

TEHAMA COUNTY SANITATION DISTRICT No. 1 AGENDA REQUEST FORM
AGENDA DATE July 27, 2010

PACKET

7/27/10 REGULAR #29(B)

Consent Regular Anticipated Time Required 1 minute
 Public Hearing N/A Public Hearing Notice Attached
 Cite & Attach Copy of Code: _____
 Prepared By (Name): Rose Scott Date: 7/14/2010
 Contact Person (if different): Mark Moses Phone: 385-1462
 DEPARTMENT/DIVISION: Sanitation District #1
 PERSON(S) APPEARING & TITLE: Gary Antone, Director

REQUESTED ACTION(S): Or indicate informational presentation only:
 Approve Attached Warrant Register for January thru March 2010

FINANCIAL IMPACT: YES NO If yes, describe impact, indicate funding source and the amount budgeted.
 Tehama County Sanitation District Budget Account No. 605-53120 \$343.89; 605-53170 \$110.95;
 605-53230 \$41,838.90; 605-53280 \$2,543.00; 605-53300 \$665.04; 684-53230 \$1,096.42;
 684-55430 \$10,698.75

BACKGROUND, ALTERNATIVES AND IMPLICATIONS: Describe the effect of not taking the requested action, and provide any pertinent information.
 Sanitation District will be unable to operate.

RECOMMENDATIONS:
 Approve the requested action.

| REVIEWED AS REQUIRED BY POLICY | | CLERK'S INSTRUCTIONS | |
|--------------------------------|--------------------|---|--------------------------|
| | <u>Review Date</u> | Number of documents to be returned to dept. | |
| Auditor | _____ | Originals | <input type="checkbox"/> |
| Board Committee | _____ | Copies | <input type="checkbox"/> |
| Chief Administrator | _____ | Minute Certifications needed: | Number <u>1</u> |
| County Counsel | _____ | Ordinance Required | <input type="checkbox"/> |
| Dept Head | _____ | Resolution Required | <input type="checkbox"/> |
| Personnel | _____ | Budget Transfer Required | <input type="checkbox"/> |
| Purchasing | _____ | Processing Deadline: | _____ |
| Risk Management | _____ | Further information attached | <input type="checkbox"/> |
| | | PDR on file w/Auditor | <input type="checkbox"/> |
| | | Insurance Certificate Attached | <input type="checkbox"/> |

