

# GENERAL SERVICES ADMINISTRATION

MAIL: 12200-B Airport Road, Jackson, CA 95642

LOCATION: 12200-B Airport Road, Martell, CA

PHONE: (209) 223-6744 FAX: (209) 223-0749 E-MAIL: [jhopkins@amadorgov.org](mailto:jhopkins@amadorgov.org)



## SUMMARY MEMORANDUM

**TO:** Administrative Committee

**FROM:** Jon Hopkins, GSA Director *JH*

**DATE:** September 26, 2017

**SUBJECT:** Amador Resource Conservation District (ARCD) Additional Space Request

**Background:** In July, 2017 we met to discuss additional space for ARCD and NRCS; please see original memo attached. It was determined that Mr. Steve Cannon who was in attendance for ARCD was to inquire if any funding was available to help offset any County cost for being located at the General Services Building. On September 25, 2017 Steve reached out to me informing me no additional funding was available from NRCS but ARCD might be able to kick in something.

**Subject or Key Issue:** To receive input from the Administrative Committee regarding the request for additional space from the Amador Resource Conservation District (ARCD); attached for reference is their letter dated March 21, 2017. NRCS would add one (1) employee and ARCD would add one (1) employee.

**Analysis:** Housing multiple agencies in one facility can be beneficial, however, the building continues to exceed its original purpose and experience an increase in use accelerating the deterioration of materials and equipment. Further, I am more aware of direct and indirect conflicts between the agencies (noise, sharing counters & conference rooms, parking, energy use, etc.) While these programs expand and bring more people to the building, the County is not expanding. Most notable is many days our own staff must park across Airport Road in the gravel area. While this is not a problem for most, it does not comply with ADA and during the winter months staff & public must traverse across the ditch to cross the street. This can be a challenge and I have even seen where folks get creative and place a pallet across the ditch to use as a bridge.

**Alternatives:** 1) Provide the additional 250 square feet to ARCD and amend the existing MOU to reflect this change or; 2) Continue to provide only the 500 square feet currently used by NRCS or; 3) Explore other locations for these functions or; 4) Remove all space and resources provided to ARCD and NRCS.

**Fiscal or Staffing Impacts:** County staff frequently responds to individuals seeking out services unrelated to county functions.

**4/5ths vote:** N/A

### Recommendation(s):

Discussion and possible action

c: Chuck Iley, CAO  
file

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## SUMMARY MEMORANDUM

**TO:** Administrative Committee

**FROM:** Jon Hopkins, GSA Director

**DATE:** June 27, 2017

**SUBJECT:** Amador Resource Conservation District (ARCD) Additional Space Request

**Background:** The ARCD (Special District) provides conservation technical assistance to agricultural producers and individual landowners, initiates and carries-out community-wide conservation programs including programs in agricultural, watershed, and woodland resource management, habitat restoration, irrigation water management, fuels reduction, workshops, classes and scholarships to students pursuing a career in resource management.

ARCD also has the ability to secure grants. The ARCD board is appointed by the B.O.S. and is made up of local people appointed by each Board member to represent the County. ARCD reviews, recommends, and funds the projects mentioned above.

ARCD also depends on the Natural Resource Conservation Service (NRCS) for technical assistance. NRCS is a Federal division of U.S.D.A that assists America's farmers, ranchers and forest landowners conserve the nation's soil, water, air and other natural resources. All programs are voluntary and offer science-based solutions that benefit both the landowner and the environment.

From 2001 to 2004 the County provided office space to NRCS at 42-A Summit Street. In 2004, NRCS rented space at the Quail Hollow complex in Jackson, but due to Federal budget cuts lost their funding. At the recommendation of the Ag Commissioner, the County entered into an MOU with ARCD to provide office space at the GSA building (approximately 530 square feet) to house its office and the NRCS office. NRCS occupies the space consistently with three (3) to four (4) employees every day. ARCD use is intermittent during the day holding nightly meetings once a month.

**Subject or Key Issue:** To receive input from the Administrative Committee regarding the request for additional space from the Amador Resource Conservation District (RCD); attached for reference is their letter dated March 21, 2017. NRCS would add one (1) employee and RCD would add one (1) employee.

