



AGENDA

BOARD OF SUPERVISORS, COUNTY OF MONO STATE OF CALIFORNIA

Regular Meetings: First, Second, and Third Tuesday of each month. Location of meeting is specified below.
Meeting Location: Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517

Regular Meeting September 13, 2022

TELECONFERENCE INFORMATION

- 1) First and Second Meetings of Each Month: Mono Lake Room of the Mono County Civic Center, First Floor, 1290 Tavern Road, Mammoth Lakes, CA. 93546.
- 2) Third Meeting of Each Month: Mono County Courthouse, 278 Main, 2nd Floor Board Chambers, Bridgeport, CA 93517.

This meeting will be held both in person and via teleconferencing with some members of the Board possibly attending from separate teleconference and remote locations. As authorized by AB 361, dated September 16, 2021, a local agency may use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency and local officials have recommended or imposed measures to promote social distancing or the body cannot meet safely in person and the legislative body has made such findings. Members of the public may participate via the Zoom Webinar, including listening to the meeting and providing public comment, by following the instructions below.

If you are unable to join the Zoom Webinar of the Board meeting, you may still view the live stream of the meeting by visiting http://monocounty.granicus.com/MediaPlayer.php?publish_id=e42e610c-7f06-4b97-b1d6-739b1ff28cf8

To join the meeting by computer: Visit <https://monocounty.zoom.us/j/89874808107>

or visit <https://www.zoom.us/>, click on "Join A Meeting" and enter the Zoom Webinar ID 898 7480 8107.

To provide public comment, press the "Raise Hand" button on your screen.

To join the meeting by telephone: Dial (669) 900-6833, then enter Zoom Webinar ID 898 7480 8107.

To provide public comment, press *9 to raise your hand and *6 to mute/unmute.

NOTE: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 932-5530 or bos@mono.ca.gov. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130).

Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517) and online at <http://monocounty.ca.gov/bos>. Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board and online.

UNLESS OTHERWISE SPECIFIED BY TIME, ITEMS SCHEDULED FOR EITHER THE MORNING OR AFTERNOON SESSIONS WILL BE HEARD ACCORDING TO AVAILABLE TIME AND PRESENCE OF INTERESTED PERSONS. PUBLIC MAY COMMENT ON AGENDA ITEMS AT THE TIME THE ITEM IS

HEARD.

9:00 AM Call meeting to Order

Pledge of Allegiance

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Opportunity for the public to address the Board on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.) Please refer to the Teleconference Information section to determine how to make public comment for this meeting via Zoom.

2. RECOGNITIONS

A. Recognition of Nate Greenberg

Departments: CAO

10 minutes

(Robert C. Lawton, CAO) - Recognition of Nate Greenberg, former Mono County Information Technology Director.

Recommended Action: Approve proclamation in appreciation and recognition of Nate Greenberg.

Fiscal Impact: None.

3. COUNTY ADMINISTRATIVE OFFICER

CAO Report regarding Board Assignments

Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

4. DEPARTMENT/COMMISSION REPORTS

Receive brief oral report on emerging issues and/or activities.

5. CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

A. Board Minutes

Departments: Clerk of the Board

1. Approval of the Board Minutes from May 25, 2022, Special Meeting of the Board of Supervisors. 2. Approval of the Board Minutes from June 7, 14, and 21, 2022, Regular Meeting of the Board of Supervisors. 3. Approval of the Board Minutes from the June 14, 2022 Economic Development Corporation Meeting.

Recommended Action: 1. Approve of the Board Minutes from May 25, 2022, Special Meeting of the Board of Supervisors. 2. Approve of the Board Minutes from June 7, 14, and 21, 2022, Regular Meeting of the Board of Supervisors. 3. Approve of the Board Minutes from the June 14, 2022 Economic Development Corporation Meeting.

Fiscal Impact: None.

B. Letter to Inyo County Board of Supervisors Re: Renaming the Bishop Airport

Departments: Board of Supervisors

A letter to the Inyo County Board of Supervisors regarding a citizen proposal to rename the Bishop Airport to the "Bishop-Dave McCoy Airport."

Recommended Action: Approve proposed letter.

Fiscal Impact: None.

C. Letter to State Water Resources Control Board (SWRCB) Requesting a Hearing on Mono Lake

Departments: Board of Supervisors

Proposed letter to the California State Water Resources Control Board seeking a hearing on Mono Lake level, to include a discussion of air quality and related environmental issues.

Recommended Action: Approve and authorize the Chair to sign proposed letter.

Fiscal Impact: None.

D. Mono County Emergency Medical Care Committee (EMCC) Appointments

Departments: EMS - EMCC

Per the EMCC By-Laws, each voting member shall be appointed to a two-year term by the Board of Supervisors effective October 25, 2022, through October 24, 2024.

Recommended Action: Appoint Ales Tomaier, Dr. Caryn Slack, Bryan Bullock, Jessica Wagner, and Allison Miller to two-year terms on the Mono County Emergency Medical Care Committee (EMCC) effective October 25, 2022, through October 24, 2024.

Fiscal Impact: None.

E. 2022-2027 Mental Health Plan (MHP) Performance Contract Renewal with California Department of Health Care Services (DHCS)

Departments: Behavioral Health

Proposed Performance Contract with California Department of Health Care Services

Recommended Action: (1) Approve County entry into proposed contract and authorize Robin Roberts or other designated Behavioral Health Staff to execute said contract on behalf of the County. (2) Provide any desired direction to staff.

Fiscal Impact: The performance contract ensures continued receipt of the Department's revenues to support the delivery of Behavioral Health program services

F. 2021 Emergency Management Performance Grant – American Rescue Plan Act (EMPG-ARPA) Governing Board Resolution

Departments: Emergency Management

Proposed resolution R22- ___ authorizing the CAO and Director of Emergency Management to administer the 2021 EMPG-ARPA grant.

Recommended Action: Adopt proposed resolution R22- ___ authorizing the CAO and Director of Emergency Management to administer the 2021 EMPG-ARPA grant.

Fiscal Impact: No immediate fiscal impact is associated with the approval of this item. However, the annual award to Mono County is \$60,101.

6. CORRESPONDENCE RECEIVED - NONE

Direction may be given to staff regarding, and/or the Board may discuss, any item of correspondence listed on the agenda.

7. REGULAR AGENDA - MORNING

A. PUBLIC HEARING: Mono County FY2022-23 Budget Hearing

Departments: CAO

PUBLIC HEARING: 9:30AM (30 minutes)

(County Administrative Officer, Bob Lawton; County Budget Officer Megan Mahaffey, Assistant to the County Administrative Officer Cheyenne Stone; Assistant County Administrative Officer John Craig) - Public hearing and adoption of the 2022-23 Mono County Recommended Budget as presented or amended. The Mono County 2022-23 Recommended Budget is available on the Mono County Website: <https://monocounty.ca.gov/auditor/page/2022-2023-budget-portal>

Recommended Action: 1) Conduct public budget hearing. 2) Adopt resolution R22- ___, A Resolution of the Mono County Board of Supervisors Adopting the Final Mono County Budget for Fiscal Year 2022-23 as presented or amended.

Fiscal Impact: The Mono County Recommended Budget for FY2022–23 comprises \$140.1 million of expenditures in all funds, offset by \$126.7 million in revenues and \$13.4 million in applied fund balance. The General Fund makes up \$45.3 million of both revenues and expenditures, or 32.3% of all funds in the Mono County Budget.

B. A Resolution of the Mono County Board of Supervisors Adopting a Revised Salary Matrix Applicable to At-Will Employee and Elected Department Heads to add Two Positions, Reclassify One Position, and Change the Title of One Position, and Superseding and Replacing R22-45

Departments: CAO

5 minutes

(Robert C. Lawton, CAO) - A Resolution of the Mono County Board of Supervisors Adopting a Revised Salary Matrix Applicable to At-Will Employee and Elected Department Heads to add Two Positions, Reclassify One Position, and Change the Title of One Position, and Superseding and Replacing R22-45

Recommended Action: Adopt proposed resolution. Provide any desired direction to staff.

Fiscal Impact: None.

C. Review and Adoption of Mono County Governance Documents

Departments: CAO

10 minutes

(Robert C. Lawton, County Administrative Officer) - Presentation of proposed new Governance Documents for Mono County

Recommended Action: Approve adoption of Governance Documents and provide any desired direction to staff.

Fiscal Impact: None.

D. Mono County FY2022-23 Allocation List

Departments: CAO

30 minutes

(Robert Lawton, Mono County Administrative Officer) - Proposed resolution to adopt the Fiscal Year 2022-23 Position Allocation List for positions classified in the Recommended Budget

Recommended Action: Adopt proposed resolution R22-____, Adopting a Schedule for Position Classifications in Conjunction with the Adoption of the 2022-2023 Budget.

Fiscal Impact: None.

8. CLOSED SESSION

A. Closed Session - Labor Negotiations

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Bob Lawton, Stacey Simon, Janet Dutcher, John Craig, Patty Francisco, and Oliver Yee. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39 - majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Correctional Deputy Sheriffs' Association. Unrepresented employees: All.

B. Closed Session - Exposure to Litigation

Departments: Clerk of the Board

C. Closed Session - Public Employee Evaluation

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Administrative Officer.

9. BOARD MEMBER REPORTS

The Board may, if time permits, take Board Reports at any time during the meeting and not at a specific time.

ADJOURN



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: CAO

TIME REQUIRED 10 minutes

PERSONS APPEARING BEFORE THE BOARD Robert C. Lawton, CAO

SUBJECT Recognition of Nate Greenberg

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Recognition of Nate Greenberg, former Mono County Information Technology Director.

RECOMMENDED ACTION:

Approve proclamation in appreciation and recognition of Nate Greenberg.

FISCAL IMPACT:

None.

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p>No Attachments Available</p>
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History

Time

Who

Approval



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT Board Minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

1. Approval of the Board Minutes from May 25, 2022, Special Meeting of the Board of Supervisors. 2. Approval of the Board Minutes from June 7, 14, and 21, 2022, Regular Meeting of the Board of Supervisors. 3. Approval of the Board Minutes from the June 14, 2022 Economic Development Corporation Meeting.

RECOMMENDED ACTION:

1. Approve of the Board Minutes from May 25, 2022, Special Meeting of the Board of Supervisors. 2. Approve of the Board Minutes from June 7, 14, and 21, 2022, Regular Meeting of the Board of Supervisors. 3. Approve of the Board Minutes from the June 14, 2022 Economic Development Corporation Meeting.

FISCAL IMPACT:

None.

CONTACT NAME: Danielle Patrick

PHONE/EMAIL: 760-932-5535 / despinosa@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
May 25, 2022 DRAFT Meeting Minutes
June 7, 2022 DRAFT Meeting Minutes
June 14, 2022 DRAFT Meeting Minutes
EDC June 14, 2022 DRAFT Meeting Minutes
June 21, 2022 DRAFT Meeting Minutes

History**Time**

9/8/2022 6:20 PM

8/25/2022 2:27 PM

9/9/2022 11:15 AM

Who

County Counsel

Finance

County Administrative Office

Approval

Yes

Yes

Yes



**DRAFT AGENDA
BOARD OF SUPERVISORS, COUNTY OF MONO
STATE OF CALIFORNIA**

Meeting Location: Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517

**Special Meeting
May 25, 2022**

9:03 AM Call meeting to Order By: Chair Gardner

Supervisors Present: Corless, Duggan, Gardner, Kreitz, and Peters (all attended in person or via zoom).

Supervisors Absent: None.

The Mono County Board of Supervisors stream most of their meetings live on the internet and archives them afterward. To search for a meeting from June 2, 2015, forward, please go to the following link: <http://www.monocounty.ca.gov/meetings>

Pledge of Allegiance by Supervisor Duggan

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

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- No comment was made

Chair Gardner:

- Discussed structure fire in Lee Vining that occurred last night, sending thoughts and prayers to the family and community

Break due to technical issues: 9:10 AM

Reconvened: 9:23 AM

2. AGENDA ITEMS

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

A. FY2022-23 Budget Workshop

Departments: CAO

(Robert C. Lawton, CAO; John Craig, Assistant CAO; Megan Mahaffey, Accountant III) - Presentation by Departments of their requested FY2022-23 Departmental Budget.

Action: No Action. Presentation and Discussion only.

Introduced CAO Lawton:

- Thanked the Board, Department heads for their contributions (information)to this Budget
- Thanked Finance Director, Janet Dutcher, Megan Mahaffey, Cheyenne Stone, and John Craig.
- Administration
- Workforce Development
- Affordable Hosing
- Public Defender
- Grand Jury
- Veterans Services
- Farm Advisor
- Agriculture Commissioner
- Sustainable Recreation
- Contractual Relationships
- Housing Opportunities Manager – Sanjay Choudhrie
 - After July 1, will come to the Board with a proposal to develop a committee/commission to take a look in a comprehensive way to address Housing needs
- Since July 1, added a Human Resources Generalist
- Discussed plan for County recruitment – Human Resources Director position
- FTE – Budget Officer – From Finance to CAO Office
- FTE – Eastern Sierra Sustainable Recreation Coordinator from Public Works
- 2 new positions funded and created
 - FTE Emergency Operations Manager
 - FTE Emergence Operations Planner
- We applied last year and have been awarded a Grant for California Wildfire Safe Counsel for Wildfire Coordinator Grant

Supervisor Corless:

- Needed clarification on the where (what department) the 4 new FTE’s are coming from
- Justin Caporusso – Communication Services?
- Grant writing – TFG or Ferguson Group

Chair Gardner:

- Wildfire Coordinator – working with the town and the county

Chair Gardner:

- Introduced Finance Director, Janet Dutcher

Break: 10:48 AM

Note:

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Reconvened: 11:02 AM

Janet Dutcher, Finance Director

- Finance Department
 - Discussed Budget and her background in Finance and explained Megan Maheffy's role and importance of the County
- Accomplishments
 - Successfully completed the NACo Leadership: - Kim Bunn, Cameron Frank, James Ybarra and Joanne Werthwein
 - Working on cross training employees
 - Fully staffed as of May 16
 - Workshops – Pension Liability
- Software migration – Innoprise is no longer supported, new software is City Sweep
 - Capital Asset Tracking
- Copier Pool
- Debt Service Fund
- General Revenues
- Cannabis Tax Fund
- High Level Changes
 - Underfilling – FTS and Accountant I positions
 - Vendor Cost – external auditors (cost gone up between 3-7 percent)
 - Working a plan for Special District Audits – Special Districts pay a fee, and the county covers the remaining (explains the 40 percent discount that may apply)
 - Craig Fecker – In memory
 - Travel and Training Budget – zoom meetings and training are over, cost will go up due to travel and inflation
- Economic Stabilization
- General Reserve
- Contingency
- Disaster Assistance
- EMS Fund
- Finance Budget
 - Revenue changes
 - Transfer of Megan to CAO's Office
 - Secured Property Tax
 - Collection Rate
 - TOT – 10 -12 years of results by quarter
 - Sales Tax is up

Chair Gardner:

- Thanked Janet for presentation
- Revenue Sources?

Supervisor Peters:

- Where would the COVID relief/Tribal Subliminal go? **Janet** – General Fund, no strings attached
- Thanked Janet to getting the County to the good place that we in currently, appreciation all of Megan's efforts also

Supervisor Duggan:

Note:

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- Recognized Janet and her staff's efforts and her mentorship

Supervisor Corless:

- Expressed her gratitude and appreciation for Janet and her dedication to the County
- Needs clarity on Finances new role, will the analysis going to be coming from Finance or CAO Office
- Recommendation – reducing contingency amount
- Current Balance for the General Reserve?

Supervisor Kreitz:

- Echo Supervisor Corless words, appreciates your passion and are a role model
- Economic Stabilization – where are we with our recommendation?

Lunch Break: 12:02 PM

Reconvened: 12:37 PM

Chair Gardner:

- Introduced CAO Lawton

Robert C. Lawton, CAO:

- Developing a tentative budget prior to July 1, in August with a proposal for a recommended budget
- Russ Branson – June 7 meeting to present revenue and expenditure projection
- June 14 – will provide the Board with a finished tentative budget
- Continued to discuss the plan for tentative budget
- ARPA Funding
- Asks from the Board
 - Directions/Asks of the CAO Office
 - Looks forward to advice from the Board

Chair Gardner:

- Asks the Board Members to give their input and direction for the CAO Office

Supervisor Duggan:

- With deficit – Do we have enough funds to carry out the services that we have been providing?
- After inflation – do we have enough for the things we want to do?
- Do we have the resourcing to peruse Grants/Funding to help with these projects we want to do?
- Good to see – what the needs of certain departments have and what departments have in excess and how other departments can benefits and encourages staff to work with other departments for resources

Supervisor Peters:

- Thanked all the departments for delivering their Budgets
- Goal should be to get to the 25 percent - Economic Stabilization
- Our focus should be to build up reserve
- Using interest for debt service is a great idea
- Concerns
 - what a solid CARB plan is?
 - Solid Waste
- Supports the Courthouse painting and rehab in general – suggested taking it a step

Note:

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- further and bring in local artists and making more accessible to the public
- Employee Wellness – not only in crisis moments but being proactive in employee wellness
- Housing – good outreach and who is going to participate (demographics)
- Supports the Communication Manager Position
- Support Economic Development and all their asks – makes our county well rounded

Supervisor Kreitz:

- Economic Stabilization – priority to get to the 25 percent mark
- Courthouse – in favor of maintenance
- Housing – priority for the community, need to continue to address
- Supports putting a committee to for Housing Opportunities

Supervisor Corless:

- Concern – Tough to give recommendation without having the big picture
- Worry that there is unnecessary time limits/pressure in this process, can result in having to put projects against one another
- Worry that there is not enough time, would rather take more time then be rushed – wants staff to have adequate time, Push back to the 14th
-
- Request – effort in understanding what asks are a onetime ask
- Priority - Build up reserves

CAO Lawton:

- Must we adopt a tentative budget? **Janet** – yes
- CAO Office would welcome additional time
- What action would the board like to take?
- Come to the board on June 7th with requested information and with a clear plan on how to implement extended deadline

Chair Gardner:

- Agrees that more time is necessary
- We need to see everything all together, sooner rather than later
- Suggested - Push back to the 14th
- Increases to pension and employee
- Discusses Cannabis revenue – we need to use this

Direction: Chair Gardner:

- *Meet our legal requirements and take our time to make the best decisions we can*

ADJOURN AT 2:12 PM

Note:

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ATTEST

BOB GARDNER
CHAIR OF THE BOARD

DANIELLE PATRICK
SENIOR DEPUTY CLERK – ELECTIONS ASSISTANT



**DRAFT MEETING MINUTES
BOARD OF SUPERVISORS, COUNTY OF MONO
STATE OF CALIFORNIA**

Regular Meetings: First, Second, and Third Tuesday of each month. Location of meeting is specified below.

Meeting Location: Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517

**Regular Meeting
June 7, 2022**

Backup Recording	Zoom
Minute Orders	M22-100– M22-111
Resolutions	R22-048- R22-056
Ordinance	ORD22-03 USED

9:07 AM Call meeting to Order By: Co - Chair Duggan

Supervisors Present: Corless, Duggan, Gardner, Kreitz, and Peters (all attended in person or via teleconference).

Supervisors Absent: None.

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Pledge of Allegiance led by Supervisor Peters

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Opportunity for the public to address the Board on items of public interest that are within the

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subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.) Please refer to the Teleconference Information section to determine how to make public comment for this meeting via Zoom.

- No one called in

2. RECOGNITIONS

A. Recognition of Tony Dublino

Departments: CAO

(Bob Lawton, CAO) - Proposed proclamation in appreciation and recognition of Tony Dublino, Mono County Public Works Director.

CAO Lawton:

- Presented Tony Dublino with proclamation
- Discussed Tony's service of the county and specifically with the Civic Center Build and design of the New Jail Project

Tony Dublino, Director of Public Works:

- Expressed his gratefulness and thankfulness to the Board/County, looking forward to the next phase

Supervisors Kreitz, Peters, Corless, Gardner and Duggan

- Expressed their gratitude for Tony and his contributions to the county
- Always willing to do the work ahead of time and prepared
- Always responsive – much appreciated and great leadership

Wendy Sugimura, Community Development Director:

- Expressed her gratitude for Tony being a straight shooter and always honest

Stacey Simon, County Counsel:

- Thanked Tony for all his hard work and willing to put in the effort to work situation through

Action: Adopted proclamation in appreciation and recognition of Tony Dublino.

Peters motion. Kreitz seconded.

Vote: 5 yes, 0 no

M22-100

B. Elder Abuse Awareness Month Proclamation

Departments: Social Services

(Krista Cooper, Social Worker Supervisor II; Victoria Mora, Senior Services Aide) - Proposed proclamation to proclaim June 2022 as Elder Abuse Awareness Month.

Krista Cooper, Social Worker Supervisor II

- Presented item and introduced Victoria Mora, Senior Services Aide

Supervisor Peters:

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

- Shared a story – 93-year-old sang at the Coleville Girls Basketball championship game

Action: Adopted proposed proclamation proclaiming June 2022 as Elder Abuse Awareness Month.

Corless motion. Peters seconded.

Vote: 5 yes, 0 no

M22-101

C. LGBTQ+ Pride Month Proclamation

Departments: Board of Supervisors

(Lauren Plum, Behavioral Health Staff Services Analyst II) - June is national LGBTQ+ Pride Month: proclamation recognizes our LGBTQ+ community members for enriching our community and raises awareness about the systemic discrimination experienced by LGBTQ+ minorities.

Robin Roberts, Behavioral Health Director:

- Thanked the Board and the County for the recognition
- Shared personal stories about how far we have in regard to homosexuality

Supervisor Corless:

- Acknowledged the Lauren for writing the Proclamation and the organizers
- Lot of public support on this item

Chair Gardner:

- Bring the cycle is key, need to support everyone in our County

Action: Adopted proclamation designating June 2022 as LGBTQ+ Month.

Kreitz motion. Duggan seconded.

Vote: 5 yes, 0 no

M22-102

3. COUNTY ADMINISTRATIVE OFFICER

CAO Report regarding Board Assignments

Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

Robert C. Lawton:

- Meeting on development of County Budget
- Meetings for Solid Waste Parcel Fee
- Jail Coordination team
- Budget Workshops
- Revenue Forecast – Russ Branson
- Held an orientation meeting on the County Wildfire Coordinator Position
- Steve Noble – CSA 5
- Reminder of the Milestone BBQ for County Employees and family
- Schedule for remainder of the Budget process

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

- June 21 will present to the Board – Roll Over Budget
- June 21 – Russ Branson Update
- CAO Office will be working with departments for Balanced Budget – August 5 Board Review

Supervisor Kreitz:

- Needs clarity on Birch Creek Condo – IMACA and requested an update on IMACA

Moved to Consent Agenda

4. DEPARTMENT/COMMISSION REPORTS

Receive brief oral report on emerging issues and/or activities.

Dylan Whitmore, Deputy Probation Officer V:

- Currently conducting work on Probation Office “facelift” – explains the community service contribution and thanked Public Works

County Counsel Simon:

- Introduced Scott Pease – Current Intern

Wendy Sugimura, Community Development Director:

- Housing Mitigation Fees – realized they have not been billing for Short Term Rentals, will be doing an audit to get updated bills out
- Planning Commission approved a short-term rental – In June, Commercial property in Bridgeport on Main Street
- 2 more applicants processing applications

Supervisor Peters:

- Would like to get more information on how we are going to assume these fees – give the public a chance to weigh in on this

Moved back to Consent for Roll Call

5. CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

Duggan would like to pull Item D,

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Moved back to Item 4 prior to finishing Consent Agenda

A. Update to Governing Body Resolution for Purpose of CalOES Grant Administration

Departments: Information Technology

Mono County is a sub-grantee of the State of California for the Emergency Management Performance Grant (EMPG) and Homeland Security Grant Program (HSGP), which are managed by the California Governor's Office of Emergency Services (CalOES). CalOES requires the Board of Supervisors to appoint specific staff to execute for, and on behalf of the County for all actions related to the administration of these grants. The authorization of these specific staff is signified via the Governing Body Resolution (GBR) document which must be approved by the Board of Supervisors at least every three years.

Action: Approved and authorized the Board Chair to sign the 2021-2023 Mono County Governing Body Resolution document for CalOES.

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

R22-048

B. Appointment to Lee Vining Public Utility District

Departments: Clerk of the Board

Pursuant to Public Utilities Code section 16003, the Lee Vining Public Utilities District (LVPUD) informed the Mono County Clerk of a vacancy on its governing board. Notice was made within 15 days of the effective date of the vacancy and was posted in three conspicuous places as required by Government Code section 1780. No applications were received by LVPUD within the 60-day time frame in which LVPUD board could have made the appointment. Subsequently, but within 90 days of the vacancy, the LVPUD received one application, from Joey Audenried. Under section 1780, the Board of Supervisors may make the appointment within the 90 period. Accordingly, the LVPUD is asking that the Board of Supervisors appoint Mr. Audenried as a member of the LVPUD governing board for a term ending November 30, 2022.

Action: Appointed Joey Audenried to the Lee Vining Public Utility District governing board for a term ending November 30, 2022.

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

M22-103

C. Agreement with Crestwood Behavioral Health for Inpatient Treatment

Departments: Behavioral Health

Proposed contract with Crestwood Behavioral Health, Inc. pertaining to Residential Treatment Services.

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Action: Approved and authorized Robert C. Lawton, County Administrative Officer (CAO), to sign contract with Crestwood Behavioral Health Inc. for Residential Treatment Services for the period July 1, 2022 through June 30, 2023 and a not-to-exceed amount of \$202,398.

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

M22-104

D. Solid Waste Fee - Annual Extension and Agreement with Town of Mammoth Lakes

Departments: Public Works - Solid Waste

(Justin Nalder, Solid Waste Superintendent) - Consistent with applicable provisions of the Government Code, the Board of Supervisors must annually renew the Solid Waste Fee to continue the County's assessment of fees on developed land within the unincorporated areas of Mono County and, under agreement with the Town Council, on lands within the Town of Mammoth Lakes.

Action: 1. Approved and authorized the Chair's signature on Resolution No. R22-049, Extending and Re-Establishing the Mono County Solid Waste Fee Program for Fiscal Year 2022-2023. 2. Approved and authorize the Chair's signature on Solid Waste Fee Agreement with the Town of Mammoth Lakes for the period of July 1, 2022 through June 30, 2023.

Tony Dublino, Public Works Director:

- Clarifies Item for Supervisor Duggan

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

R22-049

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

M22-109

E. 2022 Special Events Road Closures

Departments: Public Works - Roads

Special events are held throughout the year in Mono County and are widely recognized as having beneficial impacts to local communities in the form of economic activity and regional notoriety. Some of the events occur on or near County Roads and include traffic impacts. When such impacts exist, roads must be closed, or traffic controlled in accordance with County policy which includes an approving Board Resolution. Most of these events have become annual occurrences where the dates and plans are known well in advance. As such, staff has endeavored to gather the requisite information from all known events in 2022 and bring them forward for Board approval at once.

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Action: 1. Adopted proposed resolution R22-050, authorizing the temporary closure of county roads for the Town of Mammoth Lakes Fourth of July fireworks celebration. 2. Adopted proposed resolution R22-51, authorizing the temporary closure of a portion of a county road in June Lake for the annual June Lake triathlon to be held on Saturday July 9, 2022. 3. Adopted proposed resolution R22-052, authorizing the closure of certain county roads and state highways to through traffic in the Mono Lake and Long Valley areas for the 2022 Mammoth Gran Fondo bike ride. 4. Adopted proposed resolution R22-053, authorizing the intermittent closure of county roads in the Antelope Valley area for the 2022 Eastern Sierra ATV & UTV Jamboree. 5. Adopted proposed resolution R22-054, authorizing the temporary closure of county roads in the Bridgeport area for the 2022 Bridgeport Ridge Rambler.

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

R22-050 – R22-054

F. California Enhanced HIV/AIDS Case Reporting System Data Use and Disclosure Agreement

Departments: Public Health

Proposed contract with California Department of Public Health pertaining to California Enhanced HIV/AIDS Case Reporting System Data Use And Disclosure Agreement.

Action: Approved and authorized Bryan Wheeler, Public Health Director, to sign proposed contract. Authorized Bryan Wheeler, Public Health Director to administer contract. This authorization shall include making minor adjustments to said contract from time to time as the Public Health Director may deem necessary, provided such amendments do not alter the amount not to exceed and do not substantially alter the scope of work or budget and are approved as to form by County Counsel.

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

M22-105

G. Contract Change Order No. 2 - Long Valley Streets Project

Departments: Public Works Engineering

(Chad Senior, Engineer) - Board approval is required for Contract Change Order No. 2 (CCO-2) with Qualcon Contractors, Inc. in the amount of \$232,537 for the Long Valley Streets Project. CCO-2 will include the needed road rehabilitation of Larkspur Drive and Red Bluff Trail in the Long Valley Streets Project. Both roads are part of the Lakeridge Ranch Zone of Benefit.

Action: Approved and authorized the Board Chair to sign CCO- 2 with Qualcon Contractors, Inc. in the amount of \$232,537 to include road rehabilitation of Lakeridge Ranch Zone of Benefit roads Larkspur Drive and Red Bluff Trail in the Long Valley Streets Project. (4/5 vote is required pursuant to Public Contract Code sections 20136 & 20137)

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

M22-106

H. Cooperative Agreement with Caltrans for Construction of an Overhead Banner at Sinclair Street in Bridgeport

Departments: Public Works

Proposed Cooperative Agreement with Caltrans providing ‘Clean California’ funding for an Overhead Banner at Sinclair Street, across US Highway 395 in Bridgeport.

Action: Approved and authorized County Administrative Officer (CAO) to sign the cooperative agreement with Caltrans for construction of an overhead banner at Sinclair Street in Bridgeport.

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

M22-107

I. Agreement with Mammoth Lakes Housing, Inc County of Mono for the provision of Housing Navigator services

Departments: Social Services

Agreement with Mammoth Lakes Housing to hire a Housing Navigator to help build capacity in the region and support the implementation of housing and homelessness prevention programs in partnership with Mono and Alpine Counties. Funds will be drawn from new state housing program allocations to pay for the positions. No matching funds are required from county general funds or Mammoth Lakes Housing.

Action: Approved the proposed agreement with Mammoth Lakes Housing for the provision of Housing Navigator services for the period June 1, 2022 through June 30, 2025, and authorize the County Administrative Officer (CAO) to execute the Contract on behalf of the County and make future amendments to the agreement as needed.