**Tehama Co. Sanitation District #1
Warrant Register for January through March 2010**

| | | <u>Fund</u> | <u>Amount</u> |
|---------------------------|---|-------------|----------------------------|
| <u>JANUARY</u> | | | |
| Fund 605 | Frontier Communication (5305953420) February 2010 | 53120 | \$ 109.28 |
| | Hach Company (Thermometer) February 2010 | 53170 | \$ 46.82 |
| | Barry Gravier Plowing 11.5 hrs December 2009 | 53230 | \$ 977.50 |
| | Basic Lab. (#0911868) December 2009 | 53230 | \$ 91.00 |
| | Basic Lab. (#1000026) January 2010 | 53230 | \$ 91.00 |
| | Basic Lab. (#1000237) & (#1000447) January 2010 | 53230 | \$ 182.00 |
| | SWRCB Fees Annual Permits 7/1/09 - 6/30/10 | 53280 | \$ 2,543.00 |
| | P.G. & E. 10/20 -12/18/09 | 53300 | \$ 254.78 |
| Fund 684 | NBS Delinquency Mgmt Srvs | 53230 | \$ 208.80 |
| | NBS Admin Fees/Expenses Jan/Feb/March 2010 | 53230 | \$ 887.62 |
| JANUARY - TOTAL | | | \$ 5,391.80 |
| <u>FEBRUARY</u> | | | |
| Fund 605 | Frontier Communication (5305953420) March 2010 | 53120 | \$ 83.37 |
| | Basic Lab. (#1000582) January 2010 | 53230 | \$ 91.00 |
| | Basic Lab. (#1000749) January 2010 | 53230 | \$ 91.00 |
| | Basic Lab. (#1000897) January 2010 | 53230 | \$ 61.00 |
| | Basic Lab. (#1001187) February 2010 | 53230 | \$ 91.00 |
| | Pace Civil Engineering, Inv #17272 12/27-1/30/10 | 53230 | \$ 228.00 |
| | TCPW Inv #9102125 Admin/Eng Srvs January 2009 | 53230 | \$ 6,175.17 |
| | TCPW Inv #9102141 Admin/Eng Srvs February 2009 | 53230 | \$ 8,840.54 |
| | P.G.&E. 12/19 - 1/20/10 | 53300 | \$ 239.01 |
| Fund 684 | USDA RuralDevelopment Loan #92-01 Interest2009/2010 | 55430 | \$ 10,698.75 |
| FEBRUARY - TOTAL | | | \$ 26,598.84 |
| <u>MARCH</u> | | | |
| Fund 605 | Frontier Communication (5305953420) April 2010 | 53120 | \$ 151.24 |
| | RACO Manufacturing (Battery Gell Cell) | 53170 | \$ 64.13 |
| | Barry Gravier Plowing 19.5 hrs January 2010 | 53230 | \$ 1,657.50 |
| | Barry Gravier Plowing 6.5 hrs February 2010 | 53230 | \$ 552.50 |
| | Basic Lab. (#1001760 & #1001804) February 2010 | 53230 | \$ 182.00 |
| | Basic Lab. (#1001935) February 2010 | 53230 | \$ 91.00 |
| | Basic Lab. (#1002067) March 2010 | 53230 | \$ 91.00 |
| | Basic Lab. (#1002437) March 2010 | 53230 | \$ 91.00 |
| | TCPW Admin/Eng Srvs March 2009 | 53230 | \$ 6,011.93 |
| | TCPW Admin/Eng Srvs April 2009 | 53230 | \$ 4,343.77 |
| | TCPW Admin/Eng Srvs May 2009 | 53230 | \$ 4,945.79 |
| | TCPW Admin/Eng Srvs June 2009 | 53230 | \$ 6,953.20 |
| | P.G.&E. 1/21 - 2/19/10 | 53300 | \$ 171.25 |
| MARCH - TOTAL | | | \$ 25,306.31 |
| <u>GRAND TOTAL</u> | | | <u>\$ 57,296.95</u> |

TEHAMA COUNTY BOARD OF SUPERVISORS AGENDA REQUEST FORM

AGENDA DATE 07/27/10

PACKET

7/27/10 REGULAR #31

Consent [] Regular [X] Anticipated Time Required: 5 minutes
 Public Hearing [] _____ Public Hearing Notice Attached []
 Cite & Attach Copy of Code: _____
 Prepared By (Name): Sally Hacko Date: 07/19/10
 Contact Person (if different): _____ Phone: 527-4183
 DEPARTMENT/DIVISION: Social Services / Community Action Agency / Administration
 PERSON(S) APPEARING & TITLE: Williams Goodwin, Chief Administrator/Charlene Reid, Social Services Director

REQUESTED ACTION (S) Or indicate informational presentation only:
 Request approval of a hiring freeze exemption/exception to fill 1 Community Services Supervisor allocation at the Social Services Department/Community Action Agency and to waive 56 days of the 90-day vacancy requirement, effective 09/01/10

FINANCIAL IMPACT: Yes [X] No [] If yes, describe impact, indicate funding source and the amount budgeted.
 The estimated annual cost for salary and benefits for 1 Community Services Supervisor allocation is \$62,906. Sources of funding will be 100% Community Services Block Grant. No General Funds. Funding is sufficient.

BACKGROUND, ALTERNATIVES AND IMPLICATIONS: Describe the effect of not taking the requested action, and provide any pertinent information.
 The department is requesting a hiring freeze exemption/exception and approval to fill one Community Services Supervisor allocation. The position will become vacant on 07/29/10. The department requests to waive 56 days of the 90-day vacancy requirement.

 This position is the only dedicated full-time position within the Community Action Agency. The agency requires a working supervisor to create and direct all of the operations of the agency as well as meeting all reporting requirements and assisting all subcontract agencies. Additionally, this position researches grant-funded opportunities and completes applications for Tehama County. If the position were left vacant, the department would be greatly impacted in its ability to meet funding requirements and reporting within the mandated timeframes which would jeopardize future funding.

