

BOARD OF SUPERVISORS

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

**AGENDA FOR REGULAR MEETING OF JULY 14, 2015 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

AGENDA

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

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

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

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

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



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

STANDING ORDERS

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

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

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

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

ACTION AGENDA

1. CONSENT AGENDA

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

A) AGRICULTURE/WEIGHTS & MEASURES

Approve and authorize the Chair to sign Agreement between County of Plumas and CDFA of \$3,200 for Certified Farmer's Market Inspections; approved as to form by County Counsel

B) INFORMATION TECHNOLOGY

Authorize payment of software support claims without a contract for High Desert Microimaging of \$10,552.73 and Strategy 7 Corp of \$8,112.13 included in the FY 2015-2016 budget

C) PUBLIC DEFENDER

Approve and authorize the Chair to sign Legal Services Agreement between County of Plumas and Robert McIlroy for representation of conservatees in Public Guardian related cases; approved as to form by County Counsel

D) PUBLIC WORKS

Authorize an additional \$700 to pay for shipping costs associated with the purchase of corrugated metal pipe from Pacific Corrugate Pipe Co.

E) SHERIFF

Authorize the Auditor to pay invoice of \$24.68 to Sav-Mor for expenses incurred during marijuana garden eradication

F) PUBLIC HEALTH AGENCY

- 1) Adopt **RESOLUTION** to accept Amendment A021 to Agreement Number 13-20065 from the California Department of Public Health, Office of AIDS for activities related to the HIV Care Program and Minority AIDS Initiative through March 31, 2016, and authorize the Director of Public Health to sign Amendments; approved as to form by County Counsel
- 2) Approve and authorize the Chair to sign Agreement Number PCCFC1516PCPHA and PCCFC1516PCPHADATA with Plumas County Children & Families Commission (PCCFC) for Home Visiting and Data Entry Services for FY 2015-2016; approved as to form by County Counsel

Convene as the Plumas County Board of Equalization

2. PLUMAS COUNTY BOARD OF EQUALIZATION – Charles Leonhardt

Set date(s) for public hearing of 2013 and 2014 Assessment Appeals filed; discussion and possible action

Adjourn as the Plumas County Board of Equalization and reconvene as the Board of Supervisors

3. DEPARTMENTAL MATTERS

A) **PLANNING** – Randy Wilson

- 1) Adopt **ORDINANCE**, first introduced on July 07, 2015, to amend the Plumas County Code to Allow the Creation of Easements through the Execution and Recordation of Covenants. **Roll call vote**
- 2) Approve and authorize the Planning Director to sign Amendment No. 8 to Agreement between County of Plumas and State Department of Water Resources (Prop 50 Grant) to accommodate the creation of an interest-free escrow account to enable the purchase of property known as Chester River Parkway project; discussion and possible action

B) **PROBATION** – Clint Armitage

Authorize the Probation Department to recruit and fill vacant 1.0 FTE Probation Assistant position; discussion and possible action

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

Authorize Fund 0070 Department 20055 PCCDC CDBG Grant to go into the red in order to pay invoices for work performed on the Plumas Rural Services building project pending reimbursement from the State of California pursuant to the Community Development Block Grant Program; discussion and possible action

4. BOARD OF SUPERVISORS

A. Mental Health/Alcohol & Other Drug Services:

1. Approve the integration and reorganization of the Plumas County Mental Health Department and Plumas County Department of Alcohol and Other Drug Services into the Plumas County Behavioral Health Department (PCBHD); and adopt **RESOLUTION** accordingly, **Roll call vote**
2. Receive and review the Kemper Consulting Group report, Plumas County Behavioral Health Department Recommendations on Organization and Staffing Structure, and approve the proposed Organizational Structure for PCBHD; discussion and possible action
3. Authorize PCBHD to assume overall fiscal, programmatic and administrative oversight for the support and delivery of Plumas County publicly funded mental health and substance use disorder services; discussion and possible action
4. Authorize the Human Resources Director and Interim Mental Health Director to work with Kemper Consulting Group to develop job classifications and salary ranges in the PCBHD organizational structure for approval by Resolution as part of the Fiscal Year 2015-2016 Budget; discussion and possible action

B. Correspondence

C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

D. Appointments

EASTERN PLUMAS FIRE PROTECTION DISTRICT

Appoint Beverly Dinubilo to the Eastern Plumas Fire Protection District Board necessary to form a quorum until the next Uniform District Election

NOON RECESS

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

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Behavioral Health Director
- B. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 – High Sierra Rural Alliance v. County of Plumas, Plumas Superior Court Case No. CV14-00009
- C. Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d) (1) of Government Code §54956.9 - Plumas National Forest Travel Management Plan
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, July 21, 2015, Board of Supervisors Room 308, Courthouse, Quincy, California.



Tim W. Gibson
Agricultural Commissioner
Sealer of Weights & Measures
timgibson@countyofplumas.com

Plumas-Sierra Counties

Department of Agriculture



Agriculture Commissioner Sealer of Weights and Measures

208 Fairgrounds Road
Quincy, CA 95971
Phone: (530) 283-6365
Fax: (530) 283-4210

IA

Date: July 2, 2015
To: Honorable Board of Supervisors
From: Tim Gibson, Agricultural Commissioner/
Sealer of Weights & Measures
RE: CDFA Agreement #15-0261
Farmers Market/Producer Inspections

Recommendation: Approve and authorize the Chair to sign the Agreement # 15-0261 between USDA and Plumas County in the amount of \$3,200.

GD

Background and Discussion: This County agrees to provide market and production site inspections for the Certified Farmer's Market Program. These services are in addition to the normal inspection activities being performed by the County and those required under statute. The services provided under this agreement should be consistent with normal inspection procedures currently performed by the County.

Plumas County Department of Information Technology



1854
David M. Preston
Information Systems Manager

County Courthouse, 520 Main Street, Room 208
Quincy, California 95971
Phone: (530) 283-6263
Fax: (530) 283-0946

DATE: July 14, 2015
TO: Honorable Board of Supervisors
FROM: Dave Preston, Information Systems Manager

SUBJECT: **CONSENT AGENDA ITEM FOR THE MEETING OF JULY 14, 2015 RE:
APPROVAL OF PAYMENT FOR SOFTWARE SUPPORT WITHOUT CONTRACT.**

It is recommended that the Board:

1. Approve Item 1 below.

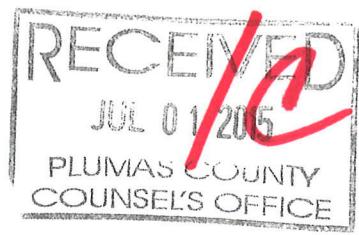
Item 1: Approval of payment for software maintenance/support as specified below.

Background and Discussion:

Information Technology budgets for and pays software maintenance and support fees annually for software products used by Plumas County. Paying these support fees allows Plumas County access to all software updates and technical support for the specified products. Custom written or specialized software systems have a contract approved by both the County and the Vendor under which the specifics of the maintenance agreement are defined. Many other software packages are used by Plumas County that are not custom written. These packages have no specific contract and are considered "shrink-wrapped" or off the shelf systems. In order to pay these support fees we ask the Board to approve payment of these claims without a signed service contract. Specifically we ask the Board to approve the following payments.

Vendor	Description	Amount
High Desert Microimaging	Annual Support for Imaging Software	\$ 10,552.73
Strategy 7 Corp	Annual Support for IBM DataBase Software	\$ 8,112.13

These funds have been budgeted as part of the 2015/2016 IT budget.



LEGAL SERVICES AGREEMENT

This Agreement is made between Robert McIlroy, (hereafter referred to as Attorney) and Plumas County, a political subdivision of the State of California, (hereafter referred to as County).

WHEREAS, the purpose of this Agreement is to provide court-appointed counsel to conservatees who fall within the provisions of Section 5365 of the Welfare and Institutions Code and sections, 1470, 1471, 1823(b)(6) and section 1826(g) of the Probate Code and also specifically includes appointment for dementia cases and guardianship cases in the same capacity.

NOW, THEREFORE, the parties agree as follows:

1. **TERM.** The term of this Agreement shall be retroactive to July 1, 2015 and shall remain in effect through June 30, 2016, unless terminated earlier pursuant to this Agreement.
2. **LEGAL SERVICES.** Attorney will provide the following services:
 - A. Attorney shall represent conservatees as appointed by the Court through all trial court proceedings in Welfare and Institutions Code Section 5365 and Probate Code Sections 1470, 1471, 1823(b)(6) and 1826(g) actions up to the appointment of appellate counsel, if applicable. Attorney shall also accept appointment in guardianship and dementia cases in the same capacity.
 - B. Attorney shall appear at all hearings, upon notice by the Public Guardian or County Counsel of such hearings.
 - C. When an L.P.S. or Probate conservatorship is set for a hearing or reappointment, Attorney shall meet with each conservatee living in Plumas County, at least thirty (30) days prior to the court date to explain to the client his/her options and explain the court procedure. Public Guardian or Mental Health staff will assist in providing transportation for in-town and out-of-town clients and meeting space, if requested by Attorney.
 - D. Attorney shall notify Public Guardian and/or Mental Health staff at least two (2) weeks in advance of the hearing as to the conservatee's wishes with regard to his/her court hearing so that staff can arrange transportation and be ready to accompany conservatee to court, if so requested.
 - E. Attorney shall make phone calls or have face-to-face meetings with each appointed conservatee, at approximately six month intervals to answer any questions, concerns or complaints the conservatee has with the present

placement. (It is important that Attorney and conservatees have regular contact so they become familiar with one another and conservatees are aware they have legal representation when hearings occur.)

F. Attorney shall be available for phone contact from conservatees or staff from Mental Health and Public Guardian as well as family when a new conservatorship is being established, should problems or questions arise in regards to the conservatorship.

3. **INDEPENDENT CONTRACTOR.** Independent Contractor: a) Attorney is an independent contractor and not an agent, officer, or employee of County. The parties mutually understand that this Agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association; b) Attorney shall have no claim against County for employee rights or benefits including, but not limited to seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence; and c) Attorney is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

3. **STATEMENTS AND COMPENSATION.** Attorney shall provide a monthly invoice to the Plumas County Counsel's Office, 520 Main Street, Room 301, Quincy, CA 95971 which shall include a statement as to caseload information and the number of hours spent on each case per month. Attorney's statement shall contain sufficient information and detail to support an application pursuant to Probate Code section 1472 and 2647 for the determination of the ability to pay attorney's fees by the conservatee or the conservatee's estate. Where the conservatee's estate appears sufficient, County will initiate the applications pursuant to Probate Code sections 1472 and 2647 to determine the conservatee's ability to pay Attorney's fees and shall include 1) a request that the County be reimbursed for fees paid Attorney, and 2) that Attorney be allowed a reasonable fee at his customary rate of \$125.00 per hour, less any amounts paid by County.

Attorney shall be compensated at the rate of Eight Hundred Sixty-Two Dollars and Fifty Cents (\$862.50) per month. In the case of a contested trial lasting more than two days, commencing on the third day Attorney will be compensated at the hourly rate for conflict appointments in criminal cases. To the extent that work on guardianship and dementia cases exceeds 13.25 hours in any given calendar month, Attorney will be entitled to the same hourly compensation for excess hours worked.

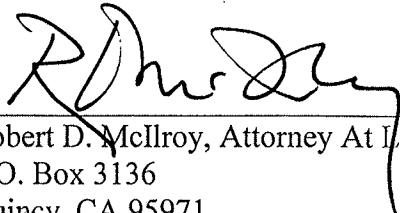
4. **TERMINATION.** Either party may terminate the terms and conditions of this Agreement upon written notice in a timely manner, provided that Attorney will not cease to represent clients until and unless relieved of appointment by the Superior Court.

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

Chair, Board of Supervisors

Date: _____

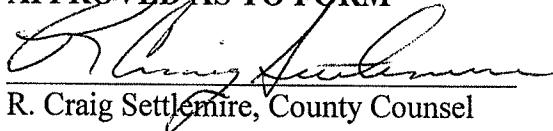
ATTORNEY



Robert D. McIlroy, Attorney At Law
P.O. Box 3136
Quincy, CA 95971

Date: 86-26-15

APPROVED AS TO FORM



R. Craig Settemire, County Counsel

Date: 7/1/2015

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Fax (530) 283-6323

Robert A. Perreault, Jr., P.E., Director Joe Blackwell, Deputy Director



10

CONSENT AGENDA REQUEST

For the July 14, 2015 meeting of the Plumas County Board of Supervisors

July 6, 2015

To: The Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Consider Revision to the Previous Authorization of a Contract to Purchase Corrugated Metal Pipe from Pacific Corrugated Pipe, Co.

A handwritten signature of Robert Perreault.

Background:

On May 19, 2015 the Board of Supervisors authorized the Director of Public Works to purchase corrugated metal pipe from the Pacific Corrugate Pipe, Co. for \$22,894.50. Since that time, staff has determined that the purchase price did not include the cost for shipping, which is an additional \$700.00.

Thus, the revised authorization amount is \$22,894.50 plus \$700.00 equals \$23,594.50.

Recommendation:

Public Works staff respectfully recommends that the Board of Supervisors authorize an additional \$700 to pay for the shipping costs associated with the purchase of corrugated metal pipe from the Pacific Corrugate Pipe, Co. The total purchase price will be \$23,594.50.