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

M22-108

J. Resolution Adopting a Policy for the Registrar of Voters to Use Mono County Employees as Precinct Board Members (Poll Workers) on Election Days

Departments: Elections

There are at least two elections every other year in Mono County that require six poll places being staffed with poll workers. The Elections Department depends on members of our community to aid in this election process but recruiting poll workers has become increasingly difficult. We rely on the assistance of our fellow County employees to adequately staff our poll places, but until now there has been no set policy in place for to address the time and compensation for County employees who serve as poll workers, which is why I am submitting this resolution today.

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Action: Approved Resolution R22-055, Adopting a policy for the Registrar of Voters to use Mono County employees as precinct board members (poll workers) on election days.

Kreitz motion. Peters seconded.

Vote: 5 yes, 0 no

R22-055

6. CORRESPONDENCE RECEIVED - NONE

Direction may be given to staff regarding, and/or the Board may discuss, any item of correspondence listed on the agenda.

7. REGULAR AGENDA - MORNING

A. PUBLIC HEARING - Community Development Block Grant Program (CDBG)

Departments: Clerk of the Board

PUBLIC HEARING: 9:00 AM (20 minutes)

Hearing Open: 10:06 am

Hearing Closed: 10:27 am

(Sanjay Choudhrie, Housing Opportunities Manager) -

The Community Development Block Grant 2022 Notice of Funding Availability (NOFA) has been released for approximately \$30 million. This is a public hearing required as part of the grant application process. Mono County is eligible to apply for a maximum amount per application request of \$1.5 million. The County's existing CDBG grant is funding childcare services in Bridgeport through Mono First 5.

Sanjay Choudhrie, Housing Opportunities Manager:

- Introduced Item and Molly DesBaillets, Executive Director First 5 Mono County
- Clarifies the housing portion of this grant
- Discussed CDBG award announcement and the plan to advance the funds

Molly DesBaillets, Executive Director First 5 Mono County:

- Presented Item and provided background

Supervisor Peters:

- Requests clarity on the housing portion of grant
- Supports First 5

Supervisor Kreitz:

- Confused – red flags and concerns – Home Key Project
- Has questions – concerns
- Supports Grant Funds over using General Funds

John Craig, ACAO:

- Offers clarity between the CDBG/Home Key Project Grants

Robert C. Lawton, CAO:

- Clarifies funding sources and plans for funding

Note:

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- Staff has sufficient direction to bring back to the Board

Janet Dutcher, Finance Director:

- Clarifies the commitment of funding to Mammoth Lakes Housing

Co-Chair Duggan:

- We need clarity brought to us
- How are the funds being used

- Might be clearer if you separate Home Key when you bring this back to the Board

Action: Conducted public hearing. Provide direction to staff to return to the Board with a resolution authorizing the County's application and/or provide any other desired direction to staff.

Break: 10:29 am

Reconvene: 10:39 am

B. COVID-19 (Coronavirus) Update

Departments: CAO, Public Health

(Robert C. Lawton, CAO, Bryan Wheeler, Public Health Director, Dr. Caryn Slack, Public Health Officer) - Update on Countywide response and planning related to the COVID-19 pandemic.

CAO Lawton:

- Introduced - Bryan Wheeler, Public Health Director

Bryan Wheeler, Public Health Director:

- Power Point Presentation

Dr. Caryn Slack, Public Health Officer:

- Discussed Boosters and available medications

Chair Gardner:

- Any update on vaccinations for younger children?

Action: None, informational only.

C. Sheriff's Policy Regarding Military Equipment

Departments: Sheriff

(Ingrid Braun, Sheriff) - On April 14, 2022, the Board of Supervisors was presented with information regarding the requirements of Assembly Bill (AB) 481. AB 481 requires each law enforcement agency to obtain approval of the applicable governing body, by adoption of a military equipment use policy, by ordinance at a regular meeting held pursuant to specified open meeting laws, for the continued use of military equipment acquired before January 1, 2022.

Sheriff Braun:

- Presented Item
- Revisitation of this item

Note:

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- Does not mean it is equipment that came from the military
- Here to answer questions or public comment

Action: Introduced, read title, and waive further reading of proposed ordinance.

Corless motion. Peters seconded.

Vote: 5 yes, 0 no

M22-110

D. Behavioral Health Department Crisis Care Mobile Units (CCMU) Grant

Departments: Behavioral Health

Grant agreement with Advocates for Human Potential, Inc. (AHP) for grant funds awarded to Mono County for the provision of Crisis Care Mobile Units.

Amanda Greenberg, Behavioral Health Programs Manager:

- Presented Item

Action:

Approved and authorized County Administrative Officer (CAO) to sign grant agreement with Advocates for Human Potential, Inc. (AHP) for grant funds awarded to Mono County for the provision of Crisis Care Mobile Units for the period of September 1, 2021, to June 30, 2025, and a not-to-exceed amount of \$690,000.

Peters motion. Gardner seconded.

Vote: 5 yes, 0 no

M22-111

E. Resolution Adopting a List of Projects for Fiscal Year 2022-2023 Funded by SB1: The Road Repair and Accountability Act of 2017

Departments: Public Works

(Paul Roten, Engineer) - SB 1 requires Counties to adopt an 'RMRA Project List' by Resolution at a regular meeting of the Board of Supervisors, which must be submitted to the California Transportation Commission. The deadline for the 2022 submittal is July 1. This is a yearly requirement imposed upon Mono County to receive SB1 funds. Today's recommendation is for the Board to adopt the attached Resolution and project list and direct staff to submit it to the California Transportation Commission via the online CalSMART reporting system.

Paul Roten, Engineer:

- Presented Item and provided updates

Action: Adopted proposed resolution approving a list of road projects for FY2022-2023 funded by SB 1: The Road Repair and Accountability Act of 2017.

Kreitz motion. Peters seconded.

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Vote: 5 yes, 0 no

R22-056

F. California Department of Fish and Wildlife Update on Lactococcus Bacterial Outbreak

Departments: Economic Development

(Russell Black, California Department of Fish and Wildlife (CDFW) - Inland Deserts Region 6) - Presentation by Russell Black, Senior Environmental Scientist Supervisor - Fisheries, from the California Department of Fish and Wildlife (CDFW) regarding Lactococcus outbreak in Black Rock and Fish Springs Hatcheries.

Jeff Simpson, Economic Development:

- Introduced Item and Russ Black

Russell Black, California Department of Fish and Wildlife (CDFW):

- Presented Power Point
- Cannot speak to what is to come after this season
- Explains the process of stocking fish

Supervisor Peters:

- Really critical and a continued partnership and the timing is important to try to keep fishing/sport fishing
- Keeping the Fisheries World Class in the Eastern Sierras

Supervisor Duggan:

- Thanked Jeff and Russell for this item

Moved to Board Reports – Item 9

Action: None, informational only.

8. CLOSED SESSION

Closed session: 11:45 AM

Closed session reconvene: 1:11 PM

- *No to reportable action from Closed Session*

A. Closed Session - Labor Negotiations

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Stacey Simon, Janet Dutcher, Bob Lawton, Patty Francisco, and Oliver Yee. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39 - majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Correctional Deputy Sheriffs' Association. Unrepresented employees: All.

Note:

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B. Closed Session - Existing Litigation

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of cases: (1) *Ormat Technologies, Inc. v. Mono County Certified Unified Program Agency (CUPA), et al.* (Mono County Superior Court Case No. CV-210049); (2) *County of Mono v. Silver State Investors, LLC* (Mono County Superior Court Case No. 22UCM41).

C. Closed Session - Public Employee Evaluation

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Administrative Officer.

9. BOARD MEMBER REPORTS

Chair Gardner:

- On May 23, 24, and 25 I participated with my colleagues on the Board in our FY 2022-23 Budget Workshops. Thanks to our CAO and staff for organizing these meetings. They were especially useful.
- On Thursday, May 26 I participated in the monthly Mammoth Lakes Tourism Roundtable event. I gave a brief description of the ongoing Citizens Wildfire Academy sessions.
- Also, on Thursday the 26th I participated with Supervisor Corless in a meeting of the Eastern Sierra Climate and Communities Resilience Project. This project has enormous potential for making substantial progress for forest treatment and fuel reduction in our County.
- On Thursday, the 26th I also joined the June Lake Chamber of Commerce for their monthly meeting. The Chamber is interested in creating a Tourism Business Improvement District for June Lake and additional County areas to provide more revenue for various purposes.
- On Tuesday May 31 I listened to an interesting lecture from Adam Cohen about Eastern Sierra hydrology and SCE Dam system relicensing sponsored by the Sierra Nevada Aquatic Research Laboratory.
- On Wednesday June 1 I participated in a Zoom session sponsored by the Sierra Business council about the new California State Community Economic Resilience Fund program. This program has exciting potential for providing additional funds for various County economic projects.
- On Wednesday June 1 I participated in the monthly meeting of the June Lake Citizens Advisory Committee. The primary topic of discussion at the meeting was the Greenhouse Gas Emission Inventory Project and the Rush Creek Dam Relicensing status.
- On Thursday, June 2 I did not attend the meeting of the Sierra Nevada Conservancy in Mammoth, but I understand in its many actions, that Board approved a \$150,000 grant for Mono County to continue its Dispersed Camping project begun last year. This grant will enable us to make much of the work we started last year permanent, including the Camp Like A Pro campaign and other efforts. Thanks to Paul McFarland and Matt Paruolo and

Note:

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so many more who have done the challenging work on this initiative.

- Yesterday I participated in the monthly meeting of the Eastern Sierra Sustainable Recreation Partnership. Topics at that meeting included several updates on state and federal initiatives, and information about ongoing activities from various partner representatives. I would note Inyo National Forest and our Bureau of Land Management officials have announced that fire restrictions are in place as of yesterday. This means no campfires on any public lands unless they are in an established campground.
- Finally, our next Citizens Wildfire Academy Zoom session will be on Monday June 20 at 6:00 PM. Our speakers will be from our Federal and State public lands agencies and will talk about their wildfire management plans. Information about the session including how to attend is available at the Eastern Sierra Wildfire Alliance website.

Supervisor Corless:

- 5/26 – Eastern Sierra Climate and Communities Resilience Project Financial Advisory Team meeting
- 5/27—Southern California Edison Government Advisory Panel, focused on providing feedback on SCE’s proposed Clean Energy Financing program, aiming y to help customers finance energy improvements to further support the state’s ambitious greenhouse gas (GHG) reduction goals.
- 5/31—Attending the Eastern Sierra Entrepreneur Regional Summit for Climate Innovation and Business Opportunities in Bishop, very promising presentations from the new Small Business Development Center, Cerro Coso College, ESCOG, and others about opportunities for local businesses related to climate resilience, especially around wildfire.
- 6/1-2—Sierra Nevada Conservancy tour and board meeting in Mammoth. Presentations on local programs funded by SNC; at board meeting, more than \$21 million was awarded in wildfire recovery and forest resilience grants. The “Sweetwater Forest Resilience Project,” a planning project to prepare for landscape-scale forest-health treatments on 18,000 acres in Mono County northeast of Bridgeport, was awarded in the amount of \$836,655; SNC also awarded \$150,000 to Mono County for the Camp Like a Pro program.
- Hopeful that the state budget will include sustained funding for SNC and wildfire/forest resilience programs.
- 6/6 Behavioral Health Advisory Board: approved the annual MHSA plan update, and had a robust, at times difficult conversation and heard comments from clients regarding accessibility to programs. Hope these discussions continue and that improvements can be made to assist our community members.

Supervisor Kreitz:

- Housing - May review (CCRH Leg Committee) with legislatures’ budgets - they offer

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a bit more moneys than the Governor's budget. Not the level of housing investment from the state considering the amount of surplus funds. A significantly less amount for the Accelerator Program (funding used for The Parcel phase one) - \$300mm vs. \$.175bb last year. It's not final yet, though. MLH is moving forward with both the HomeKey project and the Access Apartment redevelopment. As such, the Board approved an architecture contract for the Homekey project and a contract for project and construction management services for both projects. This will help keep these projects moving during a time of very limited staff capacity. The Board approved an MOU with Mono County Social Services for the Housing Navigator position. Over the last couple of weeks, I participated in interviews for the position along with MLH Executive Director and Mono County's Social Service staff Leslie Gaunt. The Board also reviewed a draft contract with the Town of Mammoth Lakes. The contract will go now to the Town Council in the middle of July. MLH Board reviewed the top vote getters for their name change as part of the organization's 20-year rebranding. Staff will take the Board's feedback back to the marketing committee and come back to the board in mid-July or August.

Supervisors Peters:

- Budget Workshops
- WIR – Conference in Alaska
- 2024 – WIR Conference in Mariposa
- Attended IMACA meeting – continued to be challenged
- Attended the Antelope Valley RPAC
- WIR meeting – CORINA presentation

Co-Chair Duggan:

- 5/18 Tri-Valley Ground Water Management Meeting
- 5/23 Civic Center Dedication/Budget Workshops
- 5/24 CSA 1 – Meeting
- 5/26 Benton Wellness Social
- IMACA Meeting
- Reminder of Clean California – Dump Day in June

Moved to Closed Session

ADJOURN AT 1:12 PM

ATTEST

Note:

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**BOB GARDNER
CHAIR OF THE BOARD**

**DANIELLE PATRICK
SENIOR DEPUTY CLERK – ELECTIONS ASSISTANT**

Note:

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**DRAFT MEETING MINUTES
BOARD OF SUPERVISORS, COUNTY OF MONO
STATE OF CALIFORNIA**

Regular Meetings: First, Second, and Third Tuesday of each month. Location of meeting is specified below.
Meeting Location: Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517

**Regular Meeting
June 14, 2022**

Backup Recording	Zoom
Minute Orders	M22-112 – M22- 120
Resolutions	R22-057 – R22-060
Ordinance	ORD22-005 USED

9:03 AM Call meeting to Order by Co-Chair Duggan

Supervisors Present: Corless, Duggan, Kreitz, and Peters (all attended in person or via teleconference).

Supervisors Absent: Chair Gardner.

Chair Gardner: in attendance for Item #7A via zoom.

The Mono County Board of Supervisors stream most of their meetings live on the internet and archives them afterward. To search for a meeting from June 2, 2015, forward, please go to the following link: <http://www.monocounty.ca.gov/meetings>

Pledge of Allegiance Co-Chair Duggan

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

- No one called in

Opportunity for the public to address the Board on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.) Please refer to the Teleconference Information section to determine how to make public comment for this meeting via Zoom.

2. RECOGNITIONS - NONE

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

3. COUNTY ADMINISTRATIVE OFFICER

CAO Report regarding Board Assignments

Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

Robert C. Lawton, CAO

- Thursday - County Milestone BBQ – celebrated County Employee Anniversaries
- Presented the “Teamwork Plaque” – This year’s winner is County Counsel
- Thank you to Public Work staff for the assistance setting up BBQ, IT staff, HR Department, and CAO’s office – Cheyenne Stone and John Craig, ACAO
- Interim Positions
 - Paul Roten and Kevin Julian for Public Works Director
 - Jeff Simpson for Economic Development Director
- Eastern Sierra Recreational Coordinator - Position advertised
- Meeting with Mono County Fire Chiefs – CRIS radio project
- Series of Budget Meeting this week
- Roll Over Budget/Economic Forecast

Supervisor Peters:

- Thanked CAO and Staff for a great BBQ

Megan Malone, Forest Ranger Humboldt Toiyabe National Forest

- New Bridgeport District Ranger – Called in to introduce herself

4. DEPARTMENT/COMMISSION REPORTS

Receive brief oral report on emerging issues and/or activities.

Janet Dutcher, Finance Director:

- Program for Homeowners who are behind in property taxes – up to \$20,000
- July 1, tax delinquency notices go out

5. CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

Item H – Pulled by Supervisor Kreitz

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

Absent: Chair Gardner

A. Ordinance Adopting Sheriff's Policy Regarding Military Equipment

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Departments: Sheriff

Proposed Ordinance Adopting the Mono County Sheriff's Policy Regarding Military Equipment Pursuant to AB 481.

Action: Adopted proposed ordinance.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

ORD22-004

B. Megabyte Contract Renewal

Departments: Finance

Proposed contract and contract addendum with Megabyte Systems, Inc. pertaining to software maintenance agreement

Action: Approved and authorized board chair signature on proposed contract and addendum with Megabyte Systems, Inc. for software maintenance and web services pertaining to the County property tax system, for an amount not to exceed \$145,000 for the first year (FY 2022-23) and with automatic annual renewals through July 1, 2027, at amounts adjusted by the CPI in subsequent years.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

M22-112

C. Appointment of Molly Desbaillets to the Mono Basin RPAC

Departments: Community Development

5 minutes

(Bentley Regehr) - Appoint Molly Desbaillets to the Mono Basin Regional Planning Advisory Committee.

Action: Appointed Molly Desbaillets to the Mono Basin Regional Planning Advisory Committee, for a term ending on December 31, 2025, as recommended by Supervisor Gardner.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

M22-113

D. Monthly Treasury Transaction Report

Departments: Finance

Treasury Transaction Report for the month ending 4/30/2022.

Action: Approved the Treasury Transaction Report for the month ending 4/30/2022.

Peters motion. Kreitz seconded.

Note:

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Vote: 4 yes, 0 no, 1 absent

Absent: Chair Gardner

M22-114

E. MOU-Infrastructure Funding Agreement for Workforce Innovation and Opportunity Act

Departments: Social Services

Memorandum of Understanding - Infrastructure Funding Agreement (MOU - IFA) between the Kern, Inyo and Mono Counties Workforce Development Board and the One-Stop Partners under the Workforce Innovation and Opportunity Act.

Action: Approved the proposed Memorandum of Understanding - Infrastructure Funding Agreement (MOU - IFA) between the Kern, Inyo and Mono Counties Workforce Development Board and the One-Stop Partners under the Workforce Innovation and Opportunity Act, for a term commencing on July 1, 2022 and terminating on June 30, 2025. Authorize Social Services Director, Kathy Peterson, to sign.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

Absent: Chair Gardner

M22-115

F. Establishment of Ad Hoc Subcommittee for Development at 71 Davison Street, Mammoth

Departments: County Counsel

Creation of Ad Hoc Subcommittee regarding development of property at 71 Davison Street in Mammoth Lakes.

Action: Appointed Supervisor Kreitz and Chair Gardner to Ad Hoc Subcommittee, with direction to return to the Board with information and recommendations as needed but no less than quarterly for up to one year.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

Absent: Chair Gardner

M22-116

G. Board Minutes

Departments: Clerk of the Board

Approval of the Board Minutes from the March 8, 2022 and March 15, 2022 meetings of the Board of Supervisors. Approval of the Board Minutes from March 15, 2022, from the Board Minutes - Special Meeting.

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Action: Approved the Board Minutes from the March 8, 2022, Regular Meeting.
Approved the Board Minutes from March 15, 2022, Regular Meeting. Approved the Board Minutes from March 15, 2022, Special Meeting.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

Absent: Chair Gardner

M22-117

H. Resolution Making Findings under AB 361 Related to Remote Meetings

- Item pulled from Consent by Supervisor Kreitz
- Item heard after Consent Agenda

Proposed resolution making the findings required by AB 361 for the purpose of making available the modified Brown Act teleconference rules set forth in AB 361 for the period of June 14, 2022, through July 14, 2022.

Action: Adopted proposed resolution.

Supervisor Kreitz:

- Suggested meeting being held in both locations, Mammoth and Bridgeport
- Would like an update on state of emergency

Supervisor Corless:

- Supports Supervisor Kreitz suggestion

County Counsel Simon:

- Reviewed the bills concerning AB 361 Related to Remote Meetings in detail – does not apply to the Public, only the applies to the Board Members
- There is an item on next week’s agenda – we should defer to next week’s meeting
- Provided update for AB1944 and AB22449 two competing bills

CAO Lawton:

- Don’t see why we cannot do that, just unsure of the Clerk being in two places

Co-Chair Duggan:

- Hybrid meeting discussion

Scheereen Dedman, Clerk – Recorder – Registrar – Clerk of the Board of Supervisors:

- Explains how the Hybrid Meeting will work and the nature of the setup, the necessity of assistance from Information Technology for the Teleconference Location each week

Note:

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Peters motion. Corless seconded.

Vote: 3 yes, 1 no, 1 absent

Absent: Chair Gardner

Roll Call:

Corless - Y

Duggan - Y

Kreitz - N

Gardner - ABSENT

Peters - Y

R22-057

6. CORRESPONDENCE RECEIVED - NONE

Direction may be given to staff regarding, and/or the Board may discuss, any item of correspondence listed on the agenda.

7. REGULAR AGENDA - MORNING

A. PUBLIC HEARING: Extension of Moratorium on Permitting New Short-term Rentals of Single-Family Residential Units

Departments: Community Development

PUBLIC HEARING: 9:00 AM (20 minutes)

Chair Gardner present for item via zoom

Public Hearing Begin: 9:36 AM

Public Hearing Ended: 9:45 AM

(Bentley Regehr, Planning Analyst) - Public hearing to consider proposed ordinance to extend moratorium on short-term and transient rentals in single-family residences.

Bentley Regehr, Planning Analyst:

- Presented Item

Supervisor Kreitz:

- Concern is how do we study the other types of housing that is lost to short-term rental? **Bentley:** we are not sure what that study looks like at this point
Wendy Sugimura: the moratorium limits what we can study – suggests the Board direct staff to perform detailed study, that is something that we can do and discussed the challenges with performing study
- Discussed funding options with **Wendy Sugimura**
- Is it possible for the Board today to include all housing types in the moratorium?
Stacey Simon – clarifies options
- Support Chair Gardner’s suggestions
- Suggestions for study

Chair Gardner:

Note:

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- In support of continuing this moratorium the action today
- Suggests that staff work on developing an exemption for overnight rental applicants providing two or more workforce housing unit
- Clarifies for that there is a need in June Lake

Supervisor Corless:

- In support the suggestion of Supervisor Kreitz and Chair Gardner

Supervisor Peters:

- Concerned that there is no problem or issue in the North part of the County or June Lake has a very specific short-term rental ordinance, still confused why there still needs to be a moratorium without any study or how we are going to pay for it, does not support moratorium

Action: (1) Adopted ORD22-005, an ordinance of the Mono County Board of Supervisors temporarily suspending approval of new short-term and transient rentals of single-family residential units in all land use designations; and (2) Found that the project is exempt from CEQA under CEQA Guidelines sections 15061(b)(3) and 15301 and instruct staff to file a Notice of Exemption.

Staff Direction:

1. Include impacts on multi-family housing units in the study
2. Provide information/study a vacancy tax (who is doing it, is it working)
3. Develop an exemption for overnight rental applicants providing two or more workforce housing units
4. Bring back consideration of a moratorium on multi-family units

Gardner motion. Kreitz seconded.

Vote: 4 yes, 1 no, no - Peters

ORD22-005

Gardner motion. Kreitz seconded.

Vote: 4 yes, 1 no, no - Peters

M22-118

Roll Call:

Corless - Y

Duggan - Y

Gardner - Y

Kreitz - Y

Peters - N

B. Mountain View Fire - Termination of Emergency Declarations

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Departments: Mountain View Fire EOC

10 minutes

(Louis Molina, Operations Section Chief) - Declarations of Local Emergency and Local Health Emergency for the Mountain View Fire.

Louis Molina, Operations Section Chief

- Presented item
- Provided update on 4 properties

Action: Continued the local state of emergency declared on November 17, 2020, and/or the local health emergency declared on November 19, 2020 (ratified by the Board on November 24, 2020).

Supervisor Peters:

- Will this effect re-building, waivers, fees?
- Concerned that this will bring on a disadvantage to some homeowners that need to rebuild
- CHP escort of the Mobile Homes – concern because this has not been consistent
- Doesn't not want to inhibit fire victims to rebuild/wavers by ending the Emergency Declarations
- We should delay for a week, get answers to the CHP escort questions first

Louis Molina, Operations Section Chief:

- Still moving pieces, can't answer entirely but is aware of waivers that are still in effect
- Fees/Building permits – doesn't think this will be affected

Wendy Sugimura, Community Development Director:

- Clarified that ended Emergency Declarations – fee waivers will apply

County Counsel Simon:

- Suggests that we get all these questions answered before we terminate

Co-Chair Duggan:

- What happens to the residents (4) that have not responded

Peters motion. Corless seconded.

Vote: 4 yes, 0 no, 1 absent

M22-119

Break Session: 10:21 AM

Reconvened: 10:30 AM

C. Mental Health Services Act FY 22-23 Annual Update

Departments: Behavioral Health

40 minutes (20-minute presentation, 20-minute discussion)

(Amanda Greenberg and Robin Roberts) - Presentation by Amanda Greenberg and Robin Roberts regarding the Mental Health Services Act FY 22-23 Annual Update.

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Action: (1) Received staff presentation on Annual Update; (2) reviewed and approved Annual Update; and (3) provided any other direction to staff.

Amanda Greenberg, Behavioral Health Program Manager:

- Presented Item
- Final draft for final approval
- May – Suicide Walk
- Explains how substance use/abuse is covered verses the mental health

Co-Chair Duggan:

- Appreciates this update, helpful to see how the community is doing in “real” time
- Board would like to be involved and would like to assist in moving forward

Robin Roberts, Behavior Health Director:

- Suicide falls in the Mobile Crisis Grant – will be further discussing this with the Board in July or August
- Explains the funding and is coverage in the different areas of Mental Health
- Discussed substance abuse/use and suicide and suggestions for future board communication

Supervisor Corless:

- Behavioral Health Advisory Board – Held a hearing on the update and approved it
- Suggests that CAO Lawton work with Robin Roberts around mental health – in strategic plan

Supervisor Kreitz:

- Any discussing in this on Mono County Suicides?
- Expressed her concerns with housing crisis and suicide connections

Supervisor Peters:

- Appreciate this update
- Expressed how important these issues are

Corless motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

M22-120

D. Memorandum of Understanding with the Paramedic Fire Rescue Association

Departments: CAO, HR, County Counsel, Finance

15 minutes

(Janet Dutcher, Finance and John Craig, CAO) - Proposed resolution adopting and approving a Memorandum of Understanding between the County and the Paramedic Fire Rescue Association (PFRA) for January 1, 2022, to December 31, 2024.

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Action: Adopted proposed resolution R22-05, Adopted and Approved a Memorandum of Understanding between the County and the PFRA.

Robert C. Lawton, CAO:

- Introduced Item

John Craig, ACAO

- Presented Item

Peters motion. Corless seconded.

Vote: 4 yes, 0 no, 1 absent

R22-058

E. Memorandum of Understanding with Deputy Sheriffs' Association

Departments: CAO, HR, County Counsel, Finance

15 minutes

(Janet Dutcher, Finance and John Craig, CAO) - Proposed resolution adopting and approving a Memorandum of Understanding between the Count and the Deputy Sheriffs' Association (DSA) for January 1, 2022, to December 31, 2024.

ACAO Craig:

- Presented Item

Janet Dutcher, Finance Director:

- Finances on MOU – annual fiscal impact
- Clarifies the one time pay and the bottom of page 1, Deputy option of the \$5,000.00
- Both agreements will probably require a budget adjustment

Action: Adopted proposed resolution R22-059, Adopted and Approved a Memorandum of Understanding between the County and the DSA.

Peters motion. Peters seconded.

Vote: 4 yes, 0 no, 1 absent

R22-059

Moved to item 11 – Board Reports

8. CLOSED SESSION

Closed Session: 11:31 AM

Reconvened: 12:26 PM

A. Closed Session - Exposure to Litigation

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION.
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: one.

B. Closed Session - Existing Litigation

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: Mono County v. Silver State Investors, LLC, (U.S. District Court, Eastern District Case No. 2:22-cv-00908-TLN).

C. Closed Session - Public Employee Evaluation

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Administrative Officer.

THE AFTERNOON SESSION WILL RECONVENE NO EARLIER THAN 12:00 P.M.

9. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Opportunity for the public to address the Board on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.) Please refer to the Teleconference Information section to determine how to make public comment for this meeting via Zoom.

10. REGULAR AGENDA - AFTERNOON

A. Mono County Lease Financing (Replacement Jail Facility)

Departments: Finance

30 minutes

(Janet Dutcher) - Proposed resolution R22-060, authorizing the execution of certain financing documents with respect to the execution and delivery of tax-exempt lease financing documents in an aggregate principal amount not to exceed \$7,000,000 to finance a portion of the construction of a replacement jail facility. The anticipated total project cost is approximately \$32.9 million. The County anticipates receiving a SB-844 grant from the State of California in the amount of \$25 million.

Action: Adopted proposed resolution R22-060, authorizing the execution and delivery of a site and facilities lease and a property lease in an aggregate principal amount not to exceed \$7,000,000 to finance a portion of the construction of the Mono County Replacement Jail Facility and authorizing execution of necessary documents, certificates, and related actions.

Janet Dutcher, Director of Finance:

- Presented Item

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Peters motion. Kreitz seconded.
Vote: 4 yes, 0 no, 1 absent
R22-060

11. BOARD MEMBER REPORTS

The Board may, if time permits, take Board Reports at any time during the meeting and not at a specific time.

Supervisor Kreitz:

- June 8th, I attended the NACo Community Economic Workforce Development Committee meeting. We heard from Councilman John Cartier of New Castle County Delaware on a condominium development that is in significant financial complications and at risk of displace 80 households. They are looking for help in finding solutions. This style of formatting the meetings will be used more going forward.
- Many thanks to the staff for organizing a wonderful County BBQ!
- Friday, June 10th I participated in the MLH 238 Sierra Manor Road Project Update and then the CCRH Board meeting.
- Monday, June 13th I attended the Mono County LTC meeting and later the LAFCO meeting. The LTC directed staff to write two letters in opposition to legislation that would be detrimental to our transportation funding from the state, and we recognized Gerry LeFrancois, retiring LTC co-executive director. Many thanks to Gerry for his honorable service to Mono County. The LAFCO Board appointed Tom Cage as the new Board Chair and new member Paul McFarland as the vice chair.

Supervisor Corless:

- GBUAPCD: approved funding for clean air projects programs (CAPP II), approved letter to state water resources control board requesting lake level hearing; received reports on Owens Lake Dust Mitigation Project water savings, and Keeler Dunes, as well as Mammoth Lakes air quality/smoke impacts
- Eastern Sierra Sustainable Recreation Partnership
- Inquiry from Alpine Co Supervisor David Griffith re: lands in USFS Region 4 in California (in Alpine and Mono County) moving to Region 5

Supervisor Peters:

- Attended the County BBQ
- 2-day Craft Fair and Softball Game – Chambers
- LTC
- Discussed the document for Thursday – WIR Conference was appointed to work to create a National Center for Public Lands Counties

Supervisor Duggan:

- 6/7 – Assisted at the Crowley Lake Voting Center

Note:

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- Attended County BBQ
- 6/10 – Board Meeting
- LTC meeting – attended
- LAFCO meeting

Moved to Item 8 Closed Session

ADJOURN 12:41 PM

ATTEST

BOB GARDNER
CHAIR OF THE BOARD

DANIELLE PATRICK
ASSISTANT CLERK OF THE BOARD

Note:

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**DRAFT MEETING MINUTES
MONO COUNTY ECONOMIC DEVELOPMENT CORPORATION
STATE OF CALIFORNIA**

Meeting Location: Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517

**Annual Meeting
June 14, 2022**

Backup Recording	Zoom
Minute Orders	M22-01
Resolutions	R22-01
Ordinance	ORD22-001 NOT USED

1:00 PM Call meeting to Order by Co-Chair Duggan

Supervisors Present: Corless, Duggan, Kreitz, and Peters (all attended in person or via teleconference).

