



BOARD OF SUPERVISORS

Dwight Ceresola, Vice Chair 1st District

Kevin Goss, 2nd District

Sharon Thrall, 3rd District

Greg Hagwood, 4th District

Jeff Engel, Chair 5th District

**AGENDA FOR REGULAR MEETING OF FEBRUARY 9, 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. **PUBLIC HEALTH AGENCY** – Andrew Woodruff
Report and update on COVID-19; receive report and discussion

2. 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) TREASURER/TAX COLLECTOR [View Item](#)

- 1) Adopt **RESOLUTION** authorizing Investment of County Funds and Funds of Other Depositors
- 2) Approve Treasurer's Investment Policy and Guidelines, as presented

B) ELECTIONS

Approve and authorize the Chair to sign agreement, not to exceed \$100,000, between County of Plumas and ProVote Solutions for certified ballot-printing services, effective February 1, 2021; approved as to form by County Counsel [View Item](#)

C) BEHAVIORAL HEALTH

- 1) Approve and authorize the Chair to sign Memorandum of Understanding between County of Plumas and Rural Communities Housing Development Corporation; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign additional \$75,000 Amendment to agreement between County of Plumas and Willow Glen Care Center, psychiatric rehabilitation facility; approved as to form by County Counsel [View Item](#)

D) PROBATION [View Item](#)

- 1) Approve and authorize the Chair to sign agreement, not to exceed \$45,000, between County of Plumas and Plumas Crisis Intervention Resource Center (PCIRC) for Pathways Home Program for FY 2020-2021; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign agreement, not to exceed \$45,000, between County of Plumas and Plumas Crisis Intervention Resource Center (PCIRC) for Ohana House Program for FY 2020-2021; approved as to form by County Counsel

E) SHERIFF

Adopt **RESOLUTION** authorizing the Sheriff or Undersheriff to Administer the State Homeland Security Grants for FY 2021-2022 [View Item](#)

3. DEPARTMENTAL MATTERS

A) PUBLIC HEALTH AGENCY – Andrew Woodruff

- 1) Adopt **RESOLUTION** to Amend the Fiscal Year 2020-2021 County Personnel Allocation in Public Health Budget Unit 70560, adding a .10 FTE Administrative Service Officer, effective February 9, 2021; and authorize Public Health to recruit and fill funded and allocated 1.0 FTE Administrative Services Officer position, created by retirement effective May 31, 2021; and approve an overlap in duties to provide for training purposes. **Roll call vote** [View Item](#)
- 2) Authorize Public Health to recruit and fill vacant, funded and allocated 1.0 FTE Health Education Coordinator I position, created by resignation effective February 5, 2021; discussion and possible action [View Item](#)

B) COUNTY ADMINISTRATOR – Gabriel Hydrick

- 1) Report and update on the Plumas County Museum; receive report and discussion
- 2) Approve, and authorize the Chair to sign, HCD letter to State Department of Housing and Community and Development (HCD) with the intention to request HCD take the necessary actions to abate all hazards within the Downtown Trailer Park (Downtown TP, 32-0018-MP); discussion and possible action [View Item](#)
- 3) Adopt the Coronavirus Prevention Program (CPP) as per CalOSHA mandates; discussion and possible action [View Item](#)

4. BOARD OF SUPERVISORS

- A. Presentation of *Certificate of Appreciation and Recognition* of Larry Williams, District 4 Planning Commissioner, thanking him for his years of dedicated service to the citizens of Plumas County
- B. Accept letter of resignation from Erin Metcalf, Chief Probation Officer, effective February 28, 2021, and direct Human Resources to begin recruitment to fill the position; discussion and possible action [View Item](#)
- C. Adopt **RESOLUTION** appointing Deputy Clerk of the Board of Supervisors to Serve in the Absence of the Clerk of the Board of Supervisors. **Roll call vote** [View Item](#)
- D. Correspondence
- E. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

1:00 P.M. AFTERNOON SESSION

5. BOARD OF SUPERVISORS

- A. Interview of Applicants to fill the vacancy of Plumas County Assessor, created by retirement of Charles Leonhardt, effective January 12, 2021
- B. Discussion and possible action to fill vacancy of Plumas County Assessor

6. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Director of Public Health
- B. Personnel: Public employee appointment or employment – Chief Probation Officer
- C. Personnel: Public employee performance evaluation – Director of Facility Services/Airports

- 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. TIBS-600342)
- G. Conference with Legal Counsel: Existing litigation – Pederson, et al., v. County of Plumas, et al., United States District Court for the Eastern District of California Case No. CIV S-89-1659 JFM P, pursuant to subdivision (a) of Government Code §54956.9
- H. Conference with Legal Counsel: Initiating litigation pursuant to Subdivision (c) of Government Code Section 54956.9 (one case)
- I. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9 [View Item](#)
- J. 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, February 16, 2021, Board of Supervisors Room 308, Courthouse, Quincy, California



Julie A. White
PLUMAS COUNTY TREASURER - TAX COLLECTOR - COLLECTIONS ADMINISTRATION

DA

P.O. Box 176 • Quincy, CA 95971-0176 •
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(530) 283-6260

Kelsey Hostetter, Assistant Treasurer-Tax Collector
(530) 283-6259

DATE: January 26, 2021

TO: The Honorable Board of Supervisors

FROM: Julie A. White, Plumas County Treasurer-Tax Collector/Collections Administrator

SUBJECT: Resolution Authorizing Investment of County Funds and Funds of other Depositors, and Approval of Treasurer's Investment Policy and Guidelines

Action Required: 1.) Adopt Resolution Delegating Authority to the Treasurer to Invest County funds and funds of other depositors for 2021, and 2.) Approve the Plumas County Treasurer's Investment Policy and Guidelines as presented.

Background and Discussion: 1.) In accordance with Government Code Sections 53607 and 27000.1, the Board of Supervisors annually delegates the authority to the Treasurer to invest the excess funds available in the treasury. Excess funds are those funds not being expended on any given day. Each day investment decisions are made that enable all available funds to be invested into LAIF, CAMP or long term with PFM Asset Management.

In addition to investing those funds which are under the direction of the Board of Supervisors, the Treasurer is the existing Treasurer for all those local agencies with funds on deposit in the treasury, and invests those funds on behalf of said agencies. Board authority is required to accept funds from outside county agencies for the purpose of investing by the County Treasurer.

2.) Annually, the Board of Supervisors must review and approve the policies and guidelines established by the County Treasurer for the administration of the investment program. The Plumas County Investment Policies and Guidelines were updated by PFM Asset Management, LLC, investment advisors to the Treasurer in 2017. They continue to be aware of changing law to keep our policy up to date.

I respectfully request approval of the Resolution Authorizing the Treasurer to Invest County Funds and funds of other depositors and approve the Plumas County Investment Policy and Guidelines.

Thank you for your time.

