



# Mendocino County

## Legislation Details (With Text)

**File #:** 20-0370 **Version:** 1 **Name:**  
**Type:** Approval **Status:** Agenda Ready  
**File created:** 4/22/2020 **In control:** Executive Office  
**On agenda:** 4/28/2020 **Final action:**  
**Title:** Discussion and Possible Action Including Approval of Revisions to Mendocino County Policy No, 18, Travel and Meal Policy, Needed to Fulfill the Intent of the Amendments Adopted by the Board on April 14, 2020  
(Sponsor: Executive Office)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Policy 18 rev 042820-Clean, 2. Policy 18 rev 042820, 3. Auditor Controller memo regarding BOS Agenda Item 5c for April 28 2020 meeting

Date	Ver.	Action By	Action	Result
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**To: Board of Supervisors**

**From:** Executive Office

**Meeting Date:** April 28, 2020

**Department Contact:** Carmel J. Angelo

**Phone:** 463-4441

**Department Contact:** Janelle Rau

**Phone:** 463-4441

**Item Type:** Regular Agenda

**Time Allocated for Item:** 10 minutes

**Agenda Title:**

Discussion and Possible Action Including Approval of Revisions to Mendocino County Policy No, 18, Travel and Meal Policy, Needed to Fulfill the Intent of the Amendments Adopted by the Board on April 14, 2020  
(Sponsor: Executive Office)

**Recommended Action/Motion:**

Approve Amendments to Mendocino County Policy No. 18, Travel and Meal Policy, needed to fulfill the intent of the Amendments adopted by the Board on April 14, 2020.

**Previous Board/Board Committee Actions:**

On April 14, 2020, the Board of Supervisors authorized amendments to provisions of Policy No. 18, Travel and Meal Policy to clarify the approval authority of the Auditor-Controller regarding travel reimbursements and advances for District Attorney and Sheriff's Office employees.

**Summary of Request:**

The Board of Supervisors has authority to amend or waive provisions within Policy No. 18, Travel and Meal

Policy. On April 14, 2020, the Board of Supervisors adopted Amendments to Policy No. 18, Travel and Meal Policy, to clarify the approval authority of the Auditor-Controller regarding travel reimbursements and advances for District Attorney and Sheriff's Office employees. The need for additional amendments was raised during April 14, 2020, discussion resulting in the policy being referred to the General Government Committee for further review and recommendation.

Upon review by the Executive Office, it has been determined that additional amendments are needed in order to give full effect to the Amendments adopted on April 14, 2020. Therefore, the Executive Office requests Board approval for the following additional changes:

- 1) Amend Section 2.8.1 to read: "Exceptions may be made in an emergency or otherwise unusual circumstances as defined and authorized in writing by the department head and approved by the Chief Executive Officer or designee." [Clarifies authority of the CEO to grant exceptions as requested and justified by department heads.]
- 2) Amend Section 2.4.1 to read: "Exception: Members of the Sheriff's Office (including Corrections), the Probation Department (including Juvenile Hall) and the District Attorney's Office are exempt from this requirement." [Clarifies that all Sheriff's Office travel requests are exempt from the requirements of Section 2.4, incorporates the exception for the District Attorney into Section 2.4.1, thereby allowing for the deletion of Section 2.4.2 as redundant and makes non-substantive language changes as a cleanup.
- 3) Amend Section 6.1.1 to read: "These records, except as otherwise exempted in section 2.4.1, are to be submitted to the Auditor-Controller along with a Travel Reimbursement Claim (form A/C-o6) within thirty days of incurred travel in order to be reimbursement for expenses." [Consistent with the intent and the effect of the changes to Section 2.4.1.]

**Alternative Action/Motion:**

Do not approve the amendments or approve as further modified.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**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:** N/A

**revenue agreement:** N/A

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

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**CEO Liaison:** Executive Office

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

Executed By: Lindsey Dunham, Deputy Clerk I

Final Status: **Approved**

Date: April 28, 2020