Supervisors Absent: Chair Gardner.

The Mono County Board of Supervisors stream most of their meetings live on the internet and archives them afterward. To search for a meeting from June 2, 2015, forward, please go to the following link: <http://www.monocounty.ca.gov/meetings>

Pledge of Allegiance Supervisor Peters

1 OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

- No comment from the Public

2. AGENDA ITEMS

A. Mono County Lease Financing (Replacement Jail Facility)

Departments: Finance

30 minutes

(Janet Dutcher) - Proposed resolution R22-01, authorizing the execution of certain

Note:

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financing documents with respect to the execution and delivery of a tax-exempt property lease in an aggregate principal amount not to exceed \$7,000,000 to finance a portion of the construction of a replacement jail facility by Mono County. The anticipated total project cost is approximately \$32.9 million. The County anticipates receiving a SB-844 grant from the State of California in the amount of \$25 million.

Janet Dutcher, Finance Director:

- Presented Item

Action: Adopted proposed resolution R22-01, authorized the execution and delivery of a site and facilities lease, a property lease, and an assignment agreement in an aggregate principal amount not to exceed \$7,000,000 to finance a portion of the construction of the Mono County Replacement Jail Facility and authorizing execution of necessary documents, certificates, and related actions.

Peters motion. Corless seconded.

Vote: 4 yes, 0 no, 1 absent.

R22-01

B. Approval of Minutes

Departments: Clerk of the Board

Approval of the Minutes from the December 14, 2021, Mono County Economic Development Corporation State of California.

Action: Approved the Minutes from the December 14, 2021, Mono County Economic Development Corporation, State of California.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent.

M22-01

ADJOURN AT 1:08 PM

ATTEST

**BOB GARDNER
CHAIR OF THE BOARD**

**DANIELLE PATRICK
SENIOR DEPUTY CLERK/ELECTIONS ASSISTANT**

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

DRAFT MEETING MINUTES

June 14, 2022

Page 3 of 3

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors



**DRAFT MEETING MINUTES
BOARD OF SUPERVISORS, COUNTY OF MONO
STATE OF CALIFORNIA**

Regular Meetings: First, Second, and Third Tuesday of each month. Location of meeting is specified below.
Meeting Location: Mono Lake Room, 1st Fl., County Civic Center, 1290 Tavern Rd., Mammoth Lakes, CA
93546

**Regular Meeting
June 21, 2022**

Backup Recording	Zoom
Minute Orders	M22-120 – M22- 129
Resolutions	R22-060 – R22-068
Ordinance	ORD22-005 USED

9:03 AM Call meeting to Order by Chair Gardner

Supervisors Present: Corless, Gardner, Kreitz, and Peters (all attended in person).

Supervisors Absent: Supervisor Duggan.

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“Nothing has transformed my life more than realizing that it’s a waste of time to evaluate my worthiness by the reaction of the people in the stands”. – Brene Brown

Pledge of Allegiance Supervisor Corless

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Opportunity for the public to address the Board on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.) Please refer to the Teleconference Information section to determine how to make public comment for this

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meeting via Zoom.

- No Public Comment

2. RECOGNITIONS

A. Juneteenth Observance

Departments: Justice, Equity, Diversity, and Inclusion (JEDI)

(Scheereen Dedman, JEDI Coordinator) - Recognition of June 19, 2022, as Juneteenth Independence Day.

Action: Approved recognition.

Scheereen Dedman, JEDI Coordinator:

- Presented Item
- Recognized at a federal level

Chair Gardner:

- Read Proclamation

Supervisor Corless:

- Recognized the importance of this resolution and appreciation for Scheereen' s work as JEDI Coordinator.

Corless motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent.

M22-121

B. Recognition of Gerry Le Francois

Departments: CDD

(Wendy Sugimura, Community Development Director) - Recognition of Gerry LeFrancois who is retiring after 28 years of public service with the County.

Wendy Sugimura, Community Development Director:

- Presented Item

Chair Gardner:

- Read Proclamation

Mono County Staff and Board of Supervisors:

- Outpour of appreciation for Gerry and his 28 years of service to Mono County.

Gerry LeFrancois:

- Thanked the County and his leadership

Action: Approved proclamation in appreciation and recognition of Gerry Le Francois, Principal Planner.

Kreitz motion. Corless seconded.

Vote: 4 yes, 0 no, 1 absent

Note:

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M22-122

3. COUNTY ADMINISTRATIVE OFFICER

CAO Report regarding Board Assignments

Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

CAO Lawton:

- Performance Evaluation Conferences
- Budget narratives/meetings continue – Thank you to Megan Mahaffey
- Met with Supervisor elect – Lynda Salcido
- Met with Matt Paruolo – transition to private sector
- Unified Command meeting
- Balanced Budget document – no later than August 4

4. DEPARTMENT/COMMISSION REPORTS

Receive brief oral report on emerging issues and/or activities.

Nate Greenberg, Informational Technology Director:

- CRIS – Radio System – this week to fill in coverage gaps
- Meeting with CPC staff – issues regarding the broadband funding
- Discussed Grant application - CPC

Supervisor Corless:

- Thank you for taking the lead on the CPC

Supervisor Kreitz:

- Requested clarity on the Grant application process

Wendy Sugimura, Community Development Director:

- Planning Commission Transient Rental Update – Controversial topic to use permit
- Adopted Resource Efficiency plan – to help reduce greenhouse gas omissions

Supervisor Peters:

- What district? **June Lake**

Janet Dutcher, Finance Director:

- Update on Jail Project

County Counsel Simon:

- Introduced – Chris Beck to the County
- Board efforts with other jurisdictions have yielded some results – representative of Suddenlink and CPUC made productive visits to Mono County

Scheereen Dedman, Clerk of the Board

Note:

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- Elections update – ballot count and signature period
- Turn out was closer to 305 percent this year – higher than last election
- JEDI – completed the third part of the Implicit Bias Training
- Discussed future plans for JEDI
- Thank you for the Juneteenth Recognition – provided personal background of her education racial issues/recognition and how important the recognition is to her

5. CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

A. Board Minutes

Departments: Clerk of the Board

Approval of the Board Minutes from the April 5, 2022, Regular Meeting of the Board of Supervisors. Approval of the Board Minutes from April 7, 2022, and April 8, 2022, Special Board of Supervisors Meetings.

Action: Approved the Board Minutes from the April 5, 2022, Regular Meeting. Approved the Board Minutes from the April 7, 2022, and April 8, 2022, Special Meetings.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

M22-123

B. White Mountain Fire Department Appointment

Departments: Clerk of the Board of Supervisors

Pursuant to Health and Safety Code sections 13000 - 13970, the White Mountain Fire Protection District (White Mountain Fire) informed the Mono County Clerk of two vacancies on its governing board in 2021. Notice of the vacancies was posted in three conspicuous places as required by Government Code section 1780. Since it is past the 60-day time frame in which the White Mountain Fire Board could have made the appointment, under section 1780, the Board of Supervisors may make the appointment. Subsequently, White Mountain received one application, from Geraldine Cady. Accordingly, the White Mountain Fire Board is asking that the Board of Supervisors appoint Geraldine Cady a member of the White Mountain Fire governing board for a

Note:

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term ending November 30, 2022.

Action: Appointed Geraldine Cady to the White Mountain Fire Protection District governing board for a term ending November 30, 2022.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

M22-124

C. Lease of Pre-School Space in Lee Vining Community Center

Departments: County Counsel

Cancellation of lease with Inyo Mono Advocates for Community Action (IMACA) and entry into new lease with the Mono County Office of Education for space within and adjacent to the Lee Vining Community Center for continued use and operation as a preschool.

Action: (1) Approved, and authorized Chair to sign agreement with IMACA cancelling 2002 lease for space within the Lee Vining Community Center; and (2) Approved and authorized Chair to sign lease with the Mono County Office of Education for approximately 825 square feet of space within the Lee Vining Community Center and adjacent outdoor space to be used as a preschool site for the period April 4, 2022, through April 4, 2027, an annual lease amount of one dollar and payment of a pro-rated share of utility costs.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

M22-125

D. Resolution Summarily Vacating a Portion of River Road

Departments: Public Works

(Sean Robison, Engineering Tech III/ LSIT) - Proposed resolution vacating a portion of River Road in Walker, CA

Action: Adopted Resolution of the Mono County Board of Supervisors for summary vacation of a portion of River Road in Walker, CA. Found that the above action is categorically exempt from CEQA Direct that Resolution and CEQA documents are filed with the Clerk.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

R22-061

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

M22-126

E. Behavioral Health Department Substance Abuse Prevention and Treatment Block Grant Application

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Departments: Behavioral Health

Grant application to the Department of Health Care Services for the Substance Abuse Prevention and Treatment Block Grant (SABG).

Action: Approved and authorized Behavioral Health Director to sign and submit Substance Abuse Prevention and Treatment Block Grant (SABG) Biennial Funding Allocation & Application to the Department of Health Care Services.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

M22-127

F. Mono County Temporary Budget 2022-23

Departments: CAO

Mono County desires to use a temporary budget appropriation as its recommended budget to operate from July 1, 2022, until a final budget for Fiscal Year 2022-2023 is adopted. This will allow Mono County to remain in compliance with Government Code 29000 et seq. known as the County Budget Act.

Action: Adopted proposed resolution R22-062, approving the (temporary) recommended budget for Fiscal Year 2022-2023, including appropriations of \$125,428,189.

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

R22-062

6. CORRESPONDENCE RECEIVED - NONE

Direction may be given to staff regarding, and/or the Board may discuss, any item of correspondence listed on the agenda.

7. REGULAR AGENDA - MORNING

A. COVID-19 (Coronavirus) Update

(Robert C. Lawton, CAO, Bryan Wheeler, Public Health Director, Dr. Caryn Slack, Public Health Officer) - Update on Countywide response and planning related to the COVID-19 pandemic.

Action: None, informational only.

Bryan Wheeler, Public Health Director:

- Presented Item
- Reach out to Pediatrician for more information

Dr. Caryn Slack, Public Health Officer:

- Discussed vaccinations – different doses for different brand

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Chair Gardner:

- Where can we get the vaccinations?

B. Discussion of Meeting Format for County Legislative Bodies

Departments: CAO, Clerk, and Information Technology

(Robert C. Lawton, CAO, Scheereen Dedman, Clerk and Nate Greenberg, Information Technology Director) - Discussion of options and limitations for the format to be followed for meetings of the Board of Supervisors and other legislative bodies of the County. Discussion includes Brown Act requirements, existing exemptions to those requirements and pending legislation; technology needs; convenience of attendance and participation; staffing and related issues.

Action: Provided direction to staff regarding the format (e.g., in-person, remote or hybrid) of future meetings of the Board of Supervisors and/or other County legislative bodies.

Scheereen Dedman, Clerk:

- Presented Item
- Discussed in detail the different platforms that are available for in person, zoom and teleconference for Board Meetings for the public and for the Board Members – Meeting Brown Act requirements
- Discussed AB 361 and how ending this will affect our meetings moving forward
- Discussed the challenges with having an in-person meeting, teleconference meeting, and zoom meetings running at the same time also including extra staff members that are needed for teleconference location set up on the day of meetings
- Working on a use policy for Mono Lake Room – Clerk of the Board is approving requests for Mono Lake use.

CAO Lawton:

- Discussed supply chain challenges – IT equipment for Mono Lake Room
- Recognized Nate and IT team for getting the Mono Lake Room setup for Board Meetings

Wendy Sugimura, Community Development Director:

- Community Development – will just follow suit with the Board for future meetings
- Discussed the challenges for teleconference locations

Nate Greenberg, Information Technology:

- Strongly advise against teleconference locations
- Update on Mono Lake equipment

Supervisor Kreitz:

- Can we use the library?

Supervisor Corless:

- Inquires about other conference rooms in Civic Center use for teleconference locations
- Inquires about partner organization's use for Mono Lake Room

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

- Letter from RCRC – Legislative Session

C. Temporary Commercial Cannabis Delivery

Departments: Community Development

(Michael Draper, Planning Analyst II) - Proposed Resolution of the Mono County Board of Supervisors to continue allowing temporary cannabis delivery within the unincorporated area of Mono County, which was initiated under COVID statewide Stay-At-Home orders.

Michael Draper, Planning Analyst II:

- Presented Item

Action: Approved R22-063 temporarily allowing cannabis delivery within the unincorporated area of Mono County until a County Code amendment is initiated and considered to permit commercial cannabis delivery.

Public Comment Call In:

Cory Zila, Tioga Green Owner:

- Discussion on his support of allowing cannabis delivery
- Clarification on how he pays the taxes per vendor

John DeCoster, Pastor:

- Discussion on not supporting cannabis delivery

Supervisor Corless:

- Discussion on the restrictive nature of local restrictions
- In support of temporary delivery of cannabis

Supervisor Kreitz:

- Agrees with Supervisor Kreitz
- Would like to see this go forward

Supervisor Peters:

- In support of delivery
- Has questions about taxes: unincorporated area delivery and where does the tax money go?

Janet Dutcher, Financial Director:

- Discussed tax flow

Chair Gardner:

- Suggests that we have a fuller discussion with RPAC
- In support of today to move forward for temporary delivery

Wendy Sugimura, Community Development Director:

- Discussed current state of her department
- Staff to get in touch with the Town Code Enforcement

County Counsel Simon:

- Options to move forward today
- Will come back with an ordinance

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Kreitz motion. Corless seconded.

Vote: 4 yes, 0 no, 1 absent

R22-063

Break: 10:57 AM

Reconvened: 11:08 AM

D. Fiscal Forecast

Departments: CAO

(Russ Branson) - General Fund Long-term Forecast and Modeling.

Russ Branson:

- Presented Item

Supervisor Corless:

- Great presentation

Chair Gardner:

- Agrees with Supervisor Corless

Janet Dutcher, Financial Director:

- Provided comments on the past experiences in Forecasting

Action: Received update from Russ Branson on General Fund long term forecast.

E. Sub-Grant Agreement with the Mono County Office of Education for Mental Health School Services Act (MHSSA) Grant Activities

Departments: Behavioral Health

(Amanda Greenberg, Program Manager) - Sub-grant agreement with Mono County Office of Education for grant funds awarded to Mono County for the provision of school-based mental health services.

Action: Approved and authorized Behavioral Health Director to sign sub-grant agreement with the Mono County Office of Education for grant funds awarded to Mono County for the provision of Mental Health School Services Act Grant Activities for the period of June 21, 2022, to June 30, 2026, and a not-to-exceed amount of \$2,500,000.

Amanda Greenberg, Program Manager:

- Presented Item

Supervisor Kreitz:

- How are students going to receive this?

Kreitz motion. Peters seconded.

Vote: 4 yes, 0 no, 1 absent

M22-128

F. Mono County Audit Reports for FY 2020-21

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Departments: Finance

(Janet Dutcher, Finance Director) - Presentation of the Annual Comprehensive Financial Report and the Single Audit Report for the fiscal year ended June 30, 2021.

Action: None. Presentation and discussion only.

Janet Dutcher, Financial Director:

- Presented Item

G. Employment Agreement - Assistant Director of Finance

Departments: Finance

(Janet Dutcher, Finance Director) - Proposed resolution approving a contract with Gerald Frank as Assistant Director of Finance, Treasurer Tax Collector, and prescribing the compensation, appointment and conditions of said employment.

Action: Announced Fiscal Impact. Approved Resolution R22-064, approving a contract with Gerald Frank as Assistant Director of Finance, Treasurer Tax Collector, and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

Fiscal Impact: Total cost of salary and benefits for FY 2022-23 is approximately \$157,522, of which \$121,004 is salary, and \$36,518 is benefits. This is included in the County Administrator's Recommended budget.

CAO Lawton:

- Presented Item

Corless motion. Peters seconded.

Vote: 4 yes, 0 no, 1 absent

R22-064

H. Employment Agreement - Finance Director

Departments: CAO

(Robert C. Lawton, CAO) - Proposed resolution approving a contract with Janet Dutcher as Finance Director, and prescribing the compensation, appointment, and conditions of said employment.

Action: Announced Fiscal Impact. Approved Resolution R22-065, approving a contract with Janet Dutcher as Finance Director, and prescribing the compensation, appointment, and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

Fiscal Impact: Total cost of salary and benefits for FY 2022-23 is approximately \$199,300, of which \$162,156 is salary, and \$37,144 is benefits. This is included in the County Administrator's Recommended budget.

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

CAO Lawton:

- Presented Item

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

R22-065

I. Employment Agreement - Director of Community Development

Departments: CAO

(Robert C. Lawton, CAO) - Proposed resolution approving a contract with Wendy Sugimura as Director of Community Development, and prescribing the compensation, appointment, and conditions of said employment.

Action: Announced Fiscal Impact. Approved Resolution R22-066, approving a contract with Wendy Sugimura as Director of Community Development, and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

Fiscal Impact: Total cost of salary and benefits for FY 2022-23 is approximately \$179,143, of which \$140,077 is salary, and \$39,066 is benefits. This is included in the County Administrator's Recommended budget.

CAO Lawton:

- Presented Item

Kreitz motion. Corless seconded.

Vote: 4 yes, 0 no, 1 absent

R22-066

J. Employment Agreement - Human Resources Generalist

Departments: CAO

(Robert C. Lawton, CAO) - Proposed resolution approving a contract with Gail DuBlanc as Human Resources Generalist, and prescribing the compensation, appointment, and conditions of said employment.

Action: Announce Fiscal Impact. Approve Resolution #R22-067, approving a contract with Gail DuBlanc as Human Resources Generalist, and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

Fiscal Impact: Total cost of salary and benefits for FY 2022-23 is approximately \$99,691, of which \$74,286 is salary, and \$25,405 is benefits. This is included in the County Administrator's Recommended budget.

CAO Lawton:

- Presented Item

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Corless motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

R22-067

K. Employment Agreement - Human Resources Specialist

Departments: CAO

(Robert C. Lawton, CAO) - Proposed resolution approving a contract with Audriana Rodriguez as Human Resources Specialist, and prescribing the compensation, appointment, and conditions of said employment.

Action: Announce Fiscal Impact. Approve Resolution #R22-068, approving a contract with Audriana Rodriguez as Human Resources Specialist, and prescribing the compensation, appointment, and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

Fiscal Impact: Total cost of salary and benefits for FY 2022-23 is approximately \$70,807, of which \$55,433 is salary, and \$15,374 is benefits. This is included in the County Administrator's Recommended budget.

CAO Lawton:

- Presented Item

Peters motion. Kreitz seconded.

Vote: 4 yes, 0 no, 1 absent

R22-068

8. CLOSED SESSION

Closed Session: 1:12 PM

Reconvened: 2:20 PM

A. Closed Session - Public Employee Evaluation

- No recordable action

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Administrative Officer.

B. Closed Session - Existing Litigation

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: *Mono County v. Silver State Investors, LLC*, (U.S. District Court, Eastern District Case No. 2:22-cv-00908-TLN). *County of Mono v. KR Properties, LLC, et al.* (Mono County Superior Court Case No.: CV200081).

C. Closed Session - Exposure to Litigation

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION.
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: one.

9. REGULAR AGENDA - AFTERNOON

A. PUBLIC HEARING; Adoption of Vehicle Miles Traveled Thresholds of Significance

Departments: Community Development

PUBLIC HEARING: 1:00 PM (30 minutes)

Public Hearing Begin: 2:25 PM

Public Hearing Ended: 2:26 PM

(Bentley Regehr, Planning Analyst) - Public Hearing to adopt thresholds of significance and screening criteria for the purpose of analyzing impacts under the California Environmental Quality Act (CEQA) related to Vehicle Miles Traveled (VMT).

Action: 1. Conducted a public hearing on the proposed Vehicle Miles Traveled thresholds and receive any additional public comments, deliberate, and make any desired modifications; and 2. Introduced, read title, and waived further reading of proposed Ordinance making the required findings, adopting the Addendum to the 2015 Mono County General Plan EIR, and adopting the Vehicle Miles Traveled thresholds of significance and screening criteria.

Bentley Regehr, Planning Analyst:

- Presented Item

Kreitz motion. Peters seconded.

Vote: 4 yes, 0 no, 1 absent

M22-129

10. BOARD MEMBER REPORTS

The Board may, if time permits, take Board Reports at any time during the meeting and not at a specific time.

Supervisor Corless:

- RCRC and GSFA meetings in Nevada County last week--highlights of both meetings here: https://www.rcrcnet.org/sites/default/files/useruploads/Meetings/Misc/2022/BoardMeeting_Highlights_June_15_16_2022_FINAL.pdf

Supervisor Kreitz:

- On 6/14 myself along with the rest of the MLH development committee, we met with HCD staff and IMACA ED to discuss the Valley Apartments' transfer of ownership between IMACA and MLH. Part of that transfer involves the restructuring of the outstanding debt, a new regulatory agreement (the original RA has expired, leaving the 19 apartments at risk of reverting to market rate units), as well as the need for addressing deferred maintenance. MLH is in the process of getting a physical needs assessment (PNA) as well as a plumber to analyze the sewer and water

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

main line replacement needs. MLH will be working on a Portfolio Reinvestment Program (PRP) grant application which would provide funding to address the deferred maintenance. Applications are due by the end of July.

- June 16th the Eastern Sierra Continuum of Care met. The Board appointed me as the Board Chair and Anna Scott of Inyo County as the Vice Chair. The Board also approved a letter of support for the Silver Peak affordable housing development project application for a Permanent Local Housing Allocation (PLHA) funding. We received an update on the Homeless Action Plan from Thurmond Consulting on the stakeholder and service provider survey input " and next steps for HHAP 3 application. The CoC will be meeting again on June 28th.
- The Report Writing Group of the CCP met last week to review that draft annual update on the five-year strategic plan.

Chair Gardner:

- Last Thursday June 16 I participated in the quarterly meeting of the Mono County First 5 Commission. Topics at that meeting included approval of several contracts, the status of childcare needs and opportunities, and the upcoming Children's Summit on July 13. All members of the Board of Supervisors will be invited to the Children's Summit. If more than two of us intend to attend, please let me know so I can work with Counsel and the Clerk to make sure we meet all Brown Act requirements.
- Last night we held the third session of the Citizens Wildfire Academy. The speakers included Lance Rosen from the Bureau of Land Management, Chance Traub from the US Forest Service, and David Haas from CalFire. The topic was overall Forest Wildfire Management Planning from the perspective of these agency representatives.

ADJOURN 2:40 PM

ATTEST

**BOB GARDNER
CHAIR OF THE BOARD**

**DANIELLE PATRICK
SENIOR DEPUTY CLERK/ELECTIONS ASSISTANT**

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors

Note:

These draft meeting minutes have not yet been approved by the Mono County Board of Supervisors



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: Board of Supervisors

TIME REQUIRED

SUBJECT Letter to Inyo County Board of
Supervisors Re: Renaming the
Bishop Airport

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

A letter to the Inyo County Board of Supervisors regarding a citizen proposal to rename the Bishop Airport to the "Bishop-Dave McCoy Airport."

RECOMMENDED ACTION:

Approve proposed letter.

FISCAL IMPACT:

None.

CONTACT NAME: Scheereen Dedman

PHONE/EMAIL: 7609325538 / sdedman@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Letter](#)

History

Time

Who

Approval



Jennifer Kreitz ~ District One Rhonda Duggan ~ District Two Bob Gardner ~ District Three
John Peters ~ District Four Stacy Corless ~ District Five

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517

(760) 932-5530

BOS@mono.ca.gov

Scheereen Dedman, Clerk of the Board

**Inyo County Board of Supervisors
PO BOX Drawer N
Independence, CA 93526**

September 13, 2022

Re: Citizen Proposal to have the Bishop Airport renamed “The Bishop – Dave McCoy Airport.”

Honorable Inyo County Board of Supervisors,

At the September 6, 2022 Mono County Board of Supervisors meeting, we had the pleasure of discussing the proposal to your Board of renaming your airport to the Bishop Dave McCoy Airport. We truly appreciate the opportunity to provide input to the matter.

In a profile published for his 100th birthday, Powder magazine wrote, “Through grit and determination, Dave McCoy gave the world Mammoth Mountain; the Eastern Sierra is indebted to Dave McCoy for his contribution to our community.” Dave McCoy’s impact on the Eastern Sierra is legendary and extremely deserving of this distinction. Dave McCoy always considered the entire region with his actions and led by example.

We believe that your Board, like Dave McCoy, will make a decision that takes the entire region of the Eastern Sierra and community into consideration. We also recommend using this opportunity to include an acknowledgement of the Native people of our region, as well, if not in the name of the airport, perhaps somewhere inside the airport. The most important part of an airport’s name is that it remains identifiable to travelers seeking to enjoy the Eastern Sierra region. As Dave McCoy once said, “The most fun is having fun,” and we want to make sure that your airport can easily be found by those wishing to have fun here. We support any recognition of his contribution to our community, knowing that an acknowledgement of Dave McCoy’s contributions will not diminish the contributions of many others to our community.

We understand the airport is under the authority of Inyo County so your Board ultimately bears the responsibility for this decision. We trust that you will make the best decision for the region.

Respectfully,

Bob Gardner, Chair

Mono County Board of Supervisors



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: Board of Supervisors

TIME REQUIRED

**PERSONS
APPEARING
BEFORE THE
BOARD**

SUBJECT Letter to State Water Resources
Control Board (SWRCB) Requesting
a Hearing on Mono Lake

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed letter to the California State Water Resources Control Board seeking a hearing on Mono Lake level, to include a discussion of air quality and related environmental issues.

RECOMMENDED ACTION:

Approve and authorize the Chair to sign proposed letter.

FISCAL IMPACT:

None.

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Proposed letter

History

Time	Who	Approval
9/8/2022 2:56 PM	County Counsel	Yes
9/8/2022 7:19 AM	Finance	Yes
9/9/2022 11:19 AM	County Administrative Office	Yes



Jennifer Kreitz ~ District One Rhonda Duggan ~ District Two Bob Gardner ~ District Three
John Peters ~ District Four Stacy Corless ~ District Five

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5530 • FAX (760) 932-5531

Scheereen Dedman, Clerk of the Board

VIA ELECTRONIC AND U.S. MAIL

Mr. E. Joaquin Esquivel, Chair
Ms. Eileen Sobeck, Executive Director
California State Water Resources Control Board
P.O. Box 100
1001 I Street
Sacramento, CA 95814-0100

Re: Request for Mono Lake Hearing

Honorable Chair Esquivel and Executive Director Sobeck:

The Mono County Board of Supervisors formally requests the California State Water Resources Control Board (SWRCB) schedule and hold a hearing on the condition of Mono Lake as required by the State Water Board's 1994 Decision 1631.

The SWRCB's Decision 1631 has been one of the great environmental success stories in California history. However, a critical milestone remains unreached: the restoration of the lake level to protect the lake's ecosystem and dependent species and the submerging of exposed lakebed emissive areas in order to attain federal air quality standards.

In the nearly 28 years since the State Water Board issued Decision 1631, Mono Lake has not risen sufficiently to reach the mandated target lake level of 6392 feet above sea level. PM10 emissions from the exposed lakebed continue to cause violations of federal air quality standards. A landbridge connects critical bird nesting areas to the mainland, exposing them to predation by land predators. The air quality violations resulted in the Mono Basin being designated a moderate nonattainment area for PM10 (particulate matter with an aerodynamic diameter of 10 micrometers or less). PM10 is one of the most severe and widespread pollutants. Even short-term exposure to these coarse particles may be linked to premature death and increased hospital admissions and emergency department visits for heart and lung disease.

The State Water Board set forth clear timelines and criteria for the reconsideration of LADWP's water diversions from the Mono Basin in the event Mono Lake did not reach the target lake level. Decision 1631 states, "*In the event that the water level of Mono Lake has not reached 6,391 feet by September 28, 2014, the SWRCB will hold a hearing to consider the condition of*

Mono Lake and the surrounding area and will determine if further revisions to the licenses are appropriate.” (Emphasis added.)

This date was extended to September 28, 2020, as proposed by the 2013 Stream Restoration Settlement Agreement. The State Water Board amended LADWP’s Water Licenses 10191 and 10192 to implement the terms of the settlement and acknowledged that “. . . *the Mono Lake surface elevation level did not reach the target by either the date specified in D1631 or the agreed-upon modified date identified in the 2013 Agreement . . .* “. The revised Licenses specifically provided that *“The State Water Board will separately schedule appropriate proceedings to gather and consider pertinent information on this issue.”* (State Water Board Order WR 2021-0086).

The lake level of Mono Lake remains substantially below the target and management levels, negatively impacting air quality and public health, and preventing the restoration of habitat envisioned and directed by D 1631. Yet no additional SWRCB hearings regarding the effectiveness of Decision 1631’s export limitations or the conditions in and around Mono Lake have been scheduled or held.

There is no time to spare in addressing conditions at Mono Lake. The Board of Supervisors formally requests that the State Water Board promptly schedule and hold a hearing on the conditions in and around Mono Lake as set forth in Decision 1631 and LADWP’s associated water licenses, within the next six months. The need is urgent and the legal duty is clear.

Sincerely,

Bob Gardner
Chair, Mono County Board of Supervisors



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: EMS - EMCC

TIME REQUIRED

SUBJECT Mono County Emergency Medical
Care Committee (EMCC)
Appointments

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Per the EMCC By-Laws, each voting member shall be appointed to a two-year term by the Board of Supervisors effective October 25, 2022, through October 24, 2024.

RECOMMENDED ACTION:

Appoint Ales Tomaier, Dr. Caryn Slack, Bryan Bullock, Jessica Wagner, and Allison Miller to two-year terms on the Mono County Emergency Medical Care Committee (EMCC) effective October 25, 2022, through October 24, 2024.

FISCAL IMPACT:

None.

CONTACT NAME: Chris Mokracek

PHONE/EMAIL: 7609244633 / cmokracek@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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Staff Report

History

Time	Who	Approval
9/7/2022 10:43 AM	County Counsel	Yes
9/8/2022 7:04 AM	Finance	Yes

9/9/2022 11:11 AM

County Administrative Office

Yes



MONO COUNTY EMERGENCY MEDICAL SERVICES

DATE: September 13, 2022

TO: Honorable Board of Supervisors

FROM: Chris Mokracek, Out-Going EMCC Chair

SUBJECT: Mono County Emergency Medical Care Committee Membership Appointments

Recommendation:

Approve the two-year appointment of the five voting members of the Mono County Emergency Medical Care Committee.

