

BOARD OF SUPERVISORS

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

**AGENDA FOR REGULAR MEETING OF APRIL 12, 2016 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

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) BOARD OF SUPERVISORS

Approve and authorize the Chair to sign letter to the Department of Transportation for encroachment permit (Almanor Recreation and Park District: 37th Annual Chester Classic 4th of July Run, 8:30 a.m. on July 4, 2016, Chester)

B) MENTAL HEALTH

Approve and authorize the Chair to sign Contract between County of Plumas and Aurora Santa Rosa for psychiatric hospitalization on an as-needed basis; approved as to form by County Counsel

C) PUBLIC HEALTH AGENCY

- 1) Approve and authorize the Chair to sign Amendment No. 1 to Agreement with Alcohol & Drug Services regarding Administrative Services extending term through March 30, 2016; approved as to form by County Counsel
- 2) Approve and authorize the Director of Public Health to sign Agreement with Butte County to perform Temporary Health Officer Coverage for Plumas County in the absence of Dr. Mark Satterfield, approved as to form by County Counsel

D) PUBLIC WORKS

Authorize the Director of Public Works to assign two (2) Engineering Department employees to a 4-10 hr. day work schedule

2. QUINCY CERTIFIED FARMERS MARKET

Approve and authorize the Chair to sign letter to Department of Transportation for encroachment permit (Quincy Certified Farmers Market to be held every Thursday from June 16 – September 8, 2016 at the Dame Shirley Plaza, Quincy); and consider request to waive use fees for the duration of the season (\$1,040); discussion and possible action

3. **DEPARTMENTAL MATTERS**

A) **PUBLIC HEALTH AGENCY** – Mimi Hall

- 1) Approve supplemental budget and unanticipated revenue in Senior Nutrition Budget Unit 20830 of \$5,321, and authorize the Director of Public Health to sign the Contract Modification as the Board's designee; discussion and possible action
- 2) Approve supplemental budget and unanticipated revenue in Budget Unit 70560 of \$38,215 from the California Department of Public Health, Nutrition Education and Obesity Prevention Branch; discussion and possible action

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

Approve supplemental budget of \$2,125,954 for FY 15-16 Local Revenue Fund 2011; discussion and possible action

C) **SOCIAL SERVICES** – Elliott Smart

- 1) Approve the reallocation of an existing Office Assistant III position in the Department of Social Services to the class of Office Supervisor; discussion and possible action
- 2) Adopt **PROCLAMATION** declaring April as Child Abuse Prevention Month in Plumas County. **Roll call vote**

D) **HUMAN RESOURCES** – Nancy Selvage

Adopt **RESOLUTION** Modifying Existing Job Description of Assistant Risk Manager/Occupational Safety & Health Specialist. **Roll call vote**

E) **PUBLIC WORKS** – Robert Perreault

- 1) Authorize the Department of Public Works to recruit and fill vacant 1.0 FTE Assistant Director of Public Works position; discussion and possible action
- 2) Assign primary responsibility for maintenance of the Chester/Lake Almanor Snowmobile Park Restroom Facility to the Facility Services Department; and appropriate \$1,250 from the General Fund Contingency to cover costs for the remainder of FY 2015-2016; discussion and possible action; **four/fifths required roll call vote**

F) **ENVIRONMENTAL HEALTH** – Jerry Sipe

Authorize Environmental Health to recruit and refill vacant 1.0 FTE Administrative Assistant position created by resignation; discussion and possible action

G) **OFFICE OF EMERGENCY SERVICES** – Jerry Sipe

- 1) 1) Authorize the Chair to sign "Acknowledgement of Receipt of Settlement Funds and Rules of Expenditure" from BNSF Railway related to a diesel spill in the Feather River Canyon; 2) Approve supplemental budget of \$50,000 for receipt of unanticipated revenue for the Office of Emergency Services and Sheriff's Department to purchase equipment specified in the Stipulated Judgment; 3) Approve supplemental budget transfer of \$33,000 for Sheriff's Department to purchase specified equipment; and 4) authorize sole source procurement of Boom Vane as specified in the Stipulated Judgement and in accordance with the county's purchasing policy; discussion and possible action; **four/fifths required roll call vote**
- 2) Approve the transition of Office of Emergency Services responsibilities and function from Environmental Health to the Sheriff; discussion and possible action

H) **SHERIFF** – Greg Hagwood

- 1) Approve re-organization of the Sheriff's Department; approve new and/or revised job descriptions for Undersheriff; Sheriff Patrol Commander; Sheriff's Special Operations Sergeant; Sheriff's Deputy/Training/Policy Advisor; and Sheriff's Fiscal Officer II; adopt **RESOLUTION** to Amend the Position Allocation for Budget Year 2015-2016, 70330 Sheriff; and authorize the Sheriff to recruit and fill positions. **Roll call vote**
- 2) Approve budget transfer of \$2,078 for the 2014 Homeland Security Grant budget including \$451 from Homeland Security Contingencies; discussion and possible action; **four/fifths required roll call vote**

4. BOARD OF SUPERVISORS

- A. Authorize payment of \$305.09 to Feather Publishing for postage costs of the 2015 Plumas Visitors Guide; 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

PLUMAS COUNTY BOARDS, COMMISSIONS AND COMMITTEES

Appointment and/or reappointment of members to Plumas County Boards, Commissions and Committees

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee performance evaluation – Director of Information Technology
- B. Personnel: Public employee appointment or employment – Behavioral Health Director
- C. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code §54956.9 (Workers Compensation Case No. TIBP-55029)
- 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, April 19, 2016, Board of Supervisors Room 308, Courthouse, Quincy, California.

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



April 12, 2016

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

Attention: Permits Engineer

Subject: Encroachment Permit Request
ALMANOR RECREATION AND PARK DISTRICT
37TH Annual Chester Classic 4th of July Run,
8:30 a.m. on July 4, 2016, Chester

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

Sincerely,

Sharon Thrall, Chair

Cc: Plumas County Director of Public Works



March 20, 2016

County Board of Supervisors
Mrs. Sherrie Thrall
520 Main Street Room 309
Quincy, CA 95971

Dear Mrs. Thrall,

Almanor Recreation and Parks District is holding the 37th annual Chester Classic 4th of July Run on the morning of July 4, 2016. The race begins at 8:30 am on Main Street at the Collins Pine Lawn. The course follows Main Street until Feather River Drive, making a loop on the paths behind Collins Pine Lumber Mill. A course map is available to view on our website: <http://www.chesterfunrun.org>.

To attain our Cal Trans permit we need a letter of acknowledgement from your office. Please mail to:

Shane Bergmann
PO Box 678
Chester, CA 96020

If you have any questions please reach me on my cell: 530-816-0524.

Thank you for your support.

Sincerely,

A handwritten signature in black ink that reads "Shane Bergmann". The signature is fluid and cursive, with "Shane" on the left and "Bergmann" on the right, connected by a line.

Shane Bergmann
Race Director, Chester 4th of July Fun Run

PLUMAS COUNTY MENTAL HEALTH

Mimi Hall, Interim Director
270 County Hospital Road, Suite 109, Quincy, CA 95971
PH: (530) 283-6307 FAX: (530) 283-6045



MEMO

DATE: March 28, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: LOUISE STEENKAMP, INTERIM DIRECTOR

SUBJECT: CONSENT AGENDA ITEM FOR APRIL 12th 2016

RE: APPROVE AND AUTHORIZE NEW CONTRACT BETWEEN MENTAL HEALTH AND AURORA SANTA ROSA HOSPITAL.

IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS: Approve and execute the FY2015-2016 contract for Aurora Santa Rosa Hospital, which has been approved as to form by County Counsel.

BACKGROUND AND DISCUSSION: Aurora Santa Rosa Hospital is a new facility for Plumas County Mental Health. Aurora Santa Rosa Hospital provides psychiatric hospitalizations and services for Mental Health on an "as needed" basis.

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



lc1

Plumas County Public Health Agency

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
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Date: April 4, 2016

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Cc: Louise Steenkamp, Interim Director

Agenda: Consent Item for April 12, 2016

Item Description/Recommendation: Approve and direct the Chair Agreement Amendment Number A&D1516PCPHA-A2 in the amount of \$30,838.05 for Alcohol & Drug Office Space and Administrative Services through March 30, 2016.

Background Information: As the Board is aware Plumas County Mental Health (PCMH) has provided office space and administrative services to Alcohol & Drug. The current agreement goes through December 31, 2016. This amendment will extend the agreement term through March 31, 2016.

A copy of the Amendment is on file with the Clerk of the Board for your review.



Plumas County Public Health Agency

1c2

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
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Date: April 4, 2016

To: Honorable Board of Supervisors

From: Mimi Hall

Agenda: Consent Agenda Item for April 12, 2016

Item Description/Recommendation: Approve an Agreement with Butte County to perform Temporary Health Officer Coverage for Plumas County in the absence of Dr. Mark Satterfield, and direct the Clerk of the Board to sign.

Background Information: As the Board is aware, State Health and Welfare Code mandates that each county provided the services of a County Health Officer/Medical Director. The County Health Officer is required to act as Medical Director for supervision of mid-level providers, oversee all clinical procedures, and public health nursing protocols. In recent years the Health Officer's role has expanded to include Bio-Terrorism Preparedness. In Plumas County, the Health Officer/Medical Director also provides county employee health services per the Board of Supervisors request. The Health Officer/Medical Director also provides consultation and direction to the Environmental Health Division regarding hazardous material and septic or water system issues. The Plumas County Health Officer has traditionally demonstrated leadership during disasters and is responsible for medical oversight of the County Emergency Medical System.

Butte County will provide services as the temporary Health Officer/Medical Director under the terms and conditions of this contract. This agreement insures an additional layer of health officer coverage during public health emergencies and health officer absences, and also helps fulfill requirements of the agency's federal Emergency Preparedness Office grants and national accreditation by the Public Health Accreditation Board.

This 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.

cc: Dr. Mark Satterfield



**PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS**
1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268
Robert A. Perreault, Jr., P.E. *Director of Public Works*

CONSENT AGENDA REQUEST

for the April 12, 2016 Meeting of the Board of Supervisors

April 4, 2016

To: Honorable Board of Supervisors
From: Robert Perreault, Director of Public Works and County Engineer
Subject: To Authorize the Director of Public Works to Assign two (2) Engineering Department Employees to Work a 4-10's Work Schedule

Robert A. Perreault

Robert A. Renouf
County Engineer

BACKGROUND:

Two employees (2) in the Engineering Department have submitted requests to the Director of Public Works to work a 4-10's work week schedule.

Following, for your reference, is the text from the GENERAL UNITS labor agreement MOU:

3.09 FOUR DAY WORK WEEK

Upon Board authorization, and with the agreement of affected employees, a department head may schedule an employee's workweek into four-ten (4-10) hour days. The department shall provide ten (10) days notice before beginning "four ten" workweek schedule, unless the employee agrees to a shorter notice period. For this purpose "workday" is defined as ten hours instead of eight (8); merit advancements shall be applicable so that eligibility for salary step increases is determined on a calendar day basis. If a department head determines that a return to the standard workweek would serve departmental and/or county needs, the alternate "four ten" workweek shall be terminated with no less than ten (10) working days notice.

3.10 4-10'S SHIFT

For the purpose of road crew-Public Works employees working the four-ten's (4-10's) shift during the summer months, workdays shall be changed to hours so that vacation and holiday accrual will be on an hourly basis rather than on a daily basis and, therefore, there shall be no problem of interpretation of "a working day."

The first employee is presently assigned, and will continue to be assigned, to work primarily on Public Works projects – more specifically, performing field survey work on bridge and highway projects. Many of the projects are located in areas that are located a distance from Quincy. Implementation of a 4-10's work schedule for such project locations is efficient in that use of mobilization time from Quincy to the project is limited to 4 days per week instead of 5 days per week.

The first employee is also responsible for the computer plotting (CAD) of acquired field data, a task that is conducive to short duration assignments in order to fill out, as necessary, a 10-hour workday, as circumstances may dictate, e.g., inclement weather, leave schedules of other employees, etc.

The second employee is assigned to assisting the County Engineer/Manager of Grizzly Ranch CSD, Walker Ranch CSD, and Beckwourth CSA which require on site meetings and inspections. This employee is also responsible for inspections on subdivisions that may be located a distance from Quincy. Implementation of a 4-10's work schedule for such project locations is efficient in that use of mobilization time from Quincy to the CSD, CSA, or subdivision is limited to 4 days per week instead of 5 days per week.

The second employee is also responsible for project management of multiple projects, grant application assignments, fire safe driveway plan checks, and subdivision map checking, which are conducive to fill out, as necessary, a 10-hour workday.

Both employees will coordinate work schedules to ensure that the Engineering Department is staffed for the public during normal business hours, normally for 5 days per week.

Assignment of a 4-10's work schedule has no impact upon budgeted payroll funds.

This authority, if granted, will become effective at the beginning of the next pay period and will expire at the end of this calendar year. However, the employees understand that they will likely return to 5-day normal work week schedules when the Public Works maintenance crews return to their 5-day normal work week schedules.

RECOMMENDATION:

The Director of Public Works respectfully recommends that the Board of Supervisors:

Authorize the Director of Public Works to assign two (2) Engineering Department employees to a 4-10's work week schedule during the calendar year 2016, the time period to be determined solely by the Director of Public Works.

BOARD OF SUPERVISORS

TERRY SWOFFORD, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHERRIE THRALL, DISTRICT 3
LORI SIMPSON, DISTRICT 4
JEFF ENGEL, DISTRICT 5



April 12, 2016

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

Attention: Permits Engineer

Subject: Encroachment Permit Request
QUINCY CERTIFIED FARMERS MARKET
Annual Farmers Market June 16 – September 8, 2016 from 3:30 p.m. to
8:30 p.m. on Thursdays at the Dame Shirley Plaza, Quincy

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

Sincerely,

Sharon Thrall, Chair

Cc: Plumas County Director of Public Works



QUINCY CERTIFIED FARMERS MARKET

3/28/1

Dear Plumas County Board of Supervisors,

The Quincy Certified Farmers' Market (QCFM) would like to request the use of Dame Shirley Plaza for its annual summer market. The market will run from June 16th- September 8th, 2016 and operate from 3:30pm -8:30 pm on Thursday afternoons. We are a not-for-profit organization that operates solely from the generous donations of the community, as well as minimal vendor fees allowing easy access for local vendors to sell their wares and produce. The QCFM also offers free booth space to community organizations so they can help educate the public about their offerings. Each market features a local band, helping to support the arts in Plumas County. This year marks the 17th season of operation for QCFM and it has evolved into a staple family-friendly community gathering offering a space for local businesses, community organizations, artists, and performers alike to interact with, enrich, and educate the local community.

QCFM is requesting that the Board of Supervisors waive the rental fees for the QCFM for the duration of the season. If absolutely necessary, QCFM can pay up to \$400 in rent, as that was our previous donation arrangement with Plumas Unified School District.

We look forward to having the QCFM in Dame Shirley Plaza as it affords the public better access with more parking, safer sidewalk access, more shade for the elderly and families, and an added economic boost to the West Main St. businesses. Thank you for your consideration.

Regards,

Kjesten Essue
Quincy Certified Farmers' Market Manager

QUINCYFARMERSMARKET.ORG

269 MAIN STREET | QUINCY, CA 95971 | 530-487-4386 | MANAGER.QCFM@GMAIL.COM



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

3A1

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
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Date: March 4, 2016

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for April 12, 2016

Item Description/Recommendation: Approve a Supplemental Budget and unanticipated revenue in Senior Nutrition Budget Unit 20830 in the amount of \$5,321.00, and authorize the Director of Public Health to sign the Contract Modification as the Board's designee.

History/Background: As the Board is aware Plumas County Public Health Agency receives funding from the Area Agency on Aging to provide low cost services to the elderly of Plumas County. These services include; providing nutritious meals at the congregate sites in Plumas County, and delivery of meals to seniors who are homebound.

