



## **BOARD OF SUPERVISORS**

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

**AGENDA FOR REGULAR MEETING OF SEPTEMBER 08, 2015 TO BE HELD AT 10:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

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

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

### **AGENDA**

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

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

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

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

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



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

## **STANDING ORDERS**

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

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

### **DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS**

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

### **ACTION AGENDA**

#### **1. CONSENT AGENDA**

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

##### **A) SHERIFF**

Pursuant to Penal Code §4025, receive and file the Inmate Welfare Fund (IWF) Annual Report Summary for FY 2014-2015 as submitted

##### **B) PUBLIC HEALTH AGENCY**

- 1) Adopt **RESOLUTION** to accept Agreement #15-10494 from the California Department of Public Health, Office of AIDS for the AIDS Drug Assistance Program (ADAP) from July 1, 2015 through June 30, 2017 of \$4,000, and authorize the Director of Public Health to sign; approved as to form by County Counsel
- 2) Adopt **RESOLUTION** to accept Standard Agreement Number 15-92146 with the State Department of Health Care Services for the Medi-Cal Administrative Activities Program for FY 2015-2018, and authorize the Director of Public Health to sign; approved as to form by County Counsel

## **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**

#### **2. FLOOD CONTROL & WATER CONSERVATION DISTRICT** – Robert Perreault

- A. Report on the status of the public negotiations with the California Department of Water Resources and the State Water Contractors having to do with the State Water Project Contract Extension. Discussion, possible action and/or direction to staff
- B. Direct staff to collaborate with City of Portola and Department of Water Resources regarding proposal to prepare an application for grant funding for pre-treatment filtration project along the upper reach of the existing Grizzly Valley pipeline; discussion and possible action

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

#### **3. PLUMAS COUNTY FIRE SAFE COUNCIL** – Nils Lunder

Report and update by the Fire Safe Council on recent activities and upcoming projects

#### **4. DEPARTMENTAL MATTERS**

##### **A) CLERK-RECORDER** – Kathy Williams

Adopt **RESOLUTION** recognizing September 14 – 25, 2015 as California High School Voter Education Week. **Roll call vote**

##### **B) SOCIAL SERVICES** – Elliott Smart

1) Adopt **RESOLUTION** to amend the Position Allocation for FY 2015-2016 to add 1.0 FTE Benefits Assistance Counselor I/II/III to the Department of Social Services Budgeted Allocation of Benefits Assistance Counselors; and authorize the Department of Social Services to recruit and fill the position. **Roll call vote**

2) Presentation of Social Services Trends Report for quarter ending June 30, 2015

##### **C) VETERAN'S SERVICES** – Mimi Hall

Adopt **RESOLUTION** to adjust the Salary for the Position of Division Director of Veteran's Services. **Roll call vote**

##### **D) AUDITOR/CONTROLLER** – Roberta Allen

1) Authorize the Auditor to make budget transfers necessary to close out the books for FY 2014-2015; discussion and possible action

2) Adopt **RESOLUTION** adopting the Basic Tax Rate for Plumas County and the Bond Rates for the Plumas Unified School District and Plumas District Hospital for FY 2015-2016. **Roll call vote**

#### **5. BOARD OF SUPERVISORS**

- A. Approve and authorize the Chair to sign Amendment to Employment Agreement with Louise Steenkamp for additional duties as Interim Mental Health Director; discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations.
- D. Appointments

#### **MOHAWK VALLEY CEMETERY DISTRICT**

Appoint James Correll to the Mohawk Valley Cemetery District Board to fill a vacancy

**NOON RECESS**

1:00 P.M. **AFTERNOON SESSION**

**6. BOARD OF SUPERVISORS**

Susan Scarlett, Budget Consultant: Review and discuss prior year budgets to actual amounts; report and update regarding the FY 2015-2016 Budget; discussion and possible action

**7. CLOSED SESSION**

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

- A. Personnel: Public employee performance evaluation – Social Services Director
- B. Personnel: Public employee performance evaluation – Planning Director
- C. Personnel: Public employee performance evaluation – Acting Chief Probation Officer
- D. 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, September 15, 2015, Board of Supervisors Room 308, Courthouse, Quincy, California.



# Office of the Sheriff

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

IA

GREGORY J. HAGWOOD  
SHERIFF/CORONER

## Memorandum

**DATE:** **August 25, 2015**

**TO:** **Honorable Board of Supervisors**

**FROM:** **Sheriff Greg Hagwood**

A handwritten signature in black ink that reads "Greg Hagwood".

**RE:** **Agenda Item for the meeting of September 8, 2015**

**Recommended Action:**

Review the Inmate Welfare Fund (IWF) Annual Report Summary pursuant to Penal Code Section 4025 for fiscal year 2014-2015.

**Background and Discussion:**

The Sheriff's Office is responsible for managing the IWF Program. The Sheriff is officially responsible for the oversight of this fund. Programs qualifying as inmate programs are those that provide direct benefit to the inmates as deemed appropriate by the Sheriff. The costs associated with providing these programs are funded by the IWF. Penal Code Section 4025 requires the annual report to be presented to the Board of Supervisors each year.

This is an informational item only as required by law.

**Plumas County Sheriff Inmate Welfare Fund  
Annual Report Summary**

**Statement of Revenues, Expenditures and and changes in Fund Balance  
Fiscal Year ending June 30, 2015**

**Fund: 00171**

**Dept: 22911**

<b>Fund Balance as of July 1, 2014</b>	<b>\$</b>	<b>16,209.15</b>
<b>FY 14/15 Revenues</b>	<b>\$</b>	<b>39,042.35</b>
<b>FY 14/15 Expenditures</b>	<b>\$</b>	<b>43,035.08</b>
<b>Fund Balance as of June 30, 2015</b>	<b>\$</b>	<b><u>12,216.42</u></b>

**INMATE WELFARE FUND  
EXPENDITURE REPORT  
JULY 1, 2014 - JUNE 30, 2015**

<b>Account</b>	<b>Total Exp</b>	<b>Description</b>
PHONES	\$ 142.53	Inmate Phone
MAINT BLDG & GROUNDS		
	\$ 3,201.76	Dishwasher Sanitizer
	\$ 49.42	Wheelbarrow tires - for garden
Total	<u>\$ 3,251.18</u>	
MISC EXPENSES		
	\$ 24.79	Batteries for TV remotes
	\$ 62.63	Batteries & Coffee Pot
Total	<u>\$ 87.42</u>	
PROFESSIONAL SERVICES	\$ 1,313.96	Inmate Haircuts
REF MANUAL/LAW, CODE BOOKS	\$ 2,860.00	Inmate Law Library
SUBSCRIPTIONS	\$ 208.00	Magazines/Newspaper
COMMISSARY EXPENSES	\$ 25,818.28	Inmate Commissary
CABLE RADIO/TV	\$ 122.72	Inmate Cable/TV Service
KITCHEN EQUIPMENT		
	\$ 49.02	Cooking Utensils
	\$ 403.27	Mixer stand
	<u>\$ 452.29</u>	
OVERHEAD	\$ 3,335.00	County Cost Plan Charges
TELEVISION	\$ 32.01	Batteries & Remote Controls
SUPPORT - CARE OF PERSONS	\$ 3,411.69	Indigent Inmate Care
TRANSFER	\$ 2,000.00	Inmate Literacy Program
	<hr/>	
	\$ 43,035.08	



# Plumas County Public Health Agency

IBI

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

---

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
-------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------

**Date:** August 27, 2015

**To:** Honorable Board of Supervisors

**From:** Mimi Hall

**Agenda:** Item for September 8, 2015

**Item Description/Recommendation:** Approve the attached Resolution to accept Agreement #15-10494 from the California Department of Public Health, Office of AIDS for the AIDS Drug Assistance Program (ADAP) from July 1, 2015 through June 30, 2017 in the amount of \$4,000.00, and authorize the Director of Public Health to sign the Agreement as Board designee.

**Background Information:** The AIDS Drug Assistance Program (ADAP) was established in October 1987 to provide drugs to individuals with HIV/AIDS who could not otherwise afford them. The goal of the program is to make pharmaceutical treatments available to people living with HIV/AIDS that can reliably expect to prolong their lives, minimize the related occurrences of more serious illnesses, reduce more costly treatments, and maximize the HIV-infected person's vitality and productivity. ADAP is specifically intended as a program of last resort for those people who have no other resource to pay for medications. Eligibility and rectification of clients is handled at the local health department level. Dispensing of medications, reimbursement, and data collection is handled at the state level through a non-profit pharmacy benefits management services provider, Professional Management Development Corporation (PMDC).

Standard Agreement #15-10494 with the California Department of Public Health, Office of AIDS and the attached Resolution was reviewed and approved by County Counsel.

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

RESOLUTION NUMBER 15-\_\_\_\_\_

**A RESOLUTION TO ACCEPT AGREEMENT NUMBER 15-10494 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS FOR FUNDING THE AIDS DRUG ASSISTANCE PROGRAM (ADAP) FOR THE PERIOD OF JULY, 2015 THROUGH JUNE 30, 2017 IN THE AMOUNT OF \$4,000.00.**

**WHEREAS**, Plumas County Public Health Agency receives funding from the California Department of Public Health, Office of AIDS to assist local health departments with costs associated with the administration of ADAP enrollment process. PCPHA will coordinate and ensure high-quality, accessible ADAP client enrollment and eligibility re-certification services in Plumas County.

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

1. Approve Agreement Number 12-10573 from the California Department of Public Health, Office of AIDS in the total amount of \$4,000.00.
2. Authorize the Director of Public Health to sign the agreement and execute subsequent documents pertaining to Agreement Number 15-10494.