Office of the Sheriff

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

1E

GREGORY J. HAGWOOD
SHERIFF/CORONER

Memorandum

DATE: July 6, 2015

TO: Honorable Board of Supervisors

FROM: Sheriff Greg Hagwood 

RE: Agenda Item for the meeting of July 14, 2015

Recommended Action:

Approve and authorize Auditor to pay Say-Mor invoice in the amount of \$24.68 for expenses incurred by the Sheriff's Office for a marijuana garden eradication.

Background and Discussion:

Supplies for SWAT team and support staff during a multiagency marijuana eradication in a remote area of the County. Given the location, weather and time required it was necessary to provide this support to maintain the officers' health and safety.

CASE # 201500 5758



Store 17 - 1947 E. Main St, Quincy
Phone 530/283-2370

CRYSTAL GYSR WATER	3.28	F	
CRV	NP	1.20	F
GATORADE WIDE		4.98	F
CRV	NP	0.40	F
GTRDE STRAW WTM. 8		5.98	F
CRV	NP	0.40	F
4 @ 2.28			
CRUSHED ICE		9.12	B
2 @ 0.68			
SC ICE 2 BAGS		1.36	F
TAX		0.68	
**** BALANCE		24.68	

PAYMENT TYPE: SAV MOR CHARGE
AMOUNT: \$24.68
ACCOUNT NUMBER: 170027
INVOICE NUMBER: 162171206/30/15

VF	SAV MOR CHARGE	24.68
	CHANGE	0.00

TOTAL NUMBER OF ITEMS SOLD = 10

***** YOUR SAVINGS *****
STORE COUPONS: 1.36
TOTAL SAVINGS: 1.36

06/30/15 02:39PM 17 12 162 11226

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Recipes,
Ideas..

CUSTOMER SERVICE HOTLINE 877-728-6671

**** Our Receipts are BPA-Free ****

Your eligible dollars on this purchase
\$22.00

You can receive a 25 cent per gallon
reward by making a simple purchase of
\$75 or more of eligible items.

One fuel reward per eligible
transaction.

Reward is limited to 1 fuel purchase.
Limit 30 gallons or \$75 on debit or
credit card purchases at the pump.

Reward expires on 9/7/2015.
All promotions have restrictions and
exclusions - Please see store for
details.



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

IFI

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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

From: Mimi Khin Hall

Agenda: Item for July 14, 2015

Item Description/Recommendation: Approve the attached Resolution to accept Amendment A021 to Agreement Number 13-20065 from the California Department of Public Health, Office of AIDS for activities related to the HIV Care Program and Minority AIDS Initiative through March 31, 2016, and authorize the Director of Public Health to sign Amendments as the Board's designee.

Background Information: As the Board is aware, Plumas County Public Health Agency has served as fiscal and administrative agent for the various HIV/AIDS programs for Plumas, Sierra, Lassen, Modoc, and Siskiyou Counties. Plumas County Public Health Agency will continue to serve our five county regions for the HIV Care Program.

HIV Care Program funds provide for direct outpatient HIV primary care that includes HIV counseling, testing & referral, medical evaluation and clinical care, and referral to specialty and other health services. The program maintains four HIV clinic sites within the five county regions to provide these services.

The goals of the program are (1) to minimize new HIV infections; (2) to maximize the number of people with HIV infection who access appropriate care, treatment, support and prevention services and (3) reduce HIV/AIDS related health disparities.

Agreement Amendment Number 13-20065 A02 increases the funding level to \$504,907, and extends the term of Standard Agreement 13-20065 through March 31, 2016.

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

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

RESOLUTION NO. 15-_____

RESOLUTION TO ACCEPT STANDARD AGREEMENT AMENDMENT NUMBER 13-20065-A02 FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, OFFICE OF AIDS FOR FUNDING THE HIV CARE PROGRAM FROM JULY 1, 2013 THROUGH MARCH 31, 2016 IN THE AMOUNT OF \$504,907.00.

WHEREAS, PCPHA will administer the HIV Care Program and to ensure the provisions of the HIV care services as described in the Agreement Scope of Work, and

WHEREAS, the goals of the program are (1) to minimize new HIV infections; (2) to maximize the number of people with HIV infection who access appropriate care, treatment, support and prevention services and (3) reduce HIV/AIDS related health disparities.

WHEREAS, the California Department of Public Health, Office of AIDS, issued Agreement Amendment Number 13-20065-A02 to PCPHA to provide HIV Care Services through March 31, 2016.

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

1. Accept Standard Agreement Amendment Number 13-20065-A02 from the California Department of Public Health, Office of AIDS in the amount of \$504,907.00 for funding the HIV Care Program through March 31, 2016.
2. Authorize the Director of Public Health to execute Standard Agreement Amendment Number 13-20065-A02 on behalf of the County of Plumas, as well as to take any actions or execute any documents necessary to implement this amendment.

The forgoing Resolution was duly passed and adopted by the Board of Supervisors, County of Plumas, State of California, at a regular meeting of said Board held on the 11th day of March 2014, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Chair, Plumas County Board of Supervisors

Attest:

Clerk, Plumas County Board of Supervisors



Plumas County Public Health Agency

270 County Hospital Road, Quincy, California 95971

IF2

Mimi Khin Hall, MPH, CHES, Director

Mark Satterfield, M.D., Health Officer

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

From: Mimi Khin Hall

Agenda: Consent Item for July 14, 2015

Item Description/Recommendation: Approve and direct Chair to sign Agreement Number PCCFC1516PCPHA and PCCFC1516PCPHADATA with Plumas County Children & Families Commission (PCCFC) for Home Visiting and Data Entry Services for FY 2015-2016.

History/Background: As the Board is aware Plumas County Children and Families Commission (PCCFC) provides funding for various services for families, pregnant women, and children 0-5 years. PCPHA has been awarded funding for the Plumas County Comprehensive Children's Care Continuum (PC5), the project will coordinate with and refer to all First 5 Plumas grantees, medical providers, hospital districts, the tribal clinic, housing and community development, social services, CPS, Foster Care, Alliance for Workforce Development, department of mental health, school district, WIC, Head Start, alcohol and drug programs, and all social support organizations to create a robust, integrated system for children.

The core strength of PC5 is a centralized referral system through a dedicated point person, the PC5 Central Coordinator. The PC5 Central Coordinator will take all incoming calls and referral forms by phone, e-mail, fax or other communications media; conduct an initial triage and referral process to identify priorities; conduct a more in-depth conversation with the client as needed; refer the client to the appropriate provider and assist the client in scheduling an appointment if appropriate; and conduct referral follow-up for quality assurance, data gathering and monitoring.

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

Thank you.

3A1

ORDINANCE NO. _____

**ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF PLUMAS
TO AMEND THE PLUMAS COUNTY CODE TO ALLOW THE CREATION OF
EASEMENTS THROUGH THE EXECUTION AND RECORDATION OF COVENANTS**

The Board of Supervisors of the County of Plumas does ORDAIN as follows:

SECTION 1.

A. The Plumas County Planning Director and the Plumas County Building Official have recommended the addition of Chapter 11, "Creation of Easements Through the Execution and Recordation of Covenants," to Title 9 of the Plumas County Code as hereinafter set forth; and

B. The Board of Supervisors, after due consideration of the recommendation and at regular public meeting held on _____, 2015, finds that the proposed addition is in the public interest and will promote the public health, safety, and welfare.

SECTION 2.

Chapter 11, "Creation of Easement through the Execution and Recordation of Covenants", is hereby added to Title 9 of the Plumas County Code to read as follows:

**Chapter 11. CREATION OF EASEMENTS THROUGH THE EXECUTION
AND RECORDATION OF COVENANTS**

9-11.010 Purpose and Authority

The purpose of this chapter is to implement California Government Code sections 65870-65875, inclusive, regarding the creation of easements through the execution and recordation of covenants.

9-11.020 Creation

In addition to any other method for the creation of an easement, an easement may be created by a recorded declaration and covenant of easement made by an owner of real property to the County, in accordance with the procedures set forth in this chapter.

9-11.030 Purpose of Easement

An easement may be created pursuant to this chapter for one or more of the following purposes: parking, ingress, egress, emergency access, light and air access, landscaping, or open space purposes.

9-11.040 Common Ownership

At the time of the recording of the declaration and covenant of easement, all the real property benefited or burdened thereunder shall be in common ownership. The declaration and covenant of easement shall be effective when recorded and shall act as an easement pursuant to Chapter 3 (commencing with Section 801) of Title 2 of Part 2 of Division 2 of the Civil Code, except that it shall not merge any other interest in real property. Section 1104 of the Civil Code, Easements Passing with Property, shall be applicable to the conveyance of the affected real property.

9-11.050 Enforcement

A declaration and covenant of easement executed pursuant to this chapter shall be enforceable by the successors in interest to the real property benefited by the declaration and covenant of easement.

9-11.060 Contents

The form of declaration and covenant of easement recorded pursuant to this part shall be approved as to form by the County Counsel and include the following:

- (a) Legal descriptions of the real property subject to the easement and the real property benefited by the easement; and
- (b) An identification of the approval, permit, or designation granted which relied upon or required the declaration and covenant of easement; and
- (c) A maintenance provision for the easement; and
- (d) A provision providing that the burdens of the declaration and covenant of easement shall be binding upon, and the benefits of the declaration and covenant of easement shall inure to, all successors in interest of the real property.

9-11.070 Execution

The declaration and covenant of easement shall be executed and acknowledged by the record owner[s] of the real property subject to, and benefited by, the easement.

9-11.080 Recordation and Effect

The declaration and covenant of easement shall be recorded with the Plumas County Recorder's office. The recorded declaration and covenant of easement shall impart notice thereof to all persons to the extent afforded by the recording laws of the State of California. Upon recordation, the burdens of the declaration and covenant shall be binding upon, and the benefits of the declaration and covenant shall inure to, all successors in interest to the real property.

9-11.090 Release of Covenant

- (a) The declaration and covenant of easement may be released in accordance with the procedure set forth in this section.
- (b) Any person, whether or not that person has title to the real property burdened or benefited by the easement, may file a written request for a public hearing on the release of the declaration and covenant of easement. The request for hearing shall be filed with the Clerk of the Board of Supervisors and shall include the following: (1) A conformed copy of the recorded declaration and covenant of easement; (2) legal descriptions of the real property benefited and burdened by the easement; (3) a statement that the request for hearing is being filed pursuant to the provisions of this chapter; and (4) a fee prescribed by the master fee schedule as determined pursuant to Section 9-11.100.
- (c) Upon notification and receipt of the request for release of declaration and covenant of easement, the Board of Supervisors shall hold a public hearing regarding a release of declaration and covenant of easement recorded pursuant to this chapter. At the conclusion of the public hearing, the Board of Supervisors shall determine and make a finding by resolution, based upon substantial evidence contained in the request and/or presented at the public hearing, whether the restriction imposed by the declaration and covenant of easement is still necessary to achieve the land use goals of the County. If the Board of Supervisors determines that the declaration and covenant of easement may be released, the County shall cause to be recorded with the Plumas County Recorder's Office a release of the declaration and covenant of easement.

9-11.100 Fees

The Board of Supervisors may adopt by resolution a fee to recover the reasonable cost of processing the release of the declaration and covenant from those persons requesting the release pursuant to Section 9-11.090 of this chapter.

9-11.110 Standing to Enforce or Challenge

Nothing in this chapter shall create in any person other than the County of Plumas and the owner of the real property burdened or benefited by the declaration and covenant of easement standing to enforce or to challenge the declaration and covenant of easement or any amendment thereto or release therefrom. The County shall have the right, but not the obligation to enforce the declaration and covenant of easement.

SECTION 3.

The Board of Supervisors finds that the changes effected by this ordinance are exempt from the provisions of the California Environmental Quality Act (CEQA), per section 15061 of CEQA Guidelines, because it can be seen with certainty that there is no possibility that the project will have a significant effect on the environment.

SECTION 4.

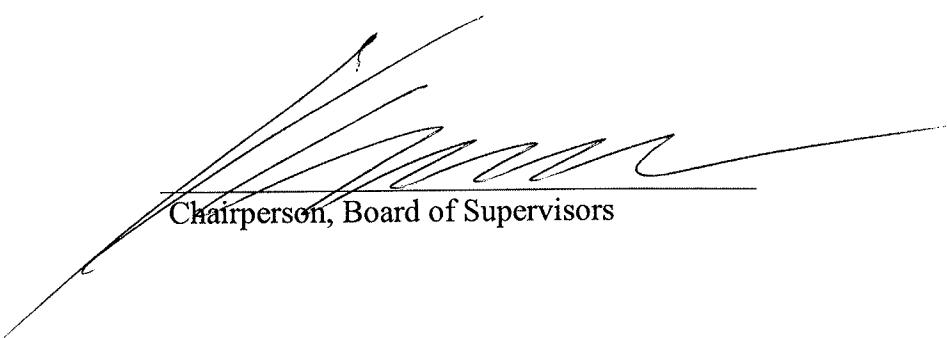
This ordinance shall become effective thirty (30) days after its date of final adoption. It shall be published in the *Feather River Bulletin*, a newspaper of general circulation in Plumas County, within fifteen (15) days of final adoption. Section 3 of this ordinance shall be codified; the remainder shall be uncodified.

Introduced at a regular meeting of the Board of Supervisors on the 7th day of July 2015, and passed and adopted by the Board of Supervisors of the County of Plumas, State of California, on the 14th day of July 2015, by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:



Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

BOARD AGENDA REQUEST FORM

3AD

Department: Planning Department

Authorized Signature: Randy Wurt

Board Meeting Date: July 14, 2015

Request for 10 minutes for presentation

(If a specific time is needed, please contact the Clerk of the Board directly.)