Discussion:

Due to the recent turnover in staff, the Mono County Emergency Medical Care Committee (EMCC), an advisory committee of the Mono County Board of Supervisors and the Inland Counties Emergency Medical Agency (ICEMA), is requesting the approval of the following individuals as voting members of the EMCC for a two-year term effective October 25, 2022, through October 24, 2024.

- **Ales Tomaier** (MLFD Fire Chief), Mono County Fire Chief's Association Representative
- **Dr. Caryn Slack**, Mono County Health Officer
- **Bryan Bullock**, Mono County EMS Chief
- **Jessica Wagner**, Mammoth Hospital Paramedic Liaison Nurse
- **Allison Miller**, Mammoth Hospital Emergency Department Manager

Fiscal Impact:

None.



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: Behavioral Health

TIME REQUIRED

SUBJECT 2022-2027 Mental Health Plan (MHP)
Performance Contract Renewal with
California Department of Health Care
Services (DHCS)

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed Performance Contract with California Department of Health Care Services

RECOMMENDED ACTION:

(1) Approve County entry into proposed contract and authorize Robin Roberts or other designated Behavioral Health Staff to execute said contract on behalf of the County. (2) Provide any desired direction to staff.

FISCAL IMPACT:

The performance contract ensures continued receipt of the Department's revenues to support the delivery of Behavioral Health program services

CONTACT NAME: Robin Roberts

PHONE/EMAIL: 760-924-1729 / rroberts@mono.ca.gov

SEND COPIES TO:

dmurray@mono.ca.gov, jworkman@mono.ca.gov

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
DHCS MHP Performance Contract Renewal Staff Report
DHCS MHP Performance Contract

History

Time

Who

Approval

9/7/2022 10:47 AM	County Counsel	Yes
9/8/2022 7:18 AM	Finance	Yes
9/9/2022 11:14 AM	County Administrative Office	Yes



MONO COUNTY BEHAVIORAL HEALTH DEPARTMENT

COUNTY OF MONO

P. O. BOX 2619 MAMMOTH LAKES, CA 93546 (760) 924-1740 FAX: (760) 924-1741

TO: Mono County Board of Supervisors

FROM: Robin Roberts, Mono County Behavioral Health, Director

DATE: September 13, 2022

SUBJECT:

Approve Mono County Behavioral Health Performance Contract with California Department of Health Care Services

RECOMMENDED ACTION:

(1) Approve County entry into proposed contract and authorize Robin Roberts or other designated Behavioral Health Staff to execute said contract on behalf of the County. (2) Provide any desired direction to staff.

DISCUSSION:

The California Department of Health Care Services (hereafter referred to as DHCS or Department) administers the Mental Health Services Act, Projects for Assistance in Transition from Homelessness (PATH) and Community Mental Health Services Grant (MHBG) programs and oversees county provision of community mental health services provided with realignment funds. Mono County Behavioral Health must meet certain conditions and requirements to receive funding for these programs and community mental health services. This Agreement, which is County's performance contract, as required by Welfare and Institutions Code (Welf. & Inst. Code) sections 5650(a), 5651, 5666, 5897, and Title 9, California Code of Regulations (Cal. Code Regs.), Title 9, section 3310, sets forth conditions and requirements that County must meet in order to receive this funding. This Agreement does not cover federal financial participation or State general funds as they relate to Medi-Cal services provided through the Mental Health Plan Contracts.

FISCAL IMPACT:

There is no fiscal impact to the County General Fund. The performance contract ensures continued receipt of the Department's budgeted revenues to support the delivery of Behavioral Health program services.

SUBMITTED BY:

Danielle Murray, Mono County Behavioral Health Fiscal and Technical Specialist, Contact:
760.924.4637

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 22-20117	PURCHASING AUTHORITY NUMBER (If Applicable)
-------------------------------------	---

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Health Care Services

CONTRACTOR NAME

Mono County Behavioral Health

2. The term of this Agreement is:

START DATE

July 1, 2022

THROUGH END DATE

June 30, 2027

3. The maximum amount of this Agreement is:

\$0.00 (Zero Dollars and Zero Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	2 Pages
Exhibit A - Attachment 1	Organization and Administration	6 Pages
Exhibit A - Attachment 2	Scope of Services	10 Pages
+ - Exhibit A - Attachment 3	Financial Requirements	5 Pages
+ - Exhibit A - Attachment 4	Management Information Systems	3 Pages
+ - Exhibit A - Attachment 5	Quality Improvement System	6 Pages
+ - Exhibit A - Attachment 6	Utilization Management Program	3 Pages
+ - Exhibit A - Attachment 7	Access and Availability of Resources	4 Pages
+ - Exhibit A - Attachment 8	Provider Network	12 Pages
+ - Exhibit A - Attachment 9	Documentation Requirements	1 Page
+ - Exhibit A - Attachment 10	Coordination and Continuity of Care	3 Pages
+ - Exhibit A - Attachment 11	Information Requirements	12 Pages

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 22-20117	PURCHASING AUTHORITY NUMBER (If Applicable)
-------------------------------------	---

Exhibits	Title	Pages
+ - Exhibit A - Attachment 12	Beneficiary Problem Resolution	23 Pages
+ - Exhibit A - Attachment 13	Program Integrity	7 Pages
+ - Exhibit A - Attachment 14	Reporting Requirements	3 Pages
+ - Exhibit A - Attachment 15	Peer Support Services	2 Pages
+ - Exhibit B	Budget Detail and Payment Provisions	6 Pages
+ - Exhibit C *	General Terms and Conditions (04/2017)	
+ - Exhibit D(F)	Special Terms and Conditions (Notwithstanding Provisions 2, 3, 4, 6, 8, 13, 15, 23, 26, 30, and 31 which do not apply to this agreement.)	39 Pages
+ - Exhibit E	Additional Provisions	17 Pages
+ - Exhibit E Attachment 1	Definitions	6 Pages
+ - Exhibit E Attachment 2	Service Definitions	6 Pages
+ - Exhibit F	Privacy and Security Provisions	6 Pages

Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.*

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Mono County Behavioral Health

CONTRACTOR BUSINESS ADDRESS

PO Box 2619

CITY

Mammoth Lakes

STATE

CA

ZIP

93546

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 22-20117	PURCHASING AUTHORITY NUMBER (If Applicable)
------------------------------	---

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Health Care Services

CONTRACTING AGENCY ADDRESS

1501 Capitol Ave, MS 4200

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

WIC 14703

**Exhibit A
SCOPE OF WORK**

1. Service Overview

The Contractor agrees to provide to the California Department of Health Care Services (DHCS) the services described herein.

The Contractor will provide or arrange for the provision of specialty mental health services to eligible Medi-Cal beneficiaries of Mono County within the scope of services defined in this contract.

2. Service Location

The services shall be performed at all contracting and participating facilities of the Contractor.

3. Service Hours

The services shall be provided on a 24-hour, seven (7) days a week basis.

4. Project Representatives

A. The project representatives during the term of this contract will be:

Department of Health Care Services Erika Cristo Telephone: (916) 713-8546 Email: Erika.Cristo@dhcs.ca.gov	Mono County Behavioral Health Robin K. Roberts, MFT Director Telephone: 760-924-1740 Fax: 760-924-1741 Email: rroberts@mono.ca.gov
---	--

B. Direct all inquiries to:

Department of Health Care Services Medi-Cal Behavioral Health Division/Program Policy Section Attention: Dee Taylor 1501 Capitol Avenue, MS 2702 Sacramento, CA, 95814 Telephone: (916) 713-8509 Email: Dee.Taylor@dhcs.ca.gov	Mono County Behavioral Health Attention: Robin K. Roberts PO Box 2619 Mammoth Lakes, CA 93546 Telephone: 760-924-1740 Fax: 760-924-1741 Email: rroberts@mono.ca.gov
--	--

Exhibit A
SCOPE OF WORK

- C. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this contract.

5. General Authority

This Contract is entered into in accordance with the Welfare and Institutions (Welf. & Inst.) Code § 14680 through §14727. Welf. & Inst. Code § 14712 directs the California Department of Health Care Services (Department) to implement and administer Managed Mental Health Care for Medi-Cal eligible residents of this state through contracts with mental health plans. The Department and Mono County Behavioral Health agrees to operate the Mental Health Plan (MHP) for Mono County. No provision of this contract is intended to obviate or waive any requirements of applicable law or regulation, in particular, the provisions noted above. In the event a provision of this contract is open to varying interpretations, the contract provision shall be interpreted in a manner that is consistent with applicable law and regulation.

6. Electronic and IT Accessibility Requirements Under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

The Contractor agrees to ensure that deliverables developed and produced, pursuant to this Agreement shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 as amended (29 U.S.C. § 794 (d)), and regulations implementing that Act as set forth in Part 1194 of Title 36 of the Code of Federal Regulations (C.F.R.), and the portions of the Americans with Disabilities Act of 1990 related to electronic and IT accessibility requirements and implementing regulations. In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. California Government Code section 11135 codifies section 508 of the Act requiring accessibility of electronic and information technology.

7. Services to be Performed

See Exhibit A, Attachments 1 through 15 for a detailed description of the services to be performed.

Exhibit A – Attachment 1
ORGANIZATION AND ADMINISTRATION

1. Implementation Plan

The Contractor shall comply with the provisions of the Contractor's Implementation Plan as approved by the Department, including the administration of beneficiary problem resolution processes. (California Code of Regulations (Cal. Code Regs.) Title (tit.) 9, §§ 1810.310, 1850.205-1850.208.) The Contractor shall obtain written approval by the Department prior to making any changes to the Implementation Plan as approved by the Department. The Contractor may implement the changes if the Department does not respond in writing within thirty calendar (30) days. (Cal. Code Regs. tit. 9, § 1810.310(c)(5).)

2. Prohibited Affiliations

- A. The Contractor shall not knowingly have any prohibited type of relationship with the following:
- 1) An individual or entity that is debarred, suspended, or otherwise excluded from participating in procurement activities under the Federal Acquisition Regulation or from participating in non-procurement activities under regulations issued under Executive Order No. 12549 or under guidelines implementing Executive Order No. 12549. (42 C.F.R. § 438.610(a)(1).)
 - 2) An individual or entity who is an affiliate, as defined in the Federal Acquisition Regulation at 48 C.F.R. 2.101, of a person described in this section. (42 C.F.R. § 438.610(a)(2).)
- B. The Contractor shall not have a prohibited type of relationship by employing or contracting with providers or other individuals and entities excluded from participation in federal health care programs (as defined in section 1128B(f) of the Social Security Act) under either Section 1128 (42 U.S.C. 1320a-7), 1128A (42 U.S.C. 1320a-7a), 1156 (42 U.S.C. 1320c-5), or 1842(j)(2) (42 U.S.C. § 1395u(j)(2)) of the Social Security Act. (42 C.F.R. §§ 438.214(d)(1), 438.610(b).)
- C. The Contractor shall not have types of relationships prohibited by this section with an excluded, debarred, or suspended individual, provider, or entity as follows:
- 1) A director, officer, agent, managing employee, or partner of the Contractor. (42 U.S.C. § 1320a-7(b)(8)(A)(ii); 42 C.F.R. § 438.610(c)(1).)

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- 2) A subcontractor of the Contractor, as governed by 42 C.F.R. § 438.230. (42 C.F.R. § 438.610(c)(2).)
 - 3) A person with beneficial ownership of 5 percent or more of the Contractor's equity. (42 C.F.R. § 438.610(c)(3).)
 - 4) An individual convicted of crimes described in section 1128(b)(8)(B) of the Act. (42 C.F.R. § 438.808(b)(2).)
 - 5) A network provider or person with an employment, consulting, or other arrangement with the Contractor for the provision of items and services that are significant and material to the Contractor's obligations under this Contract. (42 C.F.R. § 438.610(c)(4).)
 - 6) The Contractor shall not employ or contract with, directly or indirectly, such individuals or entities for the furnishing of health care, utilization review, medical social work, administrative services, management, or provision of medical services (or the establishment of policies or provision of operational support for such services). (42 C.F.R. § 438.808(b)(3).)
- D. The Contractor shall provide to the Department written disclosure of any prohibited affiliation identified by the Contractor or its subcontractors. (42 C.F.R. §438.608(c)(1).)

3. Delegation

Unless specifically prohibited by this contract or by federal or state law, the Contractor may delegate duties and obligations of Contractor under this contract to subcontracting entities if the Contractor determines that the subcontracting entities selected are able to perform the delegated duties in an adequate manner in compliance with the requirements of this contract. The Contractor shall maintain ultimate responsibility for adhering to and otherwise fully complying with all terms and conditions of its contract with the Department, notwithstanding any relationship(s) that the Mental Health Plan may have with any subcontractor. (42 C.F.R. § 438.230(b)(1).)

4. Subcontracts

- A. This provision is a supplement to provision number five (Subcontract Requirements) in Exhibit D(F) which is attached hereto as part of this contract. As allowed by provision five in Exhibit D(F), the Department

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hereby, and until further notice, waives its right to prior approval of subcontracts and approval of existing subcontracts.

- B. No subcontract terminates the legal responsibility of the Contractor to the Department to assure that all activities under this contract are carried out. (42 C.F.R. § 438.230(b).)
- C. All subcontracts shall be in writing.
- D. All subcontracts for inpatient and residential services shall require that subcontractors maintain necessary licensing and certification or mental health program approval.
- E. Each subcontract shall contain:
 - 1) The delegated activities and obligations, including services provided, and related reporting responsibilities. (42 C.F.R. § 438.230(c)(1)(i).)
 - 2) The subcontractor's agreement to perform the delegated activities and reporting responsibilities in compliance with the Contractor's obligations in this Contract. (42 C.F.R. § 438.230(c)(1)(ii).)
 - 3) Subcontractor's agreement to submit reports as required by the Contractor and/or the Department.
 - 4) The method and amount of compensation or other consideration to be received by the subcontractor from the Contractor.
 - 5) Requirement that the subcontract be governed by, and construed in accordance with, all laws and regulations, and all contractual obligations of the Contractor under this contract.
 - 6) Requirement that the subcontractor comply with all applicable Medicaid laws, regulations, including applicable sub-regulatory guidance and contract provisions. (42 C.F.R. § 438.230(c)(2).)
 - 7) Terms of the subcontract including the beginning and ending dates, as well as methods for amendment and, if applicable, extension of the subcontract.
 - 8) Provisions for full and partial revocation of the subcontract, delegated activities or obligations, or application of other remedies

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permitted by state or federal law when the Department or the Contractor determine that the subcontractor has not performed satisfactorily. (42 C.F.R. § 438.230(c)(1)(iii).)

- 9) The nondiscrimination and compliance provisions of this contract.
- 10) A requirement that the subcontractor make all of its premises, physical facilities, equipment, books, records, documents, contracts, computers, or other electronic systems pertaining to Medi-Cal enrollees, Medi-Cal-related activities, services and activities furnished under the terms of the subcontract, or determinations of amounts payable, available at any time for inspection, examination or copying by the Department, CMS, HHS Inspector General, the United States Comptroller General, their designees, and other authorized federal and state agencies. (42 C.F.R. §438.230(c)(3)(i)-(ii).) This audit right will exist for 10 years from the final date of the contract period or from the date of completion of any audit, whichever is later. (42 C.F.R. § 438.230(c)(3)(iii).) The Department, CMS, or the HHS Inspector General may inspect, evaluate, and audit the subcontractor at any time if there is a reasonable possibility of fraud or similar risk. The Department's inspection shall occur at the subcontractor's place of business, premises or physical facilities. (42 C.F.R. § 438.230(c)(3)(iv).)
- 11) Subcontractor shall maintain books and records of its work pursuant to its subcontract, in accordance with the general standards applicable to such book or record keeping, for a term of at least ten years from the close of the state fiscal year in which the subcontract was in effect. Subcontractor's agreement that assignment or delegation of the subcontract shall be void unless prior written approval is obtained from the Contractor.
- 12) A requirement that the Contractor monitor the subcontractor's compliance with the provisions of the subcontract and this contract and a requirement that the subcontractor provide a corrective action plan if deficiencies are identified.
- 13) Subcontractor's agreement to hold harmless both the State and beneficiaries in the event the Contractor cannot or does not pay for

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services performed by the subcontractor pursuant to the subcontract.

- 14) Subcontractor's agreement to comply with the Contractor's policies and procedures on advance directives and the Contractor's obligations for Physician Incentive Plans, if applicable based on the services provided under the subcontract.

5. Accreditation Status

- A. The Contractor shall inform the Department whether it has been accredited by a private independent accrediting entity. (42 C.F.R. 438.332(a).)
- B. If the Contractor has received accreditation by a private independent accrediting entity, the Contractor shall authorize the private independent accrediting entity to provide the Department a copy of its most recent accreditation review, including:
 - 1) Its accreditation status, survey type, and level (as applicable);
 - 2) Accreditation results, including recommended actions or improvements, corrective action plans, and summaries of findings; and
 - 3) The expiration date of the accreditation. (42 C.F.R. § 438.332(b).)

6. Conflict of Interest

- A. The Contractor shall comply with the conflict of interest safeguards described in 42 Code of Federal Regulations part 438.58 and the prohibitions described in section 1902(a)(4)(C) of the Social Security Act. (42 C.F.R. § 438.3(f)(2).)
- B. The Contractor's officers and employees shall not have a financial interest in this Contract or a subcontract of this Contract made by them in their official capacity, or by any body or board of which they are members unless the interest is remote. (Gov. Code §§ 1090, 1091; 42 C.F.R. § 438.3(f)(2).)
- C. No public officials at any level of local government shall make, participate in making, or attempt to use their official positions to influence a decision made within the scope of this Contract in which they know or have reason

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to know that they have a financial interest. (Gov. Code §§ 87100, 87103; Cal. Code Regs., tit. 2, § 18704; 42 C.F.R. §§ 438.3(f)(2).)

- 1) If a public official determines not to act on a matter due to a conflict of interest within the scope of this Contract, the Contractor shall notify the Department by oral or written disclosure. (Cal. Code Regs., tit. 2, § 18707; 42 C.F.R. § 438.3(f)(2).)
- 2) Public officials, as defined in Government Code section 87200, shall follow the applicable requirements for disclosure of a conflict of interest or potential conflict of interest, once it is identified, and recuse themselves from discussing or otherwise acting upon the matter. (Gov. Code § 87105, Cal. Code Regs., tit. 2, § 18707(a); 42 C.F.R. § 438.3(f)(2).)

D. The Contractor shall not utilize in the performance of this Contract any State officer or employee in the State civil service or other appointed State official unless the employment, activity, or enterprise is required as a condition of the officer's or employee's regular State employment. (Pub. Con. Code § 10410; 42 C.F.R. § 438.3(f)(2).)

- 1) The Contractor shall submit documentation to the Department of employees (current and former State employees) who may present a conflict of interest.

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1. Criteria for Beneficiaries to Access Specialty Mental Health Services

Effective January 1, 2022, the Contractor shall implement the criteria for access to SMHS (except for psychiatric inpatient hospital and psychiatric health facility services) established below, update the Contractor's policies and procedures as needed to ensure compliance with this policy effective January 1, 2022, and communicate these updates to providers as necessary.

In addition, the Contractor shall update beneficiary handbooks, manuals, and related materials to ensure the criteria for SMHS for individuals under 21 years of age and for adults is accurately reflected in all materials, including materials reflecting the responsibility of Medi-Cal managed care plans and the Fee for Service delivery system for covering non-specialty mental health services.(BHIN 21-073).

A. Pursuant to Welf. & Inst. Code section 14184.402(a) the following definitions of "medical necessity" or "medically necessary" apply:

- 1) For individuals 21 years of age or older, a service is "medically necessary" or a "medical necessity" when it is reasonable and necessary to protect life, to prevent significant illness or significant disability, or to alleviate severe pain as set forth in Welfare and Institutions Code section 14059.5
- 2) For individuals under 21 years of age, a service is "medically necessary" or a "medical necessity" if the service meets the standards set forth in Section 1396d(r)(5) of Title 42 of the United States Code. This section requires provision of all Medicaid-coverable services needed to correct and ameliorate mental illness and conditions. Federal guidance from the Centers for Medicare & Medicaid Services makes it clear that services need not be curative or restorative to ameliorate a mental health condition. All mental health services that are not covered under Medi-Cal Fee For Service (FFS) or by Managed Care Plans as non-specialty mental health services as established in W&I Code section 14184.402(b) that sustain, support, improve, or make more tolerable a mental health condition are considered to ameliorate the mental health condition are thus medically necessary and covered as EPSDT services and the Contractor shall cover them for beneficiaries who meet the criteria for access to the specialty mental health delivery system.

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Services provided to a beneficiary must be medically necessary and clinically appropriate to address the beneficiary's presenting condition.

B. Criteria for Adult Beneficiaries to Access the Specialty Mental Health Services Delivery System

For beneficiaries 21 years of age or older, the Contractor shall provide covered specialty mental health services for beneficiaries who meet both of the following criteria, (1) and (2) below:

1. The beneficiary has one or both of the following:
 - a. Significant impairment, where impairment is defined as distress, disability, or dysfunction in social, occupational, or other important activities
 - b. A reasonable probability of significant deterioration in an important area of life functioning

AND

2. The beneficiary's condition as described in paragraph (1) is due to either of the following:
 - a. A diagnosed mental health disorder, according to the criteria of the current editions of the Diagnostic and Statistical Manual of Mental Disorders and the International Statistical Classification of Diseases and Related Health Problems
 - b. A suspected mental disorder that has not yet been diagnosed

C. Criteria for Beneficiaries under Age 21 to Access the Specialty Mental Health Services Delivery System

For enrolled beneficiaries under 21 years of age, Contractor shall provide all medically necessary specialty mental health services required pursuant to Section 1396d(r) of Title 42 of the United States Code. Covered specialty mental health services shall be provided to enrolled beneficiaries who meet either of the following criteria:

- 1) The beneficiary has a condition placing them at high risk for a mental health disorder due to experience of trauma evidenced by any of the following: scoring in the high-risk range under a trauma screening tool

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approved by the department, involvement in the child welfare system, juvenile justice involvement, or experiencing homelessness.

OR

2) The beneficiary meets both of the following requirements in a and b below:

- a. The beneficiary has at least one of the following:
 - i. A significant impairment
 - ii. A reasonable probability of significant deterioration in an important area of life functioning
 - iii. A reasonable probability of not progressing developmentally as appropriate
 - iv. A need for specialty mental health services, regardless of presence of impairment, that are not included within the mental health benefits that a Medi-Cal managed care plan is required to provide

AND

- b. The beneficiary's condition as described in subparagraph (A) is due to one of the following:
 - i. A diagnosed mental health disorder, according to the criteria of the current editions of the Diagnostic and Statistical Manual of Mental Disorders and the International Statistical Classification of Diseases and Related Health Problems
 - ii. A suspected mental health disorder that has not yet been diagnosed
 - iii. Significant trauma placing the beneficiary at risk of a future mental health condition, based on the assessment of a licensed mental health professional

2. Provision of Services

A. The Contractor shall provide or arrange, and pay for, the following medically necessary covered specialty mental health services to beneficiaries who meet access criteria for receiving specialty mental health services. See Exhibit E, Attachment 2, Service Definitions, for detailed descriptions of the specialty mental health services listed below:

- 1) Mental health Services;

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- 2) Medication Support Services;
- 3) Day Treatment Intensive;
- 4) Day Rehabilitation;
- 5) Crisis Intervention;
- 6) Crisis Stabilization;
- 7) Adult Residential Treatment Services;
- 8) Crisis Residential Treatment Services;
- 9) Psychiatric Health Facility Services;
- 10) Intensive Care Coordination (for beneficiaries under the age of 21);
- 11) Intensive Home Based Services (for beneficiaries under the age of 21);
- 12) Therapeutic Behavioral Services (for beneficiaries under the age of 21);
- 13) Therapeutic Foster Care (for beneficiaries under the age of 21);
- 14) Psychiatric Inpatient Hospital Services;
- 15) Targeted Case Management;
- 16) Peer Support Services (If the Contractor has opted to provide Peer Support Services and has been approved by DHCS, the Contractor shall comply with the peer support services provisions in Attachment 15); and
- 17) For beneficiaries under the age of 21, the Contractor shall provide all medically necessary specialty mental health services required pursuant to Section 1396d(r) of Title 42 of the United States Code (Welf. & Inst. Code 14184.402 (d)).

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- B. Medi-Cal Managed Care Plan beneficiaries receive mental health disorder benefits in every classification - inpatient, outpatient, prescription drug and emergency - that the beneficiaries receive medical/surgical benefits, in compliance with 42 C.F.R. 438.910(b)(2). The Contractor is only required to provide inpatient and outpatient specialty mental health services, as provided for in this Contract and as required pursuant to section 1396d(r) of Title 42 of the United States Code, as prescription drug and emergency benefits are provided through other delivery systems.
- C. Services shall be provided, in accordance with the State Plan, to beneficiaries, who meet criteria to access SMHS, documented in accordance with state and federal requirements.
- D. The Contractor shall provide or arrange and pay for all medically necessary covered specialty mental health services in a sufficient amount, duration, and scope to reasonably achieve the purpose for which the services are furnished. The Contractor shall not arbitrarily deny or reduce the amount, duration, or scope of a medically necessary covered specialty mental health service solely because of diagnosis, type of illness, or condition of the beneficiary. The Contractor may deny services based on Welfare and Institutions Code sections 14184.402, subdivisions (a), (c), and (d), 14059.5; and departmental guidance and regulation. (42 C.F.R. § 438.210(a)(2) and (3).)
- E. The Contractor shall make all medically necessary covered specialty mental health services available in accordance with Cal. Code-Regs., tit. 9, sections 1810.345, 1810.350 and 1810.405, and 42 Code of Federal Regulations part 438.210.
- F. The Contractor shall provide second opinions from a network provider, or arrange for the beneficiary to obtain a second opinion outside the network, at no cost to the beneficiary. (42 C.F.R § 438.206(b).) At the request of a beneficiary when the Contractor or its network provider has determined that the beneficiary is not entitled to specialty mental health services due to not meeting the criteria for access to SMHS, the contractor shall provide for a second opinion by a licensed mental health professional (other than a psychiatric technician or a licensed vocational nurse). (Cal. Code Regs., tit. 9, § 1810.405(e).)

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- G. The Contractor shall provide a beneficiary's choice of the person providing services to the extent feasible in accordance with Cal. Code-Regs., tit. 9, section 1830.225 and 42 Code of Federal Regulations part 438.3(l).

3. Requirements for Day Treatment Intensive and Day Rehabilitation

- A. The Contractor shall require providers to request prior authorization for day treatment intensive and day rehabilitation services, in accordance with Information Notice 22-016 and any subsequent departmental notices.
- B. The Contractor shall require that providers of day treatment intensive and day rehabilitation meet the requirements of Cal. Code Regs., tit. 9, §§ 1840.318, 1840.328, 1840.330, 1840.350 and 1840.352.
- C. The Contractor shall require that providers include, at a minimum, the following day treatment intensive and day rehabilitation service components:
- 1) Therapeutic milieu. This component must include process groups and skill-building groups. Specific activities shall be performed by identified staff and take place during the scheduled hours of operation of the program. The goal of the therapeutic milieu is to teach, model, and reinforce constructive interactions by involving beneficiaries in the overall program. For example, beneficiaries are provided with opportunities to lead community meetings and to provide feedback to peers. The program includes behavior management interventions that focus on teaching self-management skills that children and adults and older adults may use to control their own lives, to deal effectively with present and future problems, and to function well with minimal or no additional therapeutic intervention. Activities include, but are not limited to, staff feedback to beneficiaries on strategies for symptom reduction, increasing adaptive behaviors, and reducing subjective distress.
 - 2) Process groups. These groups, facilitated by staff, shall assist each beneficiary to develop necessary skills to deal with their problems and issues. The group process shall utilize peer interaction and feedback in developing problem-solving strategies to resolve behavioral and emotional problems. Day rehabilitation

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may include psychotherapy instead of process groups, or in addition to process groups.

- 3) Skill-building groups. In these groups, staff shall help beneficiaries identify barriers related to their psychiatric and psychological experiences. Through the course of group interaction, beneficiaries identify skills that address symptoms and increase adaptive behaviors.
- 4) Adjunctive therapies. These are therapies in which both staff and beneficiaries participate. These therapies may utilize self-expression, such as art, recreation, dance, or music as the therapeutic intervention. Participants do not need to have any level of skill in the area of self-expression, but rather be able utilize the modality to develop or enhance skills directed toward achieving beneficiary plan goals. Adjunctive therapies assist the beneficiary in attaining or restoring skills which enhance community functioning including problem solving, organization of thoughts and materials, and verbalization of ideas and feelings. Adjunctive therapies provided as a component of day rehabilitation or day treatment intensive are used in conjunction with other mental health services in order to improve the outcome of those services consistent with the beneficiary's needs.

D. Day treatment intensive shall additionally include:

- 1) Psychotherapy. Psychotherapy means the use of psychological methods within a professional relationship to assist the beneficiary or beneficiaries to achieve a better psychosocial adaptation, to acquire a greater human realization of psychosocial potential and adaptation, to modify internal and external conditions that affect individual, groups, or communities in respect to behavior, emotions and thinking, in respect to their intrapersonal and interpersonal processes. Psychotherapy shall be provided by licensed, registered, or waived staff practicing within their scope of practice. Psychotherapy does not include physiological interventions, including medication intervention.

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- 2) Mental Health Crisis Protocol. The Contractor shall ensure that there is an established protocol for responding to beneficiaries experiencing a mental health crisis. The protocol shall assure the availability of appropriately trained and qualified staff and include agreed upon procedures for addressing crisis situations. The protocol may include referrals for crisis intervention, crisis stabilization, or other specialty mental health services necessary to address the beneficiary's urgent or emergency psychiatric condition (crisis services). If the protocol includes referrals, the day treatment intensive or day rehabilitation program staff shall have the capacity to handle the crisis until the beneficiary is linked to an outside crisis service.
 - 3) Written Weekly Schedule. The Contractor shall ensure that a weekly detailed schedule is available to beneficiaries and as appropriate to their families, caregivers or significant support persons and identifies when and where the service components of the program will be provided and by whom. The written weekly schedule will specify the program staff, their qualifications, and the scope of their services.
- E. Staffing Requirements. Staffing ratios shall be consistent with the requirements in Cal. Code Regs., tit. 9, section 1840.350, for day treatment intensive, and Cal. Code Regs., tit. 9 section 1840.352 for day rehabilitation. For day treatment intensive, staff shall include at least one staff person whose scope of practice includes psychotherapy.
- a. Program staff may be required to spend time on day treatment intensive and day rehabilitation activities outside the hours of operation and therapeutic program (e.g., time for travel, documentation, and caregiver contacts).
 - b. The Contractor shall require that at least one staff person be present and available to the group in the therapeutic milieu for all scheduled hours of operation.
 - c. The Contractor shall require day treatment intensive and day rehabilitation programs to maintain documentation that enables the Contractor and the Department to audit the program if it uses day treatment intensive or day

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rehabilitation staff who are also staff with other responsibilities (e.g., as staff of a group home, a school, or another mental health treatment program). The Contractor shall require that there is documentation of the scope of responsibilities for these staff and the specific times in which day treatment intensive or day rehabilitation activities are being performed exclusive of other activities.

