



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 AUGUST 09, 2016 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

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

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) PROBATION

Authorize the Probation Department to sell 2002 Dodge Caravan at auction (vehicle no longer considered reliable transportation)

B) BEHAVIORAL HEALTH

- 1) Approve and authorize the Chair to sign contract between County of Plumas and Heritage Oaks Hospital for up to \$50,000 for psychiatric hospitalizations; approved as to form by County Counsel
- 2) Alcohol & Other Drugs Division: Approve and authorize the Chair to sign FY 2016-2017 Service Agreements with Alcohol and Other Drugs Residential Treatment Facilities for up to \$75,000 each; approved as to form by County Counsel
 - Community Recovery Resources
 - Hilltop Recovery Services
 - Empire Recovery Center
 - BHC Health Services of Nevada, Inc. dba West Hills Hospital, a Nevada corporation
 - Skyway House, LLC
 - Progress House

2. DEPARTMENTAL MATTERS

A) **SOCIAL SERVICES** – Elliott Smart

- 1) Authorize the Department of Social Services to recruit and fill 1.0 FTE vacant Social Services Aide position; discussion and possible action
- 2) Authorize the Department of Social Services to recruit and fill 1.0 FTE upcoming vacancy Welfare Fraud Investigator I position; discussion and possible action

B) **HUMAN RESOURCES** – Nancy Selvage

- 1) Adopt **RESOLUTION** to Amend the County Job Description for Division Director Veterans Services Officer, Range 2228. **Roll call vote**
- 2) Adopt **RESOLUTION** to Amend the Operating Engineers Union Local #3 Mid-Management Unit Appendix "A" adding the Classification of Division Director Veterans Services Officer. **Roll call vote**

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

Authorize the Auditor/Controller to process FY 2015-2016 year-end budget adjustment to adjust negative line items of \$5,000 or greater within various county departments; discussion and possible action

D) **BEHAVIORAL HEALTH** – Bob Brunson

Alcohol & Other Drugs Division: Approve budget transfer of \$95,640 within the Alcohol & Other Drugs Department (70580) to cover unanticipated costs for FY 2015-2016 and payment to Public Health for services provided pursuant to MOU; discussion and possible action

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

Senior Transportation: Approve supplemental budget transfer of \$21,000 from available fund balance, and approve journal entry shifting wages and benefits from Senior Nutrition Budget Unit 20830 to Senior Transportation Budget Unit 20480; **four/fifths required roll call vote**; discussion and possible action

F) **PLANNING** – Randy Wilson

- 1) Approve and authorize the Planning Director to sign Agreement for Contract Employee Services between County of Plumas and Leah Wills for work on water planning issues through June 30, 2017; approved as to form by County Counsel; discussion and possible action
- 2) Approve and authorize the Planning Director to sign Agreement for Contract Employee Services between County of Plumas and Courtney Gomola to perform the tasks in the Agreement with Sierra Nevada Conservancy (Lake Almanor Water Trails Map); Approved as to form by County Counsel; discussion and possible action

G) **PUBLIC WORKS** – Robert Perreault

- 1) Solid Waste Division: Approve an extension of termination to December 31, 2016 for Solid Waste Franchise Contracts with InterMountain Disposal, Inc. and Feather River Disposal; discussion and possible action
- 2) **10:15 PUBLIC HEARING:** Adopt **ORDINANCE**, first introduced on August 2, 2016, Amending Sections 4-3.703(x) and 4-3.705.1(h) of Chapter 3 of Title 4 of the Plumas County Code Concerning Speed Limits. **Roll call vote**

H) **COUNTY COUNSEL**

Approve and authorize the Chair to sign First Amendment to Legal Services Agreement between County of Plumas and Michael Jackson, Attorney at Law as special legal counsel in the natural resource and water matter of Lake Oroville relicensing

3. BOARD OF SUPERVISORS

- A. Presentation of Certificate of Appreciation and Recognition of Tom Locke, Information Technology Systems Analyst for his 31 years of service to the citizens of Plumas County and wishing him a well-deserved retirement
- B. Discussion of law enforcement services in La Porte; Supervisor Engel
- C. Correspondence
- D. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- E. Appointments

PLANNING COMMISSION

Accept letter of resignation from Rich Rydell as member of the Planning Commission representing District 3

4. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- B. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, August 16, 2016, Board of Supervisors Room 308, Courthouse, Quincy, California.

*Adjourn Meeting
in Memory of
Richard "Andy" Anderson*



Erin Metcalf
Chief Probation Officer

County of Plumas

Department of Probation
270 County Hospital Rd. #128,
Quincy, California, 95971



IA

Phone: (530)283-6200
FAX: (530)283-6165

DATE: August 9, 2016

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Authorization Chief Probation Officer to sell 2002 Dodge Caravan

Recommendation:

Authorize the Chief Probation Officer to sell at auction a 2002 Dodge Caravan (VIN: 2B4GT44L5R587108) in the September 2016 vehicle auction.

Background:

The aging fleet of Probation Department vehicles includes a 2002 Dodge Caravan that is no longer considered reliable transportation to transport juveniles in custody to and from juvenile hall facilities. The Dodge Caravan has over 149,000 miles and has been in the repair shop numerous times in the last few years for costly repairs. It is respectfully recommended that the vehicle be approved to be sold at auction.

PLUMAS COUNTY BEHAVIORAL HEALTH

W. Robert Brunson, Director
270 County Hospital Road, Suite 109, Quincy, CA 95971
PH: (530) 283-6307 FAX: (530) 283-6045



MEMO

DATE: **July 26, 2016**

TO: **HONORABLE BOARD OF SUPERVISORS**

FROM: **W. ROBERT BRUNSON, DIRECTOR**

SUBJECT: **CONSENT AGENDA ITEMS FOR AUGUST 9, 2016**

RE: **APPROVE AND AUTHORIZE NEW CONTRACTS BETWEEN BEHAVIORAL
HEALTH AND BHC HERITAGE OAKS HOSPITAL.**

IT IS RESPECTFULLY RECOMMENDED THE BOARD OF SUPERVISORS: Approve and execute the FY2016-2017 contract for the following: BHC Heritage Oaks Hospital, which have been approved as to form by County Counsel.

BACKGROUND AND DISCUSSION: The contract involved has had a long-standing association with Plumas County Behavioral Health. BHC Heritage Oaks provides psychiatric hospitalizations and services.

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.

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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

W. Robert Brunson, LMFT, Director



Date: June 29, 2016

To: The Honorable Board of Supervisors

From: W. Robert Brunson, Director

Agenda: Agenda Item for August 9, 2016, BOS meeting

Item Description: Request for approval and authorization to sign Service Agreements with Alcohol and Other Drug Residential Treatment Facilities for fiscal year 2016-2017

Recommendation: It is respectfully requested that the Board of Supervisors approve and authorize the Director to sign Agreements for fiscal year 2016-2017, for Alcohol and Other Drug Residential Treatment services. Services will be provided by the following facilities in a *Not to Exceed* amount of \$75,000 per each provider, as follows:

1. Community Recovery Resources, a California non-profit corporation
2. Hilltop Recovery Services, a California non-profit corporation
3. Empire Recovery Center, a California non-profit corporation
4. BHC Health Services of Nevada, Inc. dba West Hills Hospital, a Nevada corporation
5. Skyway House, LLC, a California corporation
6. Progress House, a California non-profit corporation

Background Information: In accordance with the Substance Abuse Prevention and Treatment (SAPT) program requirements established by the California Department of Health Care Services/Mental Health and Substance Use Disorders division, Plumas County Alcohol and Other Drug Services (AOD) include residential treatment for alcohol and substance abuse. SAPT allowable treatment services are for short-term recovery (up to 30 days) and long-term recovery (30 to 90 days). There are no in-county facilities that provide residential treatment services and, therefore, Plumas AOD contracts with out-of-county facilities for these services. AOD certified counselors refer consumers to residential services based on their individual assessments and appropriate level of care.

Agreements are approved as to form by County Counsel. Copies of the agreement are on file with the Clerk of the Board for review.

Thank you.



2A1

DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART
DIRECTOR

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

DATE: JULY 19, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES

A handwritten signature of Elliott Smart, consisting of stylized initials and a surname.

SUBJ: BOARD AGENDA ITEM FOR AUGUST 2, 2016

RE: REQUEST TO FILL A VACANT SOCIAL SERVICES AIDE POSITION AS
SOON AS ADMINISTRATIVELY POSSIBLE

It is Recommended that the Board of Supervisors

Authorize the Department of Social Services to fill a vacant Social Services Aide position as soon as administratively possible.

Background and Discussion

The Department has experienced a vacancy in the position of Social Services Aide. This position is critical to public safety and the safety of children as this position is assigned a support role in the Child Protective Services unit. The position became vacant on July 1, 2016 when the prior incumbent left county service.

Financial Impact

There is no financial impact to the County General Fund. Funds to support this position come from the 2011 Public Safety Realignment of Child Protective Services.

Copies: DSS Management Staff
Nancy Selvage, Human Resources Director

Enclosures (3)

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Social Services Aide – Child Protective Services

- Is there a legitimate business, statutory or financial justification to fill the position?

Answer: Yes. Child Protective Services is a state mandated program.

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: We no longer have capacity to perform the duties of this vacant position due to increasing requirements for visitations, etc.

- How long has the position been vacant?

Answer: The position became vacant as of July 1, 2016.

- Can the department use other wages until the budget is adopted?

Answer: No.

- What are staffing levels at other counties for similar departments and/or positions?

Answer: Other counties utilize Social Worker Aides in similar ways to assist with protecting children.

- What core function will be impacted without filling the position prior to July 1?

Answer: Child Protective Services

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

Answer: The state allocates funds to Counties to fulfill the mandate the requires Counties to provide services to abused and neglected children. In the absence of filling this position, such funds would go unutilized.

- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

Answer: No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

Answer: No.

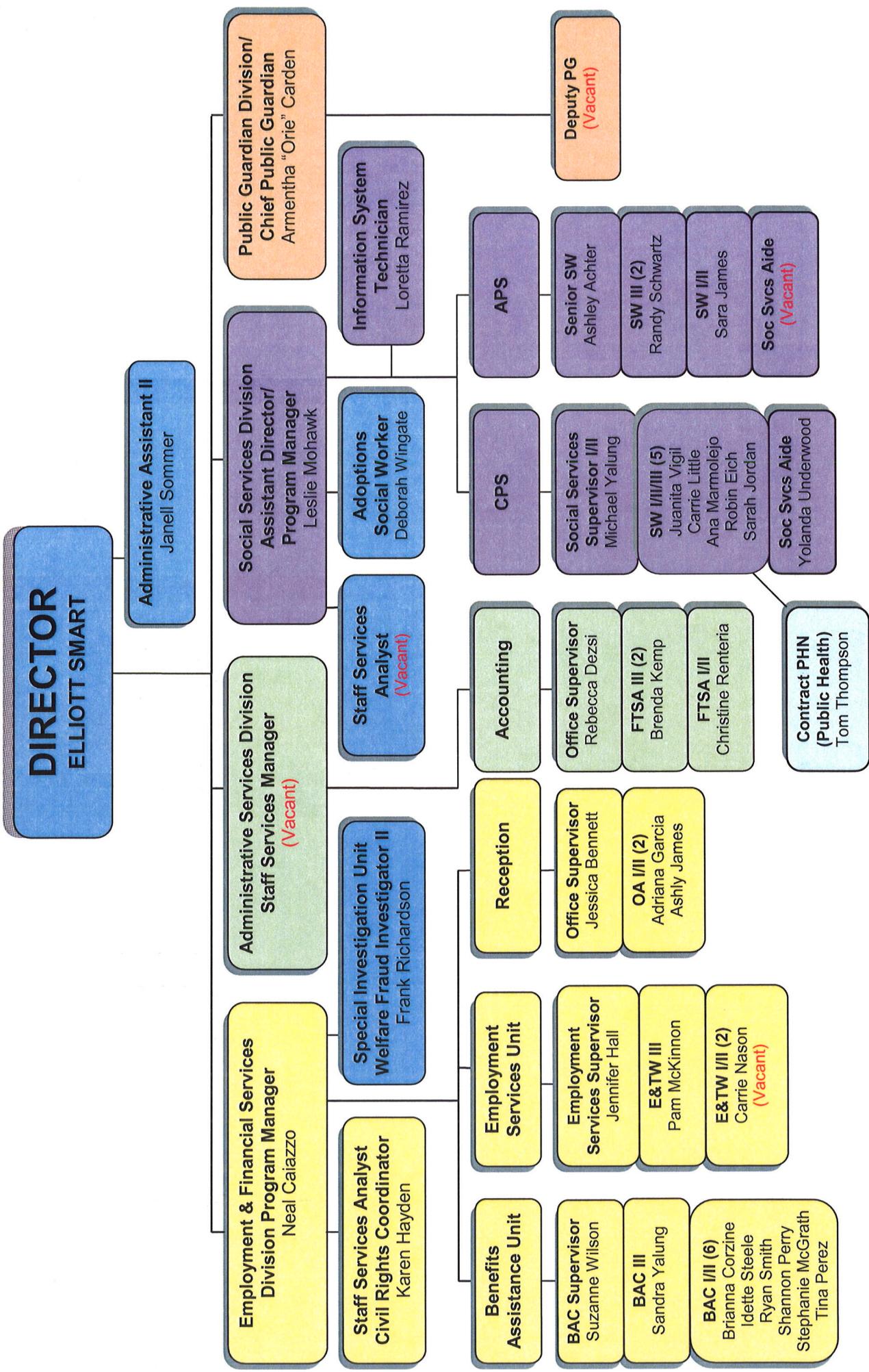
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

