

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 APRIL 08, 2014 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

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.

Convene as the Flood Control & Water Conservation District Governing Board

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 convene as the Plumas County Board of Equalization

2. BOARD OF EQUALIZATION

Select dates for Assessment Appeal Hearings. Discussion and possible action

Adjourn as the Plumas County Board of Equalization and reconvene as the Board of Supervisors

3. VOLUNTEER WORKGROUP

Presentation of final listings of Plumas County parcels outside of fire districts

4. **BOARD OF SUPERVISORS**

- A. **PUBLIC HEARING** – Pursuant to Ordinance 02-967 regarding “Outdoor Festivals”, application received from Belden Town Resort for outdoor music festivals to be held in Belden Town. Discussion and possible action to approve application for the following festivals:
- **“EMISSIONS” to be held May 16-18, 2014**
 - **“RAINDANCE” to be held June 06-09, 2014**
- B. Adopt **RESOLUTION** Confirming Withdrawal from Participation in the Feather River Coordinated Resource Management Plan Governance Process to Focus on the Update of the Integrated Regional Water Management Plan (IRWM) for the Upper Feather and Governance by way of an Expanded Feather River Regional Water Management Group. **Roll call vote**
- C. Appropriate \$3,500 from the General Fund Contingency for “Every 15 Minutes Program”. **Four/fifths required roll call vote**
- D. Correspondence
- E. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.

5. **DEPARTMENTAL MATTERS**

- A) **DISTRICT ATTORNEY** – David Hollister
- 1) Adopt **RESOLUTION** to approve the Job Description and Salary Classification of Alternative Sentencing Coordinator I at Range 1728; Alternative Sentencing Coordinator II at Range 1935; and Alternative Sentencing Manager at Range 2322. **Roll call vote**
 - 2) Adopt **RESOLUTION** to amend the Plumas County Position Allocation for Budget Year 2013-2014 within the Department of 70307 District Attorney Alternative Sentencing (delete 1.0 FTE Alternative Sentencing Coordinator and replace with 1.0 FTE Alternative Sentencing Manager or Alternative Sentencing Coordinator I/II). **Roll call vote**
- B) **CLERK/RECORDER** – Kathleen Williams
- 1) Adopt **RESOLUTION** to Reallocate 1.0 FTE Deputy Clerk/Recorder I/II position; and authorize the Human Resources Department to begin the recruitment process. **Roll call vote**
 - 2) Adopt **RESOLUTION** to Reallocate 1.0 FTE Records Management Technician I/II; and authorize the Human Resources Department to begin the recruitment process. **Roll call vote**
 - 3) Appropriate \$14,420 from the General Fund Contingency to cover costs of positions for the remainder of FY 2013-2014. **Four/fifths required roll call vote**
 - 4) Adopt **RESOLUTION** amending the Job Description of Deputy Clerk/Recorder I/II; and Records Management Technician I/II. **Roll call vote**
- C) **SOCIAL SERVICES** – Elliott Smart
- Approve budget transfer of \$640 from Regular Wages (51000) to Overtime Pay (51060). Discussion and possible action
- D) **PUBLIC WORKS** – Robert Perreault
- Solid Waste: Approve budget appropriation transfer of \$10,993 from Solid Waste Contingency account (20579-528400) to various line items for FY 2013-2014 Solid Waste Operations budget adjustment. **Four/fifths required roll call vote**
- E) **SHERIFF** – Greg Hagwood
- Animal Control: Approve budget transfer of \$14,000 from Group Insurance (51090) to fixed asset account for Vehicles (541500) and authorize purchase of vehicle. Discussion and possible action

F) **FACILITY SERVICES/AIRPORTS** – Dony Sawchuk

Approve publication and distribution of "Request for Proposal" to accept bids for the reconstruction of the tie-down apron and Chester Rogers Field. Discussion and possible action

G) **PROBATION** – Daniel Prince

- 1) Approve and authorize the Acting Chief Probation Officer to sign contract between Plumas County and Nevada County for use of the Nevada County Carl F. Bryan Juvenile Hall Facility. Approved as to form by County Counsel. Discussion and possible action
- 2) Approve the Community Corrections Partnership (CCP) Public Safety Realignment Plan for FY 2013-2014 as submitted. Discussion and possible action

H) **AUDITOR/CONTROLLER** – Roberta Allen

Presentation by Smith & Newell, CPA's of Plumas County FY 2012-2013 audited financial report. Discussion and possible action to accept the report.

6. **GRAND JURY** – Jim Liljefelt

Appropriate \$5,800 from the General Fund Contingency to Grand Jury 20270-520800 to cover per diem costs for the remainder of FY 2013-2014. **Four/fifths required roll call vote**

7. **CHILD ABUSE PREVENTION** – Janine

Adopt **PROCLAMATION** declaring April 2014 as Child Abuse Prevention and Family Strengthening Month in Plumas County. Discussion and possible action

8. **CLOSED SESSION**

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Director of Facility Services/Airports
- B. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Jeff Cunan v. County of Plumas, Superior Court, County of Plumas, Small Claims Case No. SC14-00004)
- C. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, April 15, 2014, Board of Supervisors Room 308, Courthouse, Quincy, California.

4A

**NOTICE OF PUBLIC HEARING
APPLICATION FOR MUSIC FESTIVAL
BELDEN TOWN RESORT**

"EMISSIONS"

The Plumas County Board of Supervisors will be holding a public hearing on the following matter on Tuesday, **April 08, 2014** at 10:15 a.m. in the Board of Supervisor Room 308, Courthouse, Quincy, California.

Pursuant to Ordinance 02-967 regarding "Outdoor Festivals", application has been received from Belden Town Resort for outdoor music festivals:

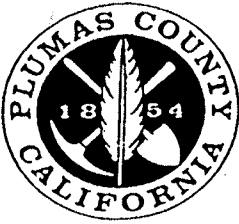
"EMISSIONS" – MAY 16-18, 2014

The Board will take public input and comments about this event, and conditions appropriate for the permit.

For further information on the above hearing please contact: the Clerk of the Board at (530) 283-6170.

Written comments should be mailed to the Plumas County Board of Supervisors, 520 Main Street, Room 309, Quincy, California 95971.


Publication: FRB - March 12, 2014



Julie A. White
PLUMAS COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

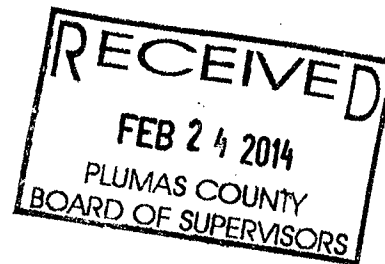
P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pcttc@countyofplumas.com
(530) 283 - 6260

Kelsey Hostetter, Assistant Treasurer-Tax Collector
(530) 283 - 6259

Date: February 21, 2014
To: Nancy Daformo, Clerk of the Board
From: Julie A. White, Treasurer-Tax Collector 
RE: Outdoor Music Festival Application

Attached is an application for an Outdoor Music Festival; "Emissions" in Belden on May 16 – 18, 2014. The applicant has paid the application fee, and completed the information and program plans for festival. I have requested further information on some of the program plans and notified related agencies. Please set a public hearing date for the festival.

Thank you.



April 8th

PLUMAS COUNTY APPLICATION FOR MUSIC FESTIVAL LICENSE

(PURSUANT TO PLUMAS COUNTY ORDINANCE NO. 02-967)

APPLICATION MUST BE SUBMITTED 90 DAYS BEFORE COMMENCEMENT OF FESTIVAL

NONREFUNDABLE APPLICATION FEE \$250.00

LICENSE FEE \$150.00 PER EACH DAY OF EVENT

ADDITIONAL FEES MAY BE ADDED BY OTHER COUNTY DEPARTMENTS

PLEASE PRINT AND COMPLETE ALL QUESTIONS ON THIS FORM

This application will be sent to the following agencies for comment prior to the public hearing set by the Board of Supervisors; Sheriff, Public Health, Environmental Health, District Attorney, Planning & Building Services, Engineering, Public Works, CalFire, CalTrans, USDA/USFS.

Name of Applicant: Belden Town Resort & Lodge Date: 2/14/14
(If applicant is a partnership, include names and addresses of all partners; if a corporation the application shall be signed by the president and attested by the secretary).

Residence Address: 14788 Belden Town Rd Belden Ca 95915 Date of Birth: 11/5/79

Mailing Address: po box 3256 Quincy Phone: 283 9662

Owner of Business/Real Property: Ivan Coffman
(Provide proof of ownership and written consent of all owners).

Location of Business/Property: 14788 Belden Town Rd Belden Ca 95915
(Include ALL lands being used for the festival; include legal descriptions and maps).

Name of Music Festival: Emissions Date/Time of Festival: May 16th 17th 18th noon - noon

Web Site Address: www.emissionsfestival.com E-mail Address: question@campquestionmark.com

Estimate number of persons; including staff, participants, spectators, etc.: 700

Provide detailed explanations of the program and plans to provide for the following (attach additional pages if necessary and contracts if available):

1. Police and Fire Security Protection:

2. **Water and Food Supplies** (a food event coordinator is required if food booths will be part of the festival, the coordinator must contact Environmental Health at least 4 weeks in advance):

RECEIVED

FEB 19 2014

PLUMAS COUNTY TREASURER
& TAX COLLECTOR

Belden Town Resort
14785 Belden Town Rd.
Belden, Ca. 95915

To Whom It May Concern,

I, Ivan Coffman owner of Belden Town Resort and Lodge, give my permission for Emissions Music Festival. To take place on May 16th - 18th and 19th 2014. At Belden Town Resort, 14785 Belden Town Rd. Belden, ca. 95915.

Thank you,

A handwritten signature in cursive script, appearing to read "Ivan Coffman", written over a horizontal line.

Ivan Coffman- Owner, Belden Town Resort and Lodge

OUTDOOR FESTIVAL RESOLUTION 02-967

APPLICATION CHECKLIST

A. Name of Festival, "Emissions Music Festival" Brian Soccoman 408-295-9891

B. Location of event, Belden Town Resort and Lodge @14785 Belden Town Road
Belden, Ca. 95915 PH # (530)283-9662

C. Dates, May 16th-18th out 19th 2014

D. Estimate of numbers (attendance) 700 Including staff & Artists

E. Programs and plans to provide;

Police and Fire Security Protection; Belden's security team combined with Promoters security team that work together, everyone is well marked and all have radio's for a quick response for people. There will be 24 hr. security. Belden has 2 water sources and a new state of the art fire system.

Water and Food Supplies; Belden has two water sources, plus we sell bottled water in the store. We have a fresh water fountain available to all. There are flyers passed out to everyone reminding them to stay hydrated and healthy. The restaurant will be open 7am until 10 pm., otherwise there is always the store that we keep fully stocked this time of year.

Sanitation Facilities and Services; We will be using Plumas Sanitation out of Portola. They will bring 28 porta-potties and 2 wash stations. We have bathrooms in the lodge, two outdoor bathrooms, plus ten cabins with bathrooms.

Medical; As requested by Plumas County the medical tent will be set up at Facilities and Services; the old garage (less than 50 ft. from the bridge) with 24 hr. staff.

Vehicle Parking Space; There are 80 parking passes sold. Our devoted team will coordinate the parking on property in accordance with the rules. The rest of the vehicles will be parked at Jack's Place and shuttled over. We are pulling permits through Cal-trans to do so. You can verify through Fred Chaffin 530-225-3121, or Carla 530-225-3097. We will also place a dumpster and 2 porta-potties at the parking area.

Access/On Site Traffic Control; We will have already made plans to pick up the "special event" signs so people know to slow down while people are turning onto the bridge from hwy 70. No one will be stopped to check in until they are in the upper parking lot at Belden, for traffic control.

Over night Camping/Lighting; Belden has our own street lights. Along with the fact the parties are pretty dressed up with all kinds of lighting.

Provisions for Spectators Over & Above Estimates; The promoters have and are pulling permits through Mt. Hough Forest Service for the abandoned park just west of Belden. Verify through Erica.

Clean up/Rubbish Removal; The Belden Staff along with the music festival clean up crew will work together and we will be using a dumpster provided by Plumas Sanitation.

**NOTICE OF PUBLIC HEARING
APPLICATION FOR MUSIC FESTIVAL
BELDEN TOWN RESORT**

“RAINDANCE”

The Plumas County Board of Supervisors will be holding a public hearing on the following matter on Tuesday, **April 08, 2014** at 10:15 a.m. in the Board of Supervisor Room 308, Courthouse, Quincy, California.

