Security And Economic Forces

Based on the 2007 Mountain Food Security Project Needs Assessment for Plumas and Lassen counties:

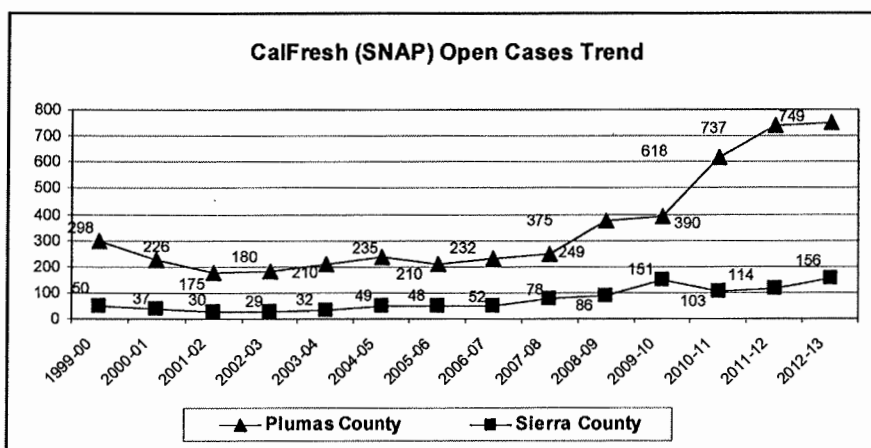
- 68 percent of low-income respondents surveyed said they sometimes or often could not afford to buy fresh fruits and vegetables every week.
- 30 percent of low-income adults surveyed hadn't eaten for a whole day during the previous 12 months because they didn't have enough money for food.
- 14 percent of surveyed low-income families with children said that their children didn't eat for a whole day within the previous 12 months because there wasn't enough money for food.

According to Feeding America's "Map the Meal" Gap Study, 17.6 percent of Plumas County's population and 16.5 percent of Sierra County's was food-insecure in 2011. The rate of food insecurity for children was much higher with Plumas at 26.9 percent and Sierra at 29.2 percent. In both counties, the cost of food is higher than the national average (See Appendix A).

### ***Retail and Subsidized Food Consumption***

#### CalFresh –Supplemental Nutrition Assistance Program (SNAP)

CalFresh participation by eligible people provides health and social indicators for food security.



Plumas County Social Services has seen the number of open Cal Fresh cases grow from 2008 to the present. This indicates that Plumas County families are struggling to make ends meet and provide healthy food for their families. The recent elimination of using personal assets as an eligibility test allowed more individuals and families to have access to CalFresh

without liquidating personal assets and property during periods of food insecurity.

<sup>5</sup> United States Department of Agriculture. *Food Environment Atlas*. <http://www.ers.usda.gov/data-products/food-environment-atlas/go-to-the-atlas.aspx>

CalFresh was previously known as Food Stamps referencing the unique paper stamps or vouchers used to purchase food. CalFresh now utilizes an electronic benefit card similar to a credit card,



reducing stigmatization of participants. Yet, stigma, misinformation about eligibility, and the past history of a formerly daunting application process that involved mandatory fingerprinting, continue to hinder CalFresh participation. In 2011, state leaders made several policy changes to CalFresh which eliminated excessive paperwork and removed mandatory trips to the local county administrative office in order to receive benefits.<sup>6</sup>

***CalFresh dollars may be used to purchase edible vegetable and fruit plants, and seeds, encouraging home and community gardening to increase access to healthy foods.***

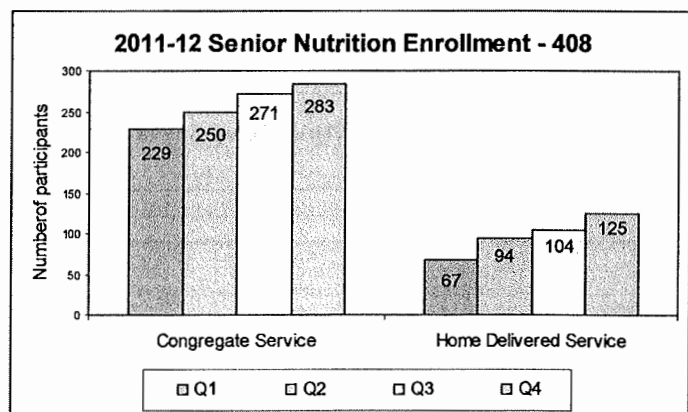
An analysis by the California Food Policy Advocates (CFPA) estimates that CalFresh use in 2011 among low-income individuals who may be eligible ranks Plumas County at 45th out of California's 58 counties. According to CFPA, if CalFresh reached all of the eligible low-income individuals in Plumas County, an estimated \$1.77 million in additional federally funded nutrition benefits would be received by local residents each year. Those benefits would potentially result in \$3.16 million in additional economic activity.<sup>7</sup>

Plumas Unified School District/ Plumas County Office of Education (PUSD/PCOE) teamed up with Plumas County Social Services and the Public Health Agency to update the local 2013-14 National School Lunch Program (NSLP) application for free and reduced-price meals "Express Lane Eligibility" section. The changes offer parents the options to not only apply for Medi-Cal, but also CalFresh with less paperwork. The Express Lane Eligibility options may be expanded statewide in the near future.

#### Plumas County Senior Nutrition Program and Senior Food Access

The Plumas County Senior Nutrition Program, a division of the Plumas County Public Health Agency, had a total enrollment of 408 individuals in 2011-12. In 2011-12, the Senior Nutrition program served 45,365 meals in nutrition sites and by home delivery across Plumas County.

Most who participated are regular customers. When customers do not attend regularly, they cited reasons such as access, no transportation to and from the site, weather, illness, and the menu.

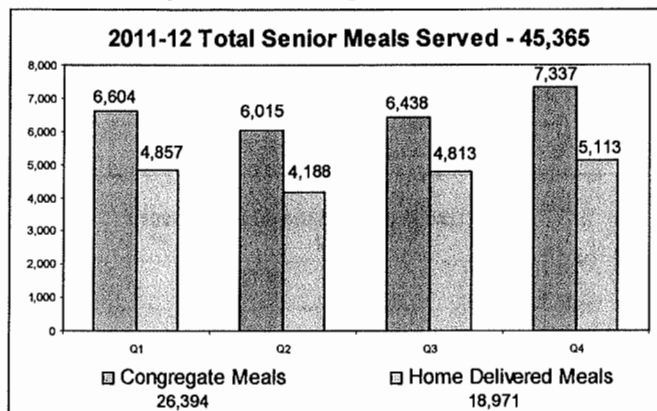


<sup>6</sup> UCLA Center for Health Policy Research 2012, accessed 9/13/13.

<http://healthpolicy.ucla.edu/publications/Documents/PDF/FoodPBrevised7-11-12.pdf>

<sup>7</sup> California Food Policy Advocates. <http://cfpa.net/lost-dollars-empty-plates-2013>

Plumas County Senior Transportation Services provides transportation to and from the sites and home delivery of the meals prepared by the Nutrition program reaching 125 individuals in 2011-



12. A donation of \$2.50 per meal is suggested for those 60 and over, and \$6 from those under 60.

Senior Nutrition sites located in Chester, Quincy, Portola and Greenville serve meals five days a week and once a week in Blairsden.

Tax revenue shortfalls resulted in a \$100,000 cut in Plumas County General Fund revenue to the Senior Nutrition and Transportation programs in 2012-13. This

resulted in elimination of the kitchen and cooking staff at the Indian Valley site. The Quincy provided cooking and transported meals to the Greenville Senior Nutrition site and home delivery customers.