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

Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN



Position Classification: Social Worker Aide

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description: The Social Worker Aide position assigned to the Child Protective Services program is responsible for a number of duties that are connected with the placement of Dependant Children of the Juvenile Court in foster care. This position's duties are can include scheduling Court ordered child and family visitations and obtaining transportation and a driver for such visits. The Social Worker Aide is also responsible for scheduling reviews of non-relative extended family member and relative caregiver homes and approving such homes for the purposes of placing abused or neglected children with those persons. This position also interacts with the Foster Care Benefits Assistance Counselor for purposes of assuring the benefits and assistance is provided to foster parents on a timely basis.

Funding Sources: Funding to support this position comes from federal pass through dollars and 2011 Realignment dollars. There is no cost to the County General Fund associated with this position.



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DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

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

ELLIOTT SMART
DIRECTOR

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

DATE: AUGUST 1, 2016

TO: HONORABLE BOARD OF SUPERVISORS

FROM: ELLIOTT SMART, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR AUGUST 9, 2016

RE: AUTHORIZATION TO FILL AN UPCOMING VACANCY: WELFARE
FRAUD INVESTIGATOR I

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

It is Recommended that the Board of Supervisors

Authorize the Department of Social Services to fill an upcoming vacancy in the class of Welfare Fraud Investigator I as soon as administratively possible.

Background and Discussion

The Department of Social Services has received notice that our Welfare Fraud Investigator (WFI) will be leaving county services effective August 12, 2016. The WFI is a one of a kind position in the county service and the Department of Social Services. As is explained more completely in the accompanying documents, this position is responsible for investigation allegations of welfare and IHSS fraud. When appropriate and necessary, allegations that are substantiated and that reach a threshold for prosecution are referred to the District Attorney.

Financial Impact

This position is fully budgeted in the proposed county budget for FY 2016-2017. The sources of funding include Federal funds, State General Fund dollars and County Realignment funds. No County General Fund dollars support this position.

Copies: DSS Management Staff (memo only)

Enclosures

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Welfare Fraud Investigator I

- Is there a legitimate business, statutory or financial justification to fill the position?

Answer: Yes. Investigation of Welfare Fraud, Early Fraud Detection and Client Education regarding how to avoid fraud are all mandatory programs required by California Department of Social Services Regulations.

- Why is it critical that this position be filled prior to the adoption of the County's budget this summer?

Answer: The position is funded in the current budget and has no General Funds associated with it. Fraud detection and prevention are critical elements of the overall program delivery system.

- How long has the position been vacant?

Answer: The position will become vacant effective August 12, 2016.

- Can the department use other wages until the budget is adopted?

Answer: No.

- What are staffing levels at other counties for similar departments and/or positions?

Answer: Other counties are structured in a very similar way. The state determines appropriate staffing levels and funds accordingly.

- What core function will be impacted without filling the position prior to July 1?

Answer: We will not be able to investigate allegations of welfare fraud or IHSS fraud which are mandated functions.

- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

Answer: We will not expend state funds that have been allocated to this function and Realignment dollars will be disbursed to other programs

costing the Department money. Specifically, this program absorbs nearly \$100,000 in overhead annually. If the position is left vacant, those overhead costs get distributed to other programs in an unplanned for way.

- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies.

- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?

Answer: No.

- Does the budget reduction plan anticipate the elimination of any of the requested positions?

Answer: No.

- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

Answer: The Department does not currently utilize County General Fund dollars. Filling this position does not change that.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?
- Answer: The Department does have a reserve. The balance fluctuates depending upon a number of factors including whether or not the State achieves the base amount of collection for any given year.

Position Classification: Welfare Fraud Investigator I

FTE: 1.00

Budgeted Position: Yes

Mandated Program: Yes

Position Description:

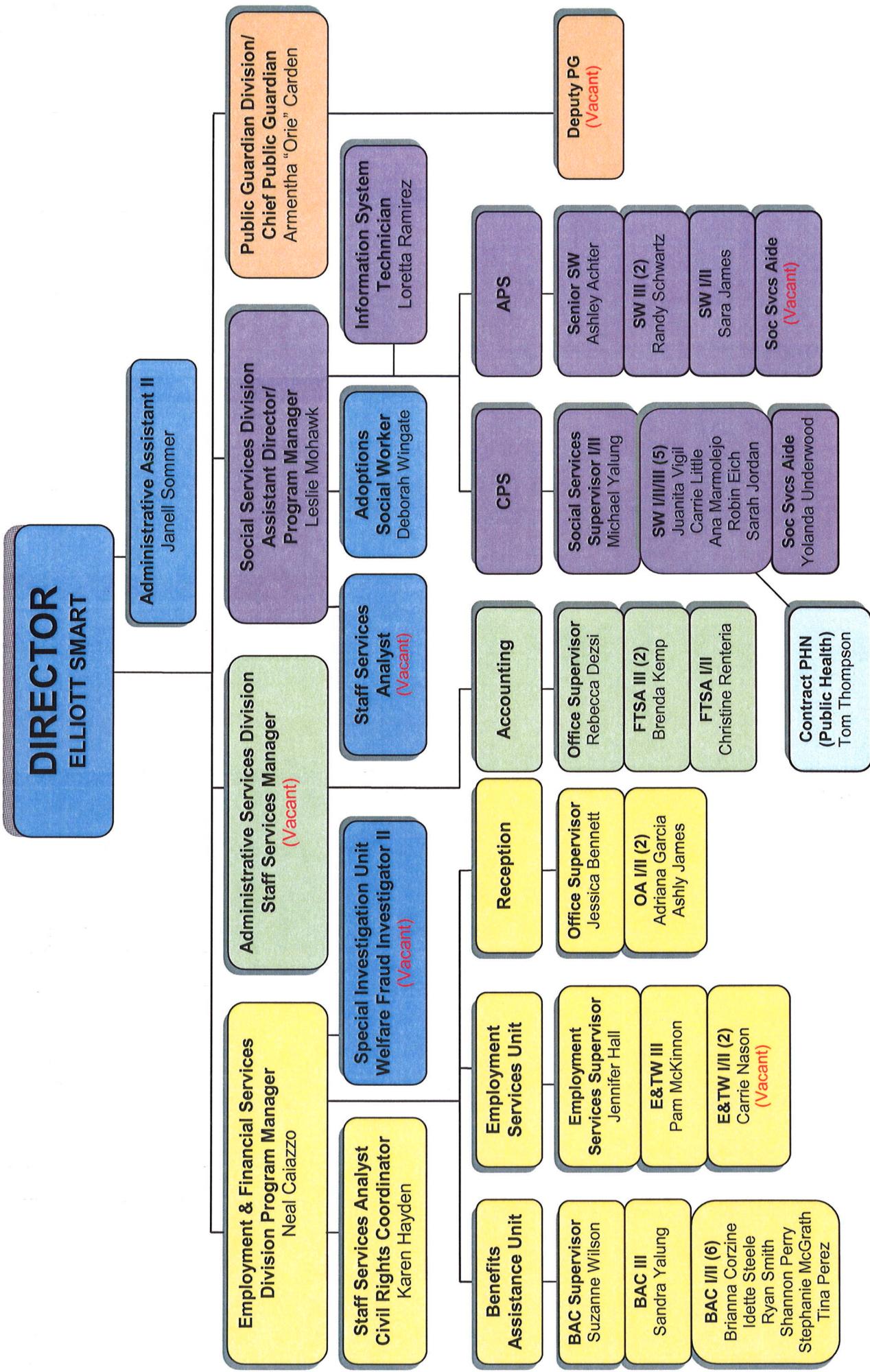
This is a one of a kind position in the Department of Social Services that is wholly dedicated to welfare fraud investigations, client education on reporting responsibilities and ways to prevent fraud, early fraud detection and prevention and In-Home Supportive Services fraud investigations. The incumbent performs both field investigations and office reviews gathering evidence and interviewing clients and witnesses. Some of the investigations will be referred to the District Attorney for review and determination as to whether prosecution for welfare crimes is indicated.

Funding Sources: Nearly all of the funding associated with the investigation of welfare fraud comes from State General Fund and federal pass through dollars. There is a very small apportionment of Realignment dollars that is part of the funding mix for this position. As is explained below, there are potential Realignment funding implications *when the position is left empty.*

Special Considerations: Department of Social Services funding mechanisms are structured on a very specific cost allocation plan that generates the distribution of fixed overhead costs based on filled positions. To the extent that a position is not filled, the fixed overhead costs redistribute themselves in uncontrolled and unpredictable ways adding unanticipated costs to other program areas particularly to program areas that contain Realignment dollars in their cost structure. It is in the County's best interests to avoid such a scenario.

Reason for the Vacancy: The reason for this vacancy is because the prior incumbent, will be leaving county service effective August 12, 2016.

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN



DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971

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

Email: nancyselvage@countyofplumas.com



JB

DATE: July 22, 2016

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF AUGUST 9TH, 2016.

RE: APPROVE RESOLUTION TO MODIFY THE JOB DESCRIPTION OF DIVISION DIRECTOR VETERANS SERVICES OFFICER RANGE 2228 & ADD THIS CLASSIFICATION TO THE MID-MANAGEMENT OPERATING ENGINEERS UNION LOCAL #3 UNIT'S MEMORANDUM OF UNDERSTANDING APPENDIX A

IT IS RECOMMENDED THAT THE BOARD:

Approve resolution modifying existing job description of Division Director Veterans Services Officer, range 2228, and add this classification to the Mid-Management Operating Engineers Local Union #3.

BACKGROUND AND DISCUSSIONS:

The history of our Division Director Veterans Services Officer has been a contracted position since November of 2005. There was a period of time where Plumas County did not have the Veterans Services Department that was fully operational. The Veterans Services Division for the past few years has been under the direction of the Plumas County Public Health Department's Director, but working as a contract employee. This employment relationship needs to be updated and this position aligned with our job classifications.

I am recommending adding the Division Director Veterans Services Officer position to the County's job classifications, consistent with other mid management positions within the Operating Engineers Local #3 (OE3). This would eliminate the contract employment employee arrangement. This position classification would become part of the OE3 Mid Management unit with an hourly rate consistent with similar Mid Management Classifications. After reviewing salary surveys and our other job classifications qualifications with in the mid management unit, a wage range of 2228 is recommended to be consistent with labor market trends.

There were only minor changes needed to update the Division Director Veterans Services Officer job description. Attached are both the marked up version and the recommended final job description. I have meet and conferred with Operating Engineers Union Representative

regarding revisions to this classification and salary range. The Union has no objections to the addition of this classification to OE3 Local Union #3.