For several years our Senior Nutrition funder, Area Agency on Aging, has awarded us one time monies to supplement our program. This year we are receiving \$5,321.00. After meeting with the seniors in Greenville, we will be improving our serving process to the congregate seniors that come to eat. Serving trays and keeper thermal bags will be purchased to help to make their meal experience more enjoyable. Since our home bound meal count has increased substantially, we also are in need of more cold keeper packs and heating bricks which keep food at the correct temperatures. A copy of the Supplemental Budget with line item detail is attached for your review.

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

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

TRANSFER NUMBER
(Auditor's Use Only)

Department: Plumas County Senior Nutrition Dept. No. 20830 Senior Nutrition Date 3/10/2016

The Reason for this request is (check one):		Approval Required
A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input checked="" type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/>	Transfers to/from or new Fixed Asset, out of a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets, out of 51XXX	CAO
E. <input type="checkbox"/>	Establish any new account except fixed assets	CAO

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

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.

RECEIVED
MAR 10 2016
Auditors / Risk



Plumas County Public Health Agency

3AD

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
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Date: April 4, 2016

To: Honorable Board of Supervisors

From: Mimi Hall

Agenda: Item for April 12, 2016

Item Description/Recommendation: Approve a Supplemental Budget and unanticipated revenue in Budget Unit 70560 in the amount of \$38,215.00 from the California Department of Public Health, Nutrition Education and Obesity Prevention Branch.

Background Information: The State Supplemental Nutrition Assistance Program (SNAP) awarded Plumas County Public Health additional funding for FY 15/16 of \$38,215.00. It will be used to increase our contract with the schools in providing gardens at each elementary school site. We are also hiring extra help personnel to provide instruction to the students.

The goal of this program is to provide Supplemental Nutrition Assistance Program Nutrition Education (SNAP-Ed) participants and those eligible up to 185 percent Federal Poverty Level (FPL) are educated and receive support to consume healthy foods and beverages, reduce consumption of less healthy foods and beverages and to increase physical activity. These are the behavioral outcomes that the U.S. Department of Agriculture (USDA) expects and have the potential to reduce the prevalence of obesity and the onset of related chronic diseases in the SNAP-Ed population.

A copy of the Supplemental Budget with line item detail is attached for your review.

Please feel free to contact me should you have any questions. Thank you.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER

(Auditor's Use Only)

Department: **Public Health**

Dept. No. 70560

Date **2/18/2016**

The Reason for this request is (check one):

Approval Required

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

Board
Board
Board
Auditor
Auditor

TRANSFER FROM OR

SUPPLEMENTAL REVENUE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	44141	St. Aid Health Cat. Program	\$ 38,215.00
Total (must equal transfer total)				\$ 38,215.00

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

FUND #	DEPT #	ACCT #	NAME OF BUDGET ITEM	\$ AMOUNT
0015	70560	51020	Other Wages	\$ 4,200.00
0015	70560	51100	FICA	\$ 325.00
0015	70560	520201	Phones	\$ 80.00
0015	70560	521800	Office Expense	\$ 105.00
0015	70560	521900	Professional Ser.	\$ 33,505.00
Total (must equal transfer total)				\$ 38,215.00

Supplemental budget requests require Auditor/Controller's signature

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



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

March 28, 2016

To: Honorable Board of Supervisors

From: Roberta Allen, CPA, Auditor/Controller

Re: Board of Supervisors Meeting April 11, 2016:
Approval for Supplemental Budget for Local Revenue Fund 2011 for FY15-16

The approved budget for FY1516 included budgeting for revenue in the Local Revenue Fund 2011, Fund 20009A, for the Department of Social Services Family Support Subaccount in account 44782A for \$67,718. Revenue account 44782A is also used to deposit Sales Tax Child Poverty and Family Supplemental Revenue, VLF Child Poverty and Family Supplemental Revenue and Realignment Sales Tax.

Revenue received from the State exceeds the budgeted amount. The budget needs to be increased to reflect the funding to be received from the State. A review of the program revenue shows the following:

Sales Tax Child Poverty and Family Supplemental	WIC17601.75	\$21,921
VLF Child Poverty and Family Supplemental	17604(f)(4)	\$21,062
Sales Tax	WIC17602(e)	\$1,838,805
Family Support Subaccount	WIC 17601.75(a)	\$311,884
<hr/>		
Total		\$2,193,672
Less current budget		<u>\$67,718</u>
Additional Budget Needed		\$2,125,954

In order to allow transfers from the local revenue fund 2011 to the department of Social Services a supplemental budget of \$2,125,954 is necessary.

The auditor requests that the Board of Supervisors approve this supplemental budget.

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) FY1516 Revenue higher than budgeted based on State Controllers Program Allocation for FY15-16.

B) n/a

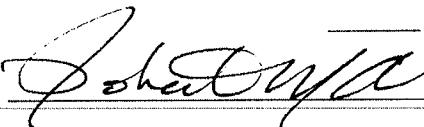
C) Expense account needs to reflect total budget to allow transfer of funds to Dept of Social Services.

D) Local Revenue Fund 2011 was not completely budgeted during the budget process.

Approved by Department Signing Authority:

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: 

Board Approval Date:

Agenda Item No.

Clerk of the Board Signature:

Date Entered by Auditor/Controller:

Initials

INSTRUCTIONS:

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

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

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

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

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

Plumas County Auditor/Controller

Local Revenue Fund 2011

Fund: 00009A

Dept: 20009A

Revenue: 44782A

Expense: 580782A

Program Revenue Base (from SCO website)

Sales Tax Child Poverty and Family Supplemental \$ 21,920.59

VLF Child Poverty and Family Supplemental \$ 21,062.64

Sales Tax \$ 1,838,805.00

Family Subaccount \$ 311,884.00

\$ 2,193,672.23

Current Budget \$ (67,718.00)

Budget Needed \$ 2,125,954.23

SELECTION CRITERIA: expledgr.key_orgn='20009A'

ACCOUNTING PERIOD: 8/16

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

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

PAGE BREAKS ON: FUND,DEPT/FUND

FUND - 0009A - AUD-CO LOCAL REV 2011

		PERIOD	ENCUMBRANCES	YEAR TO DATE	AVAILABLE
	BUDGET	EXPENDITURES	OUTSTANDING	EXP	BALANCE
0009A-1-10-20009A 580700A AUD-CO LOCAL REV 2011 TRN-	340,000.00	33,249.15	.00	179,858.66	160,141.34
0009A-1-10-20009A 580705A AUD-CO LOCAL REV 2011 TRN-	4,500.00	.00	.00	.00	4,500.00
0009A-1-10-20009A 580706A AUD-CO LOCAL REV 2011 TRN-	4,500.00	.00	.00	.00	4,500.00
0009A-1-10-20009A 580709A AUD-CO LOCAL REV 2011 TRN-	117,000.00	8,536.45	.00	46,177.25	70,822.75
0009A-1-10-20009A 580710A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580711A AUD-CO LOCAL REV 2011 TRN-	827,673.00	84,483.83	.00	602,752.59	224,920.41
0009A-1-10-20009A 580712A AUD-CO LOCAL REV 2011 TRN-	875,378.00	71,423.46	.00	302,156.29	573,221.71
0009A-1-10-20009A 580715A AUD-CO LOCAL REV 2011 TRN-	475,000.00	.00	.00	273,437.38	201,562.62
0009A-1-10-20009A 580716A AUD-CO LOCAL REV 2011 TRN-	25,000.00	.00	.00	14,560.69	10,439.31
0009A-1-10-20009A 580718A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580720A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580725A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580730A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580735A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580740A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580745A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580750A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580760A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580765A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580770A AUD-CO LOCAL REV 2011 TRN-	.00	.00	.00	.00	.00
0009A-1-10-20009A 580780A AUD-CO LOCAL REV 2011 TRN-	420,984.00	32,071.14	.00	211,051.78	209,932.22
0009A-1-10-20009A 580781A AUD-CO LOCAL REV 2011 TRN-	1,613,686.00	339,372.11	.00	1,282,818.91	330,867.09
0009A-1-10-20009A 580782A AUD-CO LOCAL REV 2011 TRN-	67,718.00	159,394.83	.00	429,529.33	-361,811.33
TOTAL 1ST SUBTOTAL - TRANSFERS	4,771,439.00	728,530.97	.00	3,342,342.88	1,429,096.12
TOTAL DEPT/FUND - AUD-CO LOCAL REV 2011	4,771,439.00	728,530.97	.00	3,342,342.88	1,429,096.12
TOTAL FUND - AUD-CO LOCAL REV 2011	4,771,439.00	728,530.97	.00	3,342,342.88	1,429,096.12
TOTAL REPORT	4,771,439.00	728,530.97	.00	3,342,342.88	1,429,096.12

JE 962 #123814 - 01/05/16 06

for budget 1/1/15

, 26/16

PLUMAS COUNTY

. 11:03:01

DETAIL REVENUE STATUS REPORT

SELECTION CRITERIA: revledgr.key_orgn='20009A'

ACCOUNTING PERIOD: 8/16

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

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

PAGE BREAKS ON: FUND,DEPT/FUND

PERIOD		YEAR TO DATE				
		BUDGET	RECEIPTS	RECEIVABLES	REVENUE	BALANCE
0009A-1-10-20009A	44700A AUD-CO LOCAL REV 2011 ST-SO	340,000.00	33,249.15	.00	191,040.20	148,959.80
0009A-1-10-20009A	44705A AUD-CO LOCAL REV 2011 ST-DA	4,500.00	284.01	.00	3,383.25	1,116.75
0009A-1-10-20009A	44706A AUD-CO LOCAL REV 2011 ST-PD	4,500.00	284.01	.00	3,383.25	1,116.75
0009A-1-10-20009A	44709A AUD-CO LOCAL REV 2011 ST-PR	117,000.00	8,536.45	.00	46,177.25	70,822.75
0009A-1-10-20009A	44710A AUD-CO LOCAL REV 2011 ST-PR	.00	.00	.00	.00	.00
0009A-1-10-20009A	44711A AUD-CO LOCAL REV 2011 ST MH	827,673.00	84,483.83	.00	471,943.40	355,729.60
0009A-1-10-20009A	44712A AUD-CO LOCAL REV 2011 ST-MH	875,378.00	71,423.46	.00	388,076.19	487,301.81
0009A-1-10-20009A	44713A AUD-CO LOCAL REV 2011 DO NO	.00	.00	.00	.00	.00
0009A-1-10-20009A	44715A AUD-CO LOCAL REV 2011 ST-SO	475,000.00	50,958.14	.00	313,687.41	161,312.59
0009A-1-10-20009A	44716A AUD-CO LOCAL REV 2011 ST-SO	25,000.00	2,775.06	.00	16,752.61	8,247.39
0009A-1-10-20009A	44718A AUD-CO LOCAL REV 2011 ST-PR	.00	.00	.00	.00	.00
0009A-1-10-20009A	44720A AUD-CO LOCAL REV 2011 ST-SS	.00	.00	.00	.00	.00
0009A-1-10-20009A	44725A AUD-CO LOCAL REV 2011 ST-SS	.00	.00	.00	.00	.00
0009A-1-10-20009A	44730A AUD-CO LOCAL REV 2011 ST-SS	.00	.00	.00	.00	.00
0009A-1-10-20009A	44735A AUD-CO LOCAL REV 2011 ST-SS	.00	.00	.00	.00	.00
0009A-1-10-20009A	44740A AUD-CO LOCAL REV 2011 ST-SS	.00	.00	.00	.00	.00
0009A-1-10-20009A	44745A AUD-CO LOCAL REV 2011 ST-SS	.00	.00	.00	.00	.00
0009A-1-10-20009A	44750A AUD-CO LOCAL REV 2011 ST-AD	.00	.00	.00	.00	.00
0009A-1-10-20009A	44760A AUD-CO LOCAL REV 2011 ST-A/	.00	.00	.00	.00	.00
0009A-1-10-20009A	44765A AUD-CO LOCAL REV 2011 ST-A/	.00	.00	.00	.00	.00
0009A-1-10-20009A	44770A AUD-CO LOCAL REV 2011 ST-A/	.00	.00	.00	.00	.00
0009A-1-10-20009A	44780A AUD-CO LOCAL REV 2011 ST-SS	420,984.00	32,071.14	.00	172,461.49	248,522.51
0009A-1-10-20009A	44781A AUD-CO LOCAL REV 2011 ST-SS	1,613,686.00	164,808.34	.00	1,031,110.71	582,575.29
0009A-1-10-20009A	44782A AUD-CO LOCAL REV 2011 ST-FA	67,718.00	159,394.83	.00	659,805.17	-592,087.17
TOTAL 1ST SUBTOTAL - STATE & FEDERAL AID		4,771,439.00	608,268.42	.00	3,297,820.93	1,473,618.07
TOTAL DEPT/FUND - AUD-CO LOCAL REV 2011		4,771,439.00	608,268.42	.00	3,297,820.93	1,473,618.07
TOTAL FUND - AUD-CO LOCAL REV 2011		4,771,439.00	608,268.42	.00	3,297,820.93	1,473,618.07
TOTAL REPORT		4,771,439.00	608,268.42	.00	3,297,820.93	1,473,618.07

NO: 1

2015-16 BUDGET WORKSHEET
DEPARTMENT DETAIL

DATE: 02/29/2016 TIME: 10:10

LN: 5 PUBLIC ASSISTANCE
.VITY: 26 ADMINISTRATIONFUND: 0013 DEPT. SOCIAL SERVICES
DEPARTMENT: 70590 SOCIAL SRVC

(1)	(2)	(3) 2012-13 ACCOUNT	(4) 2013-14 ACTUAL	(5) 2014-15 BUDGET	(6) 2014-15 ACTUAL	(7) REQUESTED	(8) APPROVED BASE	(9) APPROVED ADJUSTMENTS	(10) APPROVED
43 USE OF MONEY & PROPERTY									
43010	INTEREST-INVESTED FUNDS	663	519			0			
43067	BOOTH RENTAL					300	300		300
43 USE OF MONEY & PROPERTY		663	519			300	300		300
44 STATE & FEDERAL AID									
44044	STATE-VEH LIC FEES	64,661	288,918	205,525	1,243,604	1,353,895	1,353,895		1,353,895
44060	STATE-WELFARE PUB. ADMIN	1,441,638	1,850,602	1,357,413	1,928,922	2,766,528	2,766,528		2,766,528
44093	STATE - CMSP INCENTIVE	1,000	200	800		0			
44400	FEDL-WELFARE PUB. ADMIN.	1,021,274	1,187,586	1,866,081	1,728,336	2,036,183	2,036,183		2,036,183
44520	FEDL-OTHER & FAA					27,674	27,674		27,674
44 STATE & FEDERAL AID		2,528,573	3,327,306	3,429,819	4,900,862	6,184,280	6,184,280		6,184,280
46 OTHER REVENUE									
46064	6 MO. OLD CANCELLED WRTS.		224			0			
46067	6MON OLD PAYROLL WARRANTS				112	0			
46070	CNTRB FR OTHR AGENCY	1,558	2,220	15,435	14,542	0			
46082	SALE OF SURPLUS PROP		1,380			0			
46210	REPAYMENT OF AID	18,890	31,663	8,500	16,117	10,000	10,000		10,000
46251	REIMBURSEMENTS/REFUNDS	703	794		7,806	900	900		900
46500	CONTRIBS. FROM PUBLIC					15,000	15,000		15,000
46999	REIMB-PR-YR-VOID-WARRANT	273				0			
46 OTHER REVENUE		21,423	36,281	23,935	38,576	25,900	25,900		25,900
48 TRANSFER									
48000	TRANSFER			424,170		0			
48720	TRN-SS ADULT PROTCT SVC	18,221		103,503		0			
48725	TRN-SS ADULT FOSTER CARE	78,569				0			
48730	TRN-SS FOSTR CARE ADMIN	5,375		30,281		0			
48735	TRN-SS CHLD WELFARE SVC	1,481,014		725,031		0			
48740	TRS-SS ADOPT ADMIN	9,692		47,976		0			
48745	TRN-SS CHLD ABUSE PRVNT	13,611		65,046		0			
48780	TRN-SS CAL WORKS MOE	690,248				0			
48781	TR-SS-PROTECTIVE SVC		1,722,138	105,747	2,142,363	1,613,686	1,613,686		1,613,686
48782	TRN-FAMILY SPT SUBACT				388,121	67,718	67,718		67,718
48 TRANSFER		2,296,730	1,722,138	1,501,754	2,530,484	1,681,404	1,681,404		1,681,404
70590 REVENUES		4,847,390	5,086,245	4,955,508	7,469,922	7,891,884	7,891,884		7,891,884