RECOMMENDATIONS: Approve the action requested above.

| <u>REVIEWED AS REQUIRED BY POLICY</u> | <u>Review Date</u> |
|---------------------------------------|--------------------|
| Auditor | _____ |
| Board Committee | _____ |
| Chief Administrator | <u>WJA 7/20/10</u> |
| County Counsel | _____ |
| Dept Head | _____ |
| Personnel | <u>8A 7/20/10</u> |
| Purchasing | _____ |
| Risk Management | _____ |

- CLERK'S INSTRUCTIONS**
- * Number of documents to be returned to dept:
 Originals _____ Copies _____
 - * Minute Certifications Needed #: 1
 - * Ordinance Required [] Attached []
 - * Resolution Required [] Attached []
 - * Budget Transfer Required/Submitted []
 - * Processing Deadline: _____
 - * Further Information Attached [x] Dept Request, Personnel Director & Chief Admin.'s Recommendation
- PDR on file w/Auditor []
 Insurance Certificate Attached []

**ADMINISTRATIVE RECOMMENDATION ON
REQUEST FOR HIRING FREEZE EXEMPTION/EXCEPTION**

Date: 07/19/10

Allocation: Community Services Supervisor

Department Name: Social Services

Division: Community Action Agency

Budget Unit: 5013

Position Classification: Community Services Supervisor

A. POSITION DATA:

1. Regular Extra-help 2. Full-time Part-time

Monthly Salary Range: 68 \$3391-\$4132
Step Requested: A

Requested Effective Date: 09/01/10
(Position will become vacant on 07/29/10. The department requests to waive 56 days of the 90-day vacancy requirement.)

Non-General Fund

B. ADMINISTRATIVE RECOMMENDATION:

| |
|--|
| <input checked="" type="checkbox"/> FILL POSITION AS REQUESTED |
| <input type="checkbox"/> FILL POSITION AFTER _____ DAYS (LEAVING TEMPORARILY VACANT) |
| <input type="checkbox"/> RECOMMEND THAT POSITION REMAIN VACANT |
| <input type="checkbox"/> OTHER RECOMMENDATION: |


C. Justification for hiring exemption:

Position is the only dedicated full-time position within the Community Action Agency. The agency requires a working supervisor to create and direct all of the operations of the agency as well as meeting all reporting requirements and assisting all subcontract agencies. Additionally, this position researches grant-funded opportunities and completes applications for Tehama County.

D. Justification for partial or full waiver of 90-day mandatory vacancy:

Department requests to waive 56 days of the 90-day vacancy requirement. If the position were left vacant, the department would be greatly impacted in its ability to meet funding requirements and reporting within the mandated timeframes which would jeopardize future funding.

E. AUTHORIZED SIGNATURES:


PERSONNEL DIRECTOR

7/20/10
Date


CHIEF ADMINISTRATOR

7/20/10
Date

REQUEST FOR HIRING FREEZE EXEMPTION/EXCEPTION

Date: July 15, 2010

Position #:

Department Name: Social Services

Division: Tehama County Community Action Agency

Budget Unit: 5062

Position Classification: Community Srvs Supervisor

Number of Position(s): 1

Vacancy Cause By (for example retirement, termed in probation, etc): Resignation

Employee(s) to be Replaced: Stacy Burgess

A. Position Data:

1. Regular Extra-help 2. Full-time Part-time

Monthly Salary Range: \$ 3,391.- \$ 4,132

Requested Effective Date: 9/1/2010

B. Exemption/Exception Requested by Department

- Specialized support positions (physicians, nurses, cooks, etc.) directly responsible for treatment and/or care in the county's jails, juvenile detention facilities and mental health hospital
- Specialized positions involved in public health and/or public safety (i.e. nurses, deputies, etc.)
- Specialized positions entirely (100%) funded with federal/state subventions
- Positions involved in collecting or generating County general revenues, user-fees collected from non-county users and/or net departmental revenues
- Specialized positions involved in direct cost avoidance where a vacancy would result in higher costs being incurred than the savings would generate from the vacancy (such as workers' compensation staff needed to process claims to avoid time penalties)
- Positions in the Department of Voter Registration and Elections needed to process upcoming elections
- Specialized positions (engineers, treatment plant operators, electricians, auto mechanics, janitors, etc.) employed in the County's internal services funds departments/agencies

C. Justification for Exemption/Exception from freeze:

This position is the only dedicated full time position within the Community Action Agency. The agency requires a working supervisor to create and direct all of the operations of the agency as well as meeting all reporting requirements and assisting all subcontract agencies. Additionally, this Supervisor researches grant-funded opportunities and completes applications for Tehama County.