**Analysis:** Cooperative agreements are common and often transfer money, property, services, or anything of value. NRCS is a Federal Agency and has had primary use of the 500+ square feet provided to ARCD in the General Services Building since 2004. It is unclear why the Federal Agency has not restored funding to meet its real estate requirements. The last MOU executed between the County and ARCD was on October 2, 2007 with a one year term followed



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Phone: 209-223-65643  
Email: ARCD@amadorrccd.org  
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Directors  
Steve Cannon, Bob Long, Carole Marz, Ed McCracken, Dan Port

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Jon Hopkins, Director  
General Services Administration  
County of Amador  
12200-B Airport Road  
Jackson, CA 95642

21 March 2017

Dear Jon,

There are two topics that I need to cover in this letter, but I guess the primary overall purpose is to arrange to meet with you sometime to discuss the two topics.

One of those items is the Old Abe situation. It kind of went to the back burner with everything else that I need to deal with on a daily basis. I've reviewed the agreement that you gave us and I did some marking up on it, with the most basic suggested change being that the county includes the cannon on its insurance policy. If you recall, Alliant told us that the VCSD could not have the cannon on its insurance policy unless the VCSD owned the cannon.

Now to change hats.....to my position as a Director of the Amador Resource Conservation District. As you know, Amy Rocha of the Natural Resource Conservation Service and has been replaced by Bobette Parsons. There have been some other changes within that office in terms of personnel, but the plan at this time is to fill a Forester position and also an Agricultural Engineer position. The ARCD has also hired a District Manager (Amanda Watson) in the last year. The office space that was allotted to us during the time of Sandy Baracco's occupation of the Facilities Manager position was something less than Sandy and I had originally agreed upon. I didn't get worked up about that because we had more space than we had over at 42-A Summit Street and Amy seemed to be able to make things work. Now it looks like the NRCS will have a need for an additional desk area and the ARCD would like to provide Amanda Watson with space to work when she's in Amador County (she currently works from home). As the scope of our district operations is increasing, she's going to spend more time here.

I know that the jockeying for space is a constant issue. I also know that Facilities is moving to a different part of the building. But I wanted to let you know just how important the NRCS and the ARCD are to the County of Amador, as a way of justifying our need for about 250 square feet more of space (excluding the walkway area).

In the past four years, the NRCS has provided over \$ 1.7 million to landowners in Amador County. These grant monies end up generating employment with contractors that do the work that the landowners agree to perform. Projects like fencing, agricultural irrigation systems, forest thinning and brush removal, tree planting and herbicide applications are



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some of the projects that NRCS funds. Additionally, the ARCD has gotten funding from the state and federal governments to create fuelbreaks in four locations that generated about \$520,000 of work performed by local contractors. We have recently been funded by the state to assist landowners with the removal of dead pine trees and those two grants total \$380,000. I can't think of another county entity that brings in as much money for local employment as the ARCD. We are currently going through some capacity building work and will likely receive a \$80,000 grant from the Department of Conservation for that capacity building. This will result in our increased capability to acquire more project dollars to benefit our constituents here in Amador County.

The ARCD is not funded by a property tax assessment. The Board of Supervisors has committed to an annual stipend of \$2000 for the district, but we have not received that stipend for the last 3-4 years. Our board hasn't made a big deal of that since the county has supported the ARCD and NRCS with office space. But I think we can easily justify the district's need for some more space and I think I have documented the benefits that the county has received by the space commitment we have gotten. Please help us do more and you'll see how well we will do.

As I said, I'd like to sit down and talk to you about this, so please give me a call and let me know when you'll have time.

Sincerely,

Steve Q. Cannon  
Director, ARCD  
209.419.1569

#2



## Amador County Public Health Department .

10877 Conductor Blvd., Ste. 400  
Sutter Creek, CA 95685  
Phone (209) 223-6407  
Fax (209) 223-1562

### MEMORANDUM

**TO:** Administration Committee

**FROM:** Connie Vaccarezza, Director of Public Health

**DATE:** 10/16/2017

**RE:** Addition of a part time Senior Admin Asst.

Amador County Public Health is requesting the addition of a part time, 3 days per week, Senior Administrative Assistant position.

The employee in the current full time position has requested a 3 day per week part time schedule when she returns from maternity leave in February 2018. The new position will provide Senior Administrative Assistant duties for those days left vacant by the reduction from a full time to part time front office position.

