



July 25, 2023

Bekkie Emery, Director
Mendocino County Department of Social Services
707-463-7761

Dear Bekkie Emery,

It has come to my attention that there was a delay in invoicing Mendocino for Fiscal Year 2020-2021 and the invoice was not sent until June of 2022 (normal invoicing would be prior to June of the fiscal year that is just ending) in this case Mendocino should have received the 2020-2021 invoice in June of 2021.

After reviewing, the delay was caused by a combination of staffing and Pandemic delays. New staff are in place and delays such as this will not happen in the future.

I appreciate your commitment to getting this invoiced processed after such a lapse of time, I understand the additional burden to bring this invoice before the Mendocino Board of Supervisors,

Thank you-

A handwritten signature in blue ink that reads "Kelley Ritter" followed by the date "7/26/23".

Kelley Ritter
Chief Financial Officer