

## **BOARD OF SUPERVISORS**

Michael Sanchez, 1<sup>st</sup> District

Kevin Goss, 2<sup>nd</sup> District

Sharon Thrall, 3<sup>rd</sup> District

Lori Simpson, Chair 4<sup>th</sup> District

Jeff Engel, Vice Chair 5<sup>th</sup> District

**AGENDA FOR REGULAR MEETING OF NOVEMBER 7, 2017 TO BE HELD AT 11:00 A.M.  
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

**www.countyofplumas.com**

### **AGENDA**

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

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

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

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

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



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

## STANDING ORDERS

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

**PLEDGE OF ALLEGIANCE**

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

### **PUBLIC COMMENT OPPORTUNITY**

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

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

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

## **ACTION AGENDA**

### **1. CONSENT AGENDA**

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

#### **A) BOARD OF SUPERVISORS**

- 1) Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (Lake Almanor Chamber of Commerce: 4<sup>th</sup> Annual Turkey Trot 5K Walk/Run Event, November 23, 2017, Bailey Creek Area, Lake Almanor, CA)
- 2) Approve and authorize the Chair to sign letter to the Department of Transportation (Caltrans) for encroachment permit (28<sup>th</sup> Annual Quincy Main Street Sparkle and Light Parade, Friday, December 1, 2017, 4:30 – 6:30 p.m., Quincy, CA)

#### **B) CLERK OF THE BOARD**

Approve Board minutes for October 2017

#### **C) ELECTIONS**

Adopt **RESOLUTION** authorizing the County Clerk to Conduct a Special Tax Election Within the Boundaries of the Quincy Fire Protection District, for a Special Tax Election to be Held March 6, 2018

#### **D) PROBATION**

- 1) Approve and authorize the Chair to sign contract, not to exceed \$25,000, between County of Plumas and Alliance for Workforce Development pursuant to CCP AB109 funding; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign contract, not to exceed \$20,824, between County of Plumas and Plumas Crisis Intervention and Resource Center pursuant to CCP AB109 funding; approved as to form by County Counsel

**E) SHERIFF**

- 1) Approve and authorize the Chair to sign contract between County of Plumas and Property Room.com to sell all unclaimed evidence, asset forfeiture property and County property deemed to be auctioned; approved as to form by County Counsel
- 2) Pursuant to Penal Code §4025, receive and file the Inmate Welfare Fund Annual Report Summary for FY 2016-2017

**F) CHILD SUPPORT SERVICES**

Authorize the Department of Child Support Services to recruit and fill vacant, funded and allocated 1.0 FTE Child Support Specialist I/II created by resignation

**G) BUILDING SERVICES**

Authorize Building Services to recruit and fill vacant, funded and allocated 1.0 FTE Building Services Permit Technician created by resignation

**H) PUBLIC HEALTH AGENCY**

- 1) Approve and direct the Chair to sign the following agreements:
  - a) Managed Health Network, Inc., (PCPHA1718MHN) in the amount of \$4,100, to be ratified effective 11/1/17; approved as to form by County Counsel
  - b) Diego Rodriguez Lozano (PCPHA1718DRL) in the amount of \$6,500, to be ratified effective November 1, 2017; approved as to form by County Counsel
  - c) Far West Returns, Inc., (SFP1718FWRI) in the amount of \$6,000, to be ratified effective October 1, 2017; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign Subcontract #HPP1718NORCAL with Northern California Emergency Medical Services, not to exceed \$11,225.40, to perform the Local Emergency Medical Services Agency Coordinator requirements related to Emergency Preparedness Program for FY 2017-2018, to be ratified effective July 1, 2017; approved as to form by County Counsel
- 3) Adopt **RESOLUTION** to accept Agreement Number 17-10228 from the State of California Department of Public Health for the Childhood Lead Poisoning Prevention Program, and authorize the Director of Public Health to sign

**I) PUBLIC WORKS**

Authorize the Department of Public Works to recruit and fill vacant, funded and allocated 2.0 FTE Public Works Road Maintenance Lead Worker positions (Chester and Greenville Districts)

**J) BEHAVIORAL HEALTH**

Authorize Behavioral Health to recruit and fill vacant, funded and allocated 2.0 FTE Behavioral Health Case Management Specialist I/II/Senior; and 1.0 FTE Behavioral Health Psychiatric Nurse I/II or Registered I/I or Licensed Vocational Nurse I/II

## **SPECIAL DISTRICTS GOVERNED BY BOARD OF SUPERVISORS**

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

### **2. COUNTY SERVICE AREA #12**

Appoint a Representative from the Governing Board of County Service Area #12 to the Social Services Transportation Advisory Agency; discussion and possible action

### **3. WAGE HOPE** – Tami Williamson

Adopt **PROCLAMATION** Proclaiming November 2017 as Pancreatic Cancer Awareness Month; discussion and possible action

### **4. PUBLIC AGENCY RETIREMENT SERVICES** – Mitch Barker/Mike Graves

Presentation regarding Pension Rate Stabilization Program; discussion and possible action

### **5. DEPARTMENTAL MATTERS**

#### **A) DISTRICT ATTORNEY** – David Hollister

1) Approve and authorize the District Attorney to sign Memorandum of Understanding, not to exceed \$12,001, between County of Plumas and Plumas Superior Court for Alternative Sentencing Program; and approve supplemental budget of \$12,001, budget unit 70307, accordingly; **four/fifths required roll call vote**

#### **B) PUBLIC HEALTH AGENCY** – Andrew Woodruff

Adopt **RESOLUTION** encouraging the State Department of Health Care Services (DHCS) to allow Plumas County to leave the Regional Expansion Model and Authorizing staff to work with other Regional Model Counties to join Partnership as soon as possible. **Roll call vote**

#### **C) ENGINEERING** – Robert Perreault

Graeagle Unit 9 Subdivision: Consider extending the warrant period by two months to expire on January 9, 2018; and authorize the County Engineer to reduce the existing project security from \$26,250 to \$2,625; discussion and possible action

#### **D) HUMAN RESOURCES** – Nancy Selvage

Adopt **RESOLUTION** to amend the Plumas County Position Allocation for FY 2017-2018. **Roll call vote**

## **6. BOARD OF SUPERVISORS**

- A. Discussion and possible action regarding Cannabis Ordinance process
- B. Approve and authorize the Chair to sign letter to the U.S. Forest Service regarding Active Forest Management on the Plumas National Forest; discussion and possible action
- C. Set Board meeting schedule for January 2018
- D. Correspondence
- E. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations
- F. Appointments

### **PLANNING COMMISSION**

Appoint Jeffrey Greening to the Plumas County Planning Commission representing District 3

### **BEHAVIORAL HEALTH COMMISSION**

Appoint Supervisor Simpson to the Behavioral Health Commission to replace Supervisor Sanchez

### **GRAEAGLE COMMUNITY SERVICES DISTRICT**

Appoint Tom Balestri to the Graeagle Community Services District Governing Board to form a quorum necessary to conduct business

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

## **7. CLOSED SESSION**

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

- A. Personnel: Public employee appointment or employment – County Librarian
- B. Personnel: Public employee performance evaluation – Environmental Health Director (Board only)
- C. Personnel: Public employee discipline/dismissal/separation
- D. Conference with Legal Counsel: Existing litigation - “Adler, et al., Petitioners v. County of Plumas, et al., Respondents, and Genesee Valley Ranch, LLC, et al., Real Parties in Interest,” Plumas Superior Court Case No. CV17-00152
- E. Conference with Legal Counsel: Existing litigation – Pederson, et al., v. County of Plumas, et al., United States District Court for the Eastern District of California Case No. CIV S-89-1659 JFM P, pursuant to subdivision (a) of Government Code §54956.9
- F. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- G. 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, November 14, 2017, Board of Supervisors Room 308, Courthouse, Quincy, California.

# BOARD OF SUPERVISORS

MICHAEL SANCHEZ, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
SHARON THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JEFF ENGEL, DISTRICT 5



November 7, 2017

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

Attention: Permits Engineer

**Subject: Encroachment Permit Request**

**LAKE ALMANOR AREA CHAMBER OF COMMERCE**

4<sup>th</sup> Annual Turkey Trot 5K Walk/Run Event, November 23, 2017, Bailey Creek Area, Lake Almanor, CA

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

Sincerely,

Lori Simpson, Chair

Cc: Plumas County Director of Public Works



## LAKE ALMANOR AREA CHAMBER OF COMMERCE & VISITORS BUREAU

WORKING TOGETHER FOR SUCCESS

October 5, 2017

*Directors 2017*  
Plumas County Board of Supervisors  
520 Main Street Room 309  
Quincy, CA 95971

*Ronnie Theobald President,*

RE: Approval of Plans for 5K Turkey Trot Event

*Monte Stelzreide, Vice President*  
The Lake Almanor Chamber of Commerce is currently gearing up for the 4th Annual Turkey Trot 5K walk/run. This event begins and end in the Bailey Creek area of Plumas County.

*Secretary, Tami De Jong*  
This event will operate on county roadways with road closures required and no expected disruption to traffic.

*Treasurer, Tracey Smith,*  
*Directors:*  
We are now preparing the applications for the Plumas County Road Encroachment Permit. The Permit requires a letter of support from the following entities:

*Janice White,*  
*Eric Dunbar,*  
*Sharon Geney,*  
*Shannon Medici-Brinkman,*  
*Dawn Gray*  
The Plumas County Board of Supervisors

The California Highway Patrol

Plumas County Sheriff's Department

The routes of travel for this event are attached.

Thank you for your continued support in this safe and fun event for our community,

Sincerely,

Shannon Medici-Brinkman  
Board Member

**Lake Almanor Area Chamber of Commerce  
Proudly Presents The 4th Annual  
Lake Almanor Turkey Trot**

## London, Ballymena, Greencastle, Coalisland

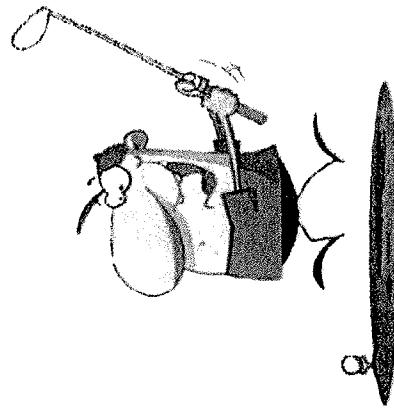
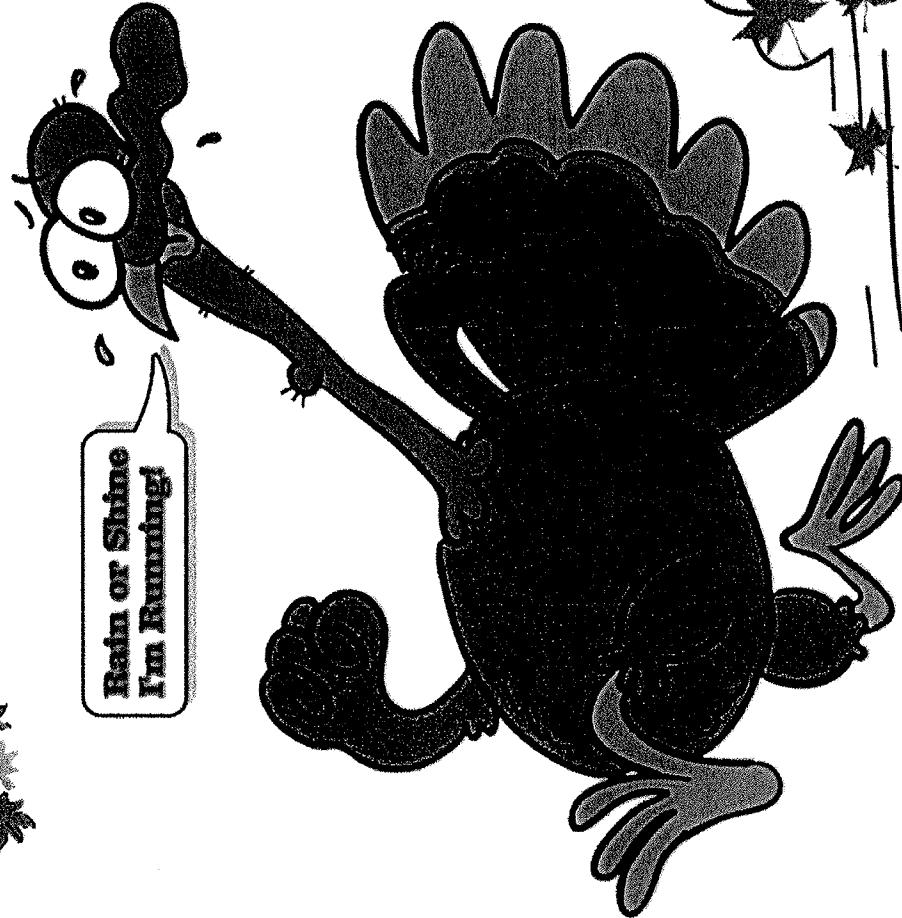
National Grid, 2017

8:00 AM - 12:00 PM

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A vertical decorative element consisting of a series of small, circular or floral motifs arranged in a column.

Contracts: [Siphamon Medifit-Brindis](#)



Register Online at [www.lisboninternational.com](http://www.lisboninternational.com)

Start - Club House

Lebt - Durkin Dr

Left - Flint Way

Loft - Durkin Dr

Right - Bayley Creek Dr

Right Red River Dr.

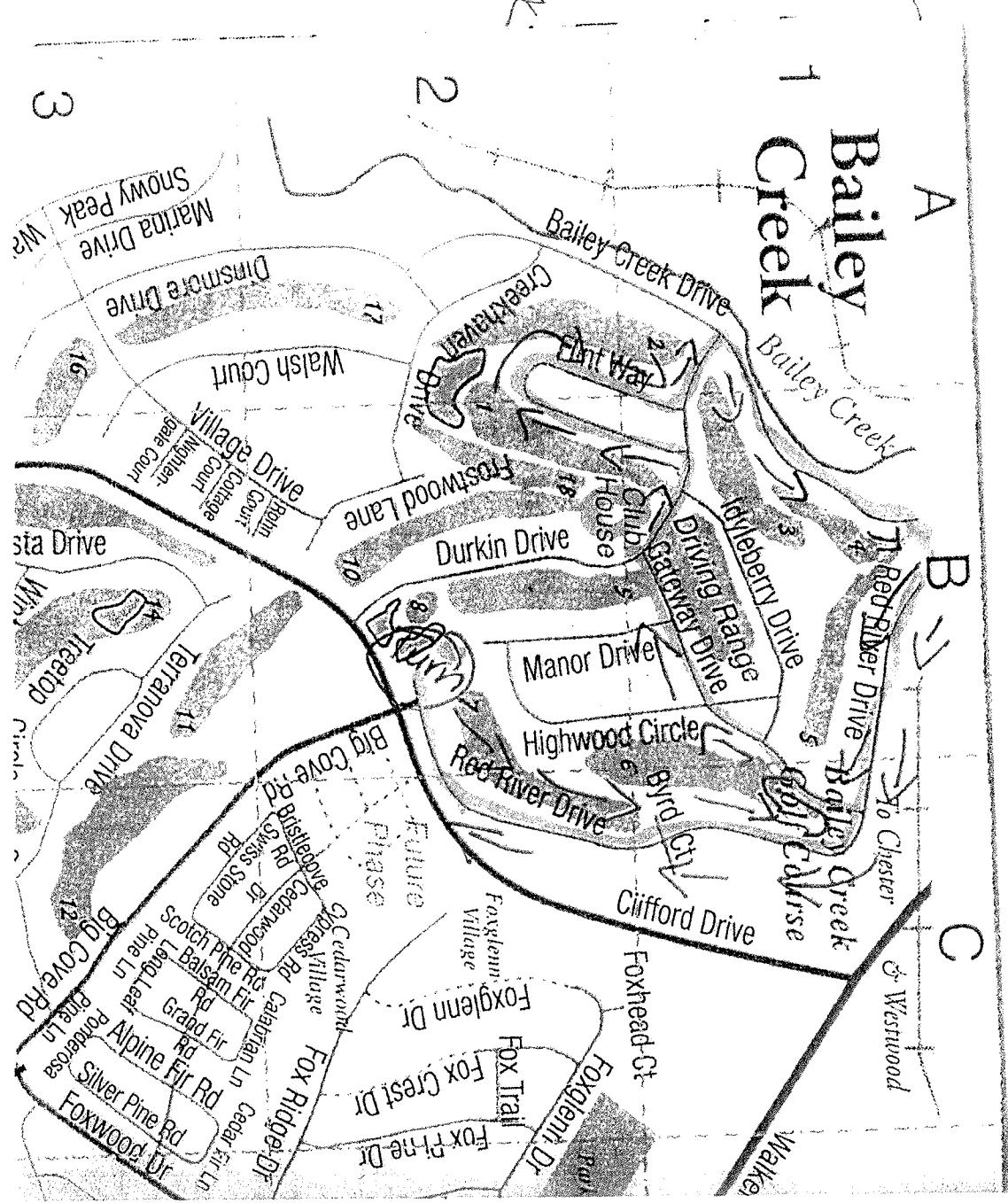
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Red River Dr. Dick Mack

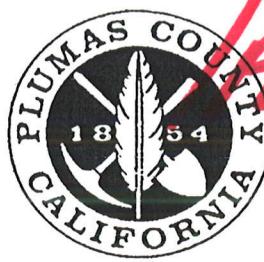
Left - Gateway to

Finish @ Club House



# BOARD OF SUPERVISORS

MICHAEL SANCHEZ, DISTRICT 1  
KEVIN GOSS, DISTRICT 2  
SHARON THRALL, DISTRICT 3  
LORI SIMPSON, DISTRICT 4  
JEFF ENGEL, DISTRICT 5



November 7, 2017

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

Attention: Permits Engineer

**Subject: Encroachment Permit Request**  
**QUINCY CHAMBER OF COMMERCE**

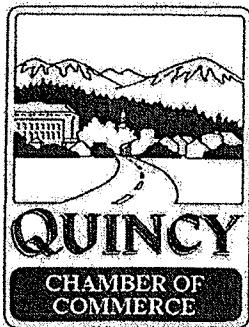
28<sup>th</sup> Annual Quincy Main Street Sparkle and Light Parade, Friday,  
December 1, 2017, 4:30 – 6:30 p.m., Quincy, CA

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

Sincerely,

Lori Simpson, Chair

Cc: Plumas County Director of Public Works



## Heart of the Feather River Country

336 MAIN STREET•QUINCY, CALIFORNIA 95971  
EMAIL: [quincychamber@yahoo.com](mailto:quincychamber@yahoo.com) [www.quincychamber.com](http://www.quincychamber.com)

October 15, 2017

Plumas County Board of Supervisors  
520 Main Street  
Quincy, California 95971

RE: 28<sup>th</sup> Annual Quincy Main Street Sparkle and Light Parade  
Friday, December 1, 2017 4:30 - 6:30 pm

Honorable Plumas County Supervisors,

At the request of California Department of Transportation, I am requesting your permission for the 28<sup>th</sup> Annual Quincy Main Street Sparkle and Light Parade on Friday December 1, 2017 from 4:30 - 6:30 pm in Quincy, California. The parade route will begin at Plumas Motor Supply, travel west on Lawrence Street, turn left at Crescent Street, then travel east on Main Street, and left on Highway 70 at Plumas Motor Supply to repeat the route once more.

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

Respectfully,

Cheryl Kolb  
Treasurer  
Quincy Chamber of Commerce  
PO Box 215  
Quincy, CA 95971  
(530) 375-0086

1C

A RESOLUTION AUTHORIZING THE COUNTY CLERK  
TO CONDUCT A SPECIAL TAX ELECTION WITHIN THE BOUNDARIES OF THE  
QUINCY FIRE PROTECTION DISTRICT, FOR A SPECIAL TAX ELECTION  
TO BE HELD MARCH 6, 2018

WHEREAS, on October 12, 2017 the Board of Directors of the Quincy Fire Protection District has requested by Resolution #121017, hereto attached as Exhibit "A", that the Plumas County Board of Supervisors authorize the Plumas County Clerk to conduct an election on March 6, 2018, for the purpose of funding fire protection and prevention services and emergency medical and hazardous materials responses and to call an election thereon.

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

1. The Plumas County Clerk is authorized to conduct an election within the boundaries of the Quincy Fire Protection District to be held on March 6, 2018, for the purpose of obtaining voter approval by a two-thirds majority vote of the following measure:

"Shall the Quincy Fire Protection District resolution proposing a special tax of \$98.50 per parcel per fiscal year be adopted on all parcels within boundaries of Quincy Fire Protection District, excluding parcels exempt from county property tax, for the purpose of funding fire protection and prevention services and emergency medical and hazardous materials responses, commencing in fiscal year 2018-19, continuing in perpetuity, with optional annual adjustments not exceeding 2 percent, and tax proceeds collected and apportioned along with county property taxes?"

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

The Plumas County Clerk, Registrar of Voters is authorized to conduct an election within the boundaries of the Quincy Fire Protection District with Vote by Mail ballots, including preparation and publication of all legal notices, preparation of official ballots, tabulation of votes, canvassing the returns and taking all other necessary steps required under state and local law in conducting an election. The Plumas County Clerk, Registrar of Voters is authorized to recover expenses for any election service performed, by deposit, advance payment, or reimbursement.