**The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 8<sup>th</sup> day of September 2015, by the following vote:**

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

---

Chair, Plumas County Board of Supervisors

Attest:

---

Clerk, Plumas County Board of Supervisors



# Plumas County Public Health Agency

IB2

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

---

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
-------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------

**Date:** August 18, 2015

**To:** Honorable Board of Supervisors

**From:** Mimi Khin Hall

**Agenda:** Item for September 8, 2015

**Item Description/Recommendation:** Approve a Resolution to accept Standard Agreement Number 15-92146 with the State Department of Health Care Services for the Medi-Cal Administrative Activities Program for FY 2015-2018, and authorize the Director of Public Health to sign the Standard Agreement(s) and Certifications as the Board's designee.

**Background Information:** Plumas County Public Health Agency has participated in the Medi-Cal Administrative Activities (MAA) Program for the past several years. This program allows counties, through a system of time studies and cost reports to enhance existing time and activities performed by specific staff relating to administration of Medi-Cal related services. Staff time and activities are enhanced with Federal funds using a formula based on staff classification, organizational structure and duty statements.

The goal of the Medi-Cal Administrative Activities Program is to ensure that local assistance is provided to Medi-Cal eligible individuals, and their families in facilitating their receipt of services and activities from the Med-Cal Program.

The Standard Agreement was reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review.

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

RESOLUTION NUMBER 15-\_\_\_\_\_

**A RESOLUTION APPROVING STANDARD AGREEMENT NUMBER 12-89319 WITH THE STATE DEPARTMENT OF HEALTH CARE SERVICES FOR THE MEDI-CAL ADMINISTRATIVE PROGRAM (MAA) FOR FISCAL YEARS 2015 THROUGH 2018.**

**WHEREAS**, Plumas County Public Health Agency will perform Medi-Cal Administrative Activities (MAA) on behalf of the State Department of Health Care Services to assist in the proper and efficient administration of the Medi-Cal Program by improving the availability and accessibility of Medi-Cal Services to Medi-Cal eligible and potentially eligible individuals and their families; and

**WHEREAS**, Plumas County Public Health Agency will subcontract with local resource centers and hospitals to provide local assistance to Medi-Cal eligible individuals, and their families in facilitating their receipt of services and activities from the Med-Cal Program; and

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

1. Accept Standard Agreement Number 15-92146 with the State Department of Health Care Services for the Medi-Cal Administrative Activities Program for FY(s) 2015 through 2018, and
2. Authorize the Director of Public Health to sign Standard Agreement Number 15-92146, and to take any actions or execute any documents necessary to implement this Agreement.

The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 8<sup>th</sup> day of September 2015, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

---

Chair, Plumas County Board of Supervisors

Attest:

---

Clerk, Plumas County Board of Supervisors



JB

## PLUMAS COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT Operations

### AGENDA REQUEST

for the September 8, 2015 Meeting of the Governing Board of the  
Plumas County Flood Control and Water Conservation District

August 31, 2015

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Consideration of a Proposal to Construct a Pre-Filtration Project  
along the Upper Reach of the Grizzly Valley Pipeline;  
Discussion and direction to Staff

A handwritten signature in blue ink that reads "Robert Perreault".

### Background:

On August 14, 2015, officials of the DWR Beckwourth Office, the City of Portola and the Flood Control and Water Conservation District attended an Operations Meeting pertaining to the lake levels at Lake Davis, the intake scenarios at the Lake Davis Water Treatment Plant and the corresponding conditions of water quality at the treatment plant:

The meeting concluded with a joint commitment of City officials and District officials to identify a pre-treatment filtration project as well as to pursue grant funding therefore. See attached draft Project Description. Upon direction by the Governing Board, Flood Control staff will conduct discussions with agencies that have grant funding opportunities available. The City of Portola officials have already initiated discussions with some of the possible funding agencies. A very preliminary estimate of the magnitude of project cost is in the order of \$450,000.

The purpose of this Agenda Request is to afford the Governing Board an opportunity to ask Plumas County operational-related questions in regard to the State Water Project and to consider the conceptual proposal to construct a pre-treatment filtration project along the Grizzly Valley Pipeline, including possible funding.

### Recommendation:

The Manager of the Operations Division of the Flood Control District respectfully recommends that the Governing Board direct staff to collaborate with City officials and Department of Water Resources officials and to prepare an application for grant funding of a pre-treatment filtration project along the existing Grizzly Valley Pipeline.

Attachment

## FLOOD CONTROL AND WATER CONSERVATION DISTRICT

### Project Description

August 31, 2015

The project would consist of the installation of a chemical feeder in the Lake Davis dam control room at the base of the dam and the installation of a pre-filter prior to Lake Davis Treatment Plant membrane filters.

The chemical feeder installation would require electrical work to connect to existing power in the control room to the chemical feeder. The installation would also include a control module to power on the feeder when the treatment plant is operating. The installation would require plumbing work to connect the feeder to the Lake Davis pipeline in the control house.

The pre-filter installation would require the purchase and installation of one or two new pressure contact clarifiers (preliminary roughing filters) with concrete foundations installed upstream of the existing membrane filters, installation of associated piping, electrical and controls for the new pressure contact clarifiers, possible installation of pumps and motors for the purpose of filter backwash, and possible installation of new underground and/or above ground electrical conduit and control wire conduit for the new equipment, underground connections and modifications to existing piping to address pressure contact clarifier installation, possible modifications to of the existing backwash disposal ponds piping, modifications to existing SCADA equipment to support the installation of the contact clarifiers, and possible excavation to provide access for the new contact pressure clarifiers and operation and maintenance, modifications to existing buildings, and associated items.

# Plumas County Fire Safe Council



## Plumas County Fire Safe Council Summary

### Recently completed Hazardous Fuel Reduction Projects:

La Porte Road—170+ acres

Indian Valley—70+ acres

C-Road—13 acres

Whitehawk—16 acres

### Planned Hazardous Fuel Reduction Projects:

American Valley—300 acres (funded)

C-Road—9 acres (funded)

Cutler Meadows—80 acres (funded)

Dixie Valley—100 acres

East Shore Lake Almanor—40 acres

Lee Summit—50 acres

Mohawk Vista—100 acres

Greenhorn—100 acres

Graeagle Land and Water—200 acres

Indian Valley--Williams/Pecks Road—100 acres

### Senior/Disabled assistance program

An ongoing grant funded project of the PC FSC, this program provides defensible space assistance to qualifying clients throughout Plumas County. Each year the program treats over 50 properties and provides critical assistance to special needs residents of the region.

### Community Green Waste disposal

The PC FSC is actively seeking funds to assist landowners to dispose of their green waste materials by developing a County-wide residential chipping program

### **Firewise Communities**

**Greenhorn, Gold Mountain, Greagle Fire Protection District, Lake Almanor West, Lake Almanor Country Club**—Active, ongoing collaborative partners with the Plumas County Fire Safe Council

**Bailey Creek, Mohawk Vista, Indian Valley, Dixie Valley, Plumas Eureka, Grizzly Ranch**—In process, are receiving assistance from the Plumas County Fire Safe Council to develop community Firewise assessments, applications to the National Fire Prevention Association, community wildfire protection planning, community outreach and engagement, developing hazardous fuel reduction proposals for grant funding

### **Collaborative Forest Landscape Restoration Effort**

Plumas County Fire Safe Council is leading an effort to develop a new collaborative group in the Feather River region to identify and pursue opportunities to bring increased funding into the area in an attempt to increase the pace and scale of forest management activities on private and public lands. A \$500,000 grant proposal was submitted to the Sierra Nevada Conservancy on August 27 2015 for fuel reduction on public lands.

### **Grants awarded**

- **Highway 70 Stevens Outreach and Development**—The PC FSC has secured \$103,000 for fuels reduction work on 70 acres north of Quincy
- **Pacific Gas & Electric Fire Prevention Program**—The PC FSC secured \$103,300 in 2014, funds were used to develop a pilot residential chipping program, and to perform fuels reduction work in the Indian Valley and along La Porte Road
- **CAL FIRE State Responsibility Area Grant Program**—The PC FSC has secured \$317,000 for fuels reduction work in the American Valley (Gallepi Ranch, East Quincy, Chandler Road)
- **Dixie Valley Fuel Reduction Project**—The PC FSC and the USFS applied for and were awarded \$120,000 for a project in Dixie Valley.
- **Butterfly Valley Fuel Reduction Project**—The PC FSC and the USFS applied for and were awarded \$80,000 for a project in the Butterfly Valley area.

**PLUMAS COUNTY CLERK~RECORDER**

Recorder Division (530) 283-6218  
Elections Division (530) 283-6256



4A

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

DATE: August 31, 2015

TO: The Honorable Plumas County Board of Supervisors

FROM: Kathy Williams, Plumas County Clerk-Recorder

SUBJECT: High School Voter Education Weeks 2015

Kathy Williams  
Clerk – Recorder  
Registrar of Voters  
[kathywilliams@countyofplumas.com](mailto:kathywilliams@countyofplumas.com)

Melinda Rother  
Assistant  
[melindarother@countyofplumas.com](mailto:melindarother@countyofplumas.com)

The California Education Code designates the last two full weeks in September and April to be High School Voter Education Weeks. This provides an opportunity for high schools and their students to partner with county elections officials to promote civic education and participation on campus and foster an environment that cultivates lifelong voters and active citizens.

California Secretary of State, Alex Padilla has partnered with the California Superintendent of Public Instruction Tom Torlakson to be part of this initiative. We are also pleased to participate in this very important educational event.