- F. The Contractor shall ensure that the provider receives Medi-Cal reimbursement only if the beneficiary is present for at least 50 percent of scheduled hours of operation for that day. In cases where absences are frequent, it is the responsibility of the Contractor to ensure that the provider re-evaluates the beneficiary's need for the day rehabilitation or day treatment intensive program and takes appropriate action.
- G. Documentation Standards. The Contractor shall ensure day treatment intensive and day rehabilitation documentation meets the documentation requirements in BHIN 22-019.
- H. The Contractor shall ensure that day treatment intensive and day rehabilitation have at least one contact per month with a family member, caregiver or other significant support person identified by an adult beneficiary, or one contact per month with the legally responsible adult for a beneficiary who is a minor. This contact may be face-to-face, or by an alternative method (e.g., e-mail, telephone, etc.). Adult beneficiaries may decline this service component. The contacts should focus on the role of the support person in supporting the beneficiary's community reintegration. The Contractor shall ensure that this contact occurs outside hours of operation and outside the therapeutic program for day treatment intensive and day rehabilitation.
- I. Written Program Description. The Contractor shall ensure there is a written program description for day treatment intensive and day rehabilitation. The written program description must describe the specific activities of each service and reflects each of the required components of the services as described in this section. The Contractor shall review the written program description for compliance with this section with prior to the date the provider begins delivering day treatment intensive or day rehabilitation.

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- J. Continuous Hours of Operation. The Contractor shall ensure that the provider applies the following when claiming for day treatment intensive and day rehabilitation services:
- a. A half day shall be billed for each day in which the beneficiary receives face-to-face services in a program with services available four hours or less per day. Services must be available a minimum of three hours each day the program is open.
 - b. A full-day shall be billed for each day in which the beneficiary receives face-to-face services in a program with services available more than four hours per day.
 - c. Although the beneficiary must receive face to face services on any full-day or half-day claimed, all service activities during that day are not required to be face-to-face with the beneficiary.
 - d. The requirement for continuous hours of operation does not preclude short breaks (for example, a school recess period) between activities. A lunch or dinner may also be appropriate depending on the program's schedule. The Contractor shall not conduct these breaks toward the total hours of operation of the day program for purposes of determining minimum hours of service.

4. Therapeutic Behavioral Services

Therapeutic Behavioral Services (TBS) are specialty mental health services covered as Early and Periodic Screening, Diagnostic and Treatment (EPSDT). (Cal. Code Regs., tit. 9, § 1810.215.) TBS are intensive, one-to-one services designed to help beneficiaries and their parents/caregivers manage specific behaviors using short-term measurable goals based on the beneficiary's needs. TBS is described in the Department of Mental Health Information Notice 08-38.

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1. Provider Compensation

The Department shall ensure that no payment is made to a network provider other than by the Contractor for services covered under this agreement, except when these payments are specifically required to be made by the Department in Title XIX of the Act, in 42 CFR chapter IV. (42 C.F.R. § 438.60.)

2. Payments for Indian Health Care Providers

- A. The Contractor shall make payment to all Indian Health Care Providers (IHCPs) (42 CFR 438.14(a)) in its network in a timely manner as required for payments to practitioners in individual or group practices under 42 §§ C.F.R. 447.45 and 447.46 including paying 90% of all clean claims from practitioners within 30 days of the date of receipt and paying 99 percent of all clean claims from practitioners within 90 days of the date of receipt. (42 C.F.R. 438.14(b)(2).)
- B. The Contractor shall pay an IHCP that is not enrolled as a FQHC, regardless of whether it is a network provider of the Contractor, its applicable encounter rate published annually in the Federal Register by the Indian Health Service or in the absence of a published encounter rate, the amount the IHPC would receive if the services were provided under the State plan's fee-for-service methodology. (42 C.F.R. § 438.14 (c)(2).)
- C. The Contractor shall comply with guidance issued by DHCS regarding Payments for Indian Health Care Providers.

3. Prohibited Payments

- A. Federal Financial Participation is not available for any amount furnished to an excluded individual or entity, or at the direction of a physician during the period of exclusion when the person providing the service knew or had reason to know of the exclusion, or to an individual or entity when the Department failed to suspend payments during an investigation of a credible allegation of fraud. (42 U.S.C. section 1396b(i)(2).)
- B. In accordance with Section 1903(i) of the Social Security Act, the Contractor is prohibited from paying for an item or service:

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- 1) Furnished under this Contract by any individual or entity during any period when the individual or entity is excluded from participation under title V, XVIII, or XX or under this title pursuant to sections 1128, 1128A, 1156, or 1842(j)(2) of the Social Security Act.
- 2) Furnished at the medical direction or on the prescription of a physician, during the period when such physician is excluded from participation under title V, XVIII, or XX or under this title pursuant to sections 1128, 1128A, 1156, or 1842(j)(2) of the Social Security Act and when the person furnishing such item or service knew, or had reason to know, of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person).
- 3) Furnished by an individual or entity to whom the state has failed to suspend payments during any period when there is a pending investigation of a credible allegation of fraud against the individual or entity, unless the state determines there is good cause not to suspend such payments.
- 4) With respect to any amount expended for which funds may not be used under the Assisted Suicide Funding Restriction Act (ASFRA) of 1997.

4. Emergency Admission for Psychiatric Inpatient Hospital Services

The Contractor shall comply with Cal.Code Regs. Tit. 9 § 1820.225 regarding emergency admission for psychiatric inpatient hospital services regarding authorization and payment for both contract and non-contract hospitals.

5. Audit Requirements

The Contractor shall submit audited financial reports specific to this Contract on an annual basis. The audit shall be conducted in accordance with generally accepted accounting principles and generally accepted auditing standards. (42 C.F.R. § 438.3(m).)

6. Cost Reporting

- A. The Contractor shall submit a fiscal year-end cost report no later than December 31 following the close of each fiscal year, in accordance with the Welf. & Inst. Code § 14705(c), unless that date is extended by the Department, and/or guidelines established by the Department. Data submitted shall be full and complete and the cost report shall be certified by the Contractor's Mental Health Director and one of the following: (1) the

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Contractor's chief financial officer (or equivalent), (2) an individual who has delegated authority to sign for, and reports directly to, the Contractor's chief financial officer, or (3) the Contractor's auditor-controller, or equivalent. The cost report shall include both the Contractor's costs and the cost of its subcontractors, if any. The cost report shall be completed in accordance with instructions contained in the Department's Cost and Financial Reporting System Instruction Manual which can be accessed through the Department's Information Technology Web Services (ITWS) for the applicable year, as well as any instructions that are incorporated by reference thereto; however, to the extent that the Contractor disagrees with such instructions, it may raise that disagreement in writing with the Department at the time the cost report is filed, and shall have the right to appeal such disagreement pursuant to procedures developed under the Welf. & Inst. Code § 14171.

- B. In accordance with Welf. & Inst. Code § 5655, the Department shall provide technical assistance and consultation to the Contractor regarding the preparation and submission of timely cost reports. If the Contractor does not submit the cost report by the reporting deadline, including any extension period granted by the Department, the Department, in accordance with Welf. & Inst. Code § 14197.7(o)(1), may withhold payments of additional funds until the cost report that is due has been submitted.
- C. Upon receipt of an amended cost report, which includes reconciled units of service, and a certification statement that has been signed by the Contractor's Mental Health Director and one of the following: 1) the Contractor's Chief Financial Officer (or equivalent), (2) an individual who has delegated authority to sign for, and reports directly to the Contractor's Chief Financial Officer, or (3) the county's auditor controller, or equivalent, the Department shall preliminarily settle the cost report. After completing its preliminary settlement, the Department shall so notify the Contractor if additional FFP is due to the Contractor. The Department shall submit a claim to the federal government for the related FFP within 30 days contingent upon sufficient budget authority. If funds are due to the State, the Department shall invoice the Contractor and the Contractor shall return the overpayment to the Department.

7. Recovery of Overpayments

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FINANCIAL REQUIREMENTS**

- A. The Contractor, and any subcontractor or any network provider of the Contractor, shall report to the Department within 60 calendar days when it has identified payments in excess of amounts specified for reimbursement of Medicaid services. (42 C.F.R. § 438.608(c)(3).)
- B. The Contractor, or subcontractor, to the extent that the subcontractor is delegated responsibility for coverage of services and payment of claims under this Contract, shall implement and maintain arrangements or procedures that include provision for the suspension of payments to a network provider for which the State, or the Contractor, determines there is a credible allegation of fraud. (42 C.F.R. §§ 438.608(a)(8) and 455.23.)
- C. The Contractor shall specify the retention policies for the treatment of recoveries of all overpayments from the Contractor to a provider, including specifically the retention policies for the treatment of recoveries of overpayments due to fraud, waste, or abuse. The policy shall specify the process, timeframes, and documentation required for reporting the recovery of all overpayments. The Contractor shall require its network providers to return any overpayment to the Contractor within 60 calendar days after the date on which the overpayment was identified. The Contractor shall also specify the process, timeframes, and documentation required for payment of recoveries of overpayments to the Department in situations where the Contractor is not permitted to retain some or all of the recoveries of overpayments. Contractor shall comply with the reporting requirements, and other requirements, in BHIN 19-034. (42 C.F.R. § 438.608(d).)

8. Physician Incentive Plans

- A. The Contractor shall obtain approval from the Department prior to implementing a Physician Incentive Plan between the Contractor and a subcontractor (Cal. Code Regs. tit. 9, § 1810.438(h).).
- 1) Pursuant to 42 Code of Federal Regulations part 438.3(i), the Contractor shall comply with the requirements set forth in 42 C.F.R. §§ 422.208 and 422.210.
 - 2) Specific payment can be made directly or indirectly under a Physician Incentive Plan to a physician or physician group as an

**Exhibit A – Attachment 3
FINANCIAL REQUIREMENTS**

inducement to reduce or limit medically necessary services furnished to a beneficiary. (42 C.F.R. § 422.208(c)(1).)

- 3) If a physician or physician group is put at substantial financial risk for services not provided by the physician/group, the Contractor shall ensure adequate stop-loss protection to individual physicians and conduct annual beneficiary surveys. (42 C.F.R. §§ 422.208(c)(2).)
- 4) The Contractor shall provide information on its Physician Incentive Plan to any Medicaid beneficiary upon request (this includes the right to adequate and timely information on a Physician Incentive Plan). Such information shall include: whether the Contractor uses a physician incentive plan that affects the use of referral services, (2) the type of incentive arrangement, and (3) whether stop-loss protection is provided. (42 C.F.R. § 422.210(b).)

9. Financial requirements

- A. The Contractor shall not impose financial requirements or cumulative financial requirements, as defined in 42 C.F.R. 438.900, for any beneficiary receiving specialty mental health services.

10. ICD- 10

- A. The Contractor shall use the criteria sets in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5), or current edition, as the clinical tool to make diagnostic determinations.
- B. Once a DSM-5 mental health disorder diagnosis is determined, the Contractor shall determine the corresponding mental health diagnosis, in the International Classification of Diseases and Related Health Problems, Tenth Revision (ICD-10), or current edition. The Contractor shall use the ICD-10 diagnosis code(s) to submit a claim for specialty mental health services to receive reimbursement of Federal Financial Participation (FFP).

**Exhibit A – Attachment 4
MANAGEMENT INFORMATION SYSTEMS**

1. Health Information Systems

- A. The Contractor shall maintain a health information system that collects, analyzes, integrates, and reports data. (42 C.F.R. § 438.242(a); Cal. Code Regs., tit. 9, § 1810.376.) The system shall provide information on areas including, but not limited to, utilization, claims, grievances, and appeals. (42 C.F.R. § 438.242(a).) The Contractor shall comply with Section 6504(a) of the Affordable Care Act which requires that State claims processing and retrieval systems are able to collect data elements necessary to enable the mechanized claims processing and information retrieval systems in operation by the State to meet the requirements of section 1903(r)(1)(F) of the Social Security Act. (42 C.F.R. § 438.242(b)(1).)
- B. The Contractor's health information system shall, at a minimum:
- 1) Collect data on beneficiary and provider characteristics as specified by the Department, and on services furnished to beneficiaries as specified by the Department; (42 C.F.R. § 438.242(b)(2).)
 - 2) Ensure that data received from providers is accurate and complete by:
 - a. Verifying the accuracy and timeliness of reported data, including data from network providers compensated on the basis of capitation payments; (42 C.F.R. § 438.242(b)(3)(i).)
 - b. Screening the data for completeness, logic, and consistency; and (42 C.F.R. § 438.242(b)(3)(ii).)
 - c. Collecting service information in standardized formats to the extent feasible and appropriate, including secure information exchanges and technologies utilized for quality improvement and care coordination efforts. (42 C.F.R. § 438.242(b)(3)(iii).)
 - 3) Make all collected data available to the Department and, upon request, to CMS. (42 C.F.R. § 438.242(b)(4).)

**Exhibit A – Attachment 4
MANAGEMENT INFORMATION SYSTEMS**

- B. The Contractor's health information system is not required to collect and analyze all elements in electronic formats. (Cal. Code Regs., tit. 9, § 1810.376(c).)

2. Encounter Data

The Contractor shall submit encounter data to the Department at a frequency and level specified by the Department and CMS. (42 C.F.R. § 438.242(c)(2).) The Contractor shall ensure collection and maintenance of sufficient beneficiary encounter data to identify the provider who delivers service(s) to the beneficiary. (42 C.F.R. § 438.242(c)(1).) The Contractor shall submit all beneficiary encounter data that the Department is required to report to CMS under § 438.818. (42 C.F.R. § 438.242(c)(3).) The Contractor shall submit encounter data to the state in standardized Accredited Standards Committee (ASC) X12N 837 and National Council for Prescription Drug Programs (NCPDP) formats, and the ASC X12N 835 format as appropriate. (42 C.F.R. § 438.242(c)(4).)

3. MEDSLITE ACCESS

The Contractor shall perform the following:

- A. Establish County Behavioral Health MEDSLITE Coordinators (MEDSLITE Coordinators) to work with DHCS. These MEDSLITE Coordinators are required to sign and submit an Oath of Confidentiality to DHCS. Only these designated MEDSLITE Coordinators may initiate requests to add, delete, or otherwise modify a MEDSLITE user account. These MEDSLITE Coordinators are responsible for maintaining an active list of the Contractor's users with MEDSLITE access and collecting a signed MEDSLITE Oath of Confidentiality from each user. The MEDSLITE Coordinators are responsible for ensuring users are informed they cannot share user accounts, that MEDSLITE is to be used for only authorized purposes, and that all activity is logged. The MEDSLITE Coordinators may be changed by written notice to DHCS. They should be employees at an appropriate level in the organization, with sufficient responsibility to carry out the duties of this position. The MEDSLITE Coordinators will provide, assign, delete, and track user login identification information for authorized staff members. They are responsible for ensuring processes are in place which result in prompt MEDSLITE account deletion requests when the Contractor's users leave employment or no longer require access due to change in job duties.

**Exhibit A – Attachment 4
MANAGEMENT INFORMATION SYSTEMS**

- B. Ensure that information furnished or secured via MEDSLITE shall be used solely for the purposes described in this Agreement. The information obtained from MEDSLITE shall be used exclusively to administer the Medi-Cal program. The Contractor further agrees that information obtained under this Agreement will not be reproduced, published, sold, or released in original or any other form for any purpose other than identified in this Agreement.
- C. Ensure that any agents, including a subcontractor, (if prior approval is obtained from DHCS) to whom they provide DHCS data, agree in writing to the same requirements for privacy and security safeguards for confidential data that apply to the Contractor with respect to this Agreement. The Contractor shall seek prior written approval from DHCS before providing DHCS data to a subcontractor.
- D. Adhere to security and confidential provisions outlined in Exhibit F, the Privacy and Security Provisions for the protection of any information exchanged between Contractor Name and the DHCS.
- E. During the term of this Agreement, the Contractor agrees to implement reasonable systems for the discovery and prompt reporting of any breach or security incident involving DHCS data following the process outlined within Section 17 of Exhibit F, the Privacy and Security Provisions of this Agreement.
- F. In order to enforce this MEDSLITE ACCESS provision, the Contractor agrees to assist DHCS in performing compliance assessments. These assessments may involve compliance review questionnaires, and/or review of the facilities, systems, books, and records of the Contractor, with reasonable notice from DHCS. Such reviews shall be scheduled at times that take into account operational and staffing demands. The Contractor agrees to promptly remedy all violations of any provision of this Agreement and certify the same to DHCS in writing, or to enter into a written Corrective Action Plan with DHCS containing deadlines for achieving compliance with specific provisions of this Agreement.

**Exhibit A – Attachment 5
QUALITY IMPROVEMENT SYSTEM**

1. Quality Assessment and Performance Improvement

- A. The Contractor shall implement an ongoing comprehensive Quality Assessment and Performance Improvement (QAPI) Program for the services it furnishes to beneficiaries. (42 C.F.R. § 438.330 (a).)
- B. The Contractor's QAPI Program shall improve the Contractor's established outcomes through structural and operational processes and activities that are consistent with current standards of practice.
- C. The Contractor shall have a written description of the QAPI Program that clearly defines the QAPI Program's structure and elements, assigns responsibility to appropriate individuals, and adopts or establishes quantitative measures to assess performance and to identify and prioritize area(s) for improvement. The Contractor shall evaluate the impact and effectiveness of its QAPI Program annually and update the Program as necessary per Cal. Code Regs., tit. 9, § 1810.440(a)(6). (42 C.F.R. § 438.330(e)(2).)
- D. The QAPI Program shall include collection and submission of performance measurement data required by the Department, which may include performance measures specified by CMS. The Contractor shall measure and annually report to the Department its performance, using the standard measures identified by the Department. (42 C.F.R. § 438.330 (a)(2), (b)(2), (c)(2).)
- E. The Contractor shall conduct performance monitoring activities throughout the Contractor's operations. These activities shall include, but not be limited to, beneficiary and system outcomes, utilization management, utilization review, provider appeals, credentialing and monitoring, and resolution of beneficiary grievances.
- F. The Contractor shall have mechanisms to detect both underutilization of services and overutilization of services. (42 C.F.R. § 438.330(b)(3).)
- G. The Contractor shall implement mechanisms to assess beneficiary/family satisfaction. The Contractor shall assess beneficiary/family satisfaction by:

**Exhibit A – Attachment 5
QUALITY IMPROVEMENT SYSTEM**

- 1) Surveying beneficiary/family satisfaction with the Contractor's services at least annually;
 - 2) Evaluating beneficiary grievances, appeals and State Hearings at least annually; and
 - 3) Evaluating requests to change persons providing services at least annually.
 - 4) The Contractor shall inform providers of the results of beneficiary/family satisfaction activities.
- H. The Contractor shall implement mechanisms to monitor the safety and effectiveness of medication practices. The monitoring mechanism shall be under the supervision of a person licensed to prescribe or dispense prescription drugs. Monitoring shall occur at least annually.
- I. The Contractor shall implement mechanisms to address meaningful clinical issues affecting beneficiaries system-wide.
- J. The Contractor shall implement mechanisms to monitor appropriate and timely intervention of occurrences that raise quality of care concerns. The Contractor shall take appropriate follow-up action when such an occurrence is identified. The results of the intervention shall be evaluated by the Contractor at least annually.
- K. The Contractor's QAPI Program shall include Performance Improvement Projects as specified in paragraph 5.

2. Quality Improvement (QI) Work Plan

- G. The Contractor shall have a Quality Improvement (QI) Work Plan covering the current contract cycle with documented annual evaluations and documented revisions as needed. The QI Work Plan shall include:
- 1) Evidence of the monitoring activities including, but not limited to, review of beneficiary grievances, appeals, expedited appeals, State Hearings, expedited State Hearings, provider appeals, and clinical records review as required by Cal. Code Regs., tit. 9, § 1810.440(a)(5) and 42 C.F.R. § 438.416(a);

**Exhibit A – Attachment 5
QUALITY IMPROVEMENT SYSTEM**

- 2) Evidence that QI activities, including performance improvement projects, have contributed to meaningful improvement in clinical care and beneficiary service;
- 3) A description of completed and in-process QI activities, including performance improvement projects. The description shall include:
 - a. Monitoring efforts for previously identified issues, including tracking issues over time;
 - b. Objectives, scope, and planned QI activities for each year; and,
 - c. Targeted areas of improvement or change in service delivery or program design.
- 4) A description of mechanisms the Contractor has implemented to assess the accessibility of services within its service delivery area. This shall include goals for responsiveness for the Contractor's 24-hour toll-free telephone number, timeliness for scheduling of routine appointments, timeliness of services for urgent conditions, and access to after-hours care; and
- 5) Evidence of compliance with the requirements for cultural competence and linguistic competence specified in Attachments 7 and 11.

3. Quality Improvement (QI) Committee and Program

- A. The Contractor's QI program shall monitor the Contractor's service delivery system with the aim of improving the processes of providing care and better meeting the needs of its beneficiaries.
- B. The Contractor shall establish a QI Committee to review the quality of specialty mental health services provided to beneficiaries. The QI Committee shall recommend policy decisions; review and evaluate the results of QI activities, including performance improvement projects; institute needed QI actions; ensure follow-up of QI processes; and document QI Committee meeting minutes regarding decisions and actions taken.

**Exhibit A – Attachment 5
QUALITY IMPROVEMENT SYSTEM**

- C. The QI Program shall be accountable to the Contractor's Director as described in Cal. Code Regs., tit. 9, § 1810.440(a)(1).
- D. Operation of the QI program shall include substantial involvement by a licensed mental health professional. (Cal. Code. Regs., tit. 9, § 1810.440(a)(4).)
- E. The QI Program shall include active involvement in the planning, design and execution of the QI Program by the Contractor's practitioners and providers, beneficiaries who have accessed specialty mental health services through the Contractor, family members, legal representatives, or other persons similarly involved with beneficiaries as described in Cal. Code. Regs., tit. 9, § 1810.440(a)(2)(A-C).
- F. QI activities shall include:
 - 1) Collecting and analyzing data to measure against the goals, or prioritized areas of improvement that have been identified;
 - 2) Identifying opportunities for improvement and deciding which opportunities to pursue;
 - 3) Identifying relevant committees internal or external to the Contractor to ensure appropriate exchange of information with the QI Committee;
 - 4) Obtaining input from providers, beneficiaries and family members in identifying barriers to delivery of clinical care and administrative services;
 - 5) Designing and implementing interventions for improving performance;
 - 6) Measuring effectiveness of the interventions;
 - 7) Incorporating successful interventions into the Contractor's operations as appropriate; and

Exhibit A – Attachment 5
QUALITY IMPROVEMENT SYSTEM

- 8) Reviewing beneficiary grievances, appeals, expedited appeals, State Hearings, expedited State Hearings, provider appeals, and clinical records review as required by Cal. Code Regs., tit. 9, § 1810.440(a)(5).

4. External Quality Review

The Contractor shall undergo annual, external independent reviews of the quality, timeliness, and access to the services covered under this Contract, which are conducted pursuant to Subpart E of Part 438 of the Code of Federal Regulations. (42 C.F.R. §§ 438.350(a) and 438.320)

5. Performance Improvement Projects

- A. The Contractor shall conduct a minimum of two Performance Improvement Projects (PIPs) per year, including any PIPs required by DHCS or CMS. DHCS may require additional PIPs. One PIP shall focus on a clinical area and one on a non-clinical area. (42 C.F.R. § 438.330(b)(1) and (d)(1).) Each PIP shall:
 - 1) Be designed to achieve significant improvement, sustained over time, in health outcomes and beneficiary satisfaction;
 - 2) Include measurement of performance using objective quality indicators;
 - 3) Include implementation of interventions to achieve improvement in the access to and quality of care;
 - 4) Include an evaluation of the effectiveness of the interventions based on the performance measures collected as part of the PIP; and,
 - 5) Include planning and initiation of activities for increasing or sustaining improvement. (42 C.F.R. § 438.330(d)(2).)
- B. The Contractor shall report the status and results of each performance improvement project to the Department as requested, but not less than once per year. (42 C.F.R. § 438.330(d)(3).)

**Exhibit A – Attachment 5
QUALITY IMPROVEMENT SYSTEM**

6. Practice Guidelines

- A. The Contractor shall adopt practice guidelines. (42 C.F.R. § 438.236(b) and Cal. Code Regs., tit. 9, § 1810.326)
- B. Such guidelines shall meet the following requirements:
 - 1) They are based on valid and reliable clinical evidence or a consensus of health care professionals in the applicable field;
 - 2) They consider the needs of the beneficiaries;
 - 3) They are adopted in consultation with network providers; and
 - 4) They are reviewed and updated periodically as appropriate. (42 C.F.R. § 438.236(b).)
- C. The Contractor shall disseminate the guidelines to all affected providers and, upon request, to beneficiaries and potential beneficiaries. (42 C.F.R. § 438.236(c).)
- D. The Contractor shall take steps to assure that decisions for utilization management, beneficiary education, coverage of services, and any other areas to which the guidelines apply shall be consistent with the guidelines. (42 C.F.R. § 438.236(d))

**Exhibit A – Attachment 6
UTILIZATION MANAGEMENT PROGRAM**

1. Utilization Management

- A. The Contractor shall operate a Utilization Management Program that is responsible for assuring that beneficiaries have appropriate access to specialty mental health services as required in Cal. Code Regs., tit. 9, section 1810.440(b)(1)-(3).
- B. The Utilization Management Program shall evaluate medical necessity, appropriateness and efficiency of services provided to Medi-Cal beneficiaries prospectively or retrospectively.
- C. Compensation to individuals or entities that conduct utilization management activities must not be structured so as to provide incentives for the individual or entity to deny, limit, or discontinue medically necessary services to any beneficiary. (42 C.F.R. § 438.210(e).)
- D. The Contractor may place appropriate limits on a service based on criteria applied under the State Plan, such as criteria for access to SMHS and for the purpose of utilization control, provided that the services furnished are sufficient in amount, duration and scope to reasonably achieve the purpose for which the services are furnished. (42 C.F.R. § 438.210(a)(4)(i), (ii)(A).)
- E. The Contractor shall not impose quantitative treatment limitations, aggregate lifetime or annual dollar limits as defined in 42 C.F.R. 438.900, for any beneficiary receiving specialty mental health services.
- F. The Contractor shall not impose non-quantitative treatment limitations for specialty mental health services in any benefit classification (i.e., inpatient and outpatient) unless the Contractor's policies and procedures have been determined by the Department to comply with Title 42 of the Code of Federal Regulations, subpart K. (42 C.F.R. § 438.910(d).)
- G. The Contractor shall submit to the Department, upon request, any policies and procedures or other documentation necessary for the State to establish and demonstrate compliance with Title 42 of the Code of Federal Regulations, part 438, subpart K, regarding parity in mental health and substance use disorder benefits.

**Exhibit A – Attachment 6
UTILIZATION MANAGEMENT PROGRAM**

2. Service Authorization

- A. Contractor shall implement mechanisms to assure authorization decision standards are met in accordance with Behavioral Health Information Notices (BHINs) 22-016 and 22-017, or any subsequent Departmental notices issued to address parity in mental health and substance use disorder benefits subsequent to the effective date of this contract, and any applicable state and federal regulations. (42 C.F.R. § 438.910(d).) The Contractor shall:
- 1) Have in place, and follow, written policies and procedures for processing requests for initial and continuing authorizations of services. (42 C.F.R. § 438.210(b)(1).)
 - 2) Have mechanisms in effect to ensure consistent application of review criteria for authorization decisions, and shall consult with the requesting provider when appropriate. (42 C.F.R. § 438.210(b)(2)(i-ii).)
 - 3) Have any decision to deny a service authorization request or to authorize a service in an amount, duration, or scope that is less than requested be made by a health care professional who has appropriate clinical expertise in addressing the beneficiary's behavioral health needs. (42 C.F.R. § 438.210(b)(3).)
 - 4) Notify the requesting provider and give the beneficiary written notice of any decision by the Contractor to deny a service authorization request, or to authorize a service in an amount, duration, or scope that is less than requested. (42 C.F.R. § 438.210(c)) The beneficiary's notice shall meet the requirements in Attachment 12, Section 10, paragraph A and Section 9, paragraph I and be provided within the timeframes set forth in Attachment 12, Section 10, paragraph B and Section 9, paragraph G.
- B. The Contractor shall comply with authorization timeframes in accordance with BHINs 22-016 and 22-017, or any subsequent Departmental notices issued to address parity in mental health and substance use disorder benefits subsequent to the effective date of this contract, as well as any applicable state and federal regulations. (42 C.F.R. § 438.910(d).)

**Exhibit A – Attachment 6
UTILIZATION MANAGEMENT PROGRAM**

- C. For cases in which a provider indicates, or the Contractor determines, that following the standard timeframe could seriously jeopardize the beneficiary's life or health or ability to attain, maintain, or regain maximum function, the Contractor shall make an expedited authorization decision and provide notice as expeditiously as the beneficiary's health condition requires and no later than 72 hours after receipt of the request for service. The Contractor may extend the 72-hour time period by up to 14 calendar days if the beneficiary requests an extension, or if the Contractor justifies (to the Department upon request), and documents, a need for additional information and how the extension is in the beneficiary's interest. (42 C.F.R. § 438.210(d)(2))

- D. The Contractor shall act on an authorization request for treatment for urgent conditions within one hour of the request. (Cal. Code Regs., tit. 9, §§ 1810.253 1810.405, subd. (c)).

- E. The Contractor shall not require prior authorization for an emergency admission for psychiatric inpatient hospital services, whether the admission is voluntary or involuntary. (Cal. Code Regs., tit. 9, §§ 1820.200(d) and 1820.225).