AN: 5 PUBLIC ASSISTANCE
.VITY: 26 ADMINISTRATIONFUND: 0013 DEPT. SOCIAL SERVICES
DEPARTMENT: 70590 SOCIAL SRVC

(1) ACCOUNT	(2)	(3) 2012-13	(4) 2013-14	(5) 2014-15	(6) 2014-15	(7)	(8) APPROVED BASE	(9) APPROVED ADJUSTMENTS	(10) APPROVED
		ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUESTED			
51 SALARIES & BENEFITS									
51000	REGULAR WAGES	1,363,463	1,445,921	1,600,803	1,513,719	1,645,948	1,670,525		1,670,525
51020	OTHER WAGES	44,867	45,812	72,504	65,516	72,504	72,504		72,504
51060	OVERTIME PAY	67,425	52,274	64,568	63,273	64,568	64,568		64,568
51070	UNEMPLOYMENT INSURANCE	5,516	3,750	9,156	9,156	12,090	12,090		12,090
51080	RETIREMENT	223,395	252,302	286,946	283,109	341,354	345,837		345,837
51081	OPEB LIABILITY		24,978	23,673	23,673	23,673	23,673		23,673
51090	GROUP INSURANCE	350,046	317,363	365,968	325,760	388,756	396,251		396,251
51100	FICA/MEDICARE OASDI	109,765	115,692	130,198	123,227	139,683	141,563		141,563
51110	COMPENSATION INSURANCE	35,182	42,690	52,848	52,848	53,990	53,990		53,990
51120	CELL PHONE ALLOW	5,900	6,850	10,800	10,675	12,000	12,000		12,000
51128	BILINGUAL ALLOWANCE	595	578	840	840	1,260	1,260		1,260
51150	LIFE INSURANCE	342	342	367	342	342	342		342
51 SALARIES & BENEFITS		2,206,497	2,308,552	2,618,671	2,472,137	2,756,167	2,794,603		2,794,603
52 SERVICES & SUPPLIES									
520201	PHONE - LAND LINE (S)	16,378	15,718	19,140	18,222	22,704	22,704		22,704
520202	CELL PHONE SERVICE	484	327			0			
520205	PAGER SERVICE					0			
520208	INTERNET INSTALLATION	239		300		300	300		300
520209	PHONE REPAIRS/INSTALL	3,976	1,527	6,000	5,571	6,000	6,000		6,000
520210	POSTAGE/SHIP. MAIL COST	15,908	27,087	28,000	22,167	29,705	29,705		29,705
520220	PAPER/PAPER SUPPLIES	1,684	3,021	4,800	4,175	4,800	4,800		4,800
520221	ENVELOPES	733	1,451	4,800	2,445	2,472	2,472		2,472
520225	PO BOX RENT/ANNUAL FEES	100	106	130	112	200	200		200
520226	TONER/COPY MACH SUPPL	85	369	7,000	4,619	7,050	7,050		7,050
520250	COPY MACHINE LEASE	12,671	2,291	18,000	2,284	9,144	9,144		9,144
520261	PRE-PRINTED FORMS	554	1,209	3,204	859	3,204	3,204		3,204
520290	POSTAGE MACHINE RENT/LEAS	6,909	5,189	8,000	5,483	5,112	5,112		5,112
520410	SOFTWARE LICENSE	4,645	1,677	5,985	1,000	4,504	4,504		4,504
520900	EQUIPMENT MAINTENANCE	642		1,200		468	468		468
520902	VEHICLE MAINTENANCE	5,985	14,155	32,500	20,335	46,999	46,999		46,999
520907	EQUIP. MAINT.CONTRACT	5,350	4,970	8,600	5,308	6,000	6,000		6,000
520908	WIRING COSTS		440	1,000		4,000	4,000		4,000
520910	PHONE CARDS					0			
521230	OFFICE FURNITURE/EQUIP		7,836	7,968	5,595	11,474	11,474		11,474
521231	COMPUTERS<1500.00	60,885	21,173	23,000	3,536	23,000	23,000		23,000
521600	MEMBERSHIPS/ANNUAL DUES	14,125	14,794	16,027	15,557	16,050	16,850		16,850
521750	FITNESS & WELLNESS					0			
521800	OFFICE EXP	10,314	11,413	21,120	10,056	23,370	23,370		23,370

NO: 3

2015-16 BUDGET WORKSHEET
DEPARTMENT DETAIL

DATE: 02/29/2016 TIME: 10:10

DN: 5 PUBLIC ASSISTANCE
LVITY: 26 ADMINISTRATIONFUND: 0013 DEPT. SOCIAL SERVICES
DEPARTMENT: 70590 SOCIAL SRVC

(1) ACCOUNT	(2)	(3) 2012-13 ACTUAL	(4) 2013-14 ACTUAL	(5) 2014-15 BUDGET	(6) 2014-15 ACTUAL	(7) REQUESTED	(8) APPROVED BASE	(9) APPROVED ADJUSTMENTS	(10) APPROVED
52 SERVICES & SUPPLIES (CONTINUED)									
521832	PAMPHLETS	26	1,206	2,762	897	2,762	2,762		2,762
521900	PROFESSIONAL SVC	255,000	239,748	972,401	421,772	470,280	470,280		470,280
521986	SECURITY					0	23,086		23,086
523000	PROMOTIONAL MATERIAL					2,265	2,265		2,265
523500	CHILDRENS FAIR EXP					3,500	3,500		3,500
523700	PUBLICATIONS-LEGAL NOTICE	1,064	1,214	3,830	646	3,830	3,830		3,830
524000	RENT - OFFICE/SPACE	9,552	9,552	13,587	6,852	5,952	5,952		5,952
524130	AIR TRAVEL NON-EMPLOYEE	1,579	2,789	4,800		4,800	4,800		4,800
524170	GRANT	2,697	1,845	3,208	1,378	3,208	3,208		3,208
524207	STORAGE SPACE RENT	2,110	2,436	3,000	2,436	3,000	3,000		3,000
524400	SPECIAL DEPARTMENT EXP	2,470	1,295	12,367	2,758	14,191	14,191		14,191
524410	NON-EMPLOYEE INCENTIVE					0			
524900	AMMUNITION/TACTICAL SUPP	504	1,161	504		504	504		504
525000	OVERHEAD	475,502	415,656	369,840	369,840	389,787	389,787		389,787
525080	CAPIT EXPENSES- STATE	60,000	65,046	71,000	71,000	81,126	81,126		81,126
525100	ANCILLARY, ETC SP DEPT	660	600	9,150	326	9,150	9,150		9,150
525119	LIABILITY SELF-FND INS	14,020	12,576	1,768	1,768	12,097	4,706		4,706
525130	AFDC CHILDCARE	112,225	115,244	119,000	119,000	119,000	119,000		119,000
525200	DATA PROCESSING FEES	978	2,081	17,000	1,195	17,000	17,000		17,000
526900	CONTRACTS	CAL WORKS CONTRACTS CHILD ABUSE PREVENTION CONTRACTS							
		28,491	267,129	2,203	220,009	220,009	220,009		220,009
527000	TRAINING	51,259	34,665	99,437	21,680	75,964	75,964		75,964
527400	TRAVEL- IN COUNTY	23,652	22,878	32,600	25,830	36,000	36,000		36,000
527402	BUS PASSES-NON EMPLOYEE	4,313	9,624	14,103	14,103	12,000	12,000		12,000
527410	CLIENT SERVICE EXP	4,288	4,634	7,800	5,039	7,800	7,800		7,800
527500	TRAVEL- OUT OF COUNTY	21,754	32,659	34,828	27,114	37,868	37,868		37,868
527510	TRAVEL-CHILD VISITS	260	1,718	10,200	1,203	10,200	10,200		10,200
527750	IN CNTY HOSTING					0			
530140	EMERGENT COSTS-CLIENT SVC	14		2,000	70	2,000	2,000		2,000
52 SERVICES & SUPPLIES		1,205,594	1,141,870	2,289,088	1,224,435	1,770,849	1,787,344		1,787,344
53 OTHER CHARGES									
531300	GENERAL RELIEF	92,001	88,163	117,713	93,021	120,000	120,000		120,000
531400	EMERGENT SHELTER	16,599	19,931	21,321	21,445	6,000	6,000		6,000
532300	CLIENT TRANSPORT	347		3,600	1,486	3,600	3,600		3,600
532600	ILP PROGRAM	29,665	5,569	37,230	5,742	29,808	29,808		29,808
532610	EMANCIPATED YTH STIPEND	2,100		2,100		2,100	2,100		2,100
53 OTHER CHARGES		140,712	113,663	181,964	121,694	161,508	161,508		161,508

..: 5 PUBLIC ASSISTANCE
..: 26 ADMINISTRATIONFUND: 0013 DEPT. SOCIAL SERVICES
DEPARTMENT: 70590 SOCIAL SRVC

(1) ACCOUNT	(2)	(3) 2012-13 ACTUAL	(4) 2013-14 ACTUAL	(5) 2014-15 BUDGET	(6) 2014-15 ACTUAL	(7) REQUESTED	(8) APPROVED BASE	(9) APPROVED ADJUSTMENTS	(10) APPROVED
54 FIXED ASSETS									
541501	VEHICLE 4X4		26,752	70,000	66,701	75,000	75,000		75,000
549501	LAP TOP COMPUTER			3,629		0			
54 FIXED ASSETS		26,752	73,629	66,701	75,000	75,000			75,000
C CONTINGENCY									
528400	CONTINGENCIES					0			
*C CONTINGENCY									
70590 EXPENDITURES		3,552,803	3,590,837	5,163,352	3,884,968	4,763,524	4,818,455		4,818,455
57 TRANSFER OUT									
570000	TRANSFERS IN/OUT--IT	8,296	11,564	11,564	11,564	11,563	11,563		11,563
57 TRANSFER OUT		8,296	11,564	11,564	11,564	11,563	11,563		11,563
58 TRANSFERS									
58000	TRANSFER			15,000	15,000	15,000	15,000		15,000
580002	TRANSFER				-11,447	0			
58 TRANSFERS			15,000	3,553	15,000	15,000			15,000
70590 TRANSFERS		8,296	11,564	26,564	15,117	26,563	26,563		26,563
*70590 SOCIAL SRVC									
EXPENDITURES									
	EXPENDITURES	3,552,803	3,590,837	5,163,352	3,884,968	4,763,524	4,818,455		4,818,455
TRANSFERS									
	TRANSFERS	8,296	11,564	26,564	15,117	26,563	26,563		26,563
NET EXPENDITURES									
	NET EXPENDITURES	3,561,099	3,602,401	5,189,916	3,900,085	4,790,087	4,845,018		4,845,018
LESS REVENUES									
	LESS REVENUES	4,847,390	5,086,245	4,955,508	7,469,922	7,891,884	7,891,884		7,891,884
COST TO COUNTY									
	COST TO COUNTY	-1,286,291	-1,483,844	234,408	-3,569,837	-3,101,797	-3,046,866		-3,046,866

State Controller's Office
Division Of Accounting And Reporting
Health And Welfare Realignment
Fiscal Year 2014-2015 Program Allocation
(New Base For 2015-16 Fiscal Year)
Subject To Change Due To Pending Growth Allocations