COPY

Resolution No. 21-

A RESOLUTION RENEWING DELEGATION OF AUTHORITY TO TREASURER TO INVEST COUNTY FUNDS AND FUNDS OF OTHER DEPOSITORS

WHEREAS, pursuant to Sections 53607 and 27000.1 of the Government Code, the Board of Supervisors has reviewed the delegation of authority to the Plumas County Treasurer-Tax Collector to invest or reinvest the funds of the county and funds of other depositors in the county treasury; and,

WHEREAS, pursuant to Section 53684 of the Government Code, after determination of any excess funds of a local agency by an official responsible for such funds, which excess funds are not required for immediate use, such funds may therefore be deposited into the county treasury for the purpose of investments by the County Treasurer, pursuant to the provisions provided in Sections 53601 and 53635 of the Government Code.

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

1. The Plumas County Treasurer-Tax Collector is re-authorized to invest or reinvest the funds of the county and other depositors in the county treasury.
2. Any excess funds of a county agency that have been determined not to be required for immediate use may be deposited into the county treasury for the purpose of investment by the county treasurer.

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of the Board held on the 9th day of February, 2021, by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Chairperson, Board of Supervisors

Attest:

Clerk of the Board

THE PLUMAS COUNTY TREASURER'S OFFICE

INVESTMENT POLICY AND GUIDELINES

Approved by Board of Supervisors December 6, 2016

I. POLICY

Plumas County (County) shall invest public funds in such a manner as to comply with state and local laws; ensure prudent money management; provide for daily cash flow requirements; and meet the objectives of the Policy, in priority order of Safety, Liquidity and Return on investment.

II. SCOPE

This policy applies to the investment of short-term operating funds. Longer-term funds, including investments of employees' investment retirement funds and proceeds from certain bond issues, are covered by a separate policy.

III. PRUDENCE

The County Treasurer is a trustee and therefore a fiduciary subject to the "prudent investor" standard. The "prudent investor" standard states that, "when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

IV. OBJECTIVES

The Treasurer's primary goals for the investment of idle funds (the portfolio) are, in order of priority as per California Government Code §27000.5 and 53600.5:

1. Safety – Safety of principal is the foremost objective of Plumas County.
2. Liquidity – The County's portfolio will remain sufficiently liquid to enable the County to meet its cash flow requirements. An adequate percentage of the portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investment in securities with active secondary markets is highly recommended.
3. Return – The investment portfolio shall be designed with the objective of attaining the highest rate of return, taking into consideration income preservation, current market conditions, the present phase of the market cycle, both present and future cash flow needs, and the other primary goals of Safety and Liquidity.

V. DELEGATION OF AUTHORITY

The management responsibility for the County's investment program is hereby delegated to the County Treasurer in accordance with California Government Code Section 27000.1. The Treasurer may delegate investment decision making and execution authority to an investment advisor. The advisor will follow the Investment Policy and such other written instructions as are provided.

VI. INVESTMENT PROCEDURES

The County Treasurer will establish investment procedures for the operation of the County's investment program.

Whenever practical, cash will be consolidated into one bank account and invested on a pooled concept basis. Interest earnings shall be allocated according to fund cash and investment balances on a quarterly basis.

Calculations for the Treasurer's administrative fee for costs of investing, depositing, banking, auditing, reporting, or otherwise handling or managing funds, as authorized in Section 27013 of the Government Code, are based upon actual costs and are subtracted from interest earnings on a quarterly basis prior to distribution of interest earnings to all funds.

VII. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process will refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

Plumas County Board of Supervisors adopted Resolution No. 92-5423 on December 15, 1992 which established a Conflict of Interest code for Plumas County. The Code states that Subsection 18730(b) of Title 2 of the California Administrative Code are the limits set forth by Plumas County.

The limits set forth in the California Administrative Code are the limits set forth by Plumas County.

In addition, the Board of Supervisors have adopted Rule 22 of the Personnel Rules, entitled "Code of Conduct" which further establishes limitations on the receipt of honoraria, gifts, and gratuities.

VIII. TERMS FOR FUNDS INVESTED WITH THE COUNTY INVESTMENT POOL

Any local agency and other entity not required to deposit funds in the County Treasury may do so for investment purposes according to the terms set forth in section 53684 of the Government Code. In addition, the local agency or other entity must enter into a

contract with the County Treasurer stating the minimum amount to be deposited, the term of the deposit and anticipated cash-flow projection for deposits and withdrawals, agreement to share in the administrative costs as allowed under Section 27013 of the Government Code, and any other deposit terms required of the treasurer.

Before approving any request to withdraw funds, the County Treasurer shall evaluate the request as per Government Code Section 27136 and 27133 (h). The evaluation will be based upon the following criteria:

- (a) legality
- (b) size of request and effect on liquidity of the pool
- (c) effect on earnings rate of the balance of funds in the pool
- (d) assessment of the stability and predictability of the investments in the treasury.

In addition, requests for withdrawal of funds will be at the lower of adjusted cost or market value of the pool at the time of withdrawal—or—to the last available report reflecting market values as of month end.

VIII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The County Treasurer will maintain a list of approved financial institutions authorized to provide investment services to the County in the State of California. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). A determination should be made to insure that all approved broker/dealer firms, and individuals covering the public agency, are reputable and trustworthy. In addition, the broker/dealer firms should have the ability to meet all of their financial obligations in dealing with the County. The firms, and individuals covering the agency, should be knowledgeable and experienced in County investing and the investment products involved. No public deposit shall be made except in a qualified public depository as established by the established state laws. All financial institutions and broker/dealers who desire to conduct investment transactions with the County must supply the Treasurer with the following: audited financial statements, proof of FINRA certification, trading resolution, proof of State of California registration, completed broker/dealer questionnaire, certification of having read the County's investment policy and depository contracts. An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the County invests.

If the County has an investment advisor, the investment advisor may use its own list of authorized broker/dealers to conduct transactions on behalf of the County. The advisor will perform all due diligence for the broker/dealers on its approved list.

The selection of any broker, brokerage, dealer, or securities firm that has, within any consecutive 48-month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G37 of the Municipal Securities

Rulemaking Board, to the Plumas County Treasurer, any member of the Plumas County Board of Supervisors, or any candidate for those offices, shall be prohibited.

Purchase and sale of securities will be made on the basis of competitive bids and offers with a minimum of three quotes being obtained.

IX. AUTHORIZED AND SUITABLE INVESTMENTS

Where this section specifies a percentage limitation for a particular security type, that percentage is applicable only on the date of purchase. Credit criteria listed in this section refers to the credit rating at the time the security is purchased. If an investment's credit rating falls below the minimum rating required at the time of purchase, the County Treasurer's investment advisor shall evaluate the quality of that security and provide the Treasurer with a recommended plan of action.

The County will limit investments in any one non-government issuer, except investment pools, to no more than 5% regardless of security type.

- 1. U.S. Treasury** notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- 2. Federal agency or United States government-sponsored enterprise obligations**, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. This will include any mortgage pass through security issued and guaranteed by a Federal Agency with a maximum final maturity of five years. Purchase of Federal Agency issued mortgage-backed securities authorized by this subdivision may not exceed 50% of the County's investment portfolio; all other investments in Federal Agency securities are unrestricted.
- 3. Obligations of the State of California or any local agency within the state**, including bonds payable solely out of revenues from a revenue producing property owned, controlled or operated by the state or any local agency, or by a department, board, agency or authority of the state or any local agency.
- 4. Registered treasury notes or bonds of any of the other 49 states in addition to California**, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state, or by a department, board, agency, or authority of any of these states.
- 5. Bankers' Acceptances** otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 40% of the County's portfolio that may be invested pursuant to this section.