- D. The Contractor shall define service authorization request in a manner that at least includes a beneficiary's request for the provision of a service. (42 C.F.R. § 431.201)

**Exhibit A – Attachment 7
ACCESS AND AVAILABILITY OF SERVICES**

1. Beneficiary Enrollment

- A. Medi-Cal eligible beneficiaries are automatically enrolled in the single MHP in their county. (1915(b) waiver, § A, part I, para. C, p. 31.)
- B. The Contractor shall be responsible for providing or arranging and paying for specialty mental health services for Medi-Cal eligible individuals in its county who require an assessment or meet criteria for access to specialty mental health services. (Cal. Code Regs. tit. 9, §1810.228.) The Contractor shall accept these individuals in the order in which they are referred (including self-referral) without restriction (unless authorized by CMS), up to the limits set under this Contract. (42 C.F.R. § 438.3(d)(1).)
- C. The Contractor shall not, on the basis of health status or need for health care services, discriminate against Medi-Cal eligible individuals in its county who require an assessment or meet criteria for access to specialty mental health services. (42 C.F.R. § 438.3(d)(3).)
- D. The Contractor shall not unlawfully discriminate against Medi-Cal eligible individuals in its county who require an assessment or meet criteria for access to specialty mental health services on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, religion, marital status, ethnic group identification, ancestry, age, medical condition, genetic information, mental disability, or physical disability, and will not use any policy or practice that has the effect of discriminating on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, religion, marital status, ethnic group identification, ancestry, age, medical condition, genetic information, mental disability, or physical disability. (42 U.S.C. § 18116; 42 C.F.R. § 438.3(d)(4); 45 C.F.R. § 92.2; Gov. Code § 11135(a); Welf. & Inst. Code § 14727(a)(3).)

2. Cultural Competence

- A. The Contractor shall participate in the State's efforts to promote the delivery of services in a culturally competent manner to all beneficiaries, including those with limited English proficiency and diverse cultural and ethnic backgrounds, disabilities, and regardless of gender, sexual orientation or gender identity. (42 C.F.R. § 438.206(c)(2).)

**Exhibit A – Attachment 7
ACCESS AND AVAILABILITY OF SERVICES**

- B. The Contractor shall comply with the provisions of the Contractor's Cultural Competence Plan submitted and approved by the Department. The Contractor shall update the Cultural Competence Plan and submit these updates to the Department for review and approval annually. (Cal. Code Regs., tit. 9, § 1810.410, subds. (c)-(d).)

3. Out-of-Network Services

- A. If the Contractor's provider network is unable to provide necessary services, covered under this Contract, to a particular beneficiary, the Contractor shall adequately and timely cover the services out-of-network, for as long as the Contractor's provider network is unable to provide them. (42 C.F.R. § 438.206(b)(4).)
- B. The Contractor shall require that out-of-network providers coordinate authorization and payment with the Contractor. The Contractor must ensure that the cost to the beneficiary for services provided out-of-network pursuant to an authorization is no greater than it would be if the services were furnished within the Contractor's network, consistent with Cal. Code Regs., tit. 9, section 1810.365. (42 C.F.R. § 438.206(b)(5).)
- C. The Contractor shall comply with the requirements of Cal. Code Regs., tit. 9, section 1830.220 regarding providing beneficiaries access to out-of-network providers when a provider is available in Contractor's network.
- D. Pursuant to Department guidance, the Contractor shall submit to the Department for approval policies and procedures regarding authorization of out-of-network services to establish compliance with title 42 of the Code of Federal Regulations, section 438.910(d)(3).

4. Foster Children Placed Out-of-County

- A. In accordance with Welf. & Inst. Code 14717.1, the Contractor shall be responsible to authorize, pay, provide or arrange for medically necessary specialty mental health services for foster children residing in the Contractor's county, who are placed outside of their counties of origin, unless a presumptive transfer waiver is in place. The Contractor shall follow the Mental Health and Substance Use Disorder Services Information Notices pertaining to Presumptive Transfer for Foster_Children Placed Out of County (Mental Health and Substance Use Disorder

Exhibit A – Attachment 7
ACCESS AND AVAILABILITY OF SERVICES

(MHSUDS) IN 17-032, 18-027, BHIN 19-041, and any subsequent Information Notices). These Information Notices include standardized templates that the Contractor may use or adapt to the Contractor's needs.

- B. The Contractor shall accept a completed mental health assessment from the foster child's county of origin mental health plan. The Contractor may conduct additional assessments if the foster child's needs change or an updated assessment is needed to determine the child's needs and identify the needed treatment and services to address those needs.
 - C. When a request for a presumptive transfer waiver has been made for a foster child from the Contractor's county who is being placed outside of the Contractor's county, the Contractor shall continue to provide medically necessary specialty mental health services to that foster child until a presumptive transfer waiver determination has been made.
 - D. The Contractor shall be responsible to authorize, pay, provide or arrange for medically necessary specialty mental health services for foster children originally from the Contractor's county who are residing outside of the Contractor's county, if a presumptive transfer waiver is in place.
5. Children in Adoption Assistance Program (AAP) and Kinship Guardian Assistance Payment (Kin-GAP)
- A. The Contractor shall provide or arrange for the provision of medically necessary specialty mental health services to a child in the Adoption Assistance Program (AAP) residing within their adoptive parents' county of residence in the Contractor's county. These services are to be provided in the same way as the Contractor would provide services to any other child for whom the Contractor's county is listed as the county of responsibility on the Medi-Cal Eligibility Data System (MEDS). When treatment authorization requests are required, the Contractor shall be responsible for submitting treatment authorization requests to the mental health plan in the child's county of origin. (Welf. & Inst. Code § 16125.)
 - B. The Contractor shall provide or arrange for the provision of medically necessary specialty mental health services to a child in the Kinship-Guardian Assistance Program (Kin-GAP) residing within their legal guardian's county of residence in the Contractor's county. These services are to be provided in the same way that the Contractor would provide services to any other child for whom the Contractor county is listed as the

Exhibit A – Attachment 7
ACCESS AND AVAILABILITY OF SERVICES

- county of responsibility on the MEDS. When treatment authorization requests are required, the Contractor shall be responsible for submitting treatment authorization requests to the mental health plan in the child's county of origin. (Welf. & Inst. Code § 11376.)
- C. When the Contractor is the mental health plan in the county of origin for a child in AAP residing out-of-county with their adoptive parents (Welf. & Inst. Code § 16125) or a child in Kin-GAP residing out-of-county with their legal guardian (Welf. & Inst. Code § 11376) the Contractor shall be responsible for authorization and reauthorization of services for the child utilizing an expedited treatment authorization process that meets the authorization requirements set forth in MHSUDS Information Notice 22-016 and any applicable Departmental notices issued after the effective date of this contract.
- D. The Contractor shall comply with timelines specified in Cal. Code Regs., tit. 9, § 1830.220(b)(4)(A)(1-3) and requirements set forth in MHSUDS Information Notice 22-016 and any applicable Departmental notices issued after the effective date of this contract, when processing or submitting authorization requests for children in AAP, or Kin-GAP, living outside their county of origin.

6. Indian Beneficiaries

The Contractor shall permit an Indian beneficiary who is eligible to receive services from an Indian health care provider (IHCP) participating as a network provider, to choose that IHCP as their provider, as long as that provider has capacity to provide the services. (42 C.F.R. § 438.14(b)(3).) The Contractor shall demonstrate it has sufficient IHCPs participating in its provider network to ensure timely access to services available under the contract from such providers for Indian beneficiaries who are eligible to receive services. (42 C.F.R. § 438.14(b)(1).) The Contractor shall document good-faith efforts to contract with all IHCPs in the Contractor's county. If the Contractor does not contract with a IHCP in the Contractor's county, the Contractor must submit a written explanation to the Department of why it failed to contract with that IHCP, with supporting documentation as provided for in BHIN 21-023. The Contractor shall permit Indian beneficiaries to obtain covered services from out-of-network IHCPs if the beneficiaries are otherwise eligible to receive such services. (42 C.F.R. § 438.14(b)(4).) The Contractor shall permit an out-of-network IHCP to refer an Indian beneficiary to a network provider. (42 C.F.R. § 438.14(b)(6).)

**Exhibit A – Attachment 8
PROVIDER NETWORK**

1. Enrollment and Screening

- A. The Contractor shall ensure that all network providers are enrolled with the state as Medi-Cal providers consistent with the provider disclosure, screening, and enrollment requirements of 42 Code of Federal Regulations part 455, subparts B and E. (42 C.F.R. § 438.608(b).)
- B. The Contractor may execute network provider agreements, pending the outcome of screening, enrollment, and revalidation, of up to 120 days but must terminate a network provider immediately upon determination that the network provider cannot be enrolled, or the expiration of one 120 day period without enrollment of the provider, and notify affected beneficiaries. (42 C.F.R. § 438.602(b)(2).)

2. Assessment of Capacity

- A. The Contractor shall implement mechanisms to assess the capacity of service delivery for its beneficiaries. This includes monitoring the number, type, and geographic distribution of mental health services within the Contractor's delivery system.
- B. The Contractor shall implement mechanisms to assess the accessibility of services within its service delivery area. This shall include the assessment of responsiveness of the Contractor's 24-hour toll-free telephone number, timeliness of scheduling routine appointments, timeliness of services for urgent conditions, and access to after-hours care.

3. Network Adequacy

- A. The Contractor shall ensure that all services covered under this Contract are available and accessible to beneficiaries in a timely manner (42 C.F.R. § 438.206(a)).
- B. Maintain and monitor a network of appropriate providers that is supported by written agreements for subcontractors and that is sufficient to provide adequate access to all services covered under this contract for all beneficiaries, including those with limited English proficiency or physical or mental disabilities. The Contractor shall ensure that network providers provide physical access, reasonable accommodations, and accessible

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equipment for Medi-Cal beneficiaries with physical or mental disabilities. (42 C.F.R. § 438.206(b)(1) and (c)(3).)

- C. The Contractor shall adhere to, in all geographic areas within the county, the time and distance standards for adult and pediatric mental health providers, as specified in BHIN 21-023 and its enclosures, or in subsequent guidance issued by the Department. (42 C.F.R. § 438.68(a), (b)(1)(iii), (3), 438.206(a); Welf. & Inst. Code § 14197.)
- D. The Contractor may submit to the Department a request for Alternate Access Standards. The Department will evaluate requests and grant appropriate exceptions to the state developed standards, as specified in BHIN 21-023 and its enclosures, or in subsequent guidance issued by the Department. (42 C.F.R. § 438.68(a), (d), 438.206(a); Welf. & Inst. Code § 14197).
- E. The Contractor shall comply with all network adequacy standards developed by the Department to implement 42 C.F.R. §§ 438.68, 438.206, and 438.207, including time and distance standards, timely access, capacity and composition standards, and other network capacity requirements, as specified in BHIN 21-023 and its enclosures, or in subsequent guidance issued by the Department.

4. Timely Access

- A. Timely Access. In accordance with 42 C.F.R. § 438.206(c)(1), the Contractor shall:
 - 1) Meet and require its providers to meet standards for timely access to care and services, taking into account the urgency of need for services, pursuant to Welf. & Inst. Code section 14197(d), as specified in BHIN 21-023 and its enclosures, or in subsequent, guidance issued by the Department.
 - 2) Comply with the timeliness standards specified in Cal. Code Regs., tit. 9, section 1810.405(c) and Welf. & Inst. Code § 14717.1. Those standards apply to out-of-plan services, as well as in-plan services.
 - 3) Require subcontracted providers to have hours of operation during which services are provided to Medi-Cal beneficiaries that are no less than the hours of operation during which the provider offers

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services to non-Medi-Cal beneficiaries. If the provider only serves Medi-Cal beneficiaries, the Contractor shall require that hours of operation are comparable to the hours the provider makes available for Medi-Cal services that are not covered by the Contractor, or another Mental Health Plan.

- 4) Make services available to beneficiaries 24 hours a day, 7 days a week, when medically necessary.
- 5) Establish mechanisms to ensure that network providers comply with the timely access requirements;
- 6) Monitor network providers regularly to determine compliance with timely access requirements;
- 7) Take corrective action if there is a failure to comply with timely access requirements by a network provider.

5. Documentation of Network Adequacy

- A. The Contractor shall give assurances to the Department and provide supporting documentation that demonstrates Contractor has the capacity to serve the expected enrollment in its service area in accordance with BHIN 21-023 and its enclosures, or in subsequent guidance issued by the Department. (42 C.F.R. § 438.207(a); Welf. & Inst. Code section 14197(f).)
- B. The Contractor shall submit documentation to the Department, as specified in BHIN 21-023 and its enclosures, or in subsequent guidance issued by the Department to demonstrate that it complies with the following requirements:
 - 1) Offers an appropriate range of specialty services that are adequate for the anticipated number of beneficiaries for the service area.
 - 2) Maintains a network of providers that is sufficient in number, mix, and geographic distribution to meet the needs of the anticipated number of beneficiaries in the service area. (42 C.F.R. § 438.207(b).)

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- C. The Contractor shall submit the documentation at the times specified in BHIN 21-023 and its enclosures, or in subsequent guidance issued by the Department, but no less frequently than the following:
- 1) At the time it enters into this Contract with the Department;
 - 2) On an annual basis; and
 - 3) Within 10 business days of a significant change in the Contractor's operations that would render the Contractor non-compliant with standards for network adequacy and capacity including, but not limited to, the following types of changes:
 - a) Changes in services;
 - b) Changes in benefits;
 - c) Changes in geographic service area;
 - d) Changes in the composition of or payments to the Contractor's provider network; or
 - e) Enrollment of a new population in the Contractor's county. (42 C.F.R. § 438.207(c).);
 - f) The Contractor is required to notify DHCS by email of one of the listed changes at MHSDFinalRule@dhcs.ca.gov.
- D. The Contractor shall include details regarding the change and the Contractor's plans to ensure beneficiaries continue to have access to adequate services and providers.

6. Choice of Provider

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The Contractor shall provide a beneficiary's choice of the person providing services to the extent possible and appropriate consistent with Cal. Code Regs., tit. 9, §1830.225 and 42 Code of Federal Regulations part 438.3(l).

7. Provider Selection

- A. The Contractor shall have written policies and procedures for selection and retention of providers. (42 C.F.R. § 438.214(a).)
- B. The Contractor's policies and procedures for selection and retention of providers must not discriminate against particular providers that serve high-risk populations or specialize in conditions that require costly treatment. (42 C.F.R. §§ 438.12(a)(2), 438.214(c).)
- C. In all subcontracts with network providers, the Contractor must follow the Department's uniform credentialing and re-credentialing policy. The Contractor must follow a documented process for credentialing and re-credentialing of network providers. (42 C.F.R. §§ 438.12(a)(2), 438.214(b).)
- D. The Contractor shall not employ or subcontract with providers excluded from participation in Federal health care programs under either section 1128 or section 1128A of the Act. (42 C.F.R. § 438.214(d).)
- E. The Contractor may not discriminate in the selection, reimbursement, or indemnification of any provider who is acting within the scope of their license or certification under applicable state law, solely on the basis of that license or certification. (42 C.F.R. § 438.12(a)(1).)
- F. The Contractor shall give practitioners or groups of practitioners who apply to be MHP contract providers and with whom the MHP decides not to contract written notice of the reason for a decision not to contract. (42 C.F.R. § 438.12(a)(1).)
- G. Paragraphs A-F, above, may not be construed to:
 - 1) Require the Contractor to subcontract with providers beyond the number necessary to meet the needs of its beneficiaries;

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- 2) Preclude the Contractor from using different reimbursement amounts for different specialties or for different practitioners in the same specialty; or
 - 3) Preclude the Contractor from establishing measures that are designed to maintain quality of services and control costs and are consistent with its responsibilities to beneficiaries. (42 C.F.R. § 438.12(b).)
- H. Upon request, the Contractor shall demonstrate to the Department that its providers are credentialed as required by paragraph C. (42 C.F.R. § 438.206(b)(6))
- I. The Contractor shall establish individual, group and organizational provider selection criteria as provided for in Cal. Code Regs., tit. 9, § 1810.435.
- J. The Contractor shall only use licensed, registered, or waived providers acting within their scope of practice for services that require a license, waiver, or registration. (Cal. Code Regs., tit. 9, § 1840.314(d).)
- K. The Contractor is not located outside of the United States. (42 C.F.R. § 602(i).)

8. Provider Certification

- A. The Contractor shall comply with Cal. Code Regs., tit. 9, section 1810.435, in the selection of providers and shall review its providers for continued compliance with standards at least once every three years.
- B. The Contractor shall comply with the provisions of 42 Code of Federal Regulations, sections parts 455.104, 455.105, 1002.203 and 1002.3, which relate to the provision of information about provider business transactions and provider ownership and control, prior to entering into a contract and during certification or re-certification of the provider.
- C. “Satellite site” means a site owned, leased or operated by an organizational provider at which specialty mental health services are delivered to beneficiaries fewer than 20 hours per week, or, if located at a multiagency site at which specialty mental health services are delivered by no more than two employees or contractors of the provider.

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- D. The Contractor shall certify, or use another mental health plan's certification documents to certify, the organizational providers that subcontract with the Contractor to provide covered services in accordance with Cal. Code Regs., tit. 9, section 1810.435, and the requirements specified prior to the date on which the provider begins to deliver services under the contract, and once every three years after that date. The on-site review required by Cal. Code Regs., tit. 9, section 1810.435(d), as a part of the certification process, shall be made of any site owned, leased, or operated by the provider and used to deliver covered services to beneficiaries, except that on-site review is not required for public school or satellite sites.
- E. The Contractor may allow an organizational provider to begin delivering covered services to beneficiaries at a site subject to on-site review prior to the date of the on-site review, provided the site is operational and has any required fire clearances. The earliest date the provider may begin delivering covered services at a site subject to on-site review is the latest of these three (3) dates: 1) the date the provider's request for certification is received by the Department in accordance with the Contractor's certification procedures; 2) the date the site was operational; or 3) the date a required fire clearance was obtained. The Contractor shall complete any required on-site review of a provider's sites within six months of the date the provider begins delivering covered services to beneficiaries at the site.
- F. The Contractor may allow an organizational provider to continue delivering covered services to beneficiaries at a site subject to on-site review as part of the recertification process prior to the date of the on-site review, provided the site is operational and has any required fire clearances. The Contractor shall complete any required on-site review of a provider's sites within six months of the date the recertification of the provider is due.
- G. The Contractor and/or the Department shall each verify through an on-site review that:
- 1) The organizational provider possesses the necessary license to operate, if applicable, and any required certification.
 - 2) The space owned, leased or operated by the provider and used for services or staff meets local fire codes.

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- 3) The physical plant of any site owned, leased, or operated by the provider and used for services or staff is clean, sanitary, and in good repair.
- 4) The organizational provider establishes and implements maintenance policies for any site owned, leased, or operated by the provider and used for services or staff to ensure the safety and well-being of beneficiaries and staff.
- 5) The organizational provider has a current administrative manual which includes: personnel policies and procedures, general operating procedures, service delivery policies, any required state or federal notices (DRA), and procedures for reporting unusual occurrences relating to health and safety issues.
- 6) The organizational provider maintains client records in a manner that meets the requirements of the Contractor, the requirements of Attachment 10; Exhibit 2, Attachment 2, Section 11 and Section 13 Paragraph B; and applicable state and federal standards.
- 7) The organizational provider has sufficient staff to allow the Contractor to claim federal financial participation (FFP) for the services that the organizational provider delivers to beneficiaries, as described in Cal. Code Regs., tit. 9, sections 1840.344 through 1840.358, as appropriate and applicable.
- 8) The organizational provider has written procedures for referring individuals to a psychiatrist when necessary, or to a physician, if a psychiatrist is not available.
- 9) The organizational provider's head or chief of service, as defined Cal. Code Regs., tit. 9, sections 622 through 630, is a licensed mental health professional or other appropriate individual as described in these sections.
- 10) For organizational providers that provide or store medications, the provider stores and dispenses medications in compliance with all pertinent state and federal standards. In particular:
 - a) All drugs obtained by prescription are labeled in compliance with federal and state laws. Prescription labels are altered

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only by persons legally authorized to do so.

- b) Drugs intended for external use only and food stuffs are stored separately from drugs intended for internal use.
 - c) All drugs are stored at proper temperatures: room temperature drugs at 59-86 degrees Fahrenheit and refrigerated drugs at 36-46 degrees Fahrenheit.
 - d) Drugs are stored in a locked area with access limited to those medical personnel authorized to prescribe, dispense or administer medication.
 - e) Drugs are not retained after the expiration date. Intramuscular multi-dose vials are dated and initialed when opened.
 - f) A drug log is maintained to ensure the provider disposes of expired, contaminated, deteriorated and abandoned drugs in a manner consistent with state and federal laws.
 - g) Policies and procedures are in place for dispensing, administering and storing medications.
- H. For organizational providers that provide day treatment intensive or day rehabilitation, the provider has a written description of the day treatment intensive and/or day rehabilitation program that complies with Attachment 2, Section 3 of this exhibit.
- I. When an on-site review of an organizational provider would not otherwise be required and the provider offers day treatment intensive and/or day rehabilitation, the Contractor or the Department, as applicable, shall, at a minimum, review the provider's written program description for compliance with the requirements of Attachment 2, Section 3 of this exhibit.
- J. On-site review is required for hospital outpatient departments which are operating under the license of the hospital. Services provided by hospital outpatient departments may be provided either on the premises or off-site.
- K. On-site review is not required for primary care and psychological clinics, as defined in Health and Safety Code section 1204.1 and licensed under the Health and Safety Code. Services provided by the clinics may be

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provided on the premises in accordance with the conditions of the clinic's license.

- L. When on-site review of an organizational provider is required, the Contractor or the Department, as applicable, shall conduct an on-site review at least once every three years. Additional certification reviews of organizational providers may be conducted by the Contractor or Department, as applicable, at its discretion, if:
- 1) The provider makes major staffing changes.
 - 2) The provider makes organizational and/or corporate structure changes (example: conversion to non-profit status).
 - 3) The provider adds day treatment or medication support services when medications are administered or dispensed from the provider site.
 - 4) There are significant changes in the physical plant of the provider site (some physical plant changes could require a new fire clearance).
 - 5) There is a change of ownership or location.
 - 6) There are complaints regarding the provider.
 - 7) There are unusual events, accidents, or injuries requiring medical treatment for clients, staff or members of the community.
- M. The Contractor shall monitor the performance of its subcontractors on an ongoing basis for compliance with the terms of this contract and shall subject the subcontractors' performance to periodic formal review, at a minimum in accordance with the recertification requirements. If the Contractor identifies deficiencies or areas for improvement, the Contractor and the subcontractor shall take corrective action.
- N. In addition, Contractor may accept the certification of a provider by another Mental Health Plan, or by the Department, in order to meet the Contractor's obligations under Attachment 8, Sections 7 and 8. However, regardless of any such delegation to a subcontracting entity or acceptance of a certification by another MHP.

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9. Provider Beneficiary Communications

- A. The Contractor shall not prohibit nor otherwise restrict, a licensed, waived, or registered professional, as defined in Cal. Code Regs., tit. 9, sections 1810.223 and 1810.254, who is acting within the lawful scope of practice, from advising or advocating on behalf of a beneficiary for whom the provider is providing mental health services for any of the following:
- 1) The beneficiary's health status, medical care, or treatment options, including any alternative treatment that may be self-administered;
 - 2) Information the beneficiary needs in order to decide among all relevant treatment options;
 - 3) The risks, benefits, and consequences of receiving treatment or not receiving treatment; and
 - 4) The beneficiary's right to participate in decisions regarding their health care, including the right to refuse treatment, and to express preferences about future treatment decisions. (42 C.F.R. § 438.102(a)(1).)

10. Provider Notifications

- A. The Contractor shall inform providers and subcontractors, at the time they enter into a contract, about:
- 1) Beneficiary grievance, appeal, and State Hearing procedures and timeframes as specified in 42 C.F.R. 438.400 through 42 C.F.R. 438.424.
 - 2) The beneficiary's right to file grievances and appeals and the requirements and timeframes for filing.
 - 3) The availability of assistance to the beneficiary with filing grievances and appeals.
 - 4) The beneficiary's right to request a State Hearing after the Contractor has made a determination on a beneficiary's appeal, which is adverse to the beneficiary.

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- 5) The beneficiary's right to request continuation of benefits that the Contractor seeks to reduce or terminate during an appeal or State Hearing filing, if filed within the allowable timeframes, although the beneficiary may be liable for the cost of any continued benefits while the appeal or State Hearing is pending if the final decision is adverse to the beneficiary.

**Exhibit A – Attachment 9
DOCUMENTATION REQUIREMENTS**

1. Documentation Standards
 - A. The Contractor shall implement and comply with documentation standards as set forth in guidance issued by the Department in BHIN 22-019.

Exhibit A – Attachment 10
COORDINATION AND CONTINUITY OF CARE

1. Coordination of Care

- A. The Contractor shall implement procedures to deliver care to and coordinate services for all of its beneficiaries. (42 C.F.R. § 438.208(b).) These procedures shall meet Department requirements and shall do the following:
- 1) Ensure that each beneficiary has an ongoing source of care appropriate to their needs and a person or entity formally designated as primarily responsible for coordinating the services accessed by the beneficiary. The beneficiary shall be provided information on how to contact their designated person or entity. (42 C.F.R. § 438.208(b)(1).)
 - 2) Coordinate the services the Contractor furnishes to the beneficiary between settings of care, including appropriate discharge planning for short term and long-term hospital and institutional stays. Coordinate the services the Contractor furnishes to the beneficiary with the services the beneficiary receives from any other managed care organization, in FFS Medicaid, from community and social support providers, and other human services agencies used by its beneficiaries. (42 C.F.R. § 438.208(b)(2)(i)-(iv), Cal. Code Regs., tit. 9 § 1810.415.)
 - 3) The Contractor shall share with the Department or other managed care entities serving the beneficiary the results of any identification and assessment of that beneficiary's needs to prevent duplication of those activities. (42 C.F.R. § 438.208(b)(4).)
 - 4) Ensure that each provider furnishing services to beneficiaries maintains and shares, as appropriate, a beneficiary health record in accordance with professional standards. (42 C.F.R. § 438.208(b)(5).)
 - 5) Ensure that, in the course of coordinating care, each beneficiary's privacy is protected in accordance with all federal and state privacy laws, including but not limited to 45 C.F.R. § 160 and § 164, subparts A and E, to the extent that such provisions are applicable. (42 C.F.R. § 438.208(b)(6).)
- B. Consistent with the No Wrong Door policies set forth in W&I Code section 14184.402, the Contractor must cover the assessment and any SMHS provided during the assessment period for any beneficiary seeking care, even prior to the determination of a diagnosis, even prior to the

Exhibit A – Attachment 10
COORDINATION AND CONTINUITY OF CARE

determination of whether SMHS access criteria set forth in W&I Code section 14184.402(b)(2) are met, and even if the beneficiary is later determined to need non-specialty mental health services (NSMHS) and/or SUD services and is referred to the Medi-Cal Fee For Service delivery system or a Managed Care Plan for NSMHS or to the County Department responsible for SUD treatment. Contractor must cover SMHS even if the service was not included in the client plan, and even if the beneficiary has a co-occurring mental health condition and SUD.

- C. As of the effective date identified by DHCS, the Contractor must use DHCS-approved standardized screening tools set forth in DHCS guidance (including standardized screening tools specific for adults and standardized screening tools specific for children and youth) to ensure beneficiaries seeking mental health services who are not currently receiving covered SMHS or NSMHS are referred to the appropriate delivery system for mental health services, either in the Contractor network or the Managed Care Plan network, in accordance with the No Wrong Door policies set forth in W&I Code section 14184.402(h).
- D. If a beneficiary eligible for SMHS is also eligible for NSMHS during the course of receiving covered SMHS, the Contractor shall continue to cover non-duplicative, Medically Necessary SMHS even if the Member is simultaneously receiving NSMHS.
 - i. The Contractor must enter into a Memorandum of Understanding with any Medi-Cal Managed Care Plan serving the Contractor's beneficiaries to ensure Medically Necessary NSMHS and SMHS provided concurrently are coordinated and non-duplicative.
 - ii. If a beneficiary is receiving covered SMHS and is determined to meet the criteria for NSMHS covered by Medi-Cal Fee For Service and Managed Care Plans as defined by W&I Code section 14184.402, the Contractor must use DHCS-approved standardized transition tools set forth in DHCS guidance as required when beneficiaries who have established relationships with contracted mental health providers experience a change in condition requiring NSMHS. Likewise, if a beneficiary is receiving NSMHS and is determined to meet the access criteria for SMHS as defined by W&I Code section 14184.402, the Contractor must use DHCS-approved standardized transition tools set forth in DHCS guidance as required when beneficiaries who have established relationships with NSMHS providers experience a change in condition requiring SMHS. The Contractor must continue to cover the provision of medically necessary SMHS provided to a beneficiary

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who meets SMHS access criteria who is concurrently receiving NSMHS when those services are not duplicative and provide coordination of care with the Managed Care Plan.

- iii. The Contractor must develop and implement written policies and procedures to ensure that beneficiaries meeting criteria for NSMHS, as indicated by a DHCS-approved standardized transition tool (including standardized transition tools specific for adults and standardized transition tools specific for children and youth), are referred to the Managed Care Plan or a Fee For Service provider offering NSMHS. Likewise, the Contractor must develop and implement written policies and procedures to ensure that beneficiaries meeting access criteria for SMHS and as indicated by a DHCS-approved standardized transition tools (including standardized transition tools specific for adults and standardized transition tools specific for children and youth) are referred by the Managed Care Plan to the Contractor.
- E. The Contractor shall enter into a Memorandum of Understanding (MOU) with any Medi-Cal managed care plan serving the Contractor's beneficiaries. The Contractor shall ensure the components of the MOU comply with guidance issued by DHCS regarding MOU requirements. The MOU shall address how to ensure Medically Necessary NSMHS and SMHS provided concurrently are coordinated and non-duplicative. The Contractor shall notify the Department in writing if the Contractor is unable to enter into an MOU or if an MOU is terminated, providing a description of the Contractor's good faith efforts to enter into or maintain the MOU. The MHP shall monitor the effectiveness of its MOU with Medi-Cal managed care plans. Should a conflict arise between the parties to the MOU, the Contractor shall abide by the requirements in BHIN 21-034. (Cal. Code Regs., tit. 9, § 1810.370.)
- F. The Contractor shall implement a transition of care policy that is in accordance with applicable state and federal regulations, Mental Health and Substance Use Disorder Services Information Notice 18-059 and any Behavioral Health Information Notices issued by the Department for parity in mental health and substance use disorder benefits subsequent to the effective date of this contract (42 C.F.R. § 438.62(b)(1)-(2).)