Description of Item for the Agenda (This is the wording that should appear on the agenda):

Approve Amendment No.8 to the Agreement (Grant Agreement No. 4600007650) between the State of California, Department of Water Resources and Plumas County (Proposition 50 Grant) to accommodate the creation of an interest-free escrow account to enable the purchase of property known as Chester River Parkway project and authorize the Planning Director to sign the Amendment.

A. _____

B. _____

C. _____

Review by Necessary Departments:

I have had this item reviewed and approved by the following departments:

If another department or the CAO is opposed to an agenda item, please indicate the objection:

Attached Documents:

Contracts/Agreements:

Three copies? (Y N)

Signed? (Y N)

Budget Transfers Sheets:

Signed? (Y N)

Other: _____

Publication:

Clerk to publish on _____.

Notice attached and e-mailed to Clerk.

Notice to be published _____ days prior to the hearing. _____ (if a specific newspaper is required, enter name here.)

Dept. published on _____ (Per Code § _____.) Copy of Affidavit Attached.

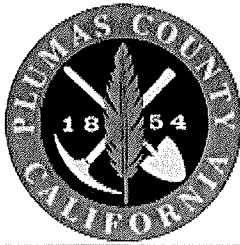
County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

Yes: No: Not Applicable:

If Not Applicable, please state reason why:

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.



PLUMAS COUNTY PLANNING & BUILDING SERVICES

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

DATE: July 14, 2015

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Randy Wilson, Plumas County Planning Director 

RE: Request for approval of Amendment No.8 to the Agreement (Grant Agreement No. 4600007650) between the State of California, Department of Water Resources and Plumas County (Proposition 50 Grant) to accommodate the creation of an interest-free escrow account to enable the purchase of property known as Chester River Parkway project and authorize the Planning Director to sign the Amendment.

Background

On January 18, 2008 Plumas County entered into a grant agreement with the Department of Water Resources. The amount of the agreement was for grant funds of \$7,000,000. On March 3, 2015 the Board of Supervisors agreed to Amendment No.7 to the Proposition 50 Grant Agreement reprogramming, in part, \$400,000 towards funding the purchase of property known as the Chester River Parkway project (sometimes referred to as the Olsen Barn property) by the Feather River Land Trust.

The proposed amendment No.8 will allow invoicing of these funds, \$400,000 to be placed in an interest-free escrow account facilitating the purchase of the property. The Feather River Land Trust is actively fundraising the remaining \$350,000 needed for the purchase. The Department of Water Resources (DWR) is willing to do this amendment and allow this invoicing with the condition that if the purchase does not occur the funds will be returned to DWR and that while in escrow interest may not be earned on the funds.

ACTIONS FOR CONSIDERATION

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

- I. Approve Amendment No.8 to the Agreement (Grant Agreement No. 4600007650) between the State of California, Department of Water Resources and Plumas County (Proposition 50 Grant) to accommodate the creation of an interest-free escrow account to enable the purchase of property known as Chester River Parkway project and authorize the Planning Director to sign the Amendment.

Attachments:

Amendment No. 8 of the Grant Agreement between Plumas County and the Department of Water Resources

Grant Agreement 4600007650, Amendment 8

State of California Natural Resources Agency
Department of Water Resources

Agreement Between The State of California
Department of Water Resources
and County of Plumas

Under the Water Security, Drinking Water, Coastal and Beach
Protection Act Of 2002
(Water Code Section 79500et seq.)

The following modifications shall be made:

Exhibit A - Work Plan

The scope of work and deliverables for the Chester River Parkway project are changed in order to accommodate the creation of an interest-free escrow account to enable the purchase of the project property. The general project description section is also reduced to eliminate information unrelated to the scope of work. See Attachment 1 for the updated Work Plan which replaces the original Chester River Parkway Work Plan.

All other terms and conditions of the agreement will remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto:

STATE OF CALIFORNIA,
DEPARTMENT OF WATER RESOURCES

COUNTY OF PLUMAS

Tracie Billington, P.E., Chief
Financial Assistance Branch
Division of Integrated
Regional Water Management

Date: _____

Approved as to legal form and sufficiency

Randy Wilson
Plumas County Planning Director

Date: _____

Spencer Kenner, Assistant Chief Counsel
Office of Chief Counsel

Date: _____

Attachment 1
Exhibit A – Work Plan

Project: Chester River Parkway (CRP)

Local Project Sponsor: Feather River Land Trust

General Project Descriptions

This project consists of purchase of a 106.77 acre Chester River Parkway property, commonly known as the Olsen Barn property. The Feather River Land Trust (FRLT) will purchase the 107 acre Chester River Parkway property to protect its ecological, recreational, cultural, educational values. While current zoning prohibits major subdivision (the property is currently zoned for 2 houses), zoning changes could facilitate denser development or blocked public access.

The Olsen Barn property is 107 acres of meadow, riparian forest, and wetland adjacent to Lake Almanor at the eastern entrance to the town of Chester, California. The property has high ecological value (especially for birds) which includes meadow, riparian, and wetland habitat and is bordered by the North Fork of the Feather River. The property is part of an Audubon designated Important Bird Area. The area is also of high importance to the local community for nature-based recreation.

Task CRP-A Direct Project Administration

The Feather River Land Trust will act as the local project sponsor.

1. Local Project Sponsor shall submit quarterly reports to the Grantee in both electronic and hardcopy forms. Reports shall be presented in the formats described in Exhibit E, Report Format.
2. An invoice should accompany the progress report, and reflect charges for the work completed during the reporting period covered by the quarterly report. The submittal and approval of reports is a requirement for initial and continued disbursement of State funds.
3. The Local Project Sponsor shall attend quarterly meetings with the Grantee.
4. The Local Project Sponsor shall maintain audit and accounting procedures that are in accordance with generally accepted accounting principles and practices, consistently applied; and shall keep complete and accurate records of all receipts, disbursements, and interest earned on expenditures of such funds, and shall require its contractors or subcontractors to do the same.
5. Local Project Sponsor shall submit a Project Completion Report to the Grantee with the final project invoice, which shall include, if applicable, certification of final

project by a California Registered Civil Engineer, consistent with Condition D-14 of the Grant Agreement.

6. Local Project Sponsor shall assist the Grantee in completing a Grant Completion Report upon completion of all projects included in Exhibit A, Work Plan.

Task CRP-B Land Purchases/Easements

Purchase a 106.77 acre property, commonly known as the Olsen Barn property. The property consists of Plumas County APNs 100-340-017, 100-340-018, 100-460-004, 100-460-005. The property is being purchased to preserve the existing natural conditions and cultural resources.

Notice of Unrecorded Grant Agreement. FRLT shall submit to Escrow Agent (described below) a Notice of Unrecorded Grant Agreement, in a form acceptable to the State, which Notice of Unrecorded Grant Agreement shall provide that FRLT's ownership of the Property is subject to:

- i. a remainder interest vested in the State of California, which, in the event that FRLT ceases to exist as a nonprofit corporation, shall provide that all of the FRLT's right, title and interest in and to the Property shall immediately vest in the State, or in such other public or private entity which the State, in its discretion, has identified as appropriate to accept the Property in lieu of the State; and
- ii. a power of termination pursuant to Civil Code section 885.010 which may be exercised by the State, in the event of a violation of the purposes of the Grant through breach of a material term or condition of this Agreement by FRLT or its successor-in-interest. Upon the recordation of a notice of the State's exercise of the power of termination, full title to the interest in real property identified in the notice shall immediately vest in the State, or in another public agency or a nonprofit organization designated by the State, to which the State conveys or has conveyed its interest.

Deliverables required prior to submitting invoice for purchase funds to be placed in interest-free escrow account:

- Current property appraisal report
- Self-Certification from grantee that if the purchase of the property is not completed the grant funds placed in the escrow account will be returned to the State.

Deliverables to complete project:

- Escrow account receipt and balance statement
- Proof of close of sale or termination of sale complete with above Notice of Unrecorded Grant Agreement.

Task CRP-C Planning/Design/Engineering/Environmental Documentation

The project is categorically except as a transfer of ownership to preserve existing natural conditions, Section 15325.

Task CRP-D Construction Implementation

No construction is associated with this project.

Task CRP-E Environmental Compliance/Mitigation/Enhancement

No environmental compliance, mitigation, or enhancement measures are anticipated for this project.

Task CRP-F Construction Administration

No construction administration is necessary for this project.

Task CRP-G Other

Pre-acquisition administration costs including: appraisal, preliminary title report, phase 1 environmental site assessment, boundary survey, mapping, baseline documentation report, escrow and recording fees, legal counsel, and staff time.



3B

Clint Armitage, Interim Chief Probation Officer

Plumas County Probation Department
270 County Hospital Road, Ste. 128
Quincy, CA 95971

DATE: June 30, 2015

TO: Honorable Board of Supervisors

FROM: Clint Armitage, Interim Chief Probation Officer *(CA)*

SUBJECT: Request for approval to recruit and fill fully funded vacant 1.0 FTE Probation Assistant

Recommendation

Approve the filling of the vacant, 1.0 FTE Probation Assistant position, which was allocated and funded in the 2014-2015 budget and has funding appropriated in proposed 2015-2016 recommended budget.

Background and Discussion

On June 12, 2015, the Probation Assistant retired. This left a vacancy in the Probation Assistant allocations for the department. The position was fully funded in the 2014-2015 budget year in the General Fund (20400) .50 FTE and .50 FTE in the Youth Offender Block Grant (20415). In the budget request for 2015-2016, the Probation Assistant position is funded exactly the same as the prior year, .50 FTE (20400) and .50 FTE (20415).

Therefore, we respectfully request the approval to refill the Probation Assistant position.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position? Yes, there are legitimate business justifications to fill this position.
- Why is it critical that this position be filled at this time? The Probation Assistant is needed to support Probation Officer activities.
- How long has the position been vacant? The Probation Assistant position is vacant as of June 12, 2015 because of retirement. The main function of this position is facilitating and scheduling all drug testing, handling all community service activities and reports to the Court. Also, may help to facilitate the Girl's Circle/ Boy's Council Program and juvenile petitions.
- Can the department use other wages until the next budget cycle? Other wages can be used; however, permanent employees in these positions are crucial to probation's ability to meet the statutory requirements of the Court.
- What are staffing levels at other counties for similar departments and/or positions? Probation's request to fill these positions is similar to other comparably sized departments in other counties.
- What core function will be impacted without filling the position prior to July 1? Timely flow and completion of Court related documentation related to criminal cases would be negatively impacted without the assistance of a Probation Assistant.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1? The Probation Department will be unable to perform statutorily mandated and or Court-ordered activities.
- 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? Not applicable at this time.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions? Probation does not expect unbudgeted audit exceptions that will affect the general fund.
- Does the budget reduction plan anticipate the elimination of any of the requested positions? Probation is not requesting elimination of any 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? It is anticipated that a portion of the Probation Assistant costs will continue to be borne partially by the General Fund. It is also being offset by 50% utilizing YOBG funding. There should be no additional impact in the terms of the immediate filling of this position.
- Does the department have a reserve? No

Plumas County Probation Department

2015 Organization Chart

Chief Probation Officer- Clint (Acting)
1.0 FTE- Vacant (4/25/15)

Department Fiscal Officer
1.0 FTE- Shelley 1

Supervising Probation Officer
1.0 FTE- Kevin (Acting)

Department Fiscal Officer
1.0 FTE- Shelley 1

Court Services

Adult Division

Juvenile Division

Adult Division

Juvenile Division

Report Writer
1.0 FTE- DD

Probation Assistant
1.0 FTE- Greg

Probation Assistant
1.0- Vacant

Probation Assistant
1.0 FTE-Wynae

Deputy Probation Officer
1.0 FTE- Rodney

Deputy Probation Officer
1.0 FTE-keevin

Deputy Probation Officer
1.0 FTE- Vacant

Deputy Probation Officer
1.0 FTE- Andrew

Deputy Probation Officer
1.0 FTE- Andrew

Deputy Probation Officer
1.0 FTE- Scott

Deputy Probation Officer
1.0 FTE- Scott

Deputy Probation Officer
1.0 FTE- Vacant

Legal Services Assistant
1.0 FTE- karen

Administrative Assistant
1.0 FTE- Shelley 2

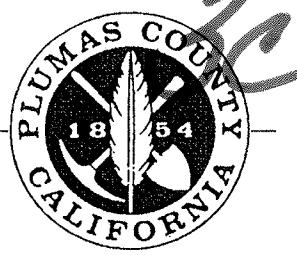
17 FTE, 12 Filled

5 Vacant

As of 7/1/2015

PLUMAS COUNTY AUDITOR / CONTROLLER

520 MAIN STREET • ROOM 205 • QUINCY, CA 95971-4111 • (530) 283-6246 • FAX (530) 283-6442
ROBERTA M. ALLEN, CPA • AUDITOR / CONTROLLER



Date: **July 14, 2015**

To: **Honorable Board of Supervisors**

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

Subject: **Authorize Fund 0070 Department 20055 PCCDC CDBG GRANT to go into the red in order to pay invoices for work performed on the Plumas Rural Services building project pending reimbursement from the State of California pursuant to the Community Development Block Grant Program.**

Recommendation:

Authorize Fund 0070 Department 20055 PCCDC CDBG GRANT to go into the red in order to pay invoices for work performed on the Plumas Rural Services building project pending reimbursement from the State of California pursuant to the Community Development Block Grant Program.