6. Repurchase Agreements. The County may invest in overnight and term repurchase agreements with Primary Dealers of the Federal Reserve Bank of New York rated "A" or better by an NRSRO with which the County has entered into a Master Repurchase Agreement. This agreement will be modeled after the Public Securities Associations Master Repurchase Agreement. The maximum maturity will be restricted to 90 days. Purchases of repurchase agreements shall not exceed 20 percent of the portfolio.

All collateral used to secure this type of transaction is to be delivered to a third party prior to release of funds. The third party will have an account in the name of Plumas County. The market value of securities used as collateral for repurchase agreements shall be monitored on a daily basis and will not be permitted to fall below a minimum of 102 percent of the value of the repurchase agreement. Collateral shall not have maturities in excess of 5 years. The right of substitution will be granted, provided that permissible collateral is maintained.

In order to conform with provisions of the Federal Bankruptcy Code which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be securities that are direct obligations of and guaranteed by the U.S. Government and Agency securities as permitted under this policy. The County will maintain a first perfected security interest in the securities subject to the repurchase agreement and shall have a contractual right to liquidation of purchased securities upon the bankruptcy, insolvency, or other default of the counter party.

7. Commercial Paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper must meet all of the following conditions in either paragraph a or paragraph b:

- a. The entity meets the following criteria: (i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO.
- b. The entity meets the following criteria: (i) is organized within the United States as a special purpose corporation, trust, or limited liability company, (ii) has program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond, and (iii) has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Eligible commercial paper will have a maximum maturity of 270 days or less. No more than 40% of the County's portfolio may be invested in commercial paper.

8. Non-negotiable Certificates of Deposit (time CDs) in a state or national bank, savings association or federal association, or federal or state credit union with a branch in the State of California. In accordance with California Government Code

Section 53635.2, to be eligible to receive County deposits, a financial institution will have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities. Time CDs are required to be collateralized as specified under Government Code Section 53630 et seq. The County, at its discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. The County will have a signed agreement with any depository accepting County funds per Government Code Section 53649. No deposits will be made at any time in time CDs issued by a state or federal credit union if a member of the Plumas County Board of Supervisors or County Treasurer serves on the board of directors or any committee appointed by the board of directors of the credit union. In accordance with Government Code Section 53638, any deposit will not exceed that total shareholder's equity of any depository bank, nor will the deposit exceed the total net worth of any institution. No more than 20% of the County's portfolio may be invested in non-negotiable CDs.

- 9. Negotiable Certificates of Deposit** issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank. No more than 30% of the County's portfolio may be invested in negotiable CDs.
- 10. Medium-Term Notes**, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Notes eligible for investment under this subdivision shall be rated "A" or its equivalent or better by a NRSRO. No more than 30% of the County's portfolio may be invested in medium-term notes.
- 11. Shares of beneficial interest issued by diversified management companies** that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies will either: (i) attain the highest ranking letter or numerical rating provided by at least two NRSROs or (ii) have retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds and with assets under management in excess of \$500,000,000. No more than 20% of the County's investment portfolio may be invested in money market funds.
- 12. State of California's Local Agency Investment Fund (LAIF)** an investment pool run by the State Treasurer. The County can invest up to the maximum amount permitted by the State Treasurer.

13. Shares of beneficial interest issued by a joint powers authority (Local Government Investment Pools) organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q) of California Government Code Section 53601, inclusive. Each share will represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

- a. The adviser is registered or exempt from registration with the Securities and Exchange Commission.
- b. The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q) Government Code Section 53601, inclusive.
- c. The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

14. Asset-Backed Securities (ABS) A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by an NRSRO and rated in a rating category of "AA" or its equivalent or better by an NRSRO. No more than 20% of the County's investment portfolio may be invested pursuant to this section.

15. Supranationals. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated "AA" or better by an NRSRO and shall not exceed 30% County's moneys that may be invested pursuant to this section.

X. INVESTMENT POOLS/MONEY MARKET FUNDS

A thorough investigation of investment pools and money market funds is required prior to investing, and on a continual basis.

XI. MAXIMUM MATURITY

Maturities will be based on an analysis of the receipt of revenues and maturity of investments. Maturities will be scheduled to permit the County to meet all disbursement requirements.

The County may not invest in a security whose maturity exceeds five years from the date of purchase unless the Plumas County Board of Supervisors has provided approval for a specific purpose at least 90 days before the investment is made.

XII. PROHIBITED INVESTMENTS

Investments not described herein, including, but not limited to, reverse repurchase agreements, stocks, inverse floaters, range notes, commercial mortgage-backed, interest-only strips, or any security that could result in zero interest accrual if held to maturity are prohibited for investment by the County.

XIII. INTERNAL CONTROL

The County Treasurer will establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

XIV. TREASURY OVERSIGHT COMMITTEE - DISCONTINUED

From 1995 to January 1, 2005, the California Government Code required counties and cities to establish a Treasury Oversight Committee. The purpose of the Committee was to oversee the policies that guide the investment of public funds. The Committee was not to impinge on the day to day operations of the County Treasurer, but rather to review and monitor the Treasurer's investment policy and reporting. In 2005, California Government Code section 27131 made the Committees optional. Plumas County discontinued the operation of its Committee as of February 6, 2007. The Plumas County Treasurer continues to provide reporting to the Plumas County Board of Supervisors, the auditor, school districts, and the community college district. The County's portfolio is also independently audited by an external auditor for compliance with the California Government Code and this Investment Policy.

XV. CUSTODY OF SECURITIES

All securities owned by the County except time deposits and securities used as collateral for repurchase agreements, will be kept in safekeeping by a third-party bank's trust department, acting as an agent for the County under the terms of a custody agreement executed by the bank and the County.

All securities will be received and delivered using standard delivery versus payment procedures.

XVI. REPORTING

The County Treasurer will provide a monthly investment report to the Plumas County Board of Supervisors, the auditor, school districts, and the community college district showing all transactions, type of investment, issuer, purchase date, maturity date, purchase price, yield to maturity, and current market value for all securities.

XVII. POLICY REVIEW

This Investment Policy will be reviewed at least annually to ensure its consistency with:

1. The California Government Code sections that regulate the investment and reporting of public funds.
2. The overall objectives of preservation of principal, sufficient liquidity, and a market return.

Any changes to the Policy must be reviewed and approved by the Board at a public meeting

Glossary

Asset-Backed Security (ABS) is a financial security backed by a loan, lease or receivables against assets other than real estate and mortgage-backed securities.

Bankers' Acceptances are short-term credit arrangements to enable businesses to obtain funds to finance commercial transactions. They are time drafts drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. By its acceptance, the bank becomes primarily liable for the payment of the draft at maturity. An acceptance is a high-grade negotiable instrument.