The Plumas County Clerk-Recorder, Elections Division has been active in promoting and educating high school students in the process of becoming registered voters, voting and the campaign process for the past 25 years, beginning in 1990. We have provided election equipment, training, had candidates' forums and educated students through their own student body elections. Over the years, we have had Chester, Portola, Greenville and Quincy high schools participate in these elections. The county's official ballot printer has assisted us by graciously providing printed ballots to the schools at no cost. There is a high voter turnout when a student can vote for a candidate on a ballot that they recognize as one of their fellow students!

As one of the top counties for voter turnout in the state, we hope that our effort in educating the young voters in our county that voting is an easy, intimidation free process that they can feel confident in participating in.

We will continue to invite the high schools to participate and ask for your support in educating the upcoming voters in our county by adopting the Resolution for California High School Voter Education Weeks.



**RESOLUTION NO. 2015-\_\_\_\_\_**  
**A RESOLUTION RECOGNIZING**  
**CALIFORNIA HIGH SCHOOL VOTER EDUCATION WEEKS**  
**AS SEPTEMBER 14-25, 2015**

**WHEREAS**, Plumas County's Clerk-Recorder, serving as the county's chief elections official, continues to serve the voters of the county at every level, including educating "first time" voters on the process; and

**WHEREAS**, active participation of all eligible citizens, registering to vote, including those attending high school, is essential; and

**WHEREAS**, it is important for the youngest voters to understand the importance of voting to help select the leaders that will affect their lives now and in the future; and

**WHEREAS**, it has never been easier to register to vote, cast a ballot in an election and have your voice heard; and

**WHEREAS**, students are encouraged to become familiar with voting, ask candidates questions and participate in voter education programs as well as encouraging their friends and family to register to vote, vote and be heard; and

**WHEREAS**, high schools are encouraged to participate in California High School Voter Education Weeks, September 14-25, 2015 as well as April 18-29, 2016 by contacting the Plumas County Clerk-Recorder, Elections Division to participate in high school voter outreach programs available.

**THEREFORE, BE IT RESOLVED**, that the Plumas County Board of Supervisors recognize September 14 - 25, 2015 as **California High School Voter Education Weeks**; commend the efforts of the Plumas County Clerk-Recorder, Elections Division's staff for developing and organizing special programs educating the young voters of the county, sharing these programs with all California counties and the Secretary of State, and encouraging young voter participation in all elections.

The forgoing resolution was adopted at a regular meeting of the Plumas County Board of Supervisors held on September 8, 2015, by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

---

Chair of the Board of Supervisors

ATTEST:

---

Clerk to the Board of Supervisors

## California High School Voter Education Weeks - September 14-25, 2015

Below are ideas that have been shared by counties to promote civic engagement in high schools around California. These projects have been used and proven to be successful.

### Host a Voter Registration Drive on Campus - Plumas County

- ✓ Select a high school with a Government teacher who is passionate about democracy.
- ✓ “Elections 101”. Present a slide show to Government classes giving the basics of participating in a democracy.
- ✓ How to register to vote.
- ✓ Am I eligible to register to vote?
- ✓ What to expect after you’re registered to vote.
- ✓ What the County Elections Office does.
- ✓ How does the county know which contest I get to vote on?
- ✓ Where can I find information on what I am voting for?
- ✓ Coordinate a Voter Registration Drive on campus.

### Assist High School with Student Body Elections - Plumas County

- ✓ Select a high school with an upcoming student body election.
- ✓ Create a schedule with the Student Leadership instructor and school administration and select a location on campus for the polling place.
- ✓ Work with a local ballot printer to have mock ballots donated to school.
- ✓ Provide poll worker training class to senior class volunteers (these students were selected because they were not voting on student body officers for the upcoming year).
- ✓ Election Day! Set a polling place! Provide the roster, badges, voting booth, ballot boxes, polling place signage, “I Voted” stickers and of course, the American flag to make it identifiable.
- ✓ Allow student poll workers to announce results at school assembly/rally.

### Political Party and Candidate Forum in a Mock Election Atmosphere - Placer County

- ✓ Select a school or schools that would like to encourage their staff and students to become more civically engaged.
- ✓ Contact representatives of political parties and invite them to come make a short presentation to the school about their party and its platform (set boundaries on subject matter).
- ✓ Invite local candidates that may have been elected recently and encourage them to tell their story. Have them explain the process and experience from the time they decided to run for office to the day they were elected (set boundaries on subject matter).
- ✓ Encourage a question and answer period where the students can inquire about the process of a working democracy.
- ✓ Allow teachers and students who are eligible to register to vote, to apply on site.
- ✓ Create a mock election ballot and give attendees the opportunity to cast their ballot, just as they would on Election Day.

### Conduct a Mock Election - Sacramento County

- ✓ Select a school that is enthusiastic about giving students the opportunity to encourage their students to become involved in their democracy.
- ✓ Create a mock election ballot with issues relevant to high school students.
- ✓ Work with the school to provide a “polling place” on campus. Bring voting equipment that students can use to simulate an actual Election Day.
- ✓ Use this time to encourage students to become poll workers on Election Day.



4BI

## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART  
DIRECTOR

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

DATE: AUGUST 24, 2015

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPT. OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR SEPTEMBER 8, 2015

RE: ADOPT A RESOLUTION ADDING AN ADDITIONAL BENEFITS  
ASSISTANCE COUNSELOR (BAC I/II/III) TO THE DEPARTMENT OF  
SOCIAL SERVICES FY 2015-2016 ALLOCATION OF EMPLOYEES

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

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

1. Approve an addition of 1.00 FTE Benefits Assistance Counselor I/II/III to the Department of Social Services FY 2015-2016 budgeted allocation of Benefits Assistance Counselors.
2. Authorize the Department of Social Services to fill the position as soon as administratively possible.

**Background and Discussion**

The Board of Supervisors is already aware that case counts for assistance programs in the Department of Social Services are at historic high levels. While the country as a whole has been slowly emerging from a recessionary economy that has been in place for over seven years, for many residents of Plumas County, the return to pre-recession employment levels has not yet fully materialized. For that reason and others, case counts in the CalFresh program have grown by close to 300%, from an average of 243 cases per month in FY 2007-2008 to 961 per month on average for FY 2013-2014.

The Board of Supervisors is also aware that the implementation of an expanded federal Medicaid program under the Affordable Care Act has also caused substantial growth in the Department's Medi-Cal case count. Currently the Department is carrying a case count that is averaging nearly 2,500 per month, where prior to the ACA the count was about 1,000 per month. This represents an increase of 150% in workload during a roughly two and one-half year period.

In the Department of Social Services, the Benefits Assistance Counselor (BAC) is the classification of employee that performs the work associated with interviewing applicants for CalFresh benefits and Medi-Cal assistance. These employees also manage such cases after assistance is granted. Typically, a fully trained BAC II will carry an integrated caseload consisting of both CalFresh and Medi-Cal cases.

Last May, an experienced Benefits Assistance Counselor II left the Department for medical reasons. This employee's absence has created an additional need among the remaining staff to cover this workload while the employee has been gone. As this report is being written, we have been advised that the employee will continue to be absent from the Department for an unknown and possibly extended period of time.

The combined effects of significant increases in case counts and appurtenant workloads, along with a long term medical leave (described above) generates the need to add an additional Benefits Assistance Counselor in the Department's allocation of budgeted positions. Even in the absence of the need generated by the long term medical leave of an experienced BAC, the increase in the workload alone would be sufficient reason for the Department to request an added allocation.

The Department's preference is to not wait until the County budget is approved to move forward with this matter. The incumbent staff has been carrying caseloads that are in the range of 500 or more cases per month. Additionally, supervisory staff has also been managing a portion of the uncovered workload.

The Department has identified a trained candidate who would be able to come to work effective with the Board's approval of the additional position allocation. In the context of the situation as described above, a trained BAC could be effective immediately in helping to remedy the workload issues. For that reason, the Department is requesting that the Board authorize filling the position as soon as administratively possible. Included with this report is a Table of Organization showing where the new position will be assigned within the organization.

### **Financial Impact**

The total is estimated at \$40,802. Because the position will be split between processing Medi-Cal and CalFresh cases, there will be a split between funding sources. Medi-Cal administration is a 100% reimbursed allocation of federal and state funds. CalFresh is funded by federal funds, state funds and a small allocation of 1991 Realignment dollars. All funding sources are sufficient to cover the cost of this additional position. There are no County General Funds involved in paying for this position.

### **Other Agency Involvement**

The Human Resources Director has reviewed this request and has recommended that the Department proceed with the request for an additional position.

### **Alternatives**

The Board has the option of waiting to fill this position until the adoption of the final budget. The Department does not recommend this option for two reasons. First, there is a fully trained candidate available to be hired upon approval of this request. Second, the existing staff has been carrying increased caseloads for more than three months. Under these circumstances the Department recommends moving forward sooner, rather than later so that we can provide some level of workload relief.