#### National Free or Reduced Price Meal Program

In 2012, 46.8 percent of Plumas County school children and 48.8 percent of Sierra County school children were eligible for the Free or Reduced Price Meal Program (FRPM). The program provides adequate nutrition for students from low-income households. Food insecurity among low-income students is decreased, which can improve students' physical health (including obesity), behavior, school performance, and cognitive development, research suggests.

Student eligibility for the FRPM program serves as a proxy measure of family poverty, as the federal poverty threshold tends to underestimate the extent of poverty, particularly in high cost areas. Research indicates that families in California can earn two or more times the federal poverty level and still struggle to meet their basic needs. A child's family income must fall below 130 percent of the federal poverty guidelines (\$29,055 for a family of four in 2011-2012) to qualify for free meals, or below 185 percent of the federal poverty guidelines (\$41,348 for a family of four in 2011-2012) to qualify for reduced cost meals.).<sup>8</sup>

#### Women's, Infants, and Children (WIC) Program

WIC in Plumas and Sierra counties serves families that are at or below 185 percent of the poverty level, pregnant women and postpartum women, infants, and children up to the age of five. The set caseload that WIC can serve is 475 in Plumas County and 80 in Sierra. In 2012-13, both counties were serving approximately 85 percent of their caseload: Plumas serves 385 and Sierra serves 65. In 2011, there were only a couple of months that the number of clients exceeded the set caseload.

The WIC food package includes a monthly check for a \$10 cash value to buy either fresh, frozen or canned fruits or vegetables. The only thing excluded is white potatoes (not enough nutritional content). In addition, participants receive a new check for 1 pound of a whole grain food (100% whole wheat bread, whole wheat tortillas, brown rice, or oatmeal).

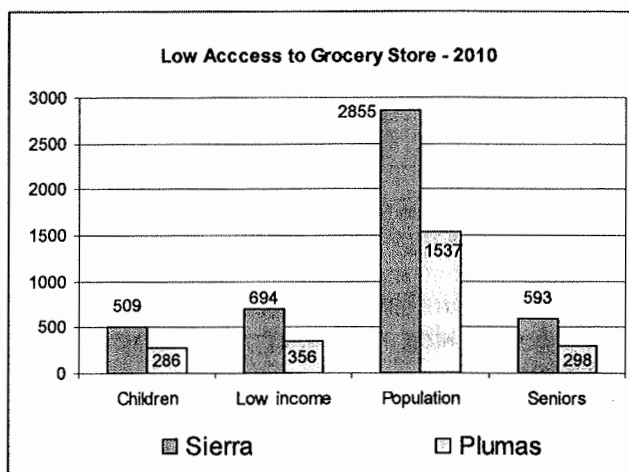
<sup>8</sup> KidsData.Org <http://www.kidsdata.org/data/topic/dashboard.aspx?cat=39>

WIC also gives a coupon booklet worth \$20 for fruits and vegetables for the Quincy Farmer's Market when it is open. The WIC clients that live outside of Quincy may have difficulty getting to the Farmer's Market because of geographic distance and transportation. The rest of the monthly WIC food package checks are for milk, cheese, eggs, cereal, peanut butter, beans and juice. The total cash value is about \$85 a month for a pregnant woman and about \$65 a month for a child.

### Access to Grocery Stores

According to the USDA Food Environment Atlas Data, in 2010 nearly 8 percent (1,537) of residents in Plumas had low access to grocery stores. Sierra County, with a very sparse population, had 88 percent (2,855) of its residents with low access to grocery stores. The group labeled "population" in the graph includes a combination of children, seniors, households with no car, and individuals with low incomes. In Sierra County almost 600 seniors had low access to grocery stores.

Source: <http://www.ers.usda.gov/data-products/food-environment-atlas/go-to-the-atlas.aspx>



### Emergency Food Pantries

A network of four emergency food pantries provides free supplemental food to residents of Plumas County who are food-insecure. In 2012-13, food pantries in Plumas County provided food to 3,396

FOOD BANK LOCATION	PEOPLE (unduplicated)	SERVICE EVENTS	FBNN FOOD (lbs.)
Quincy - Community Action Network	577	1,858	118,509
Portola – Eastern Plumas CAN	1,958	5,874	74,285
Indian Valley Food Pantry	574	3,928	54,976
Chester - ABC Center -	287	2,677	56,416
Total – Plumas County	3,396	14,337	304,186

unduplicated individuals. The Feeding America affiliate, the Food Bank of Northern Nevada, reported that it provided 304,186 pounds of food to Plumas

County food pantries in 2012-13. Food, labor and donations for these pantries come from a variety of sources.

## ***Commercial and Institutional Buyers***

### Quincy Natural Foods Cooperative Local Produce Purchases

Started in 1978 as a buying club, Quincy Natural Foods (QNF) Cooperative's mission is to bring affordable, healthy foods to the residents of Plumas County. In 2013, the Cooperative expanded purchasing the inventory of a store in Portola and retaining its existing staff.

An October 2012 survey found QNF member-owners choose to support and augment these top three activities of 18 options: 1) increase the local and regional food offerings; 2) improve quality of food in our schools; and 3) expand healthy eating education in schools.

YEAR	QNF WHOLESALE VALUE LOCAL PRODUCE
2009	\$15,094.30
2010	\$12,432.57
2011	\$13,641.83
2012	\$14,367.39
TOTAL	\$55,446.09

The table displays the wholesale value of locally grown food purchased by the QNF and sold to the public between 2009 and 2012.

### 2011 Community Food Council - Institutional Buying Survey

In 2011, the Council conducted a preliminary Institutional Buying Survey to gauge local cafeteria and restaurant interest in purchasing produce from local farmers. Ten restaurants and five cafeterias were surveyed. Of those, four were currently purchasing produce from local growers and nine indicated being interested in starting to or continuing to purchase from local farms. Since 2011, two buyers that were surveyed have gone out of business, and one is no longer serving food.

The greatest barriers to purchasing locally grown food for these accounts were availability, cost, and consistency. The most important factor for making food purchasing decisions was cost, followed closely by food safety considerations and ease of ordering and receiving. The most common types of produce ordered by these restaurants and cafeterias were:

Head and leaf lettuce, Carrots, Onions, Tomatoes, Spring Mix / Salad Mix, Potatoes, and Apples.

A concurrent survey of local growers and commercial buyers showed a gap between production and demand. For instance, growers indicated a potential available supply of spring mix totaling 50 to 70 lbs. per week, whereas accounts surveyed indicated a demand of up to 120 lbs. per week. Unfortunately, there was also a large gap between what growers needed to charge for their product and what the restaurants and cafeterias are currently paying.

## ***Agriculture and Food Production***



### Cottage Food Operations

The Cottage Food Operations law became effective January 1, 2013. A Cottage Food operation (CFO) is an enterprise at a private home where a limited list of non-potentially hazardous food products can be prepared or packaged for public consumption. Plumas County and Sierra County Environmental Health departments have provided staff and technical assistance involving the Council in scoping for local Cottage Food Operations policies and regulations. In the first year, about a dozen cottage food operations have applied for permits.

### Agricultural Operations

Plumas and Sierra County both have alpine valleys where the bulk of food and agriculture production occurs. Ranchers and townspeople continue to fish, hunt deer, turkey and other wild game to augment personal food supplies. An updated USDA farm census will be released in February 2014.

### Sierra County

Sierra County which holds the largest alpine valley in the Sierra Nevada Mountains, the total market value of agriculture production in 2007 was \$2,003,000. This production included \$586,000 in crops and \$1,418,000 for livestock, poultry and their products (primarily, cattle, calves, sheep and lambs). Top crop items included 2,406 acres in forage land used for all hay and haylage, grass silage, and greenchop, with an undisclosed number of acres in apples. Other agriculture products included horses and ponies, layers, nuts, berries, bee colonies, and goats.