Broker-Dealer is a person or a firm who can act as a broker or a dealer depending on the transaction. A broker brings buyers and sellers together for a commission. They do not take a position. A dealer acts as a principal in all transactions, buying and selling for his own account.

Certificates Of Deposit

1. **Negotiable Certificates of Deposit** are large-denomination CDs. They are issued at face value and typically pay interest at maturity, if maturing in less than 12 months. CDs that mature beyond this range pay interest semi-annually. Negotiable CDs are issued by U.S. banks (domestic CDs), U.S. branches of foreign banks (Yankee CDs), and thrifts. There is an active secondary market for negotiable domestic and Yankee CDs. However, the negotiable thrift CD secondary market is limited. Yields on CDs exceed those on U.S. treasuries and agencies of similar maturities. This higher yield compensates the investor for accepting the risk of reduced liquidity and the risk that the issuing bank might fail. State law does not require the collateralization of negotiable CDs.
2. **Non-negotiable Certificates of Deposit** are time deposits with financial institutions that earn interest at a specified rate for a specified term. Liquidation of the CD prior to maturity incurs a penalty. There is no secondary market for these instruments, therefore, they are not liquid. They are classified as public deposits, and financial institutions are required to collateralize them. Collateral may be waived for the portion of the deposits that are covered by FDIC insurance.

Collateral refers to securities, evidence of deposits, or other property that a borrower pledges to secure repayment of a loan. It also refers to securities pledged by a bank to secure deposits. In California, repurchase agreements, reverse repurchase agreements, and public deposits must be collateralized.

Collateralized Mortgage Obligation (CMO) is a type of mortgage-backed security in which principal repayments are organized according to their maturities and into different classes based on risk. A collateralized mortgage obligation is a special purpose entity that receives the mortgage repayments and owns the mortgages it receives cash flows

from (called a pool). The mortgages serve as collateral, and are organized into classes based on their risk profile. Income received from the mortgages is passed to investors based on a predetermined set of rules, and investors receive money based on the specific slice of mortgages invested in (called a tranche).

Commercial Paper is a short term, unsecured, promissory note issued by a corporation to raise working capital.

Federal Agency Obligations are issued by U.S. Government Agencies or Government Sponsored Enterprises (GSE). Although they were created or sponsored by the U.S. Government, most Agencies and GSEs are not guaranteed by the United States Government. Examples of these securities are notes, bonds, bills and discount notes issued by Fannie Mae (FNMA), Freddie Mac (FHLMC), the Federal Home Loan Bank system (FHLB), and Federal Farm Credit Bank (FFCB). The Agency market is a very large and liquid market, with billions traded every day.

Issuer means any corporation, governmental unit, or financial institution that borrows money through the sale of securities.

Liquidity refers to the ease and speed with which an asset can be converted into cash without loss of value. In the money market, a security is said to be liquid if the difference between the bid and asked prices is narrow and reasonably sized trades can be done at those quotes.

Local Agency Investment Fund (LAIF) is a special fund in the State Treasury that local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum of \$50 million for any California public agency. It offers high liquidity because deposits can be converted to cash in twenty-four hours and no interest is lost. All interest is distributed to those agencies participating on a proportionate share determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly via direct deposit to the agency's LAIF account. The State keeps an amount for reasonable costs of making the investments, not to exceed one-quarter of one per cent of the earnings.

Market Value is the price at which a security is trading and could presumably be purchased or sold.

Maturity is the date upon which the principal or stated value of an investment becomes due and payable.

Medium-Term Notes are debt obligations issued by corporations and banks, usually in the form of unsecured promissory notes. These are negotiable instruments that can be bought and sold in a large and active secondary market. For the purposes of California Government Code, the term "Medium Term" refers to a maximum remaining maturity of five years or less. They can be issued with fixed or floating-rate coupons, and with or

without early call features, although the vast majority are fixed-rate and non-callable. Corporate notes have greater risk than Treasuries or Agencies because they rely on the ability of the issuer to make payment of principal and interest.

Money Market Fund is a type of investment comprising a variety of short-term securities with high quality and high liquidity. The fund provides interest to shareholders and must strive to maintain a stable net asset value (NAV) of \$1 per share.

Mortgage Backed Security (MBS). A type of asset-backed security that is secured by a mortgage or collection of mortgages. These securities must also be grouped in one of the top two ratings as determined by an accredited credit rating agency, and usually pay periodic payments that are similar to coupon payments. Furthermore, the mortgage must have originated from a regulated and authorized financial institution.

Principal describes the original cost of a security. It represents the amount of capital or money that the investor pays for the investment.

Repurchase Agreements are short-term investment transactions. Banks buy temporarily idle funds from a customer by selling him U.S. Government or other securities with a contractual agreement to repurchase the same securities on a future date at an agreed upon interest rate. Repurchase Agreements are typically for one to ten days in maturity. The customer receives interest from the bank. The interest rate reflects both the prevailing demand for Federal Funds and the maturity of the Repo. Repurchase Agreements must be collateralized.

Supranational is an international organization, or union, whereby member states transcend national boundaries or interests to share in the decision-making and vote on issues pertaining to the wider grouping.

U.S. Treasury Issues are direct obligations of the United States Government. They are highly liquid and are considered the safest investment security. U.S. Treasury issues include:

1. **Treasury Bills** which are non-interest-bearing discount securities issued by the U.S. Treasury to finance the national debt. Bills are currently issued in one, three, six, and twelve month maturities.
2. **Treasury Notes** that have original maturities of one to ten years.
3. **Treasury Bonds** that have original maturities of greater than 10 years.

Yield to Maturity is the rate of income return on an investment, minus any premium above par or plus any discount with the adjustment spread over the period from the date of the purchase to the date of maturity of the bond.

JB

PLUMAS COUNTY CLERK~RECORDER

Courthouse
520 Main Street, Room 102,
Quincy, CA 95971



Recorder Division (530) 283-6218
Elections Division (530) 283-6256
Fax: (530) 283-6155

Marcy DeMartile
Clerk-Recorder
Registrar of Voters

Julie Hagwood
Assistant Clerk-Recorder

DATE: January 29, 2021

TO: Honorable Board of Supervisors, Plumas County

FROM: Marcy DeMartile, Plumas County Clerk-Recorder *MJD*

SUBJECT: ProVote Solutions Printing Contract

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the contract/agreement between the County of Plumas and ProVote Solutions for certified ballot-printing services, not to exceed \$100,000, beginning February 1, 2021 through May 31, 2022.
2. Authorize the County's Election Official to sign the contract and enter into the agreement.

BACKGROUND AND DISCUSSION:

This is a continuation of service with ProVote as one of the few selected printers that are certified by the California Secretary of State to print official ballots and election material. We have had very satisfactory service for the prior contract term and ProVote has experience with printing for the smaller counties in California.

We have conducted to date eight (8) elections with ProVote; the most recent was the 2020 United States Presidential General Election that took place on November 3, 2020.

As always, the Clerk-Recorder-Elections Departments appreciate your time and attention to the essential duties of our departments and the importance of the Election process.

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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

Tony Hobson Ph.D., Director



DATE: February 9, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson Ph.D., Behavioral Health Director 

SUBJECT: Consent Agenda

Recommendation

1. It is respectfully requested the Board of Supervisors approve and authorize the board chair to sign Memorandum of Understanding between county of Plumas and Rural Communities Housing Development Corporation (RCHDC).

