



BOARD OF SUPERVISORS

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

**AGENDA FOR REGULAR MEETING OF MARCH 18, 2014 TO BE HELD AT 11:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

10:00 – 11:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

11:00 A.M. **CALL TO ORDER/ROLL CALL**

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

Convene as the Flood Control & Water Conservation District Governing Board

SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS

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

1. **FLOOD CONTROL & WATER CONSERVATION DISTRICT** – Robert Perreault

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

Adjourn as the Flood Control & Water Conservation District Governing Board and reconvene as the Board of Supervisors

2. **DEPARTMENTAL MATTERS**

A) **PLUMAS COUNTY MANAGEMENT COUNCIL** – Dony Sawchuk
Executive report for March 2014

B) **PROBATION** – Daniel Prince
Authorize the Chief Probation Officer to hire a highly qualified Supervising Probation Officer at Step "E". Discussion and possible action

C) **PUBLIC WORKS** – Robert Perreault
Authorize the Department of Public Works to recruit and fill two allocated and funded positions upon retirement (1.0 FTE Power Equipment Leadworker; and 1.0 FTE Road Maintenance Supervisor, District 5). Discussion and possible action

D) **DISTRICT ATTORNEY** – David Hollister
Approve and authorize the District Attorney to sign Memorandum of Understanding between the Plumas Superior Court and the County of Plumas for Collaborative Justice Courts Substance Abuse Focus Grant Program; and approve supplemental budget of \$14,685 for FY 2013-2014 unbudgeted revenue accordingly. Approved as to form by County Counsel. **Four/fifths required roll call vote**

E) **ALCOHOL & OTHER DRUG SERVICES** – Louise Steenkamp

- 1) Approve budget transfer of \$112,474 (Alcohol & Drug-70580) from Salaries & Benefits to cover expenses for FY 2013-2014. Discussion and possible action
- 2) Approve supplemental budget of \$34,222 (Drug Court-70630) for receipt of unanticipated revenue for FY 2013-2014; and authorize the purchase of two vehicles. **Four/fifths required roll call vote.** Discussion and possible action
- 3) Approve budget transfer of \$17,373 (Drug Court-70630) from Professional Services to cover costs for purchase of a vehicle. Discussion and possible action

F) **MENTAL HEALTH** – Peter Livingston

- 1) Adopt **RESOLUTION** to amend the Plumas County Position Allocation for FY 2013-2014 by adding 1.0 FTE Mental Health Program Chief. **Roll call vote**
- 2) Authorize the Department of Mental Health to recruit and fill vacant, allocated and funded 1.0 FTE Information Systems Technician position. Discussion and possible action
- 3) Authorize the Department of Mental Health to recruit and fill vacant, allocated and funded 1.0 FTE Nursing position within one of the job descriptions including Licensed Vocational Nurse; Psychiatric Technician; or Psychiatric Nurse I/II; or Registered Nurse. Discussion and possible action
- 4) Authorize the Department of Mental Health to recruit and fill vacant, allocated and funded 1.0 FTE Fiscal and Technical Services Assistant I/II. Discussion and possible action
- 5) Informational update from the Director of Mental Health regarding upcoming transitions within the department including: addition of up to nine positions; salary adjustments; budget adjustments and additional purchasing; and planning for update of Mental Health Services Act Plan

G) **LIBRARY** – Lynn Sheehy

Earmark up to \$8,000 from the General Fund Contingency to cover costs of propane for the remainder of FY 2013-2014; and authorize the Auditor/Controller to make appropriations as necessary.

Four/fifths required roll call vote

H) **COUNTY COUNSEL** – Craig Settlemyre

Introduce and waive first reading of an **ORDINANCE** adding Article 13 to Chapter 4 of Title 2 of the Plumas County Code Relating to the Office of Chief Probation Officer. **Roll call vote**

3. **BOARD OF SUPERVISORS**

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

4. **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) **BOARD OF SUPERVISORS**

Adopt **PROCLAMATION** declaring April 20 – 27, 2014 as Earth Week in Plumas County

B) **PUBLIC HEALTH AGENCY**

- 1) Approve the Director of Public Health as the Authorizing Official for the Local Health Jurisdiction STD 340B Program
- 2) Approve "Request for Proposal" for a Random Moment Time Survey (RMTS) software system for School Medi-Cal Administrative Activities programs; and authorize the Director of Public Health to implement the process

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public Employee Employment pursuant to Subdivision (b) of Government Code §54954.5 (Supervising Probation Officer)
- B. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- C. Conference with Legal Counsel: Initiation of litigation pursuant to Subdivision (d)(4) of Government Code §54956.9 - Plumas National Forest Travel Management Plan

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, April 01, 2014, Board of Supervisors Room 308, Courthouse, Quincy, California.



DEPARTMENT OF FACILITY SERVICES
& AIRPORTS

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



Donald Sawchuk
Director

Date: March 18, 2014

To: Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: **Executive Report, March 2014 - Plumas County Management Council**

Background

PCMC wishes to present to the Board of Supervisors a monthly report regarding the activities of the PCMC. Material to report may include items such as departmental matters, policy development and recommendations thereof, objective analysis of county related issues and efforts of successful coordination between county departments.



JB

Daniel Prince, Acting Chief Probation Officer

Plumas County Probation Department
270 County Hospital Road, Ste. 128
Quincy, CA 95971

DATE: March 18, 2014
TO: Honorable Board of Supervisors
FROM: Daniel Prince, Acting Chief Probation Officer
SUBJECT: Allow New Hire at Step "E"

Recommendation:

Authorize the Chief Probation Officer to hire a highly qualified Supervising Probation Officer at Step "E".

Background and Discussion

The Probation Department has been without a Supervising Probation Officer since December 2012, although a 1.0 FTE position is allocated in the staffing resolution for fiscal year 2014.

The candidate being considered for this position currently holds the same classification in a much larger metropolitan county and is highly skilled and experienced in both juvenile and adult probation matters. The Supervising Probation Officer's wages and benefits are 100% funded with SB678 and AB109 funding. Increasing the Step from B to E would have no fiscal impact on the General Fund.

It is respectfully recommended that the Board of Supervisors approve Probation's request to offer Step E to the Supervising Probation Officer candidate.

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

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



AGENDA REQUEST

For the March 18, 2014 meeting of the Plumas County Board of Supervisors

February 28, 2014

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

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

Subject: Authorization for the Department of Public Works to fill two (2) vacancies.

Background:

The Road Department will experience two retirements in the very near future. The Power Equipment Leadworker will be retired as of April 1 and the Road Maintenance Supervisor in Dist. 5 will be retired as of June 1.

These two positions are funded and allocated in the FY 13/14 Road Department budget.

These positions are critical in the maintenance of the Road Department's equipment and vehicles and in maintaining safe travel ways for Plumas County roads during all seasons.

The department is requesting to advertise the two (2) FTE positions as county promotional.

The appropriate Critical Staffing Questionnaires and the department's organizational chart are attached.

Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors authorize the vacancies listed above to be filled by advertising the positions as county promotional pursuant to the Plumas County Personnel Rules.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Mechanic Shop Lead Worker Position –Dist. 4 Quincy

- Is there a legitimate business, statutory or financial justification to fill the position?
Lead Workers are needed for logical management of staff and operations..
- Why is it critical that this position be filled at this time?
This position provides lead direction and work coordination for the mechanics and serves as an assistant to the Public Works Shop Maintenance Supervisor. They assume responsibility for the re crew in the absence of the immediate Supervisor. Employees in this position are subject to 24 hour “call out” for road related equipment emergencies. This position would be filled as County Promotional.
- How long has the position been vacant?
This position will be vacant effective April 1, 2014
- Can the department use other wages until the next budget cycle?
The department’s wage and benefits portion of the 13/14 budget includes funds for these positions.
- What are staffing levels at other counties for similar departments and/or positions?
 - o **No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1?
Supervision, guidance, and the fact that someone is having to do this work and is not being properly compensated for the work they are doing. Also, the PW Mechanic Shop Supervisor will also have the added burden of doing both duties. During absence of the Supervisor there is no one to cover the duties.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **None**
- Does the department have a reserve? **Yes** If yes, provide the activity of the department's reserve account for the last three years?
- | | |
|-------|-------------|
| 10/11 | (\$250,000) |
| 11/12 | 0 |
| 12/13 | (\$439,699) |

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Maintenance Supervisor Position —Dist. 5 Graeagle

- Is there a legitimate business, statutory or financial justification to fill the position?
Supervisors are needed for logical management of field crews.
- Why is it critical that this position be filled at this time?
This position provides direction and work coordination for Maintenance Workers. They assume responsibility for an entire crew. Employees in this position are subject to 24 hour “call out” for road related emergencies and snow removal. This position would be filled as County Promotional.
- How long has the position been vacant?
This position will be vacant effective June 1, 2014
- Can the department use other wages until the next budget cycle?
The department’s wage and benefits portion of the 13/14 budget includes funds for these positions.
- What are staffing levels at other counties for similar departments and/or positions?
 - o **No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1?
Supervision, leadership and guidance, and the fact that someone is having to do this work and is not being properly compensated for the work they are doing.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments? **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**

— Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **None**

— Does the department have a reserve? **Yes**

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

10/11 (\$250,000)

11/12 0

12/13 (\$439,699)



OFFICE OF THE DISTRICT ATTORNEY

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

7D

Date: March 18, 2014
To: Plumas County Board of Supervisors
From: David Hollister, District Attorney
Subject: Supplemental Budget for the Alternative Sentencing Program

Recommendation:

- A. The District Attorney requests the approval of a Supplemental Budget for the Alternative Sentencing Program with funding of a grant from Plumas Superior Court of \$14,685.00
- B. Request is also made for approval of the MOU with Plumas Superior Court for this Grant. The MOU has been approved as to form by County Counsel.

Background and Discussion

The Plumas Superior Court has received a grant from the California Administrative Office of the Courts for \$14,685.00 and the Court has opted to award the entirety of this funding to the Alternative Sentencing Program for educational and recovery materials for clients of the Plumas County Adult Substance Abuse Treatment Court.

The Alternative Sentencing Coordinator has implemented a number of programs for clients of the Adult Substance Abuse Treatment Court which serves criminal defendants with addiction issues. Attached is a recent report detailing implemented programs for this population.

The grant funding is allocated for workbooks, recovery materials, videos and other media for use by counseling and case management staff in working with defendants sentenced to programs designed to reduce recidivism and promote recovery from addiction. Also funded with this grant are incentive items for small milestones or phase advancement at the Day Reporting Center where clients are mandated to check-in at a minimum of once weekly for services of the Alternative Sentencing Program. See the Alternative Sentencing Report attached for details on these various programs and activities.

COUNTY OF PLUMAS
R BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Dept. District Attorney - Alternative Sentencing

Dept. No.: 70307

Date: 2/26/14

- ### Approval Required

- Board
Board
Board
Auditor
Auditor

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

<u>FUND #</u>	<u>DEPT. #</u>	<u>ACCT. #</u>	<u>ACCOUNT NAME</u>	<u>\$ AMOUNT</u>
0001D	70307	44290	STATE - OTHER	14,685.00
TOTAL:				14,685.00

TRANSFER TO:

<u>FUND #</u>	<u>DEPT. #</u>	<u>ACCT. #</u>	<u>ACCOUNT NAME</u>	<u>\$ AMOUNT</u>
0001D	70307	527410	Client Service Exp	14,685.00
TOTAL:				14,685.00

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.

AOC grant progress report for February, 2014

- A.) The Plumas County Adult Substance Abuse Treatment Court and Alternative Sentencing Program utilizes a post-plea admission model. The program is also utilized in crafting and recommending alternative substance abuse treatment, programming focused on criminality and other treatments as an alternative to incarceration; however we also work and oversee programming that takes place in the Correctional facility for those defendants who must serve mandatory sentences prior to engaging in programming and treatment out of custody.
- B.) Program capacity: 100
- C.) Current program caseload: 74
- D.) We are slowly overcoming the challenges that have inhibited our program from reaching capacity by the planning and implementation of a new and innovative program (Adult Substance Abuse Treatment Court), most of those challenges have been staffing of various agencies and partners as well as having a facility to offer all of the programs and services needed in implementation of a Day Reporting Center.

We are hoping to use the AOC grant funds to purchase interactive journaling workbooks through the Change Company for group and program expansion. Our hope was to also utilize the funds for literature and recovery books to be given to participants as they advance from phase to phase, the literature would be recovery related and relevant to where the participant is currently at in their life and recovery. Other options we were hoping to purchase with the funds are smaller incentive items like sobriety chips to recognize participants for their sobriety and clean time, coffee cups for small milestones or phase advancement, (if literacy is an issue), as well as instant drug tests for utilization by treatment providers as well as at our Daily Reporting Center, where all participants are mandated to check-in at a minimum of once weekly. We are also hoping to begin a incentive program where participants will be awarded points for each negative urine test, attending classes etc. They then would be able to trade in their points for products like, gift cards, books, additional class supplies etc.

Book	# to order	Cost per item	Total cost
MRT: Parenting workbook	40	\$15	\$600
MRT: Coping with Anger Workbook	40	\$10	\$400
MRT: Character Development Workbook	40	\$20	\$800
MRT: Program Completion Coins	50	\$30/pack of 25	\$60
MRT Poster	2	\$10	\$20

MRT: Job Readiness Workbook	40	\$9	\$360
MRT: Something Nothing Workbook	40	\$10	\$400
MRT: Thinking for Good Workbook	40	\$10	\$400
MRT: Coping with Anger – Facilitators Guide	2	\$5	\$10
MRT: Character Development- Facilitator's Guide	2	\$20	\$40
MRT: Thinking for Good- Facilitator's Guide	2	\$5	\$10
Crisis Intervention: Strategies for Chemical Abusers & Offenders	5	\$10	\$50
MRT: Responsible Living Workbook	40	\$10	\$400
One Day at a Time Key Ring Charm	50	\$4.05	\$202.5
Gift Cards	100	\$10	\$1000
Gym Memberships	64 months	\$40	\$2560
			\$7312.5

MEMORANDUM OF UNDERSTANDING BETWEEN THE
PLUMAS SUPERIOR COURT
AND THE
COUNTY OF PLUMAS – DISTRICT ATTORNEY'S OFFICE

THIS AGREEMENT is between the Plumas Superior Court of the State of California (hereinafter "Court") and the District Attorney's Office of the County of Plumas, a political subdivision of the State of California (hereinafter "County").

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

- Plumas Superior Court has been awarded a grant from the Administrative Office of the Courts (hereinafter AOC) entitled Collaborative Justice Courts Substance Abuse Focus Grant Program in the amount of \$14,685.00 for Fiscal Year 2013-14 and desires to assign these grant funds to the Alternative Sentencing Program within the District Attorney's Office.

NOW, THEREFORE, the parties agree as follows:

1. The Alternative Sentencing Program within the District Attorney's Office may obtain reimbursement from Plumas Superior Court for use in supplying educational and recovery materials, incentive items and instant drug tests for clients of the Plumas County Adult Substance Abuse Treatment Court.
2. Upon approval of this MOU, the District Attorney will budget the funds within the Alternative Sentencing Program budget unit and have such funding approved for expenditure by the Board of Supervisors.
3. The Alternative Sentencing Coordinator will compile a list of purchases to be made using these funds and will have the list approved by the Plumas Superior Court Presiding Judge and the Treatment Team prior to ordering.
4. The Alternative Sentencing Coordinator (hereinafter ASC) will provide the required final Progress Report to the Court Executive Officer on or before July 31, 2013. The first Progress Report will be provided by the ASC to the Court Executive Officer prior to the February 28, 2014 due date.
5. After the purchases are made, complete invoice copies will be provided to the Court Executive Officer for reimbursement for the approved items by the Court to the Alternative Sentencing Program subject to the approval of the progress reports by the Administrative Office of the Courts and the receipt of grant monies by the Court.
6. The Court will obtain the grant funding from AOC for the Collaborative Justice Courts Substance Abuse Focus Grant Program and will reimburse the Alternative Sentencing Program for items benefitting only the clients of

the Plumas County Adult Substance Abuse Treatment Court (ASATC) when such funds are received by the Court.

7. Deborah Norrie, Court Executive Officer shall administer this Agreement on behalf of the Court; David Hollister, District Attorney shall administer this Agreement on behalf of County.
8. Any notices to be given under this Agreement shall be given as follows by either personal delivery or by United States Postal Service first class mail:

To Court; Deborah W. Norrie Court Executive Officer Plumas Superior Court 520 Main Street, Room 104 Quincy CA 95971	To County: David Hollister District Attorney County of Plumas 520 Main Street, Room 404 Quincy CA 95971
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9. This Agreement contains the entire agreement of the parties with regard to the subject matter addressed herein.
10. Any changes, amendments, or modifications of this Agreement shall be in writing and signed by each of the parties.
11. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original.
12. This Agreement is the result of the mutual discussions of the parties, and shall be construed fairly, and not for or against any party.

Signatures:

For the Court:

Plumas Superior Court

By Deborah W. Norrie
Deborah W. Norrie

Court Executive Officer
(Title)

For the County:

County of Plumas

By David Hollister 24 Feb 2014
David Hollister

Plumas County District Attorney
(Title)

Approved as to Form:

Steve Mansell 2/21/14
Steve Mansell
Office of the County Counsel



ALCOHOL AND OTHER DRUG SERVICES

270 County Hospital Road, Suite 111, Quincy, CA 95971
(530) 283-7050 Fax (530) 283-6110

JE

Date: March 6, 2014
To: Honorable Board of Supervisors
From: Louise Steenkamp, AOD Administrator
Agenda: Alcohol and Drug and Drug Court Mid-Year Budget Adjustments

It is Recommended that the Board of Supervisors

- a. Approve a Budget Transfer in Department 70580 in the amount of \$112,474.00 for FY 2013-2014.
- b. Approve a Supplemental Budget and unanticipated revenues in Department 70630 in the amount of \$34,222.00.
- c. Approve a Budget Transfer in Department 70630 in the amount of \$17,373 and authorize the AOD Administrator to purchase vehicle(s).

Background and Discussion

Alcohol and Drug submitted a projected budget to the county for the current fiscal year. Based on final program allocations and approved budgets from the State, mid-year adjustments to the various budgets are requested to bring the county budget in line with approved grant budgets.

The Board's action today will approve Supplemental Budgets and Budget Transfers reflecting adjustments to various line items within each department budget for the following reasons:

- a. **70580** – Various line item adjustments to match final grant approved budget and scope of work. Funds available in regular wages to transfer out due to the fact that salaries were budgeted for a full staff at beginning of year. Program did not start in 70580 until Oct. 2013. Funds needed in extra help because we did not anticipate hiring an extra help driver until after the beginning of the year. Funds also budgeted for Fiscal Services provided by PH - \$43,717 in 580002 and the Prevention Program being worked by PH \$52,577 in 580001.
- b. **70630** – Fund balance rolled over from 2012/13 of \$34,222.00 was never budgeted. We are budgeting now to put towards purchase of vehicles.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: **Alcohol & Drug** Dept. No. **70580** 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
0016	70580	51080	Retirement	\$ 15,000.00
0016	70580	51090	Group Insurance	\$ 8,000.00
0016	70580	51000	Regular Wages	\$ 89,474.00
Total (must equal transfer to total)				\$ 112,474.00

☒ **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
0016	70580	51020	Extra Help	\$ 13,000.00
0016	70580	51060	Overtime	\$ 1,500.00
0016	70580	527400	In County Travel	\$ 1,200.00
0016	70580	580001	Transfer to PH-Prevention	\$ 52,577.00 (1)
0016	70580	580002	Transfer to PH-Fiscal	\$ 43,717.00 (2)
0016	70580	51120	Cell Phone	\$ 480.00
Total (must equal transfer to total)				\$ 112,474.00

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.

\$ -

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Drug Court Dept. No. 70630 Date 2/25/2014

The Reason for this request is (check one):

- 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

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
0016	70630		Fund Balance Rollover	\$ 34,222.00
			Total (must equal transfer to total)	\$ 34,222.00

☒ **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
0016	70630	541500	Vehicle	\$ 34,222.00
			Total (must equal transfer to total)	\$ 34,222.00

Supplemental budget requests require Auditor/Controller's signature _____

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Drug Court Dept. No. 70630 Date 2/25/2014

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
0016	70630	521900	Professional Ser	\$ 17,373.00
Total (must equal transfer to total)				\$ 17,373.00

☒ **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
0016	70630	541500	Vehicle	\$ 10,778.00
0016	70630	527500	Travel	\$ 6,595.00
Total (must equal transfer to total)				\$ 17,373.00

Supplemental budget requests require Auditor/Controller's signature

2F1

PLUMAS COUNTY MENTAL HEALTH SERVICES

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



Peter Livingston, LCSW, Appointed Interim Director

DATE: MARCH 10, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PETER LIVINGSTON, LCSW, DIRECTOR

SUBJ: BOARD AGENDA ITEM FOR TUESDAY, MARCH 18, 2014

RE: REQUEST TO ADD 1 FTE PROGRAM CHIEF TO THE 2013-2014 ALLOCATION FOR MENTAL HEALTH, FUND #0014, DEPARTMENT 70570, AND APPROVAL TO RECRUIT FOR AND FILL THE PROGRAM CHIEF POSITION.

It is Recommended that the Board of Supervisors:

Approve the resolution to add 1.0 FTE Program Chief to the 2013-2014 position allocation for the Mental Health Department, Fund #0014 and Department 70570; and approval to recruit for and hire into the newly allocated Program Chief position.

Background and Discussion:

In October of 2013 the Department requested that the Board of Supervisors allocate two new FTE Program Chief positions. At that time, the Board authorized the addition of only one such position. Plumas County Mental Health continues to be in need of having two Program Chiefs, one for Adult Programs, and one for Child Programs for the following reasons.

There are currently 11 licensed clinician positions; 6.5 case manager positions; 2 individuals who are engaged in academic internships (one of whom is a case manager); 2 part-time employees engaged in clinically-related activities; 3 therapists who are not fully licensed and currently working under the CA Board of Behavioral Sciences (BBS) intern status; and 1 Behavioral Health Therapist who requires supplemental supervision targeted at serving the AB109 population during her internship, including an emphasis of co-occurring disorders. These clinical positions require a high degree of supervision.

In addition, there has been an increasing amount of 5150 evaluations, psychiatric hospitalizations, and crisis contacts over the last few years. Heightened supervision of employees regarding these high-risk activities is prudent. Such duties require that the

Department provides clinical supervision during OnCall periods, which includes 24/7/365 coverage by clinical management staff. It is unrealistic to expect that the Director can adequately meet the needs for supervision.

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

The Director of the department has received guidance that an increased level of collaboration with community partners is desired. Time allocated to those functions will result in a shift away from his ability to provide direct clinical supervision, and those clinical supervision tasks must be delegated to the Program Chief. In addition, each person currently serving in the role of Program Chief (.5 FTE each) has been performing increasing amounts of collaboration with both governmental departments and other community agencies and organizations.

A Critical Staffing questionnaire has been completed.

An updated Organizational Chart is provided; this is position #100/200 on the chart.

It is requested to hire a full time 1.0 FTE Program Chief into this allocation.

Financial Impact

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

RESOLUTION NO. 14-

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

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

WHEREAS, the Mental Health Director, Mr. Peter Livingston, has informed the Board of Supervisors of the critical need for an additional 1.0 FTE Mental Health Program Chief; and

WHEREAS, there are currently an assortment of clinical positions within the department, including 11 licensed clinician positions; 6.5 case manager positions; 2 individuals who are engaged in academic internships (one of whom is a case manager); 2 part-time employees engaged in clinically-related activities; 3 therapists who are not fully licensed and currently working under the CA Board of Behavioral Sciences (BBS) intern status; and 1 Behavioral Health Therapist who requires supplemental supervision targeted at serving the AB109 population during her internship, including an emphasis of co-occurring disorders; and

WHEREAS, heightened supervision of employees regarding crisis situations and 5150 evaluations is prudent and must be available 24 hours a day, 365 days a year, and it is unrealistic to expect that one person can adequately meet the increased needs for the supervision of emergency interventions; and

WHEREAS, there is currently a higher percentage of clinical staff who are in need of supervision than there has ever been in the past due to a number of factors, including: the presence of academic and BBS interns; multiple employees being new to work in the field of community mental health; multiple employees being new to the department, and thus in need of additional training and oversight; and

WHEREAS, the Director of the department has received guidance that an increased level of collaboration with community partners is desired, and that some of that collaboration should be achieved by individuals in the position of clinical management;

WHEREAS, it makes clinical and logical sense that there be one Program Chief for adult-related programs and one Program Chief for child-related programs, particularly given the need for communication and collaboration with agencies and organizations outside of the Department; and

WHEREAS, the Director is involved with an increased level of attendance at state-level conferences, trainings, and professional meetings such as the California Mental Health Directors Association meetings and the California Institute of Mental Health's Fiscal Leadership Institute, many of which require travel outside of the county; and

WHEREAS, the Department has recently lost its Department Fiscal Officer of over 13 years which will result in additional resources of the Director being diverted to stabilize and maintain the fiscal operations of the Department; and

WHEREAS, societal and technological changes are such that additional clinical positions will be needed within the Department in order to provide the citizens of Plumas County with the level of mental health care that is becoming the new standard; and

WHEREAS, the previously allocated 1.0 FTE Program Chief is currently split between two individuals on an interim basis, which results in multiple complications for both the employees in that position and the Human Relations Department as well; and

WHEREAS, the Director has been forthright in his advocacy for a total of 2.0 FTE Program Chief positions from the date of his appointment.

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

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

<u>Mental Health 70570</u>	<u>FROM</u>	<u>TO</u>
Mental Health Program Chief	1.0	2.0

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 14th day of January, 2014 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/Board of Supervisors

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

RE: PCMH request to fill a newly allocated (subject to Board approval) of 1.00 FTE Program Chief Allocation 3-18-14

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the need to provide adequate supervision for clinical staff.**
- Why is it critical that this position be filled at this time? ? **There are currently 14 allocated clinical positions that are supervised by one person, in addition to other duties. Additional clinical positions are anticipated in the near future. Adequate supervision, both for regular clinical services, as well as 24-hour OnCall psychiatric emergency supervision, must be provided by the Department. The current allocation of 1 FTE Program Chief is not adequate to provide the required level of oversight and clinical supervision. The Director is unable to provide supervision services in addition to all of the other tasks and responsibilities that he is responsible for.**
- How long has the position been vacant? **This will be a newly allotted position.**
- Can the department use other wages until the next budget cycle? **No**
- What are staffing levels at other counties for similar departments and/or positions? **Staffing by county depends upon caseloads and management policy and structure. It is believed that, considering the other duties assigned to the PCMH Program Chief position, that PCMH is in line with other counties.**
- What core function will be impacted without filling the position prior to July 1?
 - **Adequate supervision of clinical services delivered;**
 - **Oversight of the provision of emergency services and 5150 assessments;**
 - **Compliance with county expectations regarding employee oversight;**
 - **Inability to provide an adequate level collaborative services in the community by clinical management;**
 - **Decreased ability to implement rehabilitative measures within the department;**
 - **Reduced availability to provide consultation to the Board of Supervisors, as requested.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **Does not apply. PCMH staff generates revenue via billing for direct services to Medi-Cal and MHSA.**

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? **This position is funded by MediCal and MHSA sources, and as such, the funding is expected to remain stable. In the event of a considerable reduction of funding, other less important clinical positions can be eliminated, or the shortfall can be compensated for from departmental reserves.**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **This position does not require any GF support**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **PCMH has a prudent reserve that would provide service coverage for some time.**

PLUMAS COUNTY MENTAL HEALTH

Peter Livingston, LCSW, Director
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plivingston@kingsview.org



MEMO

DATE: MARCH 10, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PETER LIVINGSTON, LCSW, DIRECTOR

SUBJECT: AGENDA ITEM FOR BOARD MEETING OF MARCH 18, 2014

REGARDING: AUTHORIZE THE MENTAL HEALTH DEPARTMENT TO RECRUIT FOR AND FILL A VACANT, ALLOCATED, AND FUNDED 1.0 FTE INFORMATION SYSTEMS TECHNICIAN POSITION.

IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS: Authorize the Mental Health Department to recruit for and fill a vacant, allocated, and funded 1.0 FTE Information Systems Technician position.

BACKGROUND AND DISCUSSION: The Mental Health Department migrated to Electronic Health Records (EHR) in late 2011. The Department is now fully dependent on a complex mix of specialized computer hardware, networking, and software products to conduct its business, remain compliant with government mandates, and submit billings to the Department of Health Care Services. In addition, the Department is under increased pressure to collect outcome and other data for customized purposes, such as oversight, monitoring, and reporting of MHSA-related activities.

Since late 2011 the Department has had a series of two regular employees and one contract employee who have provided Information Technology services. These individuals have vacated their positions due to finding more lucrative work elsewhere or leaving the area. The resultant attrition has decreased efficiency and increased frustrations for the clinician end-users due to a lack of IT support.

The Department needs a full-time, onsite IT professional who can provide network management and support, software training and support, general trouble shooting, interface with Kings View and the Anasazi ERH systems, and development of custom databases.

A Critical Staffing Questionnaire has been completed.

An updated Organizational Chart has been provided; this is position #402 on the chart.

It is requested that the Department be authorized to fill the vacant Information Systems Technician position.

FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE
CURRENTLY ALLOCATED – MENTAL HEALTH – 3-18-14
For 1 FTE Information Systems Technician

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, the need to keep clinical record-keeping, program compliance data, and billing for services at a good level and in compliance with governmental regulations.**
- Why is it critical that this position be filled at this time? **Dependence on IT systems for the operation of the Department, and the existence of a current void in IT services and support.**
- How long has the position been vacant? **The most recent contractor gave notice at the end of February 2014. There have been three vacancies in less than 3 years.**
- Can the department use other wages until the next budget cycle? **This position was funded in the 2013 – 2014 budget.**
- What are staffing levels at other counties for similar departments and/or positions? **Variable, depending on the size of the department.**
- What core function will be impacted without filling the position prior to July 1? **Billing; mandated record-keeping; development of the MHSA program.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **Loss of revenue; risk of being out of compliance with regulations.**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? **No impact is expected as funding is secure and ongoing.**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No.**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No.**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No General Fund support is required.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **Yes, the Department has an adequate reserve fund to cover emergency expenses, long-term hospitalizations, and future MHSA program development that has not been drawn on during the last 3 years.**

PLUMAS COUNTY MENTAL HEALTH

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plivingston@kingsview.org



MEMO

DATE: MARCH 10, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PETER LIVINGSTON, LCSW, DIRECTOR

SUBJECT: AGENDA ITEM FOR BOARD MEETING OF MARCH 18, 2014

REGARDING: AUTHORIZE THE MENTAL HEALTH DEPARTMENT TO RECRUIT FOR AND FILL A VACANT, ALLOCATED, AND FUNDED 1.0 FTE NURSING POSITION.

IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS: Authorize the Mental Health Department to recruit for and fill a vacant, allocated, and funded 1.0 FTE position in one of the following job descriptions: Licensed Vocational Nurse; Psychiatric Technician; or Psychiatric Nurse I or II; or, Registered Nurse.

BACKGROUND AND DISCUSSION: The Mental Health Department provides clients with direct nursing services in conjunction with Psychiatric Medication services and also in support of clients obtaining necessary medical care. For the last two years, this 1.0 FTE position has been vacant. Some nursing services have been provided by a part-time, temporary nurse.

With the advent of Tele-Psychiatry services, the current 1.0 FTE nurse has shifted the focus of her duties away from the old model of nursing and into the new Tele-Psych model. Thus, there has been a decrease in the availability of standard nursing practices which has left unfilled needs. There has also been an increase in the new model of services. The nurse who is providing Tele-Psychiatry service is unable to meet current demand and is close to being unable to meet governmental requirements and departmental standards.

Authorization to fill the vacant 1.0 FTE in nursing will allow the Department to meet the increasing demands of Tele-Psychiatry and serve citizens who are now returning to the Department for Psychiatric Medication services after a period on constricted availability.

A Critical Staffing Questionnaire has been completed.

An updated Organizational Chart has been provided. This is position #324 on the chart.

It is requested that the Department be authorized to fill 1.0 FTE nursing position.

FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE
CURRENTLY ALLOCATED – MENTAL HEALTH – 3-18-14
For 1 FTE Nursing Staff

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, to provide adequate Tele-Psychiatry services.**
- Why is it critical that this position be filled at this time? **The current nurse providing Tele-Psychiatry services is unable to keep up with demand; other nursing duties have gone unattended; there is a need for back-up knowledge and experience in the Tele-Psychiatry portion of PCMH>**
- How long has the position been vacant? **The position has been vacant for a little over 2 years; the duties of this position have been partially provided by a temporary help employee.**
- Can the department use other wages until the next budget cycle? **This position was funded in the 2013 – 2014 budget.**
- What are staffing levels at other counties for similar departments and/or positions? **Variable, depending on the size of the department.**
- What core function will be impacted without filling the position prior to July 1? **Client care; the provision of general nursing duties; inability for the Tele-Psychiatry program to meet client demand.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **Loss of revenue; risk of being out of compliance with regulations.**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? **No impact is expected as funding is secure and ongoing.**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No.**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No.**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No General Fund support is required.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **Yes, the Department has an adequate reserve fund to cover emergency expenses, long-term hospitalizations, and future MHSA program development that has not been drawn on during the last 3 years.**

PLUMAS COUNTY MENTAL HEALTH

Peter Livingston, LCSW, Director
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plivingston@kingsview.org



MEMO

DATE: MARCH 10, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PETER LIVINGSTON, LCSW, DIRECTOR

SUBJECT: AGENDA ITEM FOR BOARD MEETING OF MARCH 18, 2014

REGARDING: AUTHORIZE THE MENTAL HEALTH DEPARTMENT TO RECRUIT FOR AND FILL A VACANT, ALLOCATED, AND FUNDED 1.0 FTE FISCAL AND TECHNICAL SERVICES ASSISTANT I OR II.

IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS: Authorize the Mental Health Department to recruit for and fill a vacant, allocated, and funded 1.0 FTE Fiscal and Technical Services Assistant I or II.

BACKGROUND AND DISCUSSION: The Mental Health Department has had a Fiscal and Technical Services Assistant position vacant for some time. The duties of this position have been filled by temporary employees.

After an extended period of loss of personnel, the Department is in the process of stabilizing and reconstruction. It is envisioned that the administrative branch of the Department will resume responsibility for tasks that had formerly been placed with clinical staff, a practice which has been somewhat at odds with industry standards. A new Department Fiscal Officer will soon be hired, along with the probable filling of a vacant Information Systems Technician position. As such, a new fiscal and administrative team is in the process of forming and congealing. To assist this process, the Department wishes to make a good faith commitment to employees, which in turn should yield more of a commitment to the Department by employees.

A Critical Staffing Questionnaire has been completed.

An updated Organizational Chart has been provided. This is position #403 on the chart.

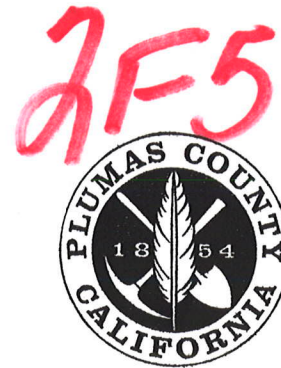
FINANCIAL IMPACT: There are no General Fund dollars involved in this matter. Any costs associated with this matter are covered by a combination of Federal and State funds.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE
CURRENTLY ALLOCATED – MENTAL HEALTH – 3-18-14
For 1 FTE Fiscal and Technical Services Assistant

- Is there a legitimate business, statutory or financial justification to fill the position? **Yes, this position has been vacant for an extended period of time, with the duties being provided by temporary employees.**
- Why is it critical that this position be filled at this time? **The Department is in a phase of stabilization and reconstruction after an extended period of attrition and loss of expertise and experience. A new team is in the process of being formed, and the Department will benefit from having employees who are fully invested in performing their jobs and being committed to a team approach.**
- How long has the position been vacant? **The position has been vacant for quite a while, although the duties have been performed by temporary employees.**
- Can the department use other wages until the next budget cycle? **This position is currently funded in the 2013 – 2014 budget.**
- What are staffing levels at other counties for similar departments and/or positions? **Variable, depending on the size of the department.**
- What core function will be impacted without filling the position prior to July 1? **Core functions are currently being provided by temporary employees. The team-building process that is underway will greatly benefit from employees who have a commitment from the Department regarding their employment, which in return should enable employees to become more invested in building a strong Department.**
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? **As mentioned, these job duties are currently being filled.**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? **No impact is expected as funding is secure and ongoing.**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? **No.**
- Does the budget reduction plan anticipate the elimination of any of the requested positions? **No.**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? **No General Fund support is required.**
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? **Yes, the Department has an adequate reserve fund to cover emergency expenses, long-term hospitalizations, and future MHSA program development that has not been drawn on during the last 3 years.**

PLUMAS COUNTY MENTAL HEALTH

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MEMO

DATE: MARCH 10, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PETER LIVINGSTON, LCSW, DIRECTOR

SUBJECT: AGENDA ITEM FOR BOARD MEETING OF MARCH 18, 2014

REGARDING: INFORMATIONAL UPDATE - PREVIEW OF COMING AGENDA ITEMS

IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS: Accept the following informational update from Mental Health regarding upcoming Board Agenda Items.

BACKGROUND AND DISCUSSION: During the period of consideration of my appointment as the Director of Mental Health, I presented a number of recommendations for the strengthening of the Department. Subsequently I presented a more detailed analysis titled *Plumas County Mental Health – Program Adjustments – 2014*. With the benefit of being five months into the job, additional clarity about the changes that are needed has emerged.

ACHIEVING STABILIZATION: The Department is nearing the point where we will be achieving a basic level of stabilization. The former model of a tight circle of managers (John, Pat, and Bianca) is being replaced with a more decentralized model that will afford a greater degree of cross-training and breadth of knowledge at the management level.

STAFF POSITIONS: Additional positions will be needed to adapt to the new management model, to adjust to the new Tele-Psychiatry model, and also to expand programs in order to be in compliance with MHSA guidelines and expectations. The following positions will meet those needs:

- Administrative Assistant to the Management Team
- Nursing and Tele-Psych Nursing Program Chief
- MHSA Coordinator

Current demand indicates a need for the following additional case manager positions:

- Case Manager – Adult (1 FTE)
- Case Manager – Children (1 FTE)

Historic demand and new programs (i.e. ACA) indicate a need for the following positions:

- Mental Health &/or Behavioral Health Clinicians (3 – 4 FTEs)

ACCESS & SERVICE DELIVERY: The Department continues to struggle with attracting, hiring, and retaining qualified clinical staff. The most readily available change that can be made in this area is to implement a **SALARY ADJUSTMENT** that will make PCMH a competitive employer of licensed clinical staff on a state-wide basis. An additional reason for making a salary adjustment for licensed clinical staff is the existence of internal disparities within the Plumas County Job Descriptions and Salary Schedule for various clinical staff. At an upcoming meeting I will be asking the Board to provide guidance about how to proceed in this matter.

BUDGET ADJUSTMENTS & PURCHASING NEEDS: Analysis of the needs of the Department has revealed a number of purchases that are necessary to insure that basic services can be properly delivered and that the Department can operate in an efficient and productive manner. As mentioned in the **MID-YEAR BUDGET REVIEW**, a number of purchases, and concomitant budget transfers, will be needed prior to the establishment of the budget for the upcoming year. Funding is available for these needs from either transfers within the current budget, or from utilizing prior years' unexpended funds.

MOVING FORWARD:

- Establish a consulting agreement with Mike Geiss, statewide MHSA fiscal and regulatory expert for analysis of PCMH MHSA funds, regulatory compliance, and guidance for the future re. MHSA.
- Establish a consultancy and service agreement for ongoing Cost Reporting (rate setting) processes which are the basis for PCMH's reimbursements for the "fee-for-service" programs.
- Joining 54 other counties as a member of CalMHSA (California Mental health Services Authority), which is a Joint Powers Agreement between county Mental/Behavioral Health Departments across the state.
- Prepare the next Three Year MHSA plan, which now requires a stronger emphasis on stakeholder processes and certification by the Plumas County Auditor prior to moving to the Board of Supervisors for approval.

FINANCIAL IMPACT: There will be no General Fund dollars involved in any of these matters as any associated costs will be covered by a combination of Federal and State funds.

PLUMAS COUNTY LIBRARY

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



Lynn Sheehy
County Librarian

DATE: March 6, 2014

TO: Honorable Board of Supervisors

FROM: Lynn Sheehy, County Librarian

RE: AGENDA ITEM FOR April 1, 2014

It is recommended that the Board:

Approve the transfer of \$8,000 from the Contingency Fund into the library's propane account #527803.

Background:

In November 2013, I received an invoice for \$6400 from OCLC, the organization that in essence provides cataloging services and an interface to make Plumas County Library's collection visible and online to other libraries nationwide. Unfortunately, I was not expecting this bill, and the amount was too large to pay from the book budget account, so it was decided to transfer funds from our propane account to the book budget account in order to pay the invoice. This decision was made because at the end of the last fiscal year, we had several thousand dollars left in the account, so I mistakenly assumed that we would be okay this year, and had forgotten that I asked for less in the propane account for the 2013-2014 fiscal year. In addition, we had unusually high propane bills during the freezing cold weather we had in December and January. Thus, the library's propane account is seriously depleted. Based on discussions with the library's fiscal technician, it is estimated that we will need an additional \$8,000 to make it to the end of this fiscal year. Of, course if less is needed, the funds will return to the County's Contingency Fund.

RECEIVED
MAR 06 2014
Auditors / Risk

2H

ORDINANCE NO. 14-_____

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, ADDING ARTICLE 13, TO CHAPTER 4 OF TITLE 2 OF THE PLUMAS COUNTY CODE RELATING TO THE OFFICE OF CHIEF PROBATION OFFICER.

The Board of Supervisors of the County of Plumas, State of California, ordains as follows:

SECTION 1. The Board of Supervisors finds as follows:

a. Section 270 of the Welfare and Institutions Code establishes the office of probation officer in each county of the State of California (the “juvenile probation officer”). Section 1203.5 of the Penal Code creates the office of adult probation officer and provides that the probation officer appointed in accordance with Chapter 2 (commencing with Section 200) of Division 2 of Part 1 of the Welfare and Institutions Code shall be the ex officio adult probation officer.

b. Prior to the adoption of this Ordinance, the juvenile probation officer of the County of Plumas has been appointed by the judge of the juvenile court for the County of Plumas.

c. The County of Plumas has established a merit system governing the methods of appointment and tenure of office of probation officers, assistant probation officers, and other employees of the Plumas County Probation Department as is evidenced by Section 2-5.101 of the Plumas County Code and the Classification Plan, Salary Plan, and Personnel Rules of Plumas County enacted in accordance with that section. As a result of the establishment of such a merit system, the appointment and tenure of Plumas County probation officers is now the duty and responsibility of the Board of Supervisors rather than the judge of the juvenile court.

SECTION 2. Article 13 is added to Chapter 4 of Title 2 of the Plumas County Code to read as follows:

Article 13. Chief Probation Officer

Section 2-4.1301 Chief Probation Officer.

Pursuant to the provisions of Welfare and Institutions Code section 271, the position of Chief Probation Officer is deemed a County officer who shall be appointed by the Board. Pursuant to Penal Code section 1203.5, the Chief Probation Officer shall be the ex officio adult probation officer.

SECTION 3. Effective and Operative Dates; Publication; Codification.

This ordinance shall become effective thirty (30) days after its date of final adoption. It shall be published in the *Feather River Bulletin*, a newspaper of general circulation in Plumas County, within fifteen (15) days of final adoption. Section 2 of this ordinance shall be codified; the remainder shall be uncoded.

Introduced at a regular meeting of the Board of Supervisors on the 18th day of March 2014, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 1st day of April 2014, by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chairperson, Board of Supervisors

ATTEST:

Clerk of the
Board of Supervisors

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Proclamation for Earth Day

Whereas, Earth Day was founded by Senator Gaylord Nelson on April 22, 1970, and,

Whereas, Earth Day was developed to give visibility to the state of the environment as a national day, observing environmental problems and challenges,

Now, therefore, we, Plumas County Board of Supervisors, do hereby proclaim our support for local Earth Week activities planned this April 20-27, 2014. Accordingly, we encourage our citizens to join with their communities in participation with Earth Week activities.

Signed



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khin Hall, MPH, CHES, Director

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

Date: March 10, 2014

To: Honorable Board of Supervisors

From: Mimi Hall, Director of Public Health

Re: Board of Supervisors Agenda Item for March 18, 2014

Description/Recommendation: Approve the Director of Public Health as the Authorizing Official for the Local Health Jurisdiction STD 340B Program.

History and Background:

Clinics and health department entities that diagnose and/or treat sexually transmitted diseases (STDs) and receive federal STD prevention dollars via the state health department are eligible for the 340B Drug Pricing Program. Certified entities receive special pricing and pharmaceuticals related to STD control.

In the past, the Chief of the state STD Control Branch has served as the Authorizing Official for all STD 340B enrolled entities in California, while the Primary Contact is someone employed by the entity or local health jurisdiction (LHJ). A change in 2014 is that both the Authorizing Official and the Primary Contact must be individuals from the covered entity or LHJ. Starting 2015, during the 340B recertification window, only the newly assigned Authorizing official will receive username and password information to perform the annual recertification.

The U.S. Department of Health Resources and Services Administration provides the following guidance on who can or should be listed as the Authorizing Official:

“The Authorizing Official is someone who represents and confirms that they are fully authorized to legally bind the covered entity into a relationship with the Federal Government and has knowledge of the practices and eligible programs at that site. This would be the person responsible and whom the Federal Government would reach out to for requests of compliance, integrity evaluations, and audits.”

Please contact me if you have any questions or concerns.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

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Mimi Khin Hall, MPH, CHES, Director

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Environmental Health Quincy Office Suite 127 Quincy, CA 95971 (530) 283-6355 (530) 283-6241 Fax	<input type="checkbox"/> Environmental Health – Chester 222 First Avenue Post Office Box 1194 Chester, CA 96020 (530) 258-2536 (530) 258-2844
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Date: March 10, 2014

To: Honorable Board of Supervisors

From: Mimi Hall

Agenda: Consent Agenda Item for March 18, 2014

Item Description/Recommendation: Approve a Request For Proposal for a Random Moment Time Survey (RMTS) software system for School Medi-Cal Administrative Activities programs; and Authorize the Public Health Director to implement the SMAA RMTS RFP Process.

History/Background:

State and federal laws allow local government agencies that conduct County based Medi-Cal Administrative Activities (MAA) and School based Medi-Cal Administrative Activities (SMAA) to claim federal reimbursement for a share of the cost of conducting the activities.

In California, all Local Governmental Agencies (i.e. counties) and Local Educational Agencies (i.e. school districts) participating in MAA programs do so through the LGA, and a single Host County serves as the administrator and fiscal agent, on behalf of the LGA and its membership, for statewide participation in the CMAA and SMAA programs. As the Board may be aware, Plumas County Public Health Agency has been selected by the Local Government Agency Consortium to serve as the LGA Host County, beginning July 1, 2014. Annual reimbursement to Plumas County for assuming Host County Duties is \$60,000 per year. The selection was based on a vote of the LGA member counties and approval by the LGA Executive Committee.

Also beginning July 1, 2014, the U.S. Centers for Medicaid and Medicare Services is requiring all SMAA programs to operate under a Random Moment Time Survey (RMTS), and a singular software system must be established. As part of the Host County selection, Plumas County Public Health Agency agreed to conduct the RMTS RFP, since the activities of the RFP begin July 1 2014 and Plumas County will assume Host County duties at that time. The LGA Executive Committee has approved expenses related to the transition of Host County to Plumas, including those incurred for the SMAA RMTS RFP, be reimburse by Marin County, which is the current Host County.

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

Attachment: LGA Host County Award Letter



Medi-Cal Administrative Activities Targeted Case Management

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LGA MAA/TCM Consultant
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(510) 846-0168 cell
lgaconsultant@gmail.com

February 20, 2014

Mimi Hall, Director
Les Hall, MAA/TCM Coordinator
Plumas County Public Health Agency
270 County Hospital Road, Suite 206
Quincy, CA 95971


RE: LGA Host County


Dear Mimi and Les,

As Co-Chairs of the LGA Consortium, it is our pleasure to inform you of Plumas County's selection as LGA Host County beginning July 1, 2014. Plumas County assumes all Host County duties for a minimum of two years, and may be selected to continue as Host County for our agreed mutual benefit. Annual reimbursement to Plumas County for assuming the Host County duties will be \$60,000.00 per year. In addition, all expenses related to transitioning into the Host County between now and July 1, 2014, may be reimbursed by expense claim presented to Marin County, current Host County, by using Plumas County mileage and per diem rates. Enclosed are the general duties of the LGA Host County.

We greatly appreciate Plumas County's interest in assisting the LGA Consortium in this matter.

Sincerely,


Janice DiCroce, PhD
Co-Chair


Lynda Lindsay
Co-Chair