D. Ramifications if position is left vacant for 2 - 3 months and/or indefinitely:

If this position were left vacant, we would be greatly impacted in our ability to meet funding requirements and reporting within the mandated timeframes which would jeopardize future funding.

E. Other Comments

We are requesting 56 days of the 90-day waiting period be waived. The Community Services Supervisor is the only dedicated full time position making it extremely difficult to operate the agency properly with this position unfilled.

F. Estimated Annual Cost Impact:

| | <u>1 POSITION</u> | <u>MULTIPLE POSITIONS</u> |
|--|-------------------|---------------------------|
| Salary and Benefits: | \$ 62,906.00 | \$ |
| Service and Supplies: | \$ - | \$ |
| Equipment: | \$ - | \$ |
| Other: | \$ - | \$ |
| * Estimated revenues and reimbursements: | \$ 62,906.00 | \$ |
| Net General Fund cost: | \$ 0.00 | \$ |
| Total: | \$ 62,906.00 | \$ |

*Identify source of revenues/reimbursements.

Hire Step Requested: Step A Step B Step C Step D Step E

> If hired at D or E step, please justify: _____

| (REMAINDER BASED ON 9/01/2010 HIRE DATE) | <u>Salary & Benefits</u> | <u>Other Estimated Costs for Position</u> | |
|--|------------------------------|---|------------------|
| Estimated FY 10/11 Cost for Position: | \$ <u>52,422.00</u> | \$ _____ | \$ _____ |
| | | (One-Time Costs) | (On-Going Costs) |
| Estimated Annual Cost for Position: | \$ <u>62,906.00</u> | \$ _____ | \$ _____ |
| | | (One-Time Costs) | (On-Going Costs) |

Source(s) of Position Funding:

◆ Fees/Charges: _____ \$ _____
(Type of Fees/Charges)

◆ Federal Funding: _____ \$ _____ Match: Yes / No (Circle One)
(Type Fed. Funds/Grant) (Amt./% If Yes) \$ _____

◆ State Funding: **Community Services Block Grant** \$ 62,906.00 Match: Yes / No (Circle One)
(Type State Funds/Grant) (Amt./% If Yes) \$ _____

◆ Other Local _____ \$ _____
(Any Other Local Except Net General Fund)

◆ Net General Fund: \$ 0

This Position Would Fill: A New Position Anticipated Position Vacancy Other _____

If Vacancy, Position Has Been Vacant Since: _____ or Will Be Vacant as of: 7/29/2010
(Date) (Date)

Contact Person : Teresa Curiel, Chief Deputy Director Telephone Number: (530) 528-4084

G. Authorization:

 DEPARTMENT Head or Designee

7/16/10
 Date

TEHAMA COUNTY BOARD OF SUPERVISORS AGENDA REQUEST FORM

AGENDA DATE 07/27/10

PACKET

7/27/10 REGULAR #32

Consent [] Regular [X] Anticipated Time Required: 5 minutes

Public Hearing [] _____ Public Hearing Notice Attached []

Cite & Attach Copy of Code: _____

Prepared By (Name): Sally Hacko Date: 07/16/10

Contact Person (if different): _____ Phone: 527-4183

DEPARTMENT/DIVISION: Social Services / Administration

PERSON(S) APPEARING & TITLE: Williams Goodwin, Chief Administrator/Charlene Reid, Social Services Director

REQUESTED ACTION (S) Or indicate informational presentation only:
 Request approval of a hiring freeze exemption/exception to fill 1 Eligibility Worker I/II allocation at the Social Services Department and to waive 30 days of the 90-day vacancy requirement, effective 09/16/10

FINANCIAL IMPACT: Yes [X] No [] If yes, describe impact, indicate funding source and the amount budgeted.
 The estimated annual cost for salary and benefits for 1 Eligibility Worker I allocation is \$45,217. Sources of funding will be 30.6% Federal funds (\$13,836), 63.8% State funds (\$28,849) and 5.6% Realignment funds (\$2532. No General Funds. Funding is sufficient. Funding is calculated for the entry level of Eligibility Worker I. The department anticipates hiring at the entry level.