BACKGROUND AND DISCUSSION:

1. Behavioral Health Department and Rural Communities Housing Development Corporation (RCHDC) propose to develop and provide property management services for an affordable housing development consisting of one and two-bedroom units. The No Place Like Home (NPLH) provides financing for the development of permanent supportive housing for individuals who are chronically homeless or at the risk of chronic homelessness. The supportive housing is required to be linked with supportive services. These services will help retain housing, improve their health, and increase their self-sufficiency.
This amendment has been approved to form by County Counsel.

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

Jc2

PLUMAS COUNTY BEHAVIORAL HEALTH SERVICES

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

Tony Hobson Ph.D., Director



DATE: February 9, 2021

TO: Honorable Board of Supervisors

FROM: Tony Hobson Ph.D., Behavioral Health Director *(Signature)*

SUBJECT: Consent Agenda

Recommendation

1. It is respectfully requested the Board of Supervisors approve and authorize the board chair to sign additional \$75,000.00 Amendment to original 2020/21 Agreement with Willow Glen Care Center.

BACKGROUND AND DISCUSSION:

1. Willow Glen Care Center is a psychiatric rehabilitation facility for adults and elderly individuals with acute psychiatric conditions. Due to the increased demand for services, Behavioral Health is requesting Board approve an additional \$75,000.00. The current contract is on file with the Clerk of Board of Supervisors Office. This amendment has been approved to form by County Counsel.

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



Erin Metcalf
Chief Probation Officer

County of Plumas

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



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

JD

DATE: February 1, 2021

TO: Honorable Board of Supervisors
FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Approve the contracts between the Plumas County Probation Department and Plumas Crisis Intervention Resource Center (PCIRC)

Recommendation

Approve and authorize the Chair of the Board to sign contracts between the Plumas County Probation Department and PCIRC for Pathways Home and Ohana House programs in FY20-21.

Background and Discussion

The Probation Department contracts with PCIRC to provide Pathway Home services, including emergency shelter, for men and women who are transitioning from prison/jail and the judicial system. Ohana House services young adults aged 18 and older and emancipated youth to provide access to housing. Ohana House is also willing to support young adults placed on house arrest. PCIRC will work with collaborative partners to provide wraparound services that assist participants to get back on a positive track.

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



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

JE

DATE: January 29, 2020

TO: Honorable Board of Supervisors

FROM: Sheriff Todd Johns 

RE: Agenda Item for the meeting of Feb. 9, 2021

Recommended Action:

Approve and sign the attached resolution that allows the Sheriff's Office to pursue and secure State Homeland Security Grants (SHSG), Emergency Management Performance Grants (EMPG), Emergency Management Performance Grant-Supplemental (EMPG-S), or similar grants managed by the State Office of Emergency Services through the fiscal year, 2021-2022.

Background and Discussion:

The EMPG Program has been in effect for about 15 years. Each year the State Office of Emergency Services, who governs the grant at the local level, releases an allocation that Plumas County is able to secure. This grant pays for essentially all the labor costs of the local Office of Emergency Services and also allows funding for repairs of equipment, including replacement, and leases/rents for public safety communication infrastructure. The SHSG program has been in effect since 2002 and largely pays for communication upgrades and equipment for Plumas Co public safety agencies with allocations made available through CalOES. This year there has been a third grant opportunity, EMPG-S offered to cover local emergency management costs related to COVID-19.

The California Office of Emergency Services requests all sub-grantees (such as Plumas County) create a universal Governing Body Resolution (GBR). This resolution covers all EMPG, EMPG-S and SHSG awards for a single grant cycle. The state has found that grant specific resolutions have been problematic for their grant's management staff, necessitating this change. Also, by using a universal GBR, the County would be in a much better positon to acquire

residual funds that other jurisdictions fail to use. Without the universal GBR, it would be almost impossible to get these additional funds.

Additionally State OES requests that the universal GBR have an authorized agent referred to by position, vs. by name. This allows more fluid grants management, should there be personnel change locally related to a specific position. The last area of note is each time there is a change of Supervisors, a new GBR must be secured.

It is the Sheriff's Office plan to come to your Board each year with the new grant application and seek approval for the process and associated budget, just like has been done in the past. This will keep your Board aware of developments and possible extra funding opportunities that may present themselves. The only real difference in this long-accepted process for local approval will mean that the Board does not need to sign a separate resolution for each grant program each year.

RESOLUTION NO. _____

Resolution of the Board of Supervisors of Plumas County

*BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS
THAT:*

SHERIFF- CORONER or

UNDERSHERIFF

The Sheriff-Coroner or Undersheriff is hereby authorized to execute for and on behalf of the County of Plumas, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the Federal Department of Homeland Security and sub-granted through the State of California for fiscal years 2020-2021.

This includes, but is not limited to, Emergency Management Performance Grant (EMPG), Emergency Management Performance Grants- Supplemental (EMPG-S), or State Homeland Security Grants (SHSG) as managed through the California Governor's Office of Emergency Services (Cal OES). This resolution is valid for three years, as long as three of the five current board members remain on the Board.

Passed and approved this _____ day of _____, 20 _____

Certification

I, _____, duly appointed, and Clerk of the Board of the Plumas County Board of Supervisors do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Supervisors of the County of Plumas on the

_____ day of _____, 20 _____.

(Official Position)

(Signature)



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

3A1

Date: January 21, 2021
To: Honorable Board of Supervisors
From: Andrew Woodruff, Director
CC: Nancy Selvage, Human Resources
Agenda: Non-Consent Item for February 9, 2021

Recommendation:

- a. Approve the attached Resolution to Amend the Fiscal Year 2020-2021 County Personnel Allocation in Public Health Budget Unit 70560 by adding a .10 FTE Administrative Service Officer, effective February 9, 2021 and
- b. Direct Human Resources to recruit and hire a fully funded and allocated 1.00 FTE Administrative Services Officer which will become vacant due to retirement on May 31, 2021; and
- c. Request an overlap in duties be approved so the current Administrative Services Officer can assist in training the new employee.

Background: As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. Public Health has received notice that as of May 31, 2021 our Administrative Services Officer will retire. This retirement will leave a vacant position that is imperative to fill as soon as possible in order to meet state mandates, related health contractual agreements and fiscal stability. This position is responsible for Public Health Administration Unit and works closely with the Director in policy and procedure development and implementation; financial and program management; including complex budgetary systems, statistical and other management analyses in support of projects, activities and functions.

Should a successful applicant be chosen we request that an overlap be approved so the current Administrative Services Officer can assist in training the new employee.

Fiscal Impact: There is no impact to the General Fund as the Fiscal Year 20-21 Budget for Public Health fully funds salary and benefits for this position.

A copy of the critical staffing request and organizational chart is attached for your review.