The average size of a Sierra County farm fell by 49 percent, from 1,128 acres in 2002 to 576 acres in 2007. The number of acres in farms fell by 51 percent from 58,649 acres to 28,782 acres.

The average age of the Sierra County farmer was 61.5 with 36 primary operators making farming their primary occupation and 14 having another primary occupation. Forty-four were male and six female primary farm operators. With a maximum of three operators per farm, 72 were White, three American Indian or Alaska Natives, 12 of Spanish, Hispanic or Latino origin and one of mixed race.<sup>9</sup>

#### Plumas County

The total market value of Plumas County agriculture production in 2007 was \$7,337,000. This production included an undisclosed individual market value in crops, livestock, poultry and their products (primarily, cattle, calves, sheep and lambs). The top crop items included 7,654 acres in forage land used for all hay and haylage, grass silage, and greenchop, 8 acres in vegetables for sale, 4 acres in lettuce, and an undisclosed number of acres in apples. Other agriculture products included horses and ponies, layers, goats, and greenhouse production.

Value of sales in 2007 by commodity groups includes: cattle and calves \$7,508,000; poultry and eggs \$17,000; vegetables, melons, potatoes, and sweet potatoes \$61,000; and sheep, goats and their products \$39,000. The average size of a Plumas County farm decreased 29 percent, from 1,201 acres in 2002 to 847 acres in 2007. The number of acres in farms fell 29 percent, from 170,521 acres to 120,253 acres.



The average age of the Plumas County farmer was 59.7 with 70 primary operators making farming their primary occupation and 72 having another primary occupation. Of all primary operators, 108 were male and 34 female. With a maximum of three operators per farm, there were 241 White, nine American Indian or Alaska Native, 20 of Spanish, Hispanic or Latino origin and four of mixed race.<sup>10</sup>

### ***Hydrology and Climate Effects***

Plumas and Sierra counties comprise most of the land area for the Upper Feather River Watershed, which provides water for 25 million users. This section will be developed in future editions of the Strategic Plan. The effects of climate, such as heat events, wildfires and drought have substantial impacts on agriculture and food security that bear further research and knowledge to inform food policy, education, supply chains and local production.

<sup>9</sup> USDA 2007 Census of Agriculture – Sierra County Profile

<sup>10</sup> USDA 2007 Census of Agriculture – Plumas County Profile

# Plumas-Sierra Community Food Council SWOT analysis

An analysis of Strengths, Weaknesses, Opportunities, and Threats for the Plumas-Sierra Community Food Council were conducted during the strategic planning process in the winter of 2012-13.

SWOT Analysis	
<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Five years of experience working as a CFC</li> <li>• Bi-county support</li> <li>• Experienced members</li> <li>• Professional diversity</li> <li>• Strong foundation of previous work by Elizabeth &amp; PRS projects</li> <li>• General Plan successes</li> <li>• Community support</li> <li>• Working group success: Farmer Education &amp; Economic Development (FEED); Team Zero; Youth Education; Policy</li> <li>• Great diversity locally - much expertise through small producers</li> <li>• Innovative ideas</li> <li>• Farmer Training Program – SIFT</li> <li>• Member representation from diverse sectors of food system/ economy</li> <li>• Community collaborations</li> <li>• Public/Private Partnerships</li> <li>• Volunteer organization</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• No funding</li> <li>• Low geographic representation</li> <li>• Volunteers members – potential commitment issues</li> <li>• Diverse membership with diverse concerns</li> <li>• Geographic diversity of communities and farms</li> <li>• Lack of community awareness about CFC</li> <li>• Lack of awareness of advantages to local produced foods</li> <li>• Limited CFC meetings during growing season</li> <li>• Limited county government buy-in/ validation</li> <li>• No paid coordinator</li> <li>• No stipends for distant members to attend meetings</li> <li>• Limited capacity to spearhead initiatives</li> <li>• Lack of political clout</li> <li>• Little to no long-term vision and strategies</li> <li>• Communicate about our community's food system</li> <li>• Limited geographic participation on council</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Develop Board of Supervisors connection</li> <li>• Economic Development</li> <li>• Local Food/ Buy Local movement</li> <li>• Increase farmers, markets, and CSAs</li> <li>• Food, nutrition, and healthy lifestyles education</li> <li>• Multiple points of access for education: PUSD, FRC, PRS, FRLT, Passages, Sierra Farmstead, Community kitchen, QNF</li> <li>• Invest in community, youth garden programs at schools, fairgrounds, 4-H</li> <li>• Farmer Education &amp; Collaborations - FRC, PUSD, FFA, PRS, FRLT</li> <li>• Upstate California Economic Development Council regional strategy to focus on small producers and processors</li> <li>• Greenhouse/garden at the jail for inmates</li> <li>• Areas to build gardens/raised beds for residents in housing complexes</li> <li>• Farmer Aggregation Network</li> <li>• Local Food Hub</li> <li>• Stronger connections between producers and consumers</li> <li>• Increase supply to reduce costs</li> <li>• Increase farms and farmers to improve supply</li> <li>• Connecting food system work with new economy work</li> <li>• Raise community awareness about local Ag, inform community</li> <li>• Built environment, healthy communities, policy</li> <li>• New cottage food law</li> <li>• Farm to Table programs- Institutions/ Restaurants / Schools</li> <li>• Work with food banks to distribute more fresh produce</li> <li>• Advocate for policy change to improve our community's food system</li> <li>• Develop programs that address gaps in a community's food system</li> <li>• Research and analyze existing conditions of community food system</li> <li>• Communicate information about our community food system</li> <li>• Emergency preparedness</li> <li>• Develop sustainable certificate or degree program with FRC</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Economic Development – developing arable land</li> <li>• Public policy - Built Environment/ Land Use</li> <li>• Lack of community education</li> <li>• Lack of consumer awareness</li> <li>• Short growing season</li> <li>• Transportation</li> <li>• Fuel costs</li> <li>• Limited availability of new markets</li> <li>• Lack sustainable financial backing</li> <li>• Legislative/Policy barriers</li> <li>• Market demand</li> <li>• Sustaining internal capabilities</li> <li>• Emergency preparedness – evacuation site for other areas – influx of people – limited food supply</li> <li>• Lack of arable land – especially 1 acre and above</li> <li>• Limited access to irrigation</li> </ul>



## Problem Statement

### Community Needs

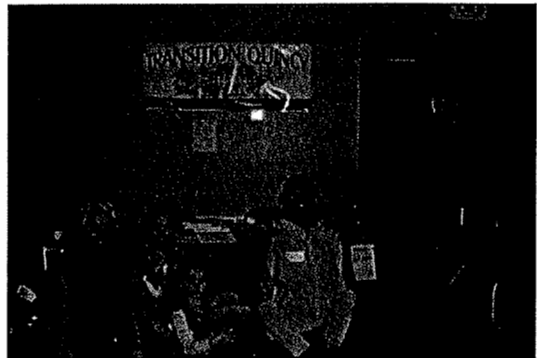
The vast majority of food is imported, making the region almost entirely dependent on an unsustainable system of industrial agriculture. Additionally, many of our community members have not had access to education or the economic means to prepare nor grow nutritious whole foods for their families. At the same time, most local farmers and ranchers subsidize their agriculture operations with outside income; too few are operating financially viable farm-based businesses.



Because of the mountain climate, the growing season is short. Despite a history of very successful agricultural production of diverse produce and grains, as well as dairy products, both Sierra and Plumas counties are now for the most part dependent upon imported foods. This puts residents at risk of food insecurity, particularly during winter months. In 1997, for example, massive winter storms in California caused the Feather River to flood cutting Plumas County off from the imported food supply chain and other essential resources. Eventually food and other resources had to be delivered by helicopter until the existing supply chain was reestablished.