BACKGROUND, ALTERNATIVES AND IMPLICATIONS: Describe the effect of not taking the requested action, and provide any pertinent information.
 The department is requesting a hiring freeze exemption/exception and approval to fill one Eligibility Worker I/II allocation. The position became vacant on 07/16/10. The department requests to waive 30 days of the 90-day vacancy requirement.

 This position is responsible to determine eligibility for CalWorks Cash Aid, Medi-Cal Services, County Medical Services Program (CMSP), Food Stamps, Foster Care and other programs. Eligibility determination is a Federal and State mandated position and must meet timeframes. If timeframes are not met the County could have fiscal sanctions imposed resulting in penalties for non-compliance. Timeframes likely cannot be met if this position is not filled.

RECOMMENDATIONS: Approve the action requested above.

| <u>REVIEWED AS REQUIRED BY POLICY</u> | <u>Review Date</u> |
|---------------------------------------|--------------------|
| Auditor | _____ |
| Board Committee | _____ |
| Chief Administrator | <u>7/20/10</u> |
| County Counsel | _____ |
| Dept Head | _____ |
| Personnel | <u>8/17/20/10</u> |
| Purchasing | _____ |
| Risk Management | _____ |

- CLERK'S INSTRUCTIONS**
- * Number of documents to be returned to dept:
 Originals _____ Copies _____
 - * Minute Certifications Needed #: 1
 - * Ordinance Required [] Attached []
 - * Resolution Required [] Attached []
 - * Budget Transfer Required/Submitted []
 - * Processing Deadline: _____
 - * Further Information Attached [x] Dept Request, Personnel Director & Chief Admin.'s Recommendation
 - PDR on file w/Auditor []
 - Insurance Certificate Attached []

**ADMINISTRATIVE RECOMMENDATION ON
REQUEST FOR HIRING FREEZE EXEMPTION/EXCEPTION**

Date: 06/30/10

Allocation: Eligibility Worker I/II

Department Name: Social Services

Division: Eligibility

Budget Unit: 5013

Position Classification: Eligibility Worker I/II

A. POSITION DATA:

1. Regular Extra-help 2. Full-time Part-time

Monthly Salary Range: 51 \$2229-\$2716

Requested Effective Date: 09/16/10

Step Requested: A

(Position became vacant on 07/16/10. The department requests to waive 30 days of the 90-day vacancy requirement.)

Non-General Fund

B. ADMINISTRATIVE RECOMMENDATION:

- FILL POSITION AS REQUESTED
- FILL POSITION AFTER _____ DAYS (LEAVING TEMPORARILY VACANT)
- RECOMMEND THAT POSITION REMAIN VACANT
- OTHER RECOMMENDATION:

C. Justification for hiring exemption:

Eligibility determination is a Federal and State mandated position to aid in the determination of eligibility of low income citizens for CalWorks Cash Aid, Medi-Cal Services, County Medical Services Program (CMSP), Food Stamps, Foster Care and other programs. If timeframes are not met the County is in danger of having fiscal sanctions imposed by the State and Federal governments.

D. Justification for partial or full waiver of 90-day mandatory vacancy:

Workloads in the Eligibility Division are already very high. If this position is left vacant timeframes likely will not be met and the County could have fiscal sanctions imposed resulting in penalties for non-compliance.

E. AUTHORIZED SIGNATURES:


PERSONNEL DIRECTOR

7/20/10
Date


CHIEF ADMINISTRATOR

7/20/10
Date

REQUEST FOR HIRING FREEZE EXEMPTION/EXCEPTION

Date: July 15, 2010

Position #: Eligibility Worker I/II

Department Name: Social Services

Division: Eligibility

Budget Unit: 5013

Position Classification: Eligibility Worker I

Number of Position(s): 1

Vacancy Cause By (for example retirement, termed in probation, etc): I

Employee(s) to be Replaced: Helen L. Kirby

A. Position Data:

1. Regular Extra-help

2. Full-time Part-time

Monthly Salary Range: \$ 2,229. to \$2,716

Requested Effective Date: 9/16/2010

B. Exemption/Exception Requested by Department

- Specialized support positions (physicians, nurses, cooks, etc.) directly responsible for treatment and/or care in the county's jails, juvenile detention facilities and mental health hospital
- Specialized positions involved in public health and/or public safety (i.e. nurses, deputies, etc.)
- Specialized positions entirely (100%) funded with federal/state subventions
- Positions involved in collecting or generating County general revenues, user-fees collected from non-county users and/or net departmental revenues
- Specialized positions involved in direct cost avoidance where a vacancy would result in higher costs being incurred than the savings would generate from the vacancy (such as workers' compensation staff needed to process claims to avoid time penalties)
- Positions in the Department of Voter Registration and Elections needed to process upcoming elections
- Specialized positions (engineers, treatment plant operators, electricians, auto mechanics, janitors, etc.) employed in the County's internal services funds departments/agencies