The forgoing resolution was adopted at a regular meeting of the Plumas County Board of Supervisors held on November 7, 2017, by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

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Lori Simpson, Chair of the Board of Supervisors

ATTEST:

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Nancy L. DaForno, Clerk to the Board of Supervisors

## RESOLUTION NO. 121017

A RESOLUTION PROPOSING THE ADOPTION OF A SPECIAL TAX, AND REQUESTING THE COUNTY BOARD OF SUPERVISORS TO PERMIT THE COUNTY CLERK TO HOLD AN ALL-MAILED BALLOT ELECTION

WHEREAS, the Board of Directors of the Quincy Fire Protection District finds and determines as follows:

- A. California Health and Safety Code Section 13910 provides that a fire protection district board of directors may raise revenues pursuant to law whenever revenues are inadequate to meet the costs of providing services pursuant to Section 13862 for fire protection and prevention, emergency medical services, and hazardous material emergency response services;
- B. The present and anticipated revenues of the District are insufficient to fund safe level of the above-mentioned services, for reasons to be presented in connection with the public hearing prior to adoption of this resolution; a tax rate of \$98.50 per parcel is estimated to generate sufficient supplemental funding to ensure a safe level of services, and includes the \$2.50 per parcel annual administrative charge for county collection of the tax.
- C. In order to help ensure that revenues from the special tax grow in line with the inflation adjusted cost of providing local fire protection and other emergency services, the tax rate may increase in future years by an annual amount not to exceed 2% per year, based upon changes in the Western States Consumer Price Index (CPI) or 2%, WHICHEVER IS LESS, Under no circumstances can the cost of living adjustment be put in place without the proposed modification of the fee being placed on the agenda of the Quincy Fire Protection District's Board of Directors regular meeting with an opportunity for public input and discussion.
- D. California Health and Safety Code Section 13911 authorizes a fire protection district to levy a voter-approved special tax pursuant to Government Code Section 50077, which requires an election and approval by two-thirds of the voters voting.

Public Notice of hearing on this resolution was posted in the Feather River Bulletin and in five locations on August 23, 2017 and a public hearing was held on October 12, 2017.

NOW, THEREFORE BE IT RESOLVED as follows:

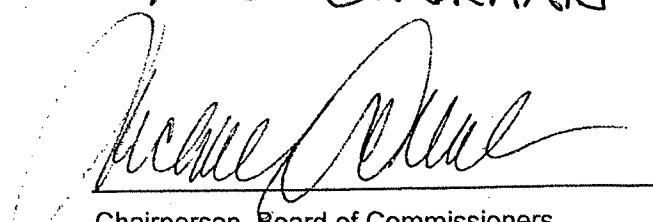
1. The District proposes that a special tax measure be submitted to voters of the District as set forth below:

"Shall Quincy Fire Protection District resolution proposing a special tax of \$98.50 per parcel per fiscal year be adopted on all parcels within boundaries of Quincy Fire Protection District, excluding parcels exempt from county property tax, for the purpose of funding fire protection and prevention services and emergency medical and hazardous materials responses, commencing in fiscal year 2018-19, continuing in perpetuity, with optional annual adjustments not exceeding 2 percent, and tax proceeds collected and apportioned along with county property taxes?"

2. The District requests the Plumas County Board of Supervisors, pursuant to Election Code Section 10002, to permit the Plumas County Clerk to render services necessary for the conduct of an all mailed ballot election, pursuant to Election Code Section 4000 and other relevant sections to be held on March 06, 2018 as scheduled by the Clerk, with costs to be reimbursed by the District.
3. The Chair of the Board is hereby authorized to prepare and file with the Registrar of Voters a ballot argument in favor of the tax measure, or act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument, each with the time established by the Registrar of Voters, which shall be considered the official ballot arguments of this Board as sponsor of the measure.
4. The tax shall take effect on July 1, 2018 and shall be assessed against each taxable parcel of land within the District at a tax rate of \$98.50 per taxable parcel, which amount includes a \$2.50 per parcel annual administrative charge for county collection of the tax. Taxable parcels mean any unit of real property in the District that appears on the annual secured County property tax roll. The District may increase the annual tax rate by the lesser of an amount not to exceed 2% per year or the Western States Consumer Price Index (CPI). Each annual increase shall not occur unless and until approved by the Quincy Fire Protection District's Board of Directors at a regular meeting with an opportunity for public input and discussion.
5. The tax shall be collected by the County Tax Collector at the same time, in the same manner and subject to the same penalties as *ad valorem* property taxes collected by the Treasurer-Tax Collector. Unpaid taxes shall bear interest at the same rate as the rate for unpaid *ad valorem* property taxes until paid. The collection of the parcel tax shall not decrease the funds available from other sources of the District in any period from the effective date hereof.

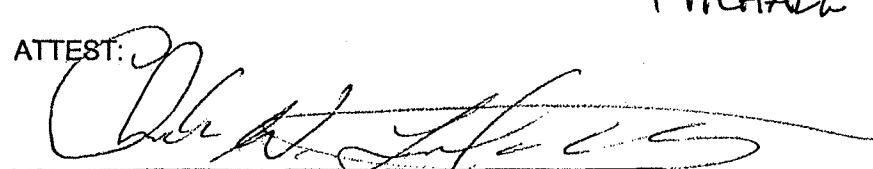
The Foregoing resolution was passed and adopted on October 12, 2017, at a meeting of the Board of Directors of the Quincy Fire Protection District, by the following vote:

AYES: 3      MICHAEL TABORSKI, CHAIRMAN OF THE BOARD  
NOES: 0      ANDREW RYBACK, TREASURER  
ABSENT: 0      CHARLES LEONHARDT, VICE-CHAIRMAN



\_\_\_\_\_  
Chairperson, Board of Commissioners  
MICHAEL TABORSKI

ATTEST:



\_\_\_\_\_  
Vice Chairperson, Board of Commissioners  
CHARLES LEONHARDT



**Erin Metcalf**  
Chief Probation Officer

# County of Plumas

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



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

DATE: November 7, 2017

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Request to approve and authorize Chair Simpson to sign the contract between the Probation Department and Alliance for Workforce Development pursuant to CCP AB109 funding.

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### **Recommendation**

Approve and Authorize Chair Simpson to sign a contract between the Probation Department and Alliance for Workforce Development pursuant to CCP funding.

### **Background and Discussion**

Alliance for Workforce Development was awarded \$25,000 by the CCP Executive Committee pursuant to CCP AB109 funding which was approved by the Board of Supervisors on 9/19/17. Therefore, we respectfully request the Board of Supervisors approve and authorize Chair Simpson to sign the contract.

A copy of the contract is on file with the Clerk of the Board.



**Erin Metcalf**  
Chief Probation Officer

# County of Plumas

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



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

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DATE: November 7, 2017

TO: Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Request to approve and authorize Chair Simpson to sign the contract between the Probation Department and the Plumas Crisis Intervention and Resource Center pursuant to CCP AB109 funding.

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### Recommendation

Approve and authorize Chair Simpson to sign a contract between the Probation Department and Plumas Crisis Intervention and Resource Center pursuant to CCP funding.

### Background and Discussion

Plumas Crisis Intervention and Resource Center was awarded \$20,824 by the CCP Executive Committee pursuant to CCP AB109 funding for their 24/7 Dad Program which was approved by the Board of Supervisors on 9/19/17. Therefore, we respectfully request the Board of Supervisors approve and authorize Chair Simpson to sign the contract.

A copy of the contract is on file with the Clerk of the Board.



# Office of the Sheriff

## Office of Emergency Services

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

IEI

GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** 10/23/17  
**TO:** Honorable Board of Supervisors  
**FROM:** Sheriff Greg Hagwood OK  
**RE:** Agenda Items for the meeting of November 7, 2017

**It is recommended that the Board:**

Approve and sign contract #PCSO00116 between the Plumas County Sheriff's Office (PCSO) and Property Room.com.

**Background and Discussion:**

The term of this contract is 11/01/17-10/31/18. This purpose of this agreement is to have Property Room.com sell all unclaimed evidence, asset forfeiture property and County property deemed to be auctioned.

Agreement has been approved as to form by County Counsel.

This Asset Disposition Services Agreement ("Agreement") is made by and between PropertyRoom.com, Inc., a Delaware corporation ("Contractor") and County of Plumas - Sheriff's office ("Owner"). The Agreement is effective upon Owner's signature date ("Effective Date").

**Whereas** Contractor's business involves surplus asset management, selling, auction, disposition and related services ("Services"); and

**Whereas** Contractor desires to provide Services to Owner and Owner desires Contractor to provide Services subject to this Agreement.

**Now therefore**, in consideration of premises above and mutual covenants and agreements set forth herein, Contractor and Owner agree as follows.

Any other municipal, county, or state government agency located within the same state as Owner may also procure Services under this Agreement under the same terms and conditions stated in this Agreement by executing an adoption agreement with Contractor based upon this Agreement.

1. **Items Requiring Services.** Owner will identify items ("Assets") it desires to provide to Contractor for Services. Contractor retains the right to accept or reject certain Assets in its sole discretion.
2. **Title to Assets.** Owner shall retain, at all times, legal title to Assets unless and until Assets are purchased or otherwise disposed of according to the Agreement, at which time Owner will be deemed to have transferred title directly to an Asset purchaser or other acquirer ("Buyer") identified by Contractor. Owner appoints Contractor as its representative and instrumentality to hold and offer Assets for sale, on Owner's behalf, in accordance with the Agreement. Owner appoints Contractor as its attorney-in-fact to sign any and all documents necessary to assign to Buyers all of Owner's rights, title and interest in and to Assets sold or disposed. Cash receipts, accounts receivable, contract rights, notes, general intangibles, and other rights to payment of any kind arising out of Asset sales ("Proceeds") belong to Owner. Contractor may withhold from Proceeds amounts owed to Contractor and any third parties in connection with Services, which amounts shall be disbursed by Contractor on Owner's behalf. Contractor will remit remaining balances to Owner ("Owner Net Proceeds").

### 3. Term and Termination

This Agreement shall commence on the Effective Date and shall continue for an initial term of one (1) year from the Effective Date and thereafter will

automatically renew for consecutive one (1) year terms unless written notice of non-renewal is provided by either party to the other at least sixty (60) days prior to the expiration of the then current term.

- a. Either Owner or Contractor (the "Party" or "Parties") may terminate the Agreement upon thirty (30) days prior notice to the other Party.
- b. The rights of the Parties to terminate the Agreement are not exclusive of any other rights and remedies available at law or in equity, and such rights will be cumulative. Exercising any such right or remedy will not preclude exercising these or any other rights and remedies.
- c. Upon any termination or expiration, Contractor may continue to provide Services for any unsold Assets then in the possession of Contractor. Alternatively, Owner may, at Owner's expense, arrange for the return of Owner Assets.

### 4. Payment for Services

- a. **Fees.** Fees for Contractor Services appear in signed addendums to this Agreement.
- b. **Remittance of Proceeds.** Once a month, Contractor will remit Owner Net Proceeds from sales completed the prior month. Sales are deemed completed when all items from an asset list line-item are sold, paid for and shipped. Contractor may defer payment of any amount less than \$250 until such time as the amount owed Owner equals or exceeds \$250.
- c. **Invoices.** If monthly Proceeds do not cover amounts owed, Contractor and Owner will mutually agree for Contractor to either:
  - (1) Invoice Owner for Services, net of Proceeds collected, or
  - (2) Accrue and carry-over unpaid balances, invoicing Owner when negative balances persist for six (6) consecutive months.
- d. **Reporting.** Each month, Contractor will publish a standard online report containing information related to Owner Assets, Services provided, Fees and Owner Net Proceeds.

### 5. Contractor Obligations.

Contractor may utilize subcontractors in its performance of Services, provided Contractor shall be responsible for any breach of this Agreement by such subcontractors. With respect to delivering Services:

- a. Contractor shall maintain insurance covering Assets against fire, theft, and extended coverage risks ordinarily included in similar policies.
- b. For auction Services, Contractor will use organic marketing techniques ("OMT") to increase bidding on Owner Assets. OMT may

## Asset Disposition Services Agreement

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include, but not be limited to, email, publicity related to this Agreement, and facilitation of clickable links on Owner website(s) to websites used by Contractor for Asset sales.

### 6. Asset Lists

- a. **Manifest & Asset Lists.** Owner will complete paperwork reasonably necessary to convey custodial possession of Assets to Contractor, such as written manifests or Asset lists (the "Asset Lists") describing items in sufficient detail for proper identification. Contractor owns exclusive rights to sell Assets described in Asset Lists provided by Owner for a period of 120 days from the date Owner releases an Asset to Contractor for sale and Owner will not grant any such rights to any third party (or itself sell the applicable Assets).
- b. **Excluded Assets.** Owner agrees it will not knowingly provide illegal or hazardous Assets or Assets that infringe intellectual property rights of any third party ("Excluded Assets"). In the event Contractor identifies any item as an Excluded Asset, Contractor shall have the right to suspend, cancel, or unwind any sale or disposal of such Excluded Asset.

### 7. Salability of Assets.

- a. Owner states Assets subject to Services are legally available for sale to the general public; and
- b. If required, Owner has taken necessary actions for transfer of Asset title(s) to Buyers.

### 8. Books and Records.

Contractor will keep complete and accurate books of account, records, and other documents with respect to the Agreement ("Books and Records") for at least 3 years following Agreement expiration or termination. Upon reasonable notice, Books and Records will be available for inspection by Owner, at Owner's expense, at the location where Books and Records are regularly maintained, during Contractor's normal business hours.

### 9. Assignment.

This Agreement shall be binding upon and inure to the benefit of the Parties named herein and their respective successors and assigns. Neither Party may assign any of its obligations under this Agreement without the prior written consent of the other Party, such consent not to be unreasonably withheld or delayed, provided that Contractor may assign this Agreement without such consent to a successor in interest by way of a merger, consolidation, or sale of all or substantially all of Contractor's assets.

10. **Notices.** Any notice or other communication given under the Agreement will be in writing and delivered by hand, sent by facsimile (provided acknowledgment of receipt thereof is delivered to the sender), sent by certified, registered mail or sent by any nationally recognized overnight courier service to the addresses provided in the Owner information section. Notices sent by registered mail or national overnight carrier shall be effective upon delivery. The Parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by written notice to the other Party. A change of address will take effect upon receipt of notice unless a later date is otherwise specified.

11. **Interpretation.** Whenever possible, each provision of the Agreement will be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of the Agreement is held to be prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of the Agreement. The Agreement headings are inserted for convenience of reference only and shall not constitute a part hereof.

12. **Governing Law.** The internal law, and not the law of conflicts, of the state in which Owner is located will govern all questions concerning construction, validity and interpretation of the Agreement and the performance of the obligations imposed by the Agreement. The proper venue for any proceeding at law or in equity will be the state and county in which the Owner is located, and the Parties waive any right to object to the venue.

13. **Further Assurances.** Contractor and Owner will each sign such other documents and take such actions as the other may reasonably request in order to effect the relationships, Services and activities contemplated by the Agreement and to account for and document those activities.

14. **Relationship of the Parties.** No representations or assertions will be made or actions taken by either Party that could imply or establish any joint venture, partnership, employment or trust relationship between the Parties with respect to the subject matter of the Agreement. Except as expressly provided in the Agreement, neither Party will have any authority or power whatsoever to enter into any agreement, contract or commitment on behalf of the other, or to create

## Asset Disposition Services Agreement

any liability or obligation whatsoever on behalf of the other, to any person or entity.

15. **Force Majeure.** Neither Party will be liable for any failure of or delay in performance of the Agreement for the period that such failure or delay is due to acts of God, public enemy, war, strikes or labor disputes, or any other cause beyond the Parties' reasonable control (each a "Force

Majeure"), it being understood that lack of financial resources will not be deemed a cause beyond a Party's control. Each Party will notify the other Party promptly of any Force Majeure occurrence and carry out the Agreement as promptly as practicable after such Force Majeure is terminated. The existence of any Force Majeure will not extend the term of the Agreement.

This Agreement, together with one or more signed addendums attached hereto, comprises the entire agreement between Contractor and Owner relating to Services and supersedes any prior understandings, agreements, or representations by or between the parties, whether written or oral.

### OWNER

Signature \_\_\_\_\_  
Name Lori Simpson  
Title Chair, BDS  
Date \_\_\_\_\_

### OWNER

Signature \_\_\_\_\_  
Name Gregory Hagwood  
Title Sheriff  
Date \_\_\_\_\_

### Approve As to form OWNER

Signature \_\_\_\_\_  
Name Gretchen Stuh  
Title Deputy County Counsel  
Date Oct. 16, 2017

### CONTRACTOR

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**Asset Disposition Services Agreement**

**OWNER INFORMATION & AGREEMENT OPTIONS SELECTED**

Owner Name: <b>County of Plumas - the Sheriff</b>	Account #:
Street Address: <b>1400 E. Main St</b>	<input checked="" type="checkbox"/> Cooperative Purchasing Agreement? <input checked="" type="checkbox"/> NJPA q <input type="checkbox"/> TXMAS q Other (Please specify) _____ q Member #: <b>6570</b>
City, State/Province, Postal Code, Country: <b>Quincy, CA 95971</b>	<b>Resolution of Unpaid Monthly Service Fees:</b> Balance carry-over <input type="checkbox"/> Monthly Invoice <input checked="" type="checkbox"/>
Telephone: <b>530 283 6375</b>	Fax: <b>530 283 - 6344</b>
<b>Primary Contact:</b> Name <b>Holly Taylor</b> Work <b>530 283 6384</b> Mobile _____ Email <b>holly@pcso.net</b>	<b>Secondary Contact:</b> Name _____ Work _____ Mobile _____ Email _____

1. This addendum ("Addendum") is attached to and made part of the Asset Disposition Services Agreement dated \_\_\_\_\_ ("Agreement") between Contractor and Owner. In the event of a conflict between the provisions of the Agreement, this Addendum and any prior agreement or Agreement addendum, this Addendum will govern.
2. **Definitions.**
  - a. **Winning Bid.** "Winning Bid" means the highest amount committed and paid by a Buyer of a sold Asset. Winning Bid does not include shipping & handling, buyer premiums, or other fees, if any, nor does Winning Bid include an amount a Buyer commits but fails to pay.
  - b. **Sales Price.** "Sales Price" equals the Winning Bid plus shipping & handling, shipping insurance and sales tax paid by a Buyer.
  - c. **Payment Processing Costs.** Payment processing costs equal 3% of Sales Price ("PPCosts").
  - d. **Success Fee.** For sold Assets, Owner will pay Contractor a Services fee equal to a percent of profits or Winning Bids as specified below ("Success Fee").
  - e. **Buyer Premiums.** Notwithstanding anything to the contrary herein, Contractor may collect a Winning Bid percent fee from a Buyer, typically referred to as a "Buyer's Premium".
3. **Services Offered.** Contractor provides a suite of Services referenced herein. Upon mutual agreement of Owner and Contractor, Contractor may provide all or any combination of Services. Contractor will use commercially reasonable efforts to deliver Services.
  - a. **Portables Auction Service ("Portables").** Applying to Assets small enough for pick-up by Contractor via box truck or common carrier shipment, excluding firearms, Contractor will transport, test and/or authenticate (if applicable and practicable), erase or destroy memory media (in the case of electronics), image, store, list and sell Assets via public internet auction on one or more Contractor selected websites. Owner will pay Contractor a Success Fee as described below.
    - (1) **Non-bicycle Asset Success Fee.** For non-bicycle assets, Success Fee equals 50% for the first \$1,500 of a Winning Bid amount and 25% of Winning Bid amount, if any, over \$1,500.
    - (2) **Bicycle Asset Success Fee.** For bicycle assets, Success Fee equals 85% of the Winning Bid.
    - (3) **Net Proceeds.** For each Portables Asset, Owner Net Proceeds equals Winning Bid less Success Fee less PP Costs.
    - (4) **Fuel Surcharge.** If quarterly retail diesel prices, as published by the U.S. Energy Information Administration, rise above the level shown in the table below, a fuel surcharge ("Fuel Surcharge") will be deducted from Owner Net Proceeds for each Portable Manifest picked up at Owner's location.

Retail Diesel (per gal)	Fuel Surcharge
< \$ 2.50	\$ 0.00
\$ 2.50 to \$ 2.99	\$ 12.40
\$ 3.00 to \$ 3.49	\$ 24.80
\$ 3.50 to \$ 3.99	\$ 37.20*

\* Table continues at same rate of \$12.40 increments per \$0.50 per gal change in Retail Diesel.

- (5) **Shipping Fee.** If assets are transported via common carrier and not picked up by Contractor, the shipping fee will be deducted from Owner Net Proceeds.
- b. **Firearms Auction Service.** This service is restricted to Owner firearm assets ("Firearm Assets") legally available for public sale in the United States. Contractor is compliant with ATF, Title 18, U.S. Code Ch. 44 and NFA (26 U.S.C., Ch. 53), as well as applicable state and local laws. Contractor may work with one or more subcontractors ("Subcontractor") for storage and processing of Firearm Assets.
 

Contractor will deliver Firearm Assets disposition services beginning with the collection and transport of Firearm Assets to a Federal Firearms Licensee ("FFL") holder ("Recipient FFL" or "Partner FFL"). Subsequently, Contractor and Recipient FFL will store, catalog, image, list for public internet auction, process purchaser payment and ship Firearms Assets to another FFL holder ("Transferee FFL") that will administer final physical transfer to purchaser ("Buyer") in compliance with applicable federal, state, and local laws. Owner will pay Contractor a Success Fee as described below.

  - (1) **Success Fee.** For Firearm Assets, Success Fee equals 50% for the first \$1,500 of a Winning Bid amount and 25% of Winning Bid amount, if any, over \$1,500.

(2) **Net Proceeds.** For each Firearm Asset, Owner Net Proceeds equals Winning Bid less Success Fee less PP Costs.

c. **In Place Auction Service ("In Place").** Applying to Assets that Owner and Contractor mutually agree to auction in place, Contractor will sell In Place Assets via public internet auction on one or more Contractor selected websites using descriptions and digital images supplied by Owner. Owner will maintain physical control of In Place Assets and transfer possession to Buyers after sale. Owner will pay Contractor a Success Fee as described below.

(1) **Success Fee.** For each In Place Asset, Success Fee equals 2.5% of Winning Bid.

(2) **Net Proceeds.** For each In Place Asset sold at auction, Winning Bid less Success Fee less PPCosts equals Owner Net Proceeds.

d. **Haul Away Auction Service ("Haul Away").** Applying to fleet vehicles and equipment, Contractor will tow Assets to, or take delivery at, Yards. Contractor will store, image, describe, list and sell Haul Away Assets via public internet auction on one or more Contractor selected websites. Contractor may work with one or more subcontractors ("Subcontractor") for storage and processing of Assets at Yards. Owner will pay Contractor a Success Fee as well as other fees as specified below.