Copies:      DSS Management Staff  
                  Gayla Trumbo, Human Resources Director

Enclosures: Table of Organization  
                  Proposed Resolution

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

**RESOLUTION TO AMEND THE POSITION ALLOCATIONS FOR 2015-2016 WITHIN THE SOCIAL SERVICES DEPARTMENT - 70590.**

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

**WHEREAS**, during the fiscal year needs may arise to amend the Position Allocation; and

**WHEREAS**, the Social Services Director Mr. Elliott Smart met with the Human Resources Director to discuss issues facing the Benefits Assistance Counselors unit of his Department; and

**WHEREAS**, the Human Resources Director agreed that the Social Services Department is in need of an additional 1.0 FTE Benefits Assistance Counselors I, II or III; and

**WHEREAS**, this additional position is needed to address increasing caseloads of this unit which currently includes approximately 500 cases per Counselor. In addition to this high case load the unit has had to cover employees while out on extend medical leave, vacations and refilling positions. This is taken a toll on the staff of this unit; and

**WHEREAS**, there is funding to support this additional 1.0 FTE Benefit Assistance Counselor I, II or II.

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

The allocation for the Social Services Department is hereby amended as follows:

<u>Social Services – 70590</u>	<u>From</u>	<u>To</u>
Benefit Assistance Counselor II or I	5.0	6.0

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 8<sup>th</sup> day of September, 2015 by the following vote:

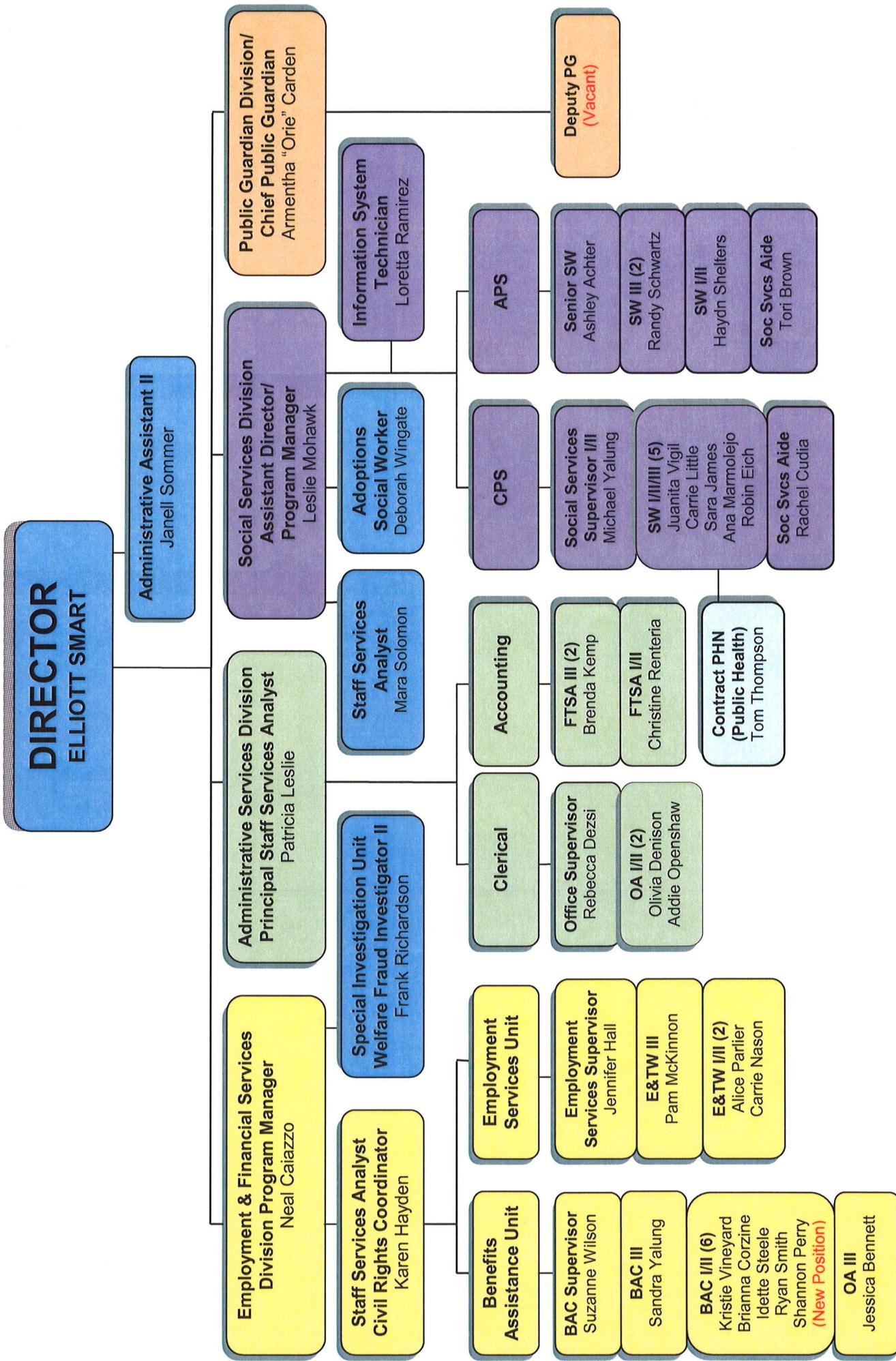
AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

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

ATTEST:

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

# PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





**4B2**

## DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

**ELLIOTT SMART**  
DIRECTOR

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

DATE: AUGUST 27, 2015

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR SEPTEMBER 8, 2015

RE: SOCIAL SERVICES TRENDS REPORT

A handwritten signature of Elliott Smart, Director of the Department of Social Services.

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

Receive and file the Social Services Trends report.

**Background and Discussion**

Social Services Trends is a quarterly report to the Plumas County Board of Supervisors and the citizens of Plumas County. The report provides information regarding public assistance caseloads and workload trends for services that are offered by the Department of Social Services. The report being delivered to the Board today includes case count and work load data through June 30, 2015.

Copies: PCDSS Management Staff  
Members of the Human Services Cabinet

Enclosure

## SOCIAL SERVICES TRENDS

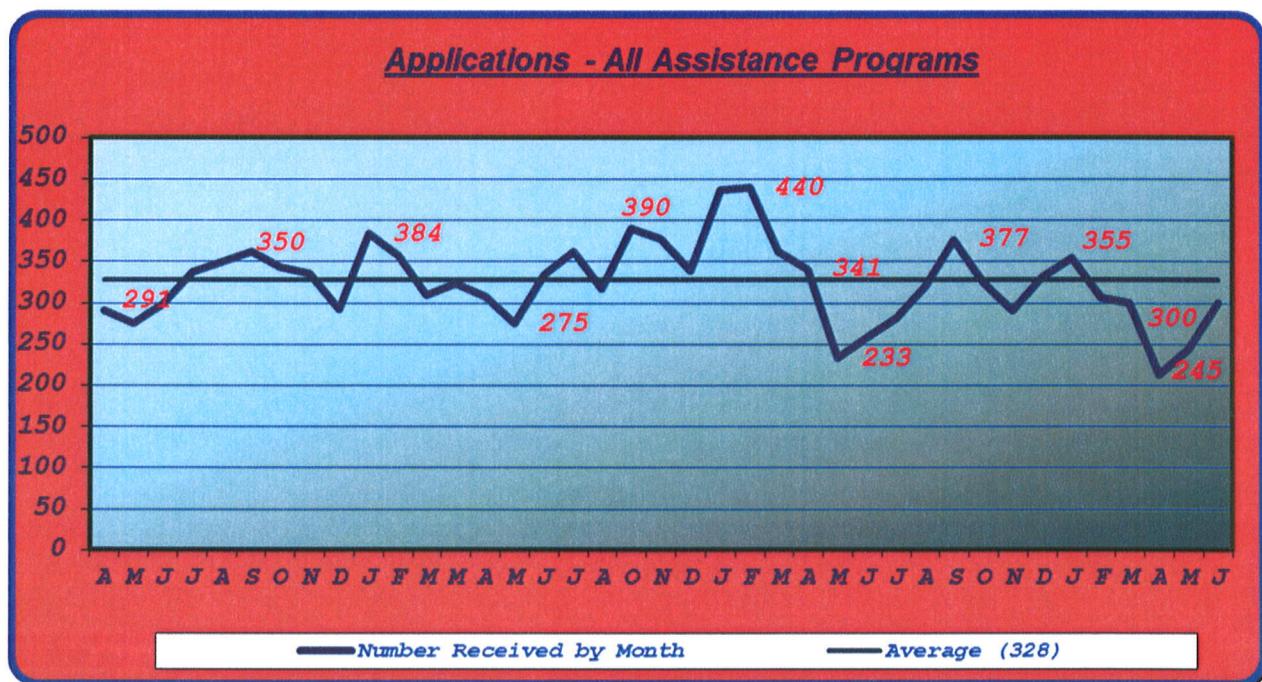
Quarter Ending: June 30, 2015

**Social Services Trends** is a quarterly report to the Plumas County Board of Supervisors and members of the public. This report provides case counts, application data, referrals for services and other workload information in the Department of Social Services. This edition of Trends includes case counts and workload data for the three-month quarter that ended June 30, 2015. The Department welcomes questions regarding the information contained in this report or about our programs and services. Additional information regarding our programs is available by calling 530-283-6350 or by accessing the Plumas County web site at [www.countyofplumas.com](http://www.countyofplumas.com).

### **I. WELFARE TO WORK & PUBLIC ASSISTANCE DIVISION**

#### **A. APPLICATIONS RECEIVED**

In February 2014, the Department received 440 applications for economic assistance with more than half of those for the Medi-Cal program. Since that high count, the number of applications has gradually dropped to the point where for five straight months the count has been below the 328 per month average. The Department has continued to believe that slow improvements in the local economy have lessened the need for public assistance. This appears to be borne out by reports of increased building activity, reductions in foreclosures and growth in the tax roles.