Below is a detailed spreadsheet on the financial impact of modifying this position from a contract employee to Division Director Veterans Services Officer for the next five years. By approving this recommendation the cost difference for Fiscal Year 2016/2017 will be an additional \$6,000.45. Over the course of the five year period, the overall cost will increase annually, as shown in on the bellow spreadsheet, up to a total of \$21,061.88. This figure is based on successful annual performance reviews and increasing the overall personnel budget with annual merit increases for the Division Director Veterans Services Officer.

Projected financial impacts for five year in the General Fund: Veteran Services 20640:
Division Director Veterans Services Officer Position

| | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 | FY 20/21 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Current | New Range | | | |
| Regular wages | \$ 41,796.00 | \$ 46,520.64 | \$ 48,672.00 | \$ 51,105.60 | \$ 53,664.00 |
| Division Director VSO | | | | | |
| Retirement | \$ 8,082.51 | \$ 8,996.16 | \$ 9,412.19 | \$ 9,882.80 | \$ 10,377.54 |
| Group Insurance (opt-out) | \$ 2,400.00 | \$ 2,400.00 | \$ 2,400.00 | \$ 2,400.00 | \$ 2,400.00 |
| FICA/Medicare | \$ 183.60 | \$ 183.60 | \$ 183.60 | \$ 183.60 | \$ 183.60 |
| LaPlant | | | | | |
| Regular wages FICA/Medicare | \$ 3,197.39 | \$ 3,559.55 | \$ 3,723.41 | \$ 3,909.58 | \$ 4,105.30 |
| Total | \$ 55,659.50 | \$ 61,659.95 | \$ 64,391.20 | \$ 67,481.58 | \$ 70,730.44 |
| Five Year Differential | Difference | \$ 6,000.45 | | | |
| | | | \$ 8,731.70 | | |
| | | | | \$ 11,822.08 | |
| | | | | | \$ 15,070.94 |
| | | | | | \$ 18,478.28 |
| Five year increase to Personnel Budget | \$ 60,103.45 | | | | |

RESOLUTION NO. 2016- _____

**RESOLUTION TO AMEND THE COUNTY JOB DESCRIPTION FOR
DIVISION DIRECTOR VETERANS SERVICES OFFICER**

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 Human Resources Director has been requested to assist in revising changes to the Division Director Veterans Services Officer classification at the salary range of 2228; and

WHEREAS, This position will have responsibility of the day-to-day responsibilities for the coordination and supervision of County Veterans services and benefits as provided by Federal, State and local regulations under the general direction of the Public Health Director; and

WHEREAS, the Human Resources Director met and conferred with Operating Engineers regarding the new classification and salary range. The Union has no objection to the modifications to the job description of Division Director Veterans Services Officer.

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

The job description for Division Director Veterans Services Officer attached hereto is approved, and the County's classification plan is hereby amended at the salary range of 2228 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 _____ day of August, 2016 by the following vote:

| | |
|---------|-------------|
| AYES: | Supervisors |
| NOES: | Supervisors |
| ABSENT: | Supervisors |

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

RESOLUTION TO AMEND THE OPERATING ENGINEERS UNION LOCAL #3 MID-MANAGEMENT UNIT APPENDIX A ADDING THE CLASSIFICATION OF DIVISION DIRECTOR VETERANS SERVICES OFFICER

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 Human Resources Director has been requested to assist in revising changes to the Division Director Veterans Services Officer classification at the salary range of 2228; and

WHEREAS, it is necessary to update of Memorandum of Understanding with Operating Engineers Union Local#3 Mid Management's Appendix A to include the classification of Division Director Veterans Services Officer; and

WHEREAS, the Human Resources Director met and conferred with Operating Engineers regarding the new classification and salary range. The Union has no objection to the modifications to the job description and range of Division Director Veterans Services Officer.

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

The job description for Division Director Veterans Services Officer attached hereto will be added to the Operating Engineers Union Local #3 Mid-Management Unit Appendix A at the salary range of 2228.

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 9 day of August, 2016 by the following vote:

| | |
|---------|-------------|
| AYES: | Supervisors |
| NOES: | Supervisors |
| ABSENT: | Supervisors |

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board

DIVISION DIRECTOR VETERANS SERVICES OFFICER

DEFINITION

Under General direction of the Public Health Director, to have responsibility for the administration and supervision of the Veterans Services Division; to plan, organize, coordinate, and provide a program of Veterans' services and benefits as provided by Federal, State and local agency monies and regulations; to counsel and advise veterans and dependents on their benefits; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first line supervisory level class for overseeing and administers the functions and activities of the Veterans Services Division, a division of the County Health Department. Responsibilities include the development and implementation of a comprehensive program to provide awareness to Veterans and their dependents of all entitlements, law changes and significant events that may impact their eligibility for benefits. Assist the Veterans and their dependents with initiating, developing, and processing claims for disability compensation, pensions, insurance benefits, vocational rehabilitation, hospitalization, medical care, loan guarantee benefits, and civil service benefits.

REPORTS TO

Director of Public Health

CLASSIFICATIONS DIRECTLY SUPERVISED

Veterans Service Representative I and II,

DIVISION DIRECTOR VETERANS SERVICES OFFICER- 2

EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers a program of Veterans' services under the guidelines of Federal and State agencies.
- Develops and recommends Division goals, objectives and policies.
- Prepares and administers the Division budgets recommended by the Director of Public Health.
- Controls fiscal expenditures and revenues.
- Supervises, evaluates, and insures proper training of Division staff in accordance with County Personnel Rules
- Assists Veterans and their dependents with initiating, developing, and processing claims for disability compensation, pensions, insurance benefits, vocational rehabilitation, hospitalization, medical care, loan guarantee benefits, and civil service benefits.
- Procures necessary information, records, and affidavits to support claims.
- Assists with the preparation of appeals regarding denials of Veteran's benefits and claims to the Department of Veterans Affairs, Board of Veterans Appeals, and the Federal Court of Veterans Appeals.
- Maintains current knowledge of changes in laws and regulations affecting Veterans' benefits.
- Develops and maintains communication and contact with local organizations concerned with Veterans programs.
- Assists with the admittance and transfer of people to Veterans' medical facilities.
- Develops and provides the public with information concerning Veterans' benefits and programs related to education, disability, pensions, employment, and loans.
- Maintains records and prepares reports for Veterans Services functions; performs a variety of record maintenance and specialized office support assignments related to the Veterans Services Program.
- Works with State and Federal departments regarding Social Security and Disability benefits.
- Assists with obtaining housing, food, and clothing for Veterans and their families.
- Works with a variety of public officials including elected and appointed federal, state, and local officials and staffs, and private sector service providers.
- Interviews clients making appropriate referrals to federal, state, and local programs, agencies and specialized services.
- Counsel clients in the area of benefits, service availability, budgeting, and provide medical and legal service referrals.
- Maintain confidentiality of all case information/records.
- Performs crisis management services/referrals.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Serves as client advocate in all referrals.
- Coordinates the schedule of volunteer drivers, to ensure transportation is provided for all Veterans in the program for schedule appointments.
- Monitoring vehicle mileage and ensuring required maintenance is obtained and that any reports of vehicle damage are forwarded to the SVSO and Transportation Coordinator at VAMC Reno in a timely manner.

DIVISION DIRECTOR VETERANS SERVICES OFFICER- 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; 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 usually performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, policies, procedures, techniques, operations, and functions of County Veterans Services programs.
- Federal, State and local laws, rules, and regulations governing veteran's services and assistance.
- Federal, State, and local HIPAA regulations and policies pertaining to protection of personal health care.
- Federal, State, and local assistance programs.
- Inter-relational programs of the Department of Veterans Affairs.
- Community resources and local agencies related to veterans services.
- Budget development and expenditure control.
- Interviewing and counseling techniques.
- Evidence requirements for Veterans Administration hearing and appeal procedures.
- Principles of employee management, supervision, training, and development.
- Medical terminology interpretation.
- Current issues in the field of veterans affairs.
- Problem solving methodologies.
- Scope and availability of community resources and services and local agencies related to Veteran's services consistent with demographics.
- Current office methods, filing systems, and procedures.
- Computer applications related to general office processes as well as to Veteran services claims processing.
- Research methods and sources.
- Supervisory techniques and County personnel policies, procedures, and M.O.U.'s.
- County budget processes.

DIVISION DIRECTOR VETERANS SERVICES OFFICER- 4

Ability to:

- Plan, organize, coordinate, and deliver a program of Veterans Services for Plumas County.
- Manage Non-Emergency Medical Transportation Program for County veterans.
- Interpret, apply, and explain Federal and State laws, rules, and regulations governing veteran's benefits and services.
- Make public speaking presentations before groups and organizations.
- Provide effective counseling regarding benefits and services to Veterans.
- Research, analyze, organize, and develop documentation for claims utilizing a variety of data and information.
- Communicate effectively orally and in writing.
- Deal tactfully and courteously with the public and other County staff.
- Prepare communications for local radio and newspapers keeping Veterans informed of changes in benefits.
- Effectively represent County Veterans Services with the public, and community organizations.
- Establish and maintain cooperative working relationships.
- Effectively interview, interpret and record information.
- Effectively analyze situations and information to determine best course of action.
- Read, understand for application, interpret, and explain medical charts, records, tests, medications, and procedures.
- Simultaneously manage numerous cases of varying complexity.
- Perform a variety of difficult and complex office and administrative support assignments.
- Prepare clear, relevant and accurate reports.
- Understand and assist in the preparation and monitoring of budgets.
- Supervise, direct and provide training for other office staff.

DIVISION DIRECTOR VETERANS SERVICES OFFICER- 5

Training and Experience:

Five (5) years of responsible work experience in a counseling or advisory position requiring extensive public contact. Direct experience in a Veteran's service program is desirable.

OR

Bachelor of Arts Degree in Public Administration or Social Sciences and 2 (two) years work experience performing duties similar to a Veterans Service Representative II with Plumas County or other counties with similar classification structure.

OR

Associate of Arts Degree in Public Administration or Social Sciences and 4 (four) years progressively more responsible work experience performing duties similar to a Veterans Service Representative II with Plumas County or other counties with similar classification structure.

Special Requirements:

Applicant must have served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard and received an honorable discharge or certificate of honorable services.

Accreditation by United States Department of Veterans Affairs and the State of California must be received within one year of appointment.

Must possess a valid driver's license at time of application and obtain a valid California Driver's License by the time of appointment. The valid California Driver's 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.

DIVISION DIRECTOR VETERANS SERVICES OFFICER**DEFINITION**

Under General direction of the Public Health Director, to have responsibility for the administration and supervision of the Veterans Services Division; to plan, organize, coordinate, and provide a program of Veterans' services and benefits as provided by Federal, State and local agency monies and regulations; to counsel and advise veterans and dependents on their benefits; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single position classification, which oversees This is the first line supervisory level class for overseeing and administers the functions and activities of the Veterans Services Division, a division of the County Health Department. Responsibilities include the development and implementation of a comprehensive program to provide awareness to Veterans and their dependents of all entitlements, law changes and significant events that may impact their eligibility for benefits. Assist the Veterans and their dependents with initiating, developing, and processing claims for disability compensation, pensions, insurance benefits, vocational rehabilitation, hospitalization, medical care, loan guarantee benefits, and civil service benefits.

REPORTS TO

Director of Public Health

CLASSIFICATIONS DIRECTLY SUPERVISED

Veterans Service Representative I and II, College Work-Study Students, Summer Youth Workers and Volunteers.