Background:

The work being done to the Plumas Rural Services building by Burfeind Construction is funded by a Community Development Block Grant (#10-STBG-6734). Grant moneys from this grant are paid to the County on a reimbursement basis. However, the turn-around time for payment of the reimbursement to the County can be in excess of eight weeks.

The CDBG grant program is administered by the Plumas County Community Development Commission, and all claims for work on the CDBG programs were previously paid by the PCCDC. Funding for the PCCDC has recently undergone some changes that have caused the PCCDC to have no money that can be used to pay expenses while waiting for reimbursement from the state.

It is estimated by the Director of the PCCDC that the next two invoices from Burfeind Construction will be in the amount of \$100,000 or more. These will be the last two major invoices for this project as it is nearing completion.

It is the opinion of the Auditor that because Plumas County is the grantee (and not the PCCDC) and the County will be reimbursed, the County should pay the contractor in a timely manner. If reimbursement from the State is received within a 60 day window, the total balance advanced from the General Fund for the Plumas Rural Services building (starting in May, 2015 and ending in August of 2015) would be paid off by October, 2015. However, reimbursement from the State is unpredictable and it is difficult to estimate when full reimbursement will be received by the County. See attached schedule.

Schedule of Estimated Advances and Reimbursements

CDBG Grant for Plumas Rural Services Project

July 6, 2015

Fiscal Year	Date	Advances Paid	Anticipated Advances	** Anticipated Reimbursement	Total Advanced
14/15	5/26/2015	41,602			41,602
14/15	6/26/2015	43,700			85,302
15/16	7/26/2015		125,000	(41,602)	168,700
15/16	8/26/2015		125,000	(43,700)	250,000
15/16	9/26/2015			(125,000)	125,000
15/16	10/26/2015			(125,000)	0

** Assumes 60-day turnaround for reimbursements from the State.

(Actual turnaround time could be much longer)

4A1

RESOLUTION NO. _____

A RESOLUTION REORGANIZING THE PLUMAS COUNTY MENTAL HEALTH DEPARTMENT AND PLUMAS COUNTY DEPARTMENT OF ALCOHOL AND OTHER DRUG SERVICES INTO THE PLUMAS COUNTY BEHAVIORAL HEALTH DEPARTMENT

WHEREAS, the Board of Supervisors entered into an Agreement with Kemper Consulting Group on April 7, 2015 to review the core organizational components of the Plumas County Mental Health Department and the Plumas County Department of Alcohol and Other Drug Services and develop a plan for a combined Plumas County Behavioral Health Department; and

WHEREAS, after such review and an assessment of the County's responsibilities in providing publicly funded behavioral health services, it is recommended that the functions of the Plumas County Mental Health Department and Plumas County Department of Alcohol and Drug Services be integrated into a single Behavioral Health Department; and

WHEREAS, the Board has been presented with a proposed Organizational Structure for the newly created Plumas County Behavioral Health Department as part of the Kemper Consulting Group report, "Plumas County Behavioral Health Department Recommendations on Organization and Staffing Structure"; and

WHEREAS, on May 12, 2015, the Board approved the position description and salary for the Plumas County Behavioral Health Director and authorized the Human Resources Director to recruit for the position; and

WHEREAS, the Plumas County Behavioral Health Director will be the appointing authority for the Plumas County Behavioral Health Department and also serve as the Plumas County Mental Health Director and Alcohol and Drug Administrator of record;

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

1. The Plumas County Mental Health Department and Plumas County Department of Alcohol and Other Drug Services shall be integrated and reorganized into the Plumas County Behavioral Health Department.
2. The organizational structure for the Plumas County Behavioral Health Department proposed by the Kemper Consulting Group report, "Plumas County Behavioral Health Department Recommendations on Organization and Staffing Structure," is hereby approved.

14/14

3. The Plumas County Behavioral Health Department is authorized to assume overall fiscal, programmatic and administrative oversight for the support and delivery of Plumas County publicly funded mental health and substance use disorder services.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 14th day of July, 2015 by the following vote:

AYES: Supervisors

NOES: Supervisors

ABSENT: Supervisors

Chairperson, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

4A2

Plumas County Behavioral Health Department

Recommendations on Organization & Staffing Structure

Kemper Consulting Group

Jim Featherstone
Marta McKenzie
Lee D. Kemper

July 14, 2015



Plumas County Behavioral Health Department

Table of Contents

I.	Executive Summary.....	3
II.	Background.....	5
III.	Structure for New Behavioral Health Department.....	6
IV.	Mental Health Services Act Plan.....	14
V.	Future Programmatic and Administrative Activities.....	21
VI.	Conclusion.....	23
VII.	Appendices.....	24
	A. Department of Behavioral Health Organizational Structure.....	24
	B. September 2, 2014 Report on Service Delivery Dynamics, Issues and Considerations: Recommendations and Assessment of Progress.....	30

Plumas County Behavioral Health Department

I. Executive Summary

Kemper Consulting Group (KCG) was hired by the Plumas County Board of Supervisors to review the core organizational components of Plumas County's Mental Health Department and Department of Alcohol and Drug Programs and develop of a proposed organizational structure for a new Behavioral Health Department that combines the responsibilities of these two departments. In conducting this review, KCG examined a variety of documents pertaining to the current program operations and organizational structures of both departments; job classifications and position descriptions; budgets and cost reports, including Plumas County's Mental Health Services Act (MHSA) Plan and Budget; and written and informal protocols. KCG consultants also conducted a wide range of meetings and interviews with internal and external stakeholders.

Philosophy of Organizational Approach

The organizational structure proposed by KCG for a new Behavioral Health Department in Plumas County would fully integrate mental health and alcohol and other drug (AOD) program and clinical functions. This approach is recommended because integration at the Director level only, where the Director is responsible for managing two separate sets of functions, would simply maintain the current separate silos of care. The reality is that there is considerable overlap of mental health needs and substance misuse in our communities and integrated clinical programming addresses this community need in a direct way. With services delivered under the same manager or supervisor the staff constantly interact and case planning for "co-occurring" conditions doesn't just happen at a meeting once a month, it takes place as part of a "team approach" to care. Beyond integrated clinical service delivery, the proposed structure would also combine financial, compliance and contract management functions of the Department and establish department-wide activities for Community Programs and Quality Improvement.

Executive Team and Line Staff Classifications

The expertise and leadership qualities needed to manage the new department call for broad knowledge of mental health and AOD program administration and keen executive management skills. The Board of Supervisors approved a revised duty statement and salary range for the Director position on May 12, 2015. Recruitment for the position closed on June 11 and candidate review is underway. In the coming weeks, KCG consultants will assist the County's Human Resources Department with the review and selection process. Recruitment for an Assistant Director, a position carried over from the current Mental Health Department, will commence following selection of the new director.

Plumas County Behavioral Health Department

Beyond executive management, the department will be managed by five Division Directors with line responsibilities and include department-wide functions for Community Programs and Quality Improvement. The report contains position-specific staffing recommendations for all divisions in the department. In general, KCG recommends that reorganization to the new department can be largely accomplished by reassigning staff to new roles. To the extent this approach can be taken, the new department will get a running start to support its expansion of services without going through unnecessary staff dislocation. At the same time, KCG recognizes that County employment policies may require certain steps for some positions.

Mental Health Services Act (MHSA) Plan

As a part of its work, KCG reviewed Plumas County's MHSA Plan and Budget and identified a range of concerns, primarily due to a lack of program expenditures for available MHSA funds. Several hundred thousand dollars of prior MHSA funding had already been identified for reversion to the State, and the county was in immediate jeopardy of losing over \$1.6 million in MHSA funds on June 30, 2015. With the support of the Interim Mental Health Director, KCG solicited program proposals from community agencies in Plumas County to provide support and care on behalf of the mentally ill population. The primary objectives of this solicitation were to avoid immediate reversion of the MHSA revenues; support and maintain the intent of the MHSA Plan approved by the Board of Supervisors in December 2014; and, emphasize community-based service delivery in accordance with the MHSA. KCG recommended a total of \$1.635 million in community program contracts that were approved by the Board of Supervisors on June 16, 2015. These contracts provide the foundation for a community-based service strategy that supports the integrated programming approach of the new department and helps make the health of the county a broad-based community responsibility, not just the responsibility of county staff.

Future Programmatic and Administrative Activities

Finally, the report outlines a set of future program and administrative activities the new Director and Assistant Director, with the support of the larger management team, will need to address to strengthen the overall programmatic and administrative functions of the new department.

Plumas County Behavioral Health Department

II. Background

Kemper Consulting Group (KCG) was hired by the Plumas County Board of Supervisors to review the core organizational components of the Plumas County Mental Health Department and the Plumas County Department of Alcohol and Drug Programs and develop of a proposed organizational plan for a new Plumas County Behavioral Health Department that combines the current responsibilities of these two departments. KCG was also hired by the Board of Supervisors to provide support to the County's effort to recruit and hire a new Director of the Behavioral Health Department and to provide clinical support to current Mental Health Department staff and the Interim Mental Health Director as needed.

Organizational Plan for County Behavioral Health Department

The organizational plan for a new County Behavioral Health Department is to include a proposed organizational and staffing structure, Department budget, staff-training plan, and community engagement strategy. The plan may also include proposed changes to current program operations to strengthen organizational effectiveness, improve client service delivery and outcomes, and promote programmatic and financial accountability and sustainability over time.

In conducting its review, KCG consultants carried out the following actions as a part of developing recommendations concerning the proposed structure for the Behavioral Health Department and the new Behavioral Health Director position:

1. Examined current program operations, including current Mental Health Department and Alcohol and Drug Program Department organizational structures; job classifications, position descriptions and salaries; budgets and cost reports; program and financial records; written/formal and informal protocols; data collection systems; and management reporting on program and client service outcomes.
2. Conducted interviews and/or group meetings with key internal and external stakeholders, including internal staff and community services providers, and other county agency partners, including criminal justice system partners, social services, and schools.
3. Reviewed Plumas County's approved Mental Health Services Act (MHSA) Plan, Budget, and MHSA fund reserves and the potential for funding reversion to the State.
4. Attended meetings of staff, advisory groups, and community organizations.
5. Provided consultation to the Interim Director of Mental Health and/or Department clinical staff on the following:
 - a. Mental Health Department administration, Mental Health financing, including MHSA resources, programs and services; and,
 - b. Clinical consultation on specific cases upon request.

Plumas County Behavioral Health Department

The report that follows presents the proposed structure for a new Behavioral Health Department, including the organizational and staffing structure, associated service delivery structure to support MHSA activities, and key program and administrative matters requiring the attention of the Department's executive management. This report is intended to serve as the first of two reports on the proposed new department. The second report, to be provided later in the summer of 2015, will focus on the Department budget, specific position classification changes, community engagement, and staff training.

III. Structure for New Behavioral Health Department

In developing the proposed structure for the new Behavioral Health Department, KCG consultants considered the current status of all of the following:

- Organizational capacity of each department, orientation, and structure of care delivery in support of department and program missions.
- Core clinical program structures and philosophies of care.
- Extent of collaboration among staff and with community partners.
- Financing structures, including near-term and longer-term fiscal strategies.
- Administrative infrastructure, including structure for program planning and policy development, administrative support for department operations and financial operations.
- Staff development and training.
- Performance measurement and quality improvement efforts.

The following sections describe the overall approach for structuring the proposed department as well as the framework for the new department's divisions, offices, and executive management. The proposed department structure incorporates all current filled and vacant position allocations that have been authorized by the Board of Supervisors. See Appendix A for the proposed Behavioral Health Department organizational charts.

Philosophy of Organizational Approach: Maximum Functional Integration

The organizational structure that supports a behavioral health mission can take a variety of forms. A review of these department structures in California most often finds a Behavioral Health Director charged with responsibility for delivery of mental health and substance use services, but integration stops with the Director. There is little real integration of the two clinical and rehabilitative service delivery systems. Below the Director line of authority, one most often finds a department divided between separate mental health programs and alcohol and other drug programs (AOD).

Plumas County Behavioral Health Department

There is certainly a degree of challenge associated with fully integrating mental health and AOD program and clinical functions. The treatment expertise and cultures that support the clinical work of each discipline have separate histories and philosophies. Additionally, the claiming processes and documentation requirements for services have developed in different ways. However, the problem with “integration at the Director level only” is that the Department maintains separate silos of care when many community members present to the system with lives disrupted by mental health problems that are often complicated by various forms of substance use, or the reverse, substance use disorder problems complicated by mental illness. The reality is that there is considerable overlap of mental health needs and substance misuse in our communities. Integrated clinical programming addresses this community need in a direct way.

Program Integration Across Divisions

The organizational structure proposed for the new Department recognizes that there are important cultural and clinical differences between mental health and AOD. However, to maximize effective clinical service delivery for community members, the structure proposes to combine these clinical staff in the same divisions and concurrently combine the financial, compliance and contract management functions of the Department.

In this manner the organizational structure creates an environment where true clinical integration can occur and thrive. With these services delivered under the same manager or supervisor the staff constantly interact. Case planning for “co-occurring” conditions doesn’t just happen at a meeting once a month, but takes place through more informal communications as part of a “team approach” to care. The unique professionalism of each field is respected, but the expertise begins to be shared as each staff works collaboratively with the others.