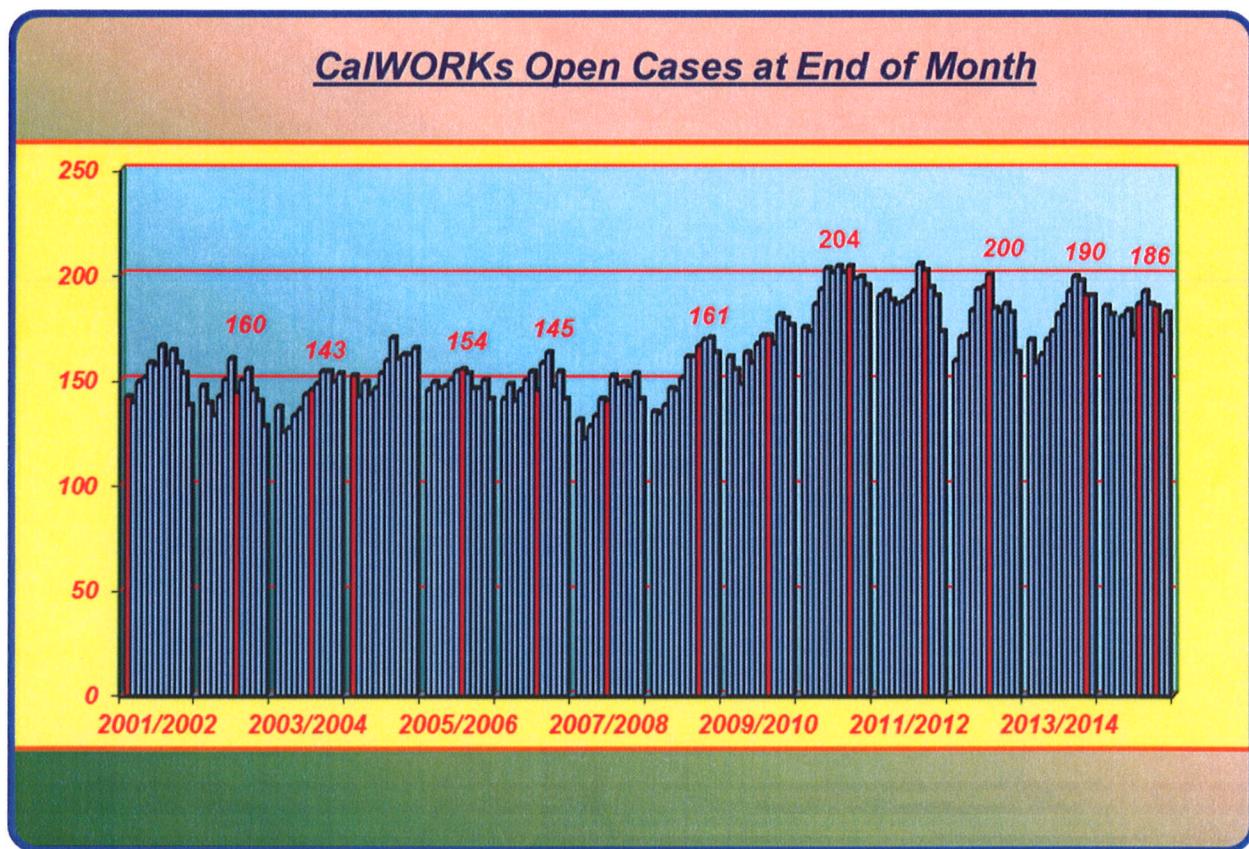
## **B. CONTINUING CASES**

### **(1). Cash Assistance (AFDC/CalWORKs)**

Despite the recessionary economy, the case count for CalWORKs cash assistance has shown a remarkable amount of stability during the past four years; and, more recently, slight signs of a decline. It is noted that the monthly average caseload for the past three years has also stayed remarkably steady. The Department believes that the perceptible drop in case count more recently is associated with slow improvements in the local economy. We note reports of increased building activity and fewer foreclosures. While nationally, reports are that the economy is emerging from the recession, on a local level relief and the return to jobs has been occurring, but more slowly than the nation as a whole.

#### **Average Monthly Caseload**

<b>2012/2013</b>	<b>181</b>
<b>2013/2014</b>	<b>180</b>
<b>2014/2015</b>	<b>182</b>



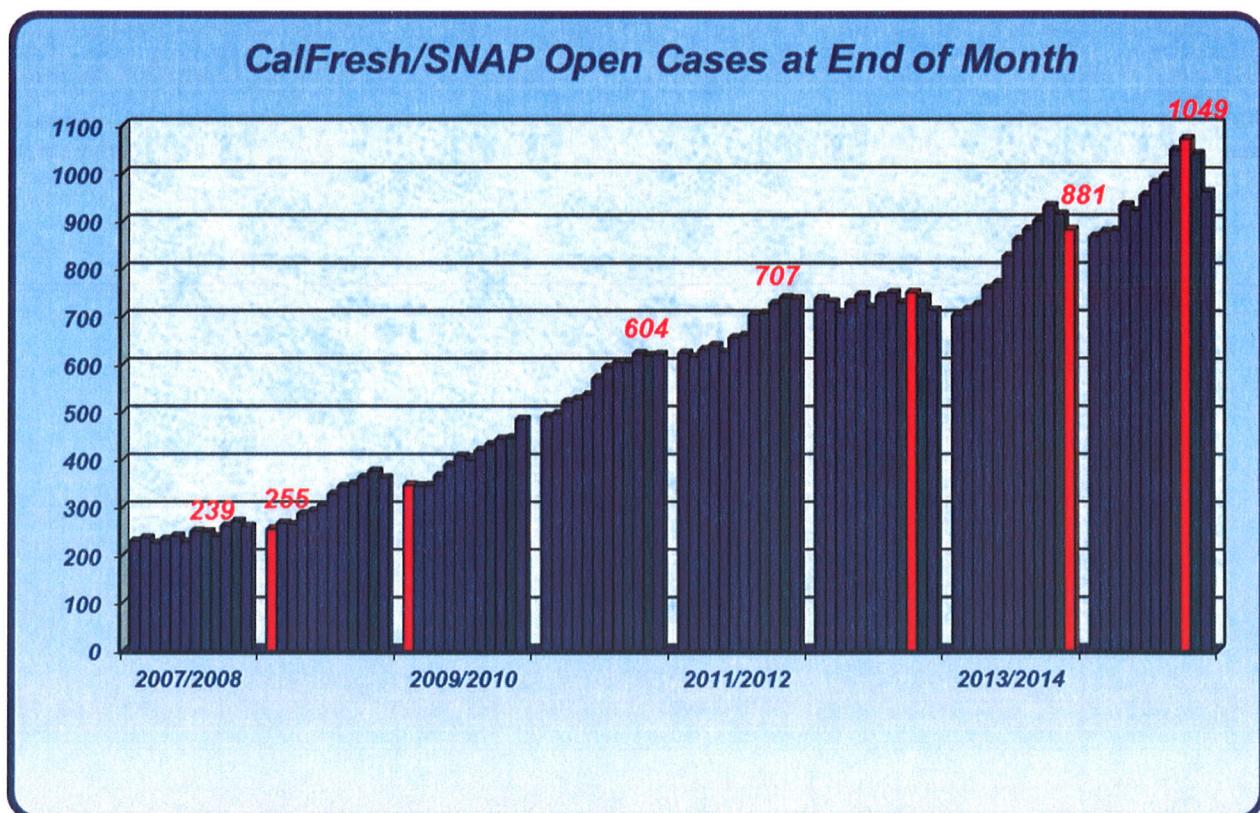
## **(2). CalFresh (Supplemental Nutrition Assistance Program) Assistance**

### **A. Case Count**

While it is too early to determine its statistical significance, the CalFresh case count has declined. A similar pattern has occurred for the past three years. Nonetheless, given other indicators in this quarter's report, the drop in case count is encouraging. Under the Modified Categorical Eligibility (MCE) changes people with earnings from income that is at or below 200% of the poverty level can still receive Supplemental Nutrition Assistance Program benefits. While the allotment levels are below the maximum, the Department is finding that many eligible customers, who in the past may not have accessed the program are doing so now. This includes increases in the number of people over 55 and disabled populations who used to "get by" without assistance even though many of them were eligible for it. Increases in food prices along with decreases in buying power have led many of those individuals to access the program, where in the past, they would not have.

#### **Average Monthly Caseload**

2012/2013	733
2013/2014	822
2014/2015	961

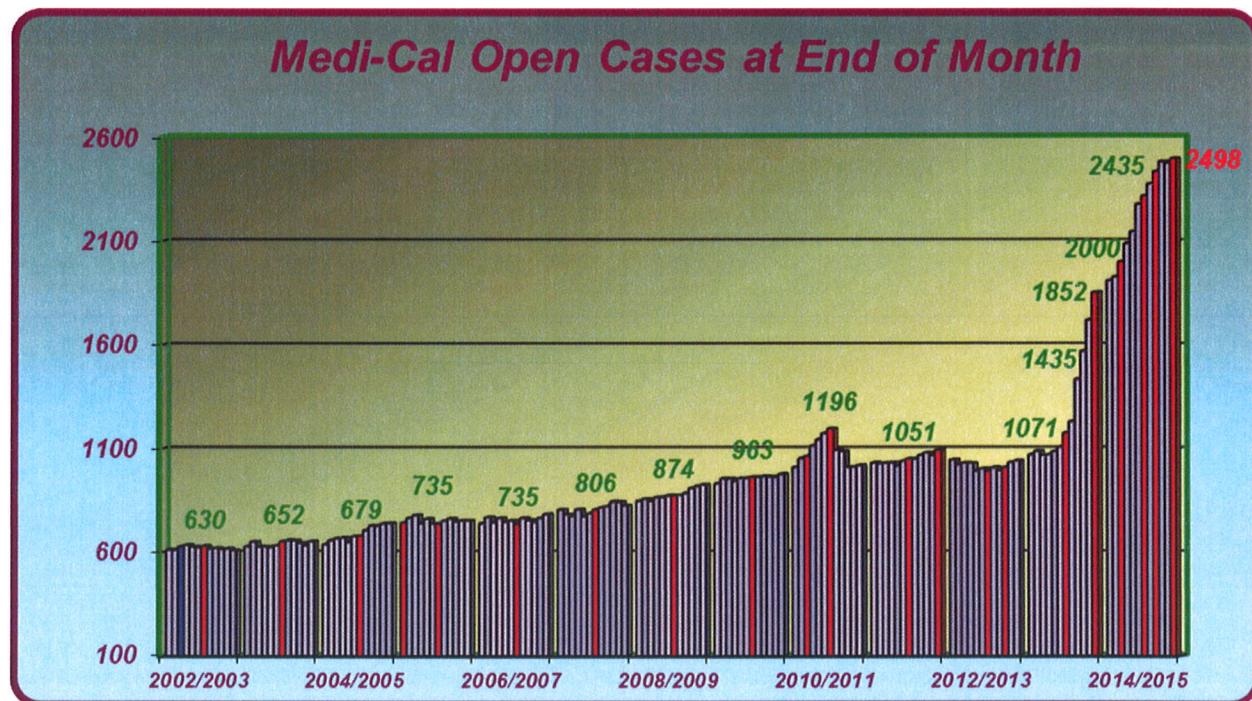


### **(3). Medi-Cal**

The case count for the Medi-Cal program has grown by over 1400 since the advent of the Affordable Care Act (ACA) nearly two years ago now. It is important to note that most of the case count increase represents single adults who, prior to the ACA, were likely uninsured and who also were likely to use hospital emergency departments to get care, typically at the expense of the hospital. It is likely as well that some of these individuals did not get care leading to more severe and thus, more expensive care later. ACA expansion is paid for by Federal funds and State General Fund dollars. There is no local contribution to these costs.