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

RESOLUTION NO: _____

**RESOLUTION AMENDING THE 2020-2021 COUNTY PERSONNEL ALLOCATION
FOR PUBLIC HEALTH BUDGET UNIT 70560, EFFECTIVE FEBRUARY 9, 2021**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs of the Public Health Agency; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows: Approve the amendment to the Position Allocation for Budget Unit 70560 in Fiscal Year 2020-2021 to reflect the following:

<u>Budget Unit 70560</u>	<u>Current FTE</u>	<u>Change</u>	<u>New FTE</u>
Administrative Service Officer or	3.63	.10	3.73
MA I, II or DFO I, II or Grants			
Compliance Officer			

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 9th day of February 2021 by the following vote:

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

Chair, Board of Supervisors

Clerk, Board of Supervisors

CRITICAL STAFFING COMMITTEE REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: February 2, 2021

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70560, 1.00
FTE

POSITION TITLES: 1.0 FTE Administrative Services Officer

ARE POSITIONS CURRENTLY ALLOCATED? YES NO

For Committee use only

Date of Committee Review:

Determination of Committee? _____ Recommended
Not Recommended

Comments: _____

Date to Board of Supervisors:

Board Action: Approved Denied

Board Modifications

Date returned to Department:

Date submitted to HR Technician for recruitment:

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- **Is there a legitimate business, statutory or financial justification to fill the position?**
- **Why is it critical that this position be filled at this time?**
- **How long has the position been vacant?**

This position is responsible for Public Health Administration Unit. They work closely with the Director in policy and procedure development and implementation; financial and program management; including complex budgetary systems, statistical and other management analyses in support of projects, activities and functions. This position will become vacant on May 31, 2021.

- **Can the department use other wages until the next budget cycle?**
No, This position is budgeted and funded in the current year.
- **What are staffing levels at other counties for similar departments and/or positions?**

N/A

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

Lack of compliance, billing and administration are all results of the vacancies. The negative impacts to our agency will exacerbate as the vacancies continue.

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

Not filling this position will cost PCPHA funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to families, children, and seniors.

- **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?**

Funding cuts have impacted our agency in every area and caused our staff to take on much more than they ever have before. But due to diligence in responsible fiscal planning with the highest commitment to public services, our clients perceive little or no difference in the scope of services they receive. Our current and potential budget reductions will not impact other county departments at this time. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds

are lost, the county is not responsible for providing the work and staff to accomplish contracted health service deliverables.

- **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?**

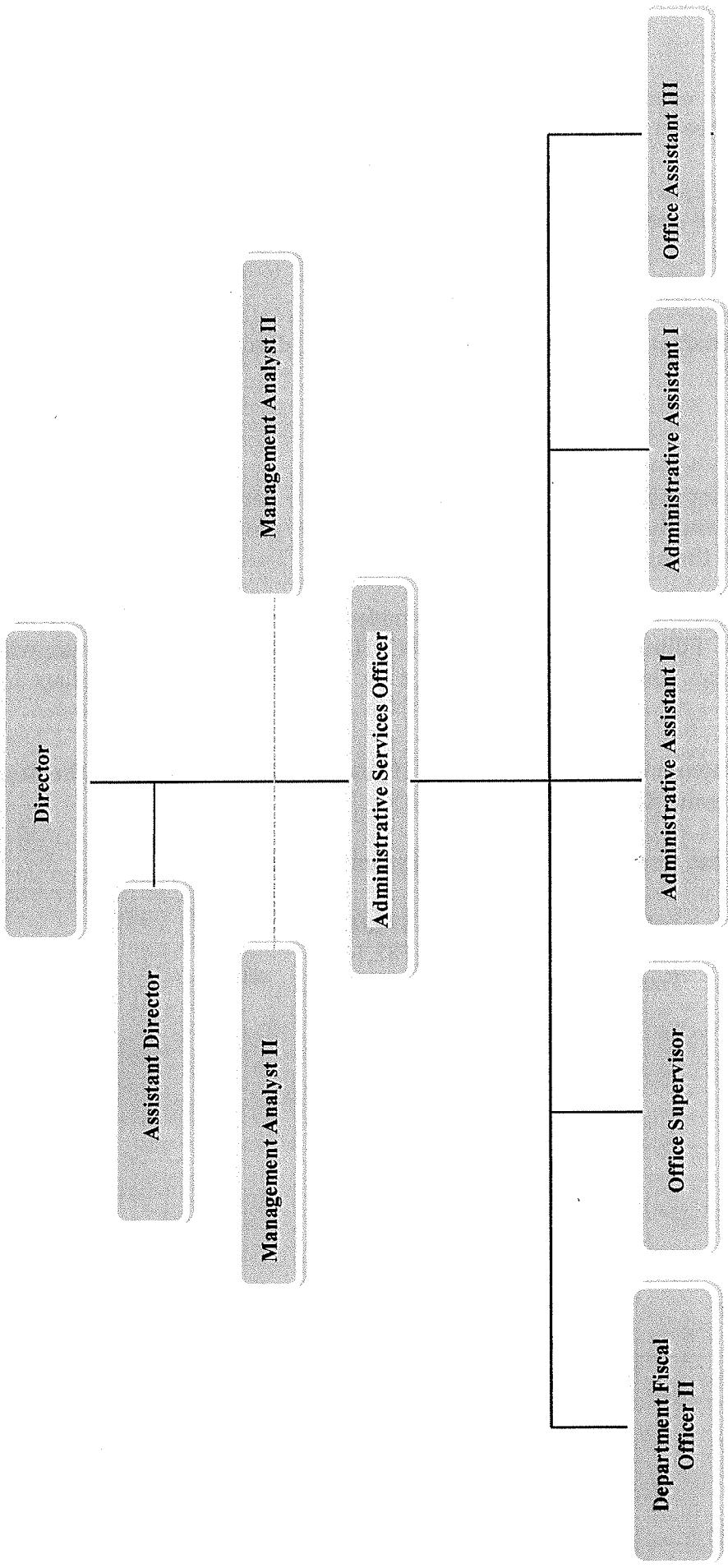
N/A. The position requested is fully funded by public health contracts for the 20-21 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

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

Yes. The cash reserves for the last three years are as follows:

FY 17/18	Total Cash Reserves	\$ 575,661
FY 18/19	Total Cash Reserves	\$ 582,102
FY 19/20	Total Cash Reserves	\$1,410,133

PLUMAS COUNTY PUBLIC HEALTH AGENCY
ADMINISTRATION & FISCAL SERVICES DIVISION
1





PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

3A2

Date: January 26, 2021

To: Honorable Board of Supervisors

From: Andrew Woodruff, Director

CC: Nancy Selvage, Human Resources

Agenda: Item for February 9, 2021

Recommendation: Approve and direct Human Resources to recruit and hire 1.00 FTE Health Education Coordinator I position for Public Health due to a resignation on February 5, 2021. This position is fully funded and allocated.

Background: As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. Public Health has received notice that as of on of our Health Education Coordinators will resign. This resignation will leave a vacant position that is imperative to fill as soon as possible in order to meet state mandates and related health contractual agreements. This position will fill a vacant position funded by our Tobacco Use Reduction Program which has stable on-going funding.

It is critical that this position be filled in order to meet state mandates, related health contractual agreements and services to public health clients.