(1) **Success Fee.** For each Haul Away Asset, Success Fee equals 12.5% of Winning Bid.

(2) **Tow & Miscellaneous Fees.** Tow and Miscellaneous Service Fees are indicated in fee schedule below that specifies tow processes and related fees for Owner-specific needs ("Tow & Miscellaneous Fee Schedule"). The Tow & Miscellaneous Fee Schedule will distinguish between Assets that can be hauled away on a standard vehicle transporter (such as automobiles and light trucks) from over-sized Assets (e.g., cranes, buses, backhoes).

**Haul Away Auction Service – Tow and Miscellaneous Fee Schedule**

Fee Type	Fee Description	Rate Description	Rate Per Asset
<i>Light Tow</i>	Light duty vehicles up to 11,000 GVWR	Per vehicle towed	First 30 miles free. \$10 for every 10 miles over the 1st 30 free miles
<i>Medium Tow</i>	Medium duty vehicles 11,001 - 33,000 GVWR and oversized vehicles such as an F-350 w/ dual wheels, etc.)	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
<i>Heavy Tow</i>	Heavy duty vehicles 33,001+ GVWR	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
<i>Re-list / Re-run</i>	Fee for re-listing asset more than three (3) times due to any type of owner imposed bidding restriction	Per re-list of asset on 4 <sup>th</sup> or subsequent attempt	\$35 / re-list
<i>Storage - light &amp; medium duty</i>	Storage for assets stored for any reason other than awaiting auction	Per day over 30 days after pickup date	\$5 / day
<i>Storage - heavy duty</i>	Storage for assets stored for any reason other than awaiting auction	Per day over 30 days after pickup date	\$8 / day
<i>De-identification</i>	De-identifying assets	Charged in 15 minute increments for the labor to de-identify	\$20 / quarter hour
<i>Decal Removal</i>	Removal of a decal	Charged in 15 minute increments for the labor to perform decal removal	\$20 / quarter hour; \$45 minimum charge per vehicle (\$45 maximum charge per vehicle for Light Duty Vehicles)

(3) **Net Proceeds.** For each Haul Away Asset, Winning Bid less the sum of Success Fee, Tow & Miscellaneous Fees, and PP Costs equals Owner NetProceeds.

e. **Impound Storage & Auction Service ("Impound").** Applying to citizen vehicles seized and or impounded by Owner, Contractor will receive tows of Impound Assets at tow yard facilities ("Yards"), storing Assets while Owner decides whether to release to a citizen or auction. For release-to-citizen vehicles ("Released Vehicles"), Contractor will process and collect fees from citizens. For auctioned vehicles, Contractor will store, image, describe and sell Impound Assets via public internet auction on one or more Contractor selected websites. Contractor may work with one or more sub-contractors

("Subcontractor") for storage and processing of Assets at Yards. Owner will pay Contractor a Success Fee as well as other fees as specified below.

- (1) **Success Fee.** For each Impound Asset sold at auction, Success Fee equals 12.5% of the Winning Bid.
- (2) **Tow & Miscellaneous Fees.** Tow and Miscellaneous Service Fees are indicated in fee schedule below that specifies tow processes and related fees for Owner-specific needs ("Tow & Miscellaneous Fee Schedule"). The Tow & Miscellaneous Fee Schedule will distinguish between Assets that can be hauled-away on a standard vehicle transporter (such as automobiles and light trucks) from over-sized Assets (e.g., cranes, buses, backhoes).
- (3) **Storage Fees.** Impound storage fees are indicated in the fee schedule below. Owner retains rights to charge citizens higher storage fees for Released Vehicles and Contractor will collect those storage fees along with other citizen fees set by Owner, such as tow charges, administrative charges, court processing fees, etc. ("Citizen Payments"). In the event that Assets are stored for an extended period of time without being released by Owner for auction, Owner agrees to reimburse Contractor for such storage fees in a manner to be mutually agreed upon.

**Impound Storage & Auction Service – Tow and Miscellaneous Fee Schedule**

Fee Type	Fee Description	Rate Description	Rate Per Asset
<i>Light Tow</i>	Light duty vehicles up to 11,000 GVWR	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
<i>Medium Tow</i>	Medium duty vehicles 11,001 - 33,000 GVWR and oversized vehicles such as an F-350 w/ dual wheels, etc.)	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
<i>Heavy Tow</i>	Heavy duty vehicles 33,001+ GVWR	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
<i>Re-list / Re-run</i>	Fee for re-listing asset more than three (3) times due to any type of owner imposed bidding restriction	Per re-list of asset on 4 <sup>th</sup> or subsequent attempt	\$35 / re-list
<i>Owner Storage Fees</i>	Daily storage for assets stored and awaiting auction	Per day	\$8 / day
<i>Citizen Storage Fees</i>	Daily storage for release vehicles	Per day	\$15 / day
<i>De-Identification</i>	De-identifying assets	Charged in 15 minute increments for the labor to de-identify	\$20 / quarter hour
<i>Decal Removal</i>	Removal of a decal	Charged in 15 minute increments for the labor to perform decal removal	\$20 / quarter hour; \$45 minimum charge per vehicle (\$45 maximum charge per vehicle for Light Duty Vehicles)

- (4) **Net Proceeds.** For each Impound Asset, the sum of Winning Bid and Citizen Payments less the sum of Success Fee, Tow & Miscellaneous Fees, Owner/Citizen Storage Fees and PP Costs equals Owner Net Proceeds.

4. **Modifications.** Contractor may, from time to time, modify Standard Fees & Services. To effect a fee change, Contractor will provide Owner advance written notice which will include an update to this Addendum.

<u>OWNER</u>	
Signature	_____
Name	<u>Lori Simpson</u>
Title	<u>Chair, BOS</u>
Date	_____

<u>OWNER</u>	
Signature	_____
Name	<u>Gregory Hagwood</u>
Title	<u>Sheriff</u>
Date	_____

*Approved as to form*

<u>OWNER</u>	
Signature	
Name	<u>Gretchen Stutler</u>
Title	<u>Deputy County Counsel</u>
Date	<u>Oct. 17, 2017</u>

<u>CONTRACTOR</u>	
Signature	_____
Name	_____
Title	_____
Date	_____

## Addendum to Property Disposition Services Agreement

This addendum is attached to and made part of Fulton County, Georgia Property Disposition Services Agreement dated \_\_\_\_\_ (the "Agreement"). In the event of a conflict between the provisions of the Agreement and this Addendum, the terms of this Addendum shall govern.

The Agreement is hereby modified as follows:

For any costs not included in the agreed rate schedule per the Property Disposition Services agreement, Contractor must provide documentation to support such costs and obtain prior written approval from Owner to withhold any agreed amounts.

Owner

By: \_\_\_\_\_ Date

Chair, Board of Supervisors

Name: Lori Simpson

By: \_\_\_\_\_ Date

Sheriff

Name: Gregory Hagwood

By:  Date

10/16/17

County Counsel

Name: Gretchen Stahr

PropertyRoom.com, Inc.

By: \_\_\_\_\_ Date

Name: Andrew J. Nash, President & CEO

## Addendum to Property Disposition Services Agreement

This Addendum is in reference to that certain Property Disposition Service Agreement (“Agreement”) by and between PropertyRoom.com, Inc., a Delaware corporation (“Contractor”), and the County of Plumas, a political subdivision of the State of California, by and through its Sheriff’s Office (“Owner”), executed concurrently with this Addendum.

May it be known that the undersigned parties, for good consideration, do hereby agree to make the following changes and/or additions to the Agreement that are outlined below. These additions shall be made valid as if they are included in the original stated contract. In the event of a conflict between the terms of this Addendum and the terms of the Agreement, the terms of this Addendum shall prevail.

1. The services provided by Contractor shall be on an as-needed basis upon request of the Owner. There shall be no minimum amount of business to be provided by Owner to Contractor under this Agreement.
2. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
  1. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
    - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).
    - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousands dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.
    - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
      - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the “County”) as additional insureds.

The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
- iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
- iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
- v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
- vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.

d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

IN WITNESS WHEREOF, this Addendum has been executed as of the date set forth below.

**CONTRACTOR:**

PropertyRoom.com, Inc., a Delaware corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_

**COUNTY:**

County of Plumas, a political subdivision of the State of California

By: \_\_\_\_\_

Name: Lori Simpson

Title: Chair, Board of Supervisors

Date signed: \_\_\_\_\_

**APPROVED AS TO FORM:**



County Counsel

County of Plumas



# Office of the Sheriff

## Office of Emergency Services

IE2

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

GREGORY J. HAGWOOD  
SHERIFF/CORONER  
DIRECTOR

## Memorandum

**DATE:** **October 30, 2017**

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

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

**RE:** **Agenda Item for the meeting of November 7, 2017**

**Recommended Action:**

Review the Inmate Welfare Fund (IWF) Annual Report Summary pursuant to Penal Code Section 4025 for fiscal year 2016-2017.

**Background and Discussion:**

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

This is an informational item only as required by law.

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

**Statement of Revenues, Expenditures and and changes in Fund Balance  
Fiscal Year ending June 30, 2017**

Fund: 00171

Dept: 22911

<b>Fund Balance as of July 1, 2016</b>	<b>\$</b>	<b>20,248.50</b>
<b>FY 16/17 Revenues</b>	<b>\$</b>	<b>52,130.59</b>
<b>FY 16/17 Expenditures</b>	<b>\$</b>	<b>45,014.86</b>
<b>Fund Balance as of June 30, 2016</b>	<b>\$</b>	<b><u>27,364.23</u></b>

I - FINANCEPLUS  
DATE: 10/30/17  
TIME: 08:57:14

PLUMAS COUNTY  
PRINT CONSOLIDATED BALANCE SHEET

PAGE NUMBER: 1  
STATMN71

SELECTION CRITERIA: genledgr.fund='00171'  
ACCOUNTING PERIOD: 13/17

ACCOUNT	TITLE	DEBITS	CREDITS
10100	CASH - BALANCE	34,326.87	.00
TOTAL CASH		34,326.87	.00
11100	ACCOUNTS RECEIVABLE	.00	.00
TOTAL ACCOUNTS RECEIVABLE		.00	.00
14301	PRE-PAID EXPENSE	.00	.00
TOTAL PRE-PAID EXPENSE		.00	.00
TOTAL ASSETS		34,326.87	.00
20200	ACCOUNTS PAYABLE	.00	6,962.64
220001	WARRANTS PAYABLE	.00	.00
TOTAL ACCOUNTS PAYABLE		.00	6,962.64
TOTAL LIABILITIES		.00	6,962.64
3014	NONSPENDABLE/PREPAID EXP	.00	.00
TOTAL FUND BALANCE		.00	20,248.50
TOTAL CONTROLS		117,772.86	124,888.59
TOTAL EQUITIES		117,772.86	145,137.09
TOTAL REPORT		152,099.73	152,099.73

0 \* \*

34,326.87+  
6,962.64-  
0.00  
27,364.23\*

**INMATE WELFARE FUND  
EXPENDITURE REPORT  
JULY 1, 2016 - JUNE 30, 2017**

<b>Account</b>	<b>Total Exp</b>	<b>Description</b>
PHONES	\$ 162.43	Inmate Phone
MAINT BLDG & GROUNDS		
	\$ 2,344.44	Dishwasher Sanitizer
	\$ 1,303.60	Dryer repair - inmate damage
Total	\$ 3,648.04	
MISC EXPENSES		
	\$ 56.00	Bus Tokens
	\$ 38.13	Batteries - remotes
	\$ 2,000.00	Commissary Exp
	\$ 42.88	Coffee Maker & Filters
	\$ 129.44	Gloves & Respirators for Inmate Workers
	\$ 896.66	Checks/Bank charges for IWF bank account
Total	\$ 3,163.11	
PROFESSIONAL SERVICES	\$ 1,715.00	Inmate Haircuts
Total	\$ 1,715.00	
REF MANUAL/LAW, CODE BOOKS	\$ 1,655.40	Inmate Law Library
SUBSCRIPTIONS	\$ 208.00	Magazines/Newspaper
COMMISSARY EXPENSES	\$ 28,225.56	Inmate Commissary
CABLE RADIO/TV	\$ 448.83	Inmate Cable/TV Service
SUPPORT - CARE OF PERSONS	\$ 3,654.49	Indigent Inmate Care
COST ALLOCATION PLAN	\$ 2,134.00	County Cost Allocation Charges - Offset by Revenue from Sheriff's AB443 budget
	\$ 45,014.86	

# Memo

**To:** The Honorable Board of Supervisors

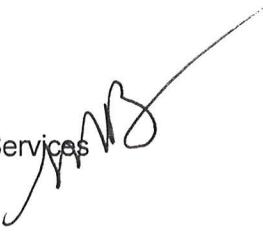
**From:** Michelle Blackford, Director of Child Support Services

**CC:**

**Date:** October 26, 2017

**Re:** Authorize the Child Support Services Dept. to Recruit and Fill Vacant 1.0 FTE **Child Support Specialist II or II** Position

---



## RECOMMENDATION

It is recommended that the Board approve the request of the Child Support Department to recruit and fill the currently vacant, allocated 1.0 FTE **Child Support Specialist I or II** position.

## BACKGROUND AND DISCUSSION

The Department's 2017/2018 approved position allocation consists of 4.0 FTE Child Support Specialist III or II or I; or Child Support Specialist Assistant I. Currently, 1.0 of said FTEs is vacant. It has been unfilled since the 2014/2015 budget year.

The Department utilized the services of a temporary Child Support Assistant until August of 2018. That person resigned and the Department will not attempt to fill the temporary position again. A permanent Specialist is desired. In the Spring of 2018 the Department will lose a Child Support Specialist III due to retirement. It is the Department's desire to have a trained Specialist in position to take over by that time.

The 2017/2018 Child Support Budget supports and includes the unfilled Specialist position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED FOR FISCAL YEAR 2017-2018.

Child Support Specialist I or II

1. Is this a legitimate business, statutory, or financial justification to fill the position?  
*Yes. This department has had an unfilled, allocated, and budgeted Child Support Specialist position since August 2014. Our budget has remained steady during the past three years and is anticipated to remain so in the foreseeable future. In addition to caseload needs, one of our Child Support Specialists will retire this Spring. If we hire the unfilled position at this time, we will have less workload interruption by having a fully trained Specialist in place by Spring.*
2. Why is it critical that this position be filled at this time?  
*Our customer service and caseload needs warrant hiring this position now. As well, we need a fully trained Specialist in place by Spring of 2018.*
3. How long has this position been vacant?  
*3 years.*
4. Can the department use other wages until the next budget cycle?  
*That will not be necessary as the unfilled position has been included in the 2017/18 budget.*
5. What are staffing levels at other counties for similar departments and/or positions?  
*Throughout comparable counties, they vary greatly depending on the structure of the office. For counties with a similar budget as ours, the staffing levels closely match Plumas County.*
6. What core function will be impacted without filling the position prior to July 1<sup>st</sup>?  
*Without a fully trained Specialist by Spring 2018, our intake and establishment functions will suffer as the current Specialist is retiring. This will have a direct impact on customer service and child support collections.*
7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1<sup>st</sup>?  
*None.*

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

*None.*

8. Does the Department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?  
*No.*

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

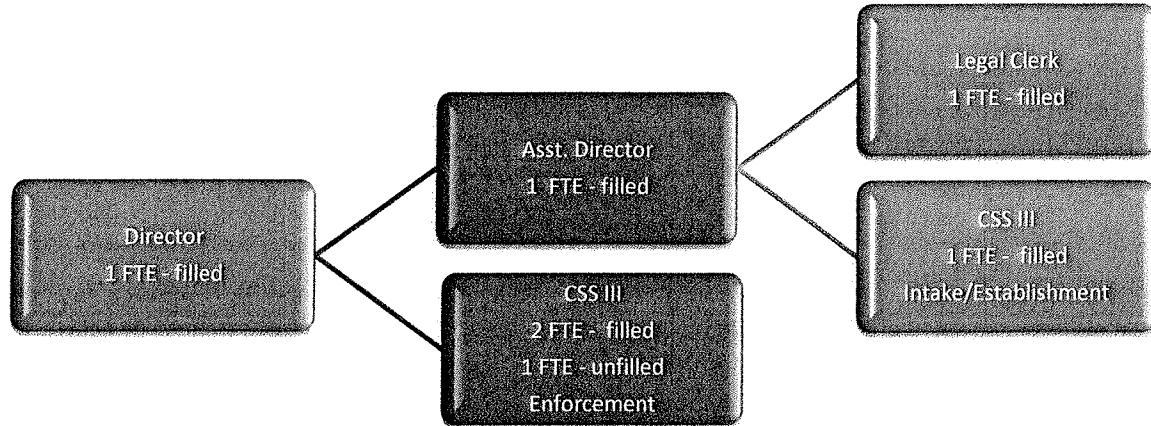
*No. If a budget reduction occurs, we will still have one unfilled Child Support Specialist once one of them retires in this coming Spring.*

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

*No general fund support is anticipated.*

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

*Yes. The reserve has averaged \$400,000 for the past three years.*



# PLUMAS COUNTY DCSS

## 2017/2018

# ORGANIZATION CHART

		16/17 Positions Adopted	17/18 Positions Requested	17/18 Positions Recommended	17/18 Positions Adopted
PARKS SERVICES	20756				
Building & Grounds Maintenance Worker II OR		1.000	1.000	1.000	1.000
Building & Grounds Maintenance Worker I		0.000	0.000	0.000	0.000
		1.000	1.000	1.000	1.000
FAIR***	20190				
County Fair/Event Ctr Manager		1.000	1.000	1.000	1.000
Fair-Fiscal Coordinator II or		0.000	0.000	0.000	0.000
Fair Fiscal Coordinator I		0.000	0.000	0.000	0.000
Department Fiscal Officer I		0.000	0.000	0.000	0.000
Building & Grounds Maintenance Supervisor II or		1.000	1.000	1.000	1.000
Building & Grounds Maintenance Supervisor I		0.000	0.000	0.000	0.000
Building & Grounds Maintenance Worker II OR		0.000	0.000	0.000	0.000
Building & Grounds Maintenance Worker I		0.000	0.000	0.000	0.000
		2.000	2.000	2.000	2.000
ENGINEERING-PUBLIC WORKS	20210				
Senior Engineering Technician		0.000	0.000	0.000	0.000
Engineering Technician II or I		2.000	2.000	2.000	2.000
Fiscal & Technical Service Assistant III or		1.000	1.000	1.000	1.000
Fiscal & Technical Service Assistant II or		0.000	0.000	0.000	0.000
Fiscal & Technical Service Assistant I		0.000	0.000	0.000	0.000
		3.000	3.000	3.000	3.000
INFORMATION TECHNOLOGY	20220				
Information Systems Manager		1.000	1.000	1.000	1.000
Systems Analyst II OR		1.170	1.00	1.00	1.00
Systems Analyst I		0.000	0.000	0.000	0.000
Office Automation Analyst		0.000	0.000	0.000	0.000
Programmer Analyst		1.000	1.000	1.000	1.000
Office Automation Specialist		1.000	1.000	1.000	1.000
Telecommunications Technician		0.000	0.000	0.000	0.000
		4.170	4.000	4.000	4.000
RECORDS MANAGEMENT	20469				
Clerk/Recorder		0.1042	0.1042	0.1042	0.1042
Asst. County Clerk/Recorder		0.330	0.330	0.330	0.330
		0.4342		0	
RECORDS MODERNIZATION	22411				
Clerk/Recorder		0.020	0.020	0.020	0.020
Asst. County Clerk/Recorder		0.020	0.020	0.020	0.020
		0.040	0.040	0.040	0.040
GENERAL TOTALS		53.0021	54.3979	54.3979	54.3979
CHILD SUPPORT SERVICES	70280				
Director of Child Support Services		1.000	1.000	1.000	1.000
Deputy Child Support Attorney II or		0.250	0.00	0.00	0.00
Deputy Child Support Attorney I		0.000	0.000	0.000	0.000
Assistant Director of Child Support Services or		1.000	1.000	1.000	1.000
Community Outreach Coordinator		0.000	0.000	0.000	0.000
Department Fiscal Officer I OR		0.000	0.000	0.000	0.000



		16/17 Positions Adopted	17/18 Positions Requested	17/18 Positions Recommended	17/18 Positions Adopted
CHILD SUPPORT SERVICES - Continued	70280				
Child Support Accounting Specialist		0.000	0.000	0.000	0.000
Supervising Child Support Specialist		0.000	0.000	0.000	0.000
Program Training Compliance Analyst		0.000	0.000	0.000	0.000
Child Support Specialist III or		4.000	4.000	4.000	4.000
Child Support Specialist II or		0.000	0.000	0.000	0.000
Child Support Specialist I or		0.000	0.000	0.000	0.000
Child Support Assistant I		0.000	0.000	0.000	0.000
Legal Services Assistant II or		0.000	1.000	1.000	1.000
Legal Services Assistant I		1.000	1.000	1.000	1.000
Administrative Assistant II or		0.000	0.00	0.00	0.00
Administrative Assistant I		1.000	0.00	0.00	0.00
Fiscal and Technical Services Assistant III OR		0.000	0.00	0.00	0.00
Fiscal and Technical Services Assistant II		0.000	0.000	0.000	0.000
Office Assistant III or		0.000	0.000	0.000	0.000
Office Assistant II or		0.000	0.000	0.000	0.000
Office Assistant I		0.000	0.000	0.000	0.000
		82500	70000	70000	70000
ANIMAL CONTROL	20428				
Animal Control Supervisor		1.000	1.000	1.000	1.000
Animal Control Officer II OR I		1.000	1.000	1.000	1.000
		20000	20000	20000	20000
DISTRICT ATTORNEY/CRIMINAL	70301				
District Attorney		1.000	1.000	1.000	1.000
Sr. DA Investigator		1.000	1.000	1.000	1.000
District Attorney Investigator		0.000	0.000	0.000	0.000
Assistant District Attorney or		1.000	1.000	1.000	1.000
Deputy District Attorney III or		0.000	0.000	0.000	0.000
Deputy District Attorney II or I		1.000	1.000	1.000	1.000
Family Violence Officer		0.000	0.000	0.000	0.000
Department Fiscal Officer I or II OR		0.600	0.600	0.600	0.600
Grant Compliance Officer		0.000	0.000	0.000	0.000
District Attorney Administrator/Asst. Public Admin OR		3.000	3.000	3.000	3.000
Paralegal I, II or III OR		0.000	0.000	0.000	0.000
Legal Services Assistant II OR		0.000	0.000	0.000	0.000
Legal Services Assistant I		0.000	0.000	0.000	0.000
Investigative Assistant or		1.000	1.000	1.000	1.000
Investigation Specialist		0.000	0.000	0.000	0.000
		80000	80000	80000	80000
DISTRICT ATTORNEY/OCJP-ADA***	70302				
		0.000	0.000	0.000	0.000
DA/SRVP GRANT	70306				
		0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000



## **CHILD SUPPORT SPECIALIST I**

## **CHILD SUPPORT SPECIALIST II**

### **CLASSIFICATION DEFINITION**

Performs a wide variety of child support duties consisting of maintaining a caseload, locating and interviewing custodial and non-custodial parents and others to elicit factual information for the purpose of establishing child support obligations and enforcing child support laws; arranges for support payments when possible; prepares cases for court hearings as necessary; and performs related work as required.