County	Sales Tax			Vehicle License Fee			Vehicle License Collection	Mental Health Allocation	Total Allocation
	CALWORKS ¹	Child Poverty and Family Supplemental Subaccount	Health	Mental Health Base	Social Services	CALWORKS ¹	Child Poverty and Family Supplemental Subaccount		
Alameda	\$ 23,915,720.13	\$ 1,908,731.09	\$ 14,520,057.97	\$ 546,027.00	\$ 63,023,404.28	\$ 1,170,416.30	\$ 168,527.11	\$ 30,511,423.22	\$ 187,812.16
Alpine	\$ 0.00	\$ 0.00	\$ 40,706.40	\$ 185,681.68	\$ 1,422,886.33	\$ 0.00	\$ 34,094.07	\$ 109,222.21	\$ 2,102,27
Amador	\$ 437,713.73	\$ 35,483.33	\$ 3,721,681.79	\$ 76,200.34	\$ 107,370.19	\$ 2,214,77.24	\$ 1,453,355.65	\$ 8,450.05	\$ 67,728.89
Butte	\$ 705,282.42	\$ 57,173.81	\$ 510,686.47	\$ 2,265,767.04	\$ 344,811.74	\$ 2,226,87.94	\$ 54,838.13	\$ 1,518,289.01	\$ 10,314.41
Calaveras	\$ 0.00	\$ 453,496.26	\$ 7,457,466.23	\$ 7,848.69	\$ 1,378,004.51	\$ 10,417.97	\$ 0.00	\$ 1,09,991.76	\$ 7,346.98
Contra Costa	\$ 13,590,704.00	\$ 1,101,739.86	\$ 527,887.63	\$ 11,523.51	\$ 38,423,789.61	\$ 165,631.67	\$ 165,631.67	\$ 268,074.81	\$ 187,128.47
Del Norte	\$ 1,005,277.98	\$ 81,493.00	\$ 108,058.19	\$ 2,085,302.57	\$ 2,842,076.81	\$ 490,843.05	\$ 78,303.48	\$ 1,16,941.25	\$ 11,072.39
El Dorado	\$ 38,191,408.37	\$ 3,095,981.70	\$ 9,391,869.96	\$ 345,173.15	\$ 53,772,542.81	\$ 18,862,120.64	\$ 1,224,852.98	\$ 5,529,227.55	\$ 34,632,83
Fresno	\$ 548,463.40	\$ 44,306.75	\$ 509,709,65	\$ 60,376,21	\$ 2,897,355.62	\$ 2,865,97.87	\$ 1,452,688.88	\$ 1,082,380.69	\$ 3,122,52
Gilbert	\$ 2,423,873.51	\$ 181,851.27	\$ 3,684,765.06	\$ 9,356,156.22	\$ 12,805,259.83	\$ 3,000,193,67	\$ 75,582.41	\$ 55,867,181.81	\$ 1,08,862.21
Imperial	\$ 6,143,883.33	\$ 488,055.84	\$ 3,708,291.02	\$ 58,239.27	\$ 63,787,224	\$ 1,106,422.00	\$ 0.00	\$ 1,855,252.82	\$ 1,855,252.82
Irvo	\$ 0.00	\$ 0.00	\$ 1,712,278.76	\$ 6,357,806.53	\$ 235,209.94	\$ 13,089,07.91	\$ 2,06,298.22	\$ 16,699,842.12	\$ 225,701.70
Kern	\$ 26,784,312.11	\$ 3,953,178.89	\$ 320,464.98	\$ 40,236.34	\$ 7,947,114.67	\$ 1,931,802.60	\$ 307,922.49	\$ 7,739,437.07	\$ 38,657.53
Kings	\$ 1,755,970.37	\$ 121,625.81	\$ 55,683.39	\$ 857,040.32	\$ 17,357,78	\$ 53,539	\$ 11,935,883.03	\$ 2,055,447.55	\$ 22,688.32
Lake	\$ 686,886.91	\$ 19,335,209.45	\$ 15,281,63.69	\$ 11,361.70	\$ 2,213,82.38	\$ 335,514.97	\$ 1,06,514.97	\$ 10,918.02	\$ 57,212.29
Lassen	\$ 238,489,714.46	\$ 1,300,040.50	\$ 1,842,688.60	\$ 3,404,07.80	\$ 5,807,50.74	\$ 116,075,21.21	\$ 1,876,534.24	\$ 310,500.03	\$ 16,628,05
Los Angeles	\$ 4,679,542.21	\$ 3,719,347.72	\$ 1,842,688.60	\$ 38,961.68	\$ 6,683,92.19	\$ 2,286,32.17	\$ 364,500.63	\$ 4,678,425.99	\$ 37,721.45
Madera	\$ 1,234,080.50	\$ 100,040.50	\$ 4,119,705.79	\$ 118,530.42	\$ 8,422,429.28	\$ 445,682.22	\$ 66,129.45	\$ 11,141,577.68	\$ 11,141,577.68
Mariposa	\$ 314,127.25	\$ 25,464.77	\$ 255,447.89	\$ 6,585.60	\$ 5,917,577.68	\$ 153,613.81	\$ 24,685.12	\$ 52,535.42	\$ 21,505.25
Mendocino	\$ 1,755,970.37	\$ 140,726.88	\$ 1,169,688.40	\$ 38,851.31	\$ 9,468,846.77	\$ 135,201.85	\$ 3,001,480.41	\$ 35,481.16	\$ 3,386,133.24
Merced	\$ 11,290,707.61	\$ 915,232.75	\$ 2,341,019.57	\$ 2,113,20.57	\$ 8,656,20.50	\$ 135,201.85	\$ 3,001,480.41	\$ 35,481.16	\$ 28,703,65.00
Modoc	\$ 0.00	\$ 0.00	\$ 326,690,08	\$ 5,807,50.74	\$ 1,876,534.24	\$ 1,16,941.67	\$ 1,06,514.97	\$ 10,918.02	\$ 57,212.29
Mono	\$ 0.00	\$ 450,076.51	\$ 1,842,688.60	\$ 4,846.13	\$ 673,695.44	\$ 0.00	\$ 0.00	\$ 4,678,425.99	\$ 37,721.45
Monterey	\$ 7,830,369.97	\$ 3,010,907.23	\$ 100,040.50	\$ 108,968.68	\$ 71,968,23.47	\$ 3,830,000.59	\$ 600,847.40	\$ 1,21,741.56	\$ 37,721.45
Napa	\$ 753,287.97	\$ 63,494.99	\$ 78,598,47	\$ 1,131,301.57	\$ 2,07,201.98	\$ 6,262,846.77	\$ 346,111.13	\$ 61,009.91	\$ 21,505.25
Nevada	\$ 30,085,618.16	\$ 2,458,884.72	\$ 23,410,219.54	\$ 2,113,20.57	\$ 8,656,20.50	\$ 1,16,941.67	\$ 1,06,514.97	\$ 10,918.02	\$ 57,212.29
Orange	\$ 2,209,489,62	\$ 17,908,106.01	\$ 2,001,550.01	\$ 86,869,09	\$ 12,857,411.60	\$ 5,316,362.21	\$ 870,455.99	\$ 5,542,049.54	\$ 83,620.52
Placer	\$ 270,407.03	\$ 21,920,59	\$ 484,009.66	\$ 9,916,091.71	\$ 5,807,50.74	\$ 1,06,514.97	\$ 1,06,514.97	\$ 872,064.24	\$ 6,680,51
Riverside	\$ 45,268,686.42	\$ 3,672,142.64	\$ 417,223,63	\$ 4,846.13	\$ 673,695.44	\$ 0.00	\$ 0.00	\$ 1,219,326.21	\$ 4,657,47
Sacramento	\$ 42,359,707.22	\$ 3,433,886.24	\$ 12,680,886.24	\$ 47,916,722.57	\$ 20,702,70.13	\$ 3,719,509.57	\$ 1,02,787,26	\$ 1,02,787,26	\$ 37,721.45
San Benito	\$ 904,315.76	\$ 73,308,48	\$ 12,680,04.23	\$ 12,168,04	\$ 2,756,308.58	\$ 442,006.59	\$ 20,743,92.29	\$ 3,717,883.18	\$ 186,544.44
San Bernardino	\$ 65,465,915.86	\$ 5,656,761.59	\$ 5,54,292,21	\$ 55,772,010.46	\$ 33,310,97.28	\$ 5,220,666.79	\$ 34,724,355.64	\$ 53,177,42.42	\$ 53,177,42.42
San Diego	\$ 41,635,03.69	\$ 3,216,853.69	\$ 29,114,059.97	\$ 9,561,193.59	\$ 19,341,059.73	\$ 2,344,450,95.30	\$ 55,514,666.79	\$ 66,451,451.05	\$ 20,930,307.00
San Francisco	\$ 5,662,670,22	\$ 489,045.13	\$ 22,010,664.16	\$ 621,713.64	\$ 1,838,805.19	\$ 1,32,052,21	\$ 2,055,000.00	\$ 80,538.66	\$ 20,683,05.00
San Joaquin	\$ 22,087,490.88	\$ 1,790,525.45	\$ 5,597,889,88	\$ 1,628,802.84	\$ 1,61,928,151.01	\$ 1,22,414,162.20	\$ 1,22,414,162.20	\$ 1,21,908,03.23	\$ 6,624,26.23
San Luis Obispo	\$ 2,584,278.88	\$ 209,484,92	\$ 1,628,802.84	\$ 10,810,125.61	\$ 1,284,121.51	\$ 20,702,70.13	\$ 31,224,204.47	\$ 2,198,000.00	\$ 2,198,000.00
San Mateo	\$ 3,262,178.78	\$ 284,448,86	\$ 5,102,048,89	\$ 2,831,311.20	\$ 2,05,000.05	\$ 1,444,024.29	\$ 3,717,883.18	\$ 65,161,60	\$ 30,383,74.59
Santa Barbara	\$ 5,729,059.83	\$ 484,427.01	\$ 3,108,568.81	\$ 10,857,563.31	\$ 15,012,767.37	\$ 2,03,000.05	\$ 4,46,088.84	\$ 27,408,04.65	\$ 28,703,65.00
Santa Clara	\$ 15,302,159.89	\$ 12,40,409,24	\$ 12,585,117,70	\$ 5,16,157,40	\$ 83,017,303.39	\$ 7,800,055.81	\$ 1,197,919.15	\$ 8,367,207.07	\$ 10,349,74.40
Shasta	\$ 2,685,918,76	\$ 309,763,47	\$ 3,22,051,43	\$ 2,068,801.28	\$ 66,705,60.69	\$ 1,313,300.01	\$ 12,788,724.41	\$ 20,672,02.04	\$ 20,672,02.04
Siskiyou	\$ 0.00	\$ 1,057,039.00	\$ 85,689,01	\$ 859,677,07	\$ 16,821,85	\$ 0.00	\$ 1,02,447.01	\$ 15,081,197.03	\$ 59,716,31.97
Solano	\$ 8,001,507.74	\$ 64,646,3.31	\$ 4,564,999,11	\$ 11,936,30.89	\$ 15,322,60.17	\$ 1,284,121.51	\$ 20,702,70.13	\$ 56,162,50.12	\$ 11,162,74.45
Sonoma	\$ 16,629,387.53	\$ 1,268,998,47	\$ 7,345,567,28	\$ 12,048,515.65	\$ 2,310,981.01	\$ 1,949,721.67	\$ 1,949,721.67	\$ 18,988,308.00	\$ 105,131.19
Stanislaus	\$ 4,849,828.40	\$ 89,824,11	\$ 887,007,51	\$ 15,183,48	\$ 1,07,622,05	\$ 1,21,741.03	\$ 67,601,71.00	\$ 2,377,984.52	\$ 74,741,44.46
Surfer	\$ 2,101,926,40	\$ 1,70,392,65	\$ 1,71,114,05.31	\$ 5,616,728.63	\$ 4,018,607,98	\$ 1,02,805,07.46	\$ 1,02,805,07.46	\$ 5,163,92.32	\$ 120,507.10
Teheana	\$ 2,433,766,03	\$ 146,870,74	\$ 23,661,05.44	\$ 4,277,447.55	\$ 885,205.57	\$ 287,057,07.04	\$ 3,073,165,62	\$ 1,16,712,87.65	\$ 37,162,62
Trinity	\$ 0.00	\$ 1,671,907.34	\$ 4,78,987,35	\$ 6,830,02	\$ 1,309,768,21	\$ 62,335,26	\$ 2,307,568,74	\$ 16,161,76	\$ 58,350,68
Tuolumne	\$ 20,624,266.51	\$ 1,671,907.34	\$ 4,088,020,71	\$ 15,183,48	\$ 1,07,622,05	\$ 1,13,016,05.16	\$ 1,13,016,05.16	\$ 11,622,50.12	\$ 3,147,00.04
Yuba	\$ 0.00	\$ 89,824,11	\$ 887,007,51	\$ 15,183,48	\$ 1,07,622,05	\$ 1,21,741.03	\$ 67,601,71.00	\$ 1,47,356,84	\$ 94,711,57
Berkeley	\$ 2,433,887,507.00	\$ 61,032,927,88	\$ 35,207,831.22	\$ 11,524,768,01	\$ 1,856,413,352.82	\$ 367,883,492.82	\$ 1,02,805,07.46	\$ 13,000,000.00	\$ 14,000,000.00
Long Beach	\$ 0.00	\$ 0.00	\$ 2,32,941,92	\$ 24,631,64	\$ 0.00	\$ 0.00	\$ 23,942,67	\$ 0.00	\$ 0.00
Pasadena	\$ 0.00	\$ 0.00	\$ 772,918,79	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,407,447.25	\$ 0.00	\$ 0.00
Tri-City	\$ 0.00	\$ 0.00	\$ 37,918,71	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,812,272.75	\$ 0.00	\$ 0.00
County Medical Services Program	\$ 0.00	\$ 0.00	\$ 57,777,53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36,330,53	\$ 0.00	\$ 0.00
Total	\$ 752,887,507.00	\$ 61,032,927,88	\$ 35,207,831.22	\$ 11,524,768,01	\$ 1,856,413,352.82	\$ 367,883,492.82	\$ 1,02,805,07.46	\$ 14,000,000.00	\$ 14,000,000.00
Subtotal	\$ 752,887,507.00	\$ 61,032,927,88	\$ 35,207,831.22	\$ 11,524,768,01	\$ 1,856,413,352.82	\$ 367,883,492.82	\$ 1,02,805,07.46	\$ 14,000,000.00	\$ 14,000,000.00
County Medical Services Program	\$ 0.00	\$ 0.00	\$ 57,777,53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 36,330,53	\$ 0.00	\$ 0.00
Total	\$ 752,887,507.00	\$ 61,032,927,88	\$ 35,207,831.22	\$ 11,524,768,01	\$ 1,856,413,352.82	\$ 367,883,492.82	\$ 1,02,805,07.46	\$ 14,000,000.00	\$ 14,000,000.00

¹ The rates for each county's Calworks allocation change each year resulting in the base amounts to change between years.

State Controller's Office	Division Of Accounting And Reporting	Allocation Of Health And Welfare Realignment	Sales Tax Collections	Child Poverty and Family Supplemental Support/Subaccount	Family 2015-2016 Fiscal Year
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State Controller's Office
Division Of Accounting And Reporting
Division Of Health And Welfare Realignment
Sales Tax Collections
State And County Supplemental Support System
2015-2016 Fiscal Year

State Controller's Office
Division Of Accounting And Reporting
Allocation Of Health And Welfare Realignment
Vehicle License Fees
Child Poverty and Family Supplemental Support
2015-2016 Fiscal Year



DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

301

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

ELLIOTT SMART
DIRECTOR

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

DATE: MARCH 28, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR APRIL 12, 2016

RE: REQUEST TO REALLOCATE AN EXISTING OFFICE ASSISTANT III POSITION TO THE CLASS OF OFFICE SUPERVISOR

It is Recommended that the Board of Supervisors

Approve the reallocation of an existing Office Assistant III position in the Department of Social Services to the class of Office Supervisor effective as soon as administratively possible.

Background and Discussion

In late December of 2015, the Department of Social Services examined several alternative organizational arrangements that would present a seamless experience for customers. This examination was the product of changes in the Department's customer base and changes in case processing procedures. Much of this change was brought on by significant increases in customers applying for Medi-Cal under the expanded program adopted by California as a product of the Affordable Care Act.

After looking at several possibilities, the Department determined that reorganizing so that reception services fell under the Employment and Financial Services Division made sense. Rearranging reception staff in that manner creates continuity from the moment a new customer enters our Department through the time they are interviewed and granted benefits. The reorganization also aligns the Department with changes that are being made in a number of counties statewide.

The reorganization of staff results in two Office Assistant I/II positions being placed under the immediate supervision of an Office Assistant III position. That change generated a need to examine the classification of the OA III position in light of the new supervisory responsibilities.

After reviewing these changes with both Cooperative Personnel Services (the administrative oversight agency for the Interagency Merit System counties) and with the County Human Resources Department, it was determined that the appropriate way to manage this change is to request a reallocation of the OA III position and to fill it through a competitive promotional process.

Those recommendations are what bring the Department to your Board. It is requested that the Board approve the reallocation of the existing OA III position. Following the Board's approval, the Department will request a promotional examination process to fill the newly established position. For reference, the Department has provided a Table of Organization showing the position to be reclassified in red.

Other Agency Involvement

This need to address our change in organizational structure has been reviewed by Cooperative Personnel Services (CPS), the agency that is responsible for oversight of the Department's personnel administration. CPS provides such oversight for the 35 smallest counties as it pertains to Public Social Services and the Family Support offices.

In this instance, CPS recommended that we work with our local HR Department to find the optimal administrative mechanism to make the organizational adjustment. While the review was initiated shortly after the organizational changes were made, due to changes in leadership in the County's HR Department we did not receive a response to our request for assistance until recently. That circumstance has generated a delay in bringing this matter to your Board.

Following review of the need for the organizational change, Human Resources has recommended that the Department bring this matter to the Board for consideration.