As proposed in this structure, AOD staff will be managed alongside the Behavioral Health Therapists (formerly in the Adult Programs Unit of the Mental Health Department). Now both of these clinical units will be in the repurposed Adult, Youth and Family Division (formerly the Child Programs Unit in the Mental Health Department). The Behavioral Health Staff have expertise both in mental health and substance use problems and are a natural fit into the new Adult, Youth and Family Division. For the case managers assigned to this new division, a new Supervising Case Manager is proposed. This arrangement will allow a team of case managers with developed expertise in co-occurring disorders to support the clients served through this division. In this division, a new Substance Abuse Counselor position is also proposed. Both the demand for services and the financing are present to support this small AOD staff expansion.

The Adult Division remains with the same functions it has held historically, providing both clinical services and case management support. The difference in the new structure is the Behavioral

Plumas County Behavioral Health Department

Health Therapists have been moved to the Adult, Youth and Family Division. As is proposed for that new division, a Supervising Case Manager is also proposed for the Adult Division. In the current Department of Mental Health structure there is a lack of line supervision of case managers, which results in an overload of responsibilities for the single unit managers. While daily crises can be handled, day-to-day clinical guidance, policy and procedures and clinical documentation have suffered. For example, the relatively simple task of approving clinical staff time off was given to Fiscal/Administration personnel who have little knowledge of the work routines of the clinical staff. The designation of Clinical Specialists will provide support needed for many operational imperatives, including oversight of treatment plans and clinical hours.

The Residential Care Facility Division remains essentially the same as in the current Mental Health Department, with both the Drop-In Center and Sierra House the core programs. As in the current department, both case managers and clinical staff will be assigned directly to this Division.

Finally, the recommended organizational structure consolidates the former separate departmental functions of compliance, claiming, billing and contract management. Through this consolidation the expertise for these functions will be shared and more resources will be available to carry out these essential and complicated processes.

Integration of New Department-wide Functions

In addition to the major structural components outlined above, the organizational structure incorporates two key changes from the current Department of Mental Health:

- **Chief, Community Programs**

A new position of Chief of Community Programs is proposed in lieu of the existing Mental Health Services Act (MHSA) Coordinator position, which has the single function of developing and overseeing the implementation of the county's MHSA Plan. The new Chief position would have combined responsibility to support the work of community programs, regardless of the funding source (MHSA, Realignment, other mental health, or AOD) and would provide dedicated leadership to support the work of the Department's community partners. With the Chief reporting directly to the Director, the message will be reinforced that community partners are integral in the delivery of behavioral health services in Plumas County in partnership with county employees. Further, the Community Programs function will help promote the Department's philosophy that the health of the community is a shared responsibility among all community members, not just county staff, and assure that community partners are both funded and held accountable for their part in this important work.

Plumas County Behavioral Health Department

- **Chief, Quality Improvement**

A new Chief of Quality Improvement is proposed to give stronger focus and leadership to the essential functions of clinical compliance and quality improvement. Currently, the Mental Health and AOD Departments each need to assure that clinical service functions are compliant with all state and federal mandates. As a result, each department has been charged with installing methods to evaluate services in a way that insures the “circle of quality improvement,” i.e. the concurrent review of the clinical work, whereby clinicians learn from a review of their performance and then take measures to constantly improve outcomes. For Mental Health, at least, quality improvement efforts have been intermittent and unreliable. With leadership for both of these functions provided by one Chief, the new Department will have the structure and resources for a unified approach to quality management for all its clinical undertakings. With the Chief reporting to the Director, program compliance will take on heightened importance so that community members are effectively served, clinical service delivery is documented in accordance with state and federal requirements, and claiming for services is in full regulatory compliance.

The functions of both Community Programs and Quality Improvement are functions that are “department-wide.” With placement in the Office of the Director, these functions should have the necessary authority to promote department-wide policies, planning, and related activities. These functions are not given this level of prominence or attention in either of the current departments.

Integration of County Prevention Strategies

Prevention has been an historical function of AOD Departments since 1982 when Federal funding required a 10% set aside to accomplish this critical function. For Mental Health, the field of prevention is relatively new. It wasn’t until passage of the Mental Health Services Act in 2004 that there was any consistent mental health funding for prevention. However, the historical expert for prevention in human services has been Public Health. In fact, in most counties Public Health has a strong presence, if not explicit agreements, with every local agency needed to structure a cogent countywide prevention effort. Because of the leadership role Public Health plays in prevention in Plumas County, the organizational plan for the new Behavioral Health Department calls for Plumas County Public Health to lead the combined prevention effort for both AOD and Mental Health in tandem with current Public Health prevention programming. This approach is both practical and strategic. It would build upon work Public Health has already begun with various 0-5 year and school age target groups. Further, it would allow limited mental health and AOD prevention resources to be combined with the population based prevention strategies of Public Health to make the most of the limited dollars in reaching common target populations.

Plumas County Behavioral Health Department

Combined Administration

The Administrative Services Division in the new organization is designed to combine the administrative resources of both departments in a manner that reduces overlap, increases efficiency, and promotes uniform billing and payment processing. In this Division, it will be important to expand the knowledge base – create appropriate redundancy of knowledge – for the complicated mental health and AOD billing and claiming structures. Ultimately, several staff in this Division will need to gain these skill sets. At the same time, true accounting expertise and knowledge is needed for the work of this Division, and the Division will need to be strengthened through the addition of staff with this specific training. One dedicated accounting position (Chief Financial Officer) is proposed in this Division to provide this type of expertise. The Division is designed to be lead by an Administrative Services Officer charged with responsibility for the financial and operational functions of the combined department.

Executive Management: Director and Assistant Director

In consideration of the scope of the proposed Behavioral Health Department and the expertise and leadership qualities required for the position, KCG recommended that the Board of Supervisors create a new Behavioral Health Director position to lead the new department. Keys to this new position are the breadth of duties pertaining to mental health and AOD program administration and the executive leadership skills needed to manage a department of this scope. A proposed position description and salary range were presented to the Board for consideration, and the Board approved the position and salary range on May 12, 2015. Plumas County Human Resources commenced recruitment for the position with a closing date of June 11, 2015. On June 23, 2015 the Board of Supervisors clarified its direction regarding the role of KCG in supporting the county's recruitment efforts for the position, and authorized the firm to provide support to County Human Resources. As of this writing, the firm's consultants have provided feedback to Human Resources on the qualifications of the applicants, the interview processes for the position, and developed key interview questions.

In addition to the new Director, an Assistant Director will help to manage the new department. The Assistant Director position is carried over from the Assistant Director position previously approved for the Mental Health Department. It is recommended that the Assistant Director be hired after the Director position is filled and that an Assistant Director be recruited that possesses strengths that are complementary to those of the Director. For example, if the new Director possesses a strong clinical and programmatic background, the Assistant Director should reflect administrative and finance strengths. Depending on the recruitment results for the Director position, the reverse would also be appropriate.

Plumas County Behavioral Health Department

Executive Team Classifications for New Department

Table A provides a summary outline of proposed staffing at the executive and management levels of the new Department and the actions needed to affirm this new management structure.

Positions may be proposed as "New," "Net-Zero," or "Existing." The New column identifies proposed new positions that would be filled by additional staff not currently employed by either the Mental Health or AOD Departments. The Net Zero column identifies a newly created job classification that, if filled by existing personnel through reassignment or internal recruitment, the net change in staffing will be zero. The Existing column identifies positions that already exist or that need slight job classification restructuring and will be a close crosswalk to the existing job classification. KCG intends to provide support to the Human Resources (HR) Department over the next 30-45 days on development of needed position descriptions or modifications for all affected positions. It is anticipated draft position descriptions will be finalized by the HR Department in time for final position classification recommendations to be presented to the Board of Supervisors before the Board considers the new Behavioral Health Department's budget for FY 2015-16.

Table A. Proposed Executive Team Classifications and Required Actions				
Position	New Position	Net Zero Position	Existing Position	Required Action
Director of Behavioral Health			X	None. Approved by BOS
Assistant Director of Behavioral Health			X	Adapt existing Assistant Director classification and adjust salary range with approved Director classification
Medical Director/Psychiatrist	X			Establish classification and salary range
Community Programs Chief		X		Establish classification and salary range (internal recruitment)
Quality Improvement Chief		X		Establish classification and salary range (internal recruitment)
Quality Assurance Coordinator			X	Classification exists. Restructure salary to align in comparison with clinicians
Administrative Services Division Director		X		Establish single classification for all health services departments (Internal recruitment)
Nursing Division Director			X	Restructure and establish single classification for all health services departments
Behavioral Health Division Directors (3)			X	Restructure existing Program Chief (x2) and existing Community Care Coordinator classifications and salary ranges
Executive Assistant	X			Restructure existing county classification to report to Department Head of 35+ positions department or CAO

Plumas County Behavioral Health Department

It is important to note that when an integration of county operations is recommended, as is the situation with the new Department of Behavioral Health, there can be duplicate functions that need to be addressed. It is important that a fair and equitable approach be taken in addressing these duplications. Under optimum circumstances, the talent base is deep enough that employees can be reassigned to support the new organization. It is KCG's recommendation that this is generally the case with the proposed reorganization. For example, the current AOD Administrator role will not be required in the new organization. However, the incumbent in that position has the skills and expertise needed for leadership of the Community Programs function reporting to the Director.

Division Line Staff Under New Department

Tables B-F on the following pages present proposed staffing recommendations for each Division of the new Behavioral Health Department. The tables present all permanent positions and indicate whether the positions in each column are proposed as "New," "Net Zero," or "Existing." The definitions for these columns are the same as those referenced above.

In general, it is KCG's recommendation that reorganization to the new Behavioral Health Department can be largely accomplished by reassigning staff to new roles. To the extent this approach can be taken, the new department will get a running start to support its expansion of services without going through problems associated with unnecessary staff dislocation. In particular, the "Existing" column identifies positions that already exist or that need slight job classification restructuring and will be a close crosswalk to the existing job classification. It is anticipated that there should be little need to open these positions for internal recruitment, thereby making it possible for incumbents in these positions to keep their positions without disruption.

At the same time, KCG recognizes that County employment policies may require certain steps, such as internal recruitments for "Net Zero" positions. KCG is prepared to assist the Human Resources Department with a case-by-case review of needed actions for each position, at the Department's request.

Plumas County Behavioral Health Department

**Table B. Administrative Services Division
Proposed Line Staff Classifications and Required Actions**

Position	New Position	Net Zero Position	Existing Position	Required Action
Dept Fiscal Officer I/II (1)			X	AOD reorganization to Behavioral Health – create I/II series
Office Supervisor/Grants Compliance Officer/Management Analyst (1)			X	Create series to include Grants Compliance Officer and Management Analyst
Health Information Systems Technician (1)			X	Restructure classification and salary range specific to Health Information Technology
Admin Assistant (4) OA/AA/FTSA/OS			X	Create series to include Office Assistant, Fiscal and Technical Assistant, and Office Supervisor
Transportation Coordinator (1)	X			Establish single classification for all health services Departments

**Table C. Nursing Division
Proposed Line Staff Classifications and Required Actions**

Position	New Position	Net Zero Position	Existing Position	Required Action
Psych Tech/LVN /RN/ PN/PA Nurse Practitioner (4)			X	Align with Public Health nursing series but add Psych Tech, PA and Nurse Practitioner

**Table D. Residential Care/DIC Division
Proposed Line Staff Classifications and Required Actions**

Position	New Position	Net Zero Position	Existing Position	Required Action
Residential Care Facility Manager (1)			X	Restructure existing classification to include relevant education and experience in social work, case management, group home, and counseling.
Lead Residential Care Facility Attendant (2)			X	Create Attendants/Peer Attendants
Residential Care Facility Attendant/Peer Residential Care Facility Attendant (6)			X	Create series
MH Intern, Clinician, Clinical Specialist (1)			X	Restructure classification designations to clarify licensure status and scope of duties
Case Manager I/II (2)			X	Restructure with I/II series

Plumas County Behavioral Health Department

**Table E. Adult Division
Proposed Line Staff Classifications and Required Actions**

Position	New Position	Net Zero Position	Existing Position	Required Action
Supervising Case Manager (1)		X		Restructure w/CM series (Internal recruitment)
Case Manager I/II(4)			X	Restructure with series
MH Intern, Clinician, Clinical Specialist (4)			X	Restructure classification designations to clarify licensure status and scope of duties

**Table F. Adult, Youth, and Family Division
Proposed Line Staff Classifications and Required Actions**

Position	New Position	Net Zero Position	Existing Position	Required Action
AOD Supervisor (1)			X	Restructure classification. AOD reorganization into BH
SUDS Counselor I/II/III (3)			X	Restructure classification, create series. AOD reorganization into BH, plus 1 new FTE
Supervising Case Manager (1)		X		Restructure w/CM series (Internal recruitment)
Case Manager I/II (4)			X	Existing positions, create series
MH or BH Intern, Clinician, Clinical Specialist (5)			X	Restructure classification designations to clarify licensure status and scope of duties

IV. Mental Health Services Act (MHSA) Plan

MHSA Plan Requirements and Plumas County MHSA Plan

It has been a decade since the Mental Health Services Act (MHSA) was passed by California voters and revenue began to flow to counties to support the promise of expanded treatment and support services for seriously mentally ill persons. Unfortunately, the vision of the MHSA has yet to be fully realized in Plumas County. While there is little doubt that the requirements and various categorization of MHSA funding have made it cumbersome for the County to plan and appropriately expend funds, it is also true that inattention to MHSA requirements by previous Mental Health Department officials resulted in Plumas County funds “reverting” to the State for distribution to other counties. To date, several hundred thousand dollars of MHSA funding originally allocated to Plumas County have been identified for reversion to the State because the dollars were not expended within the allowable period.