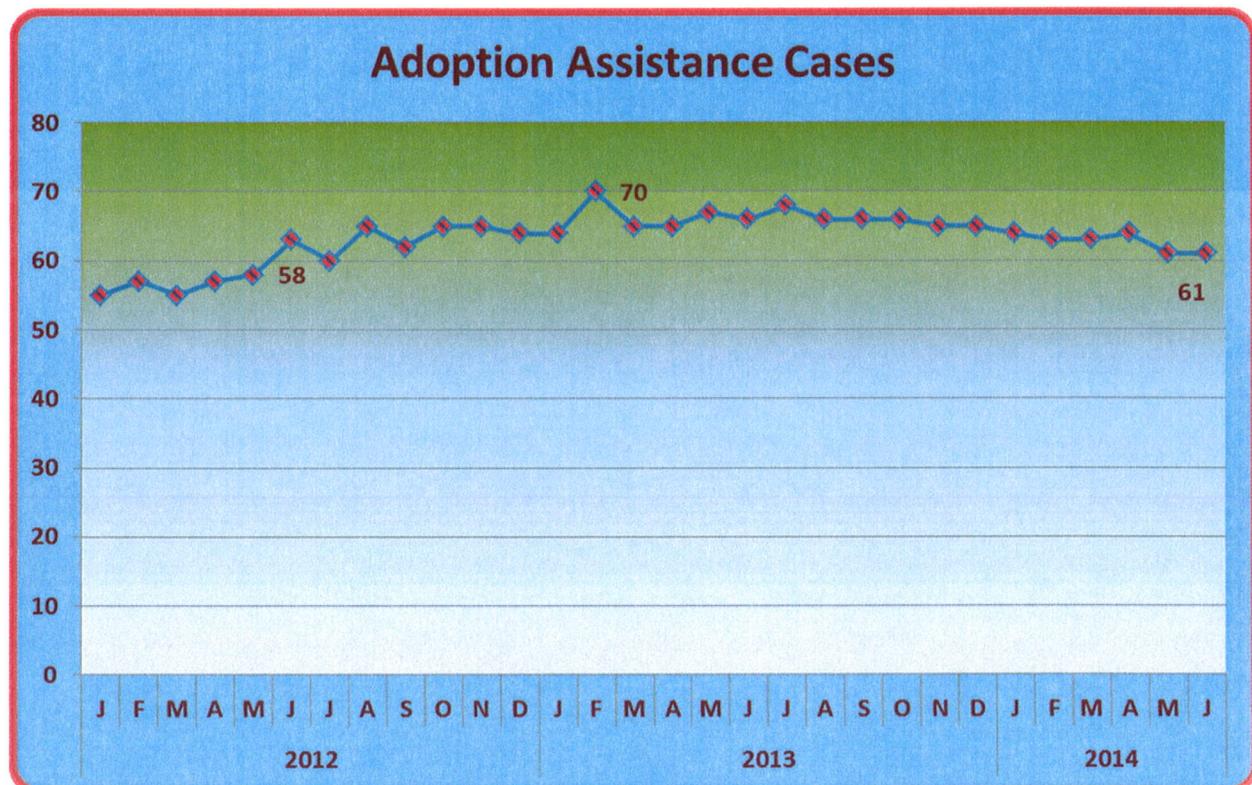
#### **Average Monthly Caseload**

<b>2012/2013</b>	<b>1017</b>
<b>2013/2014</b>	<b>1459</b>
<b>2014/2015</b>	<b>2245</b>



#### **(4). Aid to Adoptions**

In 2012 the Department of Social Services began operating the Adoptions programs. The services provided and benefits issued are mandated by Welfare and Institutions Code under Chapter 2.1 beginning at Section 16115. Services provided include home studies, training for adoptive parents and case management of adoptive placements. Adoptive families also qualify for cash assistance under the Aid to Adoptions program. The caseload for the Adoptions Program has grown some and currently averages about 62 cases per month.

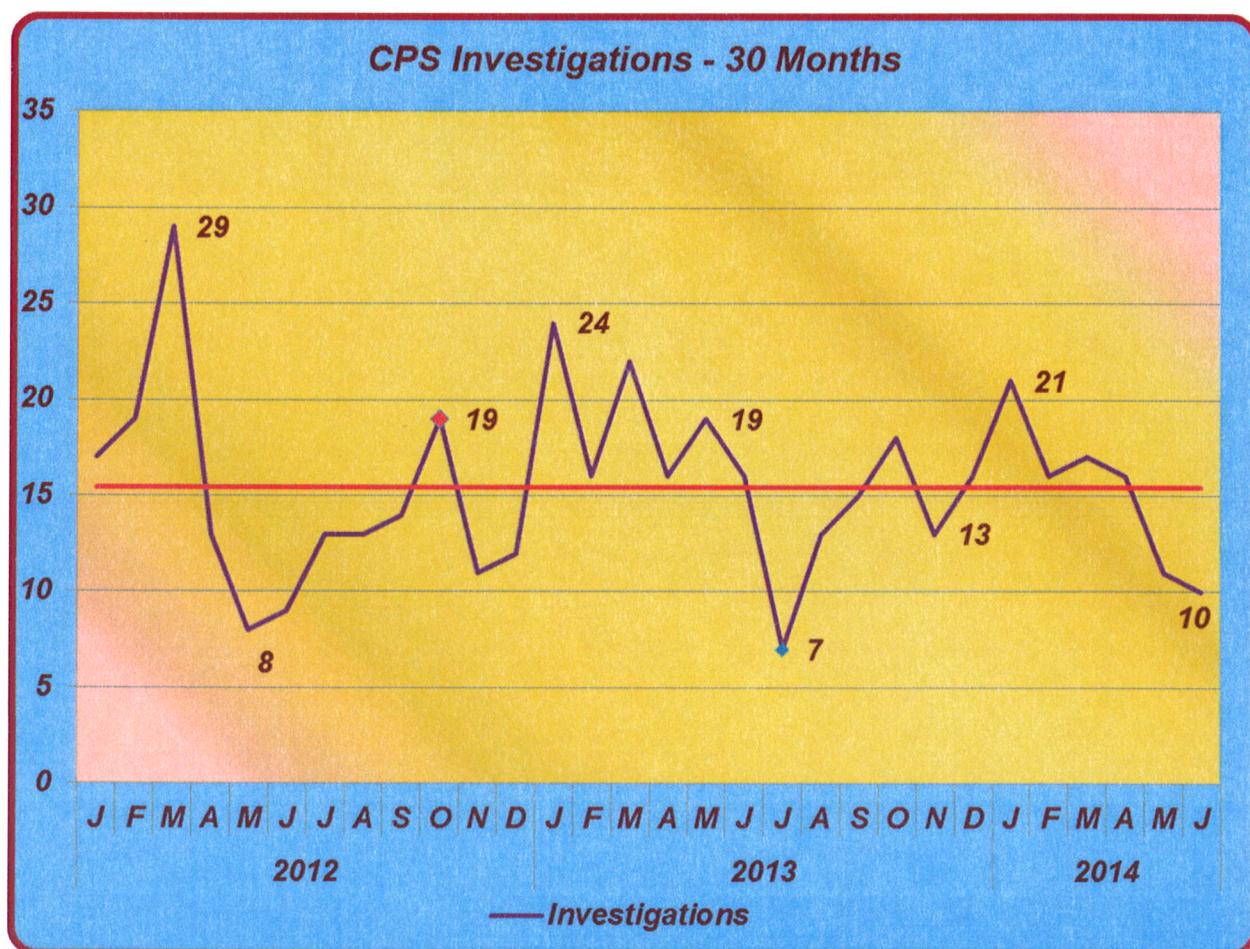


## **II. SOCIAL SERVICES DIVISION**

### **A. Child Welfare Services**

The Emergency Response component of Child Protective Services averages in the range of about 15 child abuse investigations per month. During this most recent quarter, the number of investigations declined to a below average level with 10 investigations in June. It is not atypical for the Department to experience fewer investigations during the summer months. Many of the referrals we receive for investigation come from school personnel. During summer break, when there is less contact with school personnel, there are likely to be fewer referrals for investigation.