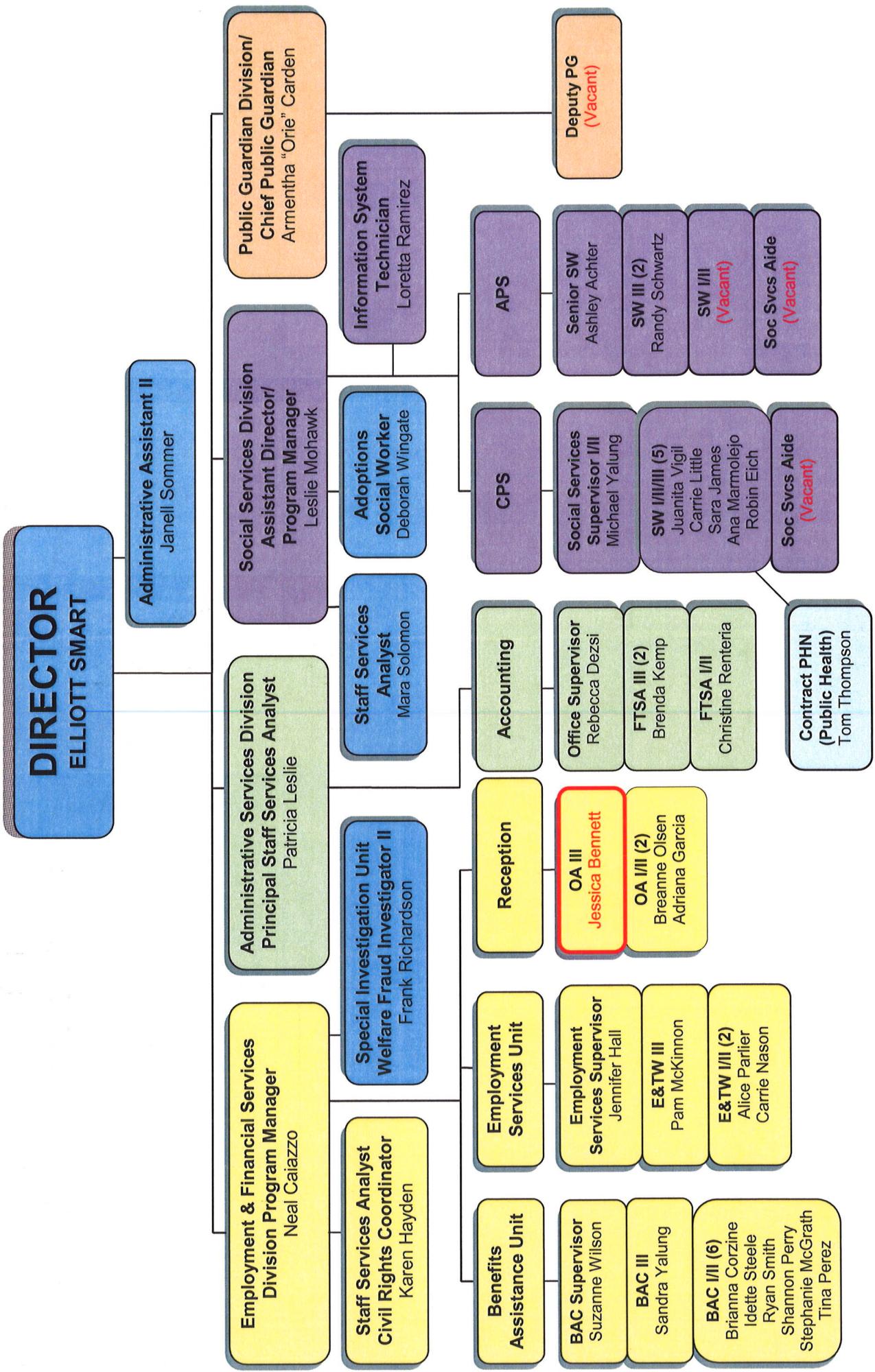
Financial Impact

There will be a small impact to the Department's budget for the final three months of the fiscal year however existing salary savings will offset that cost. There is no impact to the County General Fund as the revenue to support the Department's programs comes from Federal funds, State General Fund dollars and Realignment funds.

Copies: DSS Management Staff
 Nancy Selvage, Interim Human Resources Director
 Janell Sommer, Administrative Assistant

Enclosure

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





ELLIOTT SMART
DIRECTOR

3c2
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: APRIL 4, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR APRIL 12, 2016

RE: PROCLAMATION DECLARING APRIL AS CHILD ABUSE PREVENTION
MONTH IN PLUMAS COUNTY



It is Recommended that the Board of Supervisors

Adopt a proclamation declaring that April is Child Abuse Prevention Month in Plumas County.

Background and Discussion

The month of April is annually designated by the United States Congress as National Child Abuse Prevention Month. In view of this and based on the recommendations of the Plumas County Child Abuse Prevention Council, the Board of Supervisors is asked to adopt a proclamation declaring April as Child Abuse Prevention Month in Plumas County.

Other Agency Involvement

The Plumas County Child Abuse Prevention Council has reviewed and approved the enclosed proclamation for the Board's consideration.

Copies: DSS Management Staff
Human Services Department Heads
Mara Solomon, Staff Services Analyst
Chris Crawford, Chair, Child Abuse Prevention Council

Enclosure

**PROCLAMTION DECLARING APRIL 2016 AS
CHILD ABUSE PREVENTION AWARENESS MONTH
IN PLUMAS COUNTY**

WHEREAS, child abuse and neglect are serious social problems that affect many families in Plumas County; and,

WHEREAS, all adults and caregivers have a responsibility, as neighbors, community members, and citizens of Plumas County to help create healthy, safe and nurturing environments for all children and youth; and,

WHEREAS, preventing child abuse and neglect includes helping families to build strengths so that children can succeed and thrive; and,

WHEREAS, success in preventing child abuse in Plumas County depends on strong collaborative partnerships among human services agencies, child protective services, community-based organizations, schools, law enforcement, and the faith and business communities; and,

WHEREAS the Plumas County Child Abuse Prevention Council has provided a collaborative forum since 1998 for the planning and implementation of child abuse prevention programs; and,

WHEREAS, the Plumas County Board of Supervisors acknowledges the work done by many agencies and individuals in our county that is targeted to protect children, strengthen families, and eliminate the social factors that contribute to family dysfunction and child abuse and neglect; and,

WHEREAS, the Plumas County Board of Supervisors also acknowledges the work done by county social workers, whose mission includes protecting at-risk children from harm that may occur in the home setting; and,

WHEREAS, the Plumas County Board of Supervisors declares its commitment to promote policies and practices that support community-wide efforts to strengthen families and reduce the incidence of child abuse and neglect in Plumas County; and,

WHEREAS, the month of April has been recognized by the United States Congress as Child Abuse Prevention Awareness Month; and,

WHEREAS, wearing the color blue, wearing a blue ribbon or displaying a pinwheel in April will serve as a positive reminder that together, we can prevent child abuse and keep children safe.

NOW, THEREFORE, the Plumas County Board of Supervisors adopts this proclamation declaring April 2016 as Child Abuse Prevention Awareness Month in Plumas County.

Sharon Thrall, Chair
Plumas County Board of Supervisors

Date

3D

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



DATE: March 18, 2016

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Acting Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF APRIL 12TH, 2016.

RE: APPROVE RESOLUTION TO MODIFY THE JOB DESCRIPTION OF ASSISTANT RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST.

IT IS RECOMMENDED THAT THE BOARD:

Approve resolution modifying existing job description of Assistant Risk Manager/Occupational Safety & Health Specialist.

BACKGROUND AND DISCUSSIONS:

The Auditor has requested the Human Resources Director to assist in modifying the existing position of Assistant Risk Manager/Occupational Safety & Health Specialist. This classification is allocated for fiscal year 2015/2016 and there is a current recruitment underway due to the incumbents pending retirement for July 2016. Modifications to this classification are needed to update the position description to reflect actual job duties and its non-exempt status under Fair Labor Standards Act (FLSA) regulations.

The changes reflect the required travel requirements not identified in the current description of duties. Travel is a requirement of this position, both in-county and at least three yearly out of county travel trips to Trindel Loss Prevention Specialist meetings. These meetings are scheduled at the various Trindel member county locations in California. The addition of travel requirements are pertinent to this position and must be reflected in the job duties of this classification.

Other additional changes to this job description include the assistance with the Interactive Process (IAP) with Human Resources as well as other County Departments. Another required element of this position includes the Return-to-Work (R2W) process through all aspects of claims, including but not limited to Workers Compensation. The IAP and R2W are important job duties that need to be added to the job classification.

Another significant change to this classification is that it no longer meets Fair Labor Standards Act (FLSA) "Exempt" status and should be classified as non-exempt. The determinations of exempt employees are specific factors associated with a salary basis test and job duties test. This classification does not qualify as an exempt status nor does it pass the salary basis test under FLSA regulations.

The Assistant Risk Manager/Occupational Safety & Health Specialist is in the Auditor's Fiscal Year 2015-2016 Budget Allocation. This is a 1.0 FTE position with a salary range of 2404. This classification is in the Confidential Unit and is not represented by a Union. Therefore, meet and confer are not required for this job description.

RESOLUTION NO. _____

**RESOLUTION TO AMEND THE COUNTY JOB DESCRIPTION FOR
ASSISTANT RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST**

WHEREAS, Plumas County Personnel Rule 5 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, during the fiscal year needs may arise to amend the Classification Plan; and

WHEREAS, the Auditor/Risk Manager, Roberta Allen requested the Human Resources Director to assist in revising changes to the Assistant Risk Manager/Occupational Safety & Health Specialist classification at the salary range of 2404; and

WHEREAS, This position under the general direction of the Risk Manager is responsible to assist in the direction and coordination of the County's Risk Management Programs, consults with the Workers Compensation Claims Adjuster, and assist with the coordination of the County-wide occupational and industrial safety programs; and

WHEREAS, the Acting Human Resources has updated and incorporated modifications to the job description of Assistant Risk Manager/Occupational Safety & Health Specialist.

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

The job description for Assistant Risk Manager/Occupational Safety & Health Specialist attached hereto is approved, and the County's classification plan is hereby amended at the salary range of 2404 for this 1.0 FTE Allocated position.

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 12th day of April, 2016 by the following vote:

AYES:	Supervisors
NOES:	Supervisors
ABSENT:	Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

ASSISTANT RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST

DEFINITION

Under general direction of the Risk Manager, to ensure adequate safety principles, practices, and techniques are applied in workplaces, to plan, organize, develop, implement, coordinate and administer comprehensive risk management, loss control, County self-insured Workers Compensation, County-wide occupational and industrial safety programs, policies, including inspections, training and related functions and activities; analyze, develop and recommend risk management procedures and programs; performs risk identification and analysis, recommends appropriate corrective action; statistical and systems analysis of special projects and programs; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

- Responsible to assist the Risk Manager in the direction and coordination of the County's Risk Management Programs.
- This position consults with the Workers Compensation Claims Adjusters, Liability Claims Adjuster, other employees and private providers and contractors.
- This position is expected to at all times observe the procedures and limitations set forth by the Board of Supervisors and County Counsel for the adjustment and settlement of claims.
- This position focuses upon the area of employee safety, coordination and monitoring multiple programs funding under Risk Management.
- This position is responsible for preparation of documentation to Cal/OSHA citations/appeal processes and should be familiar with Cal/OSHA policies and procedures.
- Conducts safety inspections, training, accident/injury investigations, and regulatory compliance;
- Promotes a high level of safety consciousness and loss prevention throughout the County.

REPORTS TO

Reports directly to the Risk Manager

CLASSIFICATIONS DIRECTLY SUPERVISED

May supervise support staff as assigned

EXAMPLES OF DUTIES

- Plan, organize, coordinate and supervise the County's comprehensive risk management and loss control program, including but not limited to liability insurance self-insured employee insurance, self-insured workers compensation, and industrial safety programs.
- Reviews, evaluates and reports on the effectiveness of the comprehensive risk management program such as safety, loss control, claims management and related activities to the Risk Manager.
- Regularly identifies and analyzes risks, recommends appropriate risk transfers, risk controls and risk financing techniques.
- Travel --- Travel is a requirement of this position; both in-county (conducting Accident/Incident investigation; performing inspections of all county properties; conducting safety meetings) and out of county travel to Trindel Loss Prevention Specialist Meetings (at least three yearly at various member county locations).
- May conduct studies of operations and researches data and information to identify potential risk exposure and liability; analyzes trends and information and make recommendations to the County Administrative Officer/Risk Manager.
- Establish and direct safety training to meet compliance with State and Federal OSHA, Department of Transportation and other applicable State and Federal labor regulations, standards and codes where appropriate; maintain data information to provide quarterly statistical reports and meet Cal/OSHA record keeping standards and requirements.
- Develops, implements, and manages the County's Injury/Illness Prevention Program and directly coordinates the participation of departments within the program; creates or modifies safety program and updates County IIPP (Injury & Illness Prevention Program) as needed.
- Conducts regular safety audits of County departments including the inspection of facilities, worksites, equipment, work practices and safety devices to ensure compliance with required workplace safety standards, regulations, and reports findings to the Risk Manager.
- Prepares various monthly, quarterly and annual reports as required.
- Maintains proper documentation to conform record-keeping requirements of Cal/OSHA and California Labor Code.
- Performs comprehensive investigations of serious accidents and/or incidents of injury or property damage; develops and implements measures and strategy to prevent their recurrence in order to meet long-range loss-reduction goals; and prepares responses to Cal/OSHA citations/appeals resulting from serious accidents/injuries and participates as a County representative, when appropriate, in administrative court proceedings resulting from appeal processes.
- Receives, tracks, and enters all workers compensation reported incident reports with the County's third party administrator.
- Coordinates and assists County's TPA, with workers compensation investigations.
- Authorize 4850 time and coordinates with Auditor's staff to ensure benefits are paid correctly.
- Provides departments with fiscal and statistical information.
- Assist TPA and County Counsel with claims made against the County.

ASSISTANT RISK MANAGER/OCCUPATIONAL SAFETY & HEALTH SPECIALIST - 3

- Assist the Risk Manager in obtaining various County wide insurance policies and renewals.
- Monitors, reviews and completes various annual insurance policy applications.
- Assists Risk Manager in ensuring County has adequate insurance coverage.
- Assist departments in establishing departmental specific safety manuals to minimize or eliminate hazards while maintaining consistency with County policies.
- Assist Human Resources and Departments with the Interactive Process (IAP) and the Return-to-Work (R2W) Process through all aspects of claims.
- Coordinates and assists with the calculation of various County charged insurance premiums.
- Monitors and presents written and oral reports concerning legislation, changes in insurance coverage and costs, loss trends, and other topics that may impact the County to the Risk Manager.
- Examines and test machinery and equipment, such as lifting devices, machine guards, scaffolding.
- Ensure the machinery and equipment meet appropriate safety regulations.
- Check that personal protective equipment, such as masks, respirators, protective eyewear, or hardhats, is being used in workplaces according to regulations.
- Check that dangerous materials are stored correctly.
- Test and identify work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures.
- May implement appropriate control measures, such as adjustments to ventilation systems.
- Investigations may involve talking with workers and observing their work, as well as inspecting elements in their work environment, such as lighting, tools, and equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; stooping, bending, kneeling, crouching, crawling reaching, lifting up to 50 lbs., climbing ladders, verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX; equipment would also include motor vehicle.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment, the community or regional setting; may work outdoors, continuous contact with staff, public and local and state agencies.

KNOWLEDGE OF

- Principles and practices of Risk Management, Insurance, Occupational Health and Safety, Claims, Risk Control, Risk Financing, Wellness and Legal programs and procedures.
- Principles and practices of evaluating and implementing a comprehensive safety program including training techniques.
- Techniques of accident prevention; methods of assessing safety hazards and controls, and conducting accident/injury investigations and safety inspections.
- Laws and regulations applicable to employee safety and occupational health (i.e. Cal/OSHA standards and California Labor Code).
- Cal/OSHA policy and procedures, citation and appeal processes, and Cal/OSHA Standards Board processes.
- Industrial safety practices.
- General liability, employment liability, automobile, property, environmental liability and other insurance or self-insurance program development and administration.
- Principles, practices and methods of administrative, organizational, economic and procedural analysis.
- Principles and practices of budget development and administration, organizational planning, work measurements capital improvement programming and planning and personnel management.
- Statistical and financial analysis, recordkeeping and report generating principles and techniques.
- Applicable laws and regulations.

ABILITY TO

- Interpret and apply laws, regulations, policies and procedures.
- Investigate and evaluate complex safety problems and issues.
- Collect, interpret and evaluate data.
- Develop management information systems to establish loss history for risk analysis.
- Prepare clear concise reports and recommendations.
- Communicate effectively orally and in writing.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Analyze insurance policy provisions to determine the existence and extend of liability
- Establish and maintain effective working relationships with those contacted during the course of the work.
- Represent the County effectively and in a professional manner in meetings, hearings, administrative court proceedings with other governmental agencies, boards and commissions, and with the public.

TRAINING AND EXPERIENCE

1. Five years of experience in coordinating safety and loss prevention activities for an insurance company, independent administrator, or large employer with a diverse work environment; or,
2. Five years of professional level experience in risk analysis, safety operations, claims adjustments, liability and workers compensation.

Possession of a Bachelor's Degree from an accredited college or university in safety or industrial engineering, social sciences, human resources or a closely related field is highly desirable.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

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 PUBLIC WORKS DEPARTMENT



3 Ed

AGENDA REQUEST

for the April 12, 2016 meeting of the Plumas County Board of Supervisors

April 4, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Maintenance of the Restroom Facility at the Chester/Lake Almanor Snowmobile Park

Robert A. Fennelly

Background:

Snowmobile users as well as summer time users and staff of the Chester Solid Waste Transfer Station utilize the restroom at the Chester/Lake Almanor Snowmobile Park. See attached Location Map.