Fiscal Impact: There is no impact to the General Fund as the Fiscal Year 20-21 Budget for Public Health fully funds salary and benefits for this position.

A copy of the critical staffing request and organizational chart is attached for your review.

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



530-283-6337 **OFFICE**
530-283-6425 **FAX**



270 County Hospital Rd, Suite 206
Quincy, California 95971



<http://countyofplumas.com/publichealth>

CRITICAL STAFFING COMMITTEE REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: February 9, 2021

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE(s) AND BREAKDOWN FOR REQUESTED POSITION: 70560, 1.00 FTE

POSITION TITLES: 1.0 FTE Health Education Coordinator I/II

ARE POSITIONS CURRENTLY ALLOCATED? YES X NO

For Committee use only

Date of Committee Review: _____

Determination of Committee? _____ Recommended
Not Recommended

Comments:

Date to Board of Supervisors:

Board Action: Approved Denied

Board Action: _____ Approved: _____
Board Modifications

Date returned to Department: _____

Date submitted to HR Technician for recruitment:

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- **Is there a legitimate business, statutory or financial justification to fill the position?**
- **Why is it critical that this position be filled at this time?**
- **How long has the position been vacant?**

These position is responsible for organization, coordination, implementation, and is responsible for the Tobacco Use Reduction Program. This position became vacant on February 5, 2021.

- **Can the department use other wages until the next budget cycle?**

No, All positions are budgeted and funded in the current year.

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

N/A

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

Lack of compliance, billing and administration are all results of the vacancies. The negative impacts to our agency will exacerbate as the vacancies continue.

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

Not filling this position will cost PCPHA funds that cannot be drawn down from grants, as we cannot bill for a position unless we have spent the funds. It can be argued that these are not funds lost because we don't have to expend the funds to pay the position if it is vacant. However, the county has lost the value of the services being provided to families, children, and seniors.

- **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?**

Funding cuts have impacted our agency in every area and caused our staff to take on much more than they ever have before. But due to diligence in responsible fiscal planning with the highest commitment to public services, our clients perceive little or no difference in the scope of services they receive. Our current and potential budget reductions will not impact other county departments at this time. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds are lost, the county is not responsible for providing the work and staff to accomplish contracted health service deliverables.

- **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?**

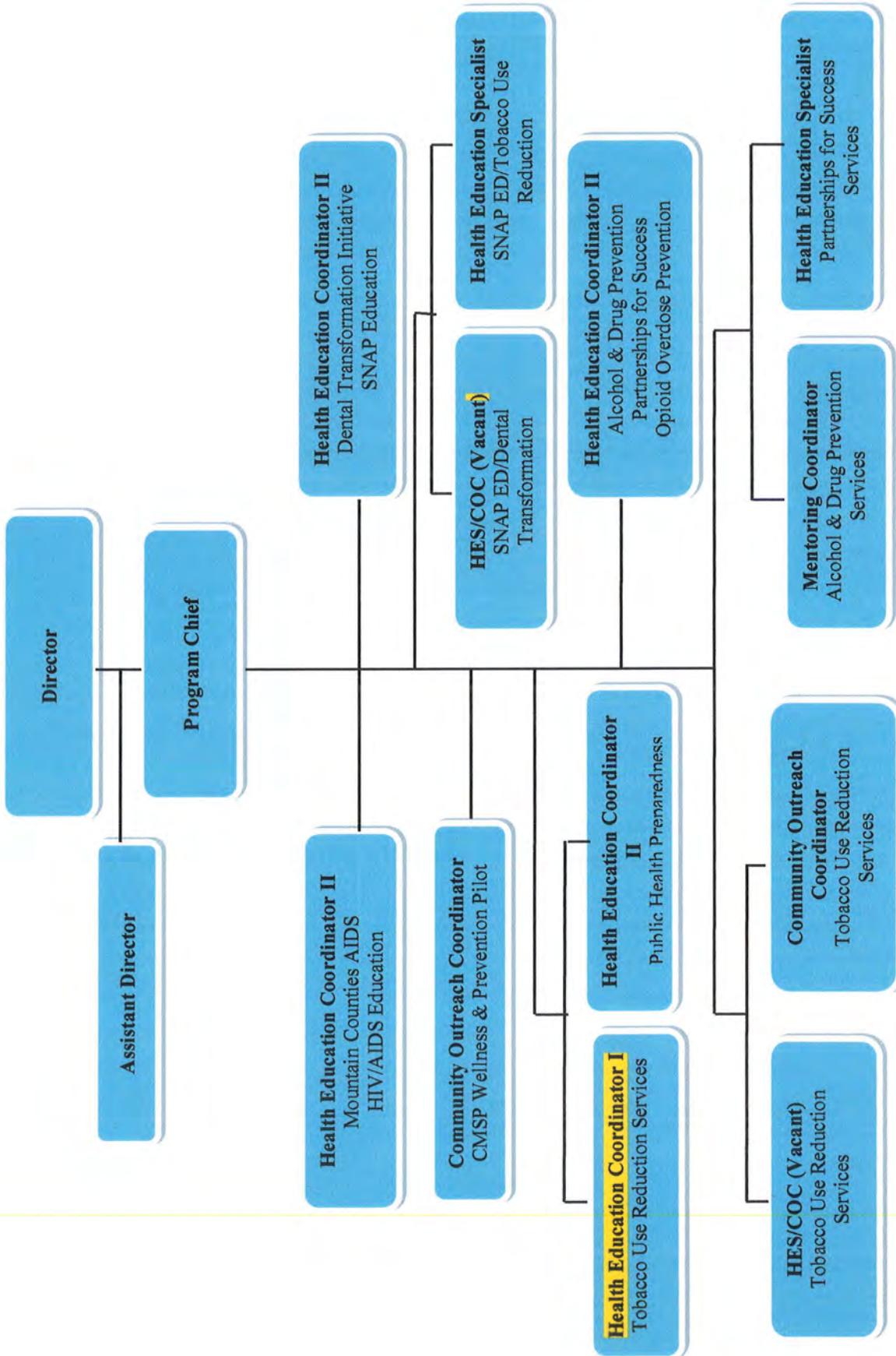
N/A. The positions requested are fully funded by public health contracts for the 20-21 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

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

Yes. The cash reserves for the last three years are as follows:

FY 17/18	Total Cash Reserves	\$ 575,661
FY 18/19	Total Cash Reserves	\$ 582,102
FY 19/20	Total Cash Reserves	\$1,410,133

PLUMAS COUNTY PUBLIC HEALTH AGENCY
HEALTH EDUCATION AND PREVENTION DIVISION
2





BOARD OF SUPERVISORS

DWIGHT CERESOLA, DISTRICT 1
KEVIN GOSS, DISTRICT 2
SHARON THRALL, DISTRICT 3
GREG HAGWOOD, DISTRICT 4
JEFF ENGEL, DISTRICT 5

Date: February 9, 2021

From: County of Plumas Board of Supervisors and County of Plumas Planning and Building Services
To: Matthew Weise, Chief of Field Operations (CSA-III), State Department of Housing and Community and Development (HCD)

Subject: Downtown Trailer Park 601 Main Street, 139 Crescent Street, Quincy CA 95971
FAC. ID #: 32-0018-MP

Mr. Weise:

This letter is to request that HCD take the necessary actions to once and for all abate all the hazards within the Downtown Trailer Park (Downtown TP, 32-0018-MP).