#### **Child Support Specialist I**

Working under close supervision, Child Support Specialist I is the entry/trainee level in the Child Support Specialist series. Employees in this class receive in-service training, and are given detailed instructions in the performance of duties related to child support laws, regulations, and a broad range of child support casework activities. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Child Support Specialist II after one year of satisfactory performance at the entry/trainee level.

#### **Child Support Specialist II**

Working under general supervision, Child Support Specialist II is the journey level in the Child Support Specialist series. Employees at this level are expected to perform a broad range of child support casework from intake to establishment, enforcement, and case closure. Within legal requirements and departmental policies and procedures, incumbents operate with considerable independence and must exercise discretion and judgment in evaluating cases and determining the level of support and the methods of enforcement. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Child Support Specialist I, or if filled from the outside, require prior related experience.

Child Support Specialist II differs from the higher class of Child Support Specialist III in that the latter is the advanced journey level, and incumbents act as lead worker or exercise detailed subject knowledge of a specific program area or specialized department system.

### **TYPICAL DUTIES**

Duties for the Child Support Specialist I and II may include, but are not limited to the following:

- Manages a general caseload consisting of child support legal actions and the establishment, enforcement and collection of child support payment obligations based on established guidelines.
- Coordinates appointments for personal interviews with custodial and non-custodial parents, employers, and attorneys.
- Develops and analyzes information for the establishment of paternity.
- Uses a variety of methods, systems and procedures for locating information on custodial and non-custodial parents' assets, income, and liabilities.
- Evaluates income and expense data of custodial and non-custodial parents to determine and recommend child support payment obligations based on established guidelines.
- Responds to general inquiries and explains general child support laws, court orders, rules, regulations, and policies to public and staff.
- Participates in interviews to secure support agreements and to persuade responsible parties to make payments without recourse to legal action.
- Prepares and processes legal documents necessary for the establishment, collection, and enforcement of child support obligations. Documents and updates customer information, contact information, case actions/history logs, and records using a state-wide automated system.
- Provides case status information, explains the complaint resolution process, and answers case specific questions for all involved parties ensuring the verbiage used cannot be interpreted as legal advice.
- Applies federal, state, and local codes, procedures, and rules in establishing and processing child support cases.
- Coordinates and/or conducts genetic tests when needed.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.

### **Knowledge of:**

- Civil and criminal law, and Federal and California laws and regulations pertaining to the establishment, and enforcement of child support obligations.
- Sources, methods and techniques used to locate non-custodial parents, relatives and related persons, assets, income, and liabilities.
- Techniques and methods for establishing paternity.
- Child Support specific collection methods and techniques.

- Legal terminology used when explaining legal procedures to customers or the public.
- When and how to prepare and process a variety of child support related legal documents in a clear and concise manner.
- The structure and content of the English language.
- Basic mathematics and business arithmetic, including addition, subtraction, multiplication, division, fractions, percentages, and decimals.

**Skill/Ability to:**

- Apply specialized Federal child support laws and procedures as they apply to intergovernmental and international cases.
- Explain child support procedures, regulations, and requirements to individuals from a wide variety of educational and cultural backgrounds.
- Use effective interviewing techniques to interview a wide variety of people, over the telephone and in person.
- Use patience, tact and courtesy in firmly dealing with people who may be uncooperative, unreasonable, angry, upset, or hostile.
- Collect DNA samples to establish paternity.
- Use sound independent judgment to analyze factual information, situations, and people.
- Understand financial records such as tax records, income and expense reports, and employer earnings records to determine the amount of child support payment obligations.
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report or oral presentation.
- Organize work and set priorities in order to meet critical deadlines with minimal direction.
- Exercise initiative within the limits of assigned duties.
- Maintain the confidentiality of sensitive or personal information.
- Establish rapport and maintain effective working relationships with coworkers, courts, attorneys, other agencies, and the public.
- Be flexible and supportive of change.
- Ability to prioritize multiple assignments having conflicting deadlines.
- Effectively use computer and other resources to prepare and manage cases.

**MINIMUM QUALIFICATIONS (Education and/or Experience)**

**Child Support Specialist I:**

Two (2) years of full-time clerical experience which included interaction with the public;

OR

Merit System Services

One year of full-time experience performing debt collections duties which included interviewing others for the purpose of collecting information;

OR

One year of full-time experience performing duties of a Child Support Assistant I or Office Assistant II in a Child Support Services Department;

OR

Completion of 60 semester or 90 quarter units of college.

Qualifying experience or education may be combined in order to meet the above requirements. When combining education and experience; fifteen (15) semester units or twenty-two (22) quarter units equals six months of experience.

**Child Support Specialist II:**

One (1) year of full-time experience performing duties of a Child Support Specialist I in a state or local government agency.

**SPECIAL REQUIREMENT**

Some positions may require possession of special language proficiency as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

**DRIVER LICENSE REQUIREMENT**

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

**History**

Established: 6/7/02

Revised: 4/1/14



# PLUMAS COUNTY BUILDING DEPARTMENT

555 Main Street  
Quincy, CA 95971  
www.plumascounty.us

voice (530) 283-7011  
24/7 inspection request (530) 283-6001  
fax (530) 283-6134

16

**DATE:** November 7, 2017

**TO:** Honorable Board of Supervisors

**FROM:** Charles White  
Director of Building Services

**SUBJECT: REQUEST TO RECRUIT AND FILL VACANT FUNDED AND ALLOCATED  
1.0 FTE BUILDING SERVICES PERMIT TECHNICIAN CREATED BY  
RESIGNATION**

**RECOMMENDATION:**

Approve a request to allow the Building Department to recruit and hire a Permit Technician to fill the vacancy left due to resignation.

**BACKGROUND:**

The workload in the Building Department has remained steady at the levels that historically two Permit Technicians are required to be able to maintain current customer service levels and allow the permit counter to be open during lunch hours.

Thank you for your consideration,

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

Charles White  
Director of Building Services  
County of Plumas.

## PERMIT TECHNICIAN

### DEFINITION

Under general direction, performs a wide variety of tasks in the Planning and Building Services Department including but not limited to issuing construction permits, calculating permit and plan check fees; evaluate and verify all required approvals; receive, log, route, track and maintain accurate computer records on various permits being processed; receive requests for Inspectors; answer telephones and assist callers with application, permit and technical questions and concerns; research, review and copy various documentation as required; provide clerical assistance; and perform other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This position is the initial public contact that performs a variety of technical and clerical duties required to operate the permit counter including responding to inquiries related to building regulations, providing preliminary review of plans, reviewing applications, determining required authorizations, issuing permits and collecting fees; and maintaining accurate computer records. Incumbents will routinely answer questions regarding code enforcement and structural requirements for the public, architects, engineers, and contractors; and do related work as required by the Assistant Building Official.

### REPORTS TO

Assistant Building Official, Lead Permit Technician or higher level positions as designated.

### CLASSIFICATIONS DIRECTLY SUPERVISED

None.

## **PERMIT TECHNICIAN - 2**

### **EXAMPLES OF DUTIES**

- Provides primary administrative, operational and staff support for the Building Division service counter.
- Independently performs a wide variety of specialized office management, administrative and fiscal support assignments.
- Perform public information and relations assignments, receives office visitors and telephone calls, and provides comprehensive and technical information about policies, programs, functions and procedures.
- Assists the public with application and permit procedures.
- Performs preliminary review of materials and plans upon submittal to calculate, evaluate, determine and verify applicable requirements.
- Prepares and submits activity reports and reports required by other government agencies.
- Establishes updates and maintains information retrieval systems.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Prepares correspondence, informational material and documents.
- Maintains active permit files and issues permits.
- Operates computers, maintains and updates computer files and databases.
- Generates computer reports.
- Performs word processing.
- Operates office equipment.
- May have work coordination and worker responsibilities for other staff.

### **TYPICAL PHYSICAL REQUIREMENTS**

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

### **TYPICAL WORKING CONDITIONS**

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

## PERMIT TECHNICIAN - 3

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- California Building Codes, local ordinances, County policies, rules, and regulations.
- Public and community relations.
- Office management and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to administrative support work.
- Correct English usage, spelling, grammar, and punctuation.
- Elementary algebra.
- General principles of construction.
- Blue print reading
- Principles of work coordination.

#### Ability to:

- Perform a wide variety of complex administrative support work.
- Issue permits for various types of construction projects.
- Receive, review and evaluate construction documents to determine general completeness and conformance to a broad range of submittal requirements.
- Respond to general and technical building and development questions.
- Read and interpret plans and specifications and communicate effectively.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for word-processing, record keeping, and administrative functions.
- Effectively represent the County in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

## **PERMIT TECHNICIAN - 4**

### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

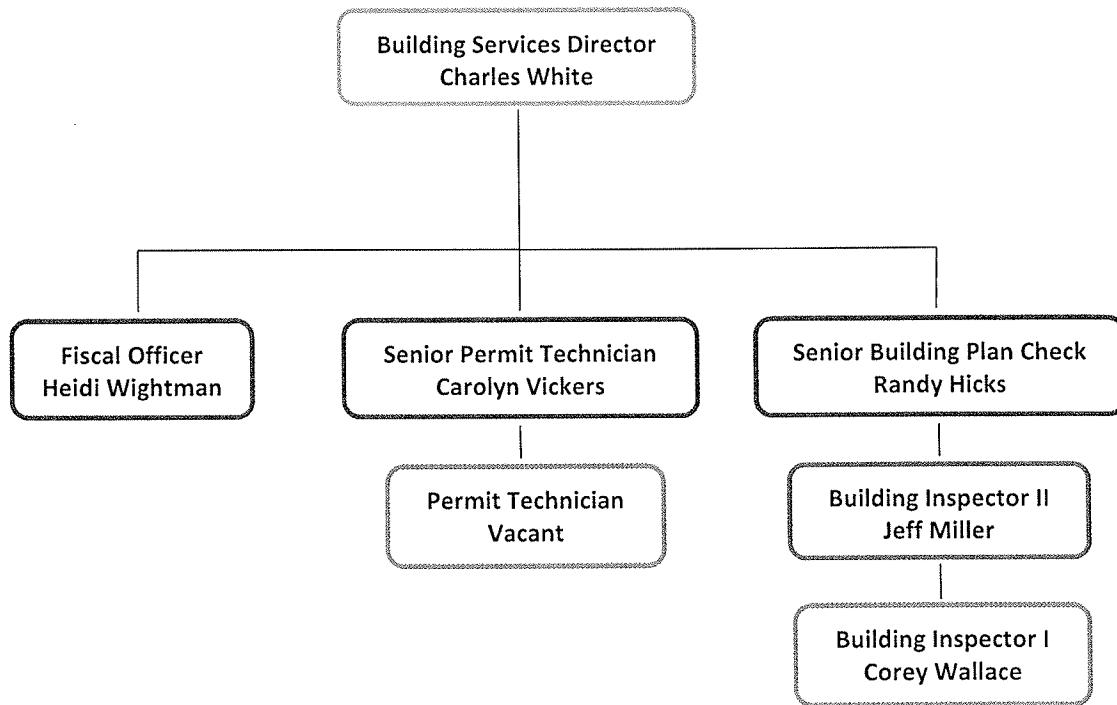
1. At least three (3) years of responsible office support work in a local government, performing a variety of clerical and administrative or technical duties. OR;
2. I.C.C. certification as "Permit Technician". OR;
3. Ability to obtain "Permit Technician" Certificate within one year of accepting this position.

### **Special Requirements:**

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.

In addition, Certification as a Permit Technician, by ICC or its equivalent, and must be maintained throughout employment.

# BUILDING SERVICES ORGANIZATIONAL CHART



QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED FOR  
FISCAL YEAR 2017 2018.

1. Is this a legitimate business, statutory, or financial justification to fill the position?

Yes: The workload in the Building Department has remained steady to the levels that historically two Permit Technicians have been necessary.

2. Why is it critical that this position be filled at this time?

It is necessary to start the process now because by the time the posting is made and the hiring process is complete we could possibly be into January 2018. Time will be needed to train the new Permit Technician and get them up to speed before the next building season.

3. How long has this position been vacant?

The position was vacant due to resignation starting October 25<sup>th</sup> 2017

4. Can the department use other wages until the next budget cycle?

No additional wages are being requested, this is an already funded and allocated F/T position.

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

For municipalities of our population and workflow two Permit Technicians is typical.

6. What core function will be impacted without filling the position prior to July 1<sup>st</sup>?

The Department will not be capable of keeping up with current customer service levels at the front counter, over the phone and email.

7. What negative fiscal impact will the County suffer if the position is not filled prior to July 1<sup>st</sup>?

The Department would need assistance with possibly a temp part time person who would still require training, increased comp time to cover overtime worked by the remaining permit technician.

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?

N/A

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

There could be increases in comp time until the position is filled.

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

N/A

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?

Nothing is changing to the current budget.

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

No



# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

**Date:** October 20, 2017  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Consent Item for November 7, 2017

**Recommendation:** Approve and direct the Chair to sign the following agreements:

- a. Managed Health Network, Inc., (PCPHA1718MHN) in the amount of \$4,100, to be ratified effective 11/1/17; and
- b. Diego Rodriguez Lozano (PCPHA1718DRL) in the amount of \$6,500, to be ratified effective November 1, 2017; and
- c. Far West Returns, Inc., (SFP1718FWRI) in the amount of \$6,000, to be ratified effective October 1, 2017.

**Background and Discussion:** Managed Health Network, Inc. will provide training and organizational development workshops for Public Health, Department of Nursing staff. The goal is to identify and address communication skill development needs in order to enhance the collaborative success of the work group.

Diego Rodrigues Lozano will produce approximately six thirty second videos demonstrating the work of PCPHA for distribution to the public, and one animated introductory scene to be used for all videos and will prove PCPHA will a digital file containing the finalized video.

Far West Returns, Inc., is a licensed reverse distributor who will provide collection and disposal of medication from the various pharmacy's and the Sheriff's Department that are participating in the Drug Take Back Program in Plumas County.

**Fiscal Impact:** These contracts are fully funded through Public Health Programs, so there is no financial impact on the County General Fund. The funding is included in the approved 2017-2018 County Budget as follows: Budget Unit 70560 (Public Health) Line Item 521900 (Professional Services).

County Counsel Office has reviewed and approved these contracts, a copy of which is on file with the Clerk of the Board for your review.

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



# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

**Date:** October 18, 2017  
**To:** Honorable Board of Supervisors  
**From:** Andrew Woodruff  
**Agenda:** Item for November 7, 2018

**Recommendation:** Approve and direct the Chair to sign Subcontract #HPP1718NORCAL with Northern California Emergency Medical Services in the amount of \$11,225.40 to perform the Local Emergency Medical Services Agency Coordinator requirements related to Emergency Preparedness Program for FY 2017-2018, to be ratified effective July 1, 2017.

**History/Background:** As the Board may recall, Plumas County Public Health Agency receives funding each year from the California Department of Health Services, Emergency Preparedness Office to improve local public health department preparedness and ability to respond to bioterrorism for the Hospital Preparedness Program. Often, in an effort to work effectively and efficiently Public Health contracts with providers to extend programs and/or provide services for various programs.

Plumas County has contracted with Northern California Emergency Medical Services, Inc., (Nor-Cal EMS) for over 25 years as the county's designated LEMSA. Nor-Cal EMS administers local medical emergency services pursuant to California Health & Safety Code Section 1797, et seq., and represents the northern rural counties' interests in statewide Emergency Medical Services issues.

**Fiscal Impact:** This subcontract is fully funded through the Hospital Preparedness Program so there is no financial impact on the County General Fund. The funding is included in the approved 2017-2018 County Budget as follows: Public Health Budget Unit 70566 (Hospital Preparedness Program) Line Item 521900 (Professional Services).

County Counsel Office has reviewed and approved this subcontract, a copy of which is on file with the Clerk of the Board for your review.

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

C:\Documents and Settings\rosieolney\My Documents\BOS\HPP-Norcal Agreement 17-18.doc



IH3

# Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, M.D. Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

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**Date:** October 19, 2017

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Consent Agenda Item for November 7, 2017

**Item Description/Recommendation:** Approve a Resolution to accept Agreement Number 17-10228 from the State of California Department of Public Health for the Childhood Lead Poisoning Prevention Program, and authorize the Director of Public Health to sign as the Board's designee.

**Background Information:** Plumas County Public Health Agency has been providing lead poisoning prevention services to Plumas County residents for several years. CLPPP provides funding for personnel and operating expenses for Public Health. Funds support staff efforts in surveillance, case finding, specimen collection, and follow-up. Program goals include the early detection of lead poisoned and at risk children, and elimination of lead hazards countywide.

Plumas County Public Health Agency has been awarded \$201,915 for the Childhood Lead Poisoning Prevention Program (CLPPP) for Fiscal Year's 2017-2018, 2018-2019 and 2019-2020.

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

Thank you.

C:\Documents and Settings\rosieolney\My Documents\BOS\CLPPB Contract 2017-2020.doc

**RESOLUTION NO. 17-\_\_\_\_\_**

**A RESOLUTION TO ACCEPT AGREEMENT NUMBER 17-10228 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH FOR CHILDHOOD LEAD POISONING PREVENTION PROGRAM FUNDING FOR FISCAL YEARS 2017-2018, 2018-2019 AND 2019-2020.**

**WHEREAS**, PCPHA will provide direct case management for children with lead exposure in Plumas County; and

**WHEREAS**, PCPHA will provide Lead Education to the communities, families and health care providers in Plumas County; and

**WHEREAS**, PCPHA will coordinate lead-related activities for a range of local agencies and organizations; and

**WHEREAS**, PCPHA will alert the Childhood Lead Poisoning Prevention Branch to new sources of lead exposure and barriers in the continuum of care and prevention; and

**WHEREAS**, PCPHA will help develop new strategies towards realizing a mutual vision of a healthy, lead safe environment, in which children can achieve their full potential.

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

1. Approve Agreement Number 17-10228 with the State of California Department of Public Health for Childhood Lead Poisoning Prevention Program Fiscal Years's 2017 Through 2020 in the amount of \$201,915.00, and
2. Authorize the Director of Public Health to sign agreement and necessary documents as the Board's designee.

**The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 7<sup>th</sup> day of November 2017, by the following vote:**

Ayes:

Noes:

Absent:

Abstain:

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Chair, Plumas County Board of Supervisors

Attest:

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Clerk, Plumas County Board of Supervisors

# PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

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



## **CONSENT AGENDA REQUEST**

For the November 7, 2017 meeting of the Plumas County Board of Supervisors

October 30, 2017

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Authorization for the Department of Public Works/Road Department to fill the vacancy of two (2) FTE PW Road Maintenance Lead Worker positions; one in the Chester Road Maintenance District, and one in the Greenville Road Maintenance District.

A handwritten signature of Robert A. Perreault in black ink.

### **Background:**

On October 3, 2017, the Board of Supervisors approved the Public Works Department to fill the vacancies of two Road Maintenance Supervisor positions – 1 in the Greenville Maintenance District and 1 in the Chester Maintenance District – pending the retirements of the 2 incumbent Road Maintenance Supervisors in those Districts.

In accordance with County Personnel Rules, a recruitment has been completed for both of those positions, and both positions will be filled by the incumbent Road Maintenance Lead Workers with the respective maintenance Districts.

As a result, there is now a need for the Public Works Department to recruit and fill two Road Maintenance Lead Worker positions within the Greenville and Chester Maintenance Districts.

Both positions are funded and allocated in the FY17/18 Public Works budget.

The appropriate Critical Staffing Questionnaire and Departmental Organizational Chart are attached.