DIVISION DIRECTOR VETERANS SERVICES OFFICER- 2

EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers a program of Veterans' services under the guidelines of Federal and State agencies.
- Develops and recommends Division goals, objectives and policies.
- Prepares and administers the Division budgets recommended by the Director of Public Health.
- Controls fiscal expenditures and revenues.
- Supervises, evaluates, and insures proper training of Division staff in accordance with County Personnel Rules
- Assists Veterans and their dependents with initiating, developing, and processing claims for disability compensation, pensions, insurance benefits, vocational rehabilitation, hospitalization, medical care, loan guarantee benefits, and civil service benefits.
- Procures necessary information, records, and affidavits to support claims.
- Assists with the preparation of appeals regarding denials of Veteran's benefits and claims to the Department of Veterans Affairs, Board of Veterans Appeals, and the Federal Court of Veterans Appeals.
- Maintains current knowledge of changes in laws and regulations affecting Veterans' benefits.
- Develops and maintains communication and contact with local organizations concerned with Veterans programs.
- Assists with the admittance and transfer of people to Veterans' medical facilities.
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- Interviews clients making appropriate referrals to federal, state, and local programs, agencies and specialized services.
- Counsel clients in the area of benefits, service availability, budgeting, and provide medical and legal service referrals.
- Maintain confidentiality of all case information/records.
- Performs crisis management services/referrals.
- Develops prevocational and vocational service referrals to a variety of employment programs.
- Serves as client advocate in all referrals.
- Coordinates the schedule of volunteer drivers, to ensure transportation is provided for all Veterans in the program for schedule appointments.
- Monitoring vehicle mileage and ensuring required maintenance is obtained and that any reports of vehicle damage are forwarded to the SVSO and Transportation Coordinator at VAMC Reno in a timely manner.

DIVISION DIRECTOR VETERANS SERVICES OFFICER- 3

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

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Knowledge of:

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- Community resources and local agencies related to veterans services.
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- County budget processes.

DIVISION DIRECTOR VETERANS SERVICES OFFICER- 4

Ability to:

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- Manage Non-Emergency Medical Transportation Program for County veterans.
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- Make public speaking presentations before groups and organizations.
- Provide effective counseling regarding benefits and services to Veterans.
- Research, analyze, organize, and develop documentation for claims utilizing a variety of data and information.
- Communicate effectively orally and in writing.
- Deal tactfully and courteously with the public and other County staff.
- Prepare communications for local radio and newspapers keeping Veterans informed of changes in benefits.
- Effectively represent County Veterans Services with the public, and community organizations.
- Establish and maintain cooperative working relationships.
- Effectively interview, interpret and record information.
- Effectively analyze situations and information to determine best course of action.
- Read, understand for application, interpret, and explain medical charts, records, tests, medications, and procedures.
- Simultaneously manage numerous cases of varying complexity.
- Perform a variety of difficult and complex office and administrative support assignments.
- Prepare clear, relevant and accurate reports.
- Understand and assist in the preparation and monitoring of budgets.
- Supervise, direct and provide training for other office staff.
-

DIVISION DIRECTOR VETERANS SERVICES OFFICER- 5

Training and Experience:

Five (5) years of responsible work experience in a counseling or advisory position requiring extensive public contact. Direct experience in a Veteran's service program is desirable.

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Bachelor of Arts Degree in Public Administration or Social Sciences and 2 (two) years work experience performing duties similar to a Veterans Service Representative II with Plumas County or other counties with similar classification structure.

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Special Requirements:

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Accreditation by United States Department of Veterans Affairs and the State of California must be received within one year of appointment.

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

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2B

Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

Administration & Health Education
Suite 206
Quincy, CA 95971
(530) 283-6337
(530) 283-6425 Fax

Clinic & Nursing Services
Suite 111
Quincy, CA 95971
(530) 283-6330
(530) 283-6110 Fax

Senior Nutrition & Transportation
Suite 206
Quincy, CA 95971
(530) 283-3546
(530) 283-6425 Fax

Veteran's Services Office
Suite 206
Quincy, CA 95971
(530) 283-6275
(530) 283-6425 Fax

Date: August 3, 2016

To: Honorable Board of Supervisors

Cc: Craig Settlemire, County Counsel
Nancy Selvage, Human Resources Director

From: Mimi Hall, Public Health Director

Subject: Supporting information for Resolution submitted by Department of Human Resources regarding Division Director Veterans Services Officer job description and classification changes

For the past several months, a county team consisting of County Counsel, Director of Human Resources, and Board Chair Sherrie Thrall have worked with Plumas County Public Health Agency to examine the position description classification of the Division Director Veterans Services Officer position. As a result, the Department of Human Resources provided recommendations and proceeded with actions to revise the job description of the position and include it as a new classification in the Mid-Management Operating Engineers Union Local #3.

The changes proposed will accomplish a wage for the position that is comparable to similar positions in Plumas and like counties. Additionally, the proposed resolution will insure the current classification as an at-will, contracted position, is categorized in the same manner as other similarly classified mid-management positions. Finally at this time, the wage range for the Division Director Veterans Services Officer is currently less than the next highest classification the position supervises, and the newly proposed wage range will correct this inequity.

The increased costs to wages and benefits proposed by the Director of Human Resources start at an increase of \$6,000.45 for FY16-17, with an estimated annual increase of five percent in wages and related benefits, resulting in a five-year total increase of \$60,837.85, or an average of \$12,167.67 per year in wages and benefits over the FY 15-16.

The Public Health Agency, which oversees the Veterans Services Office Division, will cover the additional personnel costs with an ongoing increase in California Department of Veterans Affairs Subvention grant funds of approximately \$20,000 per year, permanently authorized in 2015 by the passage of AB 171, which the Plumas County Board of Supervisor supported with a formal letter to its legislative representatives. Since these funds are tied to performance, Plumas County Veterans Services Office has the opportunity to increase its Subvention grant revenues above this base amount.

Please contact me if you have any questions or concerns.

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



Date: **August 1, 2016**

To: **Honorable Board of Supervisors**

From: **Roberta M. Allen, Auditor / Controller**

Subject: **Authorize Auditor/Controller to process year-end budget transfers to adjust negative line items of \$5,000 or greater within various county departments. No impact on overall department budget.**

Recommendation:

Authorize the Auditor/ Controller to process year-end budget adjustments to adjust negative line items of \$5,000 or greater within various county departments. No impact on overall department budget.

Analysis:

Each year, with authorization by the Board of Supervisors, the Auditor/Controller makes Adjustments to line items that are negative, but the overall department budget has not been exceeded. The Auditor/Controller was granted authority to approve budget transfers in amounts up to \$5,000 at the June 14, 2016 meeting. The transfers presented today are in excess of the \$5,000 authority limit.

PLUMAS COUNTY MENTAL HEALTH SERVICES

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



20
W. Robert Brunson, LMFT, Director

Date: July 25, 2016

To: The Honorable Board of Supervisors

From: Bob Brunson, Behavioral Health Director

A handwritten signature in black ink that reads "W. Robert Brunson".

Agenda: Agenda Item for August 9, 2016, BOS meeting

Item Description: Request for approval of Budget Transfers for FY15-16 in AOD Fund 0016, Department 70580

Recommendation:

It is respectfully requested that the Board of Supervisors approve Budget Transfers in AOD Fund 0016, Department 70580 for FY15-16. Funds are being transferred from unexpended accounts to cover overtime wages and AOD's MOU with Public Health for prevention services, Friday Night Live programs, and use of office space.

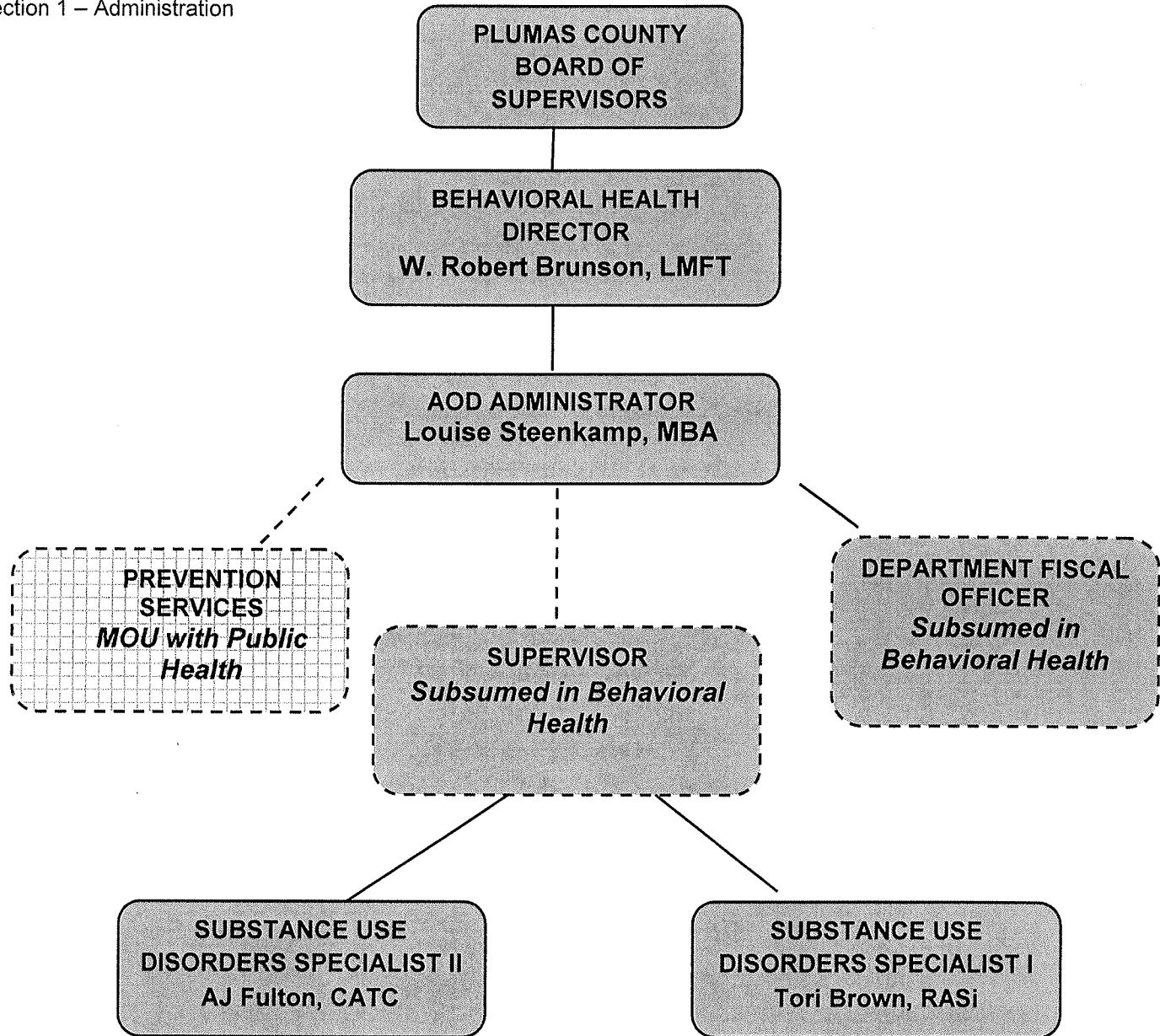
Background and Discussion

The main reasons for the requested Budget Transfers are to cover unanticipated Overtime and a transfer payment to Public Health. In the Fiscal Year 2015-2016, the Department of Alcohol and Other Drug Services entered into a Memorandum of Understanding with the Public Health Agency after the annual budget process. It was decided that Substance Abuse Prevention Services would be enhanced by coordination with the chronic disease, tobacco and related prevention programs provided by Public Health. To that end, the Set-Asides in the AOD's SAPT Block Grant for Prevention Services and Friday Night Live school activities would be transferred. The MOU also included an annual transfer for use of Public Health's office space that AOD had been using since establishment as a separate department in February 2014. The total amount of the requested transfer for Public Health's MOU is \$91,140.

The unanticipated Overtime wages were incurred in FY15-16 by Substance Use Disorders Counselors that took on additional caseloads due to the resignation of the AOD Clinician Supervisor in January 2016. In light of the merger with Mental Health Services and pending establishment of a new, combined organization chart, recruitment for a permanent AOD Clinician Supervisor has been on hold. As a result, AOD Counselors have increased their caseload by 50% and have worked extra hours to keep up. The requested budget transfer for Overtime is \$5,500.

The Auditor has reviewed and approved the Budget Transfers as of July 15, 2016. Budget sheets are attached with this request.

Thank you for your consideration.



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 COVER OVERTIME DUE TO LOSS OF FULL-TIME STAFF AND MOU WITH PUBLIC HEALTH

B) LOSS OF FULL-TIME STAFF LEFT REGULAR WAGES UNUSED. OTHER WAGES FOR TRANSPORTERS ARE PAID THROUGH MENTAL HEALTH WHILE FNL STAFF ARE PAID UNDER THE MOU.

C) EXPENSES INCURRED IN PRIOR FISCAL YEAR.