To recent date, the Chester/Lake Almanor Snowmobile Club, in conjunction with the Chester Chamber of Commerce, has maintained this restroom facility through a now expired maintenance agreement.

According to documentation in the project files, a grant condition requires the County of Plumas to be responsible for the maintenance of the Chester/Lake Almanor Snowmobile Park for a minimum of twenty (20) years. See attached letter dated October 18, 1999.

The yearly cost for maintaining this facility is estimated at \$2,500 per year. This includes \$2,000 for weekly cleaning and \$500 for pumping the vault toilet.

After review of the circumstances and the use of this facility, as well as discussions with County officials, Public Works staff believes it appropriate for the County Facilities Department to assume responsibility for this facility with maintenance costs split evenly between the Plumas County General Fund and the Public Works-Solid Waste Division.

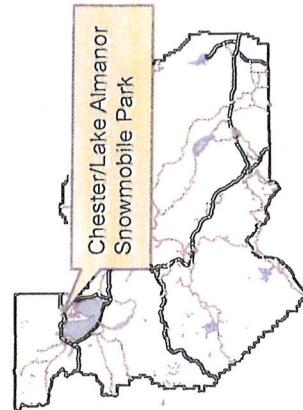
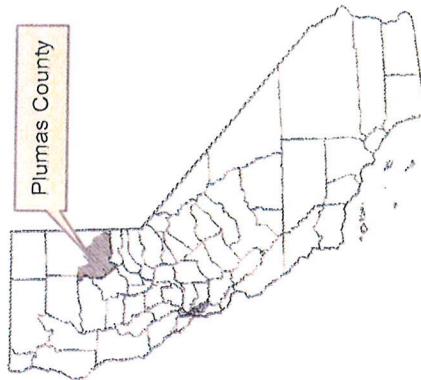
The Director of Public Works and the Director of the Facility Services Department have discussed the matter and join in the following recommendation:

Recommendations:

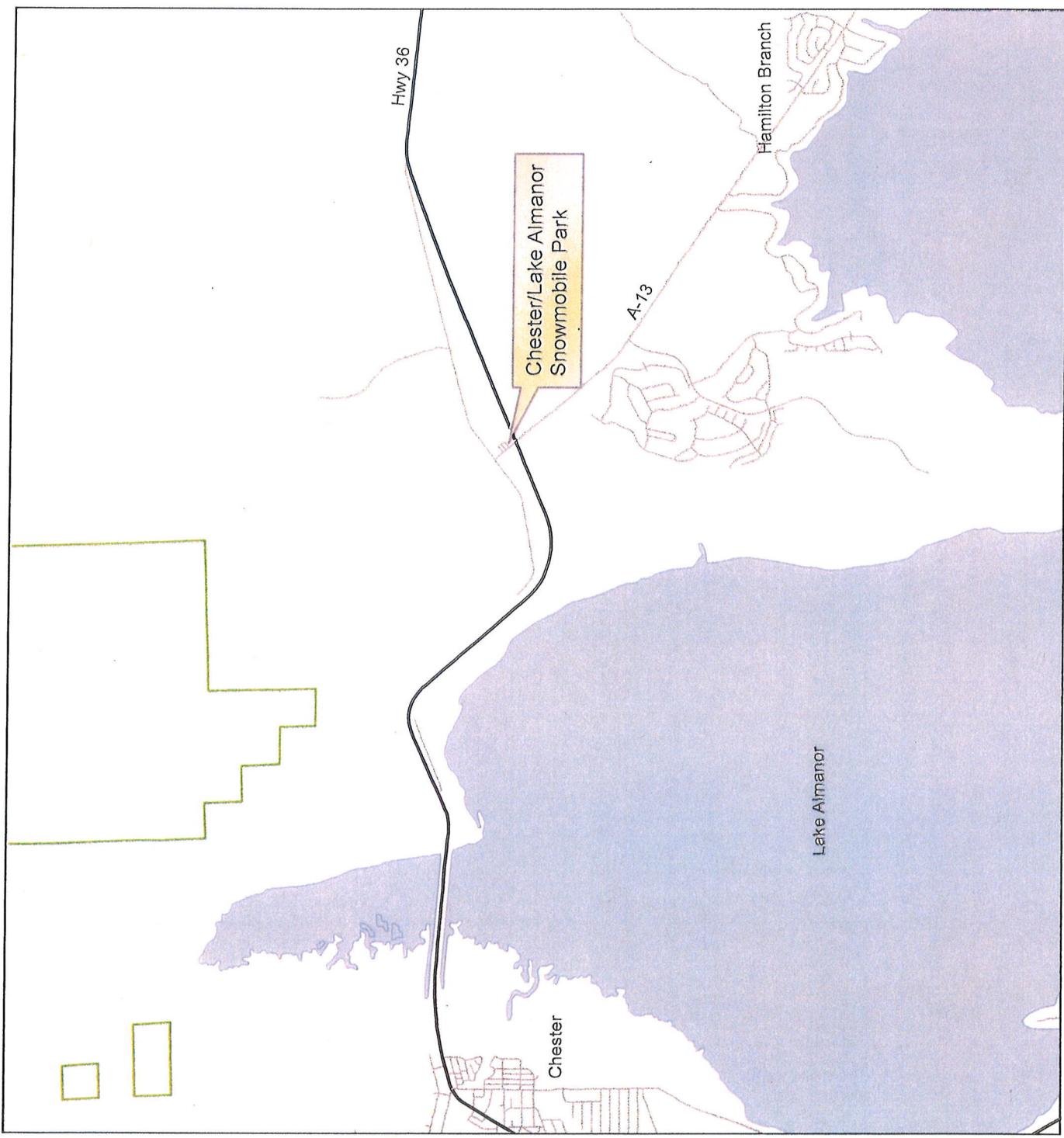
Public Works staff respectfully recommends that the Board of Supervisors adopt the following minute order to:

1. Assign primary responsibility for maintenance of the Chester/Lake Almanor Snowmobile Park Restroom Facility to the Facility Services Department
2. Authorize funding of the maintenance of the Chester/Lake Almanor Snowmobile Park Restroom Facility with the costs to be split evenly between the Public Works-Solid Waste Division and the Plumas County General Fund. For the remainder of FY 2015-16, \$1,250 is authorized to be paid from the General Fund contingency account

Attachments



Prepared By:
Plumas County
Public Works
January 2016



Location Map - Chester/Lake Almanor Snowmobile Park

DEPARTMENT OF PUBLIC WORKS

1834 EAST MAIN, QUINCY, CA 95971-9795 PHONE (530) 283-6268 FAX (530) 283-6323



TOM HUNTER
DIRECTOR

RICHARD HUMPHREY
DEPUTY DIRECTOR

MARTIN BYRNE
ASST. DIRECTOR

October 18, 1999

California Department of Parks and Recreation
Off-Highway Vehicle Recreation Division
PO Box 942896
Sacramento, CA 94296-0001

Attn: Mr. John Schmill

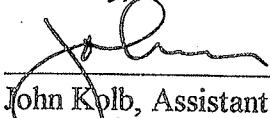
Dear Mr. Schmill,

Thank you for your preliminary evaluation of our grant application for the Chester/Lake Almanor Snowmobile Park. This is an exciting project that has garnered a great deal of interest and support from the local snowmobile enthusiasts and business owners, particularly in the Almanor basin.

Plumas County will maintain and operate this facility for a minimum of 20 years.

Please feel free to call me if you have any questions or comments.

Sincerely,


John Kolb, Assistant Engineer

jk:win60\wpdocs\ohv\maint.let

COPY

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Facility Services Dept. No: 20120 Date: 2/1/2016

The reason for this request is (check one):		Approval Required
A. <input checked="" type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets	Auditor
E. <input type="checkbox"/>	Establish any new account except fixed assets	Auditor

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

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

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.

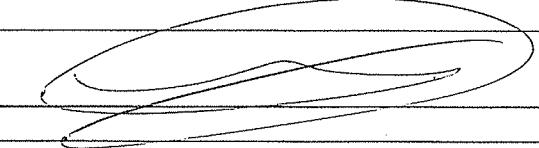
In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) To fund 1/2 of the cost of maintaining the Chester Snow Park rest room

B) Contingencies budgeted in the FY15/16 budget

C) Payment needs to be made from FY15/16 budget

D) N/A

Approved by Department Signing Authority: 

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: _____

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

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

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

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



Plumas County Environmental Health

3F

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

Phone: (530) 283-6355 ~ Fax: (530) 283-6241

Date: April 1, 2016

To: Honorable Board of Supervisors

From: Jerry Sipe

Agenda: Agenda Item for April 12, 2016

Recommendation: Authorize Environmental Health to recruit and refill vacant 1.0 FTE Administrative Assistant position, created by resignation.

Background and Discussion: Effective April 8, the long-term Administrative Assistant II in Environmental Health resigned to take a position with the Auditor's Office. While a great hire for the Auditor, the impacts of losing an Environmental Health employee with almost 19 years of service as we move into the busy spring and summer season will be felt by other Environmental Health staff and the public.

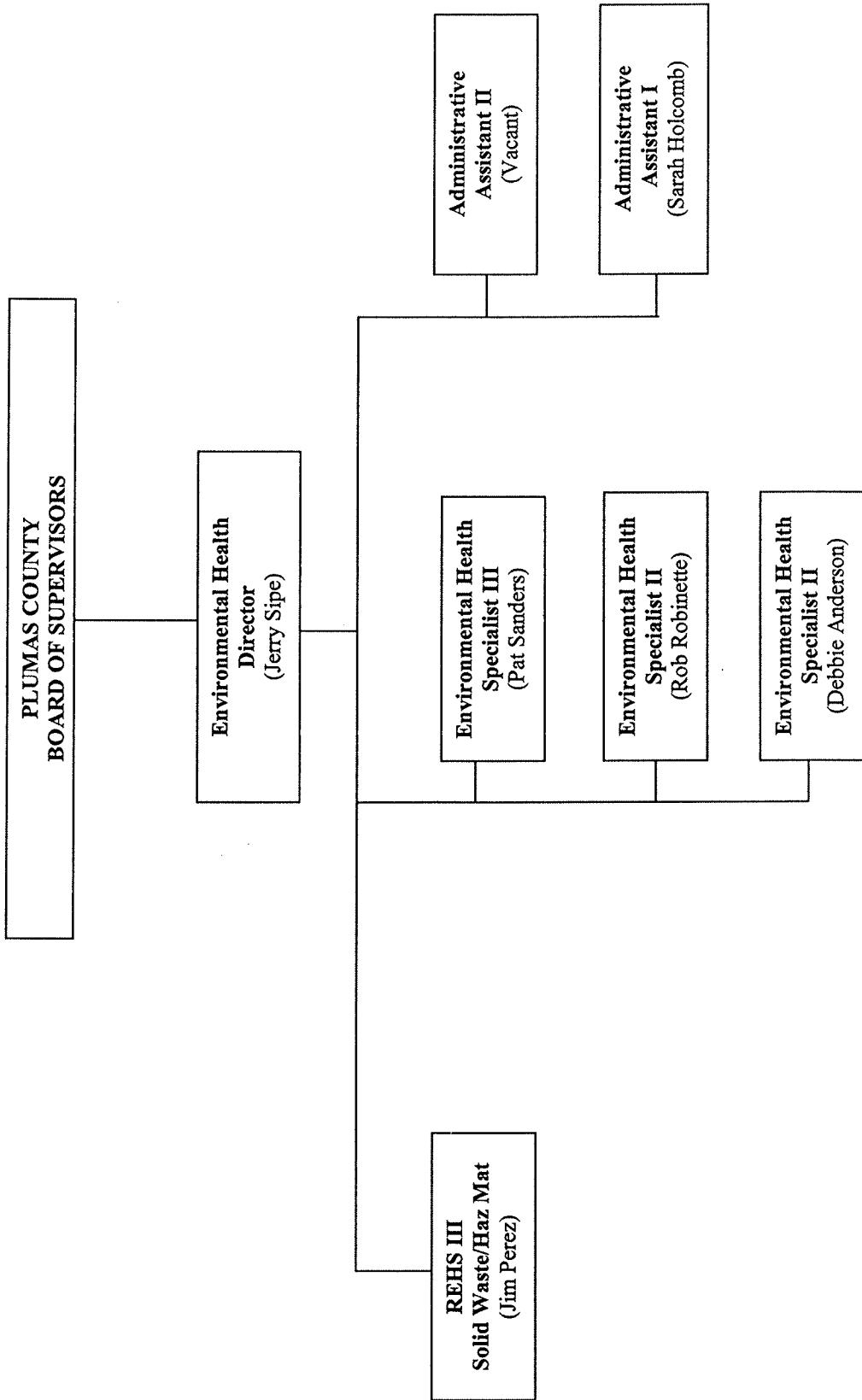
In order to minimize those impacts, the Board is requested to authorize Environmental Health to recruit and refill this position immediately. The position is fully funded and allocated in the FY 15-16 budget, and there is no impact to the General Fund. The appropriate Critical Staffing Questionnaire and Departmental Organization Chart are attached for your review.

If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

Enclosures: (2)

ENVIRONMENTAL HEALTH Organization Chart FY 15-16





Plumas County Office of Emergency Services

270 County Hospital Road #127
Quincy, California 95971

Phone: (530) 283-6332
Fax: (530) 283-6241

361

Date: March 28, 2016
To: Honorable Board of Supervisors
From: Jerry Sipe
RE: Agenda Item for April 12, 2016

Recommendation: 1) Authorize the Board Chair to execute Acknowledgment of Receipt of Settlement Funds and Rules of Expenditure from BNSF Railway related to a diesel spill in the Feather River Canyon; 2) Approve supplemental budgets for the Office of Emergency Services and Sheriff's Department to purchase equipment specified in the Stipulated Judgment; 3) Authorize sole source procurement of Boom Vane as specified in the Stipulated Judgment and in accordance with the county's purchasing policy.

Background and Discussion: In January 2016, BNSF Railway, the District Attorney's Office and the California District Attorneys' Association agreed to and filed a Stipulated Judgment in Superior Court specifying certain mitigation actions by BNSF Railway related to diesel spill in 2013. Among the items in the Stipulated Judgment is a \$50,000 payment to Plumas County for purchase of specified emergency response equipment. This equipment will be available to local emergency responders when responding to railroad-related hazmat incidents.

In order to carry out the terms and conditions of the Stipulated Agreement, Plumas County has been requested to sign an Acknowledgment of Receipt of Funds and Rules for Expenditure form. This form confirms the county's commitment to purchase and to make it available to local responders per the Stipulated Judgment. This form has been approved as to form by County Counsel and authorization for the Board Chair to sign on behalf of Plumas County is requested.

Supplemental budgets are requested to purchase the equipment specified in the Stipulated Judgment. Since part of the equipment list enhances Search and Rescue's hazmat capabilities (items 2, 3, and 4), funds for those items will be transferred from OES to the Sheriff's Office. These items will be purchased and maintained by the Sheriff's Office. The balance of the equipment will be purchased and maintained by OES for use by local fire and other responders. The OES-purchased equipment will either be stored on the recently acquired oil spill response trailer (item 1), or disbursed to local fire departments (items 5 and 6) for use during railroad hazmat emergencies. Finally, since item 1 (Boom Vane) is specialized equipment which is only manufactured and available from one supplier (Elastec Company) and this equipment is specified by name in the agreement, authorization for sole source procurement is requested per Section 3-1 (l) of the county's purchasing policy.

In summary, the Board is requested to:

1. Authorize the Board Chair to execute the Acknowledgment of Receipt of Settlement Funds and Rules for Expenditure, and;
2. Approve Supplemental Budgets for the Sheriff's Department in the amount of \$33,000, and for the Office of Emergency Services in the amount of \$50,000, including transfer of funds, for purchases specified in the Stipulated Judgment, and;
3. Authorize sole source procurement of specified equipment in accordance with Section 3-1 (l) of the purchasing policy.