### **Recommendation:**

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Department to fill the vacancy of two (2) FTE PW Road Maintenance Lead Workers.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

**Public Works Lead Maintenance Worker Positions for Chester and Greenville**

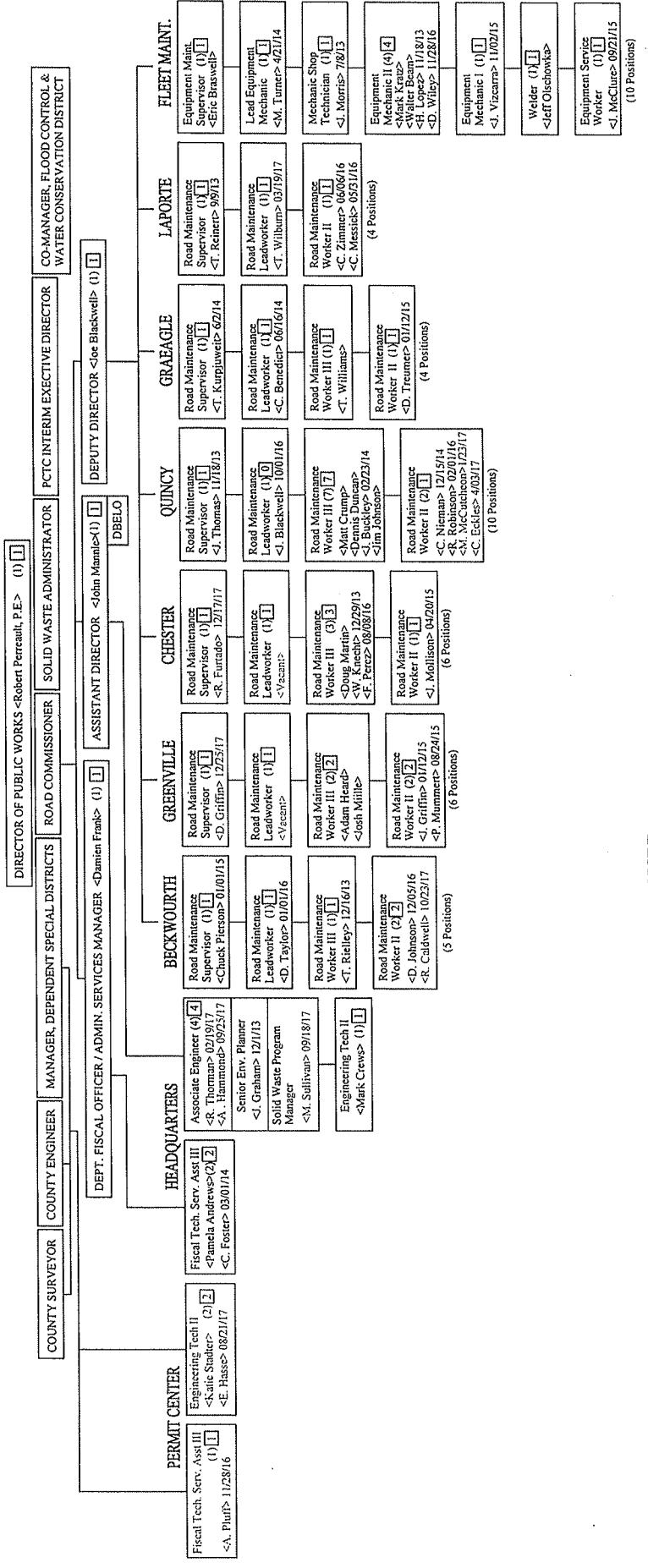
- Is there a legitimate business, statutory or financial justification to fill the position?  
**Maintenance Workers are the workforce for maintenance and construction work on county roads and bridges. Lead Workers help direct the workforce**
- Why is it critical that this position be filled at this time?  
**Lead Maintenance Workers are subject to 24 hour "call out" for road related emergencies and snow removal.**
- How long has the position been vacant?  
**Position became vacant effective February 18, 2017.**
- Can the department use other wages until the next budget cycle?  
**The department's wage and benefits portion of the 16/17 budget includes funds for this position.**
- What are staffing levels at other counties for similar departments and/or positions?  
**No specific research has been performed for this position. Generally speaking, however, past research tasks have identified Plumas County as being consistent with neighboring Counties.**
- What core function will be impacted without filling the position prior to July 1?      **N/A**  
What negative fiscal impact will the County suffer if the position is not filled prior to July 1?      **None**
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments?      **None**
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?      **No**
- Does the budget reduction plan anticipate the elimination of any of the requested positions?      **No**
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?  
**None**
- Does the department have a reserve?      **Yes**      If yes, provide the activity of the department's reserve account for the last three years?

14/15    (\$3,070,755)

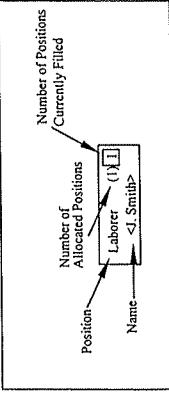
15/16    (\$1,000,000)

16/17    \$0

# PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS ORGANIZATION CHART



## LEGEND



## PERSONNEL SUMMARY

Total	Road Dept.	Engineering
Allocations: (60)	(57)	(3)
Currently Filled: (5)	(5)	(2)

*Note: Total Allocated Positions For Combined Road Maint. Workers I, II, III: (22)
**Note: Total Allocated Positions For Combined Equipment Mechanics I, II, Welder (7)

Director of Public Works  
Revision Date: October 24, 2017

# PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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



Louise Steenkamp, Interim Director

DATE: November 7, 2017

TO: Honorable Board of Supervisors

FROM: Louise Steenkamp, Interim Behavioral Health Director

SUBJECT: Request for approval to recruit and fill fully funded vacant 2.0 FTE Behavioral Health Case Management Specialist I/II/Senior positions and 1.0 FTE Behavioral Health Psychiatric Nurse I/II or Registered Nurse I/II or Licensed Vocational Nurse I/II.

*Sevane  
for Louise  
Steenkamp*

## Recommendation

1. Approve the filling of the vacant, allocated positions of 2.0 FTE Behavioral Health Case Management Specialist I/II/Senior that 1.0 FTE was allocated in Department 70570 for the Whole Person Care and approved in the 2017-2018 budget. The other 1.0 FTE was allocated and funded .50 in Department 70570 and .50 in Department 70575 (SAHMSA) and approved in the 2017-2018 budget.
2. Approve the filling of the vacant, allocated position of 1.0 FTE Behavioral Health Psychiatric Nurse I/II or Registered Nurse I/II or Licensed Vocational Nurse I/II that was funded in Department 70570 and approved in the 2017-2018 budget.

## Background and Discussion

The Behavioral Health Department is requesting approval to refill the allocated and funded, 1.0 FTE Behavioral Health Case Management Specialist I/II/ Senior positions which became vacant due to a resignation on October 27, 2017, and was approved in the 2017-2018 budget. The other 1.0 FTE Behavioral Health Case Management Specialist I/II/ Senior position will become vacant on November 22, 2017 due to an employee retiring and was also approved in the 2017-2018 budget.

The Behavioral Health Department is requesting approval to refill the allocated and funded, 1.0 FTE The Behavioral Health Psychiatric Nurse I/II or Registered Nurse I/II or Licensed Vocational Nurse I/II which became vacant due to a termination on October 13, 2017. This position was approved in the 2017-2018 budget.

These positions would be filled without the use of any additional General Fund monies. It would respectfully be recommended that the Board of Supervisors approve the position outlined in this letter.

## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes.
- Why is it critical that this position be filled at this time? With the loss of the Case Management Specialists, delivery of services to the at-risk population will be severely delayed.
- How long has the position been vacant? One position became vacant due to a resignation on October 27, 2017 and the other is from retirement on November 22, 2017.
- Can the department use other wages until the next budget cycle? The department is currently using other wages; however, due to training requirements and timely delivery of critical services, the Case Management Specialist must be a permanent FTE.
- What are staffing levels at other counties for similar departments and/or positions? The same or greater.
- What core function will be impacted without filling the position prior to July 1? Lack of service provisions as required in the Mental Health department's contract with the State for Medi-Cal as well as Full Service Partnership provisions in MHSA are core functions at risk. Lack of compliance, loss of funds/reimbursements, billing and administration exceptions are all possible negative impacts if the vacancy continues.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? The inability to recoup Medi-Cal reimbursements for undelivered services as well as a potential increase in crises.
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? None.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? No.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? There is no fiscal impact on the general fund.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Yes. Behavioral Health does have a reserve and the balance fluctuates depending on the number of factors including whether the State receives the base amount of collection for each budget year.

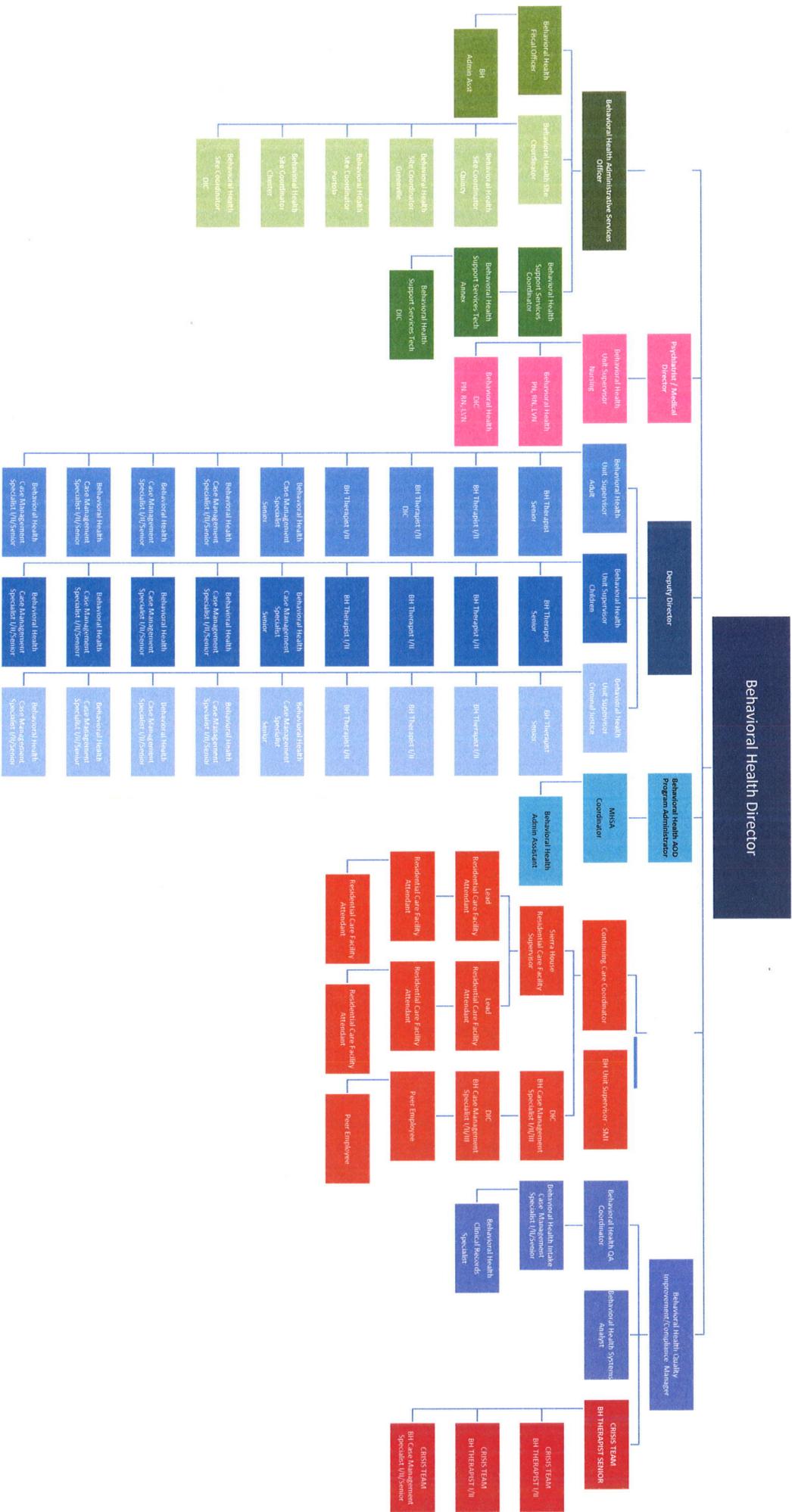
## QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

RE: Plumas County Mental Health requests to fill 1.0 FTE Licensed Vocational Nurse I/II, Registered Nurse I/II, or Psychiatric Nurse I/II. Board Meeting of November 7, 2017

- Is there a legitimate business, statutory or financial justification to fill the position? Yes.
- Why is it critical that this position be filled at this time? With the loss of 1.0 FTE nursing positions from termination, delivery of services to the at-risk population will be severely delayed.
- How long has the position been vacant? 1.0 FTE vacant due to termination on October 13, 2017.
- Can the department use other wages until the next budget cycle? The department is currently using other wages; however, due to training requirements and timely delivery of critical services, the nursing position must be a permanent FTE.
- What are staffing levels at other counties for similar departments and/or positions? The same or greater.
- What core function will be impacted without filling the position prior to July 1? Medication administration and nursing support for an at-risk population.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? The inability to recoup Medi-Cal reimbursements for undelivered services as well as a potential increase in crises.
- A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments? None.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? No.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? No.
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support? There is no fiscal impact on the general fund.

- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years? Yes. Mental Health's has a reserve of approximately, 3.2 million.

Plumas County  
Behavioral Health Department  
September 2016





## COUNTY SERVICE AREA # 12

### PLUMAS COUNTY

1834 EAST MAIN STREET • QUINCY, CA 95971 • (530) 283-6268 • FAX (530) 283-6323

#### AGENDA REQUEST

for the November 7, 2017 Meeting of the Plumas County Board of Supervisors

October 30, 2017

To: Governing Board of County Service Area #12

From: Robert Perreault, Manager 

Subject: Appointment of a Representative from the Governing Board of County Service Area #12 to the Social Services Transportation Advisory Agency.

#### BACKGROUND

The Plumas County Transportation Commission (PCTC) will be reinstating the Social Services Transportation Advisory Council (SSTAC), as required by State law, and is seeking an appointee to represent your Governing Board.

The SSTAC is required by State Law to have a representative from the Local Consolidated Transportation Service Agency. The SSTAC will initially meet approximately 6 times during the first few months the committee is working through the "Unmet Transit Needs" process. Thereafter, the SSTAC will need to meet no more than once per quarter.

The role of the SSTAC is to lead and participate in the PCTC's annual "unmet transit needs" process, which includes identifying transit needs that may be reasonable to achieve. The Council consists of social service transportation providers, users, and administrative agencies representing the elderly, disabled, and economically disadvantaged citizens of Plumas County.

Following is the regulatory requirements that pertain to the formation of the SSTAC:

#### **"UNMET TRANSIT NEEDS" PROCESS**

The Transportation Development Act requires each transportation planning agency to annually "identify the unmet transit needs of the jurisdiction and those needs that are reasonable to meet," before allocating any funds that are *not* directly related to public transportation services or for facilities used exclusively by pedestrians and bicyclists (§99401.5).

The transportation planning agency is required to:

- (a) Consult with the social services transportation advisory council (SSTAC) established pursuant to Section 99238.
- (b) Identify the transit needs of the jurisdiction, including:
  - 1. Assessing the size and location of identifiable groups likely to be transit dependent or transit disadvantaged.
  - 2. Analyzing extent to which existing private and public transportation services are meeting transit demand.
  - 3. Analyzing potential alternative public transportation services and service improvements that would meet all or part of the transit demand.
- (c) Identify the unmet transit needs of the jurisdiction and those needs that are reasonable to meet, holding at least one public hearing (per Section 99238.5) to solicit public comments.

After considering all available information compiled pursuant to the Unmet Transit Needs public participation process [§99401.5 (a), (b), and (c), above], PCTC must adopt, by resolution, one of the following findings:

- (1) there are no unmet transit needs;
- (2) there are no unmet transit needs that are reasonable to meet; or
- (3) there are unmet transit needs, including needs that are reasonable to meet. (§99401.5(d))

Pursuant to subdivision 99401.5 (e), if PCTC adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit need shall be funded before any allocation is made for other (non-transit) uses within the jurisdiction. Local jurisdictions may decide to voluntarily fund needs that are determined not to be “reasonable to meet” from the jurisdiction’s TDA funds or other revenue sources.

The categories of membership of the SSTAC is set forth in state law and is summarized below:

**SSTAC Required Membership:**

- 1) One Representative of Potential Transit User who is 60 years old or older.
- 2) One Representative of Potential Transit User who is handicapped.
- 3) Two Representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
- 4) Two Representatives of the local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists.
- 5) One representative of a local social service provider for persons of limited means.
- 6) Two Representatives of the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from the operator, if one exists, ***Local consolidated transportation service agency – (CSA #12 representative)*** (Emphasis added)

**RECOMMENDATION**

It is respectfully recommended that the Governing Board of CSA #12 appoint one CSA #12 Board Member to the Social Services Transportation Advisory Agency.



# PROCLAMATION DECLARING 3 NOVEMBER 2017 AS PANCREATIC CANCER AWARENESS MONTH

November 7, 2017  
Quincy CA 95947

**Contact:**  
Tami Williamson 530-284-6643 trwilli58@yahoo.com

## Pancreatic Cancer Awareness Month Proclamation

Whereas, Pancreatic Cancer is the third leading cause of cancer deaths

Whereas Pancreatic Cancer diagnosis in the US will be approximate 53,000 in 2017

Whereas, Pancreatic Cancer diagnosis in California alone will be 5700, over 10% of the USA estimate

Whereas, Pancreatic Cancer kills 75% of patients in the first year of diagnosis

Whereas, Pancreatic Cancer patients survival rate to 5 years is only 9%

Whereas, Pancreatic Cancer Awareness and early detection is a necessity

Whereas, Wearing the color Purple will serve as a reminder that more needs to be done to prevent, cure and diagnosis early Pancreatic Cancer.

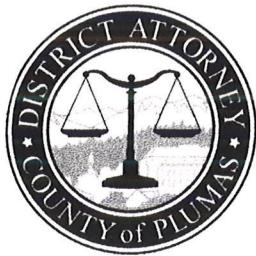
Now, therefore, the Plumas County Board of Supervisor, do hereby proclaim the month of November, 2017 as Pancreatic Cancer Awareness.

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Chair, Plumas County Board of Supervisors

---

Date



5A

## OFFICE OF THE DISTRICT ATTORNEY

**David Hollister, District Attorney**

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

**Date:** **October 19, 2017**

**To:** **Honorable Board of Supervisors**

**From:** **David Hollister, District Attorney** *DA Hollister*

**Agenda:** **Item for November 7, 2017**

### **Recommendation:**

- A. Approve and authorize The District Attorney to sign an agreement between the County of Plumas and Plumas Superior Court for \$12,001.00; approved as to form by County Counsel.
- B. Approve Supplemental Budget in the amount of \$12,001.00 in budget unit 70307 Alternative Sentencing Program from the Plumas Superior Court.

### **Background and Discussion**

The Plumas Superior Court has received a grant from the California Administrative Office of the Courts for \$12,001.00 and the Court has opted to award the entirety of this funding to the Alternative Sentencing Program for drug testing, educational and recovery materials for clients.

The grant funding is allocated for workbooks, recovery materials, videos and other media for use by case management staff in working with defendants through the Pretrial Release and DA Diversion programs, both of which are designed to reduce recidivism and promote recovery from addiction. Also funded with this grant are items to assist defendants in meeting basic needs that allow them to make and keep appointments, i.e. bus passes, food etc., and the purchasing of drug testing supplies to maintain a level of accountability.



5B

## Plumas County Public Health Agency

Andrew Woodruff, MPH, Acting Director • Mark Satterfield, MD, Health Officer  
270 County Hospital Road, Suite 206, Quincy, CA 95971 • (530) 283-6337 • Fax (530) 283-6425

**Date:** October 30, 2017

**To:** Honorable Board of Supervisors

**From:** Andrew Woodruff

**Agenda:** Item for November 7, 2017

**Recommendation:** Approve the attached Resolution encouraging the State Department of Health Care Services (DHCS) to allow Plumas County to leave the Regional Expansion Model and Authorizing staff to work with other Regional Model Counties to join Partnership as soon as possible.

**History/Background:** With the Medi-Cal Managed Care Model, the California Department of Managed Health Care (DMHC) contracts with both public and private health plans to arrange and pay providers for services. Managed Medi-Cal plans receive a monthly capitated rate for each enrollee, regardless of utilization rates, and in turn are accountable for providing services and are at financial risk. Under managed care, reimbursement rates are contracted between plans and providers. Medi-Cal Managed Care was expanded to Plumas and 28 other rural California counties in 2013, and at that time, there were six state-approved models for providing Medi-Cal Managed Care:

- County Organized Health System (COHS) – a health plan created and administered by a county board of supervisors where all managed care enrollees are in the same plan (22 Counties).
- Two-Plan Model – comprised of a publicly run entity (a “Local Initiative”) and a commercial plan (14 Counties).
- Geographic Managed Care – DHCS contracts with a mix of commercial and non-profit plans that compete to serve Medi-Cal beneficiaries (2 Counties).
- Regional Expansion Model – DHCS contracts with Anthem Blue Cross and California Health & Wellness in each county (18 Counties – including Plumas County).

- Imperial Model – this model only operates in Imperial County where DHCS contracts with two commercial plans.
- San Benito (Voluntary) Model - only operates in San Benito where DHCS contracts with one commercial plan.

At the same time in 2013, California expanded Medi-Cal eligibility requirements under the Affordable Care Act, which increased the number of Medi-Cal beneficiaries in Plumas County. This increase placed an overwhelming demand on the already limited supply of practicing primary care physicians in Plumas County, especially those providers willing to offer health care services to Medi-Cal beneficiaries.

When Medi-Cal Managed Care was expanded to Plumas County, the State assigned Plumas County to the Regional Expansion Model. After several years of experience, it appears that some of the approved state plans have demonstrated better capacity to meet the needs of rural counties.

During discussions with other counties, there has been nearly universal discontent with the Regional Expansion Model. A COHS model called Partnership, which covers Solano, Napa, Yolo, Sonoma, Marin, Mendocino, Lake, Humboldt, Trinity, Shasta, Lassen, Modoc, Siskiyou, and Del Norte counties, continues to emerge as the example of how a managed care plan should function. The COHS's quality scores were consistently higher than commercial plans (Attachment 1). In addition to providing care, they invest in efforts to increase primary care capacity by recruiting providers to rural areas, to improve coordination of care, to conduct outreach to enroll uninsured populations, and to support population based initiatives. The Regional Expansion Model counties want to explore joining Partnership after the current contracts with Anthem Blue Cross and California Health & Wellness expire, and if that wasn't feasible, explore developing a COHS for the Regional Expansion Model counties. At a meeting in late June 2017, the DHCS informed a group representing the Regional Expansion Model counties that Anthem's contract with DHCS did not expire in 2018 as the California Health and Wellness contract would. DHCS had agreed to grant Anthem 10 year contracts in the Regional Expansion Model counties. Anthem and DHCS had several disputes over payment rates in other parts of the state, and the 10 year contract term change was a result of the settlement reached between Anthem and DHCS.

Locally, Plumas County Behavioral Health's (PCBH) attempts at utilizing Anthem Blue Cross (ABC) and California Health and Wellness (CHW) plans have not been very successful. For PCBH, the primary function of the Memorandum of Understanding states that these companies will provide a network of providers to treat the mild to moderate mental health clients. Their experience is that Anthem Blue Cross and California Health and Wellness Plans have not secured adequate qualified providers for this purpose. As a result, and in the best interest of the mild to moderate population, they continue to provide services to even though it has been

tremendously taxing on their resources. PCBH has almost 900 open cases total and it puts them at severe audit risk by the state.

Eastern Plumas Health Care's contracts with Anthem Blue Cross (ABC) and California Health & Wellness (CHW) are structured around California's Physician Fee Schedule (2nd lowest in the nation) plus 2% for clinic visits, an all-inclusive daily rate of \$2,079 for hospital inpatient services, and a Medicare cost-to-charge ratio plus 2% for hospital outpatient services. Additionally they receive supplemental payments referred to as Inter Governmental Transfers (IGT's) from the plans through the State of California to increase the rates and get closer to cost-based reimbursement that was received prior to the expansion of Managed Medi-Cal in Plumas County. The supplemental payments require that EPHC put up the initial "Rate Range", or capitation base rate increase, which is then matched by Federal funds. For this past year, it is estimated they will receive an additional \$1.27 million in IGT's. Their costs last year were \$3.48 million for the Managed Medi-Cal services provided. Total payments from ABC and CHW plus the IGT's will be \$2.74 million, leaving a short fall to cost of \$736 thousand. All of this compounded with the delays in getting paid has caused a drain in their operational cash reserves. EPHC feels its only recourse is to appeal to the State.

Attachment 2 is a summary of EPHC's services, charges, and payments for the Medi-Cal Managed Care program last year. It shows the wide range of care they provided. It also shows what they would have been paid if they received Medicare payments based on costs.

EPHC attended a meeting where Partnership Health presented their payment methodology, and how they partnered with health care providers and counties to support the needs of rural areas. Partnership tries to get as close as possible to Medicare payments to health care providers with claim payments. EPHC whole-heartedly supports the formation of a County Organized Health System or participation in Partnership. EPHC has worked these past 4 years with the two for-profit insurance plans, and have not seen any improvements in their programs. They believe that they can do much better working with Partnership.

Attachment 3 shows Seneca Healthcare District's (SHD) Managed Medi-Cal data separated by volume, revenue, and receipts by the three managed plans that SHD deals with. This is for dates of service from the last fiscal year, 7/1/16 – 6/30/17. SHD has billed a total of \$3.36 million in services and received payments from the plans totaling \$540,432 (16% of charges). This data is for patients that had a managed plan as their primary payer source. SHD is expecting to receive IGT's that will wholly make up the gap in payments between actual versus Medicare rates. SHD has separated their data by the plans themselves, and in doing so was surprised at the reimbursement rates from Partnership, expecting those to be higher than actually received. They are not sure if the rates we're getting paid from Partnership are due to the fact that they are not technically in their county administration or have a low volume due to being outside their regions, but they do receive 'special member' status for some patients who live in Westwood

(Lassen County) only 10 miles from them, but have used their facility and doctors for years. At any rate, SHD does not get any Partnership IGT, only from the two plans from Plumas County.

Attachment 4 shows Plumas District Hospital charges, payments and estimated loss based on Medicare payment equivalence for both plans together for Fiscal Year 2017.

The next step in the process is to demonstrate to both the DHCS and Partnership that the Regional Expansion Model counties have both the political will and support to make an informed choice for our residents and health care provider community.

It is requested that the Board approve a resolution:

1. Urging DHCS to find a resolution to its contract dispute with Anthem Blue Cross allowing Plumas County to leave the Regional Expansion Model in 2018.
2. Strongly encouraging DHCS to allow Plumas County to join Partnership.
3. Endorsing the County joining Partnership and requesting assistance from Partnership to facilitate the process.
4. Authorizing County staff to work with other Regional Expansion Model counties to join Partnership as soon as possible.
5. Authorizing County staff to explore developing a COHS for the Regional Expansion Model counties if joining Partnership isn't possible.

**RESOLUTION NUMBER 17-**

**A RESOLUTION ENCOURAGING THE STATE DEPARTMENT OF HEALTH CARE SERVICES (DHCS) TO ALLOW PLUMAS COUNTY TO LEAVE THE REGIONAL EXPANSION MODEL AND AUTHORIZING STAFF TO WORK WITH OTHER REGIONAL EXPANSION MODEL COUNTIES TO JOIN PARTNERSHIP AS SOON AS POSSIBLE**

**WHEREAS**, California has been transitioning the Medi-Cal program from fee for service payment plans to managed care plans since the early 1970s; and

**WHEREAS**, Medi-Cal Managed Care was expanded to Plumas and 28 other rural California counties in 2013; and

**WHEREAS**, California also expanded Medi-Cal eligibility requirements under the Affordable Care Act in 2013 which increased the number of Medi-Cal beneficiaries in Plumas County; and

**WHEREAS**, the State assigned Plumas County to the Regional Expansion Model with Anthem Blue Cross and California Health and Wellness as providers; and

**WHEREAS**, after several years of experience, there is nearly universal discontent with the Regional Expansion Model by both clients and health care providers; and

**WHEREAS**, some of the other approved state plans have demonstrated better capacity to meet the needs of rural counties; and

**WHEREAS**, the initial 5-year contracts with Anthem Blue Cross and California Health and Wellness are due to expire in 2018 and Plumas County should make an informed decision regarding its contract with a managed care plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Plumas County Board of Supervisors hereby:

1. Urges the California Department of Health Care Services to find a resolution to its contract dispute with Anthem Blue Cross allowing Plumas County to leave the Regional Expansion Model in 2018; and
2. Strongly encourages the California Department of Health Care Services to allow Plumas County to join the County Organized Health System (COHS) called Partnership; and

3. Endorses the County joining Partnership and requests assistance from Partnership to facilitate the process; and
4. Authorizes County staff to work with other Regional Expansion Model counties to join Partnership as soon as possible; and
5. Authorizes County staff to explore developing a COHS for the Regional Expansion Model counties if joining Partnership isn't possible.

**PASSED AND ADOPTED,** The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of the Board held on the 7<sup>th</sup> day of November, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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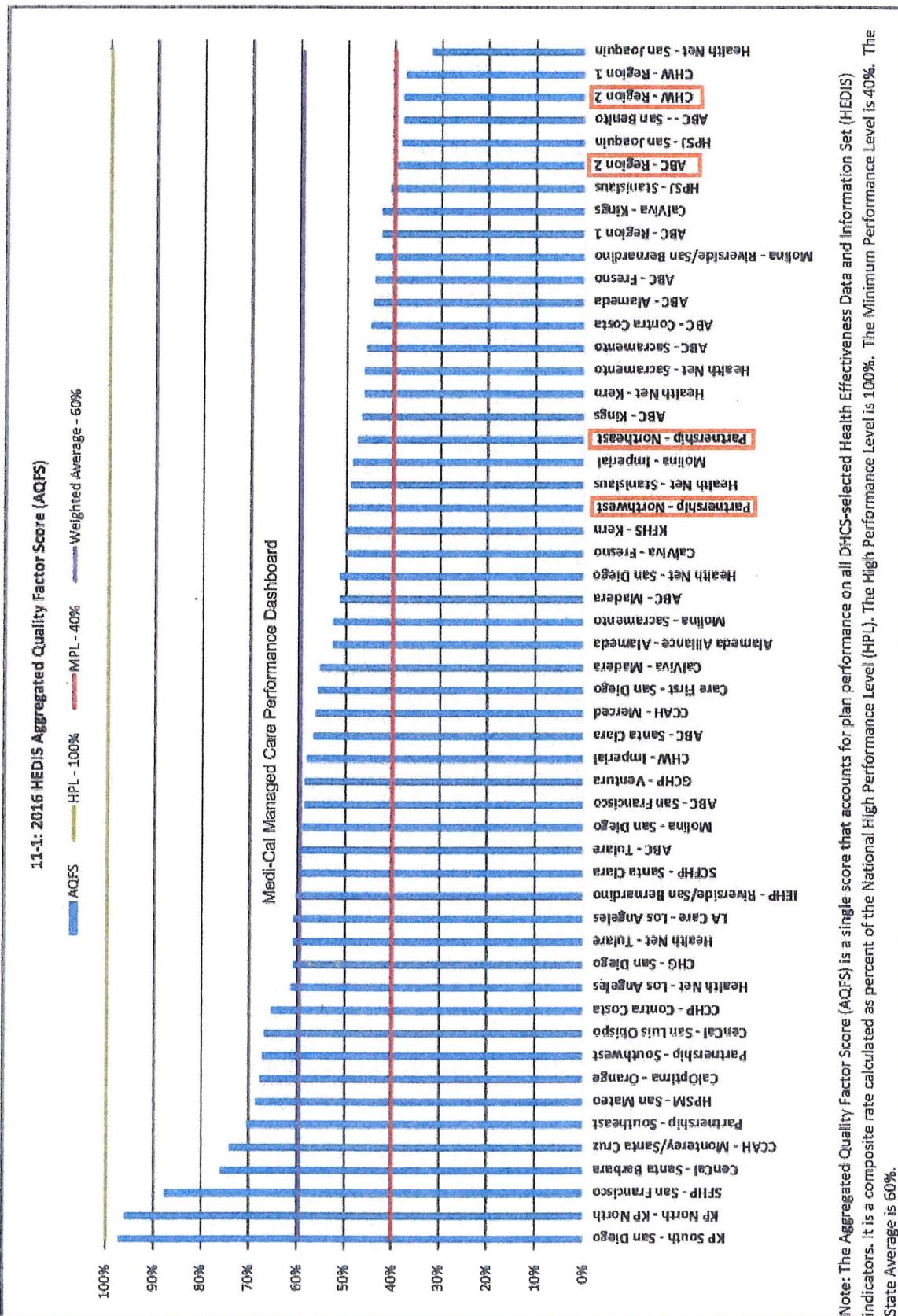
Chair, Board of Supervisors

**ATTEST:**

---

Clerk of the Board of Supervisors

## ATTACHMENT 1



## ATTACHMENT 2

### Eastern Plumas Health Care

#### Bill Totals Summary Download

Cover To Date Range : 7/1/2016 - 6/30/2017

Paid Date Range : 7/1/2016 - 9/22/2017

Primary Financial Class Values: 15-Medical Mgd Care

Patient Class Values: All

Episode	Cover From	Cover To	Statistic	Total Charges	Pmts in Paid Date Range	Payment To Charge Ratio	6/30/17 CCR Medicare Rec Pled	Payments Based On Costs
Total Loyalton Ancillary	9			\$3,360.00	\$589.68	18%	46%	\$ 1,545.60
Total Ambulance	160			\$674,439.14	\$34,782.12	5%	46%	\$ 310,242.00
Total Diabetic Telemedicine	25			\$6,150.00	\$4,675.36	76%	\$ 258.32	\$ 6,458.00
Total Endocrinology Telemedicine	54			\$12,662.00	\$10,197.35	81%	\$ 258.32	\$ 13,949.26
Total Emergency Room	1829			\$1,982,265.94	\$230,577.96	12%	46%	\$ 911,842.33
Total Graeagle Medical Clinic	915			\$272,482.00	\$152,789.29	56%	\$ 242.83	\$ 222,189.45
Total Inpatient	88			\$254,038.95	\$71,295.51	28%	\$ 2,512.19	\$ 221,072.72
Total Loyalton Medical Clinic	634			\$113,512.00	\$117,741.53	104%	\$ 157.23	\$ 99,663.82
Total Observation	19			\$102,480.00	\$5,348.08	5%	46%	\$ 47,140.80
Total Outpatient	1737			\$1,250,868.03	\$181,228.51	14%	46%	\$ 575,399.29
Total Outpatient Surgery/Endoscopy	106			\$211,669.06	\$36,431.49	17%	46%	\$ 97,367.77
Total Portola Medical Clinic	2771			\$517,889.55	\$503,969.84	97%	\$ 258.32	\$ 715,804.72
Total LMC SNF	2			\$411.00	\$114.11	28%	46%	\$ 189.06
Total Pain Management Telemedicine	81			\$18,314.00	\$15,687.38	86%	\$ 258.32	\$ 20,923.92
Total PMC SNF/Swing	33			\$644.00	\$170.70	27%	\$ 258.32	\$ 8,524.56
Total Outpatient Procedure	40			\$34,571.92	\$3,988.01	12%	46%	\$ 15,903.08
Total Pine Street Medical Clinic	557			\$84,236.00	\$15,056.77	18%	\$ 148.50	\$ 82,714.50
Total Psychology Telemedicine	469			\$105,218.00	\$77,161.39	73%	\$ 258.32	\$ 121,152.08
Total Rheumatology Telemedicine	13			\$3,349.00	\$2,662.38	79%	\$ 258.32	\$ 3,358.16
Grand Total	9394			\$5,648,743.59	\$1,464,741.58	26%		\$ 3,475,461.15 62%
<b>Gap In Managed Plan Payments</b>							\$ 2,010,719.57	
<b>Estimated IGT</b>							\$ 1,274,682.00	
<b>Net Gap In Reimbursement</b>							\$ 736,037.57	
<b>Total Managed Care Payments With IGT</b>								<b>48%</b>

ATTACHMENT 3

Seneca Healthcare District

Dates of Service 7/1/16 - 6/30/17

Paid Dates 7/1/16 - 9/27/17

Primary Financial Classes: Managed Medi-Cal

Service Type	Statistic	Total Charges	Insurance Receipts	Payment to Charge Ratio	Medicare Interim Rates Eff 6.21.17	Payments Based on Medicare Cost
<b>Anthem Blue Cross</b>						
Inpatient	1	19,073	3,322	17%	3,229	3,229
Swing	0	-	-	-	3,179	-
Outpatient	153	137,113	18,210	13%	45%	61,701
Observation	4	90,438	3,246	4%	45%	40,697
Outpatient Surgery	10	139,805	6,275	4%	45%	62,912
Emergency Room	141	304,804	23,041	8%	45%	137,162
Lake Almanor Clinic	418	87,162	61,907	71%	45%	39,223
Physical Therapy	5	3,281	473	14%	45%	1,476
<b>Total</b>	<b>732</b>	<b>781,676</b>	<b>116,472</b>	<b>15%</b>		<b>346,400</b>
<b>California Health &amp; Wellness</b>						
Inpatient	7	200,078	42,571	21%	3,229	22,603
Swing	1	26,147	1,400	5%	3,179	3,179
Outpatient	440	323,739	31,667	10%	45%	145,683
Observation	11	147,695	6,678	5%	45%	66,463
Outpatient Surgery	15	166,024	6,800	4%	45%	74,711
Emergency Room	322	594,793	52,034	9%	45%	267,657
Lake Almanor Clinic	1188	245,287	186,229	76%	45%	110,379
Physical Therapy	8	3,895	1,142	29%	45%	1,753
<b>Total</b>	<b>1992</b>	<b>1,707,659</b>	<b>328,521</b>	<b>19%</b>		<b>692,427</b>
<b>Partnership Health Plan</b>						
Inpatient	3	174,598	31,510	18%	3,229	9,687
Swing	0	-	-	-	3,179	-
Outpatient	72	34,433	3,194	9%	45%	15,495
Observation	4	78,344	3,655	5%	45%	35,255
Outpatient Surgery	4	88,585	4,202	5%	45%	39,863
Emergency Room	241	475,808	40,676	9%	45%	214,114
Lake Almanor Clinic	82	17,973	12,202	68%	45%	8,088
Physical Therapy	0	-	-	-	45%	-
<b>Total</b>	<b>406</b>	<b>869,740</b>	<b>95,438</b>	<b>11%</b>		<b>322,501</b>
<b>Grand Total</b>						
		<b>3,359,075</b>	<b>540,432</b>	<b>16%</b>		<b>1,361,328</b> <b>41%</b>

## ATTACHMENT 4

### **Plumas Hospital District**

Dates of Service: 7/1/2016 - 6/30/2017

Paid Date Range: 7/1/2016 - 10/26/2017

Primary Financial Class: Managed Care Medicaid

Service Type	Statistic	Total Charges	Payments in Paid Date Range	Pmt to Charge Ratio	Medicare Interim Rate	Payments Based on Medicare Cost	
Clinics	6,555	1,415,783	1,005,368	71%	177	1,160,235	
Emergency Room	1,365	2,133,465	180,242	8%	39%	832,051	
Observation	105	509,561	36,691	7%	39%	198,729	
Outpatient Ancillary	2,102	1,382,360	167,360	12%	39%	539,120	
Outpatient Surgery	90	1,415,094	47,623	3%	39%	551,887	
General Outpatient Services	254	405,292	63,813	16%	39%	158,064	
Hospital OB	166	510,106	334,595	66%	2,561	425,126	
Inpatient	153	1,141,758	440,180	39%	2,561	391,833	
<b>Grand Total</b>		<b>8,913,420</b>	<b>2,275,872</b>	<b>26%</b>		<b>4,257,045</b>	<b>48%</b>
Gap in Managed Plan Payments:						1,981,174	

## AGENDA REQUEST

For the November 7, 2017 Meeting of the Plumas County Board of Supervisors

October 30, 2017

To: Honorable Board of Supervisors

From: Robert Perreault, County Engineer

Subject: Graeagle Unit 9 Subdivision (APN 130-050-013): Consideration of Extending the Warranty Period and Reduction of Guarantee Amount from \$26,250 to \$2,625; discussion and possible action.



### Background:

On May 12, 2004, the Plumas County Zoning Administrator conditionally approved a Tentative Subdivision Map, Entitled, "Tentative Subdivision Map, Graeagle Subdivision, Unit 9." The subdivision consisted of 399.29 acres, divided into 99 lots for single-family use, with a Designated Remainder. The subdivision is located at 5379 Highway 89, Graeagle, CA. The Assessor Parcel Number is 130-050-013.

Thereafter, the Developer, Graeagle Land & Water Company, received an Encroachment Permit, dated August 17, 2007, from Caltrans. The Developer also prepared a Set of Improvement plans, dated September 21, 2007, which was reviewed and approved by the County Engineer. At that time, the Developer commenced construction.

On March 13, 2017 the Board of Supervisors authorized reduction of the Project Security Amount from \$47,750 to \$26,250. This security was to be held for the one year warranty period which expires on October 9, 2017.

On October 3, 2017 the Board of Supervisors authorized to extend the Graeagle Unit 9 Subdivision one-year warranty period for one-month, to expire on November 9, 2017.

Staff conducted a site visit on October 18, 2017 to inspect recent road shoulder and road side ditch repair work on Ishi Trail. The shoulder work repair was acceptable, but the work on the roadside ditch to ensure future erosion of the shoulder does not reoccur, is still in question and requires additional analysis and a construction detail to be provided by the design engineer of record. While this remaining work is minor, retaining a nominal security until roadside ditch issues are resolved is advised.

Agenda Request for the November 7, 2017 Meeting Graeagle Unit 9 Subdivision

Consideration of Extending Warranty and Reduction of Guarantee Amount

October 30, 2017

Page 2

Reference memo from Bastian Engineering to the County Engineer, received October 27, 2017, copy attached, requesting that the one year warranty period be extended by two months in order for analysis of the roadside ditch and additional detailing to be completed on the storm damage area on Ishi Trail, thus extending the subdivision warranty period through January 9, 2018. The memo also request the security be reduced to 10% of what is currently being held.

**Recommendation:**

The County Engineer respectfully recommends that the Plumas County Board of Supervisors:

1. Adopt a motion that extends the existing Graeagle #9 subdivision warranty by two months, to expire on January 9, 2018 and
2. Adopt a motion to authorize the County Engineer to reduce the existing project security from \$26,250 to \$2,625.

Attachment: Memo, dated October 27, 2017, from Bastian Engineering to County Engineer

# BASTIAN ENGINEERING

R.C.E. 45489 L.S. 7045

ENGINEERING

SURVEYING

PLANNING

DESIGN

M E M O

October 27, 2017

RECEIVED

OCT 27 2017

TO: Bob Perreault, Plumas County Engineer  
Plumas County Engineering  
FROM: Daniel B. Bastian, PE  
RE: Graeagle Subdivision Unit No. 9 Road Improvements – Extension  
request of the one-year warranty and Improvement Bond  
Reduction.

COUNTY ENGINEER  
PLUMAS CO. CALIF.

Mr. Perrault,

I received a letter from Robert Thorman today in the mail, it was dated 10/23/2017. Prior to receipt of said letter, I received an email with an electronic version of the letter attached on 10/23/2017. I was not able to read it until 10/24/2017. I have discussed said letter with Dan West and I wish to represent his interests in this matter – which is the purpose of this correspondence.

As you know, the Ishi Trail shoulder and ditch have been repaired. The damage was due to the January and/or February 2017 flood event(s). Relative to the damage elsewhere in the county, said damage was not significant.

The aforementioned letter requests that an "as-built" of the improved ditch and a drainage easement for the "diverted ditch" be provided to your Department. Said information was requested to be provided by 10/30/2017 – to be agenized on the Board of Supervisors November 7, 2017 meeting. Unfortunately, I have been occupied with FEMA inspections in Portola for the last four days and will not be able to provide the information requested in time for the Board of Supervisors agenda (the 10/30/2017 date).

I discussed my inability to get the information to your Department with Mr. Thorman and he suggested that I request another extension. He also told me that there will not be a regular Board of Supervisors meeting in December. For the sake of not requesting another extension, I propose that my extension request be made to the date of the last Board of Supervisors meeting in January 2018.

Also, considering the minor amount of work requested, I request that the Improvement Bond be reduced to 10% of what is currently being held.

I hope this correspondence satisfactorily addresses my inability to provide the information requested now. We continue look forward to finalizing the issues with your Department.

Thank you.

Cc: Dan West, Graeagle Land & Water Co.