### Contributing factors and root causes

Most families no longer depend on their own gardens and animal husbandry for their food supply, so methods and knowledge have not been passed from one generation to the next as they were in the past in rural areas. Public education has stopped or greatly decreased its offering of courses related to agricultural production and house-holding, or domestic science education. This dearth of information on food production and preparation compounds a lack of unprocessed and whole foods available at affordable prices in a region that is primarily dependent on tourism, and seasonal extraction of natural resources and energy production, and subsequent services and retail operations. Local commercial food production is typically aimed at exporting to markets that are out of the area.



The local production of foods for local consumption, and the supply chain that made a viable local food sector possible in the past have benefitted from recent revival attempts. Yet, federal subsidies and other financial enhancements and resources enjoyed by industrialized agriculture, are a challenge to reestablishing a viable local agriculture economy among independent food producers and consumers.

### Assessment of community readiness

The negative health, environmental, economic, and social impacts of the food system have typically been addressed in a piecemeal fashion, with food sectors working independently. In contrast, the Council comprehensively evaluates opportunities and impacts through systems-thinking approaches that bridge food system sectors. The Council has diverse stakeholders and brings them together to solve problems, and in doing so, ensures that local food system policies and programs reinforce each other.

As individuals and organizations respond to climate change and the effects of industrialized food production on health, the local economy and resources, there is a growing interest in local food production and ecologically sound practices across economic and social strata.

#### Assessment of existing leadership and resources

The Plumas-Sierra Community Food Council provides local governments, as well as residents, information and recommendations about various policies and programs that support a regionally-based food system.



The Council leadership, since 2007 to the present has developed the membership and a platform to convene residents and stakeholders in the regional food system. The membership and represented organizations have engaged in ongoing projects and activities to emphasize, strengthen, and make visible the relationships among producers, distributors, and consumers of food at the local and regional levels. Plumas Rural Services provided initial support to convene and facilitate the work of the Council over many years into the present. As more opportunities and interest have developed, a diversity of organizations and individuals has

become more engaged – resulting in a variety of resources available to continue the work of the Council.

In 2012, the Council adopted an informal governance structure with elected volunteer officers and an executive committee. The membership represents a group of dedicated individuals and organizational resources to compliment and move its mission forward. Projects are generally based with organizations and individuals, who have historically independently developed financial and other resources. However, the Council and its membership have provided mutual support and collaboration across agencies and projects to achieve common desired results and outcomes.

# Action Plan

## Strategies

The strategies adopted include

- Local infrastructure improvement for agricultural production,
- Consumer and producer education, and
- Policy development.



## Goals & Objectives

### GOAL 1. Viability of local agriculture

*Objective a: Increase available land sites suitable for agriculture*

*Objective b: Identify strategies and actions to improve supply chain*

### GOAL 2. Robust food, nutrition, and agriculture education

*Objective a: Provide Feather Publishing with quarterly column content*

*Objective b: Utilize SNAP- CalFresh mailings to educate participants*

*Objective c: Support food production education efforts for producers and consumers*

### GOAL 3. Policies friendly to locally based food systems

*Objective a: Participate in General Plan Update and Zoning process*

*Objective b: Research and disseminate food system information to policy decision makers*

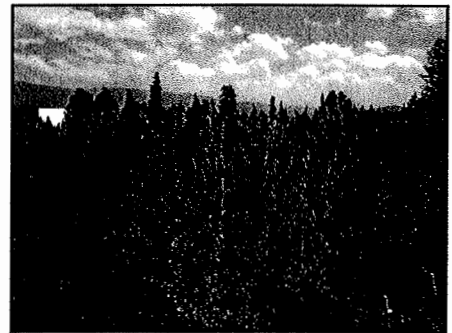
### GOAL 4. Strong Structure and Capacity for Food System Improvement

*Objective a: Facilitate Council governance, meetings and organizational operations*

*Objective b: Convene Semi-Annual Summit for local food system stakeholders*

## Evaluation

Evaluating the impact of the Council's activities is of particular importance. Very few food council's are able to quantitatively demonstrate their impact on food access, food policy, public health, or economic development due to a lack of data or evaluation procedures. There is a clear need to evaluate to determine the effectiveness of the Council in meeting its stated goals, and its broader effect on the food system as a whole.



The credibility of food councils and private and public investment in the future depends on effective evaluation and documentation of results. It is crucial for the Plumas-Sierra Community Food Council to design an effective evaluation framework and establish baseline data to measure the effects of its activities.

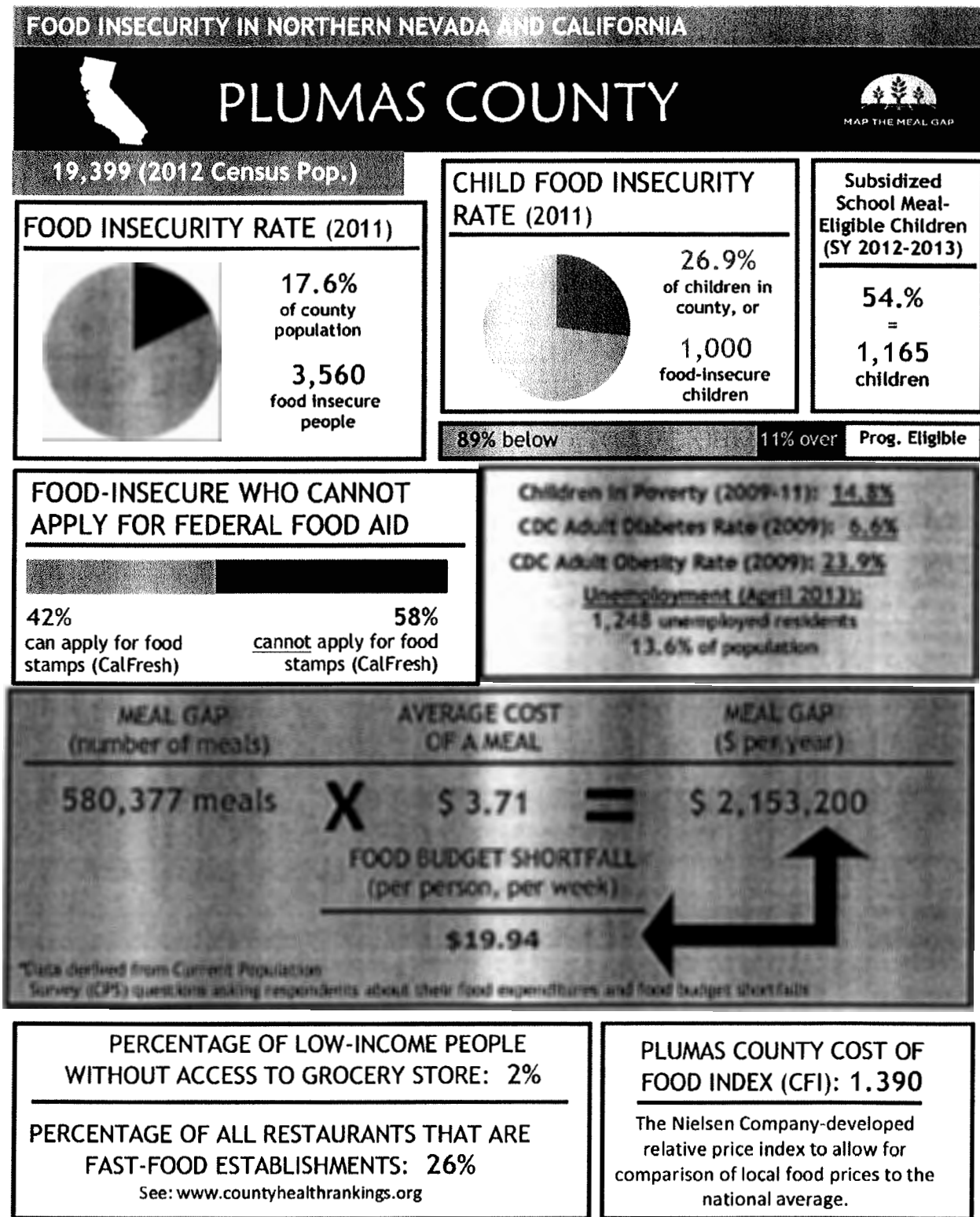
Clear evaluation steps will be developed for each goal and objective, specifying evaluation metrics, baseline conditions, target outcomes or results, time intervals for measurement, and method of documentation and dissemination of the results.