MHSA funds are organized under specified categories defined in the MHSA law. These categories

Plumas County Behavioral Health Department

were deemed important for meeting a broad set of client needs and for improving the capacity of county and other systems to provide quality mental health care. These categories include:

- **Community Services and Support (CSS) Funds**

These funds make up the majority of MHSA funding (approximately 75 percent of the MHSA allocation distributed to counties) and are expected to assist in financing the costs of providing mental health care and other assistance on behalf of seriously ill persons. For example, mental health psychiatric services, nursing, case management and therapeutic care are provided by counties with a 50%/50% county/federal match for those persons covered by Medi-Cal. MHSA CSS resources can be used by the County to support the County's 50% match. More importantly, MHSA can and should finance the many other forms of non-medical care and support that are needed to help seriously ill persons maintain stability in the community. Full Service Partnerships (FSP) describe these treatment and service relationships with persons who have high needs and should provide a broad range of services and supports, such as housing, employment, and transportation. All of these services are legitimate MHSA expenditures within the FSP context.

CCS and Current County MHSA Plan. The CCS component of the current Plumas MHSA Plan contains a variety of supportive services, most notably the development of Wellness Centers in various regions of the county, which are anticipated to provide opportunities for socialization, wellness activities and learning among mentally ill persons, as well as be venues for the delivery of mental health care. The CSS component of the current plan also includes the development of a consumer run time bank program to assist mental health clients with employment and vocational skills, as well as receive needed services; funding to support outreach and engagement of Native American persons; and various supportive housing, emergency lodging and/or client support costs.

- **Prevention and Early Intervention (PEI) Funds**

Prevention and Early Intervention (PEI) funds (approximately 20% of the MHSA allocation distributed to counties) are expected to support preventive or early intervention services that will prevent the development of mental illness or lessen the negative trajectory associated with poor management of early stage mental illness. Generally, PEI funds are utilized to support youth from early childhood through young adulthood and often target families at risk due to a variety of social or other factors known to have a negative impact on emotional development.

PEI and Current County MHSA Plan. Some California counties have utilized PEI funds to support identification of persons experiencing mental illness. Plumas County appears to have taken this approach because three of the six projects included in the PEI component of the approved MHSA plan involve seniors and veterans. The other three approved PEI projects in the Plan include Anger

Plumas County Behavioral Health Department

Management training; supporting community mental health awareness activities; and outreach targeted to the transitional age youth (teen to young adult) population when many mental illnesses first manifest.

- **Innovation (INN) Funds**

Innovation (INN) funds (5% of the MHSA allocation distributed to counties) are strictly intended to test hypotheses or innovative programming to support new learning in the field of mental health care. As a result, this portion of MHSA planning requires an additional external approval by the statewide Mental Health Services Oversight and Accountability Commission (MHSOAC) before INN funds can be expended by a county.

INN and Current County MHSA Plan. The first INN plan for Plumas County was approved for expenditure in late May 2015 by the MHSOAC. The approved project was a school crisis team intended to respond when issues of suicidal ideation, cutting behavior, bullying or other school threats became known. The “innovation” was to test this model in a rural community as it had seen success in a much larger community venue.

- **Housing, Capital and Technological Investments (Cap/Tech) and Workforce Education and Training (WET)**

Additional components were originally set-aside in MHSA funds for housing, capital facilities and technological investments (Cap/Tech), and for workforce education and training (WET). Two of the three components – Cap/Tech and WET – have a much longer time horizon for expenditure (10 years). Housing funds originally allocated to Plumas are subject to reversion as they were not utilized for their intended purpose in the allowed time period.

Today, these three categories of funding are no longer segregated in the total MHSA funding received, and counties can choose to earmark up to a maximum of 20% of the previous five year average of MHSA receipts for future Cap/Tech, WET or Prudent Reserve purposes. This feature of MHSA fund retention allows the accumulation of some specified revenues with a longer time horizon before reversion to the State. In this manner, counties can “save up” funds for a major capital or facilities purchase or renovation, or a software upgrade or system purchase over a longer time period and accomplish a larger multi-year investment. Placing funds in a “Prudent Reserve” permanently protects funds from reversion and importantly can be used as a buffer against major program fluctuations when the California economy reduces overall statewide MHSA revenues. However, funds placed in the Prudent Reserve are not available for routine expenditure, and use is subject to statutorily described parameters including lower projected MHSA revenues and/or demonstrating a risk of serving fewer clients than previous years.

Plumas County Behavioral Health Department

Cap/Tech, WET and Prudent Reserve in the Current County MHSA Plan. Plumas County did not designate any additional funding to or specific expenditure from these protected ‘accounts’ within the FY 2014-2017 MHSA Plan. Plumas County currently maintains designated balances for all three purposes within MHSA reserves. While the County still has time to expend the Cap/Tech and WET funds before their 10-year reversion period ends, some planning activities to fully utilize the oldest of these funds before reversion will be necessary in the near term. Because MHSA services and activities will take a while to develop and grow in the community, designation of some MHSA receipts to any of these accounts should be considered to protect monies that might otherwise revert. A MHSA Plan Amendment would be necessary to describe this use of the funds.

MHSA Plan and Expenditure Approval

MHSA expenditures are allowed following the development and approval of a three-year MHSA Plan. Plan development requires involvement of local stakeholders, a 30-day publication and vetting process, a public hearing conducted by the local Mental Health Commission or Board of Supervisors, and final approval by the Board of Supervisors. As noted earlier, MHSA Innovation funds require an additional step of approval by the statewide MHSOAC to ensure that program plans and their related expenditures contribute to new learning in the mental health field. The three-year MHSA plan period currently in effect for all counties is July 1, 2014 through June 30, 2017. The three year MHSA Plan for Plumas County was approved by the Board of Supervisors in mid-December 2014, more than five months into the first year, despite a due date to the Department of Health Care Services of April 1, 2014. Leadership changes at the Mental Health Department, including the loss of lead MHSA Plan staff, caused delays in plan development and timely submission. In fact, the MHSA Plan Update for the prior FY 2013-14 had also not been completed, and was submitted as part of the December 2014 new Plan submittal. The approved MHSA Plan outlined a variety of multi-year commitments, many to be completed by June 30, 2015, roughly a six-month period. The majority of the funding was focused on hiring county staff and developing programs within the Mental Health Department. The complexity of this effort was significantly underestimated by Department management at that time, which made the funding goals unduly optimistic, resulting in substantial revenues at risk of reversion on June 30, 2015.

MHSA Funding Reversion Risk for Plumas County

For CSS, PEI and INN funds, the reversion period is three years from the year of receipt. Any amount of MHSA funds received by a county that are not expended or otherwise protected for authorized Cap/Tech, WET or Prudent Reserve purposes are subject to reversion. As noted above, Plumas County has already experienced a substantial reversion of MHSA funding due to a lack of expenditure during the allowable time period.

Plumas County Behavioral Health Department

Plumas County has been and continues to be at significant risk of reverting MHSA funding with each passing fiscal year because it has historically under-expended MHSA funding. For the past several years in a row, Plumas County has spent some but not all of the annual MHSA funding received three years earlier and none of the revenues received in the immediately previous or current fiscal year. For the fiscal year ending June 30, 2015, the funds at risk of reversion received during FY 2012/13 totaled: \$2,277,138. (This total includes \$1,730,625 in CSS funds; \$432,656 in PEI funds; and \$113,857 in INN funding.) On June 16, 2015 the Board of Supervisors approved a community-based program MHSA spending plan recommended by KCG to carry out the County's MHSA goals and avoid reversion of these funds. As of this writing, it is confirmed that expenditures for all recommended contracts have been made. See Table G (page 20).

At risk of reversion on June 30, 2016 is another \$1,771,182 of MHSA funding if these revenues are not expended during FY 2015-16. These revenues are from funding received in FY 2013/14. Additionally, growth in the California economy has boosted the FY 2014/15 MHSA revenues to Plumas County, which are now anticipated to be approximately \$2,340,800 and will become subject to reversion to the State on June 30, 2017, which is the end date for the current three year MHSA plan period.

Prior Mental Health Department leadership was anxious to expand services and get beyond the continuous threat of reversion posed by chronic under-expenditure. As a result, the Plumas County 2014-2017 MHSA Plan Budget intended to fully expend all of the accumulated MHSA revenues from previous years **and** fully expend all MHSA revenues received through June 30, 2017. To put it another way, the approved MHSA Plan Budget anticipated spending 5 fiscal years of revenues (FY 2012/13 through FY 2016/17) in a 2.5-year period – roughly double the level of annual MHSA receipts. To say the least, this was an ambitious goal.

Unfortunately, with that approach once the Plan period was over in June 2017 and all previous year(s) accumulated revenues had been exhausted under the plan, spending patterns would have to return to the level of annual receipts – roughly half of the Plan level. This “up and down” budgeting to spend the revenue, particularly with ongoing commitments of permanent county staff, was not going to be sustainable over time. More modest and gradual investments that avoid reversion but gradually expend accumulated MHSA funds are the more prudent, managed approach to growth for the long-term.

MHSA Expenditure Actions Taken

The immediate threat of reversion of MHSA funding to the State on June 30, 2015 and concerns expressed by community agencies in formal comments submitted during the MHSA Plan approval process created impetus to act quickly in the allocation of MHSA funding. KCG, with input from

Plumas County Behavioral Health Department

the Interim Mental Health Director, solicited program concepts and proposals from a variety of community agencies in Plumas County interested in providing support and care on behalf of the mentally ill population. The primary objectives of this solicitation were:

- Avoid immediate reversion risk of over \$1.6 million in MHSA revenues;
- Support and maintain the intent of the MHSA Plan approved by the Board of Supervisors in December 2014; and,
- Emphasize community-based service delivery in accordance with the core expectation of MHSA law approved by California voters, which emphasizes *Community Services and Supports*.

In furtherance of these objectives, proposals were solicited that followed components of the approved MHSA plan as well as proposals for services and programming that, in KCG's judgment, were inappropriately omitted from the plan. These latter proposals focused on the areas of prevention services for the 0-5 year old population and increasing the opportunity for behavioral health integration within a primary care setting. While the approved MHSA Plan approach was built on service delivery by expanding county staff, the approach set forth in the revised spending plan emphasizes service delivery by community-based agencies in cooperation with county staff.

The community-based services approach taken in the structure of financing is both practical and philosophical. First, it was obvious to KCG at the time the consulting engagement commenced that Plumas County could not realistically spend the revenue at risk of reversion through the hiring of county staff. There was simply not enough time to complete the hiring processes, let alone identify the range of staff anticipated for hire. The approved strategy focused on county hiring would inevitably result in substantial reversion of revenues to the State.

Second, there is a range of community-based agencies in Plumas County desiring a role in providing services to persons with mental illness in the community. In the view of KCG, it is essential that this community capacity be developed to support achievement of the county's MHSA goals so that "mental health" becomes a larger community-wide responsibility, not the sole responsibility of county staff. The more capacity that can be developed in the community to provide a variety of supportive care and services for the seriously mentally ill population, the more a community-based system of care for mentally ill persons can be developed – a foundational principle of the MHSA. Proposals were reviewed by KCG and recommendations for community based contracts were formulated in collaboration with the Interim Mental Health Director.

In support of these community-programming efforts, an existing statewide agency was also engaged to assist Plumas County. This agency, the California Mental Health Services Authority or CalMHSA, was formed as a Joint Powers Authority (JPA) by California counties in recognition of the

Plumas County Behavioral Health Department

need for county-to-county collaboration in the implementation of some MHSA programs and to accomplish statewide mental health community awareness activities. While a small budgeted expenditure in the County's MSHA - PEI budgets indicated an intention for the County to join CalMHSA, Plumas County had never joined. As a result, CalMHSA's collective services and programming were not available to Plumas County.

Recognizing that support that was needed from a statewide organization dedicated to MHSA services, the Interim Mental Health Director with the support of the Board of Supervisors joined the CalMHSA JPA in May 2015. With that action, it became possible for Plumas County to engage CalMHSA in a broader role supporting Plumas County MHSA program development. Toward that end, the largest expenditure of MHSA funding (CCS) is for development and implementation of Wellness Centers by Plumas Crisis Intervention & Resource Center (PCIRC). CalMHSA will facilitate Wellness Center development in consideration of best practices in California and manage and oversee a PCIRC contract. On June 16, 2015 the Board of Supervisors approved contracts with CalMHSA and a variety of community agencies totaling \$ 1,635,805 for services effective June 15, 2015 (see Table G).