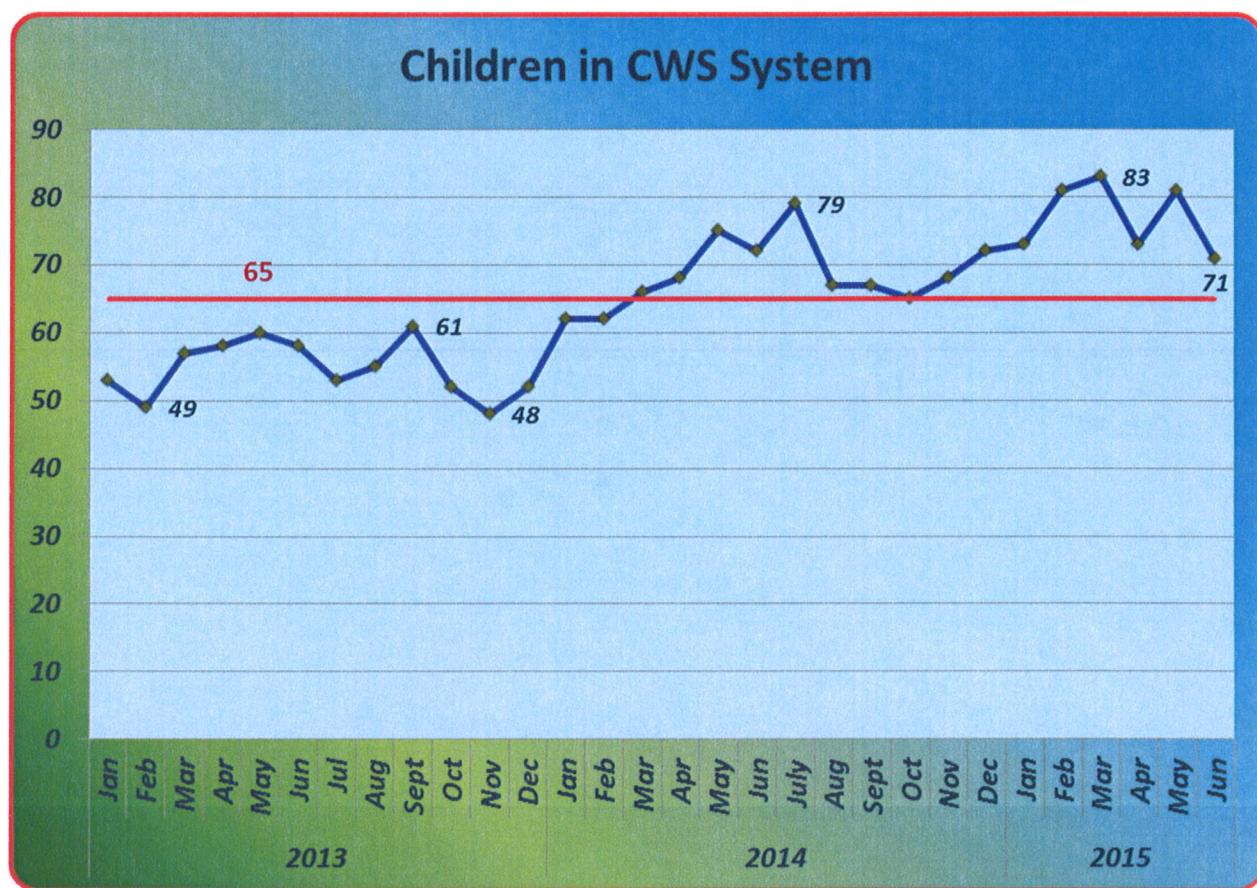
As the Department has noted previously, we have continued to experience significant numbers of cases where the precipitating factors leading to abuse and neglect are associated with substance abuse, in particular methamphetamine but also alcohol and other drugs. Substance abuse is the foremost reason that children are removed from unsafe environments.



## **B. Children in the Child Welfare Services System**

As has been reported previously, under changes in the law associated with Assembly Bill 12 of 2012, some children will stay in the Child Welfare System longer enabling them to complete education or to secure independent housing. Currently the Department has 6 children who are completing an educational plan or living independently. This circumstance has generated an increase in the case count which is not directly associated with new detentions of children.

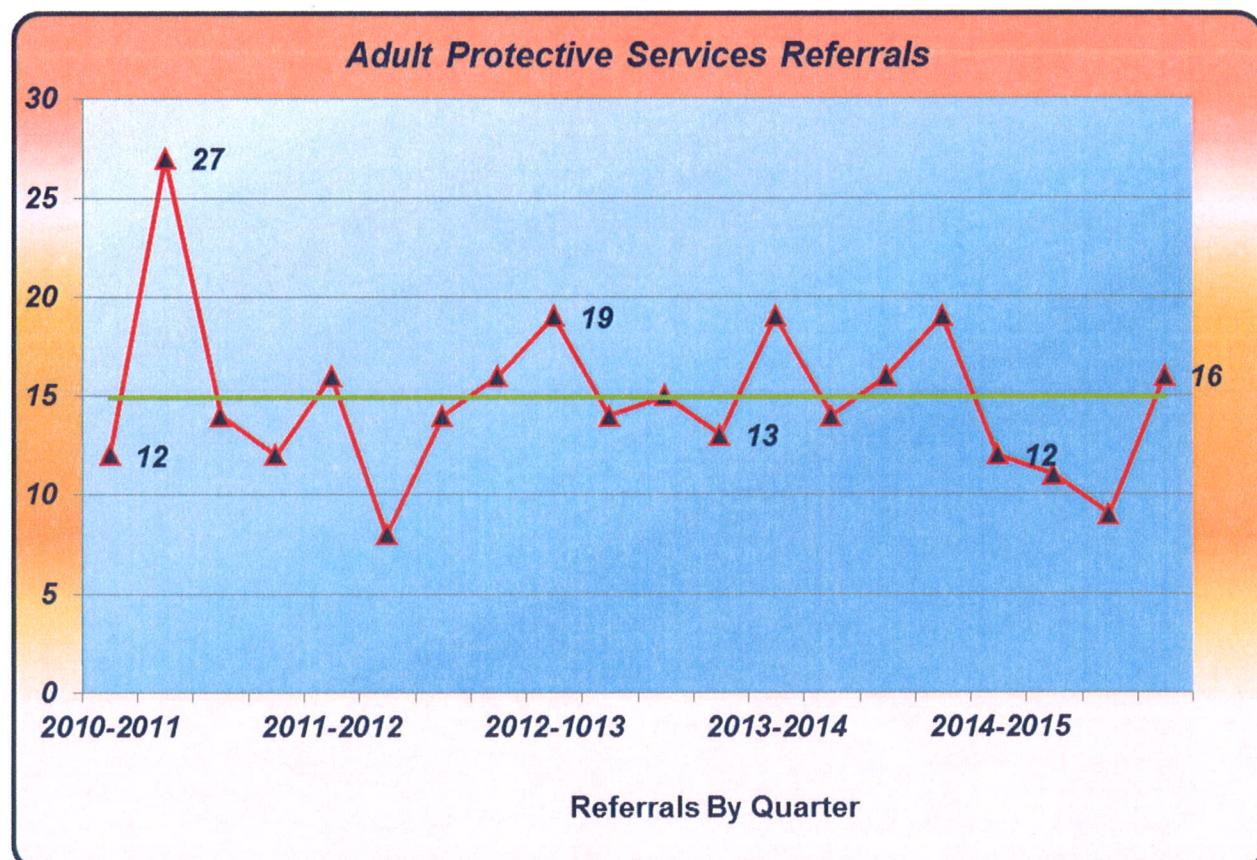
The Department has continued its trend toward placing foster children with relatives and with non-related extended family members. This has placed us in a position where we are less reliant on foster family agencies and foster homes for placement resources. While we expect that trend to continue, there remains a need for Foster Homes for children who come into our system. This is particularly evident when the Department detains children with special needs as there are fewer foster homes or group homes that provide the specialized care needed by these children.



### **C. Adult Protective Services**

Referrals for investigation of adults who've been abused or neglected generally have been at or below average levels during the past thirty-six months. The average rate has been about 15 referrals per quarter. For the three month quarter that ended in July, the Department received 16 referrals.

Referrals from financial institutions regarding suspicious circumstances connected with an elderly or disabled person's bank account have continued to account for many of the requests for investigation we receive. The Department also receives referrals that are for self-neglect. In some of these situations it is not always possible to intercede because the referent still has a right to self-determination.