## ***Plumas-Sierra Community Food Council Action Plan***

<b>Mission:</b> To increase community resiliency by fostering vibrant local agriculture and increasing access to healthy food for everyone in the Plumas-Sierra region.			
<b>Goals</b>	<b>Objectives</b>	<b>Action</b>	<b>Timeline</b>
<b>I. Viable local agriculture</b>	1.a. Increase available land sites suitable for agriculture	Identify and mapping of potential sites, identify, tools and mechanisms for land/water/energy use agreements, and cooperatives.	TBD
	1.b. Identify strategies and actions to improve supply chain	Identify food distribution system development priorities and next steps	TBD
<b>II. Robust food, nutrition, and agriculture education</b>	2.a. Provide Feather Publishing with Quarterly Column content	4 volunteers write columns - designated	Quarterly
	2.b. Utilize SNAP- CalFresh mailings to educate participants	Partner with Health Agency and others on SNAP-Ed outreach	Quarterly
	2.c. Support food production education efforts for producers and consumers	Promote education programs and gardens at Feather River College, schools, community, and correctional facility.	Ongoing
<b>III. Policies friendly to locally based food systems</b>	3.a. Participate in General Plan Update and Zoning process	Review materials and process, participate in planning activities, provide policy and zoning recommendations	Ongoing
	3.b. Research and disseminate food system information to policy decision-makers	Review materials on projected climate change impacts that effect local agriculture and food security – create white paper for distribution	Ongoing
<b>IV. Strong structure and capacity for food system improvement</b>	4.a. Facilitate Council governance, meetings and organizational operations	Monthly meetings September through May Ongoing Workgroups	Ongoing
	4.b. Convene Semi-Annual Summit for local food system stakeholders	Council members and partners plan and implement Summit	2014/2016/2018

## **APPENDICES**

## APPENDIX A



Food Bank of Northern Nevada, Inc. ♦ 550 Italy Drive, McCarran, NV 89434 ♦ 775-331-3663 ♦ [www.fbnn.org](http://www.fbnn.org)

# FOOD INSECURITY IN NORTHERN NEVADA AND CALIFORNIA

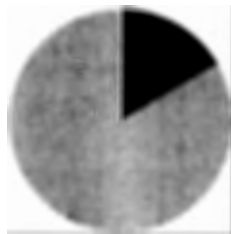


## SIERRA COUNTY



3,086 (2012 Census Pop.)

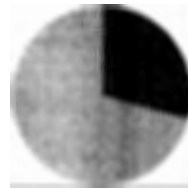
### FOOD INSECURITY RATE (2011)



16.5%  
of county  
population

540  
food insecure  
people

### CHILD FOOD INSECURITY RATE (2011)



29.2%  
of children in  
county, or

160  
food-insecure  
children

Subsidized  
School Meal-  
Eligible Children  
(SY 2012-2013)

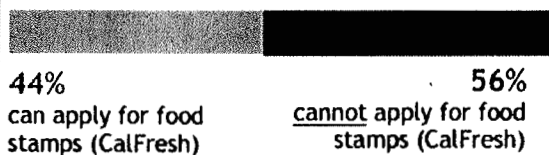
45%  
=  
173  
children

53% below

47% above

Prog. Eligible

### FOOD-INSECURE WHO CANNOT APPLY FOR FEDERAL FOOD AID



44%  
can apply for food  
stamps (CalFresh)

56%  
cannot apply for food  
stamps (CalFresh)

Children in Poverty (2009-11): 13.6%  
CDC Adult Diabetes Rate (2009): 6.9%  
CDC Adult Obesity Rate (2009): 23.4%  
Unemployment (April 2013):  
205 unemployed residents  
14.0% of population



PERCENTAGE OF LOW-INCOME PEOPLE  
WITHOUT ACCESS TO GROCERY STORE: 21%

PERCENTAGE OF ALL RESTAURANTS THAT ARE  
FAST-FOOD ESTABLISHMENTS: 33%

See: [www.countyhealthrankings.org](http://www.countyhealthrankings.org)

SIERRA COUNTY COST OF  
FOOD INDEX (CFI): 1.097

The Nielsen Company-developed  
relative price index to allow for  
comparison of local food prices to the  
national average.

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## **Food Insecurity County Data Sheet Definitions**

### **Subsidized School Meals**

Subsidized school lunch (and breakfast, when offered) is available to children, depending on household income. Children in households at 130% or below of the federal poverty threshold are eligible to receive free school meals. Children between 130 and 185% of poverty are eligible for reduced-price school meals.

### **Program-Eligible Children**

This two-toned green bar indicates the percentage of food insecure children that are eligible to receive subsidized school meals, WIC and other benefits. The shocking reality is that a high percentage of those struggling with food insecurity are not eligible for federal nutrition assistance.

### **Food Insecure Who Cannot Apply for Federal Food Aid**

The darker-toned area of the green bar shows the percentage of food-insecure residents that are ineligible to even apply for food stamps (SNAP/CalFresh). Amongst those who can apply, there will be an additional percentage that is ineligible.

### **Children in Poverty**

This is the percentage of children in the county living in a household with income below the poverty threshold, which, for a family of four in 2010, was \$22,050/year, or \$1,838/month.

### **CDC Diabetes and Obesity Rates**

Diabetes and Obesity are positively correlated to food insecurity. According to the Food Research and Action Center, "Households without money to buy enough food often have to rely on cheaper, high-calorie foods to cope with limited money for food and stave off hunger. Families try to maximize caloric intake for each dollar spent, which can lead to overconsumption of calories and a less healthful diet." Refined grains, sugar, and fat cost less per calorie than produce.

### **Meal Gap (# of Meals)**

The calculated number of meals/year that corresponds to the food budget shortfall reported by food-insecure individuals in the county. In other words, this is the number of meals the food insecure in this county could not afford to purchase in the year listed.

### **Average Cost of a Meal**

The calculated cost of a meal for one food secure person in this county, based on a USDA definition of a meal plan and typical grocery expenditures in the county.

### **Meal Gap (\$ per Year)**

The dollars needed to fill the meal gap.

### **Food Budget Shortfall**

The weekly budget shortfall for food experienced by food insecure individuals in the county. This question is asked of food insecure respondents by the Census Bureau.

### **Cost of Food Index**

The relative cost of food in the county, compared to the national average. Less than one indicates food is slightly less expensive than the national average. More than one means food is more expensive in this county. (Based on a USDA-defined meal plan and Nielson Company cash-register data.)

### **Percent of low-income population without access to healthy foods**

Limited access to healthy foods measures the proportion of the population who are both living in poverty and do not live close to a grocery store (rural areas: >10 miles). Source: USDA Food Environment Atlas.