The position is currently filled by an Outreach Technician. The addition of the part time Senior Admin Asst. will allow the Outreach Technician to assist medical staff with Communicable Disease Investigations and other assigned clinical duties, especially critical at this time given the lack of nursing personnel.

While there is a modest increase to the personnel line, the addition of this position will assist the department to meet its many state, county and community obligations.

Please place this item on the administrative Committee Agenda for Monday, October 16, 2017.

# **Administrative Assistant, Sr Job Responsibilities**

October 2015

Becca Cribbs

## **Public Health Department**

- Unlock and open office at 8:00 a.m. according to protocols
- First on phones; assist callers with information, make referrals and appointments, help locate resources for clients and problem solve
- Provide support to the supervisor and other staff as needed
- Greet walk-ins, assist and/or refer as needed, make appointments using our Care360 EHR system
- Check fax machines (1) throughout the day, distribute incoming faxes, CMR reports are placed in blue CMR folder and given to PHN in the HIPAA drawer; replace fax, copier and front office printer paper when low
- labs folder and in PHN's HIPAA-check for paper
- Prepare word processing documents as needed
- Follow Family Pact eligibility procedures for screening patients and know how to access and activate Client Eligibility Certification (CEC) on Medi-Cal website
- Process patient medication refill requests, verify PACT eligibility
- Draft clinic and Family Planning hours monthly calendar as soon as RN gets you the draft hard copy; distribute to staff; place monthly calendar in the clinic room and interview room
- Enter data for Cancer Death Reports; prepare report then mail to the registry in Sacramento
- Check internal Hepatitis C data base for matching names
- Enter data for Hepatitis C information into Cal-Redie
- Enter all CMR Reports into Cal-Redie
- Assist any public health program as needed when time allows
- Data input for Cancer Registry

## **Fiscal – Payroll & Family PACT billing**

### **Payroll**

- Process monthly payroll, calculate employee time from approved time sheets, reconcile Auditor's payroll work sheets, transfer payroll information on to Auditor's sheets and make sure it balances
- Have supervisor review and sign off on
- Submit to Auditor's office by due date

### **Budgeting**

- Assist Financial Technician w/ with obtaining information off of the Pentamation Program

## **Administrative Assistant, Sr Job Responsibilities**

### **Medi-Cal billing**

- Complete all Family PACT billing in support of the Family Planning Clinic
- Respond and correct all denied claims
- Research coding in support of efficient billing of the Medi-Cal/Family PACT services
- Submit claims to Medi-Cal as needed to support PH activities.

### **Medical Marijuana Program**

- Follow State MMP policies and procedures in State MMP handbook
- Update forms and State handbook when changes are made
- Process applications and take client pictures
- Download images from digital camera
- Crop and format photos to acceptable pixel size for State processing
- Keep client and information forms supplied in folders in file cabinet
- Maintain client filing system
- Maintain question and answer information sheets and update as necessary
- Maintain Excel revenue spreadsheets
- Reconcile receipts for necessary invoicing
- Invoice State monthly by submitting required documentation

### **Adult and Children Immunization Clinics**

- On the 1<sup>st</sup> and 3rd Tuesday of each month you will be responsible to chart for the nursing staff by entering data into the web-based Healthy Futures immunization registry program
- After each IZ clinic enter immunization data into Healthy Futures
- Complete IZ reminder calls (minimum of 2 calls if no response from family)
- Enter all TB tests into the Access data base
- Any Social Services client immunization forms put into your mailbox by PHN will be entered into the system at a later time; send the original back to the appropriate Eligibility worker in an inter-office envelope
- Enter Social Services client immunizations into Healthy Futures
- Enter Amador County Unified School District's student Flu Clinic records into Healthy Futures

### **Clinic Hours/Appointments**

- First on window and phones
- Make clinic appointments using our Care360 EHR system, screen patients for Family PACT
- Prepare new patient charts with appropriate forms before clinic hours

## **Administrative Assistant, Sr Job Responsibilities**

- Pull established patient charts before the end of the day prior to each clinic, make reminder calls or texts the night before
- Enter new information or update existing patient information in our Care360 program
- Activate or recertify patient in the State Family PACT program on Medical website and give them their card
- Review paperwork, organize chart and provide to nurse
- Input patient data into web based program
- At the end of the day, review CARES 360 for completed charting
- Greet and check patients in and out; give them their paperwork to fill out, have them watch the video and brief them on the Family PACT program
- Copy forms to keep supplies readily available
- Enter Encounter Forms information into the Daily Stats file created by the PHN to maintain record of visits, stats, etc.