D) _____

Approved by Department Signing Authority: Monica ReRaidn

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: John Dwyer

Board Approval Date: _____ Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____ Initials _____

INSTRUCTIONS:

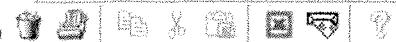
Original and 1 copy of ALL budget transfers go to Auditor/Controller. If supplemental request they must go to the Auditor/Controller. Original will be kept by Auditor, copies returned to Department after it is entered into the system.

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.



Date: 07/11/2016

Through Period: 13

Selection Criteria

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

| Year | Budget | Title | Account | Account Title | Budget | Period Exp | YTD Expense | Balance |
|------|--------|----------------|---------|-------------------------|-----------|------------|-------------|----------|
| 16 | 70580 | ALCOHOL & DRUG | 51000 | REGULAR WAGES | 287511.34 | 0.00 | 237436.21 | 50075.13 |
| 16 | 70580 | ALCOHOL & DRUG | 51020 | OTHER WAGES | 38365.60 | 0.00 | 4092.50 | 34273.10 |
| 16 | 70580 | ALCOHOL & DRUG | 521500 | MEDICAL SUPPLIES | 16000.00 | 0.00 | 0.00 | 16000.00 |
| 16 | 70580 | ALCOHOL & DRUG | 51090 | GROUP INSURANCE | 45190.32 | 0.00 | 29888.88 | 15301.44 |
| 16 | 70580 | ALCOHOL & DRUG | 51080 | RETIREMENT | 52439.19 | 0.00 | 41926.42 | 10512.77 |
| 16 | 70580 | ALCOHOL & DRUG | 521230 | OFFICE FURNITURE/EQUIP | 10480.00 | 0.00 | 0.00 | 10480.00 |
| 16 | 70580 | ALCOHOL & DRUG | 521800 | OFFICE EXP | 10450.00 | 0.00 | 1081.51 | 9368.49 |
| 16 | 70580 | ALCOHOL & DRUG | 523300 | EDUCATE MATERIAL/INCENT | 7500.00 | 0.00 | 532.62 | 6967.38 |
| 16 | 70580 | ALCOHOL & DRUG | 51100 | FICA/MEDICARE DASDI | 25347.28 | 0.00 | 18494.76 | 6852.52 |
| 16 | 70580 | ALCOHOL & DRUG | 521900 | PROFESSIONAL SVC | 6788.00 | 0.00 | 1080.50 | 5707.50 |
| 16 | 70580 | ALCOHOL & DRUG | 524400 | SPECIAL DEPARTMENT EXP | 7100.00 | 0.00 | 1457.77 | 5642.23 |
| 16 | 70580 | ALCOHOL & DRUG | 527750 | IN CNTY HOSTING | 3100.00 | 0.00 | 364.80 | 2735.20 |
| 16 | 70580 | ALCOHOL & DRUG | 523000 | PROMOTIONAL MATERIAL | 2000.00 | 0.00 | 6.30 | 1993.70 |
| 16 | 70580 | ALCOHOL & DRUG | 527500 | TRAVEL- OUT OF COUNTY | 4500.00 | 0.00 | 2919.79 | 1580.21 |
| 16 | 70580 | ALCOHOL & DRUG | 521600 | MEMBERSHIPS/ANNUAL DUE | 500.00 | 0.00 | 125.00 | 375.00 |
| 16 | 70580 | ALCOHOL & DRUG | 527400 | TRAVEL- IN COUNTY | 895.00 | 0.00 | 522.13 | 372.87 |
| 16 | 70580 | ALCOHOL & DRUG | 51120 | CELL PHONE ALLOW | 3060.00 | 0.00 | 2710.00 | 350.00 |
| 16 | 70580 | ALCOHOL & DRUG | 520210 | POSTAGE/SHIP. MAIL COST | 200.00 | 0.00 | 0.00 | 200.00 |
| 16 | 70580 | ALCOHOL & DRUG | 527402 | BUS PASSES-NON EMPLOYEE | 700.00 | 0.00 | 635.00 | 65.00 |
| 16 | 70580 | ALCOHOL & DRUG | 51150 | LIFE INSURANCE | 341.76 | 0.00 | 304.65 | 37.11 |
| 16 | 70580 | ALCOHOL & DRUG | 524000 | RENT - OFFICE/SPACE | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 580001 | TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 525000 | OVERHEAD | -11728.00 | 0.00 | -11728.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 525119 | LIABILITY SELF-FND INS | 65.00 | 0.00 | 65.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 51070 | UNEMPLOYMENT INSURANC | 79.00 | 0.00 | 79.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 520902 | VEHICLE MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 520250 | COPY MACHINE LEASE | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 520201 | PHONE - LAND LINE (S) | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 51110 | COMPENSATION INSURANCE | 7205.00 | 0.00 | 7205.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 528400 | CONTINGENCIES | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 529500 | COMPUTER | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 580000 | TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 580002 | TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 51060 | OVERTIME PAY | 2400.00 | 0.00 | 4888.58 | -2488.58 |

35 match(es) found

Totals

| | | | | | | | | | |
|---------|------------|-------------|-----|--------------|------------|--------------|-----|----------|------------|
| Budget: | 520,489.49 | Period Exp: | .00 | YTD Expense: | 344,088.42 | Encumbrance: | .00 | Balance: | 176,401.07 |
|---------|------------|-------------|-----|--------------|------------|--------------|-----|----------|------------|

- OK
- Bac
- Disp
- Adj
- Trn
- Inac
- Peri
- Req
- Bud

AODS
Year end budget 6/30/16
Projection and Transfer

| Year BUDG Title | Account | Account Title | Budget | YTD Expense | Balance | 7/20 Accrue 4 days | Proj Balances | BT | After BT |
|------------------------------|---------|--------------------------|-------------|-------------|------------|--------------------|---------------|-------------|-----------|
| 16 70580 ALCOHOL & DF 51000 | | REGULAR WAGES | 287,511.34 | 237,436.21 | 50,075.13 | 4,351.42 | 45,723.71 | (37,000.00) | 8,723.71 |
| 16 70580 ALCOHOL & DF 51020 | | OTHER WAGES | 38,365.60 | 4,092.50 | 34,273.10 | - | 34,153.10 | (33,000.00) | 1,153.10 |
| 16 70580 ALCOHOL & DF 51060 | | OVERTIME PAY | 2,400.00 | 4,888.58 | (2,488.58) | 364.39 | (2,852.97) | 5,500.00 | 2,647.03 |
| 16 70580 ALCOHOL & DF 51070 | | UNEMPLOYMENT INSURANCE | 79.00 | 79.00 | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 51080 | | RETIREMENT 2 per mo | 52,439.19 | 41,926.42 | 10,512.77 | - | 10,512.77 | - | - |
| 16 70580 ALCOHOL & DF 51090 | | GROUP INSURANCE 2 per mo | 45,190.32 | 29,888.88 | 15,301.44 | - | 15,301.44 | - | - |
| 16 70580 ALCOHOL & DF 51100 | | FICA/MEDICARE OASDI | 25,347.28 | 18,944.76 | 6,852.52 | 286.75 | 6,565.77 | - | - |
| 16 70580 ALCOHOL & DF 51110 | | COMPENSATION INSURANCE | 7,295.00 | 7,205.00 | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 51120 | | CELL PHONE ALLOW | 3,060.00 | 2,710.00 | 350.00 | - | 350.00 | - | - |
| 16 70580 ALCOHOL & DF 51150 | | LIFE INSURANCE | 341.76 | 304.65 | 37.11 | - | 37.11 | - | - |
| 16 70580 ALCOHOL & DF 520201 | | PHONE - LAND LINE (S) | - | - | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 520210 | | POSTAGESHIP, MAIL COST | 200.00 | - | 200.00 | - | 200.00 | - | - |
| 16 70580 ALCOHOL & DF 520250 | | COPY MACHINE LEASE | - | - | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 520902 | | VEHICLE MAINTENANCE | - | - | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 521230 | | OFFICE FURNITURE/EQUIP | 10,480.00 | - | 10,480.00 | - | 10,480.00 | (10,480.00) | - |
| 16 70580 ALCOHOL & DF 521500 | | MEDICAL SUPPLIES | 16,000.00 | 15,300.00 | 700.00 | - | 700.00 | - | - |
| 16 70580 ALCOHOL & DF 521600 | | MEMBERSHIPS/ANNUAL DUES | 500.00 | 125.00 | 375.00 | - | 375.00 | - | - |
| 16 70580 ALCOHOL & DF 521800 | | OFFICE EXP | 10,450.00 | 1,081.51 | 9,368.49 | - | 9,368.49 | (5,160.00) | 4,208.49 |
| 16 70580 ALCOHOL & DF 521900 | | PROFESSIONAL SVC | 6,788.00 | 1,080.50 | 5,707.50 | - | 5,707.50 | - | - |
| 16 70580 ALCOHOL & DF 523000 | | PROMOTIONAL MATERIAL | 2,000.00 | 6.30 | 1,993.70 | - | 1,993.70 | - | - |
| 16 70580 ALCOHOL & DF 523300 | | EDUCATE MATERIAL/INCENT | 7,500.00 | 532.62 | 6,967.38 | - | 6,967.38 | (6,900.00) | 67.38 |
| 16 70580 ALCOHOL & DF 524000 | | RENT - OFFICE/SPACE | - | - | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 524400 | | SPECIAL DEPARTMENT EXP | 7,100.00 | 1,607.77 | 5,492.23 | - | 5,492.23 | (3,100.00) | 2,392.23 |
| 16 70580 ALCOHOL & DF 525000 | | OVERHEAD | (11,728.00) | (11,728.00) | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 525119 | | LIABILITY SELF-FND INS | 65.00 | 65.00 | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 527400 | | TRAVEL- IN COUNTY | 895.00 | 522.13 | 372.87 | - | 372.87 | - | - |
| 16 70580 ALCOHOL & DF 527402 | | BUS PASSES-NON EMPLOYEE | 700.00 | 635.00 | 65.00 | - | 65.00 | - | - |
| 16 70580 ALCOHOL & DF 527500 | | TRAVEL- OUT OF COUNTY | 4,500.00 | 2,919.79 | 1,580.21 | - | 1,580.21 | - | - |
| 16 70580 ALCOHOL & DF 527750 | | IN CNTY HOSTING | 3,100.00 | 364.80 | 2,735.20 | - | 2,735.20 | - | - |
| 16 70580 ALCOHOL & DF 528400 | | CONTINGENCIES | - | - | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 529500 | | COMPUTER | - | - | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 58000 | | TRANSFER PH Admin | - | - | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 580000 | | TRANSFER | - | - | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 580001 | | TRANSFER PH SAFT | - | - | - | - | - | - | - |
| 16 70580 ALCOHOL & DF 580002 | | TRANSFER PH FNL | - | - | - | - | - | - | - |
| | | | | | | 19,718.00 | 19,718.00 | | |
| | | | | | | - | - | 64,422.00 | 64,422.00 |
| | | | | | | - | - | 6,000.00 | 6,000.00 |

2015-01-16

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: AODS

Dept. No: 70580

Date 7/11/2016

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)

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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.

ANSWER

2016-07-27

1860-1861. — *Journal of the Royal Society of Medicine*.

COPY

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 COVER OVERTIME DUE TO LOSS OF FULL-TIME STAFF AND MOU WITH PUBLIC HEALTH

B) LOSS OF FULL-TIME STAFF LEFT REGULAR WAGES UNUSED. OTHER WAGES FOR TRANSPORTERS ARE PAID THROUGH MENTAL HEALTH WHILE FNL STAFF ARE PAID UNDER THE MOU.

C) EXPENSES INCURRED IN PRIOR FISCAL YEAR.

D) *“I am not a member of any party, but I am a member of the human race.”*

Approved by Department Signing Authority: *TMCAlechadr*

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature:

Board Approval Date: _____ **Agenda Item No.:** _____

Digitized by srujanika@gmail.com

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.