Pursuant to Ordinance 02-967 regarding “Outdoor Festivals”, application has been received from Belden Town Resort for outdoor music festivals:

“RAINDANCE” – JUNE 06 - 09, 2014

The Board will take public input and comments about this event, and conditions appropriate for the permit.

For further information on the above hearing please contact: the Clerk of the Board at (530) 283-6170.

Written comments should be mailed to the Plumas County Board of Supervisors, 520 Main Street, Room 309, Quincy, California 95971.

Publication: FRB - March 12, 2014




Julie A. White
PLUMAS COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

P.O. Box 176 • Quincy, CA 95971-0176 •
E-mail: pcttc@countyofplumas.com
(530) 283 - 6260

Kelsey Hostetter, Assistant Treasurer-Tax Collector
(530) 283 - 6259

Date: March 7, 2014

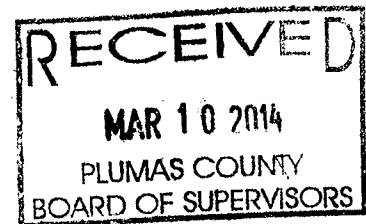
To: Nancy Daorno, Clerk of the Board

From: Julie A. White, Treasurer-Tax Collector 

RE: Outdoor Music Festival Application

Attached is an application for an Outdoor Music Festival; "Raindance" in Belden on June 6 - 9, 2014. The applicant has paid the application fee, and completed the information and program plans for festival. I have requested further information on some of the program plans and notified related agencies. Please set a public hearing date for the festival.

Thank you.



PLUMAS COUNTY APPLICATION FOR MUSIC FESTIVAL LICENSE

(PURSUANT TO PLUMAS COUNTY ORDINANCE NO. 02-967)

APPLICATION MUST BE SUBMITTED 90 DAYS BEFORE COMMENCEMENT OF FESTIVAL

NONREFUNDABLE APPLICATION FEE \$250.00

LICENSE FEE \$150.00 PER EACH DAY OF EVENT

ADDITIONAL FEES MAY BE ADDED BY OTHER COUNTY DEPARTMENTS

PLEASE PRINT AND COMPLETE ALL QUESTIONS ON THIS FORM

This application will be sent to the following agencies for comment prior to the public hearing set by the Board of Supervisors; Sheriff, Public Health, Environmental Health, District Attorney, Planning & Building Services, Engineering, Public Works, CalFire, CalTrans, USDA/USFS.

Name of Applicant: Belden Town Resort Date: 3/4/14
(If applicant is a partnership, include names and addresses of all partners; if a corporation the application shall be signed by the president and attested by the secretary).

Residence Address: 14785 Belden Town Road Date of Birth: 11/5/79

Mailing Address: PO Box 3256 Quincy Ca 95971 Phone: 5302839662

Owner of Business/Real Property: Ivan Coffman
(Provide proof of ownership and written consent of all owners).

Location of Business/Property: 14785 Belden Town Rd Belden Ca 959¹⁵
(Include ALL lands being used for the festival; include legal descriptions and maps).

Name of Music Festival: Rain dance Date/Time of Festival: 6/6 - 6/9 out 10

Web Site Address: ~~Raind~~ raindance presents .com E-mail Address: 01jraindance@gmail.com
Raindance @facebook

Estimate number of persons; including staff, participants, spectators, etc.: 700

Provide detailed explanations of the program and plans to provide for the following (attach additional pages if necessary and contracts if available):

1. Police and Fire Security Protection:

2. Water and Food Supplies (a food event coordinator is required if food booths will be part of the festival, the coordinator must contact Environmental Health at least 4 weeks in advance):

RECEIVED

MAR 05 2014

PLUMAS COUNTY TREASURER
& TAX COLLECTOR

OUTDOOR FESTIVAL RESOLUTION 02-967

APPLICATION CHECKLIST

A. Name of Festival, "Raindance"

B. Location of event, Belden Town Resort and Lodge @14785 Belden Town Road
Belden, Ca. 95915 PH # (530)283-9662

C. Dates, June 6th -9th out on 10th of June 2014

D. Estimate of numbers (attendance) 700 Including staff & Artists

E. Programs and plans to provide;

Police and Fire Security Protection; Belden's security team combined with Promoters security team that work together, everyone is well marked and all have radio's for a quick response for people. There will be 24 hr. security. Belden has 2 water sources and a new state of the art fire system.

Water and Food Supplies; Belden has two water sources, plus we sell bottled water in the store. We have a fresh water fountain available to all. There are flyers passed out to everyone reminding them to stay hydrated and healthy. The restaurant will be open 7am until 10 pm., otherwise there is always the store that we keep fully stocked this time of year.

Sanitation Facilities and Services; We will be using Plumas Sanitation out of Portola. They will bring 28 porta-potties and 2 wash stations. We have bathrooms in the lodge, two outdoor bathrooms, plus ten cabins with bathrooms.

Medical; As requested by Plumas County the medical tent will be set up at Facilities and Services; the old garage (less than 50 ft. from the bridge) with 24 hr. staff.

Vehicle Parking Space; There are 80 parking passes sold. Our devoted team will coordinate the parking on property in accordance with the rules. The rest of the vehicles will be parked at Jack's Place and shuttled over. We are pulling permits through Cal-trans to do so. You can verify through Fred Chaffin 530-225-3121, or Carla 530-225-3097. We will also place a dumpster and 2 porta-potties at the parking area.

Access/On Site Traffic Control; We will have already made plans to pick up the "special event" signs so people know to slow down while people are turning onto the bridge from hwy 70. No one will be stopped to check in until they are in the upper parking lot at Belden, for traffic control.

Over night Camping/Lighting; Belden has our own street lights. Along with the fact the parties are pretty dressed up with all kinds of lighting.

Provisions for Spectators Over & Above Estimates; The promoters have and are pulling permits through Mt. Hough Forest Service for the abandoned park just west of Belden. Verify through Erica.

Clean up/Rubbish Removal; The Belden Staff along with the music festival clean up crew will work together and we will be using a dumpster provided by Plumas Sanitation.

Policing of Activity --

Belden has a security team. Walkers father, head of security has been with us for four yrs. BC Cameron out of Willows, he is a EMT, does professional security for the Glenn County Fair and Stoneyford Rodeo, ambulance at Thunderhill Race Track, is Chief of Glenn-cadora Fire, Captain of Knawha Fire, Captain of Glenn County Search & Rescue and retired Lt. of Willows Fire. Along with his hand picked team, united with the professionally hired team from promoters. All of us carrying radios to assure immediate response to any red flag or emergency. We are sincere and take very serious the safety of our guest.

Maps --

See attached

Letters of Permission from Property Owner --

See attached

Belden Town Resort
14785 Belden Town Rd.
Belden, Ca. 95915

To Whom It May Concern,

I, Ivan Coffman owner of Belden Town Resort and Lodge, give my permission for
Rain dance. To take place on 6/6-6/9 2014. At
Belden Town Resort, 14785 Belden Town Rd. Belden, ca. 95915.

Thank you,

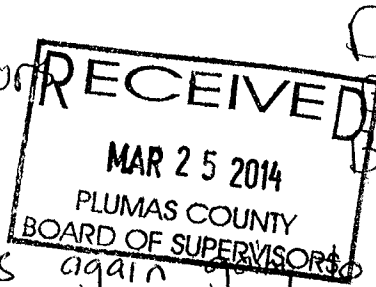
A handwritten signature in cursive script, appearing to read "Ivan Coffman", written over a horizontal line.

Ivan Coffman- Owner, Belden Town Resort and Lodge

RE = Emissions event

rain dance
or any other they slip in before april 8th

To Supervisor



Darrel Smith

Box 6

Belden Ca. 95813

Belden town is again asking your meeting

to have you supervisors rubber stamp some more permits.

My annual letter to you sups is to remind you of the problems from the last Emissions event, in case you forgot and need a refreshment course (read my letter).
To Editor

If any of you sups is at all concerned with public safety or fire safety, you will finally address the problems and order the sheriff to send a deputy down to Belden to make the resort comply with the rules and keep the parties off the private property residents on Howell's Road. The organizers and Belden town is clearly incapable of following rules, as this has been going on over 5 years and its the same result "Security Failure". The only time there isn't any problems is when the events are small or Ouds - (no one shows up).

Last spring when you sups voted to increase the cap to 1250, I had a conversation with district 2 sup Goss. He told me the cap was 600, not the 1250 that was printed in the paper! How could he not even know he voted for the increase? He also said he would be coming to check on the events! That was more hot air! Its up to you other sups to do something. Goss is heading down the Meacher path, doing nothing!!

4B

RESOLUTION NO. 14 –

A RESOLUTION CONFIRMING WITHDRAWAL FROM PARTICIPATION IN THE FEATHER RIVER COORDINATED RESOURCE MANAGEMENT PLAN GOVERNANCE PROCESS TO FOCUS ON THE UPDATE OF THE INTEGRATED REGIONAL WATER MANAGEMENT PLAN (IRWM) FOR THE UPPER FEATHER AND GOVERNANCE BY WAY OF AN EXPANDED FEATHER RIVER REGIONAL WATER MANAGEMENT GROUP

WHEREAS, in 1989 the County of Plumas was a signatory to the “Coordinated Resource Management Plan for the East Branch of the North Fork of the Feather River,” later commonly referred to as the “Feather River CRM,” for the stated objectives “to maintain, protect, and improve, where possible, water quality and quantity in the EBNFER;” and

WHEREAS, on February 11, 2014, the Plumas County Flood Control and Water Conservation District accepted a Proposition 84 grant from the California Department of Water Resources in the amount of \$679,657 for the purpose of updating the Integrated Regional Water Management Plan (IRWM) for the Upper Feather River Watershed and to ensure a more open, transparent, and accessible governance process by way of an expanded Feather River Regional Water Management Group (RWMG); and

WHEREAS, in anticipation of Plumas County’s participation in the foregoing described update of the IRWM and the expanded RWMG, on February 4, 2014, the Plumas County Board of Supervisors formally acted to withdraw from participation in the Feather River Coordinated Resource Management Plan governance process; and

WHEREAS, on April 1, 2014, the governing boards of the County of Plumas and the Plumas County Flood Control and Water Conservation District have each appointed one of their members to the expanded Feather River Regional Water Management Group to focus on the Integrated Water Management Plan Update for the Upper Feather River Watershed, a process that is expected to take up to two years to complete.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, County of Plumas, State of California, that the action taken on February 4, 2014, to withdraw from the Feather River Coordinated Resource Management Plan governance process in favor of concentrating on updating the Integrated Regional Water Management Plan (IRWM) for the Upper Feather River Watershed and to ensure a more open, transparent, and accessible governance process by way of an expanded Feather River Regional Water Management Group, is hereby confirmed.

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 8th day of April, 2014 by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:

Nancy DaForno, Clerk of the Board

5A



OFFICE of the DISTRICT ATTORNEY
and PUBLIC ADMINISTRATOR

David Hollister, District Attorney

520 Main Street, Room 404

Quincy California 95971

(530) 283-6303 • Fax (530) 283-6340

TO: THE HONORABLE BOARD OF SUPERVISORS

FROM: DAVID HOLLISTER, DISTRICT ATTORNEY

RE: Reorganization of Alternative Sentencing

DATE: 8 April 2014

Recommendation:

- 1) Adopt RESOLUTION to amend the Classification Plan to include Alternative Sentencing Coordinator I, range 1728; Alternative Sentencing Coordinator II, range 1935; Alternative Sentencing Manager, range 2322;
 - 2) Adopt RESOLUTION to amend the 2013-2014 Position Allocation for the District Attorney Department 70301 to reflect 1.00 FTE Alternative Sentencing Coordinator I, Alternative Sentencing Coordinator II, or Alternative Sentencing Manager.
-

Background and Discussion:

INTRODUCTION

The District Attorney seeks your approval in reorganizing the structure of the Alternative Sentencing Program (ASP) to more appropriately reflect the important and growing responsibilities ASP has been tasked with accomplishing. This reorganization will provide the flexibility to appropriately staff the program in the face of its increased workload and as funding becomes available.

On April 4, 2011, Governor Brown signed Assembly Bill 109 (AB 109), which made fundamental changes to California's correctional system. The Public Safety Realignment Act (AB 109 took effect October 1, 2011 and mandated sweeping changes to California's criminal justice system by shifting responsibility from the state to each of the 58 counties in managing offenders. These sweeping changes explicitly included a newly created category of Post-Release Community Supervision offenders, offenders who otherwise would have been sentenced to state prison, and parole and probation violators serving their revocation sentences in county jail rather than state prison. What was not explicitly set forth in AB109 was the now undeniable fact these sweeping changes would impact the entirety of each county's criminal justice system.