The park has decades of history being a source of compliance issues in the forms of blight, hazardous housing conditions, high frequency of calls to the Plumas County Sheriff's Office, and a potential hazard to the community as a whole due to the conditions that have been allowed to continue.

All of those fears came to fruition on July 29, 2020, when a fire broke out in the trailer park. The fire's point of origin was in the park, as stated in the attached report from the Quincy Fire Protection District. The cause of the fire was determined to be either the reckless use of grinder throwing sparks into vegetation or a discarded cigarette by the user of the grinder. It is also important to point out in the report that there was a trailer undergoing remodeling, remodeling that, to the County's knowledge, requires a permit from HCD to perform. This demonstrates the park owner's continued disregard for regulations, or being concerned with the ramifications of not following state regulations that require a Permit to Construct from HCD to perform any repair work.

The fire quickly spread to the adjoining commercial structure that caused the total loss of that structure, which housed not only two private businesses, but also the Plumas Crisis Intervention and Resource Center (PCIRC) that provides a number of critical crisis services for county residents. PCIRC was also housing much of the County's COVID-19 PPE at the time that was provided by the state and was lost due to the fire.

The Quincy Downtown TP has been on HCD suspension since September of 2019, and the owners have shown to be combative to correcting the issues that have been documented in numerous HCD inspection reports.

The County understands from reading the September 18, 2019 HCD Notice of Suspension that while under suspension, the owners cannot "...operate, occupy, rent, lease, sublease, demand or collect rent, or hire out for occupancy, any lot within the Mobile home Park..." and that, "Because the park no longer has a valid Permit to Operate...it is not legal for you [owner] to charge or accept rent..." It is also understood by the County that the owners have and were charging rent to tenants while under suspension. This can be confirmed by locating and contacting former tenants who resided at the park post suspension and/or through obtaining owner financial statements, among other methods.

Further, the County currently has knowledge that people are presently residing in at least two units. Due to the fire, power is shut off to the park units, so that would put the park owners yet again in violation, further illustrating that the owners have no intention of ever coming into full compliance. It must be stated that the owners have been given numerous opportunities from the state throughout the years to correct the violations and have either partly complied or have blatantly disregarded their responsibility to take action to correct the violations.

The County requests that HCD take swift and sweeping action in this matter to move the Downtown TP, 32-0018-MP license status from suspended to revoked so that the park can be abated.

The County does not want to be put into the position of having to take further action with HCD to get what has been a continual hazard to our community resolved, but if immediate action is not taken by HCD, the County will explore all of its options.

Kind regards,

Chair, Plumas County Board of Supervisors

Plumas County Building Official

Plumas County Planning Director

Cc: Richard Weinert, Deputy Director, Div of Codes and Standards

Richard.weinert@hcd.ca.gov

Kyle Krause, Assistant Deputy Director, Div of Codes and Standards

Kyle.krause@hcd.ca.gov

Plumas County County Counsel

Plumas County County Administrator



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COUNTY ADMINISTRATOR

Gabriel Hydrick

AGENDA REQUEST AND STAFF REPORT

For the February, 9 2021 meeting of the Plumas County Board of Supervisors

Subject: Plumas County's COVID-19 Prevention Program ("CPP")

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

From: Gabriel Hydrick, County Administrator

Date: 2/2/2021

Background/Introduction:

At the end of November CalOSHA mandated municipalities develop and enforce a COVID-19 Prevention Program (CPP). County Counsel, Human Resources, and Risk Management have put together such a plan.

Finding Analysis:

It is necessary to develop, approve and adopt the CPP to meet CalOSHA mandates.

Recommended Actions:

Approve and adopt the CPP

Or

Provide staff with different direction

Fiscal Impact:

N/A

Attachments:

Attachment A- CPP



County of Plumas
Department of Probation
270 County Hospital Rd. #128,
Quincy, California, 95971
Phone: (530) 283-6200 Fax: (530) 283-6165



4B

Date: January 26, 2021

To: Honorable Board of Supervisors
From: Erin Metcalf
Re: Letter of Resignation

Please accept this letter as official notification of my resignation as Chief Probation Officer, effective February 28, 2021.

I have been proud to serve Plumas County in the capacity of Chief Probation Officer. This was not an easy decision to make. However, the time has come to pursue other opportunities in my life. It has been a privilege to partner with agencies committed to improving the lives of justice involved youth and adults. Their support is invaluable to the quest for improved outcomes. I find it difficult to convey the appreciation I have for all the dedicated employees within the Probation Department and County of Plumas. I thank the Honorable Board for the opportunity to serve this county.

4c

RESOLUTION 21-

**A RESOLUTION APPOINTING DEPUTY CLERK OF THE BOARD OF
SUPERVISORS TO SERVE IN THE ABSENCE OF THE
CLERK OF THE BOARD OF SUPERVISORS**

WHEREAS, Plumas County Code §2-1.102 provides that the Board of Supervisors may appoint one or more deputy Clerks to the Board to serve in the absence of the Clerk of the Board, and;

WHEREAS, on May 06, 1997, the Clerk of the Board was appointed to serve at the pleasure of the Board of Supervisors.

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

1. Kristina Rogers shall serve as the primary deputy Clerk of the Board, and Gretchen Stuhr, County Counsel shall serve as a deputy Clerk of the Board when neither the Clerk nor deputies are able to attend a special or emergency meeting of the Board of Supervisors.
2. This resolution shall be effective on the date of adoption and shall supersede any resolution appointing deputy Clerks of the Board.

The foregoing resolution was adopted on February 9, 2021, at a regular meeting of the Plumas County Board of Supervisors by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:

Clerk of the Board



OFFICE OF THE
COUNTY COUNSEL
COUNTY OF PLUMAS
Plumas County Courthouse
520 Main Street, Room 302
Quincy, California 95971-9115
Phone: (530) 283-6240 Fax: (530) 283-6116

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GRETCHEN STUHR
COUNTY COUNSEL
SARA G. JAMES
DEPUTY COUNTY COUNSEL
KRISTINA ROGERS
PARALEGAL

February 2, 2021

INTEROFFICE MEMORANDUM

TO: Honorable Board of Supervisors, County of Plumas

FROM: Sara James, *Deputy County Counsel*



SUBJECT: Conference with Legal Counsel: Significant Exposure to Litigation – Public Guardian

The Public Guardian's office is created by the Board of Supervisors, pursuant to California Government Code section 27430. Additional Plumas County resolutions may also impact the Public Guardian's roles and responsibilities. Conservatee's information is also confidential under California law and HIPAA. Under the California Probate Code and California Welfare and Institutions Code sections the Public Guardian has a fiduciary duty to conservatees, enforceable through Probate Code section 2401.3. Probate Code sections 2940 and 7640 address the Public Guardian's abilities to manage funds. The current payment arrangement used by Public Guardian has resulted in delays in payment, which needs to be reviewed by the Board of Supervisors.

END OF MEMORANDUM