The Acknowledgement of Receipt of Settlement Funds and Rules for Expenditure form has been reviewed and approved as to form by County Council. Copies of the BNSF Railway Civil Complaint and Stipulated Judgment associated with this case are on file with the Clerk of the Board for your review.

If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.

Enclosures (3)

ACKNOWLEDGEMENT OF RECEIPT OF SETTLEMENT FUNDS & RULES FOR EXPENDITURE

I, _____ (print name), on behalf of the County of Plumas, received the following check sent by the California District Attorneys Association:

Check # 0015288733, to Plumas County Office of Emergency Services, from BNSF Railway Company, in the amount of \$50,000.00

On behalf of the County of Plumas, I agree as a condition of receipt of the aforementioned funds that the County of Plumas will only expend such funds as set forth in the attached Stipulated Judgment, Paragraph 6 (pages 3-5), also set forth below for convenience:

6. *Equipment.* BNSF shall make a payment of \$50,000 to Plumas County, which Plumas County shall use to purchase the items of equipment listed in subparagraph 6(a) below ("the Equipment" or "this Equipment"). The Equipment shall be used by emergency responders in Plumas County in responding to railroad-related incidents. BNSF shall make this payment within 60 days of the Effective Date of this Stipulated Judgment. Should there be insufficient funds to purchase all of the equipment from this \$50,000.00 sum, Plumas County shall purchase all of the equipment that it is able to purchase with the \$50,000.00 sum, in the order of priority of the items listed below in subparagraph 6(a), and shall apply any balance remaining to augment the \$100,000.00 training fund set forth in Paragraph 5 of this Stipulated Judgment.
 - (a) Subject to the foregoing provisions, Plumas County shall purchase equipment in the following order of priority (listed in the order of highest to lowest priority) up to the maximum expenditure of \$50,000.00:
 - i. One (1) half-meter "Boom Vane" manufactured by the Elastec Company, or a similar item manufactured by a different company that has the following characteristics: a device that can be quickly deployed by a single person and remain in place without need for responder oversight in a stream channel, with boom in tow and with only one anchor on shore through use of hydrodynamic forces, thereby quickly shielding the shoreline from pollutants with minimal need for human resources.
 - ii. One (1) 40 horse-power jet drive outboard motor, for installation onto an existing zodiac watercraft, so the zodiac can be adapted for use in the Feather River.
 - iii. One (1) portable radio repeater, to increase radio communication capabilities in the Feather River Canyon, which shall either be or be substantially similar to the "CODAN Stratus Lite" 30-watt repeater/base station sold by CODAN Radio Communications.
 - iv. One (1) swift-water raft, to augment the capabilities of law enforcement to respond to safety issues that arise in pollution-response activities and to deploy boom, which shall either be or be substantially similar to the "RB 4000 Otter Raft Kit" sold at www.rescuesource.com.
 - v. Ten (10) cartons of 8-inch soft boom, with each carton containing four (4) ten-foot booms, or a substantially similar amount of such "soft boom" for use in absorbing and containing petroleum and other pollutants once they are discharged into the Feather River or its tributaries.
 - vi. Twenty-five (25) five-gallon containers of Firefighting Foam-3% freeze protected Class B, AFFF, or a substantially similar amount of such foam, for use in responding to flammable materials incidents.
 - (b) Plumas County shall be responsible for storing and maintaining the Equipment. Within 90 days of purchasing the Equipment, Plumas County shall notify BNSF where the Equipment is being stored and maintained. In the event BNSF is involved in responding to a railroad-related incident in Plumas County or elsewhere in California, Plumas County shall, upon request from BNSF, make the Equipment reasonably available for BNSF's use in responding to such an incident.

Chair, Plumas County Board of Supervisors

_____/_____/_____
Date

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: Office of Emergency Services Dept. No: 20470 Date 3/28/2016

The reason for this request is (check one):

Approval Required

- 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

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)

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

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.

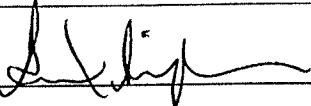
In the space below, state (a) reason for request, (b) reason why there are sufficient balances in affected accounts to finance transfer, (c) why transfer cannot be delayed until next budget year (attach memo if more space is needed) or (d) reason for the receipt of more or less revenue than budgeted.

A) Equipment purchase for OES and Sheriff's Office

B) NA

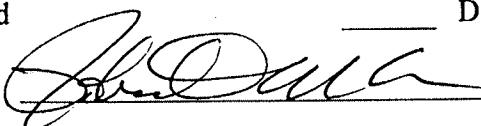
C) Immediate need for Hazmat Response

D) Unanticipated revenue per Stipulated Judgement

Approved by Department Signing Authority: 

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: 

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

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

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

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

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: _____ Dept. No: 70339 Date 3/29/2016

The reason for this request is (check one):		Approval Required
A. <input type="checkbox"/>	Transfer to/from Contingencies OR between Departments	Board
B. <input checked="" type="checkbox"/>	Supplemental Budgets (including budget reductions)	Board
C. <input type="checkbox"/>	Transfers to/from or new Fixed Asset, within a 51XXX	Board
D. <input type="checkbox"/>	Transfer within Department, except fixed assets	Auditor
E. <input type="checkbox"/>	Establish any new account except fixed assets	Auditor

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

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

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) Supplemental budget request to railroad settlement funds

B) N/A

C) Expenses to be incurred this fiscal year

D) Settlement funds to be spent as stipulated

Approved by Department Signing Authority: Ron Jolley

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: John Dahl

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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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 Office of Emergency Services

362

270 County Hospital Road #127
Quincy, California 95971

Phone: (530) 283-6332
Fax: (530) 283-6241

Date: April 1, 2016
To: Honorable Board of Supervisors
From: Jerry Sipe
RE: Agenda Item for April 12, 2016

Recommendation: Approve the transition of Office of Emergency Services responsibilities and function from Environmental Health to Sheriff's Department; discussion, possible action.

Background and Discussion: As the Board knows, the responsibility to plan, organize and administer the functions of the Office of Emergency Services was assigned to the Environmental Health Director in September 2010. Since that time, OES has completed a number of projects to bring OES into compliance with state law and to establish best management practices for emergency preparedness of the county and its citizens. Notable achievements include an update of the county's Emergency Operations Plan in 2011; local, state and federal adoption of the Local Hazard Mitigation Plan in 2014; developing and distributing evacuation maps for many Plumas County communities; and sponsoring multiagency emergency preparedness and field response exercises that included a countywide flood scenario (2011), a hazardous materials release (2013), and a wildland-urban interface fire (2014) to name just a few.

While the interim assignment of OES responsibilities has been effective over the short term, a sustainable OES assignment is needed. With the scope and demands of emergency management continuing to grow, a larger organization with deeper staffing and 24-7 coverage is required. Since county departments and employees are beginning to understand their responsibilities in an emergency and their role as disaster service workers, effective leadership is needed to further strengthen OES and to continue building on past improvements. Since the Sheriff's staff currently provides on-call and OES back up duties, they are currently integrated into the county's emergency management structure, and they already provide full-time, countywide coverage, OES staff and the Sheriff believe transferring OES duties to the Sheriff is a logical step in continuing to improve the county's emergency preparedness.

If approved by the Board, I plan to work closely with the Sheriff and his staff over the next few months to develop budgets, complete the EOP update, deliver a tabletop exercise to county staff, and develop program plans anticipating a full transition of OES duties to the Sheriff by July 1. After that time, I plan to be available to the Sheriff for consultation, backup and support for OES tasks as needed. I also plan to continue a leading role in hazardous materials response and preparedness. Given this team-based approach to emergency management, this transition plan will continue improving the county's emergency preparedness and response capabilities.

At this time, the Board is requested to approve a well-organized transition of OES duties and responsibilities to the Sheriff's Department.

If you have any questions, please do not hesitate to contact me at 283-6367.

Thank you.



Office of the Sheriff BH 1

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

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: March 15, 2016

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood  (IAI)

RE: Agenda Item for the meeting of April 12, 2016

RECOMMENDATION:

Approve restructuring of the Sheriff's Office and authorize the Sheriff to fill and recruit positions.

BACKGROUND & DISCUSSION:

With the recent administrative vacancy in the Sheriff's Office, the Sheriff has determined that an alternative rank structure is needed.

This new organizational structure will have no impact on the Sheriff's budget.

The proposed restructure will be an Undersheriff (salary range 3421), Patrol Commander (salary range 2954), Special Operations Sergeant (salary range 2746), Deputy/Training/Policy Advisor (salary range 3025), and Sheriff's Fiscal Officer II (salary range 2493). This restructure will not change the overall position allocation for the Sheriff's Office.

A return to an Undersheriff and Patrol Commander along with reclassifying the Administrative Sergeant, a Deputy position and Fiscal Officer would better serve the work load of the Sheriff's Office.

The Undersheriff would serve at the direction of the Sheriff and be responsible for managing all divisions inside the Sheriff's Office.

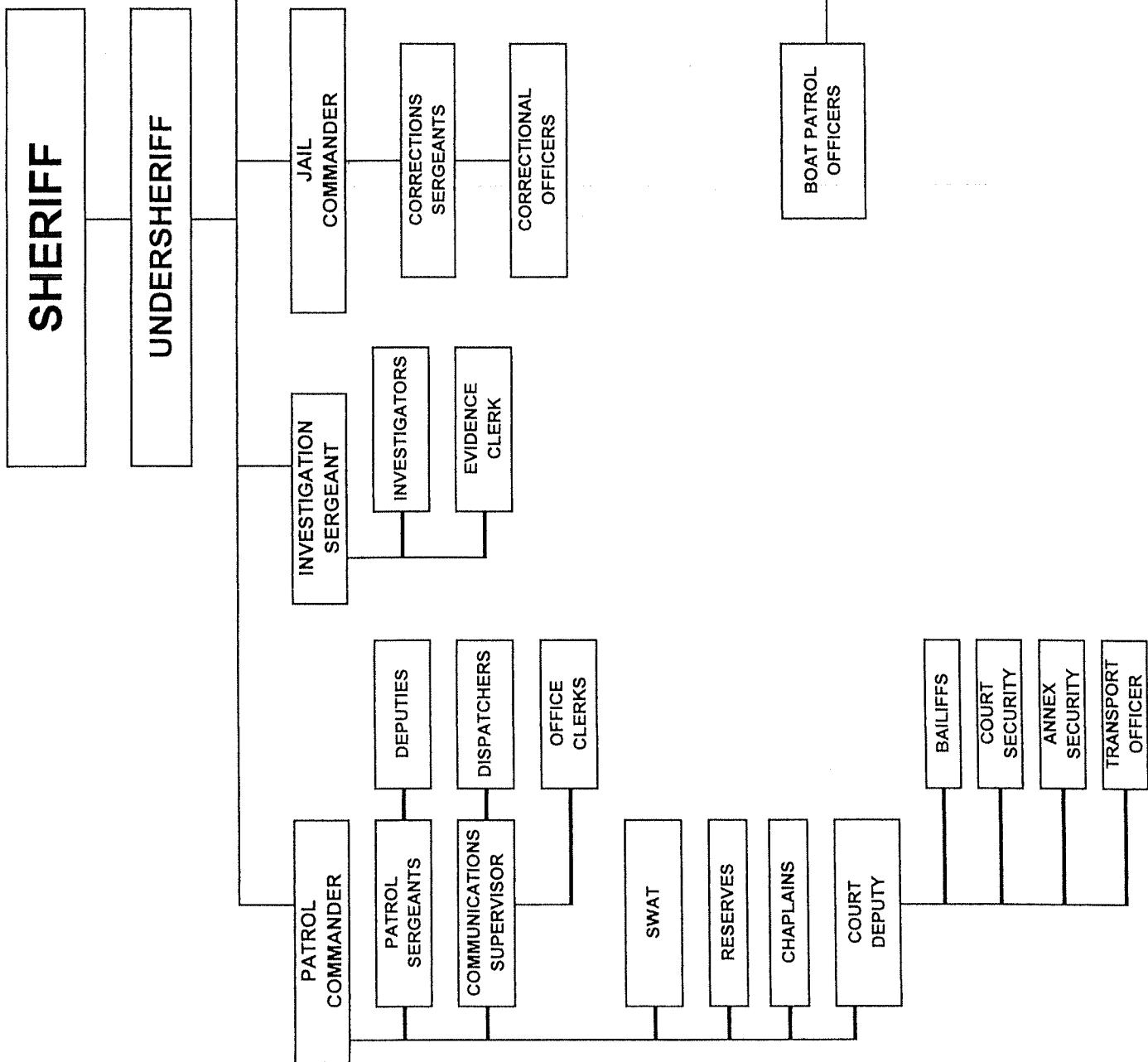
The Patrol Commander would serve at the direction of the Undersheriff and be responsible for managing Patrol, Dispatch, Swat, Reserves, Chaplains and Court and Annex Security.

The reclassified Administrative Sergeant's position would be changed to Special Operations Sergeant and would serve at the direction of the Undersheriff and be responsible for Animal Control, Boat Patrol, and manage all aspects of training in the Sheriff's Office.

The Deputy/Training/Policy Advisor would be a Deputy position reclassified and would serve at the direction of the Undersheriff. This position would be responsible for planning, organizing and supervising the training of Sheriff Office Personnel, and coordinating activities with other divisions and county departments.

The Sheriff's Office Fiscal Officer is responsible for development, maintenance, and tracking of all department fiscal information and data. Due to shrinking budgets the responsibilities of this position at the Sheriff's Office has become even greater; with the additions of Animal Control, Victim/Witness, Court Security and Annex Security.

See attached job descriptions and organizational chart for further information.



RESOLUTION NO. 16-_____

**RESOLUTION TO AMEND PLUMAS COUNTY POSITION ALLOCATIONS
FOR BUDGET YEAR 2015-2016, 70330 SHERIFF**

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, a new organizational structure has been requested by the Sheriff, and requires an amendment to the position allocation.

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

Approve the amendments to the Position Allocation for budget year 2015-2016 to reflect the following:

<u>SHERIFF</u>	<u>FROM</u>	<u>TO</u>
Assistant Sheriff	2.0	0
Undersheriff	0	1.0
Patrol Commander	0	1.0
Sheriff Administrative Sergeant	1.0	0
Special Operations Sergeant	0	1.0
Deputy/Training/Policy Advisor	0	1.0
Deputy Sheriff I/II	15.0	14.0

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 _____ day of _____, 2016 by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chair, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

UNDERSHERIFF

DEFINTION

To plan, direct and review the activities and operations of the Sheriff's Office; to coordinate assigned activities with other County departments and outside agencies; and to provide highly responsible and complex administrative support to the Sheriff.

DISTINGUISHING CHARACTERISTICS

This is a top-level management classification, which assists the County Sheriff-Coroner with the general management, planning, coordination, and supervision of Department functions and programs. Incumbent is assigned management responsibility for all areas of Department functions and operations. Incumbent is "on-call" to respond to law enforcement emergencies as necessary.

REPORTS TO

Sheriff-Coroner

CLASSIFICATIONS DIRECTLY SUPERVISED

Patrol Commander, Investigator Sergeant, Fiscal Officer, Victim/Witness Program Director, Jail Commander, Administrative Sergeant, Civil Clerk, Communications/IT manager, O.E.S. director, Search and Rescue Coordinator.

EXAMPLES OF DUTIES

- Assist in the development, planning, and implementation of Department goals and objectives.
- Recommend and administer policies and procedures.
- Coordinate department activities with those of other County departments and divisions and outside agencies and organizations.
- Prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan.
- Assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the Department budget.
- Direct the forecast of funds needed to staffing, equipment, materials, and supplies.
- Monitor and approve expenditures; select, train, motivate and evaluate personnel.
- Maintain all personnel records.