In addressing these fundamental and sweeping changes Plumas County created an Alternative Sentencing Program. When created, the necessity and range of the Alternative Sentencing Program was vastly underestimated. To meet the current and growing demand created by AB109, it is imperative a reorganization of the Alternative Sentencing Program occur to allow for flexibility in the administration of this critical program.

BACKGROUND on the ALTERNATIVE SENTENCING PROGRAM

The Plumas County Alternative Sentencing Program (ASP) exists to assist offenders in the journey of becoming clean and sober, stop drug-related crime, reduce recidivism, limit the use of the jail for drug related crimes and reunite broken families. In order to understand the growth of this program and the need for a higher level of authority for the person in charge, the following will be helpful.

The Alternative Sentencing Program is located within the District Attorney's Office and works with the Courts, ancillary service providers, and non-profits as well as law enforcement to ensure quality, evidence-based programming is offered to the criminal justice population. When an individual is sentenced to a specialty court (Drug Court or Prop 36), domestic violence counseling, anger management, parenting class or other program by the Courts, the ASP refers them to the appropriate treatment, education or counseling program by conducting interviews and utilizing a variety of assessment tools. The ASP also provides some oversight of programs and recommends and provides training for all partners.

The ASP gives the Courts, Prosecutors and Defense Bar additional information on alternative sentencing and sanctioning options. The ASP is available on all criminal justice realignment cases, as well as other cases where an alternative to a jail or prison sentence may be possible. The goal is to identify safe, effective programs, treatment, sanctions and incentives that will address the offenders' criminogenic needs and at the same time help advance public safety and lower the jail population.

The ASP oversees and runs the Day Reporting Center where all participants report and receive services. The ASP also monitors participants' progress and participation in all

programs and reports directly to the Courts, Prosecutors, Defense Bar and Probation. The Day Reporting Center is currently located at the Resource Center (formerly Crisis Center).

Service providers at the Day Reporting Center (DRC) currently include: the Resource Center, the Alliance for Workforce Development and the Housing Authority as ancillary service providers. County agencies providing services through the DRC include Probation, Alcohol & Drug, Mental Health, Social Services, Child Protective Services and Alternative Sentencing. Released Jail inmates on electronic monitoring also receive services at the DRC. The Coordinator alone has developed these partnerships and implemented collaboration between them.

The Day Reporting Center is outgrowing the space available at the Resource Center and will need to move to a larger facility in the next months. When that happens, the Coordinator will be creating and implementing a comprehensive Memoranda of Understanding among all partners and providers and recruiting other service providers to join in as well. The goals for such an MOU are required training for staff, standard assessment and evaluation tools for participants, cooperative tracking of participant progress and shared information and goals, as well as monitoring and running the Day Reporting Center in an expanded capacity.

In June of 2013, a request was made by the District Attorney to the Community Corrections Partnership (CCP) to reorganize the program due to its rapid growth over the previous months reaching over 100 defendants in a very short time. Alternative Sentencing Programs are included and instrumental in the currently proposed 2013-14 CCP Plan (authored by the Interim Chief Probation Officer). This plan is currently awaiting discussion by the CCP Executive Committee.

The Alternative Sentencing Program must move forward with this reorganization if it is to continue to meet the needs of the criminal justice population and to reduce the jail population because of Public Safety Realignment which mandates former prison inmates be housed in county jails. Because many long-term prison-sentenced defendants are now housed in the county jail, it is imperative that lower-level offenders including drug related and behavioral health crimes be diverted to effective programs that use evidence-based education and treatment to improve the lives of offenders and reduce the strain on the local Criminal Justice System.

ALTERNATIVE SENTENCING CHANGES from its INCEPTION TO PRESENT

As discussed above at the inception of the Alternative Sentencing Program the belief was that the one staff member would be working on overseeing the Drug Court and Prop 36 programs, working with Probation on programming for the PRCS population and addressing some of CCP's concerns for the lack of programs, services and general response to Public Safety Realignment as well as assisting the Court minimally with specialty cases as needed. The initial participant count was thought to be 25 at the highest, that number was exceeded within the first 3-4 months.

With the Alternative Sentencing Coordinator (ASC) working with all CCP partners to create and craft a personalized response for Plumas County to Public Safety Realignment the job quickly grew to working with the Plumas County Jail Commander to oversee and create a time credit program to reduce jail days for offenders, this entailed working with many ancillary service providers to ensure appropriate evidence based practices and programs were being implemented in the correctional facility as well as tracking and reporting mechanism for tracking participation and credits. As the collaborations grew stronger so did the responsibility of the ASC, the Court began sending defendants for assessments and recommendations for sentencing due to lack of beds available in the jail, the idea of the Day Reporting Center became a reality and with that came more referrals from the Court, Probation and Social Services, the ASC worked with the Public Health program who was the acting AOD administrator at the time to get the Drug Court program back up and running.

The Alternative Sentencing Program and Day Reporting Center now receive a minimum of 6 referrals a week from the Courts an additional 2-3 from probation and about 1-2 per month from Social Services. Those are in addition to managing and overseeing approximately 70 active participants on a weekly basis. Since the inception of the ASP program we have received approximately 175 referrals and had 19 participants graduate from programs in that time. We will be evaluating recidivism rates upon the completion of our full first year of operation.

Human Resources Director Gayla Trumbo provided assistance in creating these Resolutions and has approved these job descriptions and salary levels. Operating Engineers Business Representative Greg Ramirez has been apprised of this request and offers no objection. This reorganization has also been discussed with, and is supported by, the Honorable Ira Kaufman (Presiding Judge of the Superior Court, in and for the County of Plumas), Douglas Prouty (Public Defender contract attorney), Dan Prince (Interim Chief Probation Officer) and the Honorable Greg Hagwood (Sheriff).

RESOLUTION NO. _____

**RESOLUTION TO ADOPT THE JOB DESCRIPTION AND SALARY
CLASSIFICATION OF ALTERNATIVE SENTENCING COORDINATOR I AT RANGE
1728, ALTERNATIVE SENTENCING COORDINATOR II AT RANGE 1935 AND
ALTERNATIVE SENTENCING MANAGER AT RANGE 2322**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, District Attorney David Hollister is requesting a reorganization within his department; and

WHEREAS, within this reorganization he has requested deleting the current classification of Alternative Sentencing Coordinator, at range 1728, a new classification of Alternative Sentencing Coordinator I at range 1728, Alternative Sentencing Coordinator II at range 1935 and Alternative Sentencing Manager at range 2322 to be added to the Plumas County Position and Salary Classifications flexibly allocated; and

WHEREAS, the amendments to the job description are necessary to provide a more accurate description of the type of duties and responsibilities assigned to the Alternative Sentencing Manager, and Alternative Sentencing Coordinator I and II.

WHEREAS, the Human Resources Director has reviewed the information provided by the District Attorney, including the proposed job description and salary range and has determined that it is within reason; and

WHEREAS, it is also within reason to create a classification at an advance step above the entry level Alternative Sentencing Coordinator position. Alternative Sentencing Coordinator II level would perform more complex duties and would work more independently than the entry level position; and

WHEREAS, the proposed salary ranges for the Alternative Sentencing Coordinator II and Alternative Sentencing Manager is at least 10% higher than that of the Alternative Sentencing Coordinator I and Alternative Sentencing Coordinator II classification which is consistent with other advance level classifications within a series.

WHEREAS, Operating Engineers Representative, Mr. Gregory Ramirez was provided a copy of this job descriptions and has responded that the Union has no issue with the job description or the salary classification.

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

The County's classification plan is hereby amended to reflect the deletion of Alternative Sentencing Coordinator at range 1728, the addition of Alternative Sentencing Coordinator I at range 1728, II at range 1935 and Alternative Sentencing Manager at range 2322 and to be flexibly allocated, as presented to the Board.

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 8th day of April 2014 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/Board of Supervisors

RESOLUTION NO. _____

**RESOLUTION TO AMEND THE PLUMAS COUNTY POSITION ALLOCATION
FOR BUDGET YEAR 2013-14 WITHIN THE DEPARTMENT OF
70307 DISTRICT ATTORNEY ALTERNATIVE SENTENCING**

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

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

WHEREAS, the District Attorney, David Hollister would like to reorganize his Alternative Sentencing staff so that he may have a total of 1.0 FTE flexibly allocated Alternative Sentencing Manager or Alternative Sentencing Coordinator I or II due to the growing needs of Criminal Justice Realignment and has met with approval by the Community Corrections Partnership; and

WHEREAS, the positions of Alternative Sentencing Manager or Alternative Sentencing Coordinator I or II will be funded by state and federal grants and not require any funding from the general fund, and

WHEREAS, the overall total FTE's for the District Attorney's Alternative Sentencing Department will not increase, but will remain at the same level as approved with the 2013-2014 Budget.

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

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

| <u>District Attorney 70307 Alternative Sentencing</u> | <u>FROM</u> | <u>TO</u> |
|-------------------------------------------------------|-------------|-----------|
| Alternative Sentencing Manager OR | 0.00 | 1.00 |
| Alternative Sentencing Coordinator I or II | | |
| Alternative Sentencing Coordinator | 1.00 | 0.00 |
| Total | 1.00 | 1.00 |

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 8th day of April 2014 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/Board of Supervisors

DRAFT

ALTERNATIVE SENTENCING COORDINATOR I

DEFINITION

Under general direction administers, plans, organizes, and supervises the functions, services, and programs of Plumas County's collaborative justice programs, including the Plumas County Adult Drug Court and a variety of alternative sentencing programs under Criminal Justice Realignment as assigned; responsible for the administration of mandated treatment programs and the delivery of services; responsible for certain victim services related to AB109; provides Administrative leadership; represents these programs with state, local and community organizations and other government agencies; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is the beginning or entry level position in the Alternative Sentencing Coordinator class. Incumbents typically have responsibility for the administration and coordination of some of the Plumas County's collaborative justice programs, which include Adult Drug Court and other court mandated treatment programs under Criminal Justice Realignment. The incumbent works closely with the Community Corrections Partnership and the Drug Court Treatment Team and the Drug Court Policy Committee in the development and administration of Plumas County Court Mandated Treatment Programs. This position represents the District Attorney in a variety of services provided to the victims of crime.

REPORTS TO

The District Attorney or the Alternative Sentencing Manager.

CLASSIFICATIONS DIRECTLY SUPERVISED

Community Care Case Manager, Office Assistant, Grant Compliance Officer and Grant Compliance Assistant, Administrative Assistant I and II, Fiscal and Technical Services Assistant I, II and III and Legal Services Assistant I and II.

ALTERNATIVE SENTENCING COORDINATOR I - 2

EXAMPLES OF DUTIES

- Works closely with the Community Corrections Partnership, the Adult Drug Court Partnership, and relevant committees and workgroups.
- The Coordinator will assist various treatment programs with the monitoring and evaluation when appropriate
- Assists with recruitment, staffing and selection of personnel.
- Supervises, trains, and schedules staff and volunteers.
- Assists Alternative Sentencing Manager or District Attorney in establishing standards for various programs.
- Assists with the development of program plans.
- Assists in seeking funding sources, responding to grant applications, and implementing and monitoring grant funds to ensure the ongoing operation of the mandated treatment programs.
- Is responsible for the preparation of regular reports to include number of participants, graduates, recidivism rates, and changes in programs.
- Oversees policies and procedures for clients and staff.
- Monitors staff and contractor effectiveness.
- Provides training and education for community organizations and assists in event coordination, planning and implementation.
- Acts as liaison with community groups, and State, Federal and local agencies.
- Evaluates client satisfaction and quality of care provided by to participants of collaborative justice programs, including the Plumas County Adult Drug Court Program, AB 109 funded Behavioral Health services, and ancillary services serving participants in collaborative justice programs
- Participates in policy development and implementation.
- Manages grant compliance.
- Conducts community assessments and presentations. Implements specific programs or program components.
- Keeps statistics and provides records and reports to authorized agencies.
- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction cases.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment

including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

ALTERNATIVE SENTENCING COORDINATOR I - 3

TYPICAL WORKING CONDITIONS

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Collaborative justice theories and models
- Restorative justice theories and models
- Sentencing programs and options
- Modern methods of assessing, planning, designing and evaluation of mandated treatment court programs.
- Relevant Federal, State and local laws, regulations, policies and standards pertaining to collaborative justice programs and funding.
- Community organization and development principles and practices.
- Methods and techniques for providing training and education to individuals, groups and the community.
- Methods of program monitoring and evaluation.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Plan, organize, develop and implement programs and services.
- Assign, schedule, supervise and evaluate staff.
- Oversee budgets and control expenditures.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Provide grant compliance oversight.
- Establish and maintain cooperative working relationships and mediate disputes among the various agencies involved in these programs.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.