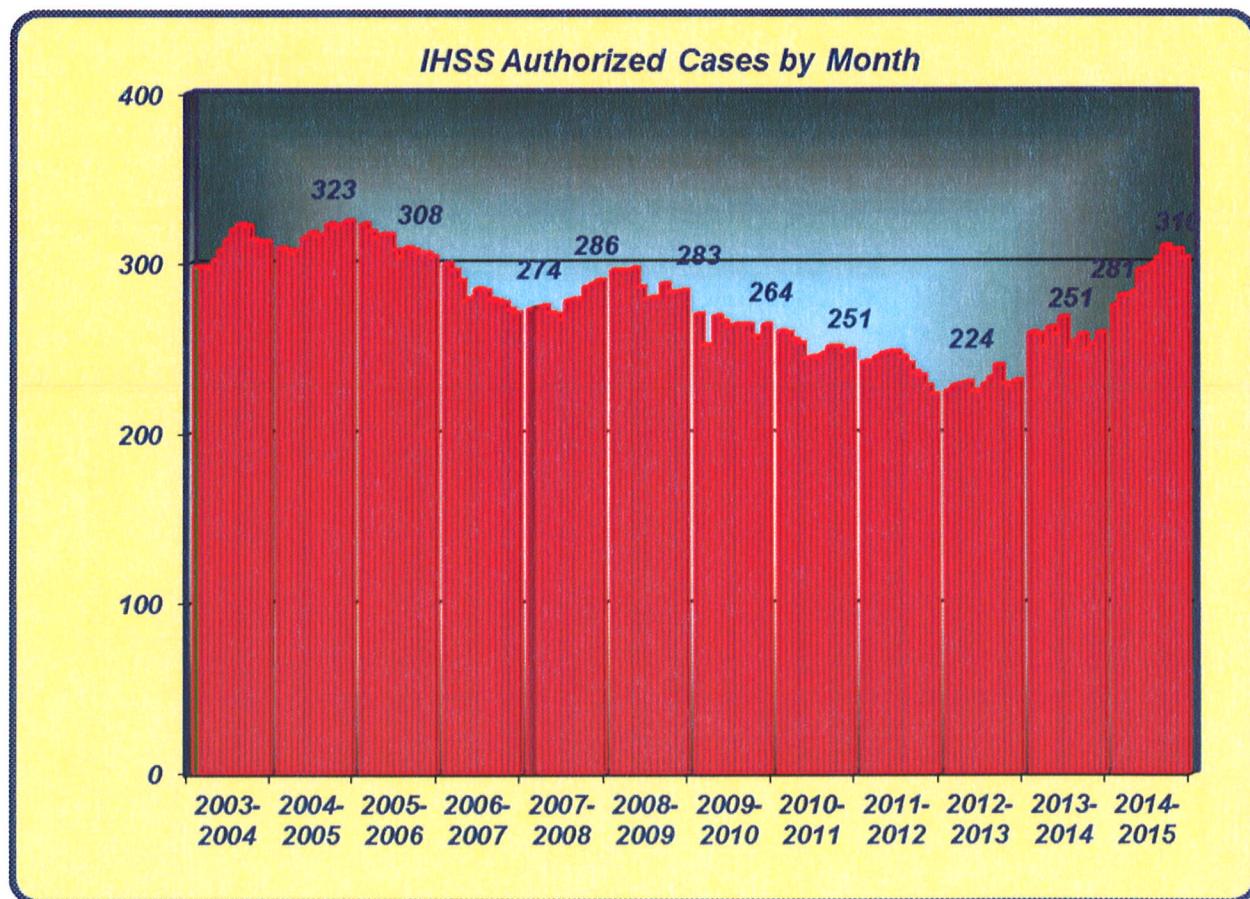
#### **D. In-Home Supportive Services (IHSS)**

The IHSS program experienced a fairly steady period of case count decline from around 2009 to mid-2013. Those reductions in case count were linked to several state regulation and legislative changes that both changed eligibility requirements and reduced the number of authorized hours that could be approved under some circumstances.

With the advent of the Affordable Care Act, the Department determined that it would be likely that the case count might grow some due to people becoming eligible for Medi-Cal (federal Medicaid), as IHSS is funded by Medicaid dollars. That has turned out to be a correct prediction. We believe that we will continue to see some growth in this program due to the ACA.

#### **Average Monthly Case Count**

<b>2012/2013</b>	<b>229</b>
<b>2013/2014</b>	<b>256</b>
<b>2014/2015</b>	<b>295</b>



### **III. PUBLIC GUARDIAN**

The Public Guardian currently provides guardianship and conservator services to a total of 10 LPS and Probate conservatees. The Public Guardian also serves as representative payee for 7 SSI recipients.



# Plumas County Public Health Agency

4c

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

---

<input type="checkbox"/> Administration & Health Education Suite 206 Quincy, CA 95971 (530) 283-6337 (530) 283-6425 Fax	<input type="checkbox"/> Clinic & Nursing Services Suite 111 Quincy, CA 95971 (530) 283-6330 (530) 283-6110 Fax	<input type="checkbox"/> Senior Nutrition & Transportation Suite 206 Quincy, CA 95971 (530) 283-3546 (530) 283-6425 Fax	<input type="checkbox"/> Veteran's Services Office Suite 206 Quincy, CA 95971 (530) 283-6275 (530) 283-6425 Fax
-------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------

**Date:** August 14, 2015

**To:** Honorable Board of Supervisors

**From:** Mimi Hall

**Agenda:** Item for September 8, 2015

**Description/Recommendation:** Approve the attached Resolution to adjust the salary for the position of the Division Director of Veteran's Services.

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

As a division director within the Public Health Agency, the VSO duties are commensurate in scope and responsibility as the Division Director of Senior Services (Range 1961), however, the salary range for the VSO position is approximately 25% lower (Range 1590) than (Range 1961). Both of these divisions administer programs that are of similar scope and complexity, with the VSO position requiring status as an honorably discharged veteran and national certification by the Veterans Administration. Additionally, the current VSO salary fails to provide at least a five percent step above positions the incumbent may supervise, which is necessary as a minimum salary differential between a supervisory position and the classifications supervised. Both to correct this disparity in salary and to create equity across positions with similar requirements, range of duties, and responsibilities, we are requesting approval to adjust the Veteran's Services Officer salary to Range 1961.

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

cc: James LaPlante

RESOLUTION NO: \_\_\_\_\_

**RESOLUTION AMENDING THE SALARY CLASSIFICATION FOR THE DIVISION DIRECTOR OF VETERANS SERVICES.**

**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**, this position is a contract employee and is necessary in the daily operational needs of the Veteran's Services Office; and

**WHEREAS**, the Human Resources Director and the Public Health Director have worked together to complete the classification review; and

**WHEREAS**, it is necessary that the Board approve by this resolution the salary classification adjustment of the Veteran's Service Officer from 1590 to 1961.

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

The County's classification plan is hereby amended to include the salary adjustment from 1590 to 1961.

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 on the 8<sup>th</sup> day of September, 2015 by the following vote:

**AYES:** Supervisors:

**NOES:** Supervisors:

**ABSENT:** Supervisors:

---

Chair, Board of Supervisors

---

Clerk, Board of Supervisors

# PLUMAS COUNTY AUDITOR / CONTROLLER

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



4D2

Date: September 2, 2015

To: The Honorable Board of Supervisors

From: Roberta Allen, Auditor / Controller

Subject: Adoption of Basic and Bond Tax Rates for Fiscal Year 2015/16, Tax Year 2015

## **RECOMMENDATION:**

Adopt a Resolution adopting the Basic Tax Rate for Plumas County and the rates for the Plumas Unified School District and the Plumas District Hospital Bonds for Fiscal Year 2015/16, Tax Year 2015.

## **BACKGROUND:**

Government Code §29100 requires that the board shall adopt by resolution the rates of taxes on the secured roll on or before October 3 of each year.

**FIRST AMENDMENT  
TO EMPLOYMENT AGREEMENT  
BY AND BETWEEN  
PLUMAS COUNTY AND LOUISE STEENKAMP**

This First Amendment to Employment Agreement (“Amendment”) is made on September 1, 2015, between PLUMAS COUNTY, a political subdivision of the State of California (“COUNTY”), and LOUISE STEENKAMP, an individual (“CONTRACT EMPLOYEE”), who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
  - a. PLUMAS COUNTY and LOUISE STEENKAMP have entered into a written “Employment Agreement” effective February 4, 2014, (the “Agreement”), in which LOUISE STEENKAMP agreed to provide services to Plumas County as its Director of Alcohol and Drug Services.
  - b. Welfare and Institutions Code section 5607 provides that the local county mental health services shall be administered by a local director of mental health services to be appointed by the Board of Supervisors. He or she shall meet such standards of training and experience as the State Department of Health Care Services, by regulation, shall require. As of September 1, 2015, there was a vacancy in the position of the Plumas County Director of Mental Health.
  - c. Although CONTRACT EMPLOYEE does not have the qualifications provided by Section 620 of Title 9 of the California Code of Regulations to serve as COUNTY’S local director of mental health services, COUNTY will apply to the State Department of Health Care Services for approval of CONTRACT EMPLOYEE’s interim appointment for a term not to exceed 12 months.
  - d. On September 1, 2015, COUNTY’s Board of Supervisors requested that CONTRACT EMPLOYEE temporarily serve as the Interim Plumas County Director of Mental Health, and CONTRACT EMPLOYEE expressed her willingness to do.
  - e. Because of the forgoing considerations, the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
  - a. This will confirm that COUNTY has temporarily assigned additional duties to CONTRACT EMPLOYEE as COUNTY’s Interim Mental Health Director effective September 1, 2015. CONTRACT EMPLOYEE confirms her acceptance of such duties as Interim Mental Health Director in addition to her current duties as Director of Alcohol and Drug Services. Such additional duties as Interim

Mental Health Director shall not exceed twelve (12) months and may be terminated earlier by either COUNTY or CONTRACT EMPLOYEE at any time, with or without cause, by giving written notice to the other party.

- b. During such time that CONTRACT EMPLOYEE is assigned to perform the additional duties as Interim Mental Health Director, CONTRACT EMPLOYEE shall receive an additional Three Hundred Thirty-four and 62/100 Dollars (\$334.62) stipend per bi-weekly pay period. Such stipend is effective beginning September 1, 2015, and shall be pro-rated for any partial bi-weekly pay period.
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment to Employment Agreement, all provisions of the Agreement effective February 4, 2014, shall remain unchanged and in full force and effect.

**4. Signatures:**

**COUNTY OF PLUMAS,**

A political subdivision of the State of California

By: \_\_\_\_\_  
Kevin Goss,  
Chair, Board of Supervisors

Dated: \_\_\_\_\_, 2015

**CONTRACT EMPLOYEE**

Louise Steenkamp  
Louise Steenkamp

Dated: 9- 2, 2015

**ATTEST:**

By: \_\_\_\_\_  
Nancy DaForno, Clerk of the Board

Dated: \_\_\_\_\_, 2015

**APPROVED AS TO FORM:**

\_\_\_\_\_  
R. Craig Settlemire, County Counsel

Dated: \_\_\_\_\_, 2015