- Direct and supervise personnel recruitment.
- Provide or coordinate staff training.
- Work with employees to correct deficiencies.
- Implement discipline and termination procedures.
- Participate on a variety of boards and commissions.
- Attend and participate in professional groups and committees.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Conduct investigations.
- Investigate or direct investigations involving internal affairs.
- Respond to District Attorney and judges regarding criminal investigations.
- Maintain records of the Department.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- Review inmate requests for early releases.
- Process inmate grievances and writs; coordinate medical and dental needs of inmates.
- Serve as Acting Sheriff as required.
- Perform related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of radio equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office and courtroom environments; contact with staff and the public. Perform general law enforcement duties as needed.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, jail operations, and arrest.
- Principles and practices in processing Coroner's cases, search and seizure, preservation and presentation of evidence in traffic and criminal cases.

- Types of law enforcement equipment, materials, and specialty items.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and procedures of record keeping and reporting.

Ability to:

- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze situations and adopt effective course of action, often in stressful and emergency situations.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Use and care for firearms.
- Select, supervise, train and evaluate assigned staff.
- Prepare and administer budget.
- Oversee maintenance schedules of police equipment and supplies.
- Gain cooperation through discussion and persuasion.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course work.

Experience:

Six years of increasingly responsible experience in law enforcement work, including five years of supervisory responsibility.

Training:

College level courses in administration of criminal justice, police science, public administration, business administration or a related field are highly desirable.

Special Requirements:

Possession of a P.O. S.T. Supervisor Certificate.

Possession of a valid and current California Driver's license at that time of appointment.

SHERIFF PATROL COMMANDER

DEFINITION

To manage, as well as supervise the day to day operations of the Patrol Division, Communications Division, Swat, Reserves, Chaplains and Court and Annex Security; coordinates activities with other divisions and departments; provides highly complex staff assistance to the Sheriff and Undersheriff; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized supervisory level in the professional law enforcement class series. The incumbent will be responsible for providing direction and exercising supervision over sergeants, deputies, and non-sworn supervisors and other staff. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

REPORTS TO

Undersheriff

CLASSIFICATIONS SUPERVISED

Patrol sergeants, Communications Supervisor, Swat Commander, Reserve Coordinator, Chaplains, and Court and Annex Security Supervisor.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Directs, plans, organizes and supervises assigned law enforcement activities.
- Establish schedules for the Sheriff's Office to facilitate operations.
- Assist in the development, planning, and implementation of Department goals and objectives.
- Prepare and present staff reports to the Undersheriff.
- Assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Direct the forecast of funds needed for equipment, materials, supplies, and staffing.
- Monitor and approve expenditures.
- Assist with the selection, motivation and evaluation of personnel.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Coordinate staff training, including ongoing evaluation of staff and recognizing the additional need for training.
- Evaluate operations and activities of assigned responsibilities.
- Recommend improvements and modifications.

- Prepare various reports on operations and activities, both to the Sheriff and the Undersheriff.
- Work with employees to correct deficiencies.
- Participates in budget preparation and administration.
- Prepares cost estimates for budget recommendations.
- Submits justification for budgetary items.
- Monitors and controls expenditures as assigned.
- Attend and participate on a variety of boards and commissions.
- Participates in the selection of staff.
- Implements disciplinary procedures as necessary.
- Answer questions and provide information to the public.
- Investigate complaints and recommends corrective action.
- Contacts and cooperate with other agencies as needed.
- Conducts investigations involving internal affairs.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- Perform related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of organization, administration and personnel management pertaining to law enforcement.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and procedures of record keeping and reporting.

Ability to:

- Organize, direct and implement a comprehensive law enforcement program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Prepare and administer a budget.
- Respond to requests and inquiries from the general public.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.

Training and Experience:

Five years of increasingly responsible experience in law enforcement work, including one year in a supervisory capacity.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

Special Requirements:

Possession of a P.O.S.T. Intermediate and Supervisory Certificate.

Possession of, a valid California Driver License at time of appointment.

SHERIFF'S SPECIAL OPERATIONS SERGEANT

DEFINITION

To manage, plan, organize, and supervise the Training of all Sheriff's Office Personnel (sworn and non-sworn); as well as supervise the day to day operations of the Animal Control Department; Boat Patrol Division; coordinates activities with other divisions and departments;

provides highly complex staff assistance to the Sheriff and Undersheriff; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized supervisory level in the professional law enforcement class series. The incumbent will be responsible for supervising/overseeing the Department's training program for sworn and non-sworn personnel. This will include providing direction and exercising supervision over Sergeants, deputies, correctional officers and non-sworn supervisors and other staff. The incumbent will also be responsible for directing and supervising the Animal Control Division of the Sheriff's Department. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

REPORTS TO

Undersheriff

CLASSIFICATIONS SUPERVISED

Boat Patrol Supervisor, Boat Patrol Officers, Animal Control Supervisor, Animal Control Officer, Office Assistant III, and those outlined in "Distinguishing Characteristics".

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Directs, plans, organizes and supervises assigned law enforcement activities; including the training of Boat Patrol and Animal Control Divisions.
Establish schedules for the Sheriff's Office to facilitate the training of personnel.
- Prepare work schedules for the Animal Control Department, Boat Patrol, and Department Trainings.
- Maintains department training equipment, updates current training curriculum, writes new training courses for certification by the Commission on Peace Officer Standards and Training (P.O.S.T.) as necessary.
- Supervise the Field Training Program (FTO) and staff to ensure proper training and performance of the new personnel hired by the Department.

- Prepares all necessary reports and keeps the Field Training Manual current to comply with P.O.S.T. certification.
- Arranges and schedules all necessary department training including the reservation of class space, lodging, meals and preparation of the reports necessary for the expenditures.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Responsible for monitoring and updating the Sheriff's Department Manual, including Animal Control.
- Evaluate operations and activities of assigned responsibilities.
- Recommend improvements and modifications.
- Prepare various reports on operations and activities, both to the Sheriff and the Commission on Peace Officer Standards and Training (P.O.S.T.).
- Participates in budget preparation and administration.
- Prepares cost estimates for budget recommendations.
- Submits justification for budgetary items.
- Monitors and controls expenditures as assigned.
- Serves as the Department liaison with the Commission on Peace Officer Standards and Training (P.O.S.T.) to ensure compliance with legislative mandates and current law enforcement training needs and methods.
- Participates in the selection of staff.
- Works with employees to correct deficiencies.
- Implements disciplinary procedures as necessary.
- Answer questions and provide information to the public.
- Investigate complaints and recommends corrective action.
- Contacts and cooperate with other agencies as needed.
- Conducts investigations involving internal affairs.
- Performs background investigations of prospective employees.
- Participates on a variety of boards and commissions.
- Attends and participates in professional groups and committees.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of organization, administration and personnel management pertaining to law enforcement.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and procedures of record keeping and reporting.

Ability to:

- Organize, direct and implement a comprehensive law enforcement training program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Prepare and administer a budget.
- Respond to requests and inquiries from the general public.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Compile and forward necessary training reports to P.O.S.T. and write training courses, as necessary, for certification.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.

Training and Experience:

Four years of increasingly responsible experience in law enforcement work, including one year in a supervisory capacity.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

Special Requirements:

Possession of a P.O.S.T. Intermediate and Supervisory Certificate.

Possession of, or ability to obtain, an appropriate, valid California Driver License.

SHERIFF DEPUTY/TRAINING/POLICY ADVISOR

DEFINITION

Under general supervision, to perform law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to investigate incidents and perform identification work; to serve as deputy coroner.

To plan, organize, and supervise the Training of Sheriff's Office Personnel (sworn and non-sworn); coordinates activities with other divisions and county departments; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is a fully trained journey level classification for the performance of professional law enforcement work. Incumbents perform a wide range of law enforcement assignments. While an incumbent may be assigned to a specific area of law enforcement, he/she must be capable of performing assignments in other areas.

The incumbent will be responsible for developing, implementing and overseeing the Department's training program for sworn and non-sworn personnel. This will include reviewing and writing the departments policies and procedures to comply with the latest law enforcement methods and court decisions. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

REPORTS TO

Undersheriff/Sheriff

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Patrols assigned areas and answers calls for protection of life and property.
 - Conducts preliminary investigations.
 - Interrogates witnesses.
 - Gathers evidence and takes statements in connection with suspected criminal activities.
 - Substantiates findings of fact in court.
 - Serves warrants/civil papers and makes arrests.
 - Investigates accidents.
 - Assists and cooperates with other law enforcement agencies, responding to incidents, conducting investigations and making arrests.
 - Dispatches law enforcement personnel.
 - May transport mental health clients.
 - May be assigned to assist with fingerprinting or fingerprint classification work.
 - Takes pictures or makes sketches at crime scenes.
 - May lift latent prints and takes plaster casts at crime scenes.
 - Searches files for information.
 - May develop photographs.

- Keeps firearms and other equipment in good working condition.
- Prepares detailed reports of all activities and incidents.
- Functions as a Deputy Coroner.
- May be assigned to facilitate communications with other law enforcement agencies.
- May perform staff administrative duties such as training, background investigations, crime prevention, public relations, and school liaison work.
- May be assigned to assist with follow-up, in-depth investigations for the preparation of charges in criminal cases.
- May secure search warrants and criminal complaints, preparing detailed reports.
- May make public speaking engagements at schools, fairs, official meetings and service clubs, serving as a Department spokesperson.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.
- May perform special law enforcement assignments such as Field Training Officer, Search and Rescue, SWAT, Canine, and other areas.
- Directs, plans, organizes assigned law enforcement activities including training of sworn and non-sworn personnel.
- Establish schedules for the Sheriff's Office to facilitate the training of personnel.
- Maintains Department training equipment, updates current training curriculum, writes new training courses for certification by the Commission on Peace Officer Standards and Training (P.O.S.T.) as necessary.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Responsible for monitoring and updating the Sheriff's Office Manual and General Orders.
- Evaluate operations and activities of assigned responsibilities.
- Develop and implement specialized training related to county O.E.S. responsibilities for Sheriff Staff and outside county participants.
- Recommend improvements and modifications.
- Participates in the selection of staff.
- Works with employees to correct deficiencies.
- Answer questions and provide information to the public.
- Contacts and cooperate with other agencies as needed.
- Attends and participates in professional groups and committees.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement program development and training.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of training and personnel management.
- Principles and procedures of record keeping and reporting.
- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- • Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- • Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- • Laws applicable to the apprehension, retention, and treatment of juveniles.
- • Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- • The general geography and topography of Plumas County.
- • Use and care of Department authorized fire arms.
- • First aid techniques.
- • Principles of criminal identification and fingerprint classification.

Ability to:

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- Organize, direct and implement a comprehensive law enforcement training program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Respond to requests and inquiries from the general public.
- Supervise the training and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Compile and forward necessary training reports to P.O.S.T. and write training courses, as necessary, for certification.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.
- Perform a wide variety of professional law enforcement work.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.

- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
-

Training and Experience:

Five years of increasingly responsible experience in law enforcement work.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

Special Requirements:

Possession of a P.O.S.T. Advanced Certificate.

Possession of, or ability to obtain, an appropriate, valid California Driver License issued by the California Department of Motor Vehicles.

SHERIFF'S FISCAL OFFICER II

DEFINITION

Under direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of Department fiscal records and information in one of the County's larger departments such as Social Services, Public Works, Mental Health, and Public Health or departments having several complex diversified budget units. Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Department Head. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department.

REPORTS TO

Sheriff/Coroner

CLASSIFICATIONS DIRECTLY SUPERVISED

Various Office, Fiscal, and Program Support Staff depending upon the department to which a position is allocated.

SHERIFF'S FISCAL OFFICER II – 2

EXAMPLES OF DUTIES

- Serves as primary fiscal and staff support person for a larger County Department.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of specials grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Hires, trains, supervise, and evaluate assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports; operates office equipment.
- Provides grant program oversight to ensure compliance with grant requirements
- Maintains grant program records
- Compiles a variety of grant statistics and data
- Prepares required grant narrative and statistical reports
- Assists with development, maintenance and tracking of various grants
- Develops reports and information for grant funding agencies
- Prepares and processes department payroll
- Prepares correspondence, memos, documents and Board agenda requests
- Performs financial work related to billing, collection, disbursement and proper allocation of funds

SHERIFF'S FISCAL OFFICER II – 3

DUTIES CONTINUED:

- Explains and provides advice on department budget development procedures
- Reviews expenditure reports, documents budget adjustments and transfers throughout the year
- Maintains trust accounts
- Monitors bank accounts, transfers and balances monthly statements for reporting to county Auditor
- Directs purchasing, collection and/or external claim reimbursement activities
- Represents Sheriff's Office at financial audits for state and federal awarded funds and others as applicable
- Identifies obstacles, evaluates alternative course of action and makes recommendations which may include purchasing, cost analysis, and fiscal reporting modifications
- Performs specialized department fiscal and administrative support
- Serve as technical expert on financial related issues and strategies
- Coordinates purchasing activities and ensures appropriate coding and availability of funds for purchase requests
- Reviews claims for payment completeness, accuracy and conformance to program requirements; submits such claims to various funding sources; monitors payment status, researches errors and makes required adjustments
- Prepares contract documentation and processes requests for payment for service and related contracts; ensures contract provisions are met and that appropriate approvals are received.
- Manages department fixed asset inventory
- Interprets and applies a variety of complex policies, rules and regulations including but not limited to those involving the criminal justice system
- Oversees accounts receivable
- Monitors department roster for processing of personnel action forms
- Provides administrative and technical support specifically for the Sheriff

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephone, calculators, copies, and FAX.

TYPICAL WORKING CONDITIONS

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

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department where assigned.
- Accounting principles and practices.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Perform a wide variety of complex and specialized fiscal administration and support work for an assigned Departments.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department and unit budgets.
- Prepare and maintain grant funding records and reports.

Ability to continued:

- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.

SHERIFF'S FISCAL OFFICER II – 4

- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

At least one (1) year equivalent to Sheriff Fiscal Officer I or equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university.

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



Office of the Sheriff 3HD

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

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: March 30, 2016

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood

RE: Agenda Item for the meeting of April 12, 2016

RECOMMENDATION:

Approve budget transfer for the 2014 Homeland Security Grant budget of \$451.00 from contingency account and \$ 1,627.00 from fixed asset account to service & supply account.

BACKGROUND & DISCUSSION:

The FY 15/16 Administrative and Budgetary Controls require transfers to/from contingencies and/or fixed asset accounts to be approved by the Board of Supervisors.

This is a budget transfer request for the 2014 Homeland Security Grant to allow for expenditures as per the grant award agreement. The grant has been modified and the items to be purchased are not fixed assets, therefore, the funds need to be transferred to the service & supply account. In addition, some of the costs for items increased and exceeded the approved grant amount; therefore, a transfer from contingencies is necessary to cover the additional expense.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: HOMELAND SECURITY Dept. No: 70345 Date 3/30/2016

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
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0017G 70345 528400

Total (must equal transfer to total) 2,078.00

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
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0017G 70345 521250

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) Grant award has been modified. Funds must be transferred to allow expenditures to be posted to correct budget account

B) Grant award has been modified and funds are no longer needed in that account/item exceeded estimate approved by grant and contingency funds must be used

C) Expenses to be incurred this fiscal year

D) N/A

Approved by Department Signing Authority: Ron Dowery

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.

4A

INVOICE

Feather Publishing Co. Inc.
P.O. Box B Quincy, CA 95971

Date: 3-30-16

Plumas Co. Board of Supervisors
520 Main St. Rm. 309
Quincy, CA 95971

Postage for 2015 Plumas Visitors Guide
11-2014 through 1-29-16 305.09

Thank you again for helping defray the cost of mailing
the 2015 Plumas County Visitors Guide to those
having requested a copy be sent.

TOTAL DUE: \$305.09

Feather Publishing Co., Inc. P.O. Box B Quincy, CA 95971
Feather River Bulletin Indian Valley Record Chester Progressive Portola Reporter
Lassen Co. Times Westwood PinePress