Date: 07/11/2016

Through Period: 13

Selection Criteria

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

- OK
- Bac
- Disp
- Adju
- Tran
- Inac
- Peric
- Reql
- Budg

| Year | Budget | Title | Account | Account Title | Budget | Period Exp | YTD Expense | Balance |
|------|--------|----------------|---------|-------------------------|-----------|------------|-------------|----------|
| 16 | 70580 | ALCOHOL & DRUG | 510000 | REGULAR WAGES | 282511.34 | 0.00 | 237436.21 | 50075.13 |
| 16 | 70580 | ALCOHOL & DRUG | 51020 | OTHER WAGES | 38365.60 | 0.00 | 4092.50 | 34273.10 |
| 16 | 70580 | ALCOHOL & DRUG | 521500 | MEDICAL SUPPLIES | 16000.00 | 0.00 | 0.00 | 16000.00 |
| 16 | 70580 | ALCOHOL & DRUG | 51090 | GROUP INSURANCE | 45190.32 | 0.00 | 29888.88 | 15301.44 |
| 16 | 70580 | ALCOHOL & DRUG | 51080 | RETIREMENT | 52439.19 | 0.00 | 41926.42 | 10512.77 |
| 16 | 70580 | ALCOHOL & DRUG | 521230 | OFFICE FURNITURE/EQUIP | 10480.00 | 0.00 | 0.00 | 10480.00 |
| 16 | 70580 | ALCOHOL & DRUG | 521800 | OFFICE EXP | 10450.00 | 0.00 | 1081.51 | 9368.49 |
| 16 | 70580 | ALCOHOL & DRUG | 523300 | EDUCATE MATERIAL/INCENT | 7500.00 | 0.00 | 532.62 | 6967.38 |
| 16 | 70580 | ALCOHOL & DRUG | 511100 | FICA/MEDICARE OASDI | 25347.28 | 0.00 | 18494.76 | 6852.52 |
| 16 | 70580 | ALCOHOL & DRUG | 521900 | PROFESSIONAL SVC | 6798.00 | 0.00 | 1080.50 | 5707.50 |
| 16 | 70580 | ALCOHOL & DRUG | 524400 | SPECIAL DEPARTMENT EXP | 7100.00 | 0.00 | 1457.77 | 5642.23 |
| 16 | 70580 | ALCOHOL & DRUG | 527750 | IN CNTY HOSTING | 3100.00 | 0.00 | 364.80 | 2735.20 |
| 16 | 70580 | ALCOHOL & DRUG | 523000 | PROMOTIONAL MATERIAL | 2000.00 | 0.00 | 6.30 | 1993.70 |
| 16 | 70580 | ALCOHOL & DRUG | 527500 | TRAVEL- OUT OF COUNTY | 4500.00 | 0.00 | 2919.79 | 1580.21 |
| 16 | 70580 | ALCOHOL & DRUG | 521600 | MEMBERSHIPS/ANNUAL DUE | 500.00 | 0.00 | 125.00 | 375.00 |
| 16 | 70580 | ALCOHOL & DRUG | 527400 | TRAVEL- IN COUNTY | 895.00 | 0.00 | 522.13 | 372.87 |
| 16 | 70580 | ALCOHOL & DRUG | 51120 | CELL PHONE ALLOW | 3060.00 | 0.00 | 2710.00 | 350.00 |
| 16 | 70580 | ALCOHOL & DRUG | 520210 | POSTAGE/SHIP, MAIL COST | 200.00 | 0.00 | 0.00 | 200.00 |
| 16 | 70580 | ALCOHOL & DRUG | 527402 | BUS PASSES-NON EMPLOYEE | 700.00 | 0.00 | 635.00 | 65.00 |
| 16 | 70580 | ALCOHOL & DRUG | 51150 | LIFE INSURANCE | 341.76 | 0.00 | 304.65 | 37.11 |
| 16 | 70580 | ALCOHOL & DRUG | 524000 | RENT - OFFICE/SPACE | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 580001 | TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 525000 | OVERHEAD | -11728.00 | 0.00 | -11728.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 525119 | LIABILITY SELF-FND INS | 65.00 | 0.00 | 65.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 51070 | UNEMPLOYMENT INSURANC | 79.00 | 0.00 | 79.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 520902 | VEHICLE MAINTENANCE | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 520250 | COPY MACHINE LEASE | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 520201 | PHONE - LAND LINE (S) | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 51110 | COMPENSATION INSURANCE | 7205.00 | 0.00 | 7205.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 528400 | CONTINGENCIES | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 529500 | COMPUTER | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 580000 | TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 5800002 | TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | 70580 | ALCOHOL & DRUG | 51060 | OVERTIME PAY | 2400.00 | 0.00 | 4388.58 | -2488.58 |

35 match(es) found

Totals

| | | | | | | | | | |
|---------|------------|-------------|-----|--------------|------------|--------------|-----|----------|------------|
| Budget: | 520,489.49 | Period Exp: | .00 | YTD Expense: | 344,088.42 | Encumbrance: | .00 | Balance: | 176,401.07 |
|---------|------------|-------------|-----|--------------|------------|--------------|-----|----------|------------|



Plumas County Public Health Agency

RE

270 County Hospital Road, Quincy, California 95971

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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

Date: July 25, 2016

To: Honorable Board of Supervisors

From: Mimi Khin Hall

Agenda: Item for August 2, 2016

Item Description/Recommendation: Approve a Supplemental Budget in Senior Transportation Budget Unit 20480 in the amount of \$21,000.00 from available fund balance, and Journal Entry shifting wages and benefits from Senior Nutrition Budget Unit 20830 to Senior Transportation.

History/Background: As the Board is aware Plumas County Public Health Agency Senior Services staff members are funded by both the Senior Nutrition and Senior Transportation budget units. A Supplemental Budget and accompanying Journal Entry is needed to correct wages to match staffing ratios in staff paid from both budget units.

At the end of the 2015-2016 Fiscal year, it was found that the proportion of salaries charged to each budget unit was incorrect, causing the Senior Nutrition (20830) budget to be overspent in wages and benefits and the Senior Transportation (20480) budget to have an available fund balance in wages and benefits. At this time, it is requested that a supplemental budget transfer be approved in the Senior Transportation Budget Unit 20480 in the amount of \$21,000.00, and a corrective Journal Entry, so that the payroll costs may be shifted appropriately.

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: **Senior Transportation** Dept. No. **20480** Date **7/22/2016**

| The Reason for this request is (check one): | | <u>Approval Required</u> |
|---|--|--------------------------|
| A. <input type="checkbox"/> | Transfer to or from Contingencies | 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 a department, except fixed asset | Auditor |
| E. <input type="checkbox"/> | Establish any new account except fixed assets | Auditor |

TRANSFER FROM OR X SUPPLEMENTAL REVENUE ACCOUNTS

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

| FUND # | DEPT # | ACCT # | | \$ AMOUNT |
|--------|--------|--------|--------------------------------------|--------------|
| 0116 | | 10100 | Fund Balance Available | \$ 21,000.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | Total (must equal transfer to total) | \$ 21,000.00 |

TRANSFER TO OR SUPPLEMENTAL EXPENDITURE ACCOUNTS

CHECK "TRANSFER TO" 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 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) Senior Nutrition was overcharged for staff time. This is increasing budget in Senior Transportation to absorb overage.
Shifting salary and wages to Senior Transportation.

(B) Shifting budgeted expenses

C 2015/16 expense

(D) N/A

Approved by Department Signing Authority: Patricia Robinson



Approved/Recommended

Disapproved/Not recommended

Auditor/Controller Signature: John H. Hall

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
JOURNAL ENTRY

5/16

Arctia

SENIOR TRANS

100043 RIX, JOHN

| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
|------------|-----------|----------|----------|----------|-----------|
| 06/27/2015 | 156.88 | 25.40 | 10.00 | 12.77 | 205.05 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 07/11/2015 | 784.40 | 143.06 | 50.00 | 63.84 | 1,041.30 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 07/25/2015 | 784.40 | 140.96 | 50.00 | 63.83 | 1,039.19 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 08/08/2015 | 784.40 | 140.96 | 50.00 | 63.83 | 1,039.19 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 08/22/2015 | 784.40 | 140.96 | 50.00 | 63.82 | 1,039.18 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 09/05/2015 | 784.40 | 140.96 | 50.00 | 63.82 | 1,039.18 |
| END DATE | 51000 | 51080 | 51100 | | TOTAL |
| 09/19/2015 | 784.40 | 143.07 | 60.01 | | 987.48 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 10/03/2015 | 784.40 | 140.96 | 50.00 | 63.82 | 1,039.18 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 10/17/2015 | 784.40 | 140.95 | 50.00 | 63.83 | 1,039.18 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 10/31/2015 | 784.41 | 140.96 | 50.00 | 63.83 | 1,039.20 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 11/14/2015 | 784.40 | 140.96 | 50.00 | 63.83 | 1,039.19 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 11/28/2015 | 784.40 | 140.96 | 50.00 | 63.83 | 1,039.19 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 12/12/2015 | 784.40 | 140.96 | 50.00 | 63.82 | 1,039.18 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 12/26/2015 | 784.40 | 140.95 | 50.00 | 63.82 | 1,039.17 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 01/09/2016 | 1,029.25 | 146.49 | 50.00 | 82.56 | 1,308.30 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 01/23/2016 | 812.41 | 146.06 | 50.00 | 65.98 | 1,074.45 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 02/06/2016 | 812.40 | 146.06 | 50.00 | 65.97 | 1,074.43 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 02/20/2016 | 812.41 | 146.06 | 50.00 | 65.98 | 1,074.45 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 03/05/2016 | 812.40 | 146.06 | 50.00 | 65.97 | 1,074.43 |
| END DATE | 51000 | 51080 | 51100 | | TOTAL |
| 03/19/2016 | 812.40 | 148.17 | 62.15 | | 1,022.72 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 04/02/2016 | 812.40 | 146.06 | 50.00 | 65.97 | 1,074.43 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 04/16/2016 | 1,257.64 | 227.21 | 50.00 | 100.03 | 1,634.88 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 04/30/2016 | 853.20 | 153.49 | 50.00 | 69.10 | 1,125.79 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 05/14/2016 | 853.20 | 153.49 | 50.00 | 69.10 | 1,125.79 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 05/28/2016 | 853.20 | 153.49 | 50.00 | 69.10 | 1,125.79 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 06/11/2016 | 853.20 | 153.49 | 50.00 | 69.11 | 1,125.80 |
| EE TOTAL | 51000 | 51080 | 51090 | 51100 | TOTAL |
| | 20,928.20 | 3,728.20 | 1,160.00 | 1,689.72 | 27,506.12 |
| DEPT TOTAL | 51000 | 51080 | 51090 | 51100 | TOTAL |
| | 20,928.20 | 3,728.20 | 1,160.00 | 1,689.72 | 27,506.12 |