## **APPENDIX B**

### **Plumas County Draft General Plan Language Supporting Food Systems**

<b>Agriculture and Forestry Element</b>
---

#### ***Policies***

##### **AG/FOR**

###### ***8.1.3 Local Food Supply***

Encourage the development of new small-scale agricultural production on nonagricultural lands where uses are compatible, in order to provide for a fresh, local supply of food.

##### **AG/FOR**

###### ***8.1.4 Right to Farm***

The County shall maintain and support a right to farm ordinance.

#### **GOAL 8.4 Sustainable Food Systems - Promote sustainable food systems within the County**

#### ***Policies***

##### **AG/FOR**

###### ***8.4.1 Healthy Local Food Supply***

Encourage and protect local, organic, grass-fed and/or ecologically sound agricultural practices to increase on-farm income and provide for a healthy local supply of food.

##### **AG/FOR**

###### ***8.4.2 Promote Use of Local Foods and Products***

Promote the use of foods and products from Plumas County to strengthen the local economy, improve health, reduce source to market shipping distances and connect residents with the agricultural community. Ensure the County Zoning Ordinance allows licensed farmers' markets in unincorporated locations and farm stands in agricultural areas.

#### **GOAL 8.7 Education and Awareness - Support education to ensure continued public recognition of the important role that agriculture plays in Plumas County.**

#### ***Policies***

##### **AG/FOR**

###### ***8.7.1 Value of Working Landscapes***

Promote educational programs aimed at informing the general public about agriculture and forestry and the value of working landscapes in Plumas County.

##### **AG/FOR**

###### ***8.7.2 Creating Partnerships***

Work with Natural Resources Conservation Service, Resource Conservation Districts, University of California Cooperative Extension, Farm Bureau and similar organizations to increase awareness of actions that may affect farming, ranching and forestry including the involvement of agricultural and forestry issues in K-12 and Feather River College curriculum.

##### **AG/FOR**

### **8.7.3 Creating Partnerships**

Encourage and support ongoing public education programs by such organizations as the Agricultural Commissioner's Office, University of California Cooperative Extension, Farm Bureau, 4-H clubs, Future Farmers of America and other related organizations.

### **AG/FOR Implementation Measures:**

7.

- a. Develop agricultural permit processing procedures that are rapid and efficient.
- b. Collaborate with the Plumas-Sierra Farm Bureau, Resource Conservation Districts, the California Cattlemen's Association, and agricultural interests, agencies and interested parties, to devise strategies to improve economic viability of agriculture.
- c. Consider the establishment of an Agricultural Permit Coordinator position ("Farm Buds Man") to assist farmers and ranchers with the permitting process, including assistance with agricultural permitting and standards to facilitate and expedite promising value-added agricultural projects.

8.

- a. Promote markets for locally and regionally grown and or prepared food and other products and services.
- b. The County shall encourage agriculture support businesses and value-added food processing operations, including USDA animal processing facilities and local commercial kitchens and food processing facilities, in order to increase the viability and economic impact of local agricultural industries and increase the supply of locally produced foods.
- c. Encourage neighborhood grocery stores, farmers markets, community gardens and food assistance programs to increase their use of locally grown/prepared goods.
- d. Encourage institutions, such as schools, hospitals, colleges, government agencies, businesses, and private food outlets such and grocery stores and restaurants, to provide foods produced locally and in the region.
- e. Create an advisory Food Policy Council to recommend the creation and implementation of agricultural marketing programs and policy recommendations that create a robust and just food system in the County.
- f. Create an effective Farm-to- School program to bring fresh locally grown/produced food to school meals and provide farm education programs.

<b>Economic Development Element</b>
-------------------------------------

### ***Policies***

### **ECON**

#### ***5.6.8 Increase in Local Spending to Support More Diverse Local Retail Options***

The County shall encourage economic development which increases the percentage of total personal income spent within the County.

### **Implementation Measures:**

4.c. As part of the larger economic development strategy, the County shall consider the establishment of a "local foods" initiative that will help to increase the supply of locally grown food. Elements of the initiative may include ensuring that existing policies facilitate greenhouse development on agricultural lands; expanding farmers market operations, working with local

farmers to determine methods of extending the season, increasing the days per week and considering other locations in the County; making it easier for farmers to establish farm stands for direct sales on agricultural property and supporting programs that promote and assist in the identification and marketing of local products, including outreach to the newspaper, Chambers of Commerce, businesses and any others seeking to improve the environment to foster an effective local foods initiative.

<b>Public Health &amp; Safety Element</b>
---

**GOAL 6.8 Healthy Communities**

To support the community values for healthy lifestyles and access to health care facilities among residents of Plumas County through the built environment and land-use decisions that play an important role in shaping the pattern of community development and in promoting good health and food security for visitors and County residents.

***Policies***

**PHS**

***6.8.3 Support for Local, Organic and Grass-Fed Agriculture***

The County shall encourage and protect a variety of local ecologically sound agricultural practices as a way to increase on-farm income, diversify Plumas County agricultural production, provide a healthy, secure food source for local supply and complies with accepted public health and safety standards.

**PHS**

***6.8.4 Promotion of Small-Scale Agricultural Production***

The County shall encourage small-scale or community garden row crop production that contributes to local food security on appropriate sites throughout the County and complies with accepted public health and safety standards.

**PHS**

***6.8.5 Community Food Security***

Encourage countywide nutrition self-reliance and resiliency. Direct the development of policy that creates robust and just food systems in the County.

**Implementation Measures:**

14. Encourage County-wide food security by allowing a limited backyard small animal husbandry, including chickens, rabbits and miniature livestock, for home-scale food production based on appropriate zoning.

15. Create a resiliency plan that address community needs county-wide in the event of a major natural disaster or long term disruption of food and fuel transportation into the county.

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<http://www.planning.org/nationalcenters/health/briefingpapers/foodcouncils.htm>

Chaparro MP, Langellier B, Birnbach K, Sharp M and Harrison G. *Nearly Four Million Californians Are Food Insecure*. Los Angeles, CA: UCLA Center for Health Policy Research, 2012.

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National Farm to School Network. <http://www.farmtoschool.org>

Plumas County Environmental Health Website. *Cottage Food Operation*.

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Plumas County Social Services Website. *Trends*.

<http://www.plumascounty.us/index.aspx?NID=552>

Plumas-Sierra Community Food Council Facebook Page

<https://www.facebook.com/PlumasSierraCommunityFoodCouncil>

United States Department of Agriculture. *Census of Agriculture 2007*.

[http://www.agcensus.usda.gov/Publications/2007/Online\\_Highlights/County\\_Profiles/California/](http://www.agcensus.usda.gov/Publications/2007/Online_Highlights/County_Profiles/California/)

United States Department of Agriculture. *Food Environment Atlas*. <http://www.ers.usda.gov/data-products/food-environment-atlas/go-to-the-atlas.aspx>

## Additional Resources

Digging In <http://www.womensmountainpassages.org/youth-programs.html>

Food Bank of Northern Nevada <http://fbnn.org/>

Home Vegetable Garden – Lassen, Plumas, Sierra <http://ucce-plumas-sierra.ucdavis.edu/files/60999.PDF>

Master Gardener Web [http://ucce-plumas-sierra.ucdavis.edu/Master\\_Gardner\\_Website/](http://ucce-plumas-sierra.ucdavis.edu/Master_Gardner_Website/)

Plumas County and Sierra County Agricultural Commissioner

<http://www.countyofplumas.com/index.aspx?nid=73>

Plumas-Sierra Farm Bureau <http://www.cfbf.com/counties/?id=32>

Transition Quincy <http://www.transitionquincy.org/>

U.C. Cooperative Extension County Farm Advisor <http://ucce-plumas-sierra.ucdavis.edu/>









# Plumas-Sierra County Fair

204 FAIRGROUNDS ROAD QUINCY, CA 95971-9462

(530) 283-6272 FAX (530) 283-6431 [www.countyofplumas.com/fair/index.htm](http://www.countyofplumas.com/fair/index.htm)

6A

## MEMORANDUM

DATE: January 27, 2014  
TO: The Honorable Board of Supervisors  
FROM: John Steffanic, Fair & Event Center Manager  
SUBJECT: Board Agenda Requests

---

**It is recommended that the Board:**

1. To approve repair agreement and authorize for payment to Madden Plumbing and Heating for work that has already been completed in Serpilio Hall for emergency repairs before the 2013 Plumas Sierra County Fair.