**Exhibit A – Attachment 11
INFORMATION REQUIREMENTS**

1. Basic Requirements

- A. The Contractor shall provide information in a manner and format that is easily understood and readily accessible to beneficiaries. (42 C.F.R. § 438.10(c)(1).) The Contractor shall provide all written materials for beneficiaries in easily understood language, format, and alternative formats that take into consideration the special needs of beneficiaries in compliance with 42 C.F.R. § 438.10(d)(6). The Contractor shall inform beneficiaries that information is available in alternate formats and how to access those formats in compliance with 42 C.F.R. § 438.10.
- B. The Contractor shall provide the required information in this section to each beneficiary when first receiving specialty mental health services and upon request. (1915(b) Medi-Cal Specialty Mental Health Services Waiver, § (2), subd. (d), at p. 26., attachments 3, 4; Cal. Code Regs., tit. 9, § 1810.360(e).)
- C. The Contractor shall operate a website that provides the content required in this section and complies with the requirements in 42 C.F.R. § 438.10.)
- D. For consistency in the information provided to beneficiaries, the Contractor shall use the Department developed definitions for managed care terminology, including: appeal, excluded services, grievance, hospitalization, hospital outpatient care, medically necessary, network, non-participating provider, physician services, plan, preauthorization, participating provider, provider, skilled nursing care, and urgent care. (42 C.F.R. 438.10(c)(4)(i).)
- E. The Contractor shall use Department developed model beneficiary handbooks and beneficiary notices that describe the transition of care policies for beneficiaries. (42 C.F.R. §§ 438.10(c)(4)(ii), 438.62(b)(3).)
- F. Beneficiary information required in this section may only be provided electronically by the Contractor if all of the following conditions are met:
- 1) The format is readily accessible;
 - 2) The information is placed in a location on the Contractor's website that is prominent and readily accessible;
 - 3) The information is provided in an electronic form which can be electronically retained and printed;

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INFORMATION REQUIREMENTS**

- 4) The information is consistent with the content and language requirements of this Attachment; and
 - 5) The beneficiary is informed that the information is available in paper form without charge upon request and Contractor provides it upon request within 5 business days. (42 C.F.R. § 438.10(c)(6).)
- G. The Contractor shall have in place mechanisms to help beneficiaries and potential beneficiaries understand the requirements and benefits of the plan. (42 C.F.R. § 438.10(c)(7).)

2. Information Provided to Beneficiaries

- A. The Contractor shall provide information to beneficiaries and potential beneficiaries including, at a minimum, all of the following:
- 1) The basic features of managed care. (42 C.F.R. § 438.10(e)(2)(ii).)
 - 2) The mandatory enrollment process. (42 C.F.R. § 438.10(e)(2)(iii).)
 - 3) The service area covered by the Contractor. (42 C.F.R. § 438.10(e)(2)(iv).)
 - 4) Covered benefits, including:
 - a. Which benefits are provided by the Contractor; and,
 - b. Which, if any, benefits are provided directly by the State.
 - 5) The provider directory. (42 C.F.R. § 438.10(e)(2)(vi).)
 - 6) Any cost-sharing that will be imposed by the Contractor consistent with the State Plan. (42 C.F.R. §§ 438.10(e)(2)(vii); State Plan § 4.18.)
 - 7) The requirements for the Contractor to provide adequate access to covered services, including the network adequacy standards established in 42 Code of Federal Regulations part 438.68. (42 C.F.R. § 438.10(e)(2)(viii).)

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INFORMATION REQUIREMENTS**

- 8) The Contractor's responsibilities for coordination of care. (42 C.F.R. § 438.10(e)(2)(ix).)
 - 9) To the extent available, quality and performance indicators for the Mental Health Plan, including beneficiary satisfaction. (42 C.F.R. § 438.10(e)(2)(x).)
- B. The Contractor shall make a good faith effort to give written notice of termination of a contracted provider, to each beneficiary who was seen on a regular basis by the terminated provider. The notice to the beneficiary shall be provided 30 calendar days prior to the effective date of the termination or 15 calendar days after receipt or issuance of the termination notice, whichever is later. (42 C.F.R. § 438.10(f)(1).)

3. Language and Format

- A. The Contractor shall provide all written materials for potential beneficiaries and beneficiaries in a font size no smaller than 12 point. (42 C.F.R. 438.10(d)(6)(ii).)
- B. The Contractor shall ensure its written materials that are critical to obtaining services are available in alternative formats, upon request of the potential beneficiary or beneficiary at no cost. Written material that are critical to obtaining services include, at a minimum, provider directories, beneficiary handbooks, appeal and grievance notices, denial and termination notices, and the Contractor's mental health education materials. (42 C.F.R. § 438.10(d)(3).)
- C. The Contractor shall make its written materials that are critical to obtaining services, including, at a minimum, provider directories, beneficiary handbooks, appeal and grievance notices, denial and termination notices, and the Contractor's mental health education materials, available in the prevalent non-English languages in the county. (42 C.F.R. § 438.10(d)(3).)
- 1) The Contractor shall notify beneficiaries, prospective beneficiaries, and members of the public that written translation is available in prevalent languages free of cost and how to access those materials. (42 C.F.R. § 438.10(d)(5)(i), (iii); Welf. & Inst. Code § 14727(a)(1); Cal. Code Regs. tit. 9 § 1810.410, subd. (e), para. (4).)

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INFORMATION REQUIREMENTS**

- 2) Prevalent non-English language means a language identified as the primary language of 3,000 beneficiaries or five percent of the beneficiary population (whichever is lower) in the Contractor's service area as indicated on MEDs. (42 C.F.R. § 438.10(a), Cal. Code Regs., tit. 9, § 1810.410, subd. (a), para. (3).)
- D. The Contractor shall make auxiliary aids and services available upon request and free of charge to each beneficiary. (42 C.F.R. § 438.10(d)(3)-(4).) The Contractor shall also notify beneficiaries, prospective beneficiaries, and members of the public that these services are available free of charge and how to access these services. (42 C.F.R. § 438.10(d)(5)(ii)-(iii); Welf. & Inst. Code § 14727(a)(2).)
- E. The Contractor shall make oral interpretation and auxiliary aids, such as Teletypewriter Telephone/Text Telephone (TTY/TDY) and American Sign Language (ASL), available and free of charge for any language. (42 C.F.R. § 438.10(d)(2), (4)-(5).) Contractor shall notify beneficiaries, prospective beneficiaries, and members of the public that these services are available free of charge and how to access these services. (42 C.F.R. § 438.10(d)(5)(i), (iii); Welf. & Inst. Code § 14727(a)(1)-(2).)
- F. Nondiscrimination Notice and Taglines
- 1) The Contractor shall post (1) a Department-approved nondiscrimination notice and (2) language taglines in a conspicuously visible font size in English in the top 15 non-English languages in the State, and any other languages, as determined by the Department, explaining the availability of free language assistance services, including written translation and oral interpretation, and information on how to request auxiliary aids and services, including materials in alternative formats. The nondiscrimination notice and taglines, shall include the toll-free and TTY/TDY telephone number of the Contractor's member/customer service unit for obtaining these services, and shall be posted as follows:
 - a) In conspicuous physical locations where the Contractor interacts with the public;
 - b) On the internet website published and maintained by the Contractor, in a manner that allows beneficiaries, prospective beneficiaries, and members of the public to easily locate the information; and

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- c) In the beneficiary handbook, all materials critical to obtaining services, and informational notices targeted to beneficiaries and members of the public (including notices of action). (42 C.F.R. § 438.10(d)(2)-(3); Welf. & Inst. Code, § 14727(b), (c)(1)-(2).)
- 2) The Contractor's nondiscrimination notice and language taglines must be in a conspicuously visible font size no smaller than 12 point. (42 C.F.R. § 438.10(d)(3), (d)(6)(ii).)
- 3) The Contractor shall provide information to all beneficiaries, prospective beneficiaries, and members of the public on how to file a Discrimination Grievance with:
 - a) The Contractor and the Department if there is a concern of discrimination based on sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, gender, gender identity, or sexual orientation. (Welf. & Inst. Code § 14727(a)(4).)
 - b) The United States Department of Health and Human Services Office for Civil Rights if there is a concern of discrimination based on race, color, national origin, sex, age, or disability. (Welf. & Inst. Code § 14727(a)(5).)

4. Handbook

- A. The Contractor shall provide beneficiaries with a copy of the handbook and provider directory when the beneficiary first accesses services and thereafter upon request. (Cal. Code Regs., tit. 9, § 1810.360.)
- B. The Contractor shall ensure that the handbook includes the current toll-free telephone number(s) that provides information in threshold languages and is available twenty-four hours a day, seven days a week. (Cal. Code Regs., tit. 9, § 1810.405, subd. (d).)
- C. The beneficiary handbook shall include information that enables the beneficiary to understand how to effectively use the managed care program. This information shall include, at a minimum:

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- 1) Benefits provided by the Contractor. (42 C.F.R. § 438.10(g)(2)(i).)
- 2) How and where to access any benefits provided by the Contractor, including any cost sharing, and how transportation is provided. (42 C.F.R. § 438.10(g)(2)(ii).)
 - a) The amount, duration, and scope of benefits available under the Contract in sufficient detail to ensure that beneficiaries understand the benefits to which they are entitled. (42 C.F.R. § 438.10(g)(2)(iii).)
 - b) Procedures for obtaining benefits, including any requirements for service authorizations and/or referrals for specialty care and for other benefits not furnished by the beneficiary's provider. (42 C.F.R. § 438.10(g)(2)(iv).)
 - c) Any restrictions on the beneficiary's freedom of choice among network providers. (42 C.F.R. § 438.10(g)(2)(vi).)
 - d) The extent to which, and how, beneficiaries may obtain benefits from out-of-network providers. (42 C.F.R. § 438.10(g)(2)(vii).)
 - e) Cost sharing, if any, consistent with the State Plan. (42 C.F.R. § 438.10(g)(2)(viii); State Plan § 4.18.)
 - f) Beneficiary rights and responsibilities, including the elements specified in § 438.100 as specified in Section 7 of this Attachment. (42 C.F.R. § 438.10(g)(2)(ix).)
 - g) The process of selecting and changing the beneficiary's provider. (42 C.F.R. § 438.10(g)(2)(x).)
 - h) Grievance, appeal, and State Hearing procedures and timeframes, consistent with 42 C.F.R. §§ 438.400 through 438.424, in a state-developed or state-approved description. Such information shall include:
 - 1) The right to file grievances and appeals;

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- i. The Contractor shall include information on filing a Discrimination Grievance with the Contractor, the Department's Office of Civil Rights and the U.S. Health and Human Services Office for Civil Rights, and shall specifically include information stating that the Contractor complies with all state and federal civil rights laws. If a beneficiary believes they have been unlawfully discriminated against, they have the right to file a Discrimination Grievance with the Contractor, the Department's Office of Civil Rights, and the United States Department of Health and Human Services, Office for Civil Rights.
 - 2) The requirements and timeframes for filing a grievance or appeal;
 - 3) The availability of assistance in the filing process;
 - 4) The right to request a State Hearing after the Contractor has made a determination on a beneficiary's appeal which is adverse to the beneficiary;
 - 5) The fact that, when requested by the beneficiary, benefits that the Contractor seeks to reduce or terminate will continue if the beneficiary files an appeal or a request for State Hearing within the timeframes specified for filing, and that the beneficiary may, consistent with state policy, be required to pay the cost of services furnished while the appeal or State Hearing is pending if the final decision is adverse to the beneficiary. (42 C.F.R. § 438.10(g)(2)(xi).)
- i) How to exercise an advance directive, as set forth in 42 C.F.R. 438.3(j). (42 C.F.R. § 438.10(g)(2)(xii).)
 - j) How to access auxiliary aids and services, including additional information in alternative formats or languages. (42 C.F.R. § 438.10(g)(2)(xiii).)

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- k) The Contractor's toll-free telephone number for member services, medical management, and any other unit providing services directly to beneficiaries. (42 C.F.R. § 438.10(g)(2)(xiv).)
 - l) Information on how to report suspected fraud or abuse. (42 C.F.R. § 438.10(g)(2)(xv).)
 - m) Additional information that is available upon request, includes the following:
 - 1) Information on the structure and operation of the Contractor.
 - 2) Physician incentive plans as set forth in 42 C.F.R. § 438.3(i). (42 C.F.R. § 438.10(f)(3).)
- D. The Contractor shall give each beneficiary notice of any significant change (as defined by the Department) to information in the handbook at least 30 days before the intended effective date of the change. (42 C.F.R. § 438.10(g)(4).)
- E. Consistent with 42 Code of Federal Regulations part 438.10(g)(3) and Cal. Code Regs., tit. 9, section 1810.360, subdivision (e), the handbook will be considered provided if the Contractor:
- 1) Mails a printed copy of the information to the beneficiary's mailing address before the beneficiary first receives a specialty mental health service;
 - 2) Mails a printed copy of the information upon the beneficiary's request to the beneficiary's mailing address;
 - 3) Provides the information by email after obtaining the beneficiary's agreement to receive the information by email;
 - 4) Posts the information on the Contractor's website and advises the beneficiary in paper or electronic form that the information is available on the internet and includes the applicable internet

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addresses, provided that beneficiaries with disabilities who cannot access this information online are provided auxiliary aids and services upon request at no cost; or,

- 5) Provides the information by any other method that can reasonably be expected to result in the beneficiary receiving that information. If the Contractor provides the handbook in-person when the beneficiary first receives specialty mental health services, the date and method of delivery shall be documented in the beneficiary's file.

5. Provider Directory

- A. The Contractor must follow the Department's provider directory policy, which the Department implemented via Mental Health and Substance Use Disorder Services Information Notice 18-020, and other applicable Mental Health and Substance Use Disorder Services Information Notices that may be issued subsequent to the effective date of this contract.
- B. The Contractor shall make provider directories available in electronic and paper form upon request, and ensure that the provider directories include the following information for all network providers, including each licensed, waived, or registered mental health provider employed by the Contractor, each provider organization or individual practitioner contracting with the Contractor, and each licensed, waived, or registered mental health provider employed by a provider organization to deliver Medi-Cal services:
 - 1) Information on the category or categories of services available from each provider. (42 C.F.R. § 438.10(h)(1)(v).)
 - 2) The names, any group affiliations, street addresses, telephone numbers, specialty, and website URLs of current contracted providers by category. (42 C.F.R. § 438.10(h)(1)(i)-(v).)
 - 3) The cultural and linguistic capabilities of network providers, including languages (including ASL) offered by the provider or a skilled medical interpreter at the provider's office. (42 C.F.R. § 438.10(h)(1)(vii).)

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- 4) Whether network providers' offices/facilities have accommodations for people with physical disabilities, including offices, exam room(s) and equipment. (42 C.F.R. § 438.10(h)(1)(viii).)
 - 5) A means to identify which providers are accepting new beneficiaries. (42 C.F.R. § 438.10(h)(1)(vi).)
 - 6) Type of practitioner as appropriate.
 - 7) National Provider Identifier number.
 - 8) California License number and type of license.
 - 9) Whether the provider has completed cultural competence training.
- C. Information included in a paper provider directory shall be updated at least monthly and electronic provider directories shall be updated no later than 30 calendar days after the Contractor receives updated provider information. The Contractor shall ensure processes are in place to allow providers to promptly verify or submit changes to the information required to be in the directory. (42 C.F.R. § 438.10(h)(3).)
- D. Provider directories shall be made available on the Contractor's website in a machine readable file and format as specified by the Secretary. (42 C.F.R. § 438.10(h)(4).)

6. Advance Directives

- A. For purposes of this contract, advance directives means a written instruction, such as a living will or durable power of attorney for health care, recognized under California law, relating to the provision of health care when the individual is incapacitated. (42 C.F.R. § 489.100.)
- B. The Contractor shall maintain written policies and procedures on advance directives, which include a description of applicable California law. (42 C.F.R. §§ and 438.3(j)(1)-(3), 422.128). Any written materials prepared by the Contractor for beneficiaries shall be updated to reflect changes in state laws governing advance directives as soon as possible, but no later than 90 days after the effective date of the change. (42 C.F.R. § 438.3(j)(4).)

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- C. The Contractor shall provide adult beneficiaries with the written information on advance directives. (42 C.F.R. § 438.3(j)(3).)
- D. The Contractor shall not condition the provision of care or otherwise discriminate against an individual based on whether or not the individual has executed an advance directive. (42 C.F.R. §§ 422.128(b)(1)(ii)(F), 438.3(j).)
- E. The Contractor shall educate staff concerning its policies and procedures on advance directives. (42 C.F.R. §§ 422.128(b)(1)(ii)(H), 438.3(j).)

7. Beneficiary Rights

- A. The parties to this contract shall comply with applicable laws and regulations relating to patients' rights, including but not limited to Wel. & Inst. Code 5325, Cal. Code Regs., tit. 9, sections 862 through 868, and 42 C. F. R. § 438.100. The Contractor shall ensure that its subcontractors comply with all applicable patients' rights laws and regulations.
- B. The Contractor shall have written policies regarding the beneficiary rights specified in this section and ensure that its staff, subcontractors, and providers take those rights into account when providing services, including the right to:
 - 1) Receive information in accordance with 42 C.F.R. § 438.10. (42 C.F.R. § 438.100(b)(2)(i).)
 - 2) Be treated with respect and with due consideration for their dignity and privacy. (42 C.F.R. § 438.100(b)(2)(ii).)
 - 3) Receive information on available treatment options and alternatives, presented in a manner appropriate to the beneficiary's condition and ability to understand. (42 C.F.R. § 438.100(b)(2)(iii).)
 - 4) Participate in decisions regarding their health care, including the right to refuse treatment. (42 C.F.R. § 438.100(b)(2)(iv).)
 - 5) Be free from any form of restraint or seclusion used as a means of coercion, discipline, convenience, or retaliation. (42 C.F.R. § 438.100(b)(2)(v).)

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- 6) Request and receive a copy of their medical records, and to request that they be amended or corrected. (42 C.F.R. § 438.100(b)(2)(vi); 45 C.F.R. §§ 164.524, 164.526.)
- 7) Be furnished services in accordance with 42 C.F.R. §§ 438.206 through 438.210. (42 C.F.R. § 438.100(b)(3).)
- 8) Freely exercise their rights without adversely affecting the way the, Contractor, subcontractor, or provider treats the beneficiary. (42 C.F.R. § 438.100(c).)

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1. General Provisions

- A. The Contractor shall have a grievance and appeal system in place for beneficiaries. (42 C.F.R. §§ 438.228(a), 438.402(a); Cal. Code Regs., tit. 9, § 1850.205.) The grievance and appeal system shall be implemented to handle appeals of adverse benefit determinations and grievances, and shall include processes to collect and track information about them. The Contractor's beneficiary problem resolution processes shall include:
- 1) A grievance process;
 - 2) An appeal process; and,
 - 3) An expedited appeal process. (Cal. Code Regs., tit. 9, § 1850.205(b)(1)-(b)(3).)
- B. For the grievance, appeal, and expedited appeal processes, the Contractor shall comply with the following requirements:
- 1) The Contractor shall ensure that each beneficiary has adequate information about the Contractor's problem resolution processes by taking at least the following actions:
 - a) Including information describing the grievance, appeal, and expedited appeal processes in the Contractor's beneficiary booklet and providing the beneficiary handbook to beneficiaries as described in Attachment 11 of this contract. (Cal. Code Regs., tit. 9, § 1850.205(c)(1)(A).)
 - b) Posting notices explaining grievance, appeal, and expedited appeal process procedures in locations at all Contractor provider sites. Notices shall be sufficient to ensure that the information is readily available to both beneficiaries and provider staff. The posted notice shall also explain the availability of State Hearings after the exhaustion of an appeal or expedited appeal process, including information that a State Hearing may be requested whether or not the beneficiary has received a notice of adverse benefit determination. For the purposes of this Section, a Contractor provider site means any office or facility owned or operated

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by the Contractor or a provider contracting with the Contractor at which beneficiaries may obtain specialty mental health services. (Cal. Code Regs., tit. 9, §§ 1850.205(c)(1)(B) and 1850.210.)

- c) Make available forms that may be used to file grievances, appeals, and expedited appeals and self-addressed envelopes that beneficiaries can access at all Contractor provider sites without having to make a verbal or written request to anyone. (Cal. Code Regs., tit. 9, § 1850.205(c)(1)(C).)
 - d) Give beneficiaries any reasonable assistance in completing the forms and other procedural steps related to a grievance or appeal. This includes, but is not limited to, providing interpreter services and toll-free numbers with TTY/TDD and interpreter capability. (42 C.F.R. § 438.406(a); 42 C.F.R. § 438.228(a).)
- 2) The Contractor shall allow beneficiaries to file grievances and request appeals. (42 C.F.R. § 438.402(c)(1).) The Contractor shall have only one level of appeal for beneficiaries. (42 C.F.R. § 438.402(b); 42 C.F.R. § 438.228(a).)
 - 3) A beneficiary may request a State Hearing after receiving notice under 438.408 that the adverse benefit determination is upheld. (42 C.F.R. § 438.402(c)(1); 42 C.F.R. § 438.408(f).)
 - 4) The Contractor shall adhere to the notice and timing requirements in §438.408. If the Contractor fails to adhere to these notice and timing requirements, the beneficiary is deemed to have exhausted the Contractor's appeals process and may initiate a State Hearing. (42 C.F.R. §§ 438.402(c)(1)(i)(A), 438.408(c)(3).)
 - 5) The Contractor shall acknowledge receipt of each grievance, appeal, and request for expedited appeal of adverse benefit determinations to the beneficiary in writing. (42 C.F.R. § 438.406(b)(1); 42 C.F.R. § 438.228(a); Cal. Code Regs., tit. 9, § 1850.205(d)(4).) Grievances received over the telephone or in-person by the Contractor, or a network provider of the Contractor,

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that are resolved to the beneficiary's satisfaction by the close of the next business day following receipt are exempt from the requirement to send a written acknowledgment.

- 6) The Contractor shall allow a provider, or authorized representative, acting on behalf of the beneficiary and with the beneficiary's written consent to request an appeal, file a grievance, or request a State Hearing. (42 C.F.R. § 438.402(c)(1)(i)-(ii); Cal. Code Regs., tit. 9, § 1850.205(c)(2).)
- 7) The Contractor shall allow a beneficiary's authorized representative to use the grievance, appeal, or expedited appeal processes on the beneficiary's behalf. (Cal. Code Regs., tit. 9, § 1850.205(c)(2).)
- 8) At the beneficiary's request, the Contractor shall identify staff or another individual, such as a legal guardian, to be responsible for assisting a beneficiary with these processes, including providing assistance in writing the grievance, appeal, or expedited appeal. If the individual identified by the Contractor is the person providing specialty mental health services to the beneficiary requesting assistance, the Contractor shall identify another individual to assist that beneficiary. (Cal. Code Regs., tit. 9, § 1850.205(c)(4).) Assistance includes, but is not limited to, auxiliary aids and services upon request, such as providing interpreter services and toll-free numbers with TTY/TDD and interpreter capability. (42 C.F.R. § 438.406(a).)
- 9) The Contractor shall not subject a beneficiary to discrimination or any other penalty for filing a grievance, appeal, or expedited appeal. (Cal. Code Regs., tit. 9, § 1850.205(c)(5).)
- 10) The Contractor's procedures for the beneficiary problem resolution processes shall maintain the confidentiality of each beneficiary's information. (Cal. Code Regs., tit. 9, § 1850.205(c)(6).)
- 11) The Contractor shall include a procedure to transmit issues identified as a result of the grievance, appeal or expedited appeal processes to the Contractor's Quality Improvement Committee, the Contractor's administration or another appropriate body within the Contractor's operations. The Contractor shall consider these issues

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in the Contractor's Quality Improvement Program, as required by Cal. Code Regs., tit. 9, §1810.440(a)(5). (Cal. Code Regs., tit. 9, § 1850.205(c)(7).)

- 12) The Contractor shall ensure that decision makers on grievances and appeals of adverse benefit determinations were not involved in any previous level of review or decision-making, and were not subordinates of any individual who was involved in a previous level of review or decision-making. (42 C.F.R. § 438.406(b)(2)(i); 42 C.F.R. § 438.228(a).)
- 13) The Contractor shall ensure that individuals making decisions on the grievances and appeals of adverse benefit determinations, have the appropriate clinical expertise, as determined by the Department , in treating the beneficiary's condition or disease, if the decision involves an appeal based on a denial of medical necessity, a grievance regarding denial of a request for an expedited appeal, or if the grievance or appeal involves clinical issues.(42 C.F.R. § 438.406(b)(2)(ii)(A)-(C); 42 C.F.R. § 438.228(a).)
- 14) The Contractor shall provide the beneficiary a reasonable opportunity, in person and in writing, to present evidence and testimony and make legal and factual arguments. The Contractor must inform the beneficiary of the limited time available for this sufficiently in advance of the resolution timeframe for appeals specified in §438.408(b) and (c) in the case of expedited resolution. (42 C.F.R. § 438.406(b)(4).)
- 15) The Contractor shall ensure that decision makers on grievances and appeals of adverse benefit determinations take into account all comments, documents, records, and other information submitted by the beneficiary or beneficiary's representative, without regard to whether such information was submitted or considered in the initial adverse benefit determination. (42 C.F.R. § 438.406(b)(2)(iii); 42 C.F.R. § 438.228(a).)
- 16) The Contractor shall provide the beneficiary and their representative the beneficiary's case file, including medical records, other documents and records, and any new or additional evidence considered, relied upon, or generated by the Contractor in

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connection with the appeal of the adverse benefit determination.
(42 C.F.R. § 438.406(b)(5).)

- 17) The Contractor shall provide the beneficiary and their representative the beneficiary's case file free of charge and sufficiently in advance of the resolution timeframe for standard and expedited appeal resolutions, (42 C.F.R. § 438.408(b)-(c).) For standard resolution of an appeal and notice to the affected parties, the Contractor must comply with the Department established timeframe of 30 calendar days from the day the Contractor receives the appeal. For expedited resolution of an appeal and notice to affected parties, the Contractor must comply with the Department established timeframe of 72 hours after the Contractor receives the appeal. (42 C.F.R. § 438.406(b)(5).)
- 18) The Contractor shall treat oral inquiries seeking to appeal an adverse benefit determination as appeals (to establish the earliest possible filing date for the appeal) and must confirm these oral inquiries in writing, unless the beneficiary or the provider requests expedited resolution. (42 C.F.R. § 438.406(b)(3).)
- 19) The Contractor's beneficiary problem resolution process shall not replace or conflict with the duties of county patient's rights advocates. (Welf. & Inst. Code § 5520.)

2. Handling of Grievances and Appeals

The Contractor shall adhere to the following record keeping, monitoring, and review requirements:

- A. Maintain a grievance and appeal log and record grievances, appeals, and expedited appeals in the log within one working day of the date of receipt of the grievance, appeal, or expedited appeal. (42 C.F.R. § 438.416(a); Cal. Code Regs., tit. 9, § 1850.205(d)(1).) Each record shall include, but not be limited to: a general description of the reason for the appeal or grievance the date received, the date of each review or review meeting, resolution information for each level of the appeal or grievance, if applicable, and the date of resolution at each level, if applicable, and the name of the covered person whom the appeal or grievance was filed. (42 C.F.R. § 438.416(b)(1)-(6).)

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- B. Record in the grievance and appeal log or another central location determined by the Contractor, the final dispositions of grievances, appeals, and expedited appeals, including the date the decision is sent to the beneficiary. If there has not been final disposition of the grievance, appeal, or expedited appeal, the reason(s) shall be included in the log. (Cal. Code Regs., tit. 9, § 1850.205(d)(2).)
- C. Provide a staff person or other individual with responsibility to provide information requested by the beneficiary or the beneficiary's representative regarding the status of the beneficiary's grievance, appeal, or expedited appeal. (Cal. Code Regs., tit. 9, § 1850.205(d)(3).)
- D. Identify in its grievance, appeal, and expedited appeal documentation, the roles and responsibilities of the Contractor, the provider, and the beneficiary. (Cal. Code Regs., tit. 9, § 1850.205(d)(5).)
- E. Provide notice, in writing, to any provider identified by the beneficiary or involved in the grievance, appeal, or expedited appeal of the final disposition of the beneficiary's grievance, appeal, or expedited appeal. (Cal. Code Regs., tit. 9, § 1850.205(d)(6).)
- F. Maintain records in the grievance and appeal log accurately and in a manner accessible to the Department and available upon request to CMS. (42 C.F.R. § 438.416(c).)

3. Grievance Process

The Contractor's grievance process shall, at a minimum:

- A. Allow beneficiaries to file a grievance either orally, or in writing at any time with the Contractor; (42 C.F.R. § 438.402(c)(2)(i) and (c)(3)(i).)
- B. The Contractor shall provide to the beneficiary written acknowledgement of receipt of the grievance. The acknowledgment letter shall include the date of receipt, as well as the name, telephone number, and address of the Plan representative who the beneficiary may contact about the grievance. The written acknowledgement to the beneficiary must be postmarked within five calendar days of receipt of the grievance. Grievances received over the telephone or in-person by the Contractor, or

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a network provider of the Contractor, that are resolved to the beneficiary's satisfaction by the close of the next business day following receipt are exempt from the requirement to send a written notification of resolution using the Written Notification of Grievance Resolution form.

