

BOARD OF SUPERVISORS

Dwight Ceresola, 1st District
Kevin Goss, Chair 2nd District
Sharon Thrall, Vice Chair 3rd District
Greg Hagwood, 4th District
Jeff Engel, 5th District

**AGENDA FOR REGULAR MEETING OF JANUARY 5, 2021 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

Public Comment Opportunity/Written Comment

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. BOARD OF SUPERVISORS

Select Chair and Vice Chair of the Board of Supervisors for 2021; discussion and possible action

2. PUBLIC HEALTH AGENCY – Andrew Woodruff

Report and update on COVID-19; receive report and discussion

3. 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) CLERK OF THE BOARD

Approve Board minutes for December 2020

B) ELECTIONS

- 1) Adopt **RESOLUTION**, authorizing the Plumas County Clerk-Recorder/Registrar of Voters to Conduct all Federal, State and Local Elections in the Year 2021 [View Item](#)
- 2) Adopt **RESOLUTION**, authorizing the Clerk-Recorder/Registrar of Voters to Conduct a Vote by Mail Election within the Boundaries of the Hamilton Branch Fire Protection District placing a Special Tax Measure before the Voters [View Item](#)

C) SHERIFF

- 1) Approve and authorize the Sheriff to sign agreement, not to exceed \$25,000, between County of Plumas and Department of Justice for fingerprint submissions; and ratify effective January 1, 2021; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign agreement, not to exceed \$25,000, between County of Plumas and Mark E. Bennett dba Bennett Enterprise for Sheriff vehicle repairs; approved as to form by County Counsel [View Item](#)
- 3) Authorize the Sheriff to purchase fixed assets, not to exceed \$13,500 (snowmobile for Sheriff OHV/OSV program); approved in the FY 2020-2021 budget [View Item](#)

D) PLUMAS COUNTY OFFICE OF EDUCATION

- 1) Approve and authorize the Chair to sign Certification of Plumas Early Education & Child Care Council (Local Planning Council) annual membership appointment for 2021 [View Item](#)
- 2) Approve and authorize the Chair to sign Child Care Needs Assessment of the Plumas Early Education & Child Care Council (Local Planning Council) for 2020-2025 [View Item](#)

E) FACILITY SERVICES

- 1) Ratify contract effective December 15, 2020, not to exceed \$25,000, signed by the Chair, between County of Plumas and KJ's Cleaning Service for COVID-19 cleaning at Plumas County Greenville and Chester facilities; approved as to form by County Counsel [View Item](#)
- 2) Ratify contract effective December 15, 2020, not to exceed \$10,000, signed by the Chair, between County of Plumas and Frasure & Son Cleaning for COVID-19 cleaning at Plumas County Portola facilities; approved as to form by County Counsel [View Item](#)
- 3) Ratify contract effective October 26, 2020, not to exceed \$50,000, signed by the Chair, between County of Plumas and Bob's Janitorial Service for COVID-19 cleaning at Plumas County Quincy facilities; approved as to form by County Counsel [View Item](#)

F) PUBLIC HEALTH AGENCY

- 1) Approve and authorize the Chair to sign service agreement(s), effective July 1, 2020, with Quincy Tow, not to exceed \$10,000; At Your Service Auto, not to exceed \$9,000; and JR's Auto & Truck Repair, not to exceed \$9,000, for vehicle repairs as needed; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign service agreement, not to exceed \$15,000, between County of Plumas and Ashley Blesse to provide clinical oversight to Plumas, Lassen, and Sierra Counties for the Emergency Preparedness program (HPP); approved as to form by County Counsel [View Item](#)
- 3) Approve and authorize the Chair to sign agreement No. CMAATCM-1922-COSC with the County of Santa Cruz to provide fiscal oversight of Medical Administrative Activities (MAA) program; approved as to form by County Counsel [View Item](#)

4. MEMBER OF THE PUBLIC – Tristan McMichael - Senior Project

Power point presentation of proposed Quincy Outdoor Theater Project; discussion and possible action [View Item](#)

5. DEPARTMENTAL MATTERS

A) **SHERIFF** – Todd Johns

Approve request to appropriate \$12,729 from OES Contingency account (528400) to Service & Supply account for Tools & Equipment (521240) for purchase of backup batteries for repeaters; **four/fifths required roll call vote** [View Item](#)

B) **ENVIRONMENTAL HEALTH** – Rob Robinette

Authorize Environmental Health to recruit and fill vacant, funded and allocated 1.0 FTE Administrative Assistant I/II position, created by retirement; discussion and possible action [View Item](#)

C) **SOCIAL SERVICES** – Neal Caiazzo

Authorize Social Services to recruit and fill vacant, funded and allocated 1.0 FTE Social Worker Supervisor I/II position, created by resignation [View Item](#)

D) **PUBLIC WORKS** – Robert Perreault

Authorize Public Works to recruit and fill vacant, funded and allocated 1.0 FTE Maintenance Worker position, Quincy District, created by resignation; discussion and possible action [View Item](#)

E) **COUNTY ADMINISTRATOR** – Gabriel Hydrick

Discussion and possible action regarding a Strategic Planning Workshop [View Item](#)

F) **HUMAN RESOURCES** – Nancy Selvage

- 1) Authorize Human Resources to recruit and fill vacant, funded and allocated 1.0 FTE Human Resources Technician I/II; discussion and possible action [View Item](#)
- 2) Adopt **RESOLUTION** Approving Industrial Disability Retirement of Mr. Christopher A. Hendrickson (Section 21156, Government Code). **Roll call vote**
- 3) Authorize Human Resources to recruit and fill vacant, funded and flexibly allocated 1.0 Deputy Agricultural Commission/Sealer of Weights & Measures, or Agricultural Weights & Measures Inspector I/II/III or Agricultural Weights & Measures Technician I/II/or III, created by promotion within the department, effective January 5, 2021, discussion and possible action

6. BOARD OF SUPERVISORS

- A. Appoint Willo Vieira to the office of Agricultural Commissioner/Sealer of Weights & Measures, for the term according to law, and approve and authorize the Chair to sign Employment Agreement; approved as to form by County Counsel; discussion and possible action
- B. Consider updated job description; and direct Human Resources to begin recruitment to fill the position of Clerk of the Board; discussion and possible action
- C. Direct Human Resources to begin recruitment to fill the unexpired term of the elected position of County Clerk-Recorder/Registrar of Voters; discussion and possible action
- D. Direct Human Resources to begin recruitment to fill the unexpired term of the elected position of Plumas County Assessor; discussion and possible action
- E. Discussion and possible action regarding the position of Museum Director - Consider adoption of a **RESOLUTION** to amend the Position Allocation for Museum (20780); direct Human Resources to begin recruitment to fill the position of Museum Director or Assistant Museum Director or Museum Registrar; appoint Gabriel Hydrick, County Administrator as Acting Museum Director; and/or provide different direction. **Roll call vote** [View Item](#)
- F. Correspondence
- G. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

7. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Clerk of the Board
- B. Personnel: Public employee appointment or employment – Agricultural Commissioner/Sealer of Weights and Measures
- C. Conference with Legal Counsel: Significant Exposure to Litigation – Industrial Disability Retirement of Mr. Christopher A. Hendrickson pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- D. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: APN 115-023-019, 455 Main Street, Quincy
- E. Conference with real property negotiator, Gabriel Hydrick, County Administrator regarding facilities: Sierra House, 529 Bell Lane, Quincy, APN 117-021-000-000
- F. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Case No. TIBU-600276)
- G. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Case No. TIBV-600103)
- H. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 (Workers Compensation Case No. TIBV-600185)
- I. Conference with Legal Counsel: Existing litigation – Tiffany Wagner, Plaintiff, v. County of Plumas, et al., Defendants, United States District Court, Eastern District of California, Case No. 2:18-cv-03105-KMJ-DMC
- J. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)

- K. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- L. 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, January 12, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California

A RESOLUTION AUTHORIZING THE PLUMAS COUNTY CLERK-RECORDER,
REGISTRAR OF VOTERS, TO CONDUCT ALL
FEDERAL, STATE AND LOCAL ELECTIONS IN THE YEAR 2021.

BE IT RESOLVED that the Plumas County Board of Supervisors hereby authorizes Kathy Williams, Plumas County Clerk-Recorder, Registrar of Voters, to conduct all federal, state and local elections throughout the calendar year 2021, as may be required or requested of said office, to perform all election related duties as necessary, and

BE IT FURTHER RESOLVED that the County Clerk-Recorder, Registrar of Voters is hereby authorized to canvass all election returns, certifying the results to the Plumas County Board of Supervisors at a regular meeting of said Board, and,

BE IT FURTHER RESOLVED that pursuant to Elections Code Section 13307, a Candidate's Statement of Qualifications to be included with the Sample Ballot shall not exceed 200 words; with printing and mailing costs to be paid by the candidate or jurisdiction, and,

BE IT FURTHER RESOLVED that the County Clerk-Recorder, Registrar of Voters is hereby authorized to submit a statement to any of the governmental jurisdictions for which costs for any election services provided are incurred.

The forgoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 5th day of January, 2021 by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

ATTEST:

Chair of the Board of Supervisors

3B2

RESOLUTION NO. 2021-
A RESOLUTION AUTHORIZING THE COUNTY CLERK
TO CONDUCT AN ALL MAILED BALLOT ELECTION
WITHIN THE BOUNDARIES OF THE HAMILTON BRANCH FIRE PROTECTION DISTRICT
ON MAY 4, 2021

WHEREAS, on November 3, 2020, the Board of Directors of the Hamilton Branch Fire Protection District has requested by Amended Resolution 11-13-2019-01, hereto attached as Exhibit "A", that the Plumas County Board of Supervisors authorize the Plumas County Clerk to conduct an all mailed ballot election on May 4, 2021, for the purpose of increasing the existing special tax within the district, to \$283.00 per year on each parcel subject to an indeterminate period of time with no predetermined expiration date.

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 all mailed ballot election within the boundaries of the Hamilton Branch Fire Protection District, on May 4, 2021, for the purpose of obtaining voter approval by a two-thirds majority vote of the following measure:

“Upon a two-thirds vote of approval, shall the Hamilton Branch Fire Protection District be authorized to levy a special tax of \$283.00 per year per parcel for an indeterminate period of time with no predetermined expiration date within the District, excluding those parcels exempt from County property tax, to replace the current special tax of \$108.00 per year per parcel authorized by the voters in 2007, to be collected and apportioned with the Plumas County property taxes beginning in fiscal year 2021/2022 and continuing each year thereafter with the proceeds from such taxes to be used for the primary purposes of supplementing the funding to increase staffing levels to provide services for emergency medical services, fire protection and prevention; with approval of the special tax also being for the purpose of raising the District's appropriations limits (spending limit) by the amount of the annual proceeds from this special tax, shall continue to be deposited into a specially-created account on which an annual report shall be made as required by Government Code Section 50075.3?”

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 all mailed ballot election within the boundaries of the Hamilton Branch Fire Protection District, including preparation and publication of all legal notices, preparation of official ballots, 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 January 5, 2021, by the following vote:

AYES: Supervisors
NOES: Supervisors
ABSENT: Supervisors

Chair of the Board of Supervisors

ATTEST:

Nancy L. DaForno, Clerk to the Board of Supervisors

**Amended
RESOLUTION NUMBER 11-03-2020-01**

A Resolution of the Board of Directors of the Hamilton Branch Fire Protection District requesting that the County Board of Supervisors authorize the County Clerk to conduct an election to consider a Special Tax for Emergency Medical Services, Fire Protection and Prevention.

WHEREAS, the Board of Directors of the Hamilton Branch Fire Protection District recommends that an election be held for the purpose of increasing the existing special tax to \$283.00 per year on each parcel subject to an indeterminate period of time with no predetermined expiration date. If it is determined that an increase in a variance of the current special taxes as stated herein is needed, said additional increase in funding would require the District to have the matter go to an election by the voter for either a dollar amount or percentage amount increase. If the increase request does not receive voter approval then the current fee status would remain.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Hamilton Branch Fire Protection District as follows:

1. An election is called for the purpose of approving increasing a special tax for an indeterminate time period to insure adequate emergency medical services, fire protection and prevention. The District requests that this election be held on May 4, 2021 and conducted by mail ballot, at the discretion of the County Clerk. The County Clerk is authorized to recover expenses for any election service performed, by advance payment or reimbursement from the District
2. The measure submitted to the voters within the boundaries of the District shall read as follows:

“Upon a two-thirds vote of approval, shall the Hamilton Branch Fire Protection District be authorized to levy a special tax of \$283.00 per year per parcel for an indeterminate period of time with no predetermined expiration date within the District, excluding those parcels exempt from County property tax, to replace the current special tax of \$108.00 per year per parcel authorized by the voters in 2007, to be collected and apportioned with the Plumas County property taxes beginning in fiscal year 2021/2022 and continuing each year thereafter with the proceeds from such taxes to be used for the primary purposes of supplementing the funding to increase staffing levels to provide services for emergency medical services, fire protection and prevention; with approval of the special tax also being for the purpose of raising the District’s appropriations limits (spending limit) by the amount of the annual proceeds from this special tax, shall continue to be deposited into a specially-created account on which an annual report shall be made as required by Government Code Section 50075.3?”

The foregoing resolution was duly passed and adopted by the Board of Directors of the Hamilton Branch Fire Protection District, at a meeting of said Board held on the 3rd day of November 2020 by the following vote:

Directors: Norman Sollid, Ronald Damsen, John Seipert & Katherine Newton

AYES: *Norman Sollid, Ronald Damsen, John Seipert, Katherine Newton*

NOES: *O*

ABSENT: *O*

ATTESTED BY:

Holly C. Coons

Holly C. Coons
Administrative Assistant

APPROVED BY:

Norman Sollid

Norman Sollid
Chairperson
Board of Directors

Exhibit “A”



Office of the Sheriff

Office of Emergency Services

301

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

TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: December 15, 2020
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns *TJ*
RE: Agenda Items for the meeting of January 5, 2021

It is recommended that the Board:

Approve contract #PCSO00097 between the Plumas County Sheriff's Office (PCSO) and the Department of Justice (DOJ), Bureau of Criminal Identification & Information (BCII) in the amount of \$25,000 and authorize the Sheriff to sign.

Authorize the Auditor to pay invoices received for services starting 01/01/21 – prior to the agreement being executed.

Background and Discussion:

The term of this contract is 01/01/21-12/31/21. This purpose of this agreement with the DOJ is to submit fingerprint images and related information electronically and having DOJ provide PCSO with DOJ and FBI Criminal Offender Record Information (CORI). PCSO will be billed for live scan fingerprint submissions monthly and payments will be made to DOJ under this agreement.

County Counsel has reviewed and approved this agreement.

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
 D 213 (Rev. 04/2020)

AGREEMENT NUMBER
PCSO00097

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

COUNTY OF PLUMAS, a political subdivision of the State of California

CONTRACTOR NAME

DEPARTMENT OF JUSTICE (DOJ)

2. The term of this Agreement is:

START DATE

January 1, 2021

THROUGH END DATE

December 31, 2021

3. The maximum amount of this Agreement is:

\$25,000.00 Twenty-Five Thousand Dollars

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	2
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C *	General Terms and Conditions	
+		
-		

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

DEPARTMENT OF JUSTICE (DOJ)

CONTRACTOR BUSINESS ADDRESS 1300 I STREET, ROOM 810	CITY SACRAMENTO	STATE CA	ZIP 95814
PRINTED NAME OF PERSON SIGNING CHRIS RYAN	TITLE CHIEF, DIVISION OF OPERATIONS		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

COUNTY OF PLUMAS (PCSO)

Approved as to form


 Gretchen

12/14/2020

CONTRACTING AGENCY ADDRESS

1400 E. MAIN STREET

CITY
QUINCYSTATE
CA ZIP
95971

PRINTED NAME OF PERSON SIGNING

TODD JOHNS

TITLE
SHERIFF

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

EXHIBIT A **SCOPE OF WORK**

The County of Plumas, hereinafter referred to as PCSO and the Department of Justice, hereinafter referred to as DOJ, hereby enter into this agreement for the purpose of submitting fingerprint images and related information electronically and having the DOJ provide the PCSO with DOJ and FBI Criminal Offender Record Information (CORI).

1. DOJ Responsibilities:

A. The DOJ is responsible to receive and process the PCSO CORI requests via electronic submissions. The DOJ shall provide the PCSO with the following information when the DOJ receives and processes CORI requests submitted by PCSO, for PCSO:

DOJ CORI or a no record response and (if authorized) subsequent arrest notifications
 FBI CORI or a no record response for initial submissions (as applicable)
 Child Abuse Central Index (CACI – as applicable)
 Peace Officer Carry Concealed Weapon (CCW – as applicable)
 Other – Custodian of Records (COR – as applicable)

B. The DOJ is responsible to receive and process CORI requests submitted by PCSO on behalf of an applicant and/or an applicant agency. The DOJ shall provide the applicant and/or the applicant agency with the CORI requested and submitted through PCSO.

2. The PCSO Responsibilities:

A. The PCSO will request CORI electronically. The PCSO is statutorily authorized to request and receive CORI under ORI Number CA0320000. Accordingly, the DOJ will deal exclusively with the PCSO for all issues associated with these responses.

B. The PCSO agrees to maintain the confidentiality of all information submitted to the DOJ and of all DOJ and FBI no record responses or CORI received from the DOJ. The PCSO, any official or employee of the PCSO shall not divulge any State or Federal level CORI information provided by the DOJ, except upon written authorization of the DOJ.

C. The PCSO, if operating a live scan device, will also be responsible for payment if their live scan operator fails to input a billing/customer account number or inputs an incorrect billing/customer account number and/or applicant agency information, and the DOJ cannot determine which agency should be billed for the transaction.

3. The contact representatives during the term of this agreement will be:

Program Inquiries:

Requesting Agency:
COUNTY OF PLUMAS (PCSO)
Livescan Account

Name: Roni Towery
Address: 1400 E. Main St.
Quincy, CA 95971
Phone: (530) 283-6396
FAX: (530) 283-6344
E-Mail: ronitowery@countyofplumas.com

Providing Agency:
DEPARTMENT OF JUSTICE (DOJ)
CJIS/OSP – Electronic Billing Unit
Name: DOJ Contract Analyst
Address: P.O. Box 160608
Sacramento, CA 95816-0608
Phone: (916) 210-2462
FAX:
E-Mail: Doj.appbill@doj.ca.gov

Contract inquiries:

Requesting Agency:
PCSO
Livescan Account

Name: Roni Towery
Address: 1400 E. Main St.
Quincy, CA 95971
Phone: (530) 283-6396
FAX: (530) 283-6344
E-Mail: ronitowery@countyofplumas.com

Providing Agency:
DEPARTMENT OF JUSTICE (DOJ)
CJIS/OSP – Electronic Billing Unit
Name: DOJ Contract Analyst
Address: P.O. Box 160608
Sacramento, CA 95816-0608
Phone: (916) 210-2462
FAX:
E-Mail: Doj.appbill@doj.ca.gov

4. Either party reserves the right to terminate this agreement without cause upon thirty (30) days written notice to the other party. No amendment or variation of the terms of this agreement shall be valid unless made in writing, signed by both parties, and approved as required. An oral understanding or agreement that is not incorporated into this agreement is not binding on either of the parties.
5. This agreement shall be subject to the examination and audit of the California State Auditor for a period of three years after final payment under this agreement (Government Code Section 8546.7).

This agreement shall be governed by the laws of the State of California and shall be interpreted according to California law.

EXHIBIT B
Invoicing and Payment Provisions

Invoicing

Under the provisions of Penal Code section 11105, the DOJ is authorized to charge agencies requesting CORI a fee sufficient to cover the cost of processing. It is understood that CORI requests will be processed by the DOJ at the rates established by State and Federal agencies. These rates are subject to change with 30-days written notice.

Current CORI costs and related fees:

State Level Response	\$32	X
Federal Level Response	\$17	X
Federal Level Response (Volunteer)	\$15	
California Child Abuse Index (CACI)	\$15	X
Trustline CACI	\$15	
Adoption CACI	\$15	
Peace Officer Carry Concealed Weapon (CCW)	\$19	X
Employment CCW	\$22	X
Private Patrol/Security Guard CCW	\$38	
Standard CCW	\$44	X
Judge CCW	\$66	X
Reserve/Custodial Peace Officer CCW	\$88	X
Fingerprint Roller Certification	\$25	
DOJ Fingerprint Rolling Fee	\$10	
Record Review	\$25	
DSS Fee	\$10	
CS DSS Fee	\$20	
Custodian of Records	\$62	

CORI submissions specific to the PCSO, as delineated in paragraph 1. A. of Exhibit A, are indicated here with an X.

The PCSO agrees to compensate the DOJ for services rendered upon receipt of the DOJ invoice. All invoices will state the services provided, the time period covered, the contract number, and the billing/customer account number, 120112, with a tear-off bottom that must be returned with payment. The PCSO is responsible for the use of its billing/customer account number. All costs associated to the billing/customer account number will be the responsibility of the PCSO, and reflected on the DOJ invoice. The total amount payable for each invoice shall not exceed the sum of the costs for each CORI request submitted for the period covered by the invoice excluding corrections, other changes, or amounts overdue.

The DOJ will mail invoices to the following address:

Plumas County Sheriff's Office
ATTN: Roni Towery
1400 E. Main Street
Quincy, CA 95971

Budget Contingency Clause

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this agreement does not appropriate sufficient funds for the program, this agreement shall be of no further force and effect. In this event, the business/entity shall have no liability to pay any funds whatsoever to the DOJ or to furnish any other considerations under this agreement and the DOJ shall not be obligated to perform any provisions of this agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the business/entity shall have the option to either cancel this agreement with no liability occurring to the business/entity, or offer an agreement amendment to the DOJ to reflect the reduced amount.

Prompt Payment Clause

This is an agreement to pay the processing fees associated to the transmission of electronic criminal offender record information requests, including fees incurred by duplicate transmissions or other errors on the part of the PCSO or its representative(s).

The PCSO agrees to compensate the DOJ monthly, in arrears, upon receipt of an invoice, computed in accordance with the State Administrative Manual Section 8752 and 8752.1.

Nothing herein contained shall preclude advance payments pursuant to Article I, Chapter 3, Part 1, Division 3, Title 2, of the Government Code.



TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Office of the Sheriff

Office of Emergency Services

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

3c2

Memorandum

DATE: December 17, 2020
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns *CH 102*
RE: Agenda Items for the meeting of January 5, 2020

It is recommended that the Board:

Approve and sign contract #PCSO00113 between the Plumas County Sheriff's Office (PCSO) and Mark E. Bennett, dba Bennett Enterprises in the amount of \$25,000.

Background and Discussion:

The term of this contract is 03/01/2021-02/28/2022. This purpose of this agreement is for Sheriff vehicle repairs.

Agreement has been approved as to form by County Counsel.

Services Agreement

This Agreement is made this 1st day of March 2021, by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its Sheriff's Department (hereinafter referred to as "County"), and Mark E. Bennett, an individual, doing business as Bennett Enterprises, (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto (the "Work").
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed Twenty-Five Thousand Dollars and No/100 (\$25,000.00).
3. Term. The term of this agreement shall be from March 1, 2021 through February 28, 2022, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County, or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Labor and Materials. Unless otherwise provided in this Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work. Contractor shall enforce strict discipline and good order among Contractor's employees and other persons performing the Work. Contractor shall not employ unfit persons to perform the Work or assign persons to perform tasks related to the Work that these persons are not properly skilled to perform.
7. Warranty and Legal Compliance. The services provided under this Agreement shall be completed promptly and competently. Contractor warrants to the County that: (1) materials and equipment furnished under this Agreement will be new and of good quality

unless otherwise required or permitted under this Agreement; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of this Agreement. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.

8. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.
9. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively “County Parties”), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney’s fees and court costs (hereinafter collectively referred to as “Claims”), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.
10. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. General liability (and professional liability, if applicable to the services provided) coverage with a minimum per occurrence limit of one million dollars (\$1,000,000).
 - b. Automobile liability coverage (including non-owned automobiles) with a minimum bodily injury limit of 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 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.

11. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature

that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

12. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
13. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
14. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
15. Choice of Law. The laws of the State of California shall govern this agreement.
16. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
17. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
18. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
19. Headings. The headings and captions contained in this Agreement are for convenience only, and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
20. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
21. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of

County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

22. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

Sheriff's Department
County of Plumas
1400 E. Main Street
Quincy, CA 95971
Attention: Amanda Meisenheimer

Contractor:

Bennett Enterprises
43B Alta Avenue
Quincy, CA 95971
Attention: Mark Bennett

23. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
24. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
25. Non-exclusive Agreement. Contractor acknowledges that County may enter into agreements with other contractors for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.
26. Retention of Records. Pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
27. Performance by Employees. All work performed under this Agreement shall be performed by employees or subcontractors of Contractor. Mark Bennett shall not

personally perform any work under this Agreement. Violation of this Section 27 shall be grounds for immediate termination of this Agreement for cause by the County.

IN WITNESS WHEREOF, this Agreement has been executed as of the date first set forth above.

CONTRACTOR:

Mark Bennett, an individual, doing business as
Bennett Enterprises

Date: _____

COUNTY:

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

By: _____

Name: Todd Johns

Title: Sheriff

Date: _____

Board of Supervisors:

By: _____

Name: Kevin Goss

Title: Chair

Date: _____

Attest:

By: _____

Nancy DaForno

Clerk of the Board of Supervisors

Approved as to form:

Plumas County Counsel

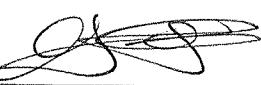
By: 
12/15/2020
Deputy County Counsel

EXHIBIT A

Scope of Work

1. Provide the following automotive body repair services on an as-needed basis upon request of the County:
 - a. Body repair and refinishing of automobiles and light trucks.
 - b. Frame repairs of automobiles and light trucks.
 - c. Mechanical work as needed in conducting body repairs.
2. All Work shall be provided in accordance with industry standards for high-quality automotive repairs.

EXHIBIT B

Fee Schedule

1. Labor shall be charged at the following per hour rates:

Body repair work \$72.00

Painting \$72.00

Frame repair work \$85.00

Mechanical repair work \$85.00

2. Parts shall be charged at the following rates: paint at a flat rate of \$39.00 per painting hour; body parts and supplies at Contractor's cost plus 25%.
3. County shall be provided with a written estimate prior to any repairs. County shall not be responsible for the cost of any repairs County did not authorize in advance of the repairs being made. Contractor may not bill County more than the amount listed on the written estimate authorized by the County. If at any time Contractor believes that repairs will cost more than the County-authorized written estimate, Contractor shall provide a revised written estimate to County and obtain County's authorization prior to continuing repairs.
4. Contractor shall be paid monthly in accordance with the terms of this Exhibit. Contractor shall invoice County monthly based on the total of all services performed by Contractor under this Agreement which have been completed to County's sole satisfaction.



Office of the Sheriff

Office of Emergency Services

303

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

TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: December 15, 2020
TO: Honorable Board of Supervisors
FROM: Sheriff Todd Johns ↗
RE: Agenda Item for the meeting of January 5, 2021

RECOMMENDATION:

Authorize the Sheriff's Office to purchase a new snowmobile for the Sheriff's OHV/OSV program in the amount not to exceed \$13,500.00.

BACKGROUND & DISCUSSION:

The Sheriff's Office respectfully requests authorization to purchase a new 2020 Polaris snowmobile from Gott Powersports.

The Sheriff's FY 20/21 OHV budget (dept 70384) includes the funds to purchase OHV patrol equipment. The snowmobile is not being purchased out of the County General Fund.

Thank You and Please Call Again

SALES & SERVICE
SNOWMOBILES • ATV's
CHAIN SAWS • SMALL ENGINES



GOTT POWERSPORTS LLC

123 Crescent St. | Hwy 70 | Quincy, CA 95971
Toll Free: 1-88-88-2-RIDE-1
OR
530-283-2136

Customer's Name Ian James Phone No. 816-0430 Date 11-4 2020
Order No.
Name P.C.S.O.
Address

3D1

**PLUMAS EARLY EDUCATION AND CHILD CARE COUNCIL
50 CHURCH ST., QUINCY CA 95971 – 530.283.6500 X 5335**

TO: Plumas County Board of Supervisors
FROM: Rachael Brothers, Council Coordinator
DATE: December 18, 2020
RE: Certification of Council Membership

Background

Education Code, Sections 8499.3 and 8499.4 requires that the County Board of Supervisors and the County Superintendent of Schools appoint members to the Local Planning Council. Locally the Council is known as the Plumas Early Education and Child Care Council. The County Superintendent of Schools is responsible for appointing half of the membership, and the County Board of Supervisors appoints the other half. Annually membership certification needs to be sent to the California Department of Education, signed by both joint authorities.

Current Recommendation/Requested Action

Attached is the current list of council members. CSS indicates the member has been appointed by the County Superintendent of Schools and CBS indicates the member has been appointed by the County Board of Supervisors. Please sign where indicated and return the form to me at your earliest convenience. Thank you for your time and attention to this matter.

Sincerely,

Rachael Brothers

Rachael Brothers
Plumas County Office of Education
Early Childhood Education Coordinator

California Department of Education
Child Development Division
Form CD-3020 (New 11/09)

CERTIFICATION STATEMENT
REGARDING COMPOSITION OF LPC MEMBERSHIP

Return to:
California Department of Education
Child Development Division
Local Planning Council Consultant
1430 N. Street, Suite 3410
Sacramento, CA 95814

Due Date: January 15

Please complete all information requested below:

County Name: Plumas	County Coordinator Name and Telephone Number: Rachael Brothers (530)283-6500 x 5335
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Membership Categories

20% Consumers (Defined as a parent or person who receives, or who has received within the past 36 months, child care services.)

Name of Representative	Address/Telephone Number	Appointment Date and Duration
Jennine King (CSS)	(530) 927-8473 Jninemom3@gmail.com	January 1, 2020 through December 31, 2021

20% Child Care providers (Defined as a person who provides child care services or represents persons who provide child care services.)

Name of Representative	Address/Telephone Number	Appointment Date and Duration
Debbie Guy (CBS)	Plumas Rural Services – R&R 711 East Main St. Quincy, CA (530) 283-4453 x 824	January 1, 2020 through December 31, 2021
Lucie Kreth (CBS)	Portola Kids, Inc. 420 N. Pine St. Portola, CA (530) 832-5678	January 1, 2020 through December 31, 2021
Maria Altamirano (CSS)	424 N. Mill Creek Rd. Quincy, CA 95971 (530) 257-1206	January 1, 2020 through December 31, 2021

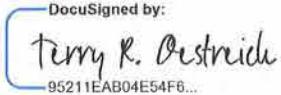
20% Public Agency Representative (Defined as a person who represents a city, county or local education agency.)		
Name of Representative	Address/Telephone Number	Appointment Date and Duration
Dorrie Philbeck (CBS)	Plumas County Public Health 270 County Hospital Rd. Quincy, CA (530) 283-6330	January 1, 2020 through December 31, 2021
Kevin Bean (CSS)	Plumas County Office of Education 50 Church St. Quincy, CA (530) 283-6500	January 1, 2020 through December 31, 2021

20% Community Representative (Defined as a person who represents an agency or business that provides private funding for child care services, or who advocates for child care services through participation in civic or community-based organizations but is not a child care provider or CDE funded agency representative.)