### **Medical Records/Charts**

- Create new charts for the clinics when needed
- Pull patient charts
- When requested, fax for patient records
- File patient medical records in charts
- File all medical charts
- Send results texts or make phone calls for patients whose lab reports come back normal using script when requested by clinic personnel (RN or NP)
- Upload new patient records to the EHR
- Task reminders in our EHR (provided by PHN) are time sensitive and must send a reminder text or make a phone call to the client to remind them of their follow up

### **Purging Inactive Patient Charts**

- Work to purge patient charts semi or annually as time allows; if inactive, close chart and file in the closed filing cabinets in the Medical Records room.
- When the closed file cabinets are full, place older charts in Records Management boxes and label so that they can be taken to storage

### **Family Planning Clinics**

- Schedule FP appointments in our Care360 EHR system, screen for Family PACT eligibility
- Complete F-PACT eligibility and renewals
- Pull patient charts for Family Planning Clinic the day before; file after clinics



## **Administrative Assistant, Sr Job Responsibilities**

- 
- Call or text patients the day before the clinic to remind them of their appointments; make reminder call to the Nurse Practitioner
- Check patients in and out for each FP clinic
- Stock and set up clinic exam rooms (including Nexplanon trays for insertion and removals), restock and change exam room table paper and clean up after each patient visit; clean entire room when clinics are over
- Update patient information in our EHR system
- Review paperwork, organize chart and give to Nurse Practitioner when ready
- Prepare lab specimens for pick up by Quest
- Before 4:30 p.m., place lab specimens in the Quest after-hours pick up box and attach magnet, which is located on the inside of the box, to the front of the box
- Periodically meet with other staff involved in family planning to update or revise procedures and protocols

### **Tobacco Reduction Program of Amador County (TRAC)**

- Assist the program with forms, reports, data entry as needed

### **Maternal Child and Adolescent Health Program (MCAH)**

- Provide direct support to the MCAH Director
- Provide clerical support to the MCAH program in meeting the objectives outlined in the 5 Year Needs Assessment/Yearly Scope of Work activities
- Update Baby Welcome Wagon data page as needed

### **Public Health Emergency Program**

- Assist EP Coordinator in updating forms, manuals, protocols

### **RABIES**

- Lead in rabies investigation in conjunction with the Health Officer
- fax PEP orders to SAH Outpatient as directed by HO
- Act as liaison between Public Health and Animal Control for quarantine orders and other animal issues pertaining to the community's health/safety

### **Work Schedule**

- Monday - Friday 8:00 a.m. - 5:00 p.m.
- Lunch break 12:00 p.m. - 1:00 p.m.

## NEW POSITION(S)

The information on the following form is being requested in order to accurately assess a new position request. Information provided should be as specific, detailed, and complete as possible. Information submitted via this form will be used to justify approval or denial of new position requests for next fiscal year.

DEPARTMENT	SALAR Y RANGE	TOTAL COST*	FULL-TIME	PART-TIME	GRANT FUNDED
Public Health	\$16.82-20.44	\$41,794	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CLASSIFICATION REQUESTED:</b> Admin Asst, Sr					partial

*\*Include salary and benefits.*

<b>THIS POSITION IS BEING REQUESTED FOR THE FOLLOWING REASONS (JUSTIFICATION)</b>
<p>The position is requested to provide front office duties for the Public Health Department. The current position is currently filled by an Outreach Technician, who recently passed the Medical Assisting Certification exam, and can now provide enhanced supportive services for the medical staff of the Department. The addition of this position will allow the Outreach Technician to focus all her time on assisting the Health Officer and clinic nurse to complete non-licensed medical duties, outreach and follow up. Also, the current employee has request a part time position (3 days per week) upon returning from her maternity leave in February. This requested position will cover the front office duties on the uncovered days.</p>
<b>THIS POSITION WILL ASSUME THE FOLLOWING RESPONSIBILITIES/TASKS (What work will be assigned?)</b>
<p>The position will assume all front office duties. Please see attached duty statement for a complete listing.</p>

THIS POSITION WILL BE ASSIGNED TO THE FOLLOWING DEPARTMENTAL PROGRAM.