ALTERNATIVE SENTENCING COORDINATOR I - 4

Training and Experience:

Three (3) years experience in administration or implementation of drug courts or similar criminal justice programs, which include some management responsibility, program planning, administration and supervision experience.

Equivalent to graduation from a recognized college with an Associate or Bachelor's Degree in Criminal Justice, Human Services, Counseling, Psychology or Sociology or a related field.

Special Requirements: Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

DRAFT

ALTERNATIVE SENTENCING COORDINATOR II

DEFINITION

Under general direction administers, plans, organizes, and supervises the functions, services, and programs of Plumas County's collaborative justice programs, including the Plumas County Adult Drug Court and a variety of alternative sentencing programs under Criminal Justice Realignment as assigned; responsible for administration of mandated treatment programs and the delivery of services; responsible for certain victim services related to AB109; provides Administrative leadership; represents these programs with state, local and community organizations and other government agencies; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is the experienced level position in the Alternative Sentencing Coordinator class. Incumbents typically have extensive responsibility for the administration and coordination of the Plumas County's collaborative justice programs, which include Adult Drug Court and other court mandated treatment programs under Criminal Justice Realignment. The incumbent works closely with the Community Corrections Partnership and the Drug Court Treatment Team and the Drug Court Policy Committee in the development and administration of Plumas County Court Mandated Treatment Programs. This position represents the District Attorney in a variety of services provided to the victims of crime.

REPORTS TO

The District Attorney or the Alternative Sentencing Manager.

CLASSIFICATIONS DIRECTLY SUPERVISED

Community Care Case Manager, Office Assistant, Grant Compliance Officer and Grant Compliance Assistant, Administrative Assistant I and II, Fiscal and Technical Services Assistant I, II and III and Legal Services Assistant I and II.

ALTERNATIVE SENTENCING COORDINATOR II - 2

EXAMPLES OF DUTIES

- Works closely with the Community Corrections Partnership, the Adult Drug Court Partnership, and relevant committees and workgroups.
- The Coordinator II will direct various treatment programs in monitoring and evaluation when appropriate.
- Assists with recruitment, staffing and selection of personnel.
- Supervises, trains, and schedules staff and volunteers.
- Assists Alternative Sentencing Manager or District Attorney in establishing standards for various programs.
- Develops and presents community education programs on collaborative justice topics.
- Assists in seeking funding sources, responding to grant applications, implementing and monitoring grant funds and providing fiscal, narrative and statistical information as required by the funding source to ensure the ongoing operation of the mandated treatment programs.
- Plans and develops workplans related to collaborative justice projects in consultation with collaborative justice partners and communities.
- Is responsible for the preparation of regular reports to include number of participants, graduates, recidivism rates, and changes in programs.
- Develops policies and procedures for clients and staff.
- Monitors staff and contractor effectiveness.
- Provides training and education for community organizations and assists in event coordination, planning and implementation.
- Acts as liaison with community groups, and State, Federal and local agencies.
- Analyzes and makes recommendations regarding the effectiveness of programs and conducts reviews for appropriate utilization of services from admission through discharge of clients.
- Evaluates client satisfaction and quality of care provided by to participants of collaborative justice programs, including the Plumas County Adult Drug Court Program, AB 109 funded Behavioral Health services, and ancillary services serving participants in collaborative justice programs
- Participates in policy development and implementation.
- Seeks grant funding, assists with grant applications and provides grant compliance.
- Conducts community assessments and presentations. Implements specific programs or program components.
- Keep statistics and provides records and reports to authorized agencies.
- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction cases.

ALTERNATIVE SENTENCING COORDINATOR II - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

TYPICAL WORKING CONDITIONS

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Collaborative justice theories and models
- Restorative justice theories and models
- Sentencing programs and options
- Modern methods of assessing, planning, designing and evaluation of mandated treatment court programs.
- Relevant Federal, State and local laws, regulations, policies and standards pertaining to collaborative justice programs and funding.
- Community organization and development principles and practices.
- Methods and techniques for providing training and education to individuals, groups and the community.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Plan, organize, develop and implement programs and services.
- Assign, schedule, supervise and evaluate staff.
- Oversee budgets and control expenditures.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Provide grant compliance oversight.
- Establish and maintain cooperative working relationships and mediate disputes among the various agencies involved in these programs.
- Prepare clear, relevant and accurate reports.
- Develop and present public presentations.

ALTERNATIVE SENTENCING COORDINATOR II - 4

Training and Experience:

Five (5) years' experience in administration or implementation of drug courts or similar programs, which include management responsibility, program planning, administration, grant compliance and supervision experience.

Equivalent to graduation from a recognized college or university with a Bachelor's Degree in Criminal Justice, Public Administration, Human Services, Counseling, Psychology or Sociology or a related field.

Special Requirements: Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

DRAFT

ALTERNATIVE SENTENCING MANAGER

DEFINITION

The incumbent is expected to work independently with limited direction to administer, plan, organize, and supervise the functions, services, and programs of Plumas County's collaborative justice programs, including the Plumas County Adult Drug Court and a variety of alternative sentencing programs under Criminal Justice Realignment ; responsible for the administration of mandated treatment programs and the delivery of services; Alternative Sentencing is responsible for administering many programs. These programs include, but are not limited to, Drug Court, Proposition 36 Court, Day Reporting Center, Alternative Sentencing Program staff, Jail Programming, Court Referrals (including service delivery oversight and reporting for Mental Health and Alcohol and Drug), and Court Reports as dictated by the court for formal and summary probationers; responsible for certain victim services related to AB109; provides Administrative leadership; represents these programs with state, local and community organizations and other government agencies; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is the management level position in the Alternative Sentencing Program. Incumbents typically have extensive responsibility for the administration and coordination of Plumas County's collaborative justice programs under Criminal Justice Realignment. The Incumbent designs and implements a variety of complex programs and interacts with outside agencies involved in Multi-disciplinary Teams. The "Multi-disciplinary team" (MDT) includes representatives from the court, District Attorney, Public Defender, Probation Department, Alcohol and Drug, Mental Health as well as other providers as needed (for example Veteran's Services if the defendant is a veteran). The purpose of the MDT is to offer a fully comprehensive wrap around treatment program to participants. The MDT is involved in the process from sentencing on. With Alcohol and Drug and Mental Health, as well as treatment providers, the treatment plan or case plan is documented and acknowledged by all members of the MDT and used to hold the participant accountable as well as monitor progress in order to reduce costs and impacts on the criminal justice system, jail resources and future harm to the public. The Incumbent has experience in grant writing and budget preparation and oversight. The Incumbent works closely with the Community Corrections Partnership and the Drug Court Treatment Team and the Drug Court Policy Committee in the development and administration of Plumas County Court Mandated Treatment Programs. This position represents the District Attorney in a variety of services provided to the victims of crime.

REPORTS TO

The District Attorney as well as the Community Corrections Partnership and the Plumas County Adult Drug Court Partnership under District Attorney supervision.

CLASSIFICATIONS DIRECTLY SUPERVISED

Alternative Sentencing Coordinator I and II, Community Care Case Manager, Office Assistant, Grant Compliance Officer and Grant Compliance Assistant, Administrative Assistant I and II, Fiscal and Technical Services Assistant I, II and III and Legal Services Assistant I and II.

ALTERNATIVE SENTENCING MANAGER - 2

EXAMPLES OF DUTIES

- Works closely with the Community Corrections Partnership, the Adult Drug Court Partnership, and relevant committees, agencies and workgroups.
- Develops, designs and implements a variety of treatment and educational programs and other services for defendants in mandated treatment programs.
- This position will assist in hiring, to include providing hiring recommendations, supervises and evaluates assigned staff.
- Establishes and oversees standards for evidence based programs.
- Provides leadership and consultation to staff in the resolution of difficult questions or problems.
- Develops and presents community education programs on collaborative justice topics.
- Seeks funding sources, writes grant applications, implements and monitors grant funds and provides fiscal, narrative and statistical information as required by the funding source to ensure the ongoing operation of the mandated treatment programs.
- Plans and develops workplans related to collaborative justice projects in consultation with collaborative justice partners and community agencies.
- Is responsible for the preparation of regular reports to include number of participants, graduates, recidivism rates, and changes in programs.
- Develops policies and procedures for clients and staff.
- Monitors staff and contractor effectiveness.
- Provides training and education for community organizations and assists in event coordination, planning and implementation.
- Acts as liaison with community groups, and State, Federal and local agencies.
- Analyzes and makes recommendations regarding the effectiveness of programs and conducts reviews for appropriate utilization of services from admission through discharge of clients.
- Evaluates client satisfaction and quality of care provided to participants of collaborative justice programs, including the Plumas County Adult Drug Court Program, AB 109 funded Behavioral Health services, and ancillary services serving participants in collaborative justice programs
- Participates in policy development and implementation.
- Seeks grant funding, writes grant applications and provides grant compliance.
- Conducts community assessments and presentations. Implements specific programs or program components.
- Keep statistics and provides records and reports to authorized agencies.
- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction cases.
- Maintains activity and quality control records and provides other complex analytical strategies.

ALTERNATIVE SENTENCING MANAGER - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

TYPICAL WORKING CONDITIONS

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Collaborative justice theories and models
- Restorative justice theories and models
- Sentencing programs and options
- Modern methods of assessing, planning, designing and evaluation of mandated treatment court programs.
- Relevant Federal, State and local laws, regulations, policies and standards pertaining to collaborative justice programs and funding.
- Community organization and development principles and practices.
- Methods and techniques for providing training and education to individuals, groups and the community.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Plan, organize, develop and implement programs and services with assigned staff and other agencies.
- Assign, schedule, supervise and evaluate staff.
- Prepare and oversee budgets, control expenditures, monitor revenue.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures to staff and agencies providing services.
- Provide grant compliance oversight, obtain facts and analyze data for reports.
- Establish and maintain cooperative working relationships and mediate disputes among the various agencies involved in these programs
- Prepare clear, relevant and accurate reports and communicate effectively.

ALTERNATIVE SENTENCING MANAGER - 4

Training and Experience:

Seven (7) years' experience in administration or implementation of drug courts or similar criminal justice programs, which include two years of management responsibility, program planning, administration, grant compliance and supervision experience.

Equivalent to graduation from a recognized college or university with a Bachelor's Degree in Criminal Justice, Public Administration, Human Services, Counseling, Psychology, Sociology or a related field.

Special Requirements: Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY CLERK

Recorder (530) 283-6218

Registrar of Voters (530) 283-6256

Records Management



5B

520 Main Street, Room 102, Courthouse
Quincy, CA 95971 * Fax: (530) 283-6155

Kathy Williams

Clerk – Recorder

Registrar of Voters

kathywilliams@countyofplumas.com

Melinda Rother

Assistant

melindarother@countyofplumas.com

DATE: March 31, 2014

TO: Honorable Board of Supervisors, County of Plumas

FROM: Kathy Williams, Clerk-Recorder, *Kathy*
County of Plumas

SUBJECT: Re-allocation of vacated positions

It is requested that the Board;

1. Approve a Resolution to reallocate one vacated and currently unallocated 1.0 FTE Deputy Clerk-Recorder I or II in Clerk-Recorder 20460.
2. Approve a Resolution to reallocate one vacated and currently unallocated 1.0 FTE Records Management Technician I or II in Records Management 20469.
3. Approve transfer in the amount of \$14,420 from the General Fund Contingency to cover costs for both positions for the remainder of the 2013-14 fiscal year.
4. Approve a Resolution to amend job descriptions of Deputy Clerk-Recorder I and II and Records Management Technician I and II.
5. Authorize the Human Resources Department to begin the recruitment process for a 1.0 FTE Deputy Clerk-Recorder I-II and a Records Management Technician I-II.

Background:

Looking as far back as 1999, the same request to restore staffing has been before the Board several times due to cutbacks and reinstatements. This department has been one of the first departments considered for staff reduction each time the budget needs to be reduced. We struggle to get by then have to come back to appeal to the Board to reinstate staffing levels. We've had staff relocate to other counties, leave to take private industry employment and seek positions in other departments for various reasons that include low pay scale, increased workload and insufficient staffing. By the time we get someone trained, they typically leave and we have to start over. Many times positions have been vacated and not authorized to be refilled.

We are one of the most publicly accessed departments in the courthouse. Mandates adopted by the Board require us to be open every business day in order to collect an additional fee to record

documents. In order to meet this requirement, we voluntarily changed our hours of operation during mandatory furloughs to work Monday through Thursday from 8:00 - 5:00 then remain open on Fridays from 8:00 - 12:00. This allowed us to bring in \$10,000 that would have been lost if we closed the office on Fridays. In 2012, at the recommendation of the budget officer, the Board also directed us to increase the recording fee up to the maximum amount allowed by law. This increase provided over \$10,000 in additional revenue to the department. In the Clerk-Recorder Division, we experienced a record high number of 17,146 document recordings in 2003/04 and a low of 9,319 in 2010/11, and the staffing level has gone from 4.54 FTE's down to 2.998 FTE's, which includes the assistant's position as well as myself. Last year recording increased with 10,988 documents recorded.

When we were fully staffed in the Records Management Division, we provided electronic access to many items such as historic Board records, building permits, journal entries, time cards, preliminary change of ownership reports and many others. The service provided time saving and efficiency in retrieving records on a daily basis. We've had requests from County Counsel, Environment Health and other departments that could benefit from electronic record storage and retrieval capabilities if the department had staffing. The allocation for this division has gone from 4 FTE's down to 0.4342 (less than 1 FTE). The Assistant Clerk-Recorder and the Department Head, Clerk-Recorder are doing as much as time permits in keeping up with fewer departments records. During peak election cycles, the demand for time from all available election staff is significant and many records are waiting to be processed.

Due to an archival film storage problem, we are currently replacing multiple rolls of microfilm at a new storage facility which requires viewing and verification of over 400,000 images. We have only completed half thus far. We are required to redact social security numbers for documents back to the year 1980, which requires viewing microfiche to determine if documents contain an SSN, then redacting all but the last four digits of the number. We have gotten as far back as 1985 and have not been able to complete the remaining documents yet.

The Clerk-Recorder Division of the department generates enough revenue to be fully self-supported and cover the cost of the reallocation of the requested position in the next fiscal year. Over the past 4 years, with increased revenue and savings to the department, there has been approximately \$261,379 that has gone to the General Fund to fund other departments. The County has already invested approximately two million dollars in the development of the Records Management division. Hopefully, some funds can be utilized to reallocate one FTE back to Records Management to keep up with tasks that we're falling behind on and to reinstate some of the services provided in the past.

With a reduction of total staff in all 3 divisions from 11 FTE's and 1 extra help down to 6 FTE's and 1 extra help, we've had to cut back on services significantly. In addition, two staff also carries maximum levels (over 300 hours each) of vacation leave that they seldom have a chance to use. Many times we have to close the department during the lunch hour as there is insufficient staff to remain open.

Thank you for your consideration.

RESOLUTION NO. _____

**RESOLUTION TO AMEND PLUMAS COUNTY POSITION ALLOCATIONS
FOR BUDGET YEAR 2013-2014, 20460 CLERK RECORDER.**

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

WHEREAS, the Clerk-Recorder has requested that the Board re-allocate 1.0 FTE Deputy Clerk-Recorder I or II; and

WHEREAS, the Board has determined the need to reallocate one position back to the department,

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

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

| <u>CLERK-RECORDER</u> | <u>FROM</u> | <u>TO</u> |
|-------------------------------|-------------|-----------|
| Deputy Clerk Recorder II or I | 2.0 | 3.0 |

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 8th day of April, 2014 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/Board of Supervisors

RESOLUTION NO. _____

**RESOLUTION TO AMEND PLUMAS COUNTY POSITION ALLOCATIONS
FOR BUDGET YEAR 2013-2014, 20469 RECORDS MANAGEMENT**

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

WHEREAS, the Clerk-Recorder has requested that the Board re-allocate 1.0 FTE Records Management Technician I or II; and

WHEREAS, the Board has determined the need to reallocate one position back to the department,

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

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

| <u>CLERK-RECORDER</u> | <u>FROM</u> | <u>TO</u> |
|---------------------------------------|-------------|-----------|
| Records Management Technician I or II | 0.0 | 1.0 |

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 8th day of April, 2014 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Executive Clerk/Board of Supervisors

RESOLUTION NO. _____

**RESOLUTION TO ADOPT AMENDMENTS TO THE JOB DESCRIPTIONS OF
DEPUTY CLERK-RECORDER I & II, RECORDS MANAGEMENT
TECHNICIAN I & II.**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, the Clerk-Recorder, Kathy Williams and the Human Resources Director have reviewed the job description of the Deputy Clerk Recorder I & II and the Records Management Technician I & II; and

WHEREAS, it has been determined that amendments to the job description are necessary to provide a more accurate description of the type of duties and responsibilities assigned to these classifications; and

WHEREAS, it is a perfect time to amend the job description before beginning the recruitment to fill a 1.0 FTE Deputy Clerk-Recorder I or II, and a 1.0 FTE Records Management Technician I or II; and

WHEREAS, Operating Engineers Business Representative, Mr. Gregory Ramirez has been provided with the job description amendments and the opportunity to meet and confer on these amendments.

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

The County's classification plan is hereby amended to reflect the amendments to the job description of the Deputy Clerk-Recorder I, Deputy Clerk Recorder II, Records Management Technician I, and Records Management Technician II.

The foregoing Resolution is 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 8th day of April, 2014, by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board



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: MARCH 26, 2014

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR 
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR APRIL 8, 2014

RE: REQUEST FOR BUDGET APPROPRIATION TRANSFER: OFFICE OF THE
PUBLIC GUARDIAN

It is Recommended that the Board of Supervisors

Approve a budget appropriation transfer of \$640 from Account 0013-20430, Regular Wages to Account 0013-20430-51060, Overtime Pay.

Background and Discussion

The Board of Supervisors is already aware that the Office of the Public Guardian experienced a vacancy in the Deputy Public Guardian position following the resignation of the incumbent on February 24, 2014. Due to this vacancy, it has been necessary to authorize paid overtime in order to complete the work that is normally assigned to the vacant position. Such work includes paying conservatee expenses, balancing their individual accounts, depositing their income, updating reports about their status and health condition and performing day to day management of their individual living situations. The approved budget for the Office of the Public Guardian did not anticipate overtime associated with a vacancy. Therefore, an appropriation transfer is needed to cover these costs.

Financial Impact

There is no financial impact resulting from this transfer as it is an appropriation transfer.

Other Agency Involvement

The Auditor-Controller has approved the proposed transfer.

Copies: Pat Leslie, Principal Staff Services Analyst
Orie Carden, Chief Deputy Public Guardian

Enclosure

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Social Services

Dept. No: 20430

Date 3/26/2014

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, within a 51XXX
D. ☐ Transfer within Department, except fixed assets
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 # | Account Name | \$ Amount |
|--------------------------------------|--------------|--------------|---------------------|---------------|
| <u>0013-0001</u> | <u>20430</u> | <u>51000</u> | <u>regular wage</u> | <u>640.00</u> |
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| Total (must equal transfer to total) | | | | <u>640.00</u> |

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

| Fund # | Dept # | Acct # | Account Name | \$ Amount |
|--------------------------------------|--------------|--------------|---------------------|---------------|
| <u>0013-0001</u> | <u>20430</u> | <u>51060</u> | <u>overtime pay</u> | <u>640.00</u> |
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| Total (must equal transfer to total) | | | | <u>640.00</u> |

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.

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 April 08, 2014 Plumas County Board of Supervisors Meeting.

March 26, 2014

To: Honorable Board of Supervisors

From: Robert Perreault, Public Works Director

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

Subject: Solid Waste Operations Budget Adjustment

Background:

As noted during the Mid Year Budget Review, the 13/14 Solid Waste Operations Expenditure Budget requires a Budget Adjustment. A brief summary includes:

| | |
|---------------------------------------------------|----------------|
| 548210 – Chester Transfer Station Recycle Center: | \$3,400 |
| 580000 – Transfer to Planning: | \$293 |
| 521800 – Office Supplies: | \$300 |
| <u>524400 – Special Department Expenses:</u> | <u>\$7,000</u> |
| Total | \$10,993 |

A copy of the Mid Year Budget Review letter, dated January 15, 2014 to County Auditor Roberta Allen and the Budget Analyst Susan Scarlett, is attached.

The County Auditor has reviewed and approved the attached Contingency Transfer.

Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors approve the attached Request for Budget Appropriation Transfer.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: 20579

Dept. No: 0109

Date 3/26/2014

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, within a 51XXX
 D. ☐ Transfer within Department, except fixed assets
 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 # | Account Name | \$ Amount |
|--------------------------------------|--------|--------|-------------------------|-----------|
| 0109 | 20579 | 528400 | Solid Waste Contingency | 10,993.00 |
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| Total (must equal transfer to total) | | | | 10,993.00 |

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

| Fund # | Dept # | Acct # | Account Name | \$ Amount |
|--------------------------------------|--------|--------|-----------------------------------|-----------|
| 0109 | 20579 | 548210 | Ch. Trans. Station Recycle Center | 3,400.00 |
| 0109 | 20579 | 580000 | Transfer | 293.00 |
| 0109 | 20579 | 521800 | Office Supplies | 300.00 |
| 0109 | 20579 | 524400 | Special Dept. Expenses | 7,000.00 |
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| Total (must equal transfer to total) | | | | 10,993.00 |

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.

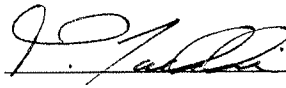
A) Please see attached agenda item.

B)

C)

D)

Approved by Department Signing Authority:

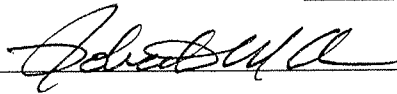


3/26/14

☒ 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.

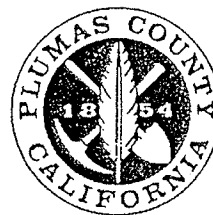
If one copy of agenda request and 13 copies of Board memo and backup are attached, the entire packet will be forwarded, after all signatures are obtained, to the Clerk of the Board. If only the budget form is sent, it will be returned to the Department after all signatures are obtained.

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.

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



January 15, 2014

TO: Roberta Allen, PC Auditor/Controller
Susan Scarlett, Budget Analyst

FR: Robert Perreault, Director of Public Works

Subject: Solid Waste 0109/20579 Mid Year Budget Review 13/14

RECEIVED
JAN 21 2014
Auditors / Risk

Expenditures

548210 Chester Transfer Station Recycle Center: total \$3,400
\$1,400 to cover current overages for Labor & Equipment.
\$2,000 estimated expense to complete the punch list items.

580000 Transfer: \$293 to cover charges for SR Planner on project, which was not budgeted.

521800 Office Supplies: unexpected expense for Franchise Binders \$300

524400 Spec. Dept. Exp: State Water Board - Annual Permit Fees increased by \$7,000

Expenditure Budget Increases Needed for Current Overages \$10,993 *

Revenue

Revenue should be close. Not much available to gage by, second franchise surcharge payment will not arrive until the end of January.

Cash Balance

The County Auditor did not set up a contingency account for the departments excess cash as requested once the year end books were finale. There should be cash available within the current cash balance to cover increasing the above noted expenditure accounts as requested.

*Bert, how do we go about increasing the expenditure line items without showing where the money is coming from? In the past I would be moving from Contingency to a 52_____.




Office of the Sheriff

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

5E

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: March 31, 2014
TO: Honorable Board of Supervisors
FROM: Sheriff Greg Hagwood 
RE: Agenda Item for the meeting of April 8, 2014

Recommended Action:

Approve and sign a budget transfer for Animal Control from account for Group Insurance (51090) to fixed asset account for Vehicles (541500) in the amount of \$14,000.00 for Animal Control vehicle purchase.

Background and Discussion:

The Plumas County Animal Control department currently has only one operational vehicle which has in excess of 200,000 miles. An additional vehicle is needed for the second Animal Control Officer and as a back up vehicle because of the condition of the primary vehicle.

The department experienced a ten day lapse in service with the primary vehicle because of catastrophic mechanical issues.

Funds are available for this transfer from Group Insurance because expenses are less than anticipated due to an employee opting out of insurance coverage.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: ANIMAL CONTROL Dept. No: 20428 Date 3/31/2014

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 a 51XXX
 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 # | Account Name | \$ Amount |
|--------------------------------------|--------|--------|-----------------|-----------|
| 0001 | 20428 | 51090 | Group Insurance | 14,000.00 |
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| Total (must equal transfer to total) | | | | 14,000.00 |

TRANSFER TO OR **SUPPLEMENTAL EXPENDITURE ACCOUNTS**

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

| Fund # | Dept # | Acct # | Account Name | \$ Amount |
|--------------------------------------|--------|--------|--------------|-----------|
| 0001 | 20428 | 541500 | Vehicle | 14,000.00 |
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| Total (must equal transfer to total) | | | | 14,000.00 |

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) Transfer to cover purchase of an animal control vehicle

B) Expenses less than anticipated because of employee insurance opt out

C) Vehicle needed immediately

D) N/A

Approved by Department Signing Authority:

Roni Towery

☐ 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.



DEPARTMENT OF FACILITY SERVICES
& AIRPORTS

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



Donald Sawchuk
Director

Date: April 8, 2014

To: Honorable Board of Supervisors

From: Dony Sawchuk, Director

Subject: **Approve Publication and Distribution of "Request for Proposal" for the Department of Facility Services & Airports to Accepts Bids for the Reconstruction of the Tie Down Apron - Rogers Field**

Background

The existing pavements in the tie down apron are substandard and are showing signs of failure under existing loadings. The rate of failure is increasing rapidly with each winter season. It is proposed in this project to reconstruct this tie down apron. The engineering design for this project was prepared under AIP 15 in 2013. This project has been approved by the FAA in the 2014 Airport Capital Improvement Program.

Recommendation

Attached herewith is the "Authorization to Advertise" the contract for bids from the FAA. It is recommended that the Board of Supervisors approve the publication and distribution of the request for proposals for the reconstruction of the tie down apron at Rogers Field in Chester.



U.S Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Airports Division
San Francisco ADO
1000 Marina Blvd., Suite 220
Brisbane, CA 94005

March 27, 2014

Mr. Dony Sawchuk
Director Facility Services & Airports
Plumas County
198 Andy's Way
Quincy, CA 95971

Dear Mr. Sawchuk:

Airport: Chester Rogers Field
AIP Project No. 3-06-0040-XX
Reconstruct Tie Down Apron
Authorization to Advertise

We have received the revised plans and specifications for the subject project, and based on your executed Sponsor Certification for Project Plans and Specifications, dated March 26, 2014, you are authorized to advertise the contract for bids.

Please note that any changes to these plans and specifications must have prior concurrence from the FAA. Acceptance of the plans and specifications by the FAA does not constitute a commitment on the part of the United States to participate in any ineligible work or in any change orders resulting from errors and omissions in the design. Additional costs incurred as a result of errors and omission, or ineligible work shall be the sole responsibility of Plumas County.

Your advertisement for bids (newspaper notice) should specifically state that the proposed contract will be under and subject to the Equal Opportunity Clause and Wage Rate Decision contained in the contract documents. In this regard, the advertisement for bids should be a verbatim copy of the "Advertisement for Bids" as contained in the approved contract specifications.

Part 21 of the Federal Regulations requires recipients of AIP grants to assure that disadvantaged business enterprises are advised of the contract opportunity generated by the Grant and that bids are solicited from such qualified disadvantaged firms. Accordingly, it is requested that you send a copy of the "Advertisement for Bids" to the local affiliate of the Minority Business Development Agency:

Mr. Carmen A. Chairez, Program Analyst
Minority Business Development Agency
U.S. Department of Commerce
1401 Constitution Ave., NW
Washington, DC 20230
Telephone: (202) 482-3764
Fax: (202) 501-3016

Statistical data covering AIP projects in the Western-Pacific Region, as well as nationally, disclose bid prices are more likely to be in line with construction estimates as the number of bidders increase. Therefore, in order to reduce inflationary costs and insure maximum utilization of federal and local funds, it is strongly urged that sponsor make wide distribution of the advertisement and extend the advertising period to at least thirty (30) days for all AIP projects.

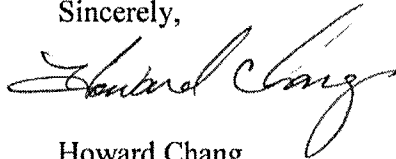
The enclosed material, Sponsor Review of AIP Contractor Bid Prices (Enclosed), is for your guidance in determining if contractor bid submittals are proper and costs are reasonable.

When bids are opened we ask that you send the following:

1. Your recommendation for award of a contract with two (2) copies of the tabulation of bids.
2. The recommended successful bidder's proposal (bid package) including:
 - a. The two questions concerning the Statement on Previous Contracts Subject to EEO Clause.
 - b. Certification of Nonsegregated Facilities.
 - c. The Assurance of Disadvantaged Business Enterprise Participation. (Only applicable if DBE Goals are established for this project and included in the specification.)

If you have any questions, please contact me at 650-827-7625 or send me an email at howard.chang@faa.gov.

Sincerely,



Howard Chang
Program Manager,
San Francisco Airports District Office

Enclosed - Sponsor Review of AIP Contractor Bid Prices

SPONSOR REVIEW OF AIP CONTRACTOR BID PRICES

References. Advisory Circular 150/5370.10C, Standards for Specifying Construction of Airports, Section 20, Proposal Requirements and Conditions, and Section 30, Award and Execution of Contract.

General. It is your responsibility, as an AIP project sponsor, to review all bids in the following areas prior to recommending award:

1. Bid Proposal Irregularities.

- a. Incorrect form.
- b. Incomplete, indefinite or ambiguous proposal.
- c. Absence of unit price where required.
- d. Unbalanced unit prices.
- e. Identical bid prices.
- f. No proposal guarantee.
- g. Non responsive to FAR Part 152 requirements as specified in the proposal form.
- h. Excessive Costs. Where bids exceed estimate by more than 20%, consider collusion, especially when identical bids occur or less than four bids are received.

2. Anti-inflation Measures.

Where a low bid exceeds the engineer's estimate by more than 10%, you should consider rejecting the bids unless the award can be justified for one or more of the following reasons:

- a. Good competition - 4 or more bidders.
- b. The project is essential and deferring it would cause shutdown of a facility.
- c. Where readvertising is likely to result in even higher bids.
- d. Where engineer's estimate is unrealistically low. This will be avoided if estimates are closely checked prior to advertising.

Justification. If your review reveals one or more of the above situations, you must submit justification to the FAA along with your request for concurrence in the award of the contract. The justification should address the factors discussed in items 1 and 2, above.



PLUMAS COUNTY PROBATION DEPARTMENT

DANIEL PRINCE

ACTING CHIEF PROBATION OFFICER

270 County Hospital Rd., Ste. 128., Quincy, CA 95971

(530) 283-6200 Fax (530) 283-6165

DATE: April 8, 2014

TO: Honorable Board of Supervisors

FROM: Daniel Prince, Acting Chief Probation Officer

SUBJECT: Contract between Plumas County and Nevada County Carl F. Bryan
Juvenile Hall Facility

Recommendation:

Approve and authorize the Acting Chief Probation Officer to sign contract between Plumas County and Nevada County for use of the Nevada County Carl F. Bryan Juvenile Hall Facility. Approved as to form by County Counsel.

Background:

As Plumas County does not have a juvenile detention facility, we must contract with surrounding counties to use their juvenile detention facilities when juveniles need to be detained in a secure facility. Plumas County Probation Department had contracted with Nevada County for the use of their juvenile detention facility in past years. A copy of the current agreement is on file with the Clerk of the Board.



PLUMAS COUNTY PROBATION DEPARTMENT

DANIEL PRINCE

ACTING CHIEF PROBATION OFFICER

270 County Hospital Rd., Ste. 128., Quincy, CA 95971

(530) 283-6200 Fax (530) 283-6165

DATE: April 8, 2014

TO: Honorable Board of Supervisors

FROM: Daniel Prince, Acting Chief Probation Officer

SUBJECT: Community Corrections Partnership (CCP) Public Safety Realignment Implementation Plan

Recommendation:

Accept the Recommendation from the Executive Committee of the Community Corrections Partnership (CCP) to approve Public Safety Realignment Implementation Plan for 2013-2014.

Background:

On June 30, 2011, The CCP Committee began meeting and developing the Public Safety Realignment Plan for Plumas County, which was approved by this Board on December 13, 2011.

As the Board is well aware, the implementation of AB109 on October 1, 2011, changed the way local law enforcement and Courts prosecute, sentence, arrest, incarcerate, and supervise criminal offenders. The new responsibilities placed on local law enforcement have been challenging and continued funding from the State is essential to the success of these new requirements. The preliminary budget outlined in the Public Safety Realignment Implementation Plan was developed after careful consideration of agency and department needs in meeting the growing demands of the Post Release Community Supervision and 1170(h) populations.

The 2013-2014 Implementation Plan, approved for submission to the Board by the CCP on March 26, 2014, implements and supports new and existing rehabilitative programs for offenders while utilizing current community resources, protecting public safety, and reducing offender recidivism. The Implementation Plan before the Board is a dynamic, living document which may be subject to modification based on changing circumstances such as the offender population and available services. The Community Corrections Partnership will continue to meet, at least quarterly, with periodic reports to the Plumas County Board of Supervisors for their consideration.

Plumas County Community Corrections Partnership FY 2013-14 Public Safety Realignment Implementation Plan

1 EXECUTIVE SUMMARY

This document presents the Plumas County Community Corrections Partnership's (CCP) AB 109 Public Safety Realignment Implementation Plan for Fiscal Year 2013-14 (Year 3), covering the 12-month period from July 1, 2013 through June 30, 2014. Sections 2 through 4 provide broad context for this Year 3 plan by describing the legislation, local planning efforts, objectives, and observed impacts of Realignment on the local criminal justice system. Sections 5 and 6 address the State's budget for Public Safety Realignment, the allocation formula for determining Plumas County's revenue allocation, and the specific programs and services recommended by the CCP.

Section 2 of this Year 3 plan provides a brief synopsis of the October 2011 Public Safety Realignment Act legislation, which consists of Assembly Bill 109 and associated trailer bills. This section describes the three primary groups of adult offenders in California affected by AB 109: 1) Post-Release Community Supervision offenders, 2) individuals sentenced to jail and/or mandatory supervision pursuant to Penal Code 1170(h), and 3) state parole violators that will serve revocation terms in local jail.

Following the legislative overview, Section 3 describes the ongoing planning efforts of the local Community Corrections Partnership (CCP) to develop a plan for Plumas County to address the mandates of the Public Safety Realignment Act. This section includes a high-level history of the CCP's planning process, and it describes the associated Board of Supervisor's actions. In addition, this section provides insights into the guiding principles, strategic framework and objectives that the CCP adhered to when it developed its Public Safety Realignment Plan for Fiscal Year 2011-12 (Year 1), its follow-up plan for FY 2012-13 (Year 2), and the current recommendation for FY 2013-14 (Year 3).

Section 4 of the plan delves into the impact of AB 109 on the local criminal justice system. This section provides statistics regarding the number of the realigned offenders in Plumas County and their composition. This section concludes by providing guidance regarding anticipated future AB 109 population trends.

Section 5 addresses the State of California's overall budget for Public Safety Realignment for Fiscal Year 2013-14, and details the methodology used to determine Plumas County's revenue allocation.

Section 6 provides a high level overview of the major program categories and briefly describes programs continued from FY 2012-13, changes to continuing efforts, and new programs for FY 2013-14. All programmatic and budgetary recommendations made by the CCP take into account the anticipated revenues that Plumas County will receive from the State to implement AB 109 programs and services.

2 LEGISLATION OVERVIEW

On April 4, 2011, Governor Brown signed Assembly Bill 109 (AB 109), which made fundamental changes to California's correctional system. AB 109 realigned custodial and community supervision responsibility for non-serious, non-violent, and non-sex offenders, as well as supervision of lower level adult parolees returning from state prison sentences to counties. AB 109 did not contain funding for county agencies to implement the realignment shift and was not operative until funding was provided for counties. On June 30, 2011, Governor Brown signed a series of legislative bills as part of the State Budget that provided funding and made necessary technical changes to implement the public safety realignment program outlined in AB 109. The legislation enacting the financing and technical changes necessary was contained in Senate Bills 87 and 89 (SB 87 and SB 89) and Assembly Bill 117 (AB 117). The Public Safety Realignment Act Assembly Bill 109 (AB109) took effect October 1, 2011 and mandated sweeping changes to California's criminal justice systems. AB 109 shifted the responsibility for managing select adult offenders in California from the State to each of the 58 counties.