Name of Representative	Address/Telephone Number	Appointment Date and Duration
Elisabeth Welch (CBS)	Plumas Rural Services 711 East Main St. Quincy, CA (530) 283-4453 x 815	January 1, 2020 through December 31, 2021
Merle Rusky (CBS)	Feather River College – ECE 570 Golden Eagle Ave. Quincy, CA (530) 283-0202 x 311	January 1, 2020 through December 31, 2021
20% Discretionary Appointees (Appointed from any of the above categories or outside of these categories at the discretion of the appointing agencies.)		
Name of Representative	Address/Telephone Number	Appointment Date and Duration
Ellen Vieira (CBS)	First 5 Plumas 270 County Hospital Rd. Quincy, CA (530) 394-7016	January 1, 2020 through December 31, 2021
Erica Bryant (CSS)	186 Shelley Ln. Quincy, CA 95971 (650)430-9594	January 1, 2020 through December 31, 2021

Authorized Signatures

We hereby verify as the authorized representatives of the county board of supervisors (CBS), the county superintendent of schools (CSS), and the Local Planning and Advisory Council for Early Care and Education (LPC) chairperson that as of January 1, 2020, the above identified individuals meet the council representation categories as mandated in AB 1542 (Chapter 270, Statutes 1997; California Education Code Section 8499.3). Further, the CBS, CSS, and LPC chairperson verify that a good faith effort has been made by the appointing agencies to ensure that the ethnic, racial, and geographic composition of the LPC is reflective of the population of the county.

Authorized Representative - County Board of Supervisors	Telephone Number	Date
Authorized Representative - County Superintendent of Schools	Telephone Number	Date
DocuSigned by:  Terry R. Oestreich 95211EAB04E54F6...	530-283-6500 ext. 5200	12/7/2020
Local Child Care Planning Council Chairperson	Telephone Number	Date
Elisabeth Welch	530-283-4453	10/30/20

3D2

**PLUMAS EARLY EDUCATION AND CHILD CARE COUNCIL
50 CHURCH ST., QUINCY CA 95971 – 530.283.6500 X 5335**

TO: Plumas County Board of Supervisors
FROM: Rachael Brothers, Council Coordinator
DATE: December 18, 2020
RE: Local Child Care Needs Assessment

Background

Education Code, Sections 8499.3 and 8499.4 requires that the County Board of Supervisors and the County Superintendent of Schools approve the results of the needs assessment developed by the Local Planning Council (locally known as the Plumas Early Education and Child Care Council) prior to submission to the CDE. Local needs assessment of child care are required to be conducted at least every 5 years. The most recent Needs Assessment conducted and approved by the Plumas Early Education and Child Care Council is attached for your review.

Salient points from the attached needs assessment:

- There is a shortage of licensed child care slots for infants and toddlers as well as school aged children 6-12 years of age. Luckily, Plumas County has been able to at least maintain the levels of licensed care available prior to COVID barriers and complications. This is a strength for Plumas County as many other counties have seen dramatic decreases in their local child care supply. We are deeply indebted to our local providers for maintaining care during the COVID crisis.
- There is a shortage of funding available from the State for local families who qualify for alternative payment (help paying for child care). Fifty-three families and 97 children were on Plumas Rural Services wait-list as of 12/8/2020. Access to these supports affects parents' access to child care and their ability to work.
- While there is the same percentage of young children with special needs in Plumas County compared to the State of California, the vast, rural area of Plumas County can create natural barriers to accessing quality, inclusive child care services and therapies.
- There is a much greater need for care in Plumas County that supports the unique needs of families and children experiencing trauma. Twenty percent of children in Del Norte, Lassen, Modoc, Plumas, Sierra, Siskiyou & Trinity Counties have more than four adverse childhood experiences compared to 15% of children in the State. Plumas County has twice the number of children in foster care as well as children who are homeless when compared to the State as a whole. Plumas County also reports a 275% greater rate of child abuse/neglect cases than the State as well as a 5% higher rate of families with a single head of household.

Current Recommendation/Requested Action

Attached is the current local child care needs assessment approved in November 2020 by the Plumas Early Education and Child Care Council. The Council will be working on goals to support availability, quality and access to child care in Plumas County.

- Lack of quality child care negatively affects the progress our early learners make prior to entering Kindergarten. Without adequate early childhood support, the achievement gap takes hold at birth, persists throughout development, and has lifelong negative consequences—unless it is addressed early. Quality early learning experiences, including quality child care settings, can narrow the achievement gap in vulnerable children, resulting in larger gains and improved outcomes over the childrens' lifetimes.
- Additionally, lack of quality child care negatively affects our local economy and worker productivity. Parents and families may work less hours, turn down promotions, or even have to quit their jobs when child care is not available. In many cases, professional workers may turn down job offers requiring them to relocate their families to Plumas County if quality child care options aren't available to support their young children. This in turn negatively affects our local systems in need of specialized workers, such as our schools and medical facilities.

The Council believes that adequate availability of quality child care locally can help support both the economic and academic growth in Plumas County. We are requesting your approval and signature supporting the content of the attached child care needs assessment. A strategic plan based upon the needs outlined in this assessment will follow within the next few months for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Rachael Brothers". The signature is fluid and cursive, with "Rachael" on the top line and "Brothers" on the bottom line.

Plumas County Office of Education
Early Childhood Education Coordinator

County: Plumas	County Code: 32	Date Submitted:
Contact: Rachael Brothers	Phone: 530-283-6500 x 5335	Email: rbrothers@pcoe.k12.ca.us

DEMOGRAPHICS

Section 1: Number of Children in the County by Age Cohorts

Ages	1a. Number	Age Totals	Race/Ethnicity	Section 2: Percent of Children K-12 by Ethnicity	Section 3: Child Population K-12 by Threshold Languages
<1	199	1b. 0-2 yr olds:	Hispanic or Latino	16.00	Spanish 109 4.91
1	188	555	American Indian or Alaskan Native	3.47	Vietnamese 2 0.09
2	168		Asian American	0.36	Cantonese 0 0.00
3	188	1c. 3 & 4 yr olds:	Pacific Islander	0.05	Hmong 0 0.00
4	206	394	Filipino	0.14	Filipino 0 0.00
5	204	1d. 5-12 yr olds:	African American	1.26	Korean 0 0.00
6-12	1374	1,578	White, Not Hispanic	71.20	Mandarin 2 0.09
Total:	2527		Multiracial/ethnic	6.44	Other- French 4 0.18
			Not reported	1.13	Other- German 2 0.09
					Other- Punjabi 2 0.09
					Other- Somali 2 0.09

Section 1 Source: 2018 ELNAT Databrowser 5 year estimates

Section 2 Source: CA Dept of Ed Dataquest 19/20 Enrollment by ethnicity- Countywide

Section 3 Source: CA Dept of Ed Dataquest 19/20 Language Group Data - Countywide

SPECIAL NEEDS

Section 4: Number of Children Who Have an Individualized Family Services Plan (IFSP) or Services

Age Group	4a. with IFSP	4b. with IEP	5a. In the CPS System by Age Group	5b. Referred for Child Care by Age Group
0-2	9	N/A	5	1
3 & 4	N/A	20	8	0
5-12	N/A	154	17	5

Section 4 Sources: County Office of Education (COE) Special Education Local Plan Area office (SELPA) 2/2020, and Far Northern Regional Center 2/2020

Section 5 Source: County Child Welfare Department 2/2020, Plumas Rural Services Alternative Payment program data 19/20

INCOME

Section 6: Number of Children in Families Receiving CalWORKs by Age and Stage

Age Group	Stage 1	Stage 2	Stage 3
0-2	2	4	1
3-5	3	2	9

6-12	2	3	5
Section 7: Estimated Number of Children by Income Category, by Age			
Age Group	7a. At or Below Federal Poverty (Eligible for Head Start)	7b. At or Below 85% State Median Income (Eligible for State Subsidy)	Above 85% State Median Income
0-2	47	451	104
3-5	167	503	96
6-12	318	1013	360

Section 8: Number of Children in Migrant Families (50% or more of income is from Migrant Work)	<20
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Section 6 Sources: Local Alternative Payment Contractor/Plumas Rural Services 19/20 enrollment data

Section 7 Sources: 2018 ELNAT Databrowser 5 year estimates

Section 8 Source: CDE Migrant Education Program Profile 2016

DEMAND FOR CHILD CARE AND DEVELOPMENT SERVICES

Demand Populations	Ages 0-2	Ages 3-4 yr olds	Ages 5-12 yr olds
Section 9: Number of Children in families with working parents who are at or below 85% SMI	234	183	760
Section 10: Number of children with all parents in the workforce (all income levels)	307	204	1,043

Section 11: Number of 3 & 4 yr olds with at least 1 non-working parent (all income levels)

190

Section 12: Number of 3 & 4 yr olds with at least 1 non-working parent in family at or below 85% SMI

211

Sections 9-10 Source: ELNAT 2018 American Community Survey analysis- 5 yr estimates

Sections 11-12 Source: Subtracting Section 9 and 10 from Section 1c

CAPACITY

Section 13: Licensed Capacity by Age Groups	13a. Infants (0-2)	13b. Preschool (3 & 4)	13c. School-Age (5-12)
Spaces			
Licensed Centers	12	208	28
Licensed Family Child Care Homes*	35	175	48
License-Exempt Centers**	0	0	56
totals	47	383	132

* Spaces by age for FCCCHs may be an estimate rather than actual
 ** Number of spaces in License-exempt are self-reported or estimated
 Section 13 Sources: local Resource & Referral Agency(6/2020); COE's list of ASES sites

---	---	200	part time, school year	56	part time, school year
47 full time, year round	183	full time, year round	76	full time, year round	

COST OF CARE: COUNTY REGIONAL MARKET RATES ALLOWED FOR STATE SUBSIDY

Section 14: Weekly Regional Market Rates by Age and Type of Care

Center Regional Market Rates	Center Full-Time Maximum	Center Full-Time Average	Center Part-Time Maximum	Center Part-Time Average
Infant / Toddler	\$308 *	\$187 **	\$215 *	---
Preschool	\$272 *	\$146 ** / \$220 ***	\$163 *	---
School-Age	\$181 *	\$162 ***	\$118 *	---
Family Child Care Home Regional Market Rates	FCCH Full-Time Maximum	FCCH Full-Time Average	FCCH Part-Time Maximum	FCCH Part-Time Average
Infant / Toddler	\$198 *	\$155 **	\$145 *	Not available
Preschool	\$176 *	\$141 **	\$128 *	Not available
School-Age	\$154 *	\$155 ***	\$122 *	Not available

Section 14 Sources: CDE Regional Market Rates, 1/1/2018*, California Child Care Resource and Referral Network 2019 Portfolio data**, local RR/AP programs***

CHILDREN ENROLLED IN STATE AND FEDERAL CHILD CARE AND DEVELOPMENT SUBSIDY PROGRAMS

Section 15: Children served in Subsidized Child Care and Development Subsidy Programs (point in time)

Funding / Program Type	Infant/Toddler (0-2)	Preschool (3-5)	School-Age (6-12)
Full-Day Center (CCTR)	4	2	0
CA State Preschool (CSPP) Full-day	0	0	0
CA State Preschool (CSPP) Part-day	0	102	0
FCCH Networks	0	0	0
Migrant	0	0	0
Handicap Program	0	0	0

California Alternative Payment (voucher)	26	41	44
CalWORKs Stage 1	3	10	6
CalWORKs Stage 2	7	5	6
CalWORKs Stage 3	1	8	5
Head Start	0	21	0
Early Head Start	10	0	0
Other: TK	29		

Section 15 Sources: 2018 ELNAT Data, CALWORKS Stage 1 2018 data from Plumas Rural Service, Alternative Payment Program contractor

UNMET NEED

Section 16: County Unmet Need By Type of Care and Age Group

Type of care needed	Infant Toddler (0-2)		Preschool (3-4)		School-Age 5-12	
	Number	%	Number	%	Number	%
16a. Full-time care for working parents	260	85%	21	10%	967	93%
16b. Full-time care for working families eligible for State subsidy	187	80%	0	0%	684	90%
16c. Part-time Preschool for enrichment / school readiness (all incomes)	n/a	n/a	4	2%	n/a	n/a
16d. Part-time Preschool for enrichment / school readiness and eligible for state subsidy	n/a	n/a	-17	-8%	n/a	n/a

Section 16 Source: Calculations from previous data

OTHER HIGH PRIORITY NEEDS

Section 17: Number of children in foster care	Number of children 0-20 per 1000 in foster care in Plumas Co. on July 1, 2018
Plumas Co.	5.3
California	

Section 18: Percentage of homeless school age children	8.3	4.4
--	-----	-----

Section 17: Kidsdata.org 2018 data
Section 18: Kidsdata.org Homeless Public School Students 2016

First 5 County Report Card 12/2019			
At least 4 ACEs in children 0-17 years	Del Norte, Lassen, Modoc, Plumas, Sierra, Siskiyou & Trinity Counties	State of California	15.90%
Child care capacity 0-5	460 child care slots	994 children 0-5	20.10%
Child abuse or neglect 0-17 yrs	2.2% Plumas Co.	.008 % in California	
Children living in Single Family homes	36% Plumas Co.	31% in California	
Children exposed to mental health illness	< 1% Plumas Co.	< 1% in California	
Plumas County Early Education & Child Care Council/ Chairperson	<u>Tommy R. Ostreich</u> 95217EAB00E5E5F0...	Designated By: <u>Tommy R. Ostreich</u>	Date <u>12/15/2020</u>
Plumas County Superintendent of Schools			Date <u>12/15/2020</u>
Plumas County Board of Supervisors			Date <u>12/15/2020</u>

Plumas County Board of Supervisors

Plumas County Superintendent of Schools

Plumas Early Education & Child Care Council/ Chairperson _____

Documented by: John Doe Date: 12/03/2003

Turn K. Oestrich

Date

Date



Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: January 5, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to ratify contract effective December 15, 2020, approve, and authorize Board Chair to sign a contract between Facility Services and KJ's Cleaning Service for COVID-19 cleaning at Plumas County's Greenville and Chester facilities.

Recommendation

Ratify contract effective December 15, 2020, approve, and authorize Board Chair to sign a contract between Facility Services and KJ's Cleaning Service for COVID-19 cleaning at Plumas County's Greenville and Chester facilities.

Background and Discussion

Per 11/30/20 from Craig Settemire and Gretchen Stuhr, a new CalOSHA law states that county facilities need to have CDC approved COVID-19 cleaning protocols followed each day a county facility is occupied by employees. KJ's Cleaning Service will be sanitizing the following county facilities on a daily basis:

- Greenville Library
- Greenville Sheriff's Substation
- Chester Library
- Chester Substation

Facility Service's current budget cannot support the anticipated additional costs associated with this law as it was unforeseen during the FY 20/21 Budget Hearings. Funding for these new cleaning protocols will have to come from the contingency budget or other sources in order to stay in compliance. Facility Services will work with the County Auditor to explore funding options. Fines for not following new CalOSHA guidelines start at \$13,494 per violation and up \$134,937 for repeated violations.

Contract not to exceed \$25,000.

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



Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: January 5, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to ratify contract effective December 15, 2020, approve, and authorize Board Chair to sign a contract between Facility Services and Frasure & Son Cleaning for COVID-19 cleaning at Plumas County's Portola facilities.

Recommendation

Ratify contract effective December 15, 2020, approve, and authorize Board Chair to sign a contract between Facility Services and Frasure & Son Cleaning for COVID-19 cleaning at Plumas County's Portola facilities.

Background and Discussion

Per 11/30/20 from Craig Settlemire and Gretchen Stuhr, a new CalOSHA law states that county facilities need to have CDC approved COVID-19 cleaning protocols followed each day a county facility is occupied by employees. Frasure & Son Cleaning will be sanitizing the following county facilities on a daily basis:

- Portola Library
- Portola Sheriff's Substation

Facility Service's current budget cannot support the anticipated additional costs associated with this law as it was unforeseen during the FY 20/21 Budget Hearings. Funding for these new cleaning protocols will have to come from the contingency budget or other sources in order to stay in compliance. Facility Services will work with the County Auditor to explore funding options. Fines for not following new CalOSHA guidelines start at \$13,494 per violation and up \$134,937 for repeated violations.

Contract not to exceed \$10,000.

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



Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

DATE: January 5, 2021

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services Director

SUBJECT: Request to ratify contract effective October 26, 2020, approve, and authorize Board Chair to sign a contract between Facility Services and Bob's Janitorial Services for COVID-19 cleaning at Plumas County's Quincy facilities.

Recommendation

Ratify contract effective October 26, 2020, approve, and authorize Board Chair to sign a contract between Facility Services and Bob's Janitorial Service for COVID-19 cleaning at Plumas County's Quincy facilities.

Background and Discussion

Per 11/30/20 from Craig Settlemire and Gretchen Stuhr, a new CalOSHA law states that county facilities need to have CDC approved COVID-19 cleaning protocols followed each day a county facility is occupied by employees. Bob's Janitorial Service will be sanitizing the following county facilities on a daily basis:

- County Courthouse
- Courthouse Annex
- Permit Center
- Quincy Library
- Quincy Museum
- Quincy Memorial Hall
- Fairgrounds Admin Office
- Facility Services Admin Office

Facility Service's current budget cannot support the anticipated additional costs associated with this law as it was unforeseen during the FY 20/21 Budget Hearings. Funding for these new cleaning protocols will have to come from the contingency budget or other sources in order to stay in compliance. Facility Services will work with the County Auditor to explore funding options. Fines for not following new CalOSHA guidelines start at \$13,494 per violation and up \$134,937 for repeated violations.

Contract not to exceed \$50,000.

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



Growing Healthy Communities

Date: December 22, 2020
To: Honorable Board of Supervisors
From: Andrew Woodruff
Agenda: Item for January 5, 2021

Recommendation: Approve and direct the Chair to sign a service agreement with Quincy Tow Service for \$10,000, At Your Service Auto for \$9,000, and JR's Auto and Truck Repair for \$9,000 to provide vehicle repairs and maintenance and approve ratification of payments of the services rendered to date (7/1/2020 to 6/30/2021).

Background: As the Board is aware the auditor requires agreements for all services in order to pay the invoice. The attached service agreements are for vehicle repairs and maintenance on County vehicles.

These Service Agreements have been reviewed and approved by County Counsel. Copies are on file with the Clerk of the Board for your review.



3F2

Growing Healthy Communities

Date: December 22, 2020
To: Honorable Board of Supervisors
From: Andrew Woodruff
Agenda: Item for January 5, 2021

Recommendation: Approve and direct the Chair to sign a service agreement with Ashley Blesse for \$15,000 and approve ratification of payments of the services rendered to date (7/1/2020 to 6/30/2021).

Background: As the Board may recall, Plumas County Public Health Agency receives funding from the California Department of Health Services, Emergency Preparedness Office to improve the county's ability to respond to emergencies. Ashley Blesse is a registered nurse and acts as a medical clinical advisor for Plumas, Sierra and Lassen counties.

This service agreement has been reviewed and approved by County Counsel. A copy is on file with the Clerk of the Board for your review.



Date: December 22, 2020
To: Honorable Board of Supervisors
From: Andrew Woodruff
Agenda: Item for January 5, 2021

Recommendation: Approve Agreement Number CMAATCM-1922-COSC with the County of Santa Cruz who acts as Host County for the Medi-Cal Administrative Activities (MAA) Program, and ratify to July 1, 2019, approved by County Counsel.

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

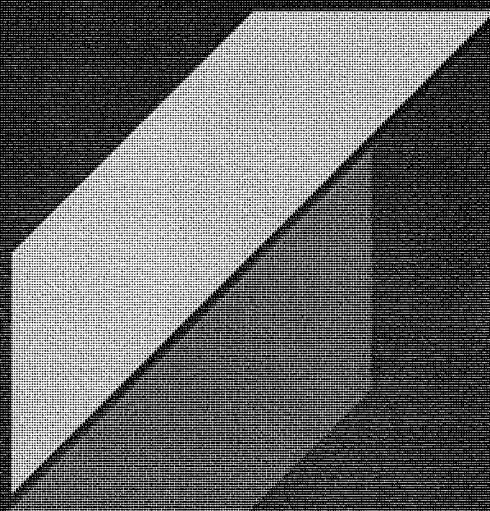
Per Section 14132.44(n) of the Welfare and Institutions Code (WIC), as a condition of participation in the CMA/MAA and TCM Federal Claiming programs, each local government agency shall pay an annual participation fee through a mechanism agreed to by the state and local government agencies. In California, this participation occurs through a signed agreement with the County of Santa Cruz, which in turn has a contract with the State DHCS that authorizes Santa Cruz County, as Host County, to process and pay State invoices for administrative costs incurred and audit activities necessary to ensure compliance with Federal Guidelines.

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

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

The Quincy Outdoor Theater Project

Tristan McMichael's Senior Project



Board Approval Requested for:

- Submitting plans to Building/Planning Dept for approval
- Entering MOU for construction phase with fiscal sponsor
- Owning and maintaining building after completion



What is the scope of Tristan's Senior Project?

To complete the
planning phase of an
Outdoor Performing
Arts Venue



How will the project be completed after plans are submitted?

- Not as senior project
- Community support and fiscal sponsor (Plumas Performing Arts)

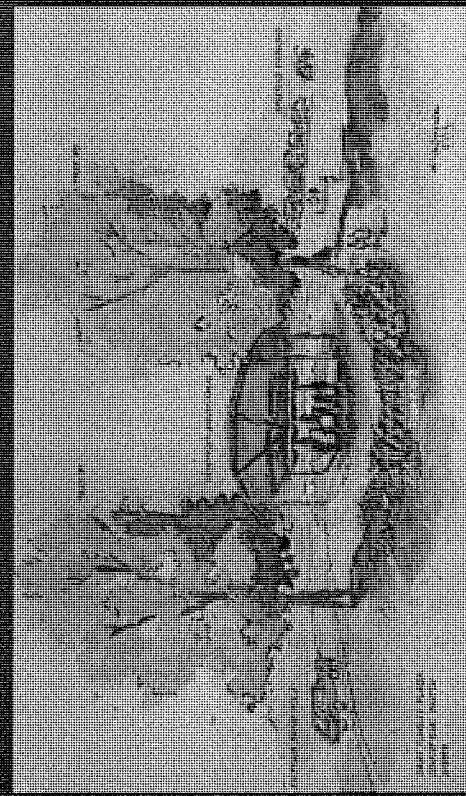


How did
we get
here?

Initial Meeting on 08/08/2019

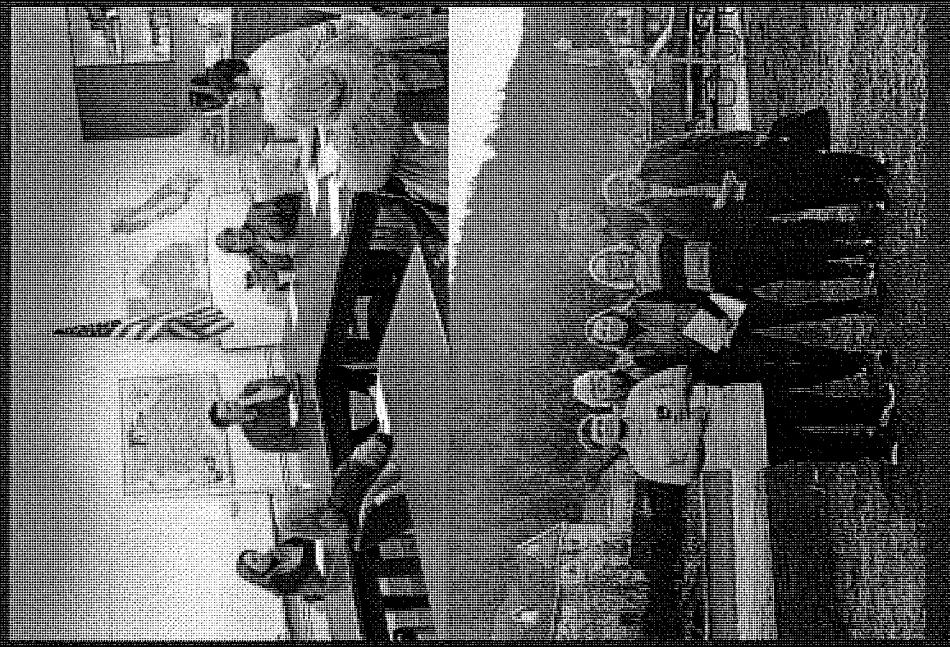
- Supervisor Lori Simpson and County Administrator Gabriel Hydrick
- Many years of community support for concept
- Project feasibility
- Benefits to community

Painting by Gabriel Hydrick



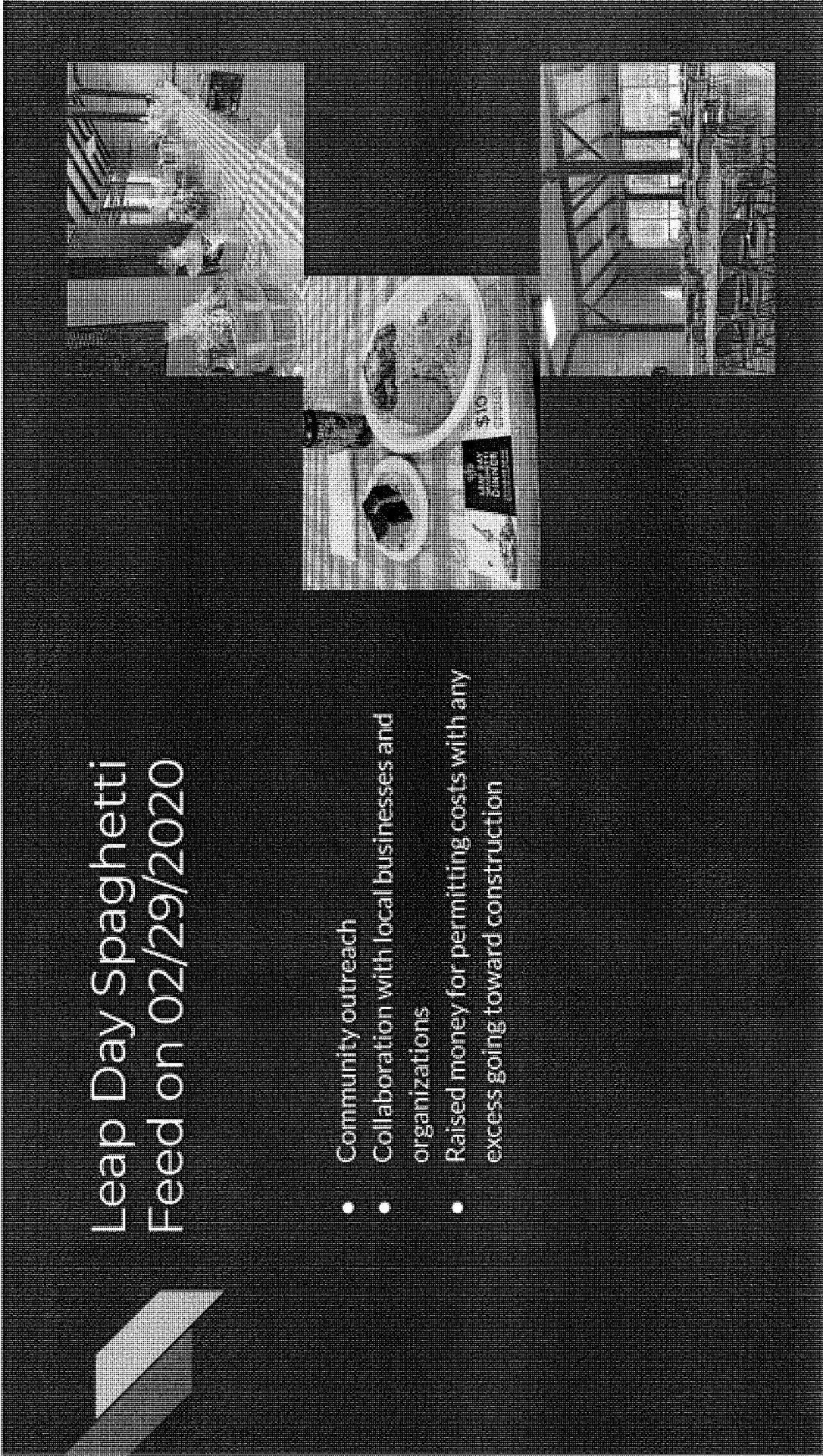
Meeting with Planning Department on 01/30/2020

- What would it take to get the theater permitted?
 - Explored use of volunteer labor
 - County willingness to own project
 - Long Term Management and O&M Costs
 - Understanding that new court construction could require relocation of theater to Garsner Park



Leap Day Spaghetti Feed on 02/29/2020

- Community outreach
- Collaboration with local businesses and organizations
- Raised money for permitting costs with any excess going toward construction



Meeting with Plumas Performing Arts (06/01/2020)

- Fiscal sponsorship for planning and construction
- Plan for memorandum of understanding with county for construction phase
- plumasperformingarts.org



Design Process to Date



- Met with Ken Roper on 07/10/2020 to scope the design of the theater.
- Engineering and design services donated by Ken Roper and Jim McIntyre (Oak Knoll Engineering)
- Plans are finished as of December 2020
 - Ready for submission for building permit
 - Review by Quincy design and committee

What has been addressed:

Area of Concern	County Office and Contact
Fiscal Sponsor (Construction Phase)	Plumas Performing Arts, Marty Walters
Use of portable toilets in lieu of permanent restrooms	Environmental Health, Rob Robinette (10/26/2020)
Identified Sources for Donated Materials	Tristan McMichael

What needs to be addressed:

Area of Concern	Party
Cost of operations and maintenance (County taking over these costs)	Facility Services
Reservations and use agreement	Facility Services
Building design and permits	Building Services
Donated labor (County protocol)	County Administrator
Donated materials (County protocol)	County Administrator
Community design integration, land use	Planning Department
Identifying construction manager	Tristan McMichael/Marty Walters/PPA
Identify remaining material needs	Tristan McMichael
Concrete pad for portable toilets	Ken Roper
Ability to relocate to Ganser Park in event of court expansion	Ken Roper

Board Approval Requested for:

- Submitting plans to Building/Planning Dept for approval
- Entering MOU for construction phase with fiscal sponsor
- Owning and maintaining building after completion

DAME SHIRLEY PLAZA PAVILION / OUTDOOR THEATER

PAVILION
WILM STREET
QUEENSLAND

20

KEN ROFFER & ASSOC.

U.S. GOVERNMENT PRINTING OFFICE: 1935 1-1250

2 FRAME CENTER

४८८
४८९

1 FRAME CORNER

43

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3) FURLIN TO FRAME CURN.

4 SIDE DETAIL

FRONT/REAR DETAIL

FOUNDATION DETAIL

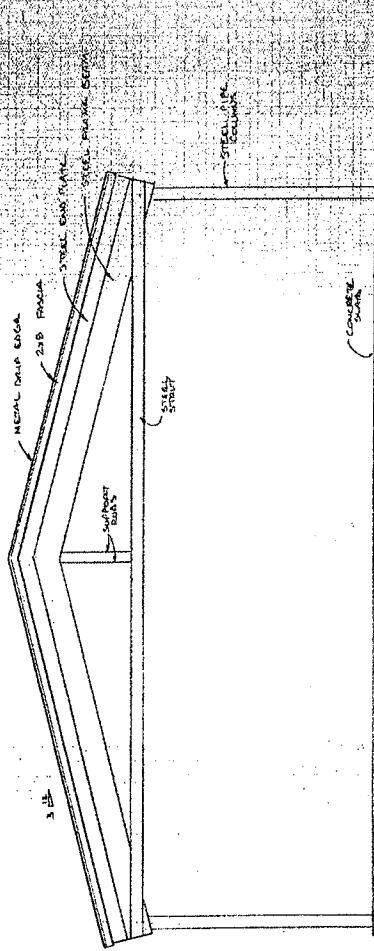
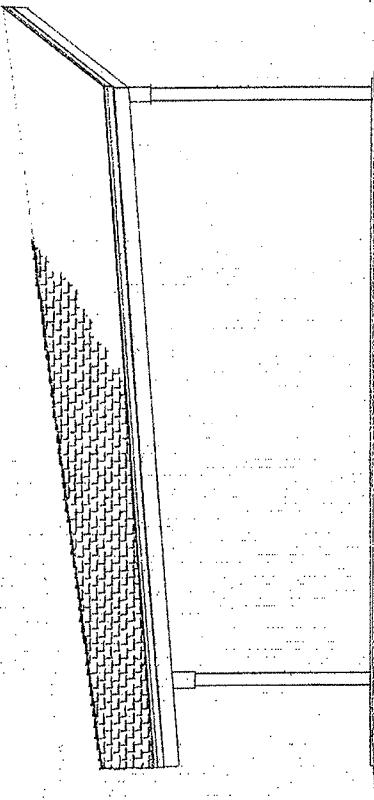
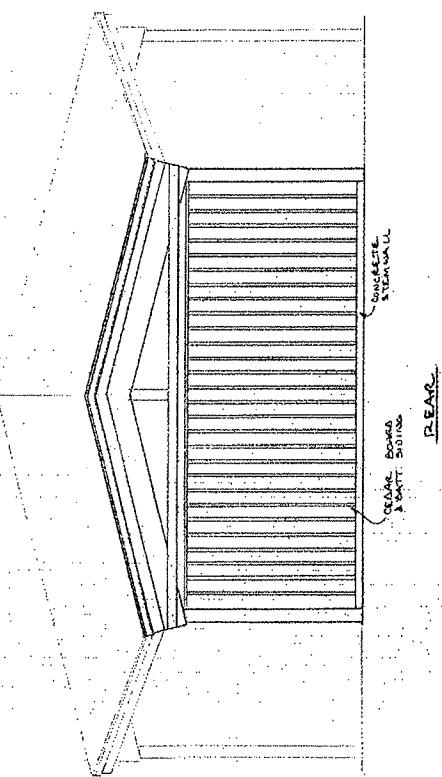
This project must comply with 2019 editions of these California Codes: Building, Standard Code, Residential Code, Plumbing Code, Mechanical Code, Electrical Code, Energy Efficiency Code, Plumes Control Code.

GENERAL STRUCTURAL NOTES:

1. Builder shall work in all dimensions and conditions in the field before commencing any portion of the work, and shall notify designer, contractor and owner in writing of any discrepancies and/or specifications which exist or may be required in order to accommodate existing conditions. Commencement of work shall constitute full assumption of existing conditions.
2. All dimensions in drawings shall be in inches. All dimensions and conditions shall be brought to the immediate attention of the Designer/Engineer in writing before proceeding with any of the work so involved. If builder proceeds without notification of Designer/Engineer, builder is then assuming all responsibility for such work.
3. Do not scale these drawings.
4. These plans have been specifically prepared for the work shown. Builder is responsible for any temporary shoring and bracing required to perform the work.
5. All plans of work shall conform to the minimum standards of the latest applicable edition of the Building Code, as required for conventional light frame construction, except where more stringent methods are specified on the plans.
6. If the builder's responsibility to comply with all safety rules issued by Cal/OSHA, and other State agencies. The designer, Engineer, and/or contractor do not accept any responsibility for the builder's failure to comply with the requirements of the applicable codes.
7. These plans are not complete without the stamp and/or signature of the Designer, verifying the engineered portions of the structure, and without an approval of the local Building Department Official.

WOOD & STEEL NOTES:

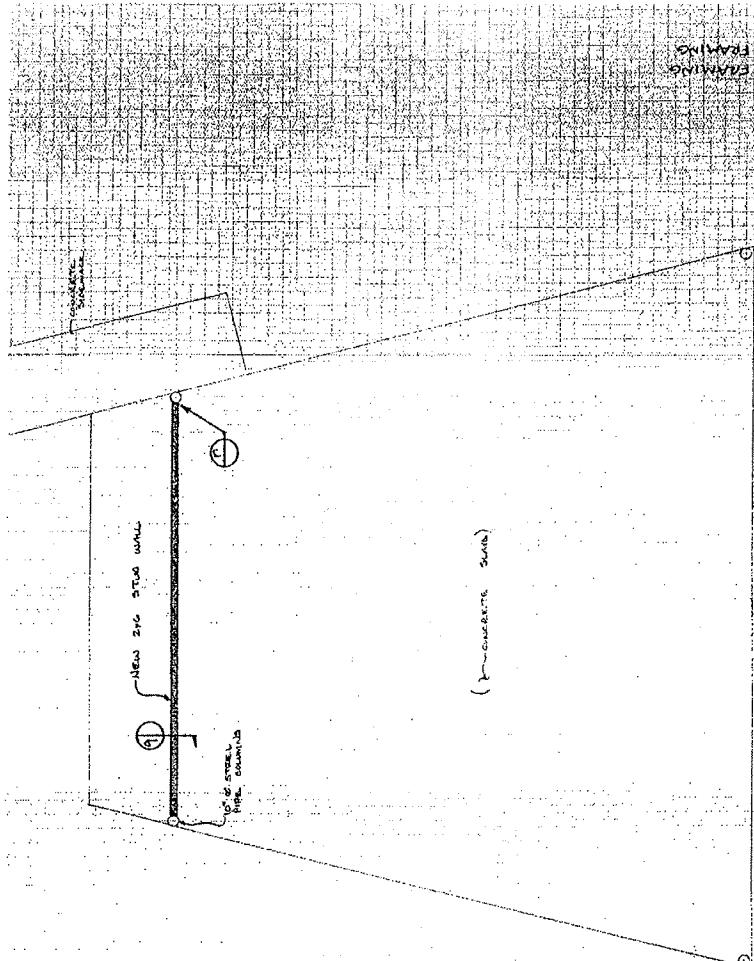
1. All wooden framing members and their fasteners shall conform to the latest edition of the Building Code, and shall be the species and grades as follows unless noted otherwise:
 - 2x and 4x framing D.F. #2 or fir
 - 2x and 4x framing D.F. #1 or grade
 - 6x framing D.F. #1 or better
 - 8x rails shall be no less than 0.131" diameter and shall penetrate not less than 1.5" into the main member
 - 2. Plywood and OSB sheathing shall conform to current AIA L.S. (most recent edition) and shall be glued with case grain perpendicular to grain.
 - 3. Sheathing shall be construction symbol 24C-V4 species D/F-DF units needed as shall be constructed in accordance with ANSI Standard A90.3 and the Building Code.
 - 4. Wood in contact with concrete or masonry to be pressure treated, unless noted.
 - 5. Nailing of wood members shall be with common wire nails of sizes and quantity according to the Building Code, unless more restrictive nailing is shown.
- Equivalent capacity fasteners approved by CDO may be used.
6. All diaphragms and shear wall bracing shall be inspected and approved prior to covering.
7. Cripple walls shall be constructed according to the Building Code.
8. Blocking, underlayment, venting and anti-venting shall be according to the Building Code.
9. Anchors shall be as recommended by Simpson Strong-Tie Co. and shall be installed in accordance with the instructions.
10. All anchor bolts shall conform to ASTM A325 specifications for unthreaded bolts. Bolt size shall have standard inch numbers, do not use metric for anchor bolts as 1/2" x 3 1/2" is 1/2" in. bolt not 1/2" metric. Bolt shall not be more than 1 1/4" larger than the hole. Bolts shall be tightened prior to running well, tightening 11. All structural steel plates and shapes shall conform to ASTM A36 or A992 unless noted.



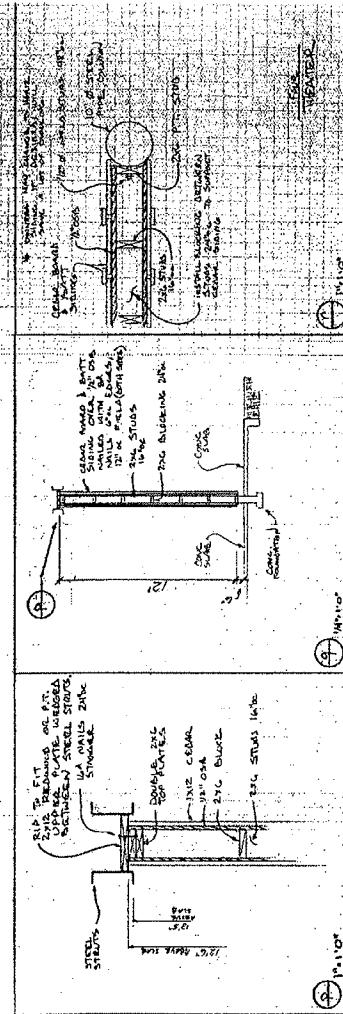
LEFT
(front is facing north)

FRONT

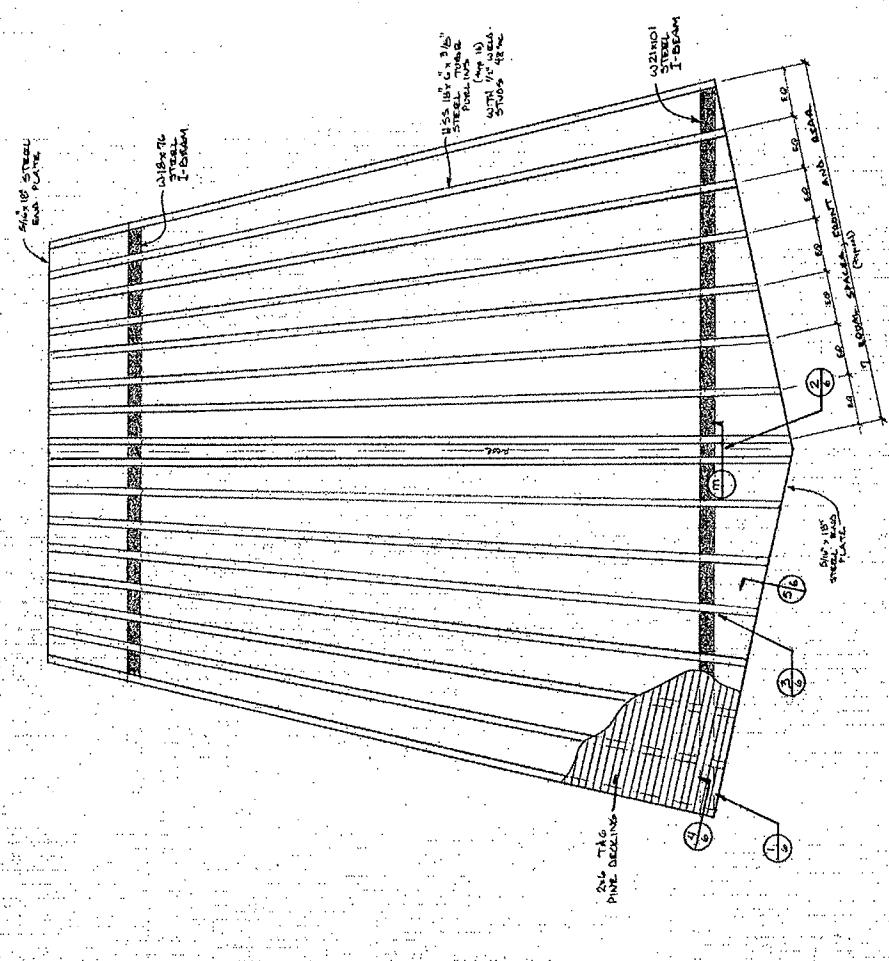
REAR



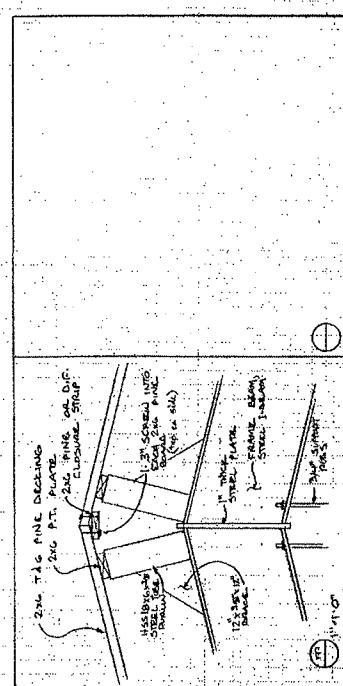
WALL FRAMING PLAN



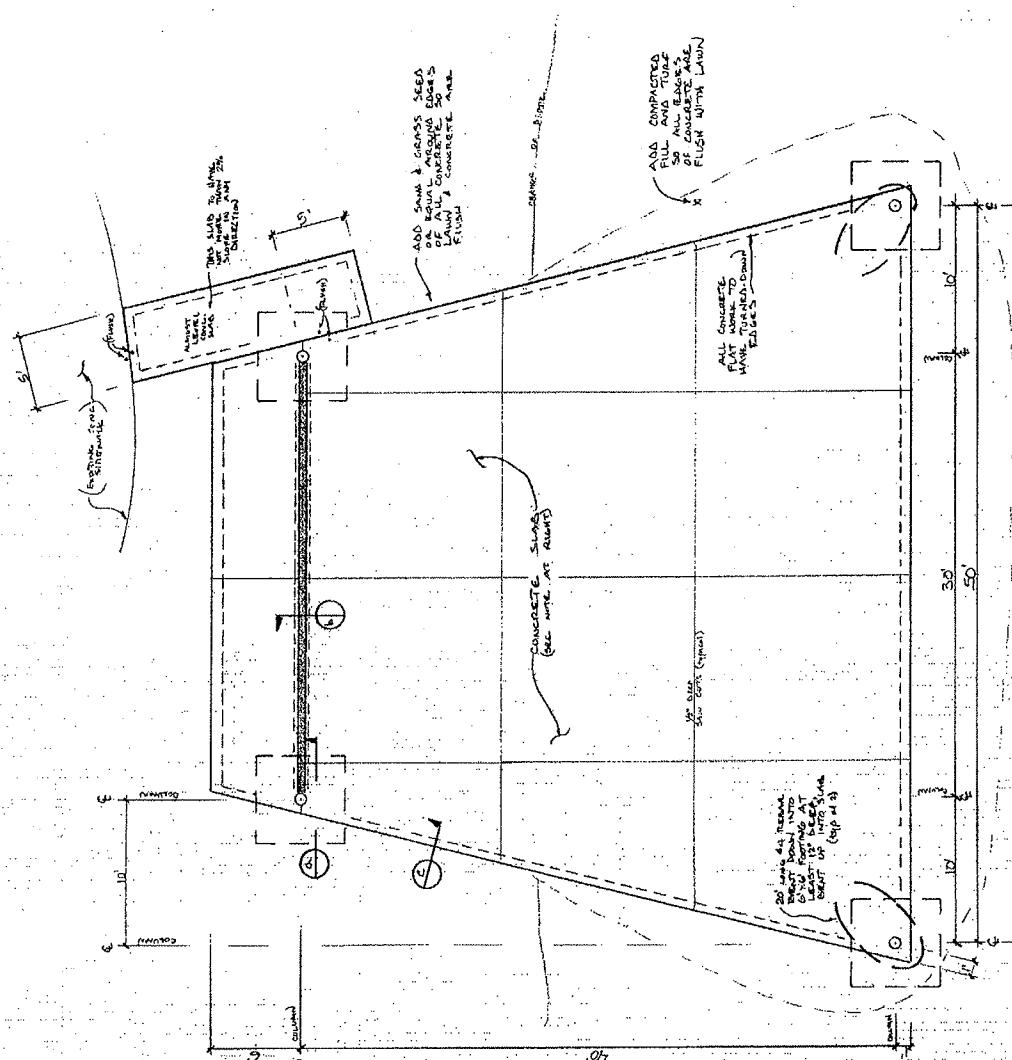
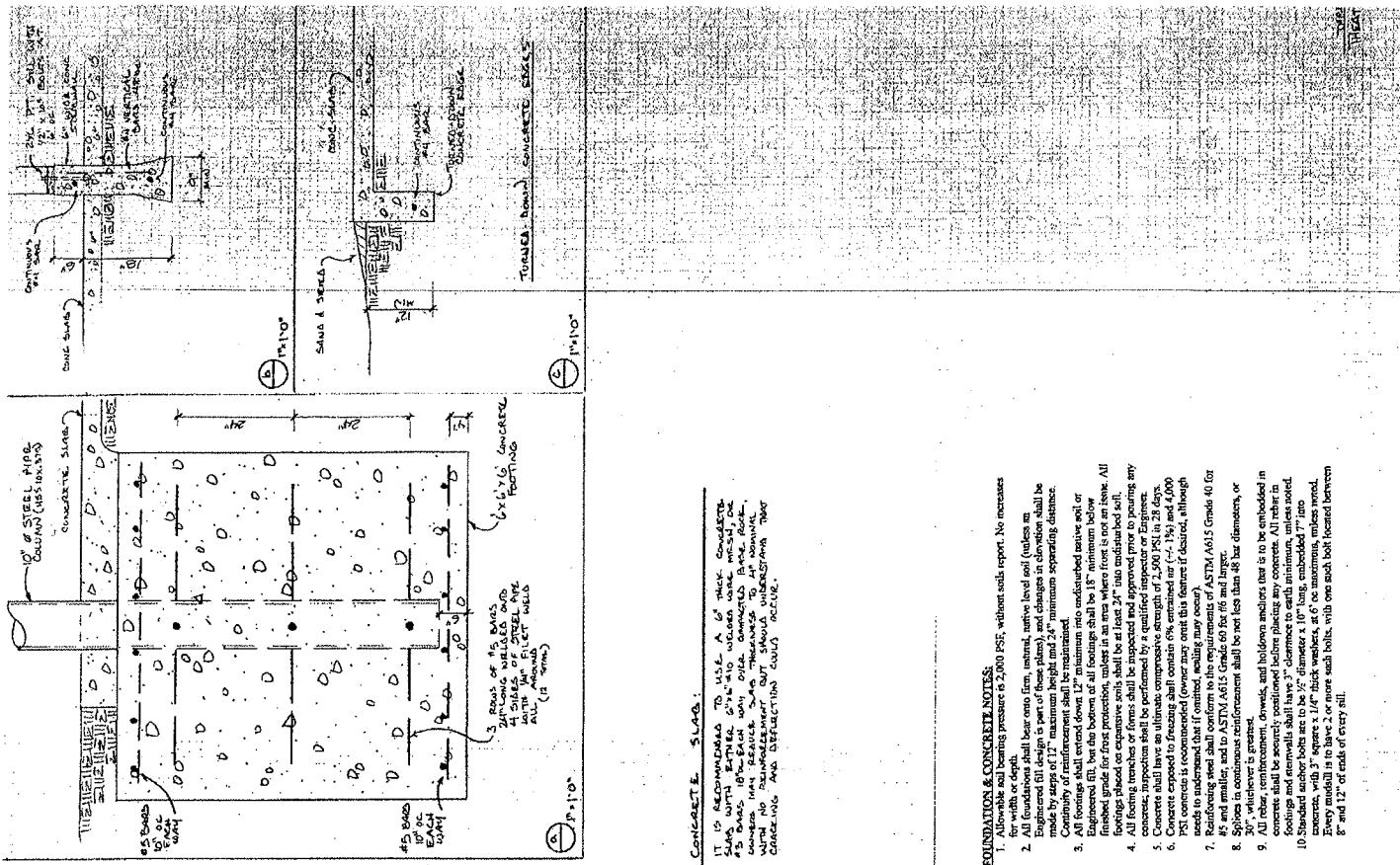
10.10



ROOF FRAMING PLAN

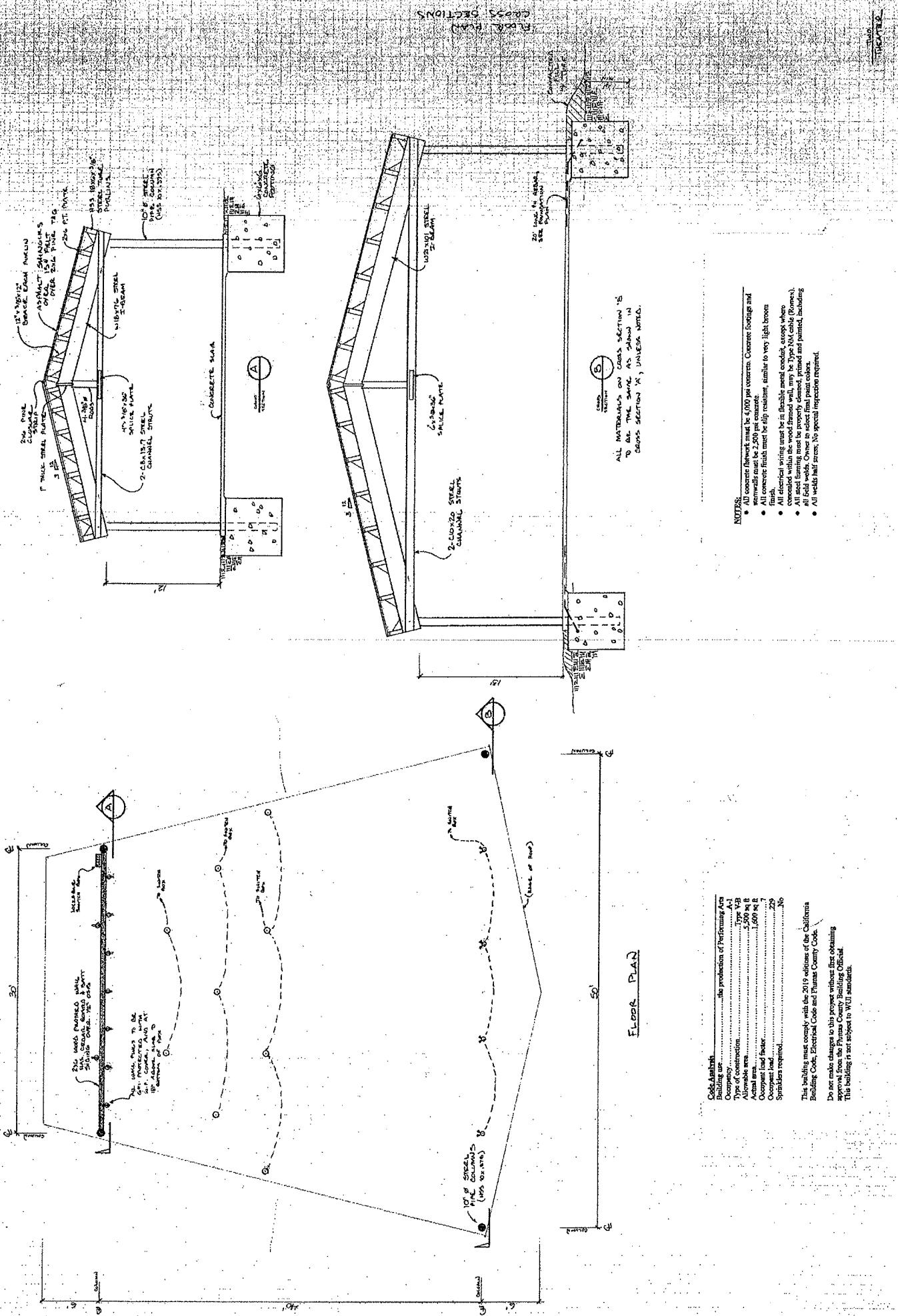


10.10



FOUNDATION PLAN

FOUNDATION & CONCRETE NOTES.





Office of the Sheriff

Office of Emergency Services

54

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

TODD JOHNS
SHERIFF/CORONER
DIRECTOR

Memorandum

DATE: December 21, 2020

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns *TJ*

RE: Agenda Item for the meeting of January 5, 2021

Recommended Action:

Approve and authorize a budget transfer in the amount of \$12,729.00 from the OES (dept 70329) Contingency account (528400) to the service & supply account for Tools & Equipment (521240).

Background and Discussion:

The OES budget has funds in the Contingency account for PSPS needs. The Sheriff previously requested to spend \$12,729.00 of the PSPS funds for the purchase of back up batteries for the repeaters and those batteries have been purchased. The PSPS funds need to be transferred from the Contingency account to the account for Tools & Equipment to cover the purchase.

COUNTY OF PLUMAS
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

TRANSFER NUMBER
(Auditor's Use Only)

Department: OES - SHERIFF

Dept. No: 70329

Date

12/21/2020

The reason for this request is (check one):

Approval Required

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

Board
Board
Board
Auditor
Auditor

TRANSFER FROM OR SUPPLEMENTAL REVENUE ACCOUNTS

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

TRANSFER TO OR

SUPPLEMENTAL EXPENDITURE ACCOUNTS

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

Supplemental budget requests require Auditor/Controller's signature

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

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

A) Transfer from contingency account (PSPS funds) to service & supply account for approved expenditure

B) Contingency account

C) Expense incurred this fiscal year

D) N/A

Approved by Department Signing Authority: Roni Dowery

Approved/ Recommended

Disapproved/ Not recommended

Auditor/Controller Signature: _____

Board Approval Date: _____

Agenda Item No. _____

Clerk of the Board Signature: _____

Date Entered by Auditor/Controller: _____

Initials _____

INSTRUCTIONS:

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

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

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

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

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



Plumas County Environmental Health

58

270 County Hospital Road, Ste. 127, Quincy CA 95971
Phone: (530) 283-6355 ~ Fax: (530) 283-6241

Date: December 9, 2020

To: Honorable Board of Supervisors

From: Rob Robinette 

Agenda: Agenda Item for January 5, 2021

Recommendation: Authorize Environmental Health to recruit and refill a vacant 1.0 FTE Administrative Assistant I/II position, created by retirement.

Background and Discussion: After 18 years with the County, four of those years being the Administrative Assistant II for Environmental Health, Cinda Leonard is retiring from County service. This leaves an Administrative Assistant I as the only office reception, administrative and fiscal staff for Environmental Health. Until this position is filled, field staff and I may need to backfill for administrative duties such as permit issuance, public records searches, program and grant reporting and database management. With field staff backfilling office duties, some delays in field work may be expected.

In order to minimize these impacts, the Board is requested to authorize Environmental Health to recruit and refill this position immediately. This position is funded and allocated in the FY 20-21 budget. The Critical Staffing Questionnaire is attached and the Departmental Organization Chart are attached for your review.

If you have any questions, please do not hesitate to contact me at 283-6593.

Thank you.

Enclosures: (2)

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

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

Yes, the requested Administrative Assistant I/II position is a critical workload, customer service, business need.

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

This vacancy will limit Environmental Health's ability to process permits, respond to public inquiries, track and report EH program mandate, limit customer service and would require field staff to perform more administrative duties, keeping them out of the field.

- How long has this position been vacant?

The incumbent's resignation was effective December 30, 2020.

- Can the Department use other wages until the next budget cycle?

No. No other wages are currently budgeted and a permanent full-time replacement employee is needed.

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

This request is consistent with other Environmental Health Department staffing patterns. It is also consistent with staffing in our Building Department which has 2 permit technicians and fewer field staff.

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

Customer service, data management, fiscal management, and overall operational efficiency will be impacted.

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

The cost savings of leaving this position vacant would be outweighed by the losses in customer service, poor program performance, and inefficient use of more expensive field staff to perform these duties.

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

NA

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

No.

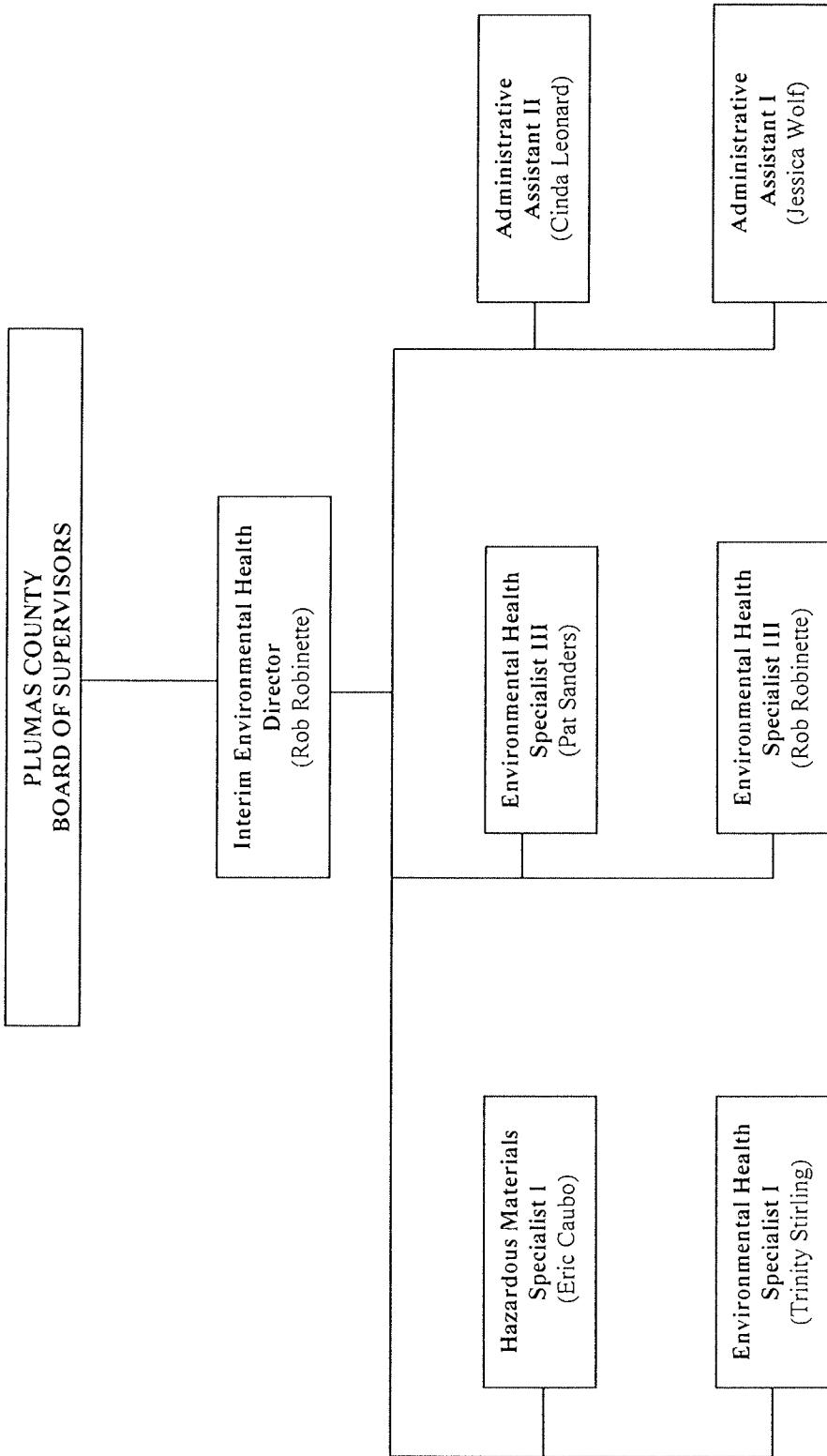
- Does the budget reduction plan anticipate the elimination of any of the requested positions?

NA

- 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?

This position has been funded and allocated for many years. Funding comes from a variety of sources including fees for services and portions from a variety of small grants for various Environmental Health programs. No change in general fund support for Environmental Health is anticipated for this position over the next few years.

ENVIRONMENTAL HEALTH Organization Chart FY 20-21





50 DEPARTMENT OF SOCIAL SERVICES AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Road, Suite 207, Quincy, California 95971

NEAL CAIAZZO
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368
Toll Free: (800) 242-3338

DATE: DECEMBER 8, 2020

TO: HONORABLE BOARD OF SUPERVISORS

FROM: NEAL CAIAZZO, DIRECTOR
DEPARTMENT OF SOCIAL SERVICES

SUBJ: BOARD AGENDA ITEM FOR JANUARY 5, 2021

RE: AUTHORIZATION TO FILL A VACANT AND FUNDED SOCIAL WORKER
SUPERVISOR I/II POSITION AS SOON AS ADMINISTRATIVELY POSSIBLE

It is Recommended that the Board of Supervisors:

Authorize the Department of Social Services to fill a vacant and funded Social Worker Supervisor I/II position as soon as administratively possible.

Background and Discussion

The Social Worker Supervisor I/II position in the Department of Social Services is a single, one-of-a-kind position. This position is responsible for supervising five Social Workers who are assigned to the Department's Child Welfare Services programs including Emergency Response Child Protective Services. There are two levels for this position. The Social Worker Supervisor II is distinguished from the I because the II level requires a Master's Degree in Social Work (MSW) or must be a Licensed Clinical Social Worker (LCSW). The position became vacant due to the prior incumbent relocating out of the County.

Financial Impact

As explained in more detail in the enclosures, the position is fully funded by state, federal and Realignment dollars. There are no General Fund dollars utilized to support this position.

Copies: DSS Management Staff

Enclosures

Position Classification: Social Worker Supervisor I/II – Child Protective Services

FTE: 1.00

Budgeted Position: Yes

CWS is funded through Federal (50%), 2011 Realignment (35%) and 1992 Realignment (15%) dollars for the basic program. This allocation of funds is specifically for Child Welfare Services. It cannot be spent on other programs.

Mandated Program: Yes.

Child Welfare Services is a state-mandated, county-administered program. The mandate for Child Protective Services is found at Welfare and Institutions Code Section 16500, *et seq.* The mandated services include 24 hour, 7 days per week emergency response services for allegations of abuse or neglect of children, case management services to families whose children are removed from the home (including mandatory visits to both children and parents), reunification services to reunite families, and permanency services when reunification avenues are exhausted.

Position Description:

This position is responsible for supervising the Child Protective Services Social Workers that perform the investigation of allegations of abuse or neglect of children. The incumbent reviews all allegations and investigations and assists Social Workers in making decisions about child safety. The incumbent reviews all Court documents and petitions and assists with determining whether families have made sufficient progress toward achieving case plan goals. The incumbent is the primary liaison with the Plumas County Superior Court regarding Child Protective Services. There is typically a significant amount of interaction with community-based partner organizations that work with the Department towards goals associated with strengthening families.

Funding Sources:

The funding to support these positions comes from federal pass through dollars and county 1992 and 2011 Realignment dollars. There is no cost to the County's General Fund associated with this position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Position: Social Worker Supervisor – Child Protective Services

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

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

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

Answer: The position is assigned duties that include public protection, specifically, abused and neglected children. This is a mission critical position.

- How long has the position been vacant?

Answer: The position became vacant effective December 4, 2020 .

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

Answer: No.

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

Answer: Staffing levels for this program are a function of the allocation of state general fund dollars for the position. Currently, the state provides funding for six social workers in Plumas County for this program.

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

Answer: Children Protective Services is a mission critical function. Absence of a supervisory position can add to the risks associated with determining the level of child safety present in a home situation.

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

Answer: This position is funded by Federal and Realignment dollars. The Realignment dollars allocated to this program may not be used for other programs.

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

Answer: The Department has developed a variety of budget reduction strategies that are dependent upon state policy decisions. Other Departments could be impacted by such reduction strategies. Currently Child Welfare Services is not among the programs impacted by proposed reductions in the State's budget.

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

Answer: No.

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

Answer: No.

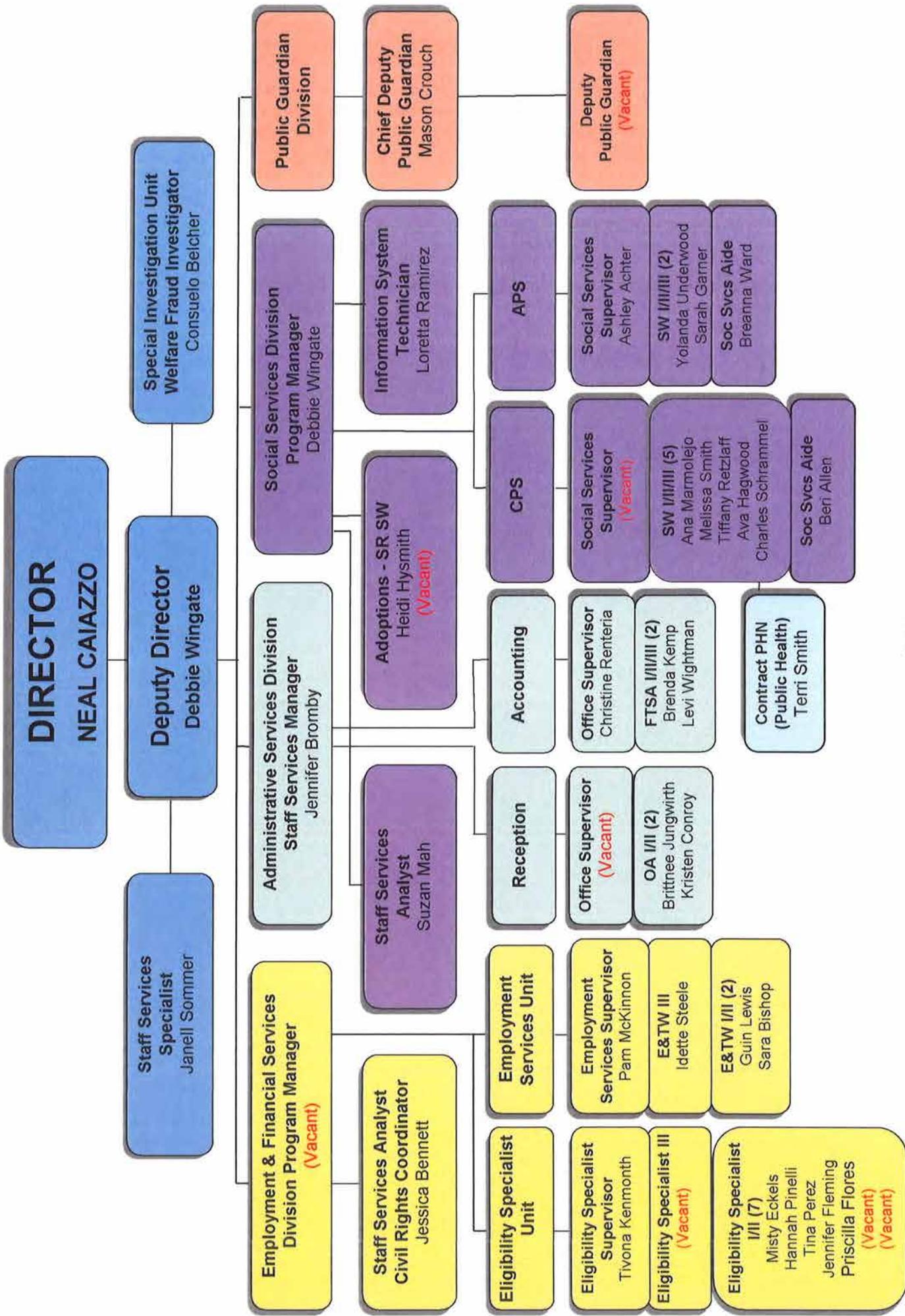
- Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?

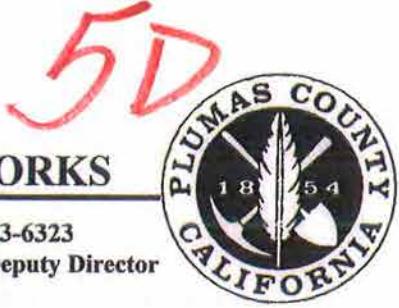
Answer: The Department does not presently utilize General Fund dollars. Filling this position does not change that.

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

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

PLUMAS COUNTY DEPARTMENT OF SOCIAL SERVICES & PUBLIC GUARDIAN





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

AGENDA REQUEST

For the January 5, 2021 meeting of the Plumas County Board of Supervisors

December 28, 2020

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Authorization for the Public Works/Road Department to fill the vacancy of One (1) FTE PW Maintenance Worker position in the Quincy Maintenance District, discussion and possible action

Background:

One (1) FTE PW Maintenance Worker has resigned from the Department effective January 15, 2021 in the Quincy Maintenance District.

The Department is requesting to fill this position.

This position is funded and allocated in the proposed FY20/21 budget of the Department of Public Works.

The completed 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 one (1) FTE PW Maintenance Worker in the Quincy Maintenance District.

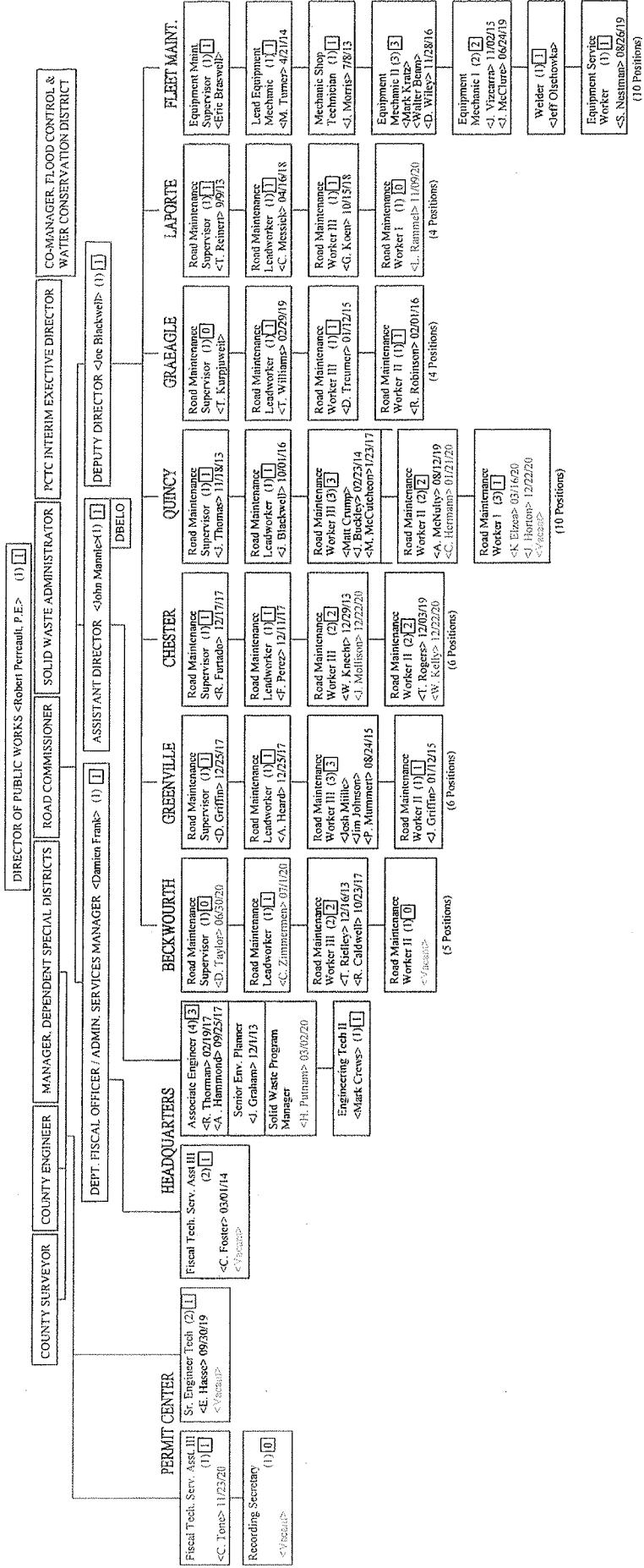
QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

Public Works Maintenance Worker I/II Worker Position Quincy

- 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.
- Why is it critical that this position be filled at this time?
Maintenance Workers are subject to 24 hour “call out” for road related emergencies and snow removal.
- How long has the position been vacant?
Effective 1/15/2021.
- Can the department use other wages until the next budget cycle?
The department’s wage and benefits portion of the 20/21 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?
At a minimum, there will be a negative impact to the ability of the Maintenance District to conduct its snow removal duties
- 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?

17/18 (\$600,000)	18/19 \$600,000	19/20 \$0
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PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS
ORGANIZATION CHART





5E1

C O U N T Y A D M I N I S T R A T O R

Gabriel Hydrick

AGENDA REQUEST AND STAFF REPORT

For the January 5, 2021 meeting of the Plumas County Board of Supervisors

Subject: Discussion- Strategic Planning Workshop
To: Honorable Board of Supervisors, Clerk of the Board, County Counsel
From: Gabriel Hydrick, County Administrator
Date: 12/21/2021
Strategic Relevance: N/A

Introduction/Background:

This time last year, the Board of Supervisors directed the County Administrator to postpone this agenda item until there was a full Board and any new Board members were seated after the election. The purpose of the strategic planning workshop is to develop budgetary and policy foundations that provide parameters to staff within which to operate to achieve the Board's vision and mission, which ultimately carry out the level of services and policies residents expect.

A shared mission, vision and core values will be the common thread woven through the fabrics of budget and policy that inspires staff goals, objectives and performance. Each fiscal year, the goals and objectives will be modified to adjust as needed to economic, regulatory, social and political forces. Whereas, the vision, mission and core values will be revisited and modified less frequently and as needed, yet still provide overall purpose and guidance in staffs' day-to-day purpose and performance.

In 2005/06 there were efforts to hold a strategic planning workshop. A working group was set up to lay the foundations and do the preliminary work; they met a handful of times and had moderate success. It appears the strategic planning workshop was never realized.

Findings/Analysis:

If any staff member were asked what the County's policy and budgetary goals, or the vision, mission and core values are, they could loosely identify generic answers, but not provide specific and intentional answers. Though not a business, the County is a multi-million dollar organization that delivers on expectations of many critical services for the public. A strategic plan provides a shared foundation, vision and expectations for the entire County team to help develop budgets and policy.

Strategic planning workshops can take any number of forms with a variety of expectations. For this purpose, staff seeks Board input to flesh out a strategic planning workshop. A professional facilitator can be used. This is an individual with an outside and objective viewpoint with

experience leading large organizations through development of vision, mission, goals and objectives. Last year I considered leading the strategic planning workshop, but the anomalies of this year have been overwhelming and 'getting back to normal' will take some time and continued effort still. Therefore, I do not feel I can be a facilitator this year.

Whether a facilitator is utilized or not, strategic planning workshops are generally held over 2 to 3 days and they are public meetings. A strategic planning workshop can be held over one day, but does not allow sufficient time to work through the strengths, weaknesses, threats and opportunities in developing the vision, mission, goals and objectives. Department heads are engaged and participate in part of the process. Costs vary depending upon the option, but staff is prepared to spend \$12,000-18,000 for a 2 or 3 day strategic retreat workshop. The funding source is the Leadership Training funds through Trindel. The County has not utilized this fund over the years and has sufficient funding available. Prior to COVID, the idea was to meet together at the fairgrounds or another large gathering venue. A strategic planning workshop can be held over a digital forum, but the process and results are likely to not be as successful. Staff would like direction from the Board to move forward during or post COVID.

Fiscal Impact:

There is no fiscal impact to the General Fund or other funds. Leadership Training Funds are available for such purposes through Trindel. Currently it is anticipated the strategic planning workshop may cost \$12,000-\$18,000 depending upon how many days it is spread across, food, and whether a facilitator is used and if a venue is rented.

Recommended Actions:

Staff respectfully recommends the Board of Supervisors:

1. Provide direction to hold a strategic planning workshop during COVID or not, and if so;
2. Provide direction to participate in a two or three day strategic planning workshop with a facilitator for the purposes of providing policy and budgetary foundations and direction to staff in the form of a mission, vision, goals and objectives
3. Authorize staff to move forward acquiring a facilitator and bring the proposal and contract back to the Board for final review and approval

Attachments:

Attachment 'A'- SWOT analysis from 2005/06

Attachment 'B'- Proposal from professional facilitator

EXTERNAL OPPORTUNITIES

1. Tourism
2. Water & other natural resources = revenue
3. Perceived quality of rural lifestyle
4. Healthy arts community
5. Steer growth in appropriate ways
6. Continued 2nd home building
7. Uncrowded recreation facilities
8. Transfer incomes (retirees and dividends & interest)
9. Networking opportunities
10. Internal commerce

INTERNAL STRENGTHS

1. Personal safety
2. Good core of innovative leadership who can network in County and out of County.
3. Abundance of natural resources
4. Small rural community creates self sufficiency, the ability to communicate efficiently, respond to needs and adapt quickly.
5. Large population of committed caring employees
6. Good organizational structure which allows for action to implement policy
7. Potential of employees
8. Frugal government

EXTERNAL THREATS

1. Increasing gang incidences/more drug use (meth)
2. State and Federal mandates
3. Graying of County
4. Competing salaries
5. Regional growth planning/reduced funding streams
6. Charter/private schools vs. Public schools/reduced student population.
7. Overdevelopment/excess use of natural resources/pollution
8. Political use of natural resources (water/forest)
9. Unstable relationship with other local districts
10. Affordable housing
11. Long term health care facilities
12. Skilled labor training/declining labor pool
13. Loss of private job base
14. Limited opportunities for youth
15. Possibility for natural disasters/inclement weather
16. Poor technology infrastructure

External Threats; Page 2

17. Transportation (Almanor, etc.)
18. Service expectation of new arrivals
19. Unemployment rate still high (especially in winter)
20. Urban pressure
21. Downtown retail threats (Wal-mart, Internet, Reno, Chico)

GOALS

1. Human Resource training
2. Protect natural resources
3. Improve the use of internal and external technology (Web page software)
4. Annual planning of management growth
5. Affordable housing
6. More available employment
7. Create a common perception of concrete objectives
8. Implementation of HF/QLG Act program
9. Employee Recognition



Plumas County Strategic Leadership Retreat:

Ideas for Bringing Stability, Structure, and Enhanced Leadership to the County and its Board of Supervisors

Presented to Gabe Hydrick by CC Cameron – Thursday, November 7, 2019



Proposed Format

- A one- to three-day retreat, preferably at an off-site location to focus everyone's attention
- Well-planned and facilitated agenda that features compelling activities that fully engage participants and moves the group to achieving the primary objectives
- Optional: Pre-work component(s) in preparation for the retreat

Sample Leadership Retreat Objectives / Content

- **Lay the Foundation:** Define Plumas County's mission, values, and vision as a foundation for our future work.
- **Explore the Current State of Our Organization and Environment:** Conduct an informal SWOT analysis; evaluate and prioritize key areas of need and opportunity for our attention.
- **Build Our Objectives:** Identify 3-6 strategic priorities that will serve as the primary areas of focus for our work over 1-3 years.
- **Craft Our Action Plan:** Establish a set of goals for the year, defining accountabilities and metrics for ascertaining success.
- **Strengthen the Leadership Team:** Take tangible steps to become more efficient, focused, and collaborative to run the County more effectively. Spend time together to connect, build trust, and leverage strengths.

Sample Pre-Work Assignments:

- Reading or virtual viewing various related articles and other materials
- SWOT analysis of current state of the County, as completed by each of the Board members
- "Pulse" Interviews conducted with all Board members prior to the retreat

Sample 2-Day Agenda: Activities / Content

		DAY ONE
AM Session	Welcome, introductions, context-setting	
	Team-building ice-breaker	
	“Rules of Engagement” – Leadership team operating principles	
	Plumas County’s mission	
	LUNCH	
PM Session	Plumas County’s mission (continued)	
	Values that support the mission	
	Wrap-up	
		DAY TWO
AM Session	Check-in, context-setting	
	Team-building activity	
	Plumas County’s vision	
	LUNCH	
PM Session	SWOT analyses – highlights and Q&A	
	Strategic priorities for the next 1-3 years	
	Wrap-up, defining next steps	

Does not include the component of “Craft Our Action Plan.” That activity would add another $\frac{1}{2}$ day to the total time requirement.

Investment

Description	1-Day	2-Day	3-Day
<ul style="list-style-type: none"> • Project Planning & Design <ul style="list-style-type: none"> ✓ Scoping, alignment meetings ✓ Content and structural design • Facilitation • Materials 	\$8,500	\$14,250	\$18,000

Optional: Discovery interviews with Board members \$1,600

DEPARTMENT OF HUMAN RESOURCES

520 Main Street, Room 115, Quincy, California 95971
(530) 283-6444 FAX (530) 283-6160
Email: nancyselvage@countyofplumas.com

5FI



DATE: December 29, 2020

TO: The Honorable Board of Supervisors

FROM: Nancy Selvage, Human Resources Director

SUBJECT: AGENDA ITEM FOR BOARD OF SUPERVISORS MEETING OF
JANUARY 5, 2021.

**RE: AUTHORIZE THE HUMAN RESOURCES DIRECTOR TO
RECRUIT AND FILL 1.0 FTE FUNDED AND ALLOCATED
HUMAN RESOURCES TECHNICIAN I, II OR III POSITION.**

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Human Resources Director to fill the 1.0 FTE allocated and funded Human Resources Technician I, II, or III.

BACKGROUND AND DISCUSSIONS

Our Human Resources Technician I/II/III is a 1.0 FTE funded and allocated position. The Human Resources Technician I/II/III position is a critical position for our department. For example, this position is our front line staff person, who is responsible for greeting our customers, answering the phone, and coordinating recruitment for our various departments. We are in the process of building a new payroll system and need to be fully staffed in order to operate our department effectively.

I have attached the Critical Staffing Questionnaire for your consideration along with our current organization chart and job descriptions for Human Resources Technician I/II/III. At this time, I am requesting that the Board authorize Human Resources to recruit and fill the vacant 1.0 FTE allocated and funded Human Resources Technician I, II or III position.

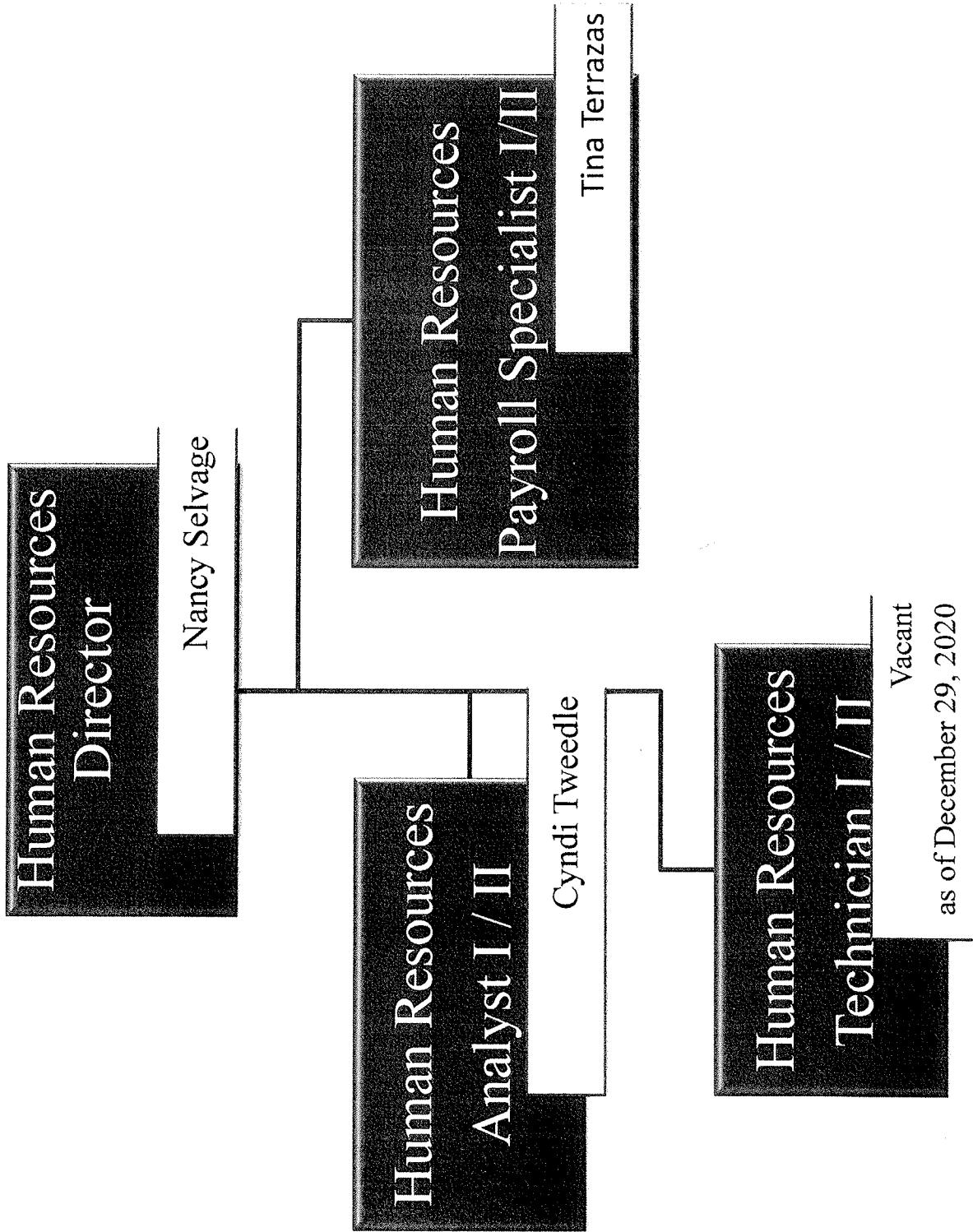
Thank you for your consideration.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH
ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? *Yes, the position is allocated and funded within the 2020-2021 fiscal year budget. This position is critical support to the department and is responsible for coordination of employment recruitments, on-boarding new employees, assisting customers on the phone and in person. This position is a critical team member of this department.*
- Why is it critical that this position be filled at this time? *This position is vital to the daily operations of the Human Resources Department.*
- How long has the position been vacant? *The position will be vacant effective December 28, 2020.*
- Can the department use other wages until the next budget cycle? *This position is funded and allocated for FY 2020-2021. In addition to filling this position, we plan on using other wages to supplement the needs of our department.*
- What are staffing levels at other counties for similar departments and/or positions? *For the amount of work that is requested from the Human Resources Department, staffs are stretched thin as it is. We process all the data for payroll, ACA tracking, provide new hire orientations, maintain personnel files, track employees, verify employment, conduct job classification reviews, update system codes and records as needed, and building a new payroll system. We are a small department with a very big workload.*
- What core function will be impacted without filling the position prior to July 1? *This position has a very heavy workload and has various timelines for projects. Until this position can be filled, the three remaining staff will be required to coordinate these duties in addition to their own workload.*
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? *We would do our best to see that the County did not suffer any negative fiscal impact. However, if reporting requirements are not completed in a timely manner, penalties could be issued for the County.*
- 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*
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
- 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?
- Does the department have a reserve? *No, Human Resources is funded 100% by the General Fund.* If yes, provide the activity of the department's reserve account for the last three years?

Human Resources Department

Organizational Chart



HUMAN RESOURCES TECHNICIAN II

DEFINITION

Under general supervision; to perform difficult and complex work involved in human resource operations and activities; to assist with the development, implementation and maintenance of the County human resource program and benefit plans; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the Journey Level position in the Human Resource Technician series which performs complex and technical human resource assignments with only general supervision.

REPORTS TO

Human Resources Analyst

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

HUMAN RESOURCES TECHNICIAN II - 2

EXAMPLES OF DUTIES

- Assists County staff and the public by answering inquiries concerning human resource transactions, policies and records.
- Assists in the administrating of the human resource policies and maintaining compliance with MOU's.
- Processes all data base information concerning employees salary, withholdings, benefits, deductions, direct deposit, leave accruals.
- Creates and implements salary grids.
- Maintains employee personnel file.
- Maintains security and confidentiality of employment and personnel records of all current and former County employees.
- Provides orientation to departments and employees concerning the coordination of State Disability, Workers Compensation and Family Medical Leave.
- Tracks hours for Family Medical Leave.
- Has responsibility for enrolling employees in health plan.
- Responds to correspondence and public inquires.
- Process all state required reports.
- And develops a variety of reports for departments, Board of Supervisors, negotiator and union representatives.

TYPICAL PHYSICAL REQUIREMENTS

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

TYPICAL WORKING CONDITIONS

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

HUMAN RESOURCES TECHNICIAN II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern office methods, practices, and procedures.
- Laws, rules and regulations affecting the County's personnel programs.
- County hiring procedures, including procedures used by the California Interagency Merit System.
- General organization and functions of County government.
- Personnel administration principles, practices, methods, and techniques
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to administrative support work.

Ability to:

- Perform difficult and complex personnel work involving use of considerable amount of independent judgment.
- Interpret, and apply a variety of rules, laws, and policies.
- Identify and handle confidential information.
- Use a personal computer and appropriate software for word processing, recordkeeping, and administrative functions.
- Deal tactfully and courteously with County staff, representatives of outside agencies, and the general public.
- Establish and maintain cooperative working relationships.

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:

Two (2) years of experience comparable to a Human Resources Technician I with Plumas County.

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



COUNTY ADMINISTRATOR

Gabriel Hydrick

AGENDA REQUEST AND STAFF REPORT

For the January, 5 2021 meeting of the Plumas County Board of Supervisors

Subject: **Amend position allocation through resolution for the Plumas County Museum #20780**

To: Honorable Board of Supervisors, Clerk of the Board, County Counsel

From: Gabriel Hydrick, County Administrator

Date: 12/28/2020

Background/Introduction:

The retirement of the current Museum Director presents an opportunity to evaluate opportunities and challenges and strategically plan for the next several years with new leadership. Over a few months and meetings, the County Administrator has met with representatives of the Museum Trustees, the Director and one of the meetings included the Museum's extra help staff to facilitate strategic planning discussions. All participated and contributed to successful meetings. The County Administrator is grateful for the support and assistance of the Museum Trustees.

The County Administrator proposes amending the position allocation for the Museum in order to hire an Assistant Director instead of a Director. It is proposed that the Assistant Director will report to the County Administrator and within approximately a year's time, an evaluation of the advancement of the strategic plan will provide an opportunity to put a Director in to place with a fresh strategic plan thereafter the Assistant Director position will likely be vacated.

Finding Analysis:

Taking this approach will prime opportunities for a more dynamic museum that is more current with technological prospects, is more consistent with rotations of displays, is more opportunistic with fundraising activities, and offers other valuable services. COVID has also forced the County's hand to reconsider delivery of services and technology provides a great opportunity to reach more broadly in to the community and schools. This option will also afford current Museum staff to be mentored by the County Administrator. In short, this approach will unify the Museum team, and include the Trustees, around a foundation for a new direction for the Museum in the next several years to come.

Hiring an Assistant Director will also provide some savings with economic uncertainties on the horizon yet.

Recommended Actions:

Staff asks the Board to:

- Amend the position allocation through resolution for the Plumas County Museum (see attached Resolution)

- Direct Human Resources to modify the Assistant Director job description and update the wage as needed (last proposed 6/2007).
- Direct Human Resources to fly the Assistant Director position for one week.
- Name the County Administrator as the Acting Museum Director

Or

- Provide different direction to staff

Fiscal Impact:

Even with a wage increase for this position, the County could see savings of ~\$25,000. Final savings to be determined after Human Resources updates pay range upon direction by the Board.

Attachments:

Attachment 'A'- Resolution amending the position allocation for the Plumas County Museum

RESOLUTION NO. 2021- _____

RESOLUTION TO AMEND POSITION ALLOCATION FOR MUSEUM #20780

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2020/2021 Job Classification covering all positions in the County service; and

WHEREAS, the County Administrator, through the Museum Director, has asked Human Resources Director to update the Position Allocation to flexibly allocate the Museum positions; and

WHEREAS, the 1.0 FTE funded and allocated position is necessary in the daily operational needs of the Museum; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the County's Position Allocation for Fiscal Year 2020-2021 for the Museum Department #20780; and

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

Approve the amendments to the Fiscal Year 2020/2021 Job Classification Plan / Position Allocation for the following 1.0 FTE funded and flexibly allocated positions:

<u>Job Classification</u>	<u>FTE</u>
Museum Director, OR	1.0
Assistant Museum Director, OR	
Museum Registrar	

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 5th day of January, 2021 by the following vote:

AYES: Supervisors:
NOES: Supervisors:
ABSENT: Supervisors:

Chair, Board of Supervisors

Clerk, Board of Supervisors