C. Justification for Exemption/Exception from freeze:

We have regulatory timeframes that need to be met when clients apply for benefits. Eligibility determination is a Federal and State mandated position to aid in low income citizens in determining their entitlement to CalWorks Cash Aid, Medi-Cal Services, County Medical Services Program (CMSP), Food Stamps, Foster Care and other programs. If we do not meet those timeframes we are in danger of having fiscal sanctions imposed by the State and Federal governments. In addition, we provide for basic human needs: food, shelter, and medical care. Caseloads for Eligibility Worker are currently running approximately 400 cases per worker with a steady increase experienced through out the year. The health of the community is at risk if we cannot process the applications timely. In the current economic climate more people are applying for services, particularly Medi-Cal and Food Stamps which these eligibility workers are being hired to provide.

D. Ramifications if position is left vacant for 2 - 3 months and/or indefinitely:

In today's struggling economy, we have more people than even requesting services from our agency. A great need is noted in lack of food, shelter and medical care. Without adequate staff we cannot process the increasing number of applications thoroughly and timely. Workloads are already very high and the existing eligibility workers struggle to keep up with the demand on the agency's services. Additionally we could have fiscal sanctions imposed resulting in penalties for non-compliance. If we do not spend our allocation (via salaries/time study hours) we are in danger of having our funding cut and it becomes a downward spiral.

REQUEST FOR HIRING FREEZE EXEMPTION/EXCEPTION

E. Other Comments

This position will be vacant for 60 days. We are requesting a 30-day waiver of the 90-day waiting period. This position has been allocated into the current budget and the duties are vital to care for the ever-increasing case load in eligibility.

F. Estimated Annual Cost Impact:

| | <u>1 POSITION</u> | <u>MULTIPLE POSITIONS (2)</u> |
|--|---------------------|-------------------------------|
| Salary and Benefits: | \$ 45,217.00 | \$ |
| Service and Supplies: | \$ - | \$ |
| Equipment: | \$ - | \$ |
| Other: | \$ - | \$ |
| * Estimated revenues and reimbursements: | \$ 42,685.00 | \$ |
| Net Realignment cost: | \$ 2,532.00 | \$ |
| Total: | \$ 45,217.00 | \$ |

*Identify source of revenues/reimbursements.

Hire Step Requested: Step A Step B Step C Step D Step E

➤ If hired at D or E step, please justify: _____

| | <u>Salary & Benefits</u> | <u>Other Estimated Costs for Position</u> | |
|--|------------------------------|---|------------------|
| (REMAINDER BASED ON 9/16/2010 HIRE DATE) | | | |
| Estimated FY 10/11 Cost for 1 Position: | \$ <u>35,797.00</u> | \$ _____ | \$ _____ |
| | | (One-Time Costs) | (On-Going Costs) |
| Estimated Annual Cost for 1 Position: | \$ <u>45,217.00</u> | \$ _____ | \$ _____ |
| | | (One-Time Costs) | (On-Going Costs) |

Source(s) of Position Funding:

- ◆ Fees/Charges: _____ \$ _____
(Type of Fees/Charges)
- ◆ Federal Funding: 30.6% \$ 13,836.00 Match: Yes / No (Circle One)
(Type Fed. Funds/Grant) (Amt./% If Yes) \$ _____
- ◆ State Funding: 63.8% \$ 28,849.00 Match: Yes / No (Circle One)
(Type State Funds/Grant) (Amt./% If Yes) \$ _____
- ◆ Other Local **Realignment** \$ 2,532.00
(Any Other Local Except Net General Fund)

This Position Would Fill: A New Position A Current Position Vacancy Other _____

If Vacancy, Position Has Been Vacant Since: 7/16/2010
(Date)

Contact Person : Teresa Curiel, Chief Deputy Director Telephone Number: (530) 528-4084

G. Authorization:

DEPARTMENT Head or Designee

7/15/10
Date