Other Departmental expenditures using MHSA funds totaled over \$500,000, thereby assuring these revenues also did not revert to the State. Expenditures included the purchase of new vehicles to allow retirement of old vehicles and expand the fleet; consultant costs; computer purchases made during this fiscal year on behalf of MHSA assigned staff; and administrative expenses in support of MHSA activities originally financed through the main Mental Health

Table G. Plumas County MHSA Funding – Avoided Funding Reversions
June 30, 2015

AMOUNT	FUNDED ITEM
\$ 64,300	Plumas Rural Services: Parent Child Interactive Therapy
\$ 22,260	Plumas Rural Services: Community Connections time bank (6 months)
\$ 39,185	Plumas Rural Services: Youth Prevention Program (6 months)
\$1,000,000	Plumas Crisis Intervention & Resource Center: Wellness Centers in 4 Locations and Staffing (contracted to CalMHSA)
\$ 25,000	Eastern Plumas Health District: Space costs to allow on site MH services
\$ 50,000	Eastern Plumas Health District: Planning Grant for Integrated Care
\$ 71,500	First Five Plumas: Infant MH Project (6 months)
\$ 22,500	Roundhouse: Community Outreach (Family Nights, Elders Luncheon, Daily Cultural Activities, etc.) (6 Months)
\$ 205,060	Public Health (MOU for Veterans and Senior Projects)
\$ 20,000	CalMHSA PEI Assignment
\$1,519,805	SUBTOTAL COMMUNITY CONTRACTS (AVOIDED CCS and PEI REVERSION)
\$ 116,000	PLUMAS UNIFIED SCHOOL DISTRICT CONTRACT (AVOIDED INN REVERSION)
\$1,635,805	TOTAL COMMUNITY CONTRACTS (AVOIDED REVERSIONS)

Plumas County Behavioral Health Department

budget. It is projected the anticipated MHSA expenditures through June 30, 2015 will fully expend the funds at risk of reversion, and modestly expend some of funds at risk in the next fiscal year.

Future MHSA Related Actions Needed

As discussed earlier, several of the contracted MHSA programs will be implemented in a different manner than originally contemplated in the MHSA plan. For each of these programs (Parent Child Interactive Therapy, Youth Prevention, and Wellness Centers) it is recommended that this change in approach be documented in the annual MHSA Plan Update due by December 31, 2015. For a few other programs (Eastern Plumas Health Care integration and Infant/Child 0-5 year old prevention) it is also recommended that an MHSA Plan Amendment be developed to recognize these new programs. As both the Plan Update and Plan Amendment process requires stakeholder input, publication and public hearing, and Board of Supervisor approval for submittal to the California Department of Health Care Services, it is further recommended that these processes be conducted together.

An additional item of MHSA importance in the coming months that should be included in the combined MHSA Plan Update/Amendment process noted above is the reserving of some MHSA funds for future Cap/Tech or WET expenditure, or to the Prudent Reserve, in order to protect a portion of the MHSA funds for a longer time period. These fund designations, and in the future the expenditures from these designated accounts, must be included in an approved MHSA Plan. In addition, such designation cannot exceed 20% of the most recent five-year average of annual MHSA receipts. A determination about the appropriateness of additional fund designation particularly in light of current unspent balances will need to be made. Any such designations, or expenditure from existing fund balances (WET or Cap/Tech) will need to be included in a future Plan Amendment.

V. Future Programmatic and Administrative Activities

Through its review, KCG also identified a set of programmatic and administrative activities that require future attention by the new Behavioral Health Director and the management team. These activities will require dedicated energy and commitment over time because most of the activities will require multi-month action steps that need to be planned, managed and completed. A summary of these future programmatic and administrative activities is presented in Table H. Included among these is the subset of recommendations from the prior KCG report “Plumas County Mental Health Department: Report on Service Delivery Dynamics, Issues and Considerations” submitted September 2, 2014 (see Appendix B). Kemper Consulting Group is available to the assist the new Behavioral Health Director in addressing these activities as future management priorities are made.

Plumas County Behavioral Health Department

Table H. Future Programmatic and Administrative Activities		
Item	Activity	Action Required
New Department Organization	Space plan for combination of mental health and AOD staff	Determine options for staff locations based upon new organizational structure and space availability
Remaining Issues from KCG Report of 9/2/14	Set of over 40 recommendations	See Appendix B.
Anasazi	Establish and affirm ongoing use of system for clinical and billing operations, and for cost report and MHSA expenditure reporting and tracking	<p>Address all of the following:</p> <ul style="list-style-type: none"> ▪ Backlog of cases not input into system ▪ Staff training for system use ▪ Policy and Procedure regarding use by staff, performance and accountability ▪ Development of staff codes for cost distribution and cost reporting ▪ Structure for reliable Medi-Cal and Medicare claiming
Policies and Procedures	Establish clear policies for each of the following:	<p>Clinical Service Delivery</p> <ul style="list-style-type: none"> ▪ Patient Intake/Exit/UM/Patient Flow ▪ Patient intake procedures for different referral types: <ul style="list-style-type: none"> ○ Inside department ○ Referrals from outside ○ Calls to department ▪ Complaints ▪ Patient Assignment ▪ Patient Diagnosis and Treatment Plan ▪ Incorporation of MH and AOD assessments <p>On-Call and 5150</p> <ul style="list-style-type: none"> ▪ MOU with hospitals, law enforcement, other ▪ Post-action review <p>Criminal Justice System</p> <ul style="list-style-type: none"> ▪ MOU ▪ Assessments/Evaluation ▪ Treatment referrals ▪ Communication between agencies and patients (common language) <p>Child Welfare Services/Katie A.</p> <ul style="list-style-type: none"> ▪ MOU ▪ Assessments/Evaluation ▪ Treatment referrals ▪ Communication between agencies and patients
Training for Staff	Develop formal training plan and budget including use of MHSA WET funds	Determine range of staff training needs across position classifications, prepare plan and develop budget

Plumas County Behavioral Health Department

Table H. Future Programmatic and Administrative Activities		
Item	Activity	Action Required
Patient Advocate	Develop plan for this function	Determine location, structure, duties of this role
Prevention	County-wide HHS prevention plan	Work in collaboration with Public Health on county-wide prevention strategy
HHS Department Interfaces	Establish working relationships with other County HHS departments	Areas of common responsibility need to be identified and processes established to facilitate work between departments
Medi-Cal Managed Care Plan Interfaces	Establish formal referral and business relationships with Medi-Cal managed care companies	The MOUs approved by Plumas County and the health plans (CA Health & Wellness and Anthem Blue Cross) need to be operationalized with policies and procedures for referral, treatment, and billing (as appropriate).
Drug Medi-Cal (DMC)	Participate in the expansion of the Drug Medi-Cal program	New Department should pursue Drug Medi-Cal certification and initiate efforts to become part of a multi-county regional approach to DMC Expansion.

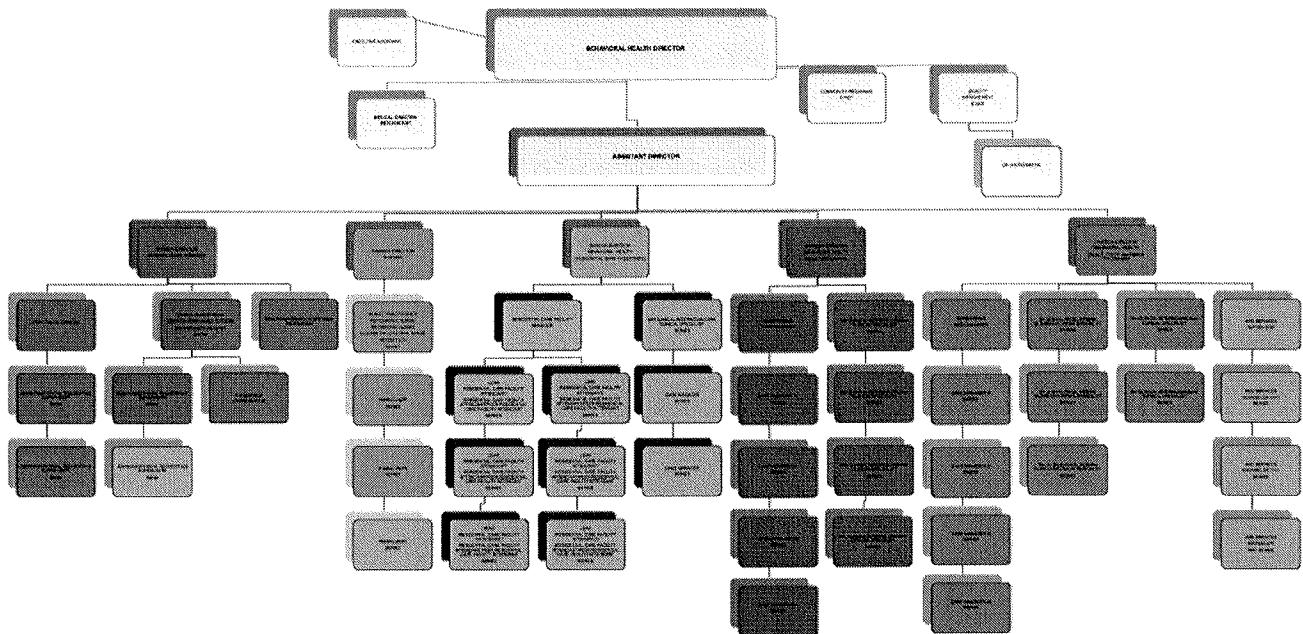
VI. Conclusion

Kemper Consulting Group recommends that the Plumas County Board of Supervisors approve the recommendations contained in this report on the proposed organizational and staffing structure for the new Department of Behavioral Health. The Board's actions to date, including approval of the new Behavioral Health Director position, approval of county participation in CalMHSA, and the approval of contracts with community based service providers in furtherance of the county's MHSA Plan, are all foundational components in support of the new department. With approval of the organizational structure and staffing recommendations, the Board of Supervisors will put in a place a practical organizational strategy for integrated delivery of mental health and substance use disorder services for Plumas County residents.

Plumas County Behavioral Health Department

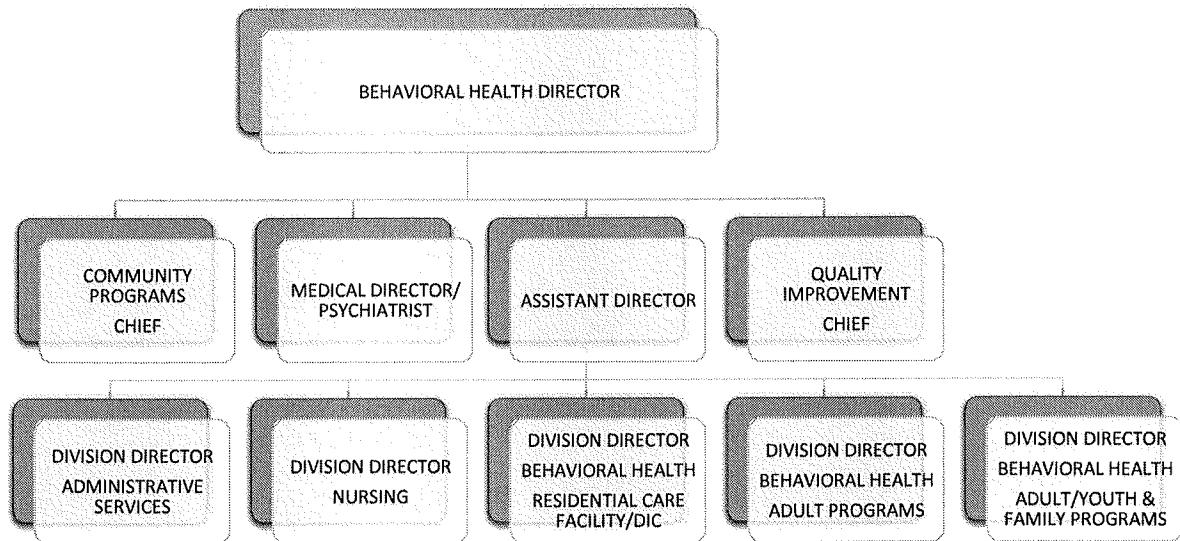
Appendix A

Proposed Department of Behavioral Health – Organization of Programs and Functions