AB 109 applies to three major groups of offenders. The first group, known as the Post-Release Community Supervision population (PRCS), consists of offenders incarcerated for offenses classified as non-violent and non-serious, and excludes high risk sex offenders, third-strike offenders, and mentally disordered offenders. The second group consists of so-called "non-non-non" offenders. The Realignment Act changed the penal code and sentencing laws so that offenders whose current offenses are non-violent, non-serious, or non-sex related will serve their sentences locally pursuant to Penal Code section 1170(h). Local sentences include combinations of county jail detention, mandatory supervision by the Probation Department, and a variety of detention alternatives (such as electronic monitoring). The third group consists of state parole and probation violators that will serve their revocation terms in county jail instead of state prison. The statutes place a high-value on evidence-based practices to reduce recidivism among offenders. After passage of AB 109, the State Board of Parole Hearings initially retained responsibility for parole revocation hearings; however, that changed beginning July 1, 2013, at which time the parole revocation process became a local court-based process. Local courts in Plumas County, rather than the Board of Parole Hearings, become the designated authority for determining revocations. The Plumas County District Attorney and Public Defender are the designated litigators for processing local Parole Hearings. They are provided funding under AB 109 for this function. Under this new arrangement, only offenders previously sentenced to a term of life can be revoked to state prison instead of local jail. After July, 1, 2013, the Board of Parole Hearings will continue to conduct: parole consideration for lifers as well as medical parole hearings, mentally disordered offender case hearings, and sexually violent predator case hearings. In November 2012, California voters passed Proposition 30, titled "Sales and Income Tax Increase (2012)". Proposition 30 imposed new taxes and also added Section 36 to Article XIII of the California Constitution, which guarantees future funding to the counties for Public Safety Realignment.

3 CCP PLANNING PROCESS & OBJECTIVES

As required by the legislation, Plumas County established a Community Corrections Partnership (CCP) to lead planning efforts. The Chief Probation Officer chairs the committee, and the committee's voting membership (its executive committee) includes the District Attorney, Sheriff, Public Defender, Director of Mental Health, and the Plumas County Superior Court Executive Officer. Exhibit A contains a full membership roster for the CCP as of May 2013. On December 13, 2011, the Board of Supervisors approved the CCP's recommended Public Safety Realignment and Post Release Community Supervision Implementation Plan for FY 2011-12, which delineated the County's response for meeting the mandates of the Public Safety Realignment Act. From November 2011 through July 2012, the CCP and its sub-committees continued planning efforts and conducted meetings focused on: 1) exploring new programming alternatives and 2) identifying and prioritizing budget needs of the various agencies involved in Realignment 3) developing the recommended FY 12-13 plan and budget. Between August 2012 and November 2013, the CCP reconvened approximately once per month to address a variety of topics, such as proposals for fine tuning the budgets, programming, expansion of programming, and sustainability of achievements. Several meetings focused on getting the Day Reporting Center operational, funding for the District Attorney's Alternative Sentencing Program, and the resignation of the Alcohol and Drug Program Director from the CCP Executive Committee. The CCP and the work groups also discussed preliminary data collection by the Alternative Sentencing Program, a stakeholder's survey, and reporting efforts by Probation, with recognition that outcome measures would be decided upon at a later date.

Year 2 (2012-13) of the originally approved Initial plan built upon the FY 2011-12 accomplishments and also introduced new program elements to enhance services. For FY 2012-13, the County approved status quo funding to continue core programs and services needed to accommodate AB 109 offenders, such as the opening of a Day Reporting Center, the introduction of Moral Reconation Therapy (MRT), substance use disorder treatment; employment services, and mental health services for offenders both in the jail and in the community. Year 2 promoted evidence based programming, such as expansion of the Day Reporting Center (DRC); inmate assessments to guide targeted programming; in-custody cognitive behavioral programming; mental health evaluation and services; substance abuse treatment; employment testing and job search assistance; and general education classes.

The CCP's recommended Public Safety Realignment Plan for FY 2013-14 (Year 3) includes programs and services implemented in prior years that should be continued, and newly proposed programs designed to meet legislative mandates (i.e., transfer of parole revocation hearings to local jurisdictions), as well as other identified needs. The Year 3 budget includes Full-Time Equivalent (FTE) position allocations and/or funding for the following Plumas County Departments or other entities: Sheriff, Probation, District Attorney, and Literacy Project. The CCP and its sub-committee collaborated closely with and received direct input from the following departments: Probation, Sheriff, Mental Health, Public Health, District Attorney, and Public Defender. Additionally, community-based organizations were invited to participate in the CCP and sub-committee meetings and to submit proposals for new programs. Through collaboration and active participation in the planning process, these stakeholders helped shape the decisions and recommendations of the CCP. From July 2013 through November 2013, the

CCP conducted a series of budget-focused meetings. Consistent with prior year plans, the CCP's recommended Public Safety Realignment Implementation Plan (and associated budget) for FY 2013-14 is designed to achieve the following objectives:

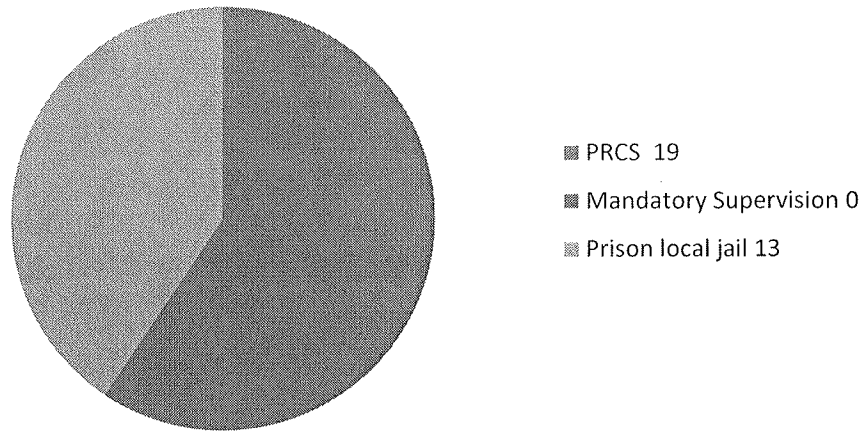
1. Reduce recidivism amongst offenders and hold offenders accountable to enhance public safety.
2. Promote evidence-based programming in identified areas of offender needs to include physical and mental health, human services, employment and education services to decrease the need for, and higher costs of, enforcement and incarceration.
3. Minimize use of jail beds through utilization of detention alternatives in a manner that is consistent with public safety, and maintains the integrity of the criminal justice system.
4. Provide programming for offenders both in-custody, as well as out-of-custody, and use validated risk assessments to inform programming decisions and ensure continuity.
5. Implement, sustain, and expand a Day Reporting Center to serve as the central point of evidence-based programming to help offenders reintegrate back into the community.
6. Implement a data collection and performance measures outcome system to measure program effectiveness.

Throughout the CCP planning process recognition was given to the progress made in Plumas County and the vision of leveraging the success experienced to date. Additionally, efforts were undertaken to mitigate impacts of those programs that did not necessarily meet the expected or anticipated outcomes.

4 LOCAL IMPACT OF AB 109

The State began releasing PRCS offenders to the supervision of Plumas County Probation starting October 1, 2011, and will continue to release PRCS offenders as they become eligible. The State originally projected that, at full implementation (3 to 4 years into Realignment), Plumas County would have approximately 25 additional offenders in the local system at any point in time, including offenders supervised in the community as well as those incarcerated in county jail. As of March 31, 2013, Plumas County had a combined total of 32 Realignment offenders in its criminal justice system, nearly 22% higher than CDCR's original population projection for full implementation. There were 19 PRCS under active community supervision, 0 offenders under active 1170(h) Mandatory Supervision by Probation, 13 inmates serving their local Prison per 1170(h) sentence in the County Jail Facility and 0 inmates serving parole violation terms in jail. Probation is providing supervision to 59% of the AB 109 population and the jail is housing 41% of the AB 109 population. These numbers represent 38 % of the Probation Department's adult intensive supervision caseload and they represent 19% of the jail's rated capacity.

AB 109 Offenders in Plumas County (32 Individuals as of March 31, 2013)



Based on recent projections and historical trends, the CCP anticipates that the rate of PRCS offenders released by the State to Plumas County's jurisdiction will continue to decrease gradually each month through the end of FY 13-14. The number of active PRCS offenders will level-off during this same time period (and should follow projected release estimates), and will start declining at a greater rate starting in October 2014, at which time the three-year terms of offenders will begin terminating automatically by order of law. This downward trend will be reinforced long term, as more convicted offenders will be sentenced to county jail pursuant to Penal Code 1170(h), rather than being sent to prison, which effectively reduces the future pool of individuals that might subsequently be eligible for Post-Release Community Supervision at a later date. An analysis of 1170(h) sentencing trends since October 2011 shows that an average of 3 offenders per month receive a jail-only prison sentence. Long term, as a result of these population trends, the ratio of PRCS offenders to 1170(h) offenders in Plumas County's criminal justice system will continue to shift as the former decreases and the latter increases. Due to a variety of unknown factors—such as future PRCS release rates, future 1170(h) sentencing trends, and completion/termination rates—the CCP cannot accurately predict whether the overall AB 109 offender population in Plumas County's jurisdiction will either increase, level-off, or decrease over time as we approach full implementation at the 3-4 year mark (FY 14-15 and FY 15-16).

The full impact resulting from the imminent realignment of parole revocation hearings from the State to local jurisdictions (starting in July 2013) cannot be accurately predicted at this time. The increased workload resulting from the parole hearings will primarily impact the District Attorney, Public Defender, and the Superior Court. It will be necessary to monitor this activity to make sure the DA / Public Defender AB 109 allocation from the state is sufficient to cover this expense.

Although the population of AB 109 offenders in Plumas County currently exceeds the State's original Average Daily Population estimate for full implementation, it should be noted that the population may eventually decline in the future. The CCP will continue to refine and revise its forward-looking projections periodically to ensure allocated resources align with anticipated needs.

5 STATE FUNDING ALLOCATION METHODOLOGY

In order to address the sweeping changes resulting from Public Safety Realignment, the California legislature provided direction and funding to the counties through Assembly Bill (AB) 109, AB 117, and AB 118. The County Administrative Officers Association of California (CAOAC) in conjunction with the California State Association of Counties (CSAC) developed the formula ultimately used by the California State Department of Finance (DOF) to determine the main funding allocations to the 58 counties. The legislation stipulates that the DOF has final decision-making authority to establish the formula used for determining the future growth fund allocations to the counties. The State budgeted \$354.3 million in Fiscal Year (FY) 2011-12 to fund Public Safety Realignment. Based on the initial allocation formula established in FY 2011-12, Plumas County received \$153,766 from the State to fund Realignment implementation for the first nine (9) months (October 2011 – June 2012). Plumas County also received an additional \$110,850 for one-time CCP planning and start-up costs, for a grand total FY 2011-12 funding allocation of \$264,616. For FY 2012-13, the overall statewide AB 109 budget has more than doubled to \$842.9 million. The methodology for calculating the funding allocations to the counties also changed. Under the new methodology, each county's allocation is based on a formula that incorporates the following three elements into the overall funding allocation:

1. Status quo allocation formula used in FY 2011-12; or
2. Adjusted Average Daily Population (ADP) relative to other counties; or
3. Total County adult population (ages 18-64) relative to other counties

For Plumas County FY 2012-13 allocation was \$355,704. The County also received an additional \$100,000 from the State to cover one-time planning costs, plus \$5,825 to fund District Attorney and Public Defender Activities. The grand total FY 12-13 state revenue allocation to Plumas County amounted to \$461,529. The allocation formula adopted by the State Department of Finance for FY 2012-13 was also used for determining the FY 2013-14 funding allocations to counties; however, it is not considered permanent and will be subject to revision in future years. Based on this current formula, Plumas County will receive a main FY 2013-14 funding allocation of \$421,536, and \$6,823 for DA/PD activities, for a total of \$428,359. In addition to the main funding allocation, the State will also be distributing annual AB 109 growth fund allotments to the counties. The May revise of the State budget shows an expected growth fund of \$77.3 million for FY 2012-13 and \$89.7 million for FY 2013-14. The County Administrative Officers Association of California (CAOAC) recently submitted a proposed allocation methodology however the DOF will have the final decision-making authority to determine the allocation formula. Because the final allocation formulas for the growth funds have not yet been determined by the DOF, the County cannot accurately predict future growth fund revenues at this juncture. The County did receive the first annual growth fund allotment for FY 2012-13 in early

fall of 2013 in the amount of \$218,890. For Plumas County this amounts to a \$640,426 (less the District Attorney / Public Defender money) AB 109 allocation available for distribution in 2013 / 2014.

6 FY 2013-14 REALIGNMENT PLAN BUDGET & PROGRAM OVERVIEW

The CCP's recommended FY 13-14 budget for Public Safety Realignment assumes Plumas County will receive \$943,121 of state revenues from three sources: 1) projected carry-over of \$302,695 in unspent prior year Realignment funds; 2) a FY 2013-14 main State revenue allocation of \$421,536; and 3) Growth fund allocation of \$218,890. Of the total known revenues for FY 2013-14, the CCP recommends that \$848,809 be allocated to fund Year 3 programs and services, and \$94,312 be reserved as a contingency fund to cover any unanticipated impacts of managing the realigned population. The County also anticipates receiving no additional revenues and FY 13-14 growth fund allocations. All amounts listed above are less the District Attorney / Public Defender (DA/PD) allocations. Any additional revenues received for 2013 – 2014 would be added to the aforementioned contingency reserve. The CCP's proposed Realignment budget for FY 13-14 assumes no use of any Plumas County General Fund dollars. The following sub-sections provide a general overview of the FY 13-14 Realignment Implementation Plan, itemized by the five major categories that comprise the \$848,809 program budget. Under each major program category, all individual program elements are listed and identified as either a continuing effort or new program, and proposed changes to continuing efforts are also noted.