Adjusted fte .82

Total Adjusted
Payroll to 1/22.24
49,122.24

Annual 1556.12
Total 29,062.24

20830 SENIOR SVC-NUTRI

100043 RIX, JOHN

| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
|------------|-----------|----------|----------|----------|-----------|
| 06/27/2015 | 1,411.92 | 228.59 | 90.00 | 114.90 | 1,845.41 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 07/11/2015 | 784.40 | 143.07 | 50.00 | 63.83 | 1,041.30 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 07/25/2015 | 784.40 | 140.96 | 50.00 | 63.83 | 1,039.19 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 08/08/2015 | 784.40 | 140.96 | 50.00 | 63.83 | 1,039.19 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 08/22/2015 | 784.40 | 140.96 | 50.00 | 63.82 | 1,039.18 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 09/05/2015 | 784.40 | 140.96 | 50.00 | 63.82 | 1,039.18 |
| END DATE | 51000 | 51080 | 51100 | | TOTAL |
| 09/19/2015 | 784.40 | 143.06 | 60.01 | | 987.47 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 10/03/2015 | 784.40 | 140.96 | 50.00 | 63.82 | 1,039.18 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 10/17/2015 | 784.40 | 140.95 | 50.00 | 63.83 | 1,039.18 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 10/31/2015 | 784.39 | 140.96 | 50.00 | 63.83 | 1,039.18 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 11/14/2015 | 784.40 | 140.96 | 50.00 | 63.83 | 1,039.19 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 11/28/2015 | 784.40 | 140.96 | 50.00 | 63.83 | 1,039.19 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 12/12/2015 | 784.40 | 140.96 | 50.00 | 63.82 | 1,039.18 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 12/26/2015 | 784.40 | 140.95 | 50.00 | 63.82 | 1,039.17 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 01/09/2016 | 1,029.24 | 146.49 | 50.00 | 82.55 | 1,308.28 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 01/23/2016 | 812.39 | 146.06 | 50.00 | 65.97 | 1,074.42 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 02/06/2016 | 812.40 | 146.06 | 50.00 | 65.97 | 1,074.43 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 02/20/2016 | 812.39 | 146.06 | 50.00 | 65.98 | 1,074.43 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 03/05/2016 | 812.40 | 146.06 | 50.00 | 65.97 | 1,074.43 |
| END DATE | 51000 | 51080 | 51100 | | TOTAL |
| 03/19/2016 | 812.40 | 148.18 | 62.15 | | 1,022.73 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 04/02/2016 | 812.40 | 146.06 | 50.00 | 65.97 | 1,074.43 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 04/16/2016 | 1,257.64 | 227.21 | 50.00 | 100.03 | 1,634.88 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 04/30/2016 | 853.20 | 153.49 | 50.00 | 69.10 | 1,125.79 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 05/14/2016 | 853.20 | 153.49 | 50.00 | 69.10 | 1,125.79 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 05/28/2016 | 853.20 | 153.49 | 50.00 | 69.10 | 1,125.79 |
| END DATE | 51000 | 51080 | 51090 | 51100 | TOTAL |
| 06/11/2016 | 853.20 | 153.49 | 50.00 | 69.11 | 1,125.80 |
| EE TOTAL | 51000 | 51080 | 51090 | 51100 | TOTAL |
| | 22,183.17 | 3,931.40 | 1,240.00 | 1,791.82 | 29,146.39 |
| DEPT TOTAL | 51000 | 51080 | 51090 | 51100 | TOTAL |
| | 22,183.17 | 3,931.40 | 1,240.00 | 1,791.82 | 29,146.39 |

(Total adjusted file 17)

Total adjusted
145,700.24 \$11
\$ 10,642.51

Accrued 1,560.12
30,702.51

Total 30,702.51



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

JE

MEMO

Date: Aug. 2, 2016

To: BOS

From: John Rix – Senior Services Director

RE: Transfer of wages from Senior Nutrition to Transportation

At the beginning of this year (FY 2015/16) my time was allocated 50/50 between Senior Nutrition and Senior Transportation. By yearend, it was clear that my actual time spent on Transportation was disproportionately more than my time spent on Nutrition program activities. There had been no Senior Services Director for nearly three years before I was hired, and numerous Public Health staff covered the duties while the position was vacant. After researching how prior Senior Services Directors allocated their time, I found that 80% of their time was allocated to and spent on transportation program activities. This reflects my experience, and the journal entry my division is requesting will allocate my time spent to roughly the same.

2FI



PLUMAS COUNTY PLANNING & BUILDING SERVICES

555 Main Street, Quincy, CA 95971 www.countyofplumas.com
(530) 283-7011

DATE: August 9, 2016

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Randy Wilson, Plumas County Planning Director/Co-Manager of the Plumas County Flood Control and Water Conservation District

RE: Approval of Agreement for Contract Employee Services with Courtney Gomola and Plumas County to perform the tasks in the Agreement with the Sierra Nevada Conservancy (Lake Almanor Water Trails Map), authorizing the Planning Director to sign the Agreement.

Background

The Sierra Nevada Conservancy has financed the development of a Lake Almanor Water Trails Map. A water trail map is a tool to enhance non-motorized boating on Lake Almanor. The project is anticipated to encourage more visits to the Almanor Basin and help improve the economy and garner more appreciation of the natural resources of the area. The primary products will be a map with the necessary information to guide a paddler on a tour of Lake Almanor. The map will include launch sites, campgrounds, restaurants, resorts, picnic areas, and will list ancillary local businesses such as grocery stores, outfitters, and hotels. The map will also include information on natural history including wildlife viewing and historical sites around the lake. Courtney Gomola has been hired to produce this Water Trails Map.

This initial effort will focus on Lake Almanor. However, in the future there may be an effort to map Butte Valley Reservoir and Mountain Meadows Reservoir. The effort is modeled after the Lake Tahoe Water Trail Map. While the map is intended for non-motorized boating on Lake Almanor, very likely those doing motorized boating will also use the map. The attached Agreement with the

Sierra Nevada Conservancy indicates the tasks to be performed in the production of the Lake Almanor Water Trails Map.

The Agreement with the Sierra Nevada Conservancy provides for \$15,000 to perform this effort. Plumas County may charge administrative and overhead fees up to 15% of the cost of the project or \$2,250.

Staff Comment

On April 15, 2016 the Board of Supervisors approved an Amendment to the Agreement Number P1422049, between the Sierra Nevada Conservancy and Plumas County to produce a Lake Almanor Water Trails Map extending the Agreement until April 30, 2017. While there was progress in the development of the project additional time was needed to complete the project.

Staff missed including in the Board of Supervisor's request on April 15, 2016, a request to also extend Courtney Gomola's Agreement for Contract Employee Services such that the Agreement with the Sierra Nevada Conservancy and Courtney Gomola's Agreement for Contract Employee Services run on parallel timeframes. This request is to approve an Agreement for Contract Employee Services so that she can complete the project.

Staff discussed with County Counsel that Courtney Gomola has been being paid during the period from when her Agreement for Contract Employee Services expired to date and County Counsel advised that, "The situation is different when an employee is compared to an independent contractor. If the contract with an independent contractor is not extended, there is no obligation to pay for services rendered after the contract expires of its own terms. However, even if the employment agreement with contract employee expires, the employer is obligated to pay if the employer accepts the continued services of the employee."

ACTIONS FOR CONSIDERATION

Staff recommends the Board of the Supervisors take the following actions.

- I. Approve Agreement for Contract Employee Services with Courtney Gomola and Plumas County to perform the tasks in the Agreement with the Sierra Nevada Conservancy (Lake Almanor Water Trails Map), authorizing the Planning Director to sign the Agreement.

Attachment: Agreement for contract employee services for Courtney Gomola

AGREEMENT FOR CONTRACT EMPLOYEE SERVICES

This Agreement is entered into this 9th day of August, 2016, between the PLUMAS COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and COURTNEY GOMOLA, hereinafter referred to as "CONTRACT EMPLOYEE," to provide contract employee services to the County.

1. DEFINITIONS

For clarification purposes, the following terms and phrases are further clarified in regard to usage in the administration of this contract:

CONTRACT EMPLOYEE: Courtney Gomola. The contract provisions are solely applicable to the named individual.

PAYROLL: The Contract Employee shall be considered an "Extra Help Employee," who will serve at the pleasure of the Plumas County Planning Director.

2. SERVICES TO BE PROVIDED

CONTRACT EMPLOYEE shall support the development the Almanor Basin Water Trail as funded by an Agreement between (County) and the Sierra Nevada Conservancy ("SNC"). Duties include:

Task 1. Facilitate, Manage and Document Water Trail Committee Meetings

Organize and manage up to 15 meetings, including the following: 1) prepare and distribute agendas, 2) facilitate meetings, and 3) record and distribute notes from the meetings.

Timeline: From start of agreement through April 30, 2017.

Task 2. Gather Information about Water Trail Amenities

Compile and organize all relative information about the following types of amenities for use in trail maps, brochures, and websites:

Public Access points, private properties that allow public access, private properties that do not allow public access, lodging facilities, camping facilities, restaurants, parking facilities, emergency contacts, equipment rental and sales, outfitters, guide services, restrooms, local history, flora and fauna, natural history, photographs, illustrations.

Timeline: From start of agreement through April 30, 2017.

CONTRACT EMPLOYEE shall consult with the Plumas County Planning Director on an ongoing basis to identify and prioritize specific services to be provided pursuant to the Agreement.

| <u>If to Contract Employee:</u> | <u>If to Planning Director:</u> |
|---------------------------------|---------------------------------|
| Courtney Gomola | Randy Wilson |
| P.O. Box 11 | Planning Director |
| Taylorsville, CA 95983 | 555 Main Street, |
| Tel: (530) 284-1022 | Quincy, CA 95971 |
| | Tel: (530) 283-6214 |
| | Fax: (530) 283-6134 |

For purposes of convenience and efficiency, any communications not affecting the scope of work or the rights of the parties under this agreement may be transmitted via e-mail.

8. TERMINATION

COUNTY, Planning Director may terminate this agreement at any time, with or without cause, upon two (2) weeks written notice to CONTRACT EMPLOYEE. The parties hereby expressly waive any County Code provisions to the contrary, and/or any other County rules relating to the notice of dismissal and to any rights to hearing or appeal thereon. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the CONTRACT EMPLOYEE to resign at any time from this position with the COUNTY, upon two (2) weeks written notice to the Planning Director.

9. EMPLOYMENT BENEFITS

COUNTY shall provide CONTRACT EMPLOYEE no benefits or compensation other than salary and compensation as described in Section 5. CONTRACT EMPLOYEE shall not be entitled to participate in the "Standard Department Head Benefit Program", including but not limited to, PERS retirement, County Medical, Sick Leave and/or Vacation.

10. COMPLIANCE WITH LAWS AND ORDINANCES

CONTRACT EMPLOYEE shall perform all services pursuant to the Agreement in accordance with all applicable federal, state, county and municipal laws, ordinances, regulations, titles and departmental (district) procedures.

11. NON-ASSIGNABLE

This Contract is personal and is not assignable under any circumstances.

12. OTHER WORK BY CONTRACT EMPLOYEE

Employment shall not be construed to preclude teaching, writing, or consulting performed on the CONTRACT EMPLOYEE'S time off. County is aware that the Contract Employee is also employed by the Sierra Institute.

17. SEVERABILITY

If any provision of this Agreement is held to be unenforceable, the remainder of the Agreement shall be severable and not affected thereby.

18. INDEMNIFICATION

For purposes of indemnification and defense of legal actions, CONTRACT EMPLOYEE shall be considered an employee of the COUNTY and entitled to the same rights and subject to the same obligations as are provided for other employees of PLUMAS COUNTY.

19. GENERAL PROVISIONS

The text herein shall constitute the entire agreement between parties.

This Agreement shall be binding upon, and inure to the benefit of the heirs, successors, assigns, executors and personal representatives of the parties hereto.

This Agreement shall become retroactively to April 1, 2016, after authorization is granted by the Plumas County Board of Supervisors.

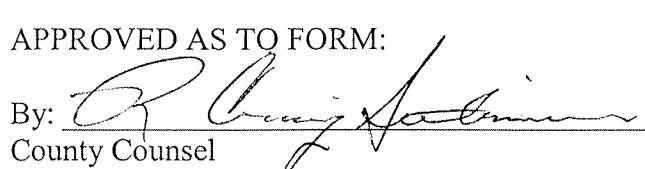
CONTRACT EMPLOYEE

By: _____ Date: _____
Courtney Gomola

PLUMAS COUNTY

By: _____ Date: _____
Randy Wilson
Planning Director

APPROVED AS TO FORM:

By:  Date: 7/29/2016
County Counsel

APPROVED

By: _____ Date: _____
Chair, Plumas County Board of Supervisors



JFR

PLUMAS COUNTY PLANNING & BUILDING SERVICES

555 Main Street, Quincy, CA 95971 www.countyofplumas.com
(530) 283-7011

DATE: August 9, 2015

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Randy Wilson, Plumas County Planning Director *RW*

RE: Authorize the Planning Director to execute an Agreement for Contract Employee Services for Leah Wills for work on water planning issues until June 30, 2017.

Background

Leah Wills provides professional services to both County of Plumas and the Plumas County Flood Control and Water Conservation District. This is a request to execute an agreement to contract for Leah's services as a contract employee for professional services through June 30, 2017. A new contract for Leah's services is required as the last contract has expired. Staff is asking that this new contract be retroactive back to July 1, 2016. The Planning Department Fiscal Year 2016-2017 Budget contains a line item (51020) for \$36,000 for Leah's services.

Scope of Services

The following explains the tasks/issues contained in the proposed contract.

CONTRACT EMPLOYEE shall serve in a consultant, or advisory, capacity to the Plumas County Planning Director. Duties include, but are not limited to:

- * Work on and attend meetings regarding Rock Creek/Cresta Ecological Resources Committee (ERC) (FERC # 1962 and other matters related to FERC relicensing in the North Fork of the Feather River; (Bucks FERC # 619, Poe FERC #2107, and Oroville FERC #2100, hydroelectric licenses);
- * Work on and attend meetings regarding FERC 2105 relicensing including work on the 401 permit for FERC 2105;
- * Work on issues related to the Prop 50 Grant between Plumas County and the Department of Water Resources;
- * Work on CEQA/NEPA related issues related to water planning;
- * Work on water quality temperature and mercury issues related to water planning;

**PLUMAS COUNTY
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION**

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

AGENDA REQUEST

for the August 9, 2016 meeting of the Board of Supervisors

August 1, 2016

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works
Subject: Consideration of an Extension to the Effect
Waste Franchise Contracts with InterMour
Disposal; discussion and possible action.

Robert A. Pensoff Jr.

BACKGROUND

On January 18, 2011, the Board of Supervisors voted to give notice of non-renewal of the contracts between the County of Plumas and its two solid waste franchise contractors, namely: InterMountain Disposal, Inc. and Feather River Disposal.

Formal notification letters, both dated August 24, 2011, were sent to each Franchise Contractor, informing each company that the vote of termination by the Board of Supervisors on January 18, 2011 will take effect on August 24, 2016.

Public Works staff and the staffs of InterMountain Disposal, Inc. and Feather River Disposal have all collaborated extensively toward the drafting of new, proposed Franchise Contracts between Plumas County and InterMountain Disposal, Inc. and Feather River Disposal, as well as preparing proposed revisions to the Plumas County Code provisions that pertain to solid waste matters.

RECOMMENDATION

The Director of Public Works respectfully requests that the Board of Supervisors approve an extension to the effective date of the termination voted by the Board of Supervisors, such that the termination will take effect on December 31, 2016.

AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA,
AMENDING SECTIONS 4-3.703(x) and 4-3.705.1(h) OF CHAPTER 3 OF TITLE 4 OF
THE PLUMAS COUNTY CODE CONCERNING SPEED LIMITS

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

CHAPTER 3. TRAFFIC

Section 1. The Plumas County Code shall be amended as set forth below:

Sec. 4-3.703. Twenty-Five miles per hour.

Section 4-3.703(x) of Chapter 3 of Title 4 of the Plumas County Code shall be rescinded in its entirety.

Sec. 4-3.705.1. Forty-five miles per hour.

Section 4-3.705.1(h) of Chapter 3 of Title 4 of the Plumas County Code shall be amended as follows:

(h) County Road 406 (also known as Quincy Junction Road) beginning at a point 816 feet west of the intersection of County Road 424 (Kelsey Lane) and County Road 406 to the intersection of County Road 404 (Chandler Road)

Section 2. Section 1 of this ordinance, which amends the Plumas County Code, shall be codified. The remainder of the ordinance shall not be codified.

Section 3. This ordinance shall be published, pursuant to Section 25124 (a) of the Government Code of the State of California, before the expiration of fifteen days after the passage of the ordinance, once, with the names of the supervisors voting for and against the ordinance, in the Feather River Bulletin, a newspaper of general circulation in the County of Plumas.

Section 4. This ordinance shall become effective thirty (30) days after its date of final adoption.

The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on the 2nd day of August, 2016, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 9th day of August, 2016, by the following vote:

AYES: Supervisors:

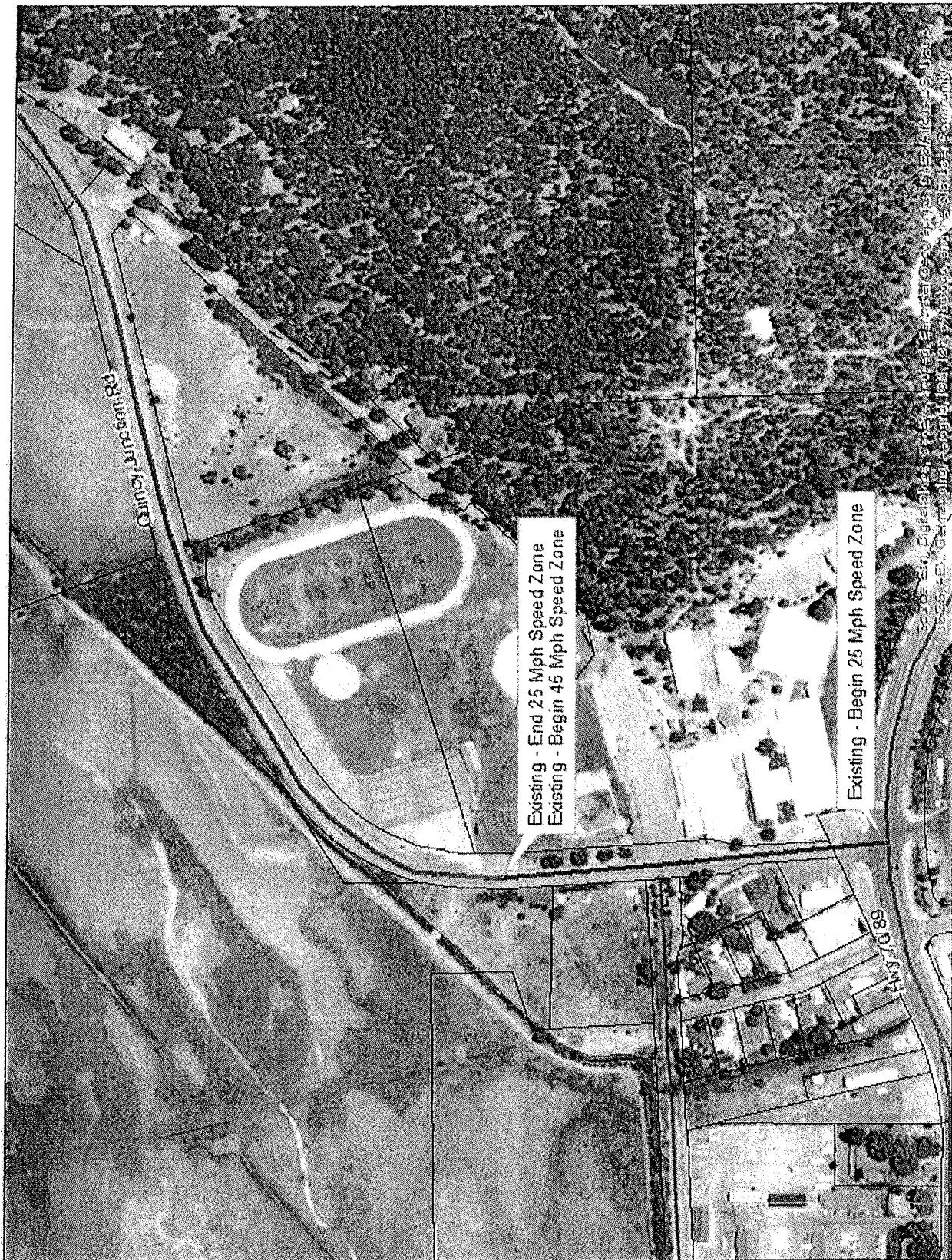
NOES: Supervisors:

ABSENT: Supervisors:

Chair, Board of Supervisors

ATTEST:

Clerk of said Board of Supervisors



Existing Speed Zone - Quincy Junction Road, Quincy, CA

Prepared By:
Plumas County
Public Works
May, 2016



OFFICE OF THE

COUNTY COUNSEL
COUNTY OF PLUMAS

R. CRAIG SETTLEMIRE
COUNTY COUNSEL

Courthouse - 520 Main St., Room 301
Quincy, California 95971-9115

Phone: (530) 283-6240
Fax: (530) 283-6116

July 28, 2016

JA

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas

FROM: R. Craig Settlemire, *Plumas County Counsel*

A handwritten signature in black ink that reads "R. Craig Settlemire".

SUBJECT: First Amendment to Legal Services Agreement with Michael Jackson, Attorney at Law. (for Board meeting August 9, 2016)

Background:

As the members of the Board of Supervisors are aware, local attorney Michael Jackson has been representing the County of Plumas as a special legal counsel in the natural resource and water matter of *County of Butte, et al. [including County of Plumas and the Plumas County Flood Control and Water Conservation District], Petitioners, v. California Department of Water Resources, Respondent, and State Water Contractors, Real Parties in Interest*. Yolo Superior Court Nos. 144283 and 144282 (Lake Oroville relicensing).

The Lake Oroville relicensing matter has been in the California Court of Appeal, Third Appellate District, in Sacramento, for the past couple of years. Due to the inactivity during the appeal process the renewing of Michael Jackson's legal services agreement escaped notice during Fiscal Year 2015/2016.

However, late in Fiscal Year 2015/2016 legal work resumed when, on its own motion, the Court of Appeal ordered additional briefing on issues not previously briefed by any party. The briefing schedule will continue into FY 2016-2017 and will likely be followed by oral argument before the Court in Sacramento.

Due to the court ordered briefings, Mr. Jackson's legal services were required and provided from April 1, 2016 through June 30, 2016. Therefore, an amendment to the "Legal Services Agreement" with Mr. Jackson is needed in order to approve and ratify for payment the services rendered from April 1, 2016 through June 30, 2016.

Memorandum
Board of Supervisors
Re: First Amendment to Legal Services Agreement with Michael Jackson, Attorney at Law.
Date: July 28, 2016

Page 2 of 2

Funds to pay Mr. Jackson under the terms of this agreement were included, have been appropriated, in the "Professional Services" account in the County's General Fund.

Recommended Action:

At this time it is respectfully recommended that the Board of Supervisors approves and ratifies payment for legal services rendered by Mr. Jackson from April 1, 2016 through June 30, 2016, as is provided in the proposed "First Amendment to Legal Services Agreement" submitted herewith.

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FIRST AMENDMENT TO LEGAL SERVICES AGREEMENT
BY AND BETWEEN
PLUMAS COUNTY AND MICHAEL JACKSON

This First Amendment to Legal Services Agreement ("Amendment") is made on August _____, 2016, between PLUMAS COUNTY, a political subdivision of the State of California ("COUNTY"), and MICHAEL JACKSON, California State Bar Number 053808 ("Attorney") who agrees as follows:

1. **Recitals:** This Amendment is made with reference to the following facts and objectives:
 - a. MICHAEL JACKSON has provided legal services to PLUMAS COUNTY related to (1) relicensing of FERC Project 2100 (DWR-Oroville Facilities); and (2) other services as requested by Plumas County, pursuant to written legal services agreements that have been renewed from time-to-time, the most recent of which is dated June 7, 2016 (the "Agreement") and is effective July 1, 2016.
 - b. Because MICHAEL JACKSON provided needed legal services prior to the commencement date of the Agreement, but after the expiration of the previous legal services agreement, the parties desire to change the Agreement.
2. **Amendments:** The parties agree to amend the Agreement as follows:
 - a. Paragraph 3 is amended to read as follows:

Term of Agreement. This Agreement shall be effective as of April 1, 2016, and shall continue through June 30, 2017, unless terminated pursuant to the provisions of this Agreement. The COUNTY's Board of Supervisors hereby approves, ratifies and directs payment for services rendered by MICHAEL JACKSON to COUNTY during the period from April 1, 2016, to the date of approval of this Amendment.
3. **Effectiveness of Agreement:** Except as set forth in this First Amendment of Agreement, all provisions of the Agreement dated June 7, 2016, shall remain unchanged and in full force and effect.

[Signatures follow on page 2.]

County:

Sharon Thrall, Chair, Board of Supervisors

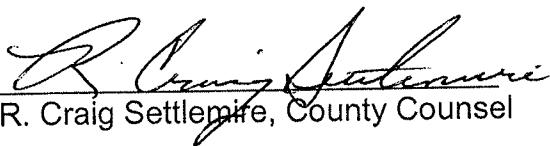
Dated: _____

Attorney:

Michael B. Jackson

Dated: _____

Approved as to form:


R. Craig Settemire, County Counsel

Dated: 8/1/2016

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