The position will be assigned to various program within the Dept. but service as the entry portal for the public in accessing Public Health services and staff.

FUNDING WILL BE ACQUIRED THROUGH THE FOLLOWING SOURCES (i.e., General Fund, State reimbursement, fees, etc., and indicate the percentage breakdown)

Funding Source	Percentage
Realignment	60%
Immunization Grant	10%
Emergency Preparedness Grant	10%
Maternal child and Adolescent Health (MCAH)/Oral Health Grant	20%
IS THIS POSITION NECESSARY DUE TO A SIGNIFICANT INCREASE IN WORKLOAD? (If yes, describe how/why workload has increased and give pertinent statistics, such as percentage increase in workload).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The position will assume all the front office clerical duties currently being completed by an Outreach Technician. Also, SB 94 effective January 1, 2018 allows the tax-exempt sale of medicinal cannabis and products ONLY if the buyer presents a valid state-issued medical marijuana ID card (MMIC). As a result, Public Health is expecting a dramatic increase in the number of individuals applying for the MMIC through the Dept.

IS THIS REQUEST BEING MADE DUE TO A STATE MANDATE OR AUDIT EXCEPTION? (If yes, describe mandate, etc.)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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FAILURE TO ESTABLISH/ADD THIS POSITION WILL ADVERSELY IMPACT THE DEPARTMENT IN THE FOLLOWING MANNER

The current employee has requested to return to work as a part time employee after her maternity leave. This will leave the Public Health Department without any clerical two days a week. Also, the Dept. is currently experiencing and shortage in recruiting and/or retaining Public Health Nursing personnel. The addition of this position will allow the current employee functioning in this position to focus her time on assisting the medical branch of the department. In this way, the department can maximize its current nursing personnel on duties that requires a license. Also, with an anticipated increase in the processing of Medicinal Marijuana cards, this position will be able to meet the demand without sacrificing other duties.

THE POSITION BEING REQUESTED IS AN ESTABLISHED COUNTY CLASSIFICATION AND SALARY RANGE

Yes  No

If no, indicate below the recommended new job title and salary that should be established. Also attach copies of appropriate job descriptions. NOTE: In some cases, the CAO may request that a salary survey be completed with regard to your request. If this is the case, the survey will be completed by the Personnel Department.

PHYSICALLY, WHERE WILL THIS POSITION BE ASSIGNED? IS THERE EXISTING SPACE AND EQUIPMENT (i.e., desk, vehicle, computer, etc.) or will this position generate the need for additional space and equipment. Please explain below.

The position will reside in the Public Health Department. Yes, there is existing space and equipment.

ADDITIONAL COMMENTS (if any) (Please provide on separate sheet of paper, if necessary)

"I certify that the above is true and correct".

Department Head Signature

Connie Vaccaro

Date:

9-27-17

Reset Form

Save

Print Form

**18/19 FY - Job share 1 full time position with 1 added day (both will work 3 days a week)**

Position	GU	MIS3	Outreach Technician	20.90	-1.00	2088	-2088.00	(43,639.20)	(43,639.20)	-3,854.21	-5,940.17	(3,802.98)	(6,072.96)	31.68	31.68	(63,277.84)
Ewing, G	GU	MIS3	Outreach Technician	20.90	0.60	2088	1252.80	26,183.52	26,183.52	2,312.53	3,564.10	2,281.93	3,645.65	0.00	0.00	37,987.73
Ewing, G	GU	MIS3	Outreach Technician	20.90	0.60	2088	1252.80	26,183.52	26,183.52	2,312.53	3,564.10	2,281.93	3,645.65	0.00	0.00	37,987.73
Vacant	GU	MIS3	Admin Asst. Sr.	17.66	18.54	0.60	2088	1252.80	22,400.06	1,978.37	3,049.10	1,713.60	0.00	12,653.28	12,653.28	41,794.42

**Notes:**

- ~ This is a job share situation with one added day per week so they can both work Tuesdays for immunization clinics
- ~ For 17/18, the increase cost to personnel will be covered by the vacant nurse position
- ~ For 18/19, the cost to realignment decreased due to adding 10% of the vacant position in the tobacco program
- ~ 70% of the PERS Unfunded Liability increase will be reimbursed by grants and programs

FY17/18 Increase to Realignment:

Realignment 50%

**Difference**

**16,504.31**  
8,252.15