**Discussion**

After several years of sporadic performance, the air conditioning finally failed in Serpilio Hall in early July. Besides the upcoming fair, Serpilio Hall is a designated cooling site should an excessive heat emergency occur. Madden Plumbing and Heating did the necessary repairs and the system is working properly.

There is just enough money in the fair budget to cover the cost.

Thank you for your consideration,

John Steffanic  
Fair & Event Center Manager






GREGORY J. HAGWOOD  
SHERIFF/CORONER

# Office of the Sheriff

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

LB

## Memorandum

**DATE:** January 28, 2014  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood   
**RE:** Agenda Items for the meeting of February 11, 2014

**It is recommended that the Board:**

Approve and sign contract #PCSO00035 between the Plumas County Sheriff's Office (PCSO) and Kassbohrer All Terrain Vehicles, Inc. in the amount of \$20,000.

**Background and Discussion:**

The term of this contract is 11/01/13 – 11/01/14. This purpose of this agreement with Kassbohrer All Terrain Vehicles is to provide service to the Sheriff's snowcat.

Agreement has been approved as to form by County Counsel.

Services Agreement

This Agreement is made this 1st day of November, 2013, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Office (hereinafter referred to as "County"), and Kassbohrer All Terrain Vehicles, Inc. a Maine corporation (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 (the "Work").
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 shall not exceed Twenty Thousand Dollars and No/100 (\$20,000.00).
3. Term. The term of this agreement shall be from November 1, 2013 through November 1, 2014, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. 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.
6. Labor and Materials. Unless other provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform.

7. Warranty and Legal Compliance. The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. 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:

Sheriff's Department  
County of Plumas  
1400 E. Main Street  
Quincy, CA 95971  
Attention: Roni Towery

Contractor:

Kassbohrer All Terrain Vehicles, Inc.  
~~750 S. Rock Blvd~~ 8850 DOUBLE DIAMOND PARKWAY  
~~RENO, NV 89502~~ RENO, NV 89521  
Attention: Brian Pomerleau, Chief Financial Officer

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.
25. Non-exclusive Agreement. Contractor acknowledges that County may enter into agreements with other contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.
26. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.

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

CONTRACTOR:

Kassbohrer All Terrain Vehicles, Inc.,  
a Maine corporation

By: Brian H Pomerleau

Name: Brian Pomerleau

Title: Chief Financial Officer

Date:

By: John Gilbert

Name: John Gilbert

Title: Chief Executive Officer

Date:

COUNTY:

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

By: Greg Hagwood

Name: Greg Hagwood

Title: Sheriff

Date:

By: \_\_\_\_\_

Name: Terry Swofford

Title: Chair, Plumas County Board of Supervisors

Date:

Approved as to form:

Plumas County Counsel

By: Stephen L. Mansell 10/1/13

Stephen L. Mansell

Deputy County Counsel

## **EXHIBIT A**

### **Scope of Work**

1. Provide general equipment repair on an as-needed basis upon request of the County. This includes, but is not limited to, the following:
  - a. Lube, oil and filter changes (LOF).
  - b. Vehicle inspection.
  - c. Engine repair and replacement.
  - d. Drivetrain repair and replacement.
  - e. Diagnostics, including driveability and mechanical repairs.
  - f. Electrical/wiring repairs.
2. All Work shall be provided in accordance with industry standards for high-quality services and repairs. Prior to any service or repair work being performed, a repair order shall be submitted for approval and signed by the appropriate authority. All costs which may exceed the estimated amounts shall be submitted for approval prior to continuing work.

## **EXHIBIT B**

### **Fee Schedule**

1. Labor shall be charged at \$95.00 per hour.
2. Parts as quoted.
3. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
4. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.



# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

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



## CONSENT AGENDA REQUEST

For the February 11, 2014 meeting of the Plumas County Board of Supervisors

February 3, 2014

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works  
Subject: Gansner Park Pathway Project

A handwritten signature in black ink, reading "Robert A. Perreault".

### Background and Discussion

During the spring of 2012, construction of the pathway portion of the Gansner Park Pathway Project was substantially completed. The pathway has been a very popular new feature of Gansner Park since its completion.

Placement of interpretive signage and benches presently constitute the remainder of the tasks necessary to close out the project.

Required reporting and reimbursement requests necessary for the completion of the Gansner Park Pathway Project require designation of an authorized agent by the Plumas County Board of Supervisors. This authority was originally granted to the former CAO.

Resolution 06-7318, copy attached, grants the Plumas County Board of Supervisors the authority to designate an agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the Gansner Park Pathway Project.

### Recommendation

Public Works staff respectfully recommends that the Board of Supervisors, pursuant to the authority within Resolution 06-7318, designate Director of Public Works Robert A. Perreault, Jr. as the County agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, necessary to complete the Gansner Park Pathway Project, and, to authorize the Chair to sign the attached letter to the California Natural Resources Agency.

### Enclosures:

Resolution 06-7318  
Letter, dated February 11, 2014, to Grant Administrator from Plumas County Board of Supervisors

RESOLUTION 06 - 7318

**A RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS  
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE  
CALIFORNIA RIVER PARKWAYS GRANT PROGRAM UNDER THE WATER  
SECURITY, CLEAN DRINKING WATER, COASTAL AND BEACH PROTECTION  
ACT OF 2002 (Proposition 50)**

**WHEREAS**, the Legislature and Governor of the State of California have provided funds for the program shown above; and

**WHEREAS**, the Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

**WHEREAS**, said procedures established by the State Resources Agency require a resolution certifying the approval of application(s) by an applicant's governing board before submission of said applications to the State; and

**WHEREAS**, the County of Plumas (the "Applicant"), if selected, will enter into an agreement with the State of California to carry out the Project

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Plumas

1. Approves the filing of an application for the American Valley River Parkway Project; and
2. Certifies that Applicant understands the assurances and certification in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the Project consistent with the land tenure requirements; or will secure the resources to do so; and
4. Certifies that it will comply with the provisions of Section 1771.8 of the State Labor Code regarding payment of prevailing wages on Projects awarded Proposition 50 Funds; and
5. If applicable, certifies that the Project will comply with any laws and regulations including, but not limited to, legal requirements for building codes, health and safety codes, disabled access laws, and, that prior to commencement of construction, all applicable permits will have been obtained; and
6. Appoints the County Administrative Officer, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned Projects.

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 October, 2006.

**AYES:**

**Supervisors** Olsen, Dennison, Comstock, Powers, Meacher

**NOES:**

**Supervisors** None

**ABSENT:**

None

  
Chair, Board of Supervisors

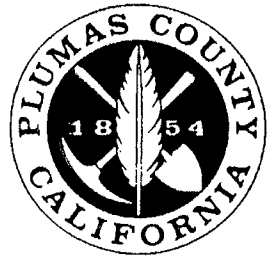
**ATTEST:**

  
Clerk of the Board

## **BOARD OF SUPERVISORS**

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



February 11, 2014

Ms. Pauline Coughlin  
Grants Administrator  
California Natural Resources Agency  
1416 Ninth Street, Suite 1311  
Sacramento, CA 95814

Re: Gansner Park Pathway Project in Quincy (Grant Agreement No. R81747-0)

Dear Ms. Coughlin:

The Plumas County Board of Supervisors, pursuant to the authority granted by Resolution 06-7318, copy attached, hereby designates Public Works Director, Robert A. Perreault, as the County's agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the Gansner Park Pathway Project.