1) Administration - \$45,376

- Description: Administrative, budgetary, and analytical support to the CCP for Realignment.
- Continuing Efforts: Probation Department Chief and Fiscal Officer.
- Overview of Changes from FY 12-13: No changes.
- New Programs: Develop outcome measures for programs receiving AB 109 money.

2) Supervision - \$235,008

- Description: Monitoring out-of-custody Realignment offenders in the local community.
- Continuing Efforts: Probation AB 109 Supervision Units and Sheriff Deputy.
- Overview of Changes from FY 12-13: No changes.
- New Programs: Supervised Offender needs for reintegration into community such as housing, clothing, food, bus passes, I. D. cards and tuition / application fees for assistance, certifications and programs.

3) Custody - \$154,222

- Description: Local jail accommodations for Realignment inmates.
- Continuing Efforts: Plumas County Jail staffing, programming, inmate supplies and staff training
- Overview of Changes from FY 12-13: No changes
- New Programs: No new programs; however, the Sheriff may request contingency funding at a later date to cover additional jail staffing / costs, should the jail population grow or continue to be near capacity.

4) Day Reporting Center - \$ 55, 356

- Description: Offender Rehabilitation
- Continuing Efforts: Quincy Day Reporting Center staffing and services
- Overview of Changes from FY 12-13: Increased frequency of Moral Reconation Training (MRT) Classes
- New Programs: Mental Health Solutions Focus group

5) Offender Support - \$ 28,500

- Description: Literacy and Pro-social programming
- Continuing Efforts: Plumas County Literacy Second Chance; staffing and services
- Overview of Changes from FY 12-13: None
- New Programs:



PLUMAS COUNTY GRAND JURY
PO Box 784
Quincy, CA 95971

6

March 31, 2014

Plumas County Board of Supervisors
520 Main Street, Room 309
Quincy, CA 95971

Dear Board,

The Plumas County Grand Jury requests that the Grand Jury Per Diem Budget be increased by an amount not to exceed \$5,800.00. The Grand Jury has already moved \$1,500.00 from the out of county travel line and into the per diem line,

The Grand Jury will expend it's per diem budget of \$18,960.00 for this month. Per Diem is the jury's largest expense. Each juror is paid \$15.00 Per Diem per day plus \$0.56 per mile. Three jurors claim zero miles while four claim 50 miles or more. The average travel distance is 37.28 miles each way for our 18 grand jurors.

The per diem cost for each plenary meeting of the Grand Jury is \$1,022.00 (see attached spread sheet). The whole jury meets twice a month. In addition, we expect each juror will have at least one committee meeting, not on a plenary meeting day, in April, May, and June. We are planning only one plenary meeting in June. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, reading "James A. Liljefelt".

James A. Liljefelt
Foreman, Plumas County Grand Jury
2013-2014

Date: 03/31/2014

Through Period: 9

Selection Criteria

| | | | |
|--------------------------|----------------------|--------------|----------------------|
| Year | <input type="text"/> | FUND | <input type="text"/> |
| DEPT/FUND | <input type="text"/> | FUNCTION | <input type="text"/> |
| Account | <input type="text"/> | ACTIVITY | <input type="text"/> |
| Budget Control DEPT/FUND | <input type="text"/> | DEPT/FUND(T) | <input type="text"/> |
| Budget Control Account | <input type="text"/> | | |
| Status | <input type="text"/> | | |

 Find

 Advanced

[illegible]

8 match(es) found

- Totals

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|---------|-----------|-------------|----------|--------------|-----------|--------------|-----|----------|----------|
| Budget: | 26,410.00 | Period Exp: | 2,620.60 | YTD Expense: | 23,704.13 | Encumbrance: | .00 | Balance: | 2,705.87 |
|---------|-----------|-------------|----------|--------------|-----------|--------------|-----|----------|----------|

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: GRAND JURY Dept. No: 20270 Date: 4/8/14

The reason for this request is (check one):

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

Approval Required

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 # | Account Name | \$ Amount |
|--------------------------------------|--------------|---------------|-------------------|----------------|
| <u>0001</u> | <u>20980</u> | <u>528400</u> | <u>G.F. CONT.</u> | <u>5,800 -</u> |
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| | | | | |
| Total (must equal transfer to total) | | | | <u>5,800 -</u> |

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

| Fund # | Dept # | Acct # | Account Name | \$ Amount |
|--------------------------------------|--------------|---------------|----------------------------|----------------|
| <u>0001</u> | <u>20270</u> | <u>520800</u> | <u>GRAND JURY PER DIEM</u> | <u>5,800 -</u> |
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| Total (must equal transfer to total) | | | | <u>5,800 -</u> |

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) Fy 13-14 costs for per-diem; if approved
B) total costs for Fy 13-14 per diem is budgeted
C) at \$26,260 including a transfer of \$1,500
D) from 527500 - out of county travel. MD

Approved by Department Signing Authority: _____

☒ Approved/ Recommended

_____ Disapproved/ Not recommended

Auditor/Controller Signature: _____

[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.

7

Plumas Children's Council

Plumas County's Child Abuse Prevention Council

Janine
Coordinator

P.O. Box 382
Quincy, CA 95971

(530) 283-5333
janine@plumaschildren.org

DATE: March 21, 2013

TO: The Honorable Plumas County Board of Supervisors

FROM: Janine, Coordinator

SUBJECT: Proclamation

RECOMMENDATION/ACTION: We are requesting that the Board approve and sign this Proclamation declaring April Child Abuse Prevention and Family Strengthening Month in Plumas County.

BACKGROUND: Each year in April the Plumas Children's Council submits a proclamation to bring awareness to the prevention efforts taking place in our county that reduce the incidence of child abuse and neglect. We are also continuing our campaign to raise awareness of the many ways that we can help prevent child abuse by strengthening families.

In addition to parents, the Children's Council membership currently represents these agencies and programs: Child Abuse Treatment (CHAT); Child Care and Development Planning Council - PCOE; Child Development Center - FRC; Mental Health; Child Welfare Services; First 5 Plumas; Plumas CASA; Plumas Crisis Intervention & Resource Center (PCIRC); Plumas County Public Health; Plumas Rural Services; Roundhouse Council; SCFO Head Start; UCCE 4H; and Women's Mountain Passages.

Thank you.

**PROCLAMTION OF
CHILD ABUSE PREVENTION MONTH
IN PLUMAS COUNTY 2014**

- Whereas, Child abuse and neglect continues to be a problem in Plumas County, and
- Whereas, Preventing child abuse and neglect means helping families build strengths so that their children can thrive, and
- Whereas, Protective factors are the strengths that families can draw upon when life gets difficult, and
- Whereas, The five protective factors listed here have been proven to strengthen families and prevent child abuse and neglect:
 Parental resilience
 Social Connections
 Knowledge of parenting and child development
 Concrete support in times of need
 Social and emotional competence of children, and
- Whereas, Knowledge of these factors makes it possible for communities to provide programs and resources to help strengthen families, and
- Whereas, Effective programs succeed because of partnerships among human services agencies, community based organizations, schools, the faith community, law enforcement, and the business community, and
- Whereas, Plumas Children's Council provides a collaborative forum for the planning and implementation of family strengthening programs, and
- Whereas, April is recognized by the U.S. Congress as Child Abuse Prevention Month,
- Now therefore be it proclaimed by the Plumas County Board of Supervisors that April 2014 is Child Abuse Prevention and Family Strengthening Month in Plumas County.
- The Board of Supervisors is committed to promoting policies and systems that support community efforts to strengthen families, thereby reducing the incidence of child abuse and neglect in Plumas County.

Chairman

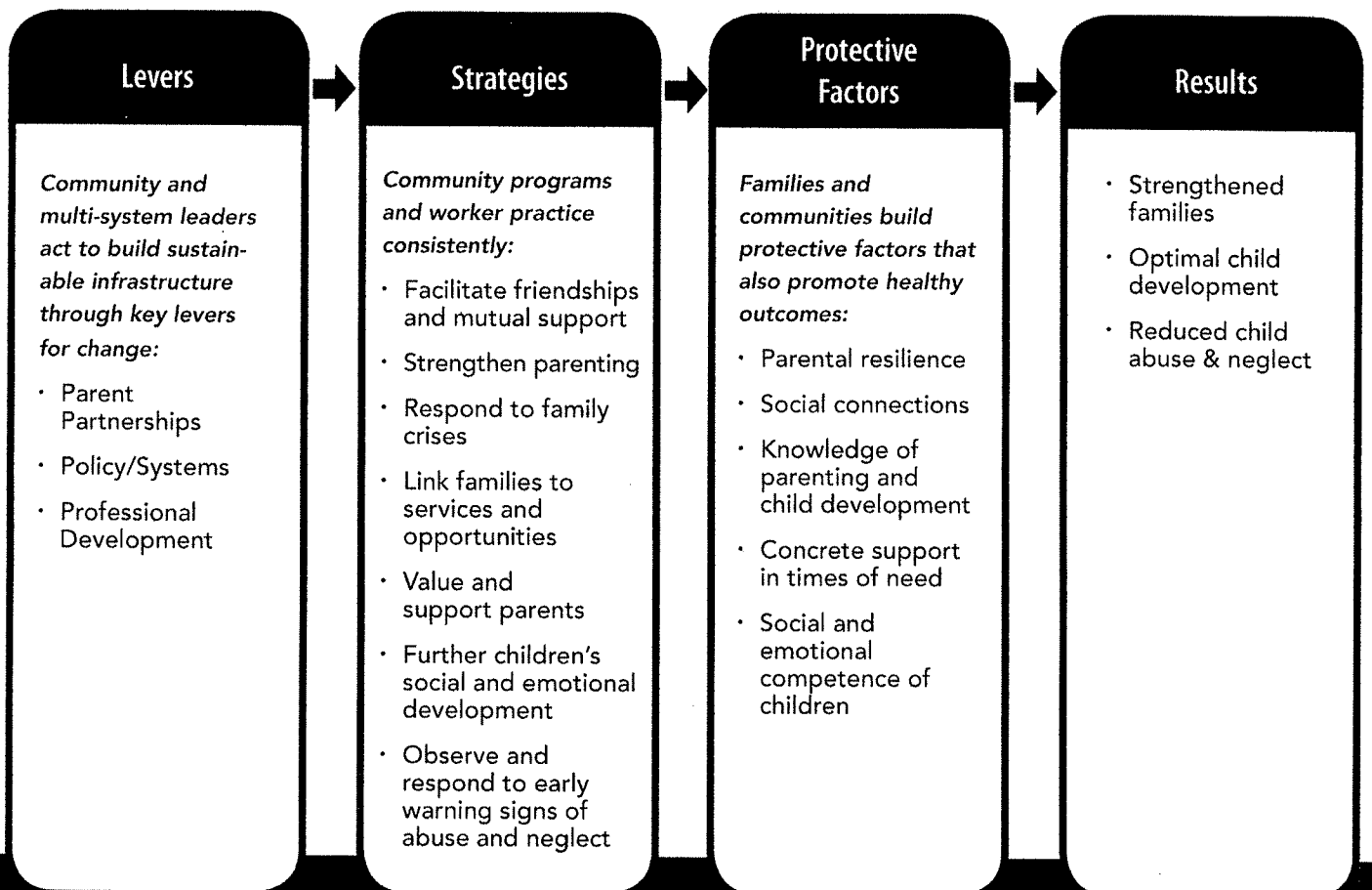
Date

Mobilizing partners, communities and families
to build family strengths, promote optimal
development and reduce child abuse and neglect

Strengthening Families: Creating a New Normal

The Strengthening Families Approach:

- Benefits ALL families
- Builds on family strengths, buffers risk, and promotes better outcomes
- Can be implemented through small but significant changes in everyday actions
- Builds on and can become a part of existing programs, strategies, systems and community opportunities
- Is grounded in research, practice and implementation knowledge



A New Normal

Families and communities, service systems and organizations:

- Focus on building protective and promotive factors to reduce risk and create optimal outcomes for children, youth and families
- Recognize and support parents as decision makers and leaders
- Value the culture and unique assets of each family
- Are mutually responsible for better outcomes for children, youth and families