- C. Resolve each grievance as expeditiously as the beneficiary's health condition requires not to exceed 90 calendar days from the day the Contractor receives the grievance. (42 C.F.R. § 438.408(a)-(b)(1).) The Contractor may extend the timeframe for processing a grievance by up to 14 calendar days if the beneficiary requests an extension, or if the Contractor determines, to the satisfaction of DHCS upon request, that there is a need for additional information and that the delay is in the beneficiary's interest. (42 C.F.R. § 438.408(c)(1)(i)-(ii).) If the Contractor extends the timeframe, the Contractor shall, for any extension not requested by the beneficiary, make reasonable efforts to give the beneficiary prompt oral notice of the delay and give the beneficiary written notice of the extension and the reasons for the extension within 2 calendar days of the decision to extend the timeframe. The Contractor's written notice of extension shall inform the beneficiary of the right to file a grievance if they disagree with the Contractor's decision (42 C.F.R. § 438.408(c)(2)(i)-(ii).) The written notice of the extension is not a Notice of Adverse Benefit Determination. (Cal. Code Regs., tit. 9, § 1810.230.5.)
 - D. The timeframe for resolving grievances related to disputes of a Contractor's decision to extend the timeframe for making an authorization decision shall not exceed 30 calendar days.
 - E. Provide written notification to the beneficiary or the appropriate representative of the resolution of a grievance and documentation of the notification or efforts to notify the beneficiary, if they could not be contacted. (Cal. Code Regs., tit. 9, § 1850.206(c).)
 - F. Notify the beneficiary of the resolution of a grievance in a format and language that meets applicable notification standards. (42 C.F.R. § 438.408(d)(1); 42 C.F.R. § 438.10.)
4. Discrimination Grievances
- A. For Discrimination Grievances:

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- 1) The Contractor shall designate a Discrimination Grievance Coordinator who is responsible for ensuring compliance with federal and state nondiscrimination requirements, and investigating Discrimination Grievances related to any action that would be prohibited by, or out of compliance with, federal or state nondiscrimination law. (Welf. & Inst. Code § 14727(a)(4); 45 C.F.R. § 84.7; 34 C.F.R. § 106.8; 28 C.F.R. § 35.107; see 42 U.S.C. § 18116(a); California’s Medicaid State Plan, Section 7, Attachments 7.2-A and 7.2-B.)
- 2) The Contractor shall adopt procedures to ensure the prompt and equitable resolution of discrimination-related complaints. (Welf. & Inst. Code § 14727(a)(4); 45 C.F.R. § 84.7; 34 C.F.R. § 106.8; 28 C.F.R. § 35.107; see 42 U.S.C. § 18116(a); California’s Medicaid State Plan, Section 7, Attachments 7.2-A and 7.2-B.) The Contractor shall not require a beneficiary to file a Discrimination Grievance with the Contractor before filing the complaint directly with the DHCS Office of Civil Rights and the U.S. Health and Human Services Office for Civil Rights.
- 3) Within ten calendar days of mailing a Discrimination Grievance resolution letter to a beneficiary, the Contractor must submit the following information regarding the complaint to the DHCS Office of Civil Rights (see California Medicaid State Plan, Section 7, Attachments 7.2-A and 7.2-B):
 - a) The original complaint.
 - b) The provider’s or other accused party’s response to the complaint.
 - c) Contact information for the personnel primarily responsible for investigating and responding to the complaint on behalf of the Contractor.
 - d) Contact information for the beneficiary filing the complaint, and for the provider or other accused party that is the subject of the complaint.

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- e) All correspondence with the beneficiary regarding the complaint, including, but not limited to, the Discrimination Grievance acknowledgment letter and resolution letter sent to the beneficiary.
- f) The results of the Contractor's investigation, copies of any corrective action taken, and any other information that is relevant to the allegation(s) of discrimination.

5. Appeals Process

- A. The Contractor's appeal process shall, at a minimum:
 - 1) Allow a beneficiary, or a provider or authorized representative acting on the beneficiary's behalf, to file an appeal orally or in writing. (42 C.F.R. § 438.402(c)(3)(ii).) The beneficiary may file an appeal within 60 calendar days from the date on the adverse benefit determination notice (42 C.F.R. § 438.402(c)(2)(ii).);
 - 2) Require a beneficiary who makes an oral appeal that is not an expedited appeal, to subsequently submit a written, signed appeal. (42 C.F.R. § 438.402(c)(3)(ii).) The Contractor shall ensure that oral inquiries seeking to appeal an adverse benefit determination are treated as appeals, and confirmed in writing unless the beneficiary or the provider requests expedited resolution. The date the Contractor receives the oral appeal shall be considered the filing date for the purpose of applying the appeal timeframes (42 C.F.R. § 438.406(b)(3).);
 - 3) Resolve each appeal and provide notice, as expeditiously as the beneficiary's health condition requires, within 30 calendar days from the day the Contractor receives the appeal. (42 C.F.R. § 438.408(a); 42 C.F.R. § 438.408(b)(2).) The Contractor may extend the timeframe for processing an appeal by up to 14 calendar days, if the beneficiary requests an extension or the Contractor demonstrates, to the satisfaction of DHCS upon request, that there is a need for additional information and that the delay is in the beneficiary's interest. (42 C.F.R. 438.408(c)(1); 42 C.F.R. 438.408(b)(2).) If the Contractor extends the timeframes, the Contractor shall, for any extension not requested by the beneficiary,

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make reasonable efforts to give the beneficiary prompt oral notice of the delay and notify the beneficiary of the extension and the reasons for the extension in writing within 2 calendar days of the decision to extend the timeframe. The Contractor's written notice of extension shall inform the beneficiary of the right to file a grievance if they disagree with the Contractor's decision. The Contractor shall resolve the appeal as expeditiously as the beneficiary's health condition requires and no later than the date the extension expires (42 C.F.R. § 438.408(c)(2)(i)-(iii).) The written notice of the extension is not a Notice of Adverse Benefit Determination. (Cal. Code Regs., tit. 9, §1810.230.5.);

- 4) Allow the beneficiary to have a reasonable opportunity to present evidence and testimony and make arguments of fact or law, in person and in writing (42 C.F.R. § 438.406(b)(4).);
 - 5) Provide the beneficiary and their representative the beneficiary's case file, including medical records, and any other documents and records, and any new or additional evidence considered, relied upon, or generated by the Contractor in connection with the appeal of the adverse benefit determination , provided that there is no disclosure of the protected health information of any individual other than the beneficiary (42 C.F.R. § 438.406(b)(5).); and
 - 6) Provide the beneficiary and their representative the beneficiary's case file free of charge and sufficiently in advance of the resolution timeframe for standard appeal resolutions. For standard resolution of an appeal and notice to the affected parties, the Contractor must comply with the Department established timeframe of 30 calendar days from the day the Contractor receives the appeal. For expedited resolution of an appeal and notice to affected parties, the Contractor must comply with the Department established timeframe of 72 hours after the Contractor receives the appeal. (42 C.F.R. § 438.406(b)(5).)
 - 7) Allow the beneficiary, their representative, or the legal representative of a deceased beneficiary's estate, to be included as parties to the appeal. (42 C.F.R. 438.406(b)(6).)
- B. The Contractor shall notify the beneficiary, and/or their representative, of the resolution of the appeal in writing in a format and language that, at a

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minimum, meets applicable notification standards. (42 C.F.R. 438.408(d)(2)(i); 42 C.F.R. § 438.408(e); 42 C.F.R. 438.10.) The notice shall contain the following:

- 1) The results of the appeal resolution process (42 C.F.R. § 438.408(e)(1).);
- 2) The date that the appeal decision was made (42 C.F.R. § 438.408(e)(1).);
- 3) If the appeal is not resolved wholly in favor of the beneficiary, the notice shall also contain:
 - a) Information regarding the beneficiary's right to a State Hearing and the procedure for requesting a State Hearing, if the beneficiary has not already requested a State Hearing on the issue involved in the appeal; (42 C.F.R. § 438.408(e)(2)(i).) and
 - b) Information on the beneficiary's right to continue to receive benefits while the State Hearing is pending and how to request the continuation of benefits; (42 C.F.R. § 438.408(e)(2)(ii).)
 - c) Inform the beneficiary that they may be liable for the cost of any continued benefits if the Contractor's adverse benefit determination is upheld in the hearing. (42 C.F.R. § 438.408(e)(2)(iii).)

6. Expedited Appeal Process

- A. "Expedited Appeal" is an appeal used when the mental health plan determines (for a request from the beneficiary) or the provider indicates (in making the request on the beneficiary's behalf or supporting the beneficiary's request) that taking the time for a standard resolution could seriously jeopardize the beneficiary's life, physical or mental health, or ability to attain, maintain, or regain maximum function. (42 C.F.R. 438.410.)
- B. The Contractor's expedited appeal process shall, at a minimum:

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- 1) Be used when the Contractor determines or the beneficiary and/or the beneficiary's provider certifies that taking the time for a standard appeal resolution could seriously jeopardize the beneficiary's life, physical or mental health or ability to attain, maintain, or regain maximum function. (42 C.F.R. 438.410(a).)
- 2) Allow the beneficiary to file the request for an expedited appeal orally without requiring the beneficiary to submit a subsequent written, signed appeal. (42 C.F.R. § 438.402(c)(3)(ii).)
- 3) Ensure that punitive action is not taken against a provider who requests an expedited resolution or supports a beneficiary's expedited appeal. (42 C.F.R. § 438.410(b).)
- 4) Inform beneficiaries of the limited time available to present evidence and testimony, in person and in writing, and make legal and factual arguments for an expedited appeal. The Contractor must inform beneficiaries of this sufficiently in advance of the resolution timeframe for the expedited appeal. (42 C.F.R. 438.406(b)(4); 42 C.F.R. 438.408(b)-(c).)
- 5) Resolve an expedited appeal and notify the affected parties in writing, as expeditiously as the beneficiary's health condition requires and no later than 72 hours after the Contractor receives the appeal. (42 C.F.R. § 438.408(b)(3).) The Contractor may extend this timeframe by up to 14 calendar days if the beneficiary requests an extension, or the Contractor demonstrates, to the satisfaction of DHCS upon request, that there is need for additional information and that the delay is in the beneficiary's interest. (42 C.F.R. § 438.408(c)(1)(i)-(ii).) If the Contractor extends the timeline for processing an expedited appeal not at the request of the beneficiary, the Contractor shall make reasonable efforts to give the beneficiary prompt oral notice of the delay, and notify the beneficiary of the extension and the reasons for the extension, in writing, within 2 calendar days of the determination to extend the timeline. The Contractor shall resolve the appeal as expeditiously as the beneficiary's health condition requires and no later than the date the extension expires. (42 C.F.R. § 438.408(c)(2)(i) - (iii); 42 C.F.R. §438.408(b)(3).) The written notice of the extension is not a

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Notice of Adverse Benefit Determination. (Cal. Code Regs., tit. 9, § 1810.230.5.)

- 6) Provide a beneficiary with a written notice of the expedited appeal disposition and make reasonable efforts to provide oral notice to the beneficiary and/or their representative. The written notice shall meet the requirements of Section 1850.207(h) of Title 9 of the California Code of Regulations. (42 C.F.R. § 438.408(d)(2); Cal. Code Regs., tit. 9, § 1850.207(h).)
- 7) If the Contractor denies a request for an expedited appeal resolution, the Contractor shall:
 - a) Transfer the expedited appeal request to the timeframe for standard resolution of no longer than 30 calendar days from the day the Contractor receives the appeal. (42 C.F.R. § 438.410(c)(1).)
 - b) Make reasonable efforts to give the beneficiary and their representative prompt oral notice of the denial of the request for an expedited appeal. Provide written notice of the decision and reason for the decision within two calendar days of the date of the denial, and inform the beneficiary of the right to file a grievance if they disagree with the decision. (42 C.F.R. § 438.410(c)(2); 42 C.F.R. § 438.408(c)(2).) The written notice of the denial of the request for an expedited appeal is not a Notice of Adverse Benefit Determination. (Cal. Code Regs., tit. 9, § 1810.230.5.)

7. Contractor obligations related to State Hearing

“State Hearing” means the hearing provided by the State to beneficiaries pursuant to sections 50951 and 50953 of Title 22 of the California Code of Regulations and section 1810.216.6 of Title 9 of the California Code of Regulations 1810.216.6:

- A. If a beneficiary requests a State Hearing, the Department shall grant the request. (42 C.F.R. § 431.220(a)(5).) The right to a State Hearing, how to obtain a hearing, and representation rules at a hearing must be explained to the beneficiary and provider by the Contractor in its notice of decision or

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Notice of Adverse Benefit Determination. (42 C.F.R. § 431.206(b); 42 C.F.R. § 431.228(b).) Beneficiaries and providers shall also be informed of the following:

- 1) A beneficiary may request a State Hearing only after receiving notice that the Contractor is upholding the adverse benefit determination. (42 C.F.R. § 438.408(f)(1).)
- 2) If the Contractor fails to adhere to notice and timing requirements under § 438.408, the beneficiary is deemed to have exhausted the Contractor's appeals process, and the beneficiary may initiate a State Hearing. (42 C.F.R. 438.408(f)(1)(i); 42 C.F.R. 438.402(c)(1)(i)(A).)
- 3) The provider may request a State Hearing only if the Department permits the provider to act as the beneficiary's authorized representative. (42 C.F.R. § 438.402(c)(1)(ii).)

8. Expedited Hearing

"Expedited Hearing" means a hearing provided by the State, used when the Contractor determines, or the beneficiary or the beneficiary's provider certifies that following the 90 day timeframe for a State Hearing as established in 42 C.F.R. § 431.244(f)(1) would seriously jeopardize the beneficiary's life, health, or ability to attain, maintain, or regain maximum function. (42 C.F.R. § 431.244(f)(1); 42 C.F.R. § 438.410(a); Cal. Code Regs., tit. 9, § 1810.216.4.)

9. Continuation of Services

- A. A beneficiary receiving specialty mental health services shall have a right to file for continuation of specialty mental health services pending the outcome of a State Hearing. (Cal. Code Regs., tit. 22., § 51014.2; Cal. Code Regs., tit. 9, § 1850.215.)
- B. The Contractor shall continue the beneficiary's benefits while an appeal is in process if all of the following occur:
 - 1) The beneficiary files the request for an appeal within 60 calendar days following the date on the adverse benefit determination notice; (42 C.F.R. § 438.420(b)(1).)

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- 2) The appeal involves the termination, suspension, or reduction of a previously authorized service; (42 C.F.R. § 438.420(b)(2).)
 - 3) The beneficiary's services were ordered by an authorized provider; (42 C.F.R. § 438.420(b)(3).)
 - 4) The period covered by the original authorization has not expired; and, (42 C.F.R. § 438.420(b)(4).)
 - 5) The request for continuation of benefits is filed on or before the later of the following: (42 C.F.R. § 438.420 (b)(5).)
 - a. Within 10 calendar days of the Contractor sending the notice of adverse benefit determination; (42 C.F.R. § 438.420(a).) or
 - b. The intended effective date of the adverse benefit determination. (42 C.F.R. § 438.420(a).)
- C. If, at the beneficiary's request, the Contractor continues the beneficiary's benefits while the appeal or State Hearing is pending, the benefits must be continued until the beneficiary withdraws the appeal or request for State Hearing, the beneficiary does not request a State Hearing and continuation of benefits within 10 calendar days from the date the Contractor sends the notice of an adverse appeal resolution, or a State Hearing decision adverse to the beneficiary is issued. (42 C.F.R. § 438.420(c)(1)-(3); 42 C.F.R. § 438.408(d)(2).)
- D. The Contractor may recover the cost of continued services furnished to the beneficiary while the appeal or State Hearing was pending if the final resolution of the appeal or State Hearing upholds the Contractor's adverse benefit determination. (42 C.F.R. § 438.420(d); 42 C.F.R. § 431.230(b).)
- E. The Contractor shall authorize or provide the disputed services promptly, and as expeditiously as the beneficiary's health condition requires, but no later than 72 hours from the date the Contractor receives notice reversing the determination if the services were not furnished while the appeal was pending and if the Contractor or State Hearing officer reverses a decision to deny, limit, or delay services. (42 C.F.R. § 438.424(a).)

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- F. If the decision of an appeal reverses a decision to deny the authorization of services, and the beneficiary received the disputed services while the appeal was pending, the Contractor shall cover the cost of such services. (42 C.F.R. § 438.424(b).)
- G. The Contractor shall notify the requesting provider and give the beneficiary written notice of any decision to deny a service authorization request, or to authorize a service in an amount, duration, or scope that is less than requested. (42 C.F.R. § 438.210(c); 42 C.F.R. § 438.404.)

10. Provision of Notice of Adverse Benefit Determination

- A. The Contractor shall provide a beneficiary with a Notice of Adverse Benefit Determination (NOABD) under the following circumstances:
 - 1) The denial or limited authorization of a requested service, including determinations based on the type or level of service, requirements for medical necessity, appropriateness, setting, or effectiveness of a covered benefit. (42 C.F.R. § 438.400(b)(1).)
 - 2) The reduction, suspension, or termination of a previously authorized service. (42 C.F.R. § 438.400(b)(2).)
 - 3) The denial, in whole or in part, of payment for a service. (42 C.F.R. § 438.400(b)(3).)
 - 4) The failure to provide services in a timely manner, as defined by the Department. (42 C.F.R. § 438.400(b)(4).)
 - 5) The failure of the Contractor to act within the timeframes provided in §438.408(b)(1) and (2) regarding the standard resolution of grievances and appeals. (42 C.F.R. § 438.400(b)(5).)
 - 6) The denial of a beneficiary's request to dispute a financial liability, including cost sharing, copayments, premiums, deductibles, coinsurance, and other beneficiary financial liabilities. (42 C.F.R. § 438.400(b)(7).)

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- B. The Contractor shall give beneficiaries timely and adequate notice of an adverse benefit determination in writing and shall meet the language and format requirements of 42 Code of Federal Regulations part 438.10. (42 C.F.R. § 438.404(a); 42 C.F.R. § 438.10.) The NOABD shall contain the items specified in 42 Code of Federal Regulations part 438.404 (b) and Cal. Code Regs., tit. 9, section 1850.212.
- C. When the denial or modification involves a request from a provider for continued Contractor payment authorization of a specialty mental health service or when the Contractor reduces or terminates a previously approved Contractor payment authorization, notice shall be provided in accordance with Cal. Code Regs., tit. 22, section 51014.1. (Cal. Code Regs., tit. 9, § 1850.210(a)(1).)
- D. A NOABD is not required when a denial is a non-binding verbal description to a provider of the specialty mental health services that may be approved by the Contractor. (Cal. Code Regs., tit. 9, § 1850.210(a)(2).)
- E. Except as provided in subsection F below, a NOABD is not required when the denial or modification is a denial or modification of a request for the Contractor payment authorization for a specialty mental health service that has already been provided to the beneficiary. (Cal. Code Regs., tit. 9, § 1850.210(a)(4).)
- F. A NOABD is required when the Contractor denies or modifies a payment authorization request from a provider for a specialty mental health service that has already been provided to the beneficiary when the denial or modification is a result of post-service, prepayment determination by the Contractor that the service was not medically necessary or otherwise was not a service covered by the Contractor. (Cal. Code Regs., tit. 9, § 1850.210(b).)
- G. The Contractor shall deny the Contractor payment authorization request and provide the beneficiary with a NOABD when the Contractor does not have sufficient information to approve or modify, or deny on the merits, a Contractor payment authorization request from a provider within the timeframes required by Cal. Code Regs., tit. 9, §§ 1820.220 or 1830.215. (Cal. Code Regs., tit. 9, § 1850.210(c).)

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- H. The Contractor shall provide the beneficiary with a NOABD if the Contractor fails to notify the affected parties of a resolution of a grievance within 90 calendar days, of an appeal decision within 30 days, or of an expedited appeal decision within 72 hours. If the timeframe for a grievance, appeal or expedited appeal decision is extended pursuant to sections 1850.206, 1850.207 or 1850.208 of Title 9 of the California Code of Regulations and the Contractor failed to notify the affected parties of its decision within the extension period, the Contractor shall provide the beneficiary with a NOABD. (42 C.F.R. § 438.408.)
- I. The Contractor shall provide a beneficiary with a NOABD when the Contractor or its providers determine that the criteria for access to SMHS in Attachment 2, section 1 have not been met and that the beneficiary is not entitled to any specialty mental health services from the Contractor. The NOABD shall, at the election of the Contractor, be hand-delivered to the beneficiary on the date of the Adverse Benefit Determination or mailed to the beneficiary in accordance with Cal. Code Regs., tit. 9, § 1850.210(f)(1), and shall specify the information contained in Cal. Code Regs., tit. 9, § 1850.212(b). (Cal. Code Regs., tit. 9, § 1850.210(g).)
- J. For the purpose of this Attachment, each reference to a Medi-Cal managed care plan in Cal. Code Regs., tit. 22, § 51014.1, shall mean the Contractor. (Cal. Code Regs., tit. 9, § 1850.210(h).)
- K. For the purposes of this Attachment, “medical service”, as used in Cal. Code Regs., tit. 22, § 51014.1, shall mean specialty mental health services that are subject to prior authorization by a Contractor pursuant to Cal. Code Regs., tit. 9, §§ 1820.100 and 1830.100. (Cal. Code Regs., tit. 9, § 1850.210(i).)
- L. The Contractor shall retain copies of all Notices of Adverse Benefit Determination issued to beneficiaries under this Section in a centralized file accessible to the Department. The Department shall engage in random reviews (Cal. Code Regs., tit. 9, § 1850.210(j).)
- M. The Contractor shall allow the State to engage in reviews of the Contractor’s records pertaining to Notices of Adverse Benefit Determination so the Department may ensure that the Contractor is notifying beneficiaries in a timely manner.

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11. Contents and Timing of NOABD

A. The Contractor shall include the following information in the NOABD:

- 1) The adverse benefit determination the Contractor has made or intends to make; (42 C.F.R. § 438.404(b)(1).)
- 2) The reason for the adverse benefit determination, including the right of the beneficiary to be provided upon request and free of charge, reasonable access to and copies of all documents, records, and other information relevant to the beneficiary's adverse benefit determination. Such information includes criteria to access SMHS, and any processes, strategies, or evidentiary standards used in setting coverage limits; (42 C.F.R. § 438.404(b)(2).)
- 3) Citations to the regulations or Contractor payment authorization procedures supporting the adverse benefit determination; (Cal. Code Regs., tit. 9, § 1850.212(a)(3).)
- 4) The beneficiary's right to file, and procedures for exercising, an appeal or expedited appeal with the Contractor, including information about exhausting the Contractor's one level of appeal and the right to request a State Hearing after receiving notice that the adverse benefit determination is upheld; (42 C.F.R. § 438.404(b)(3)-(b)(4).)
- 5) The circumstances under which an appeal process can be expedited and how to request it; (42 C.F.R. § 438.404(b)(5).)
- 6) The beneficiary's right to have benefits continue pending resolution of the appeal, how to request that benefits be continued, and the circumstances under which the beneficiary may be required to pay the costs of those services. (42 C.F.R. § 438.404(b)(6).)
- 7) Information about the beneficiary's right to request a State Hearing or an expedited State Hearing, including:
 - a) The method by which a hearing may be obtained; (Cal. Code Regs., tit. 9, § 1850.212(a)(5)(A).)

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- b) A statement that the beneficiary may be either self-represented, or represented by an authorized third party such as legal counsel, a relative, friend, or any other person; (Cal. Code Regs., tit. 9, § 1850.212(a)(5)(B).)
 - c) An explanation of the circumstances under which a specialty mental health service will be continued if a State Hearing is requested; (Cal. Code Regs., tit. 9, § 1850.212(a)(5)(C).) and
 - d) The time limits for requesting a State Hearing or an expedited State Hearing. (Cal. Code Regs., tit. 9, § 1850.212(a)(5)(D).)
- B. The Contractor shall mail the NOABD within the following timeframes:
- 1) For termination, suspension, or reduction of previously authorized Medi-Cal covered services, at least 10 days before the date of action. (42 C.F.R. § 438.404(c)(1); 42 C.F.R. § 431.211.) The Contractor shall mail the NOABD in as few as 5 days prior to the date of action if the Contractor has facts indicating that action should be taken because of probable fraud by the beneficiary, and the facts have been verified, if possible, through secondary sources. (42 C.F.R. § 438.404(c)(1); 42 C.F.R. §.431.214.)
 - 2) For denial of payment, at the time of any action affecting the claim. (42 C.F.R. § 438.404(c)(2).)
 - 3) For standard service authorizations that deny or limit services, as expeditiously as the beneficiary's condition requires not to exceed 14 calendar days following the receipt for request for services. (42 C.F.R. § 438.404(c)(3); 42 C.F.R. 438.210(d)(1).)
 - 4) The Contractor may extend the 14 calendar day NOABD determination timeframe for standard service authorization decisions that deny or limit services up to 14 additional calendar days if the beneficiary or the provider requests the extension. (42 C.F.R. § 438.404(c)(4); 42 C.F.R. 438.210(d)(1)(i).)

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- 5) The Contractor may extend the 14 calendar day notice of adverse benefit determination timeframe for standard service authorization decisions that deny or limit services up to 14 additional calendar days if the Contractor justifies a need to the Department, upon request, for additional information and shows how the extension is in the beneficiary's best interest. (42 C.F.R. § 438.404(c)(4); 42 C.F.R. 438.210(d)(1)(ii).)
- 6) If the Contractor extends the 14 calendar day notice of adverse benefit determination timeframe for standard service authorization decisions that deny or limit services, the Contractor shall do the following:
 - a) Give the beneficiary written notice of the reason for the extension and inform the beneficiary of the right to file a grievance if he/she disagrees with the decision ; (42 C.F.R. § 438.404(c)(4)(i); 42 C.F.R. 438.210(d)(1)(ii).) and,
 - b) Issue and carry out its determination as expeditiously as the beneficiary's health condition requires and no later than the date of the extension. (42 C.F.R. § 438.404(c)(4)(ii); 42 C.F.R. 438.210(d)(1)(ii).)
- 7) The Contractor shall give notice on the date that the timeframes expire, when service authorization decisions are not reached within the applicable timeframes for either standard or expedited service authorizations. (42 C.F.R. § 438.404(c)(5).)
- 8) If a provider indicates, or the Contractor determines, that following the standard service authorization timeframe could seriously jeopardize the beneficiary's life or health or their ability to attain, maintain, or regain maximum function, the Contractor must make an expedited service authorization decision and provide notice as expeditiously as the beneficiary's health condition requires and no later than 72 hours after receipt of the request for service. (42 C.F.R. § 438.404(c)(6); 42 C.F.R. 438.210(d)(2)(i).)
- 9) The Contractor may extend the 72 hour expedited service authorization decision time period by up to 14 calendar days if the beneficiary requests an extension, or if the Contractor justifies to

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the Department, upon request, a need for additional information and how the extension is in the beneficiary's interest. (42 C.F.R. § 438.404(c)(6); 42 C.F.R. § 210(d)(2)(ii).)

- 10) The Contractor shall deposit the NOABD with the United States Postal Service in time for pick-up on the date that the applicable timeframe expires. (Cal. Code Regs., tit. 9, § 1850.210(f).)
- C. The Adverse Benefit Determination shall be effective on the date of the NOABD and the Contractor shall mail the NOABD by the date of adverse benefit determination when any of the following occur:
- 1) The death of a beneficiary; (42 C.F.R. § 431.213(a).)
 - 2) Receipt of a signed written beneficiary statement requesting service termination or giving information requiring termination or reduction of services, provided the beneficiary understands that this will be the result of supplying that information; (42 C.F.R. § 431.213(b)(1)-(b)(2).)
 - 3) The beneficiary's admission to an institution where they are ineligible for further services; (42 C.F.R. § 431.213(c).)
 - 4) The beneficiary's whereabouts are unknown and mail directed to them has no forwarding address; (42 C.F.R. § 431.213(d).)
 - 5) Notice that the beneficiary has been accepted for Medicaid services by another local jurisdiction; (42 C.F.R. § 431.213(e).)
 - 6) A change in the beneficiary's physician's prescription for the level of medical care; (42 C.F.R. § 431.213(f).) or
 - 7) The notice involves an adverse determination with regard to preadmission screening requirements of section 1919(e)(7) of the Act. (42 C.F.R. § 431.213(g).)
 - 8) The transfer or discharge from a facility will occur in an expedited fashion. (42 C.F.R. § 431.213(h).)

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- 9) Endangerment of the safety or health of individuals in the facility; improvement in the resident's health sufficient to allow a more immediate transfer or discharge; urgent medical needs that require a resident's immediate transfer or discharge; or notice that a resident has not resided in the nursing facility for 30 days (but only in Adverse Benefit Determinations based on nursing facility transfers).

12. Annual Grievance and Appeal Report

The Contractor is required to submit to the Department a report that summarizes beneficiary grievances, appeals and expedited appeals filed from July 1 of the previous year through June 30 of that year by October 1 of each year. The report shall include the total number of grievances, appeals and expedited appeals by type, by subject areas established by the Department, and by disposition. (Cal. Code Regs., tit. 9, § 1810.375(a).)

**Exhibit A – Attachment 13
PROGRAM INTEGRITY**

1. General Requirements

As a condition for receiving payment under a Medi-Cal managed care program, the Contractor shall comply with the provisions of 42 C.F.R. §§ 438.604, 438.606 and 438.608, and 438.610. (42 C.F.R. § 438.600(b).)

2. Excluded Providers

- A. The Contractor shall screen and periodically revalidate all network providers in accordance with the requirements of 42 Code of Federal Regulations, part 455, subparts B and E. (42 C.F.R. §438.602(b).)
- B. Consistent with the requirements of 42 Code of Federal Regulations, part 455.436, the Contractor must confirm the identity and determine the exclusion status of all providers (employees and network providers) and any subcontractor, as well as any person with an ownership or control interest, or who is an agent or managing employee of the of the Mental Health Plan through routine checks of Federal and State databases. This includes the Social Security Administration's Death Master File, the National Plan and Provider Enumeration System (NPPES), the Office of Inspector General's List of Excluded Individuals/Entities (LEIE), the System for Award Management (SAM), as well as the Department's Medi Cal Suspended and Ineligible Provider List (S & I List). (42 C.F.R. §438.602(d).)
- C. If the Contractor find a party that is excluded, it must promptly notify the Department (42 C.F.R. §438.608(a)(2),(4)) and the Department will take action consistent with 42 C.F.R. §438.610((d). The Contractor shall not certify or pay any excluded provider with Medi-Cal funds, and any such inappropriate payments or overpayments may be subject to recovery and/or be the basis for other sanctions by the appropriate authority.

3. Compliance Program

- A. Pursuant to 42 C.F.R. § 455.1(a)(1), the Contractor must report fraud and abuse information to the Department.
- B. The Contractor, or any subcontractor, to the extent that the subcontractor is delegated responsibility by the Contractor for coverage of services and payment of claims under this Contract, shall implement and maintain a

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compliance program designed to detect and prevent fraud, waste and abuse that must include:

- 1) Written policies, procedures, and standards of conduct that articulate the organization's commitment to comply with all applicable requirements and standards under the contract, and all applicable Federal and state requirements.
- 2) A Compliance Officer (CO) who is responsible for developing and implementing policies, procedures, and practices designed to ensure compliance with the requirements of the contract and who reports directly to the CEO and the Board of Directors (BoD).
- 3) A Regulatory Compliance Committee (RCC) on the BoD and at the senior management level charged with overseeing the organization's compliance program and its compliance with the requirements under the contract.
- 4) A system for training and education for the CO, the organization's senior management, and the organization's employees for the federal and state standards and requirements under the contract.
- 5) Effective lines of communication between the CO and the organization's employees.
- 6) Enforcement of standards through well-publicized disciplinary guidelines.
- 7) The establishment and implementation of procedures and a system with dedicated staff for routine internal monitoring and auditing of compliance risks, prompt response to compliance issues as they are raised, investigation of potential compliance problems as identified in the course of self-evaluation and audits, correction of such problems promptly and thoroughly (or coordination of suspected criminal acts with law enforcement agencies) to reduce the potential for recurrence, and ongoing compliance with the requirements under the contract. (42 C.F.R. §438.608(a), (a)(1).)

4. Fraud Reporting Requirements

**Exhibit A – Attachment 13
PROGRAM INTEGRITY**

- A. The Contractor, or any subcontractor, