



# Mendocino County

## Legislation Details (With Text)

**File #:** 20-0323      **Version:** 2      **Name:**  
**Type:** Approval      **Status:** Consent Agenda  
**File created:** 4/8/2020      **In control:** Executive Office  
**On agenda:** 4/14/2020      **Final action:**  
**Title:** Approval of Amendment to County Policy No. 18, Travel and Meal Policy, to Expand Approval Authorities, Travel Advances and Exemptions

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Policy 18 Strike Through, 2. Policy 18-Clean, 3. CEO memo regarding per diem, 4. Mendo DSA PerDiem, 5. 4.13.20 Auditor Controller comment regarding advances

Date	Ver.	Action By	Action	Result
4/14/2020	2	Board of Supervisors	Adopted and Chair is authorized to sign same;	Pass

**To: Board of Supervisors**

**From:** Executive Office

**Meeting Date:** April 14, 2020

**Department Contact:** Carmel J. Angelo

**Phone:** 463-4441

**Department Contact:** Darcie Antle

**Phone:** 463-4441

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Approval of Amendment to County Policy No. 18, Travel and Meal Policy, to Expand Approval Authorities, Travel Advances and Exemptions

**Recommended Action/Motion:**

Approve Amendment to County Policy No. 18, Travel and Meal Policy, to expand approval authorities, travel advances, and exemptions.

**Previous Board/Board Committee Actions:**

The Board of Supervisors took action to amend Policy No. 18 most recently on September 19, 2017. On the Board of Supervisors meeting, the District Attorney presented an item that requested approval of disbursement of funds for Travel Reimbursement to District Attorney employees (DA budget 2070, account string 862253 (Travel and Transportation Out of County) for expenses incurred while attending pre-approved training/travel request authorized by the District Attorney.

**Summary of Request:**

The Board of Supervisors has the sole authority to amend and/or take action to waive provisions within said

policy. On today's agenda, the Board is being requested to again approve disbursement of funds related to travel for District Attorney employees that total that total \$3,792.25 and date back to January 2020. Additionally, the Sheriff's Office has expressed concern (refer to attached memo from Undersheriff Brewster) related to travel advancement requests for Sheriff's Office employees to attend mandatory trainings, many of said trainings are for over a week and upwards to a month in duration. Based upon language in the current Mendocino County Policy No. 1, Travel and Meal Policy, the Auditor-Controller's Office were unable to process claims submitted for reimbursement submitted by District Attorney employees; additionally, the Auditor-Controller's Office were unable to grant the request made by the Sheriff's Office for per diem travel advancements for employees attending mandatory training.

Given the recent issues associated with the current Policy resulting in undue financial hardships placed upon District Attorney and Sheriff's Office employees, it is requested that the Board of Supervisors approve the proposed revisions to Policy No. 18.

**Alternative Action/Motion:**

Do not approve and provide alternate direction.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:**

<https://www.mendocinocounty.org/government/executive-office/policy-manual>

**Fiscal Details:**

**source of funding:** n/a

**current f/y cost:** n/a

**annual recurring cost:** n/a

**budget clarification:** n/a

**budgeted in current f/y:** N/A

**if no, please describe:**

**revenue agreement:** N/A

**Agreement/Resolution/Ordinance Approved by County Council:** N/A

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

Executed By: Lindsey Dunham, Deputy Clerk I

Date: April 15, 2020

Final Status:**Approved with Modification**