5D

## **DEPARTMENT OF HUMAN RESOURCES**

520 Main Street, Room 115, Quincy, California 95971

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

Email: [nancyselvage@countyofplumas.com](mailto:nancyselvage@countyofplumas.com)



**DATE:** October 23, 2017

**TO:** The Honorable Board of Supervisors

**FROM:** Nancy Selvage, Human Resources Director

**SUBJECT:** AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF  
NOVEMBER 7, 2017  
RE: APPROVE RESOLUTION TO AMEND THE POSITION  
ALLOCATION FOR FISCAL YEAR 2017/2018

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### **IT IS RECOMMENDED THAT THE BOARD:**

Approve Resolutions to amend the Position Allocation for Budget Year 2017/2018 in order to correct the approved Position Allocation and include recent additions to the position allocation.

### **BACKGROUND AND DISCUSSIONS:**

The requested changes to the positon allocation are to clean up to the previously approved position allocation. There were some mistakes on the allocation that was previously approved by the Board for final approval with the Fiscal Year 2017/2018 budget.

The attached resolution is to approve what is already in place as previously approved by the Board of Supervisors. This really is a matter of correcting mistakes or omission that was done when updating the final FY 20127/2018 position allocation.

I am recommending the following changes to the approved position allocation to correctly reflect the Position Allocation for Fiscal Year 2017/2018 for the following departments:

#### **Environmental Health Department #20550**

#### **FTE FROM**

#### **TO**

##### **FROM:**

Environment Mental Specialist III or

Environmental Health Specialist II or I

Hazardous Materials Specialist III, II, or I

3.0

3.0

1.0

1.0

##### **TO:**

Environment Mental Specialist III, II, I OR

Hazardous Materials Specialist III, II, or I

4.0

4.0

<u>Engineering Public Works #20210</u>	<u>FTE FROM</u>	<u>TO</u>
Recording Secretary	0.5	0.5

<u>Public Health Department #70560</u>	<u>FTE FROM</u>	<u>TO</u>
Office Supervisor	0.0	1.0

<u>Sheriff's Department #70362</u>	<u>FTE FROM</u>	<u>TO</u>
Correctional Officer I/II	2.0	3.0

*Recently approved by BOS Resolution 10/17/2017:*

<u>Behavioral Health</u>	<u>FTE FROM</u>	<u>TO</u>
Management Analyst	0.0	1.0
AOD Supervisor	0.0	1.0

It is recommended that the Board of Supervisors approve the attached Resolution amending the Fiscal Budget 2017/2018 Position Allocation.

Thank you for considering this matter.

RESOLUTION NO. 2017- \_\_\_\_\_

**RESOLUTION TO AMEND THE POSITION ALLOCATION  
FOR BUDGET YEAR 2017/2018**

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

**WHEREAS**, there are changes needed for the budgeted position allocations for the 2017/2018 Position Allocation; and

**WHEREAS**, this request to change the position allocation was reviewed by the Human Resources Director who is now requesting approval of this resolution to update the 2017/2018 Position Allocation; and

**WHEREAS**, it is necessary to update the Position Allocation for Budget Year 2017/2018 to list the approved positions classified for each of the County's Departments; and

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

Approve this Resolution to amend the Position Allocation for Budget Year 2016/2017 to reflect the following:

<u>Environmental Health Department #20550</u>	<u>FTE FROM</u>	<u>TO</u>
<b>FROM:</b>		
Environment Mental Specialist III or		
Environmental Health Specialist II or I	3.0	3.0
Hazardous Materials Specialist III, II, or I	1.0	1.0
<b>TO:</b>		
Environment Mental Specialist III, II, I OR	4.0	4.0
Hazardous Materials Specialist III, II, or I		
<u>Engineering Public Works #20210</u>	<u>FTE FROM</u>	<u>TO</u>
Recording Secretary	0.5	0.5
<u>Public Health Department #70560</u>	<u>FTE FROM</u>	<u>TO</u>
Office Supervisor	0.0	1.0
<u>Sheriff's Department #70362</u>	<u>FTE FROM</u>	<u>TO</u>
Correctional Officer I/II	2.0	3.0
<u>Behavioral Health #70570</u>	<u>FTE FROM</u>	<u>TO</u>
Management Analyst	0.0	1.0
AOD Supervisor	0.0	1.0

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 7 day of November, 2017 by the following vote:

AYES: Supervisors  
NOES: Supervisors  
ABSENT: Supervisors

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Chairperson, Board of Supervisors

ATTEST:

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Clerk of the Board

## Allocations 2017/2018

CLASSIFICATION		16/17	17/18	17/18	17/18
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted
BOARD OF SUPERVISORS	20010				
Supervisor		5.000	5.000	5.000	5.000
Executive Assistant/Board of Supervisors		1.000	1.000	1.000	1.000
		6.000	6.000	6.000	6.000
ADMINISTRATIVE OFFICE	20030				
Chief Administrative Officer		0.000	1.000	1.000	1.000
		0.000	0.000	0.000	0.000
	20035				
Human Resources Director		1.000	1.000	1.000	1.000
Human Resources Analyst II or		1.000	1.000	1.000	1.000
Human Resources Analyst I		0.000	0.000	0.000	0.000
Human Resources Payroll Specialist I or		1.000	1.000	1.000	1.000
Human Resources Payroll Specialist II		0.000	0.000	0.000	0.000
Human Resources Technician III or		0.000	0.000	0.000	0.000
Human Resources Technician II or		1.000	1.000	1.000	1.000
Human Resources Technician I		0.000	0.000	0.000	0.000
		4.000	4.000	4.000	4.000
<u>AUDITOR-CONTROLLER</u>	20040				
Auditor/Controller		1.000	1.000	1.000	1.000
Assistant Auditor Controller OR		1.000	1.000	1.000	1.000
Chief Deputy Auditor OR		0.000	0.000	0.000	0.000
Accountant OR Accountant Auditor I or II		1.000	1.000	1.000	1.000
Assistant Risk Manager/Occupational Safety & Health Spec.		1.000	1.000	1.000	1.000
Accountant Auditor/Liability Risk Analyst		1.000	1.000	1.000	1.000
Accountant/Workers Compensation Analyst		0.000	0.000	0.000	0.000
Payroll Specialist II OR		1.000	1.000	1.000	1.000
Payroll Specialist I		0.000			
Fiscal Support Coordinator OR		1.000	1.000	1.000	1.000
Auditor Accounting Technician OR		0.000	0.000	0.000	0.000
Auditor Accounting Clerk I or II		0.000	0.000	0.000	0.000
		7.000	7.000	7.000	7.000
TREASURER-TAX COLLECTOR	20050				
Treasurer/Tax Collector		1.000	1.000	1.000	1.000
Assistant Treasurer/Tax Collector		1.000	1.000	1.000	1.000
Collections Officer I or II		0.000	0.000	0.000	0.000
Accounting Technician		0.000	0.000	0.000	0.000
Treasurer/Tax Technician		0.000	0.000	0.000	0.000
Treasurer/Tax Collections Officer		3.000	3.000	3.000	3.000
Treasurer/Tax Specialist II or		1.000	1.000	1.000	1.000
Treasurer/Tax Specialist I		0.000	0.000	0.000	0.000
		6.000	6.000	6.000	6.000

## Allocations 2017/2018

CLASSIFICATION		16/17	17/18	17/18	17/18
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted
<b>GENERAL</b>					
ASSESSOR	20060				
Assessor		1.000	1.000	1.000	1.000
Chief Appraiser		1.000	1.000	1.000	1.000
Auditor/Appraiser III/ II/I or		0.000	0.000	0.000	0.000
Assistant County Assessor		1.000	1.000	1.000	1.000
Appraiser III or		3.000	3.000	3.000	3.000
Appraiser II or		0.000	0.000	0.000	0.000
Appraiser I or		0.000	0.000	0.000	0.000
Appraiser Assistant		0.000	0.000	0.000	0.000
Department Fiscal Officer I or		0.000	0.000	0.000	0.000
Assessor's Officer Manager		0.000	0.000	0.000	0.000
GIS Technician		0.000	0.000	0.000	0.000
Cadastral Drafting Specialist		1.000	1.000	1.000	1.000
Property Tax Assessment Technician OR		1.000	1.000	1.000	1.000
Property Tax Assessment Specialist I or II		0.000	0.000	0.000	0.000
		8.000	8.000	8.000	8.000
<b>COUNTY COUNSEL</b>	20080				
County Counsel		1.000	1.000	1.000	1.000
Assistant Co-Counsel OR		0.000	1.000	1.000	1.000
Deputy County Counsel III OR		0.000	0.000	0.000	0.000
Deputy County Counsel II OR		1.000	1.000	1.000	1.000
Deputy County Counsel I		0.000	0.000	0.000	0.000
Management Analyst II/I		0.000	0.000	0.000	0.000
Paralegal I, II, or III		1.000	1.000	1.000	1.000
		3.000	4.000	4.000	4.000
<b>ELECTIONS-COUNTY CLERK</b>	20100				
Clerk/Recorder		0.4479	0.4479	0.4479	0.4479
Assistant County Clerk/Recorder		0.330	0.330	0.330	0.330
Elections Specialist		0.000	0.000	0.000	0.000
Elections Coordinator		0.750	0.750	0.750	0.750
Deputy Clerk/Recorder II or		1.000	1.000	1.000	1.000
Deputy Clerk/Recorder I		0.000	0.000	0.000	0.000
		2.5279	2.5279	2.5279	2.5279
<b>DEPARTMENT OF FACILITY SERVICES</b>	20120				
Director of Facility Services		0.830	0.830	0.830	0.830
Department Fiscal Officer I		1.000	1.000	1.000	1.000
Building & Grounds Maintenance Supervisor II OR		1.000	1.000	1.000	1.000
Building & Grounds Maintenance Supervisor I		0.000	0.000	0.000	0.000
Building & Grounds Maintenance Technician		1.000	1.000	1.000	1.000
Building & Grounds Maintenance Worker II		2.000	2.000	2.000	2.000
Building & Grounds Maintenance Worker I		0.000	1.000	1.000	1.000
Fiscal & Technical Services Asst. III		0.000	0.000	0.000	0.000
Administrative Assistant II or I		0.000	0.000	0.000	0.000
		5.830	6.830	6.830	6.830

## Allocations 2017/2018

CLASSIFICATION	16/17 20756	16/17	17/18	17/18	17/18
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted
PARKS SERVICES					
Building & Grounds Maintenance Worker II OR		1.000	1.000	1.000	1.000
Building & Grounds Maintenance Worker I		0.000	0.000	0.000	0.000
		1.000	1.000	1.000	1.000
FAIR***	20190				
County Fair/Event Ctr Manager		1.000	1.000	1.000	1.000
Fair Fiscal Coordinator II or		0.000	0.000	0.000	0.000
Fair Fiscal Coordinator I		0.000	0.000	0.000	0.000
Department Fiscal Officer I		0.000	0.000	0.000	0.000
Building & Grounds Maintenance Supervisor II or		1.000	1.000	1.000	1.000
Building & Grounds Maintenance Supervisor I		0.000	0.000	0.000	0.000
Building & Grounds Maintenance Worker II OR		0.000	0.000	0.000	0.000
Building & Grounds Maintenance Worker I		0.000	0.000	0.000	0.000
		2.000	2.000	2.000	2.000
ENGINEERING-PUBLIC WORKS	20210				
Senior Engineering Technician		0.000	0.000	0.000	0.000
Engineering Technician II or I		2.000	2.000	2.000	2.000
Fiscal & Technical Service Assistant III or		1.000	1.000	1.000	1.000
Fiscal & Technical Service Assistant II or		0.000	0.000	0.000	0.000
Fiscal & Technical Service Assistant I		0.000	0.000	0.000	0.000
Recording Secretary		0.000	0.500	0.500	0.500
		3.000	3.500	3.500	3.500
INFORMATION TECHNOLOGY	20220				
Information Systems Manager		1.000	1.000	1.000	1.000
Systems Analyst II OR		1.170	1.00	1.00	1.00
Systems Analyst I		0.000	0.000	0.000	0.000
Office Automation Analyst		0.000	0.000	0.000	0.000
Programmer Analyst		1.000	1.000	1.000	1.000
Office Automation Specialist		1.000	1.000	1.000	1.000
Telecommunications Technician		0.000	0.000	0.000	0.000
		4.170	4.000	4.000	4.000
RECORDS MANAGEMENT	20469				
Clerk/Recorder		0.1042	0.1042	0.1042	0.1042
Asst. County Clerk/Recorder		0.330	0.330	0.330	0.330
		0.4342		0	
RECORDS MODERNIZATION	22411				
Clerk/Recorder		0.020	0.020	0.020	0.020
Asst. County Clerk/Recorder		0.020	0.020	0.020	0.020
		0.040	0.040	0.040	0.040
<b>GENERAL TOTALS</b>		<b>53.0021</b>	<b>54.8979</b>	<b>54.8979</b>	<b>54.8979</b>

## Allocations 2017/2018

<u>GENERAL</u>  <u>CLASSIFICATION</u>	70280	16/17	17/18	17/18	17/18
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted
CHILD SUPPORT SERVICES					
Director of Child Support Services		1.000	1.000	1.000	1.000
Deputy Child Support Attorney II or		0.250	0.00	0.00	0.00
Deputy Child Support Attorney I		0.000	0.000	0.000	0.000
Assistant Director of Child Support Services or		1.000	1.000	1.000	1.000
Community Outreach Coordinator		0.000	0.000	0.000	0.000
Department Fiscal Officer I OR		0.000	0.000	0.000	0.000
Child Support Accounting Specialist		0.000	0.000	0.000	0.000
Supervising Child Support Specialist		0.000	0.000	0.000	0.000
Program Training Compliance Analyst		0.000	0.000	0.000	0.000
Child Support Specialist III or		4.000	4.000	4.000	4.000
Child Support Specialist II or		0.000	0.000	0.000	0.000
Child Support Specialist I or		0.000	0.000	0.000	0.000
Child Support Assistant I		0.000	0.000	0.000	0.000
Legal Services Assistant II or		0.000	0.000	0.000	0.000
Legal Services Assistant I		1.000	1.000	1.000	1.000
Administrative Assistant II or		0.000	0.000	0.000	0.000
Administrative Assistant I		1.000	0.00	0.00	0.00
Fiscal and Technical Services Assistant III OR		0.000	0.00	0.00	0.00
Fiscal and Technical Services Assistant II		0.000	0.000	0.000	0.000
Office Assistant III or		0.000	0.000	0.000	0.000
Office Assistant II or		0.000	0.000	0.000	0.000
Office Assistant I		0.000	0.000	0.000	0.000
		8.250	7.000	7.000	7.000
ANIMAL CONTROL	20428				
Animal Control Supervisor		1.000	1.000	1.000	1.000
Animal Control Officer II OR I		1.000	1.000	1.000	1.000
		2.000	2.000	2.000	2.000
DISTRICT ATTORNEY/CRIMINAL	70301				
District Attorney		1.000	1.000	1.000	1.000
Sr. DA Investigator		1.000	1.000	1.000	1.000
District Attorney Investigator		0.000	0.000	0.000	0.000
Assistant District Attorney or		1.000	1.000	1.000	1.000
Deputy District Attorney III or		0.000	0.000	0.000	0.000
Deputy District Attorney II or I		1.000	1.000	1.000	1.000
Family Violence Officer		0.000	0.000	0.000	0.000
Department Fiscal Officer I or II OR		0.600	0.600	0.600	0.600
Grant Compliance Officer		0.000	0.000	0.000	0.000
District Attorney Administrator/Asst. Public Admin OR		3.000	3.000	3.000	3.000
Paralegal I, II or III OR		0.000	0.000	0.000	0.000
Legal Services Assistant II OR		0.000	0.000	0.000	0.000
Legal Services Assistant I		0.000	0.000	0.000	0.000
Investigative Assistant or		1.000	1.000	1.000	1.000
Investigation Specialist		0.000	0.000	0.000	0.000
		8.600	8.600	8.600	8.600

## Allocations 2017/2018

GENERAL CLASSIFICATION		16/17 Positions Adopted	17/18 Positions Requested	17/18 Positions Recommended	17/18 Positions Adopted
DISTRICT ATTORNEY/OCJP-ADA***	70302				
		0.000	0.000	0.000	0.000
DA/SRVP GRANT	70306				
		0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000
DA/SLESF	70307				
Alternative Sentencing Coordinator		1.000	1.000	1.000	1.000
Community Care Case Manager		3.000	1.000	1.000	1.000
		4.000	2.000	2.000	2.000
INTENSIVE DRUG OCJP-PROB.***	20370				
		0.000	0.00	0.00	0.00
		0.000	0.000	0.000	0.000
PROBATION	20400				
Chief Probation Officer*		1.000	1.000	1.000	1.000
Supervising Deputy Probation Officer		1.000	1.000	1.000	1.000
Department Fiscal Officer I or II		1.000	1.000	1.000	1.000
Deputy Probation Officer III or		8.000	8.000	8.000	8.000
Deputy Probation Officer II or					
Deputy Probation Officer I		0.000	0.000	0.000	0.000
Report Writer		0.000	0.000	0.000	0.000
Probation Program Coordinator/Admin. Asst.		0.000	0.000	0.000	0.000
Detention Coordinator		0.000	0.000	0.000	0.000
Probation Assistant		2.000	2.000	2.000	2.000
Legal Services Assistant II OR I		1.000	1.000	1.000	1.000
Administrative Assistant II or I		1.000	1.000	1.000	1.000
Office Assistant I, II or III		1.000	1.000	1.000	1.000
		16.000	16.000	16.000	16.000
PROBATION OFFENDER TREATMENT RECOVERY/ACT	20403				
		0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000
PROBATION INTENSIVE SUPERVISION	20402				
		0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000
PROBATION- GRANT -ADULT HIGH RISK	20409				
Probation Assistant		1.000	1.000	1.000	1.000
		1.000	1.000	1.000	1.000
PROBATION YOUTH OFFENDER BLOCK GRANT	20415				
Fiscal Officer I or II		0.000	0.000	0.000	0.000
Probation Assistant		1.000	1.000	1.000	1.000
		1.000	1.000	1.000	1.000
PROBATION - AB109	20418				
Probation Officer I, II or III		0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000

## Allocations 2017/2018

<u>GENERAL</u>		16/17	17/18	17/18	17/18
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted
VICTIM WITNESS - Sheriff	20420	1.000	1.000	1.000	1.000
Victim/Witness Coordinator		1.000	1.000	1.000	1.000
		1.000	1.000	1.000	1.000
PUB. GUARDIAN/CONS./SOCIAL SERVE.	20430				
Chief Deputy Public Guardian/Conservator		1.000	1.000	1.000	1.000
Deputy Public Guardian/Conservator II		0.500	0.500	0.500	0.500
		1.500	1.500	1.500	1.500
SHERIFF	70330				
Sheriff/Coroner		1.000	1.000	1.000	1.000
Undersheriff or		1.000	1.000	1.000	1.000
Assistant Sheriff		1.000	1.000	1.000	1.000
Patrol Commander		1.000	1.000	1.000	1.000
Sheriff Deputy/Training/Policy Adviser		1.000	1.000	1.000	1.000
Sheriff Investigator Sergeant		1.000	1.000	1.000	1.000
Sheriffs Special Operations Sergeant		1.000	1.000	1.000	1.000
Jail Commander/Sheriff Sergeant		1.000	1.000	1.000	1.000
Sheriff's Sergeant		6.000	6.000	6.000	6.000
Sheriff's Investigator		3.500	3.500	3.500	3.500
Deputy Sheriff II Communications Equipment Coordinator		1.000	1.000	1.000	1.000
Deputy Sheriff II OR		14.000	14.000	14.000	14.000
Sheriff Fiscal Officer I or II		1.000	1.000	1.000	1.000
Communications Supervisor		1.000	1.000	1.000	1.000
Sheriff Office Manager		0.000	0.000	0.000	0.000
Crime Analyst		0.000	0.000	0.000	0.000
Sheriff's Dispatcher II OR		8.000	8.000	8.000	8.000
Sheriff's Dispatcher I		2.000	2.000	2.000	2.000
Sheriff Services Assistant II or					
Sheriff Services Assistant I					
		43.500	43.500	43.500	43.500
AB 443	70331				
Deputy Sheriff II		1.000	1.000	1.000	1.000
		1.000	1.000	1.000	1.000
Cal-MMET - Sheriff	70343				
Sheriff Investigator		0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000
SLESF	70356				
Deputy Sheriff II		0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000
SHERIFF - AB109	70362				
Correctional Officer I or II		2.000	3.000	3.000	3.000
Deputy Sheriff I OR II		2.000	2.000	2.000	2.000
		4.000	5.000	5.000	5.000
OCJP DRUG ENFORCEMENT	70385				
Sheriff Investigator		0.500	0.500	0.500	0.500
		0.500	0.500	0.500	0.500