Sincerely,

Jon Kennedy, Chair  
Plumas County Board of Supervisors

Enclosure: Plumas County Resolution 06-7318

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 October, 2006.

AYES:

NOES:

ABSENT:

Supervisors

Supervisors

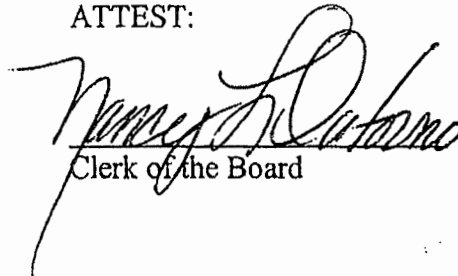
Olsen, Dennison, Comstock, Powers, Meacher

None

None

  
Chair, Board of Supervisors

ATTEST:

  
Clerk of the Board

**RESOLUTION 06 - 7318**

**A RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS  
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE  
CALIFORNIA RIVER PARKWAYS GRANT PROGRAM UNDER THE WATER  
SECURITY, CLEAN DRINKING WATER, COASTAL AND BEACH PROTECTION  
ACT OF 2002 (Proposition 50)**

**WHEREAS**, the Legislature and Governor of the State of California have provided funds for the program shown above; and

**WHEREAS**, the Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

**WHEREAS**, said procedures established by the State Resources Agency require a resolution certifying the approval of application(s) by an applicant's governing board before submission of said applications to the State; and

**WHEREAS**, the County of Plumas (the "Applicant"), if selected, will enter into an agreement with the State of California to carry out the Project

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Plumas

1. Approves the filing of an application for the American Valley River Parkway Project; and
2. Certifies that Applicant understands the assurances and certification in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the Project consistent with the land tenure requirements; or will secure the resources to do so; and
4. Certifies that it will comply with the provisions of Section 1771.8 of the State Labor Code regarding payment of prevailing wages on Projects awarded Proposition 50 Funds; and
5. If applicable, certifies that the Project will comply with any laws and regulations including, but not limited to, legal requirements for building codes, health and safety codes, disabled access laws, and, that prior to commencement of construction, all applicable permits will have been obtained; and
6. Appoints the County Administrative Officer, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned Projects.

# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

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




602

## CONSENT AGENDA REQUEST

For the February 11, 2014 meeting of the Plumas County Board of Supervisors

February 3, 2014

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works   
Subject: Authorization of Public Works Directors to apply for CalRecycle Grants

### Background and Discussion

CalRecycle administers various grants in furtherance of the California's efforts to reduce, recycle and reuse solid waste generated in the State.

CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

### Recommendation

Public Works staff respectfully recommends that the Board of Supervisors approve the attached resolution, authorizing the Director of Public Works, or his/her designee, to execute in the name of Plumas County, all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

Enclosures: Authoring Resolution 14-\_\_\_\_

## RESOLUTION NO. 14-\_\_\_\_\_

RESOLUTION OF THE PLUMAS COUNTY BOARD OF SUPERVISORS AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS FOR WHICH PLUMAS COUNTY IS ELIGIBLE.

**WHEREAS**, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), formerly known as the California Integrated Waste Management Board, to administer various Grant Programs (grants) in furtherance of the state of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

**WHEREAS**, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

**WHEREAS**, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

**NOW, THEREFORE, BE IT RESOLVED** that the Plumas County Board of Supervisors authorizes the submittal of application(s) to CalRecycle for all grants for which Plumas County is eligible.

**BE IT FURTHER RESOLVED** that the Public Works Director or his/her designee is hereby authorized and empowered to execute in the name of the Plumas County all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; provided, however, that the Public Works Director must obtain the consent of the Board of Supervisors or Purchasing Agent, as appropriate, if required by the Purchasing Policy or other applicable County policy; and

**BE IT FURTHER RESOLVED** that these authorizations are effective for five (5) years from the date of adoption of this resolution.

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 11th day of February, 2014, by the following vote:

**AYES:** Supervisors

**NOES:** Supervisors

**ABSTAIN:** Supervisors

\_\_\_\_\_  
Chair, Board of Supervisors

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board of Supervisors



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**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



CONSENT AGENDA REQUEST

For the February 11, 2014 Plumas County Board of Supervisors Meeting

February 3, 2014

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Approval and Adoption of the Modifications to the FY 09/10 Appropriation of Proposition 1B Plan

Reason for the Recommended Action

The State Department of Finance requires that each County Board of Supervisors approve any changes to previously approved plans for the use of Proposition 1B Local Streets and Road Improvement Funds. The Public Works Department is requesting that a total of \$300,000 in the FY 09/10 Prop. 1B Appropriation Plan funds be transferred to Work Order #138 Beckwourth-Genesee Road. This action will assist in closing out the FY 09/10 Prop. 1B Appropriation Plan and keep WO #138 on schedule for advertisement in the fall of 2014.

Fiscal Impact:

No impact to the general fund will result from the recommended actions. The Prop. 1B funds were previously received in FY 09/10 and currently reside in the Road Fund's Prop. 1B cash balance. The funds within this Plan have an expenditure deadline of 6/30/14.

1. The proposed changes will close out the FY 09/10 Prop. 1B Appropriation Plan per the State Controller's deadline of 6/30/14.
2. Work Order #138 Beckwourth-Genesee Road will be ready to seek approval of acquisition of all necessary right-of-way in March 2014. All appraisals have been completed and letters of offer are ready to be mailed to the landowners.
3. Minor adjustments have been made to the FY 09/10 Prop. 1B Appropriation Plan to accommodate funds for the right-of-way phase for Work Order #138 Beckwourth-Genesee Road.

Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors:

1. Approve the changes to the expenditure plan for the FY 09/10 Supplemental Prop. 1B Appropriation Plan to provide funds to purchase road right-of-way in the current fiscal year.
2. Authorize the Director of Public Works to perform related duties as may be required to administer the funds and to submit changes to the plans to the Department of Finance.

**Attachments:**

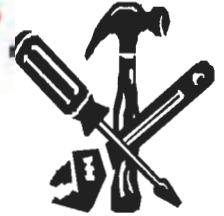
Current FY 09/10 Prop. 1B Appropriation Plan

Proposed Revised FY 09-10 Supplemental Appropriation Prop. 1B Plan – see the summary of proposed changes as highlighted in blue.



**DEPARTMENT OF FACILITY SERVICES  
& AIRPORTS**

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



Donald Sawchuk  
Director

Date: February 14, 2014

To: Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: **Authorize and execute Airport Engineer Special Services Agreement with Reinard Brandley along with four Supplemental Agreements: 1) General Services; 2) ALP Nervino; 3) ALP Gansner; 4) ALP Rogers**

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**Background**

It is requested that the Board approve the Special Service & Supplemental Agreements with Reinard Brandley. These agreements are required by the Federal Aviation Administration (FAA), authorizing Reinard Brandley to act as the consulting Airport Engineer for Plumas County Airports.

**Recommendation**

Authorize and execute Airport Engineer Special Services Agreement with Reinard Brandley along with four Supplemental Agreements: 1) General Services; 2) ALP Nervino; 3) ALP Gansner; 4) ALP Rogers

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