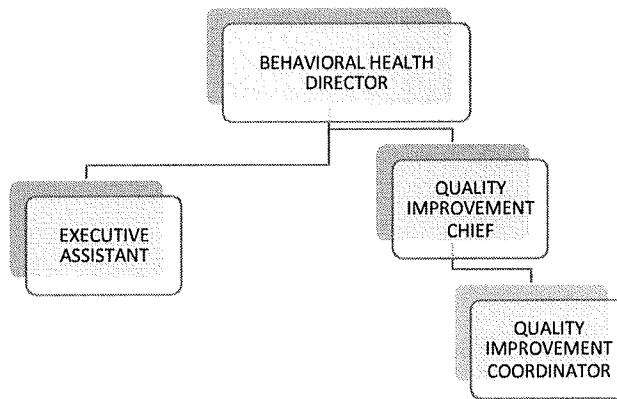


Plumas County Behavioral Health Department

Proposed Department of Behavioral Health – Director's Office and Management

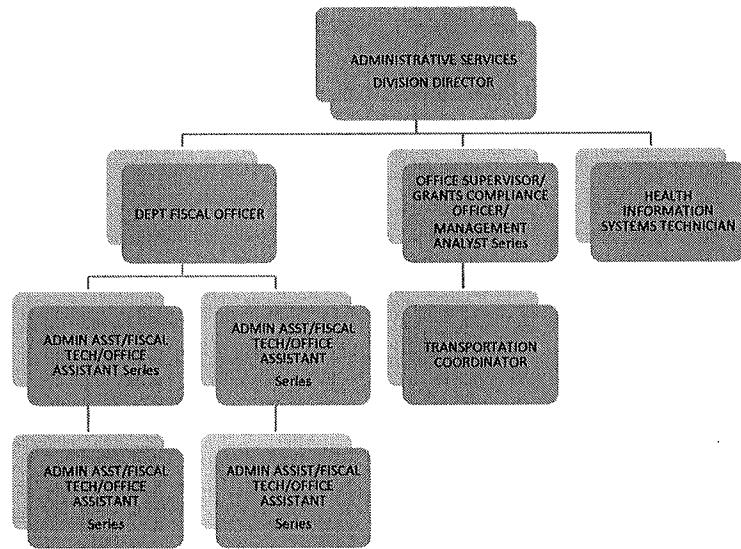


Proposed Department of Behavioral Health – Director's Office Other Staffing

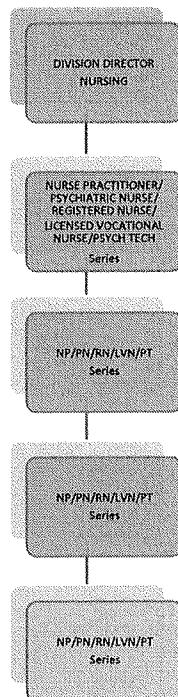


Plumas County Behavioral Health Department

Proposed Department of Behavioral Health – Administrative Services Division

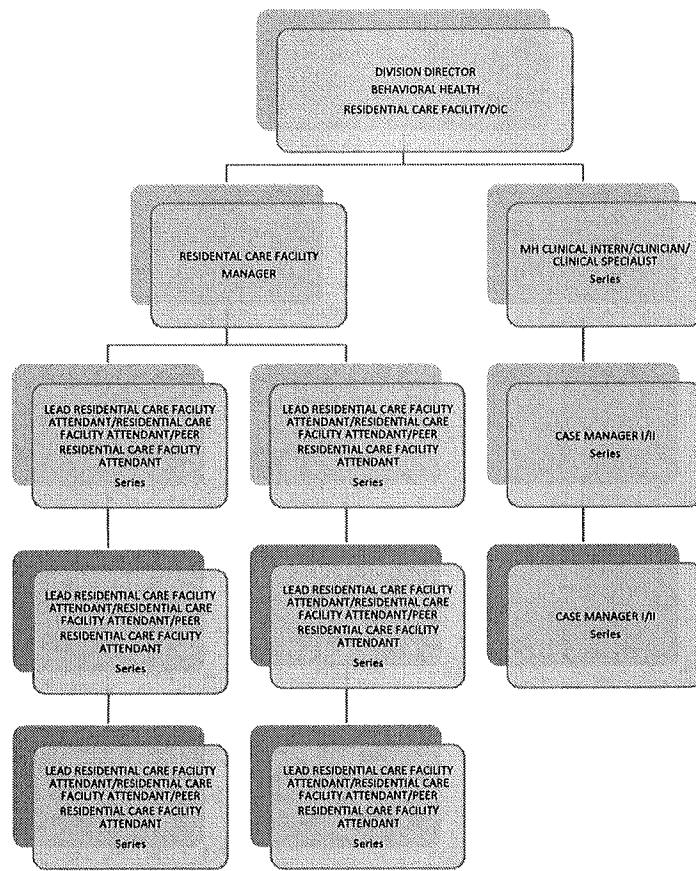


Proposed Department of Behavioral Health – Nursing Division



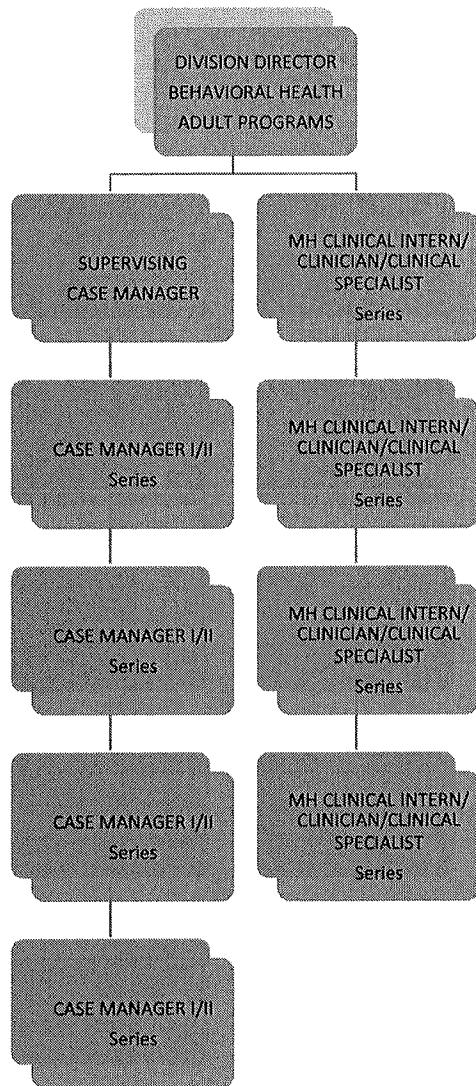
Plumas County Behavioral Health Department

Proposed Department of Behavioral Health – Residential Care Facility/DIC Division



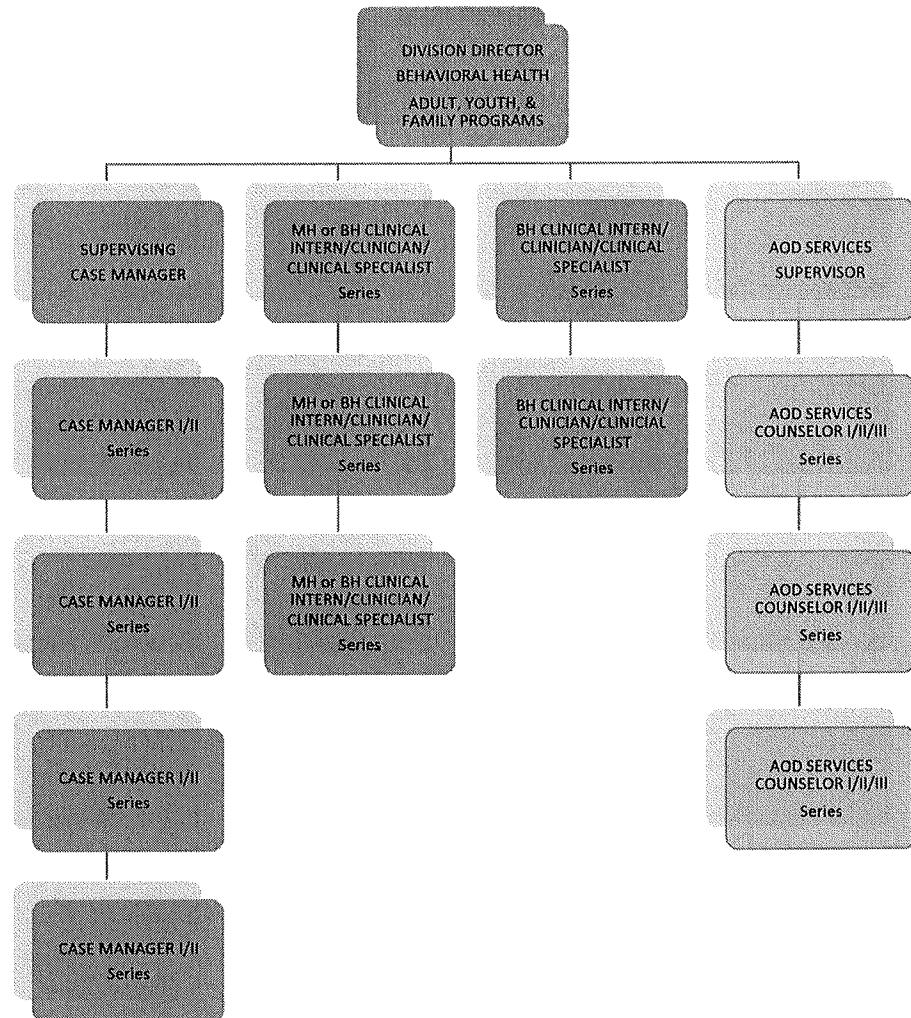
Plumas County Behavioral Health Department

Proposed Department of Behavioral Health – Adult Programs Division



Plumas County Behavioral Health Department

Proposed Department of Behavioral Health – Adult, Youth and Family Programs Division



Plumas County Behavioral Health Department

Appendix B
Recommendations and Assessment of Progress
Plumas County Mental Health Department
Report on Service Delivery Dynamics, Issues and Considerations

KCG Recommendation	Assessment of Progress
1-1 Key community and County leaders note improvements in PCMH collaboration	Some, especially following appointment of Interim Mental Health Director
1-2 Assignment/recruitment of staff to the criminal justice system, and on-going use of fund reserve for this purpose	Some, especially with regard to services at the jail
2-1 Standardized reporting format for linkage of staff FTE to service levels, and quantification of areas of challenge (EHR, caseloads, productivity, new responsibilities)	No clear evidence of progress
2-2 Results of 10 county/nearby salary comparison, and resultant salary increase request	No evidence, however some new therapist classifications noted below were approved
2-3 Request for a Behavioral Health Therapist III, and the reclassification/promotion of existing PCMH staff who meet the qualifications	Completed
2-4 Request for licensure bonus or other means to maintain interns past their required supervised hour completion	No clear evidence of progress
2-5 Quantification of direct service time available for clinical services provision	No clear evidence of progress
2-6 Report on completion of Anasazi training and support for those staff unable to make improvements in EHR conversion	Limited to initial steps
2-8 Formalized duty assignments for Program Chiefs	Limited, especially due to the departure of one of two Program Chiefs soon after this report
2-9 Summary of in-house COD advantages and disadvantages and resultant decision about a potential contract	No clear evidence of progress
2-10 Progress in contracting for services with external providers	New progress for MHSA funded projects with Board of Supervisors approval of contracts on June 16, 2015; no evidence of progress outside of MHSA
2-11 Plans/progress in developing capacity among medical providers to meet MH needs	No clear evidence of progress
2-12 Inclusion of mental health provider enhancement in three year MHSA plan	Not included in approved MHSA Plan
2-13 List of mental health providers authorized in the managed care system, and the results of contacts with those providers	No clear evidence of progress
2-14 Internal PCMH policy for training budget to include allowance for 2- year accumulated expenditure	No clear evidence of progress

Plumas County Behavioral Health Department

Appendix B
Recommendations and Assessment of Progress
Plumas County Mental Health Department
Report on Service Delivery Dynamics, Issues and Considerations

KCG Recommendation	Assessment of Progress
2-15 BOS to consider pre-approval for filling open but allocated PCMH positions	No clear evidence of progress
2-16 Status of the department's waiting list	Limited, as waiting list still remains
3-1, 3-3 Initiation of MHSA planning process, including contractor, and request for an MHSA coordinator position	Plan Completed and MHSA Coordinator position created
3-2 Result of letter to State about expended MHSA funds without plan approval	2014-2017 MHSA Plan included supplemental FY 2013-14 Annual Update transmittal
3-4 Multi-year MHSA reserve expenditure plan completed	Partial completion, Approved MHSA plan included some reserves and anticipated revenues but not all
3-5 MHSA plan includes efforts to expand care integration, and develop additional MH providers within in Plumas County	No inclusion in approved MHSA Plan
3-6 Reported numbers of unduplicated clients is increasing, and utilization management process developed	Limited for unduplicated client increases; utilization management process under discussion
4-1 Multi-year general MH fund balance reserve expenditure plan is completed	No clear evidence of progress
4-2 Multi-year MHSA expenditure plan and MH reserve plans are linked	No clear evidence of progress
5-1 MHSA plan includes clinician staff for enhanced services to 0-5 year olds and veterans	Limited to no 0-5 year old programming in MHSA Plan; veterans included in PEI portion of MHSA Plan
5-2 Protocols/procedures and MOU's are developed for Katie A. implementation	No clear evidence of progress
5-3 Protocol/procedures for prioritization of parents in the foster care system is developed and stakeholders perceive improvement	No clear evidence of progress
5-4 Peer review of services provided to foster children is complete	No clear evidence of progress
5-5 Expansion of services to areas where high-risk youth reside, or the MHSA plan includes this expansion	MHSA Plan includes geographic expansion of services; PEI Plan contains TAY youth outreach effort
5-6 Sentinel event analysis process is developed and practiced	MHSA Innovation Plan includes development of a Crisis Team for school response
6-1 MOU developed between PCMH and PCAD	Some progress; in light of combined Behavioral Health Department, this will be less critical
6-2 Regular assignment of staff to drug court	No clear evidence of progress
6-3 Plumas County should assess the integration of Mental Health and Alcohol and Drug Services	Currently under development
7-1 Multi-year quality improvement plan developed and resources assigned	No clear evidence of progress
8-1 Communications staff is deployed and PCMH community messaging is occurring	No clear evidence of progress

Plumas County Behavioral Health Department

Appendix B Recommendations and Assessment of Progress Plumas County Mental Health Department Report on Service Delivery Dynamics, Issues and Considerations	
KCG Recommendation	Assessment of Progress
9-1 Request for additional PCMH administrative support staff	MHSA Coordinator approved; limited other progress
10-1/5 MH Commission improvements are evident, including potential contract provider	Some progress
10-5 Report on role of Patient Advocate, and potential contract provider	No clear evidence of progress
11-1 MOU for emergency psychiatric services is developed and roles and expectations are clear to community stakeholders	No clear evidence of progress
11-3 PCMH participates and actively supports CIT training	Some progress
11-4 Annual 5150 training is completed and staff has demonstrated competence in role	No clear evidence of progress
12-1 PCMH evaluates MH Director Emeritus contract or enrolls in CIMH Leadership Institute	Both completed
13-1 BOS to consider study of Health and Human Services formation	No clear evidence of progress