# Allocations 2017/2018

CLASSIFICATION		16/17	17/18	17/18	17/18
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted
AGRICULTURAL COMMISSIONER	20425				
Agricultural Commissioner/Sealer of Weights & Measures		1.000	1.000	1.000	1.000
Agricultural Weights & Measures Inspector III OR		1.000	1.000	1.000	1.000
Agricultural Weights & Measures Inspector II OR		0.000	0.000	0.000	0.000
Agricultural Weights & Measures Inspector I		0.000	0.000	0.000	0.000
Agricultural Weights & Measures Technician		1.000	1.000	1.000	1.000
Administrative Assistant II or		1.000	1.000	1.000	1.000
Administrative Assistant I		0.000	0.000	0.000	0.000
		4.000	4.000	4.000	4.000
CLERK-RECORDER	20460				
Clerk/Recorder		0.4279	0.4279	0.4279	0.4279
Assistant County Clerk/Recorder		0.320	0.320	0.320	0.320
Supervising Deputy Recorder		0.000	0.000	0.000	0.000
Elections Specialist		0.000	0.000	0.000	0.000
Elections Coordinator		0.250	0.250	0.250	0.250
Lead Deputy Clerk/Recorder		1.000	1.000	1.000	1.000
Deputy Clerk/Recorder II or		1.000	1.000	1.000	1.000
Deputy Clerk/Recorder I		0.000	0.000	0.000	0.000
		2.9979	2.9979	2.9979	2.9979
OFFICE OF EMERGENCY SERVICES	20470				
		0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000
PUBLIC ADMINISTRATOR-D.A.	20432				
District Attorney Administrator/Asst. Public Admin or		0.400	0.400	0.400	0.400
Department Fiscal Officer I or II		0.000	0.000	0.000	0.000
		0.400	0.400	0.400	0.400
BUILDING DEPARTMENT	20426				
Director of Bulding Services		1.000	1.000	1.000	1.000
Assistant Building Official		0.000	0.000	0.000	0.000
Project Manager		0.000	0.000	0.000	0.000
Senior Building Plancheck/Inspctor OR		2.000	2.000	2.000	2.000
Plans Examiner II OR		0.000	0.000	0.000	0.000
Building Plancheck/Inspctor OR		0.000	0.000	0.000	0.000
Plans Examiner I		0.000	0.000	0.000	0.000
Senior Building Inspector OR		1.000	1.000	1.000	1.000
Building Inspector II OR		0.000	0.000	0.000	0.000
Building Inspector I		0.000	0.000	0.000	0.000
Senior Permit Technician OR		2.000	2.000	2.000	2.000
Permit Technician		0.000	0.000	0.000	0.000
Department Fiscal Officer II or I		0.500	0.500	0.500	0.500
Administrative Assistant II OR I		0.000	0.000	0.000	0.000
Administrative Assistant I		0.000	0.000	0.000	0.000
		6.500	6.500	6.500	6.500

# Allocations 2017/2018

<u>GENERAL</u>		16/17	17/18	17/18	17/18
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted
<b>CLASSIFICATION</b>					
<b>PLANNING DEPARTMENT</b>	<b>20490</b>				
Planning Manager (Director)		1.000	1.000	1.000	1.000
Assistant Director of Planning		0.000	0.000	0.000	0.000
Senior Planner OR		1.000	1.000	1.000	1.000
Associate Planner OR		0.000	0.000	0.000	0.000
Assistant Planner		1.000	1.000	1.000	1.000
Executive Assistant - Planning		0.000	0.000	0.000	0.000
Department Fiscal Officer II or		0.400	0.400	0.400	0.400
Department Fiscal Officer I		0.000	0.000	0.000	0.000
Administrative Assistant II OR		0.000	0.000	0.000	0.000
Administrative Assistant I		0.000	0.000	0.000	0.000
		3.400	3.400	3.400	3.400
<b>CODE ENFORCEMENT</b>	<b>20450</b>				
Code Enforcement Officer		1.000	1.000	1.000	1.000
		1.000	1.000	1.000	1.000
<b>GIS DEPARTMENT</b>	<b>20510</b>				
Geographic Information Systems Coordinator		0.000	0.000	0.000	0.000
Geographic Information System Planner II OR		1.000	1.000	1.000	1.000
Geographic Information System Planner I OR		0.000	0.000	0.000	0.000
Planning Technician		0.000	0.000	0.000	0.000
Department Fiscal Officer II or		0.100	0.100	0.100	0.100
Department Fiscal Officer I		0.000	0.000	0.000	0.000
		1.100	1.100	1.100	1.100
<b>JAIL***</b>	<b>70380</b>				
Jail Commander		0.000	0.000	0.000	0.000
Correctional Sergeant		5.000	5.000	5.000	5.000
Correctional Officer II OR		15.000	15.000	15.000	15.000
Correctional Officer I		20.000	20.000	20.000	20.000
<b>JAIL - SB 678**</b>	<b>70388</b>				
Correctional Officer I or II		1.000	1.000	1.000	1.000
Deputy Sheriff I or II		1.000	1.000	1.000	1.000
		2.000	2.000	2.000	2.000
<b>BAILIFF-SHERIFF</b>	<b>70370</b>				
		0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000
<b>COURT SECURITY</b>	<b>70387</b>				
Correctional Officer II		1.000	1.000	1.000	1.000
Deputy Sheriff II		1.000	1.000	1.000	1.000
Deputy Sheriff Sergeant		1.000	1.000	1.000	1.000
		3.000	3.000	3.000	3.000
<b>PUBLIC PROTECTION TOTALS</b>		<b>135.748</b>	<b>133.498</b>	<b>133.498</b>	<b>133.498</b>

## Allocations 2017/2018

<u>GENERAL</u>		16/17	17/18	17/18	17/18
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted
<b>CLASSIFICATION</b>					
<b>PUBLIC WAYS AND FACILITIES</b>					
<b>PUBLIC WORKS DEPARTMENT***</b>					
Director of Public Works*	20521	1.000	1.000	1.000	1.000
Assistant Director of Public Works		1.000	1.000	1.000	1.000
Deputy Director of Public Works		1.000	1.000	1.000	1.000
Associate Engineer OR		3.000	2.000	2.000	2.000
Solid Waste/Program Manager/Associate Engineer OR		0.000	1.000	1.000	1.000
Assistant Engineer OR		0.000	0.000	0.000	0.000
Engineering Technician II OR		1.000	1.000	1.000	1.000
Engineering Technician I		0.000	0.000	0.000	0.000
Equipment Maintenance Supervisor		1.000	1.000	1.000	1.000
Public Works Env.Senior Planner		1.000	1.000	1.000	1.000
Public Works Fiscal Off/Admin Serv.Manager		1.000	1.000	1.000	1.000
Lead Power Equipment Mechanic		1.000	1.000	1.000	1.000
Public Works Maintenance Supervisor		6.000	6.000	6.000	6.000
Power Equipment Mechanic II, I OR		5.000	5.000	5.000	5.000
Mechanic/Shop Technician		1.000	1.000	1.000	1.000
Equipment Service Worker		1.000	1.000	1.000	1.000
Public Works Maintenance Leadworker		6.000	6.000	6.000	6.000
Welder		1.000	1.000	1.000	1.000
Public Works Maintenance Worker III, II OR I		24.000	24.000	24.000	24.000
Fiscal and Technical Services Assistant III or		2.000	2.000	2.000	2.000
Fiscal and Technical Services Assistant II or		0.000	0.000	0.000	0.000
Fiscal and Technical Services Assistant I		0.000	0.000	0.000	0.000
Secretary		0.000	0.000	0.000	0.000
Engineering Aide		0.000	0.000	0.000	0.000
		57.000	57.000	57.000	57.000
<b>FLOOD CONTROL PROGRAM</b>					
General Manager	26103	0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000
<b>MONTEREY FORUM</b>					
General Manager	26013	0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000
<b>AIRPORTS</b>					
(A Division of Facility Services)	20891				
Director of Facility Services		0.170	0.170	0.170	0.170
Airport Manager		2.000	2.000	2.000	2.000
Project Manager		0.000	0.000	0.000	0.000
Geographic Information System Planner II		0.000	0.000	0.000	0.000
		2.170	2.170	2.170	2.170
<b>PUBLIC WAYS AND FACILITIES TOTALS</b>		59.170	59.170	59.170	59.170
<b>PUBLIC ASSISTANCE</b>					
<b>VETERAN'S SERVICE</b>					
(Division of Public Health)	20640				
Division Director Veterans Service Officer		1.000	1.000	1.000	1.000
Veterans Service Representative II OR I		2.000	2.000	2.000	2.000
		3.000	3.000	3.000	3.000

## Allocations 2017/2018

<u>GENERAL</u>		16/17 Positions Adopted	17/18 Positions Requested	17/18 Positions Recommended	17/18 Positions Adopted
CLASSIFICATION					
<b>SENIOR SERVICES</b>	<b>20830</b>				
(Division of Public Health)	<b>20480</b>				
Senior Services Director		1.000	1.000	1.000	1.000
Office Supervisor		0.000	0.000	0.000	0.000
Department Fiscal Officer I/II or		0.360	0.360	0.360	0.360
Grant Compliance Officer		0.000	0.000	0.000	0.000
Driver III, or Driver II, or Driver I		2.950	2.800	2.950	2.950
Driver II		0.000	0.000	0.000	0.000
Driver I		0.000	0.000	0.000	0.000
Site Manager		3.0625	2.7500	3.0625	3.0625
Head Cook		2.2500	2.6250	2.2500	2.2500
Assistant Cook		2.1000	2.1250	2.1000	2.1000
		11.7225	11.6600	11.7225	11.7225
<b>SOCIAL SERVICES ***</b>	<b>70590</b>				
Social Services Director/Pub. Guardian/Pub. Conser		1.000	1.000	1.000	1.000
Deputy Director/SS Program Manager		1.000	1.000	1.000	1.000
Staff Services Manager		1.000	1.000	1.000	1.000
Childrens Services Coordinator		0.000	0.000	0.000	0.000
Program Manager I or II		1.000	1.000	1.000	1.000
Social Services Supervisor II or		2.000	2.000	2.000	2.000
Social Services Supervisor I		0.000	0.000	0.000	0.000
Welfare Fraud Investigator II OR		1.000	1.000	1.000	1.000
Welfare Fraud Investigator I		0.000	0.000	0.000	0.000
Employment and Training Supervisor		1.000	1.000	1.000	1.000
Systems Support Analyst		0.000	0.000	0.000	0.000
Staff Services Analyst II or		2.000	2.000	2.000	2.000
Staff Services Analyst I					
Senior Social Worker		1.000	1.000	1.000	1.000
Social Worker IV OR		7.000	7.000	7.000	7.000
Social Worker III OR					
Social Worker II OR		0.000	0.000	0.000	0.000
Social Worker I		0.000	0.000	0.000	0.000
Eligibility Specialist Supervisor		1.000	1.000	1.000	1.000
Employment and Training Worker III OR		1.000	1.000	1.000	1.000
Employment and Training Worker II OR		2.000	2.000	2.000	2.000
Employment and Training Worker I		0.000	0.000	0.000	0.000
Legal Services Assistant II		0.000	0.000	0.000	0.000
Information Systems Technician		1.000	1.000	1.000	1.000
Office Supervisor		2.000	2.000	2.000	2.000
Eligibility Specialist III or		1.000	1.000	1.000	1.000
Eligibility Specialist II or		7.000	7.000	7.000	7.000
Eligibility Specialist I					
Social Services Aide		2.000	2.000	2.000	2.000
Administrative Assistant II or		1.000	1.000	1.000	1.000
Administrative Assistant I		0.000	0.000	0.000	0.000
Fiscal and Technical Services Assistant III OR		2.000	2.000	2.000	2.000
Fiscal and Technical Services Assistant II OR		0.000	0.000	0.000	0.000
Fiscal and Technical Services Assistant I		0.000	0.000	0.000	0.000
Office Assistant III OR		2.000	2.000	2.000	2.000
Office Assistant II OR		0.000	0.000	0.000	0.000
Office Assistant I		0.000	0.000	0.000	0.000
		40.000	40.000	40.000	40.000
<b>PUBLIC ASSISTANCE TOTALS</b>		54.723	54.660	54.723	54.723

## Allocations 2017/2018

GENERAL CLASSIFICATION	16/17 Positions Adopted	17/18 Positions Requested	17/18 Positions Recommended	17/18 Positions Adopted
<u>HEALTH AND SANITATION</u>				
ENVIRONMENTAL HLTH	20550			
Director of Environmental Health		1.000	1.000	1.000
Division Chief of Environmental Health		0.000	0.000	0.000
Senior Environmental Health Specialist		0.000	0.000	0.000
Environmental Health Specialist III or		1.000	1.000	1.000
Environmental Health Specialist II or I		2.000	2.000	2.000
Hazardous Materials Specialist I, II or III		1.000	1.000	1.000
Environmental Health Technician II or I		0.000	0.000	0.000
Environmental Health Aide		0.000	0.000	0.000
Administrative Assistant II or I		2.000	2.000	2.000
Office Assistant III, II or I		0.000	0.000	0.000
		7.000	7.000	7.000
HEALTH-STATE AID	70559			
Public Health Program Chief		0.450	0.450	0.450
Health Education Coordinator II		0.000	0.000	0.000
Health Education Specialist		0.400	0.400	0.400
Public Health Nurse I or II or		0.090	0.090	0.090
Registered Nurse I or II or		0.000	0.000	0.000
Licensed Vocational Nurse I or II		0.000	0.000	0.000
HIV Specialty Clinic Therapist		0.000	0.000	0.000
Department Fiscal Officer I or II or		0.091	0.091	0.091
Management Analyst I or II or				
Grant Compliance Officer				
		1.031	1.031	1.031
<b>PUBLIC HEALTH***</b>	<b>70560</b>			
Public Health Director		1.000	1.000	1.000
Assistant Public Health Director		1.000	1.000	1.000
Director of Nursing		0.550	0.550	0.550
Public Health Program Chief		1.000	1.000	1.000
Physicians Assistant		0.500	0.500	0.500
Nurse Practitioner		0.000	0.000	0.000
Public Health Nurse III, Supervisor or		0.000	0.000	0.000
Public Health Nurse II or		5.710	5.710	5.710
Registered Nurse II or				
Public Health Nurse I or				
Registered Nurse I or				
Licensed Vocational Nurse				
HIV Specialty Clinic Therapist				
Health Education Coordinator II or		10.900	10.900	10.900
Health Education Coordinator I or		0.000	0.000	0.000
Health Education Specialist or		0.000	0.000	0.000
Community Outreach Coordinator		0.000	0.000	0.000
Mentoring Coordinator		1.000	1.000	1.000
Department Fiscal Officer II OR		3.440	3.440	3.440
Department Fiscal Officer I OR		0.000	0.000	0.000
Management Analyst I or II OR				
Grant Compliance Officer OR		0.000	0.000	0.000

## Allocations 2017/2018

GENERAL CLASSIFICATION	70560	16/17	17/18	17/18	17/18
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted
PUBLIC HEALTH*** - Continued					
Administrative Services Officer-Health Services					
Fiscal and Technical Services Assistant III OR		0.000	0.000	0.000	0.000
Fiscal and Technical Services Assistant II OR		0.000	0.000	0.000	0.000
Fiscal and Technical Services Assistant I		0.000	0.000	0.000	0.000
Office Supervisor		0.000	1.000	1.000	1.000
Administrative Assistant II OR		4.000	4.000	4.000	4.000
Administrative Assistant I OR		0.000	0.000	0.000	0.000
Office Assistant III OR		0.000	0.000	0.000	0.000
Office Assistant II OR		0.000	0.000	0.000	0.000
Office Assistant I		0.000	0.000	0.000	0.000
		29.100	30.100	30.100	30.100
CDC BASE/PAN FLUE 70561	70561				
Director of Nursing		0.30	0.30	0.30	0.30
Assistant Public Health Director		0.00	0.00	0.00	0.00
Public Health Program Chief		0.000	0.000	0.000	0.000
Public Health Nurse II or Registered Nurse II or		0.22	0.22	0.22	0.22
Public Health Nurse I or Registered Nurse I or		0.00	0.00	0.00	0.00
Licensed Vocational Nurse I or II		0.00	0.00	0.00	0.00
Management Analyst I or II		0.10	0.10	0.10	0.10
Health Education Coordinator II or		0.40	0.40	0.40	0.40
Health Education Coordinator I or		0.00	0.00	0.00	0.00
Health Education Specialist		0.000	0.000	0.000	0.000
Department Fiscal Officer II		0.12	0.12	0.12	0.12
		1.140	1.140	1.140	1.140
CHILDREN AND FAMILIES COMMISSION	70562				
Grants Compliance Officer		0.000	0.000	0.000	0.000
Administrative Assistant I/II		0.000	0.000	0.000	0.000
Executive Director (contracted)		1.000	1.000	1.000	1.000
		1.000	1.000	1.000	1.000
HPP 70566	70566				
Director of Nursing		0.150	0.150	0.150	0.150
Assistant Public Health Director		0.000	0.000	0.000	0.000
Public Health Nurse I or II or III OR		0.360	0.360	0.360	0.360
Registered Nurse I or II OR		0.000	0.000	0.000	0.000
Licensed Vocational Nurse I or II		0.000	0.000	0.000	0.000
Health Education Coordinator II or I OR		0.350	0.350	0.350	0.350
Health Education Specialist OR		0.000	0.000	0.000	0.000
Community Outreach Coordinator		0.000	0.000	0.000	0.000
Department Fiscal Officer I or II		0.070	0.070	0.070	0.070
		0.930	0.930	0.930	0.930
BEHAVIORAL HEALTH***	70570				
Behavioral Health Director		1.000	1.000	1.000	1.000
Behavioral Health Deputy Director		1.000	1.000	1.000	1.000
BH Unit Supervisor		5.000	5.000	5.000	5.000
BH Therapist-Senior		3.000	3.000	3.000	3.000
BH Therapist II, or		8.000	8.000	8.000	8.000
BH Therapist I		1.000	1.000	1.000	1.000
DIC Therapist					

## Allocations 2017/2018

<u>GENERAL</u>  <u>CLASSIFICATION</u>		16/17	17/18	17/18	17/18
		Positions Adopted	Positions Requested	Positions Recommended	Positions Adopted
BEHAVIORAL HEALTH - Continued					
BH Case Management Specialist-Senior, or	70574	18.000	18.000	18.000	18.000
BH Case Management Specialist II, or					
BH Case Management Specialist I					
Psychiatrist/Medical Director		1.000	1.000	1.000	1.000
BH LVN I/II, or		1.000	1.000	1.000	1.000
BH RN I/II, or					
BH Nurse Practitioner					
DIC LVN I/II, or		1.000	1.000	1.000	1.000
DIC RN I/II					
AOD Supervisor		0.000	1.000	1.000	1.000
BH Administrative Services Officer		1.000	1.000	1.000	1.000
Management Analyst		0.000	1.000	1.000	1.000
BH Department Fiscal Officer		1.000	1.000	1.000	1.000
BH Administrative Assistant I or II		2.000	2.000	2.000	2.000
BH Supervising Site Coordinator		1.000	1.000	1.000	1.000
BH Site Coordinator-DIC		1.000	1.000	1.000	1.000
BH Site Coordinator-Quincy		1.000	1.000	1.000	1.000
BH Site Coordinator-Chester		1.000	1.000	1.000	1.000
BH Site Coordinator-Greenville	70571	1.000	1.000	1.000	1.000
BH Site Coordinator-Portola		1.000	1.000	1.000	1.000
BH Support Services Coordinator		1.000	1.000	1.000	1.000
BH Support Services Tech I/II		2.000	2.000	2.000	2.000
BH Quality Improvement Compliance Manager		1.000	1.000	1.000	1.000
BH Quality Assurance Coordinator		1.000	1.000	1.000	1.000
BH Systems Analyst		1.000	1.000	1.000	1.000
BH Clinical Records Specialist		1.000	1.000	1.000	1.000
Crisis Team BH Therapist -Senior		1.000	1.000	1.000	1.000
Crisis Team BH Therapist I/II		2.000	2.000	2.000	2.000
Crisis Case Management Specialist-Senior or II or I		1.000	1.000	1.000	1.000
BH AOD Administrator	70580	1.000	1.000	1.000	1.000
MHSA Coordinator		1.000	1.000	1.000	1.000
BH Administrative Assistant I/II		1.000	1.000	1.000	1.000
Continuing Care Coordinator	70574	1.000	1.000	1.000	1.000
Sierra House Residential Care Facility Supervisor		1.000	1.000	1.000	1.000
Lead Residential Care Facility Attendant		2.000	2.000	2.000	2.000
Residential Care Facility Attendant		4.000	4.000	4.000	4.000
		72.000	74.000	74.000	74.000
<b>HEALTH AND SANITATION TOTALS</b>		<b>112.201</b>	<b>115.201</b>	<b>115.201</b>	<b>115.201</b>
<b>EDUCATION</b>					
LIBRARY					
County Librarian	20670	1.000	1.000	1.000	1.000
Librarian		0.625	0.625	0.625	0.625
Fiscal & Technical Services Asst. II or		0.625	0.625	0.625	0.625
Fiscal & Technical Services Asst. I		0.000	0.000	0.000	0.000
Branch Library Assistant I or II		1.500	1.500	1.500	1.500
Library Technician or		0.750	0.750	0.750	0.750
Library Aide		0.000	0.000	0.000	0.000
		4.500	4.500	4.500	4.500

## Allocations 2017/2018

<u>GENERAL</u> CLASSIFICATION	16/17 20675	16/17 Positions Adopted	17/18 Positions Requested	17/18 Positions Recommended	17/18 Positions Adopted
LITERACY	20675				
Literacy Director		0.000	0.000	0.000	0.000
Lib./Literacy Program Coordinator		0.750	0.750	0.750	0.750
Lib./Literacy Program Assistant II or I		1.075	1.075	1.075	1.075
Lib./Literacy Program Assistant I		0.000	0.000	0.000	0.000
Library Clerk II		0.000	0.000	0.000	0.000
Literacy Clerk		0.000	0.000	0.000	0.000
		1.825	1.825	1.825	1.825
SIERRA COUNTY LITERACY	20678				
Literacy Program Coordinator		0.000	0.000	0.000	0.000
Literacy Program Assistant		0.000	0.000	0.000	0.000
		0.000	0.000	0.000	0.000
FARM ADVISOR	20680				
Administrative Assistant II or		1.000	1.000	1.000	1.000
Administrative Assistant I		0.000	0.000	0.000	0.000
4H Program Asst.		0.000	0.000	0.000	0.000
Office Assistant II/I		0.000	0.000	0.000	0.000
		1.000	1.000	1.000	1.000
EDUCATION TOTALS		7.325	7.325	7.325	7.325
RECREATION AND CULTURE TOTALS					
MUSEUM	20780				
Museum Director		1.000	1.000	1.000	1.000
Assistant Museum Director		0.000	0.000	0.000	0.000
Museum Registrar		0.000	0.000	0.000	0.000
Museum Aide		0.000	0.000	0.000	0.000
		1.000	1.000	1.000	1.000
RECREATION AND CULTURE TOTALS		1.000	1.000	1.000	1.000
GRAND TOTALS:		423.169	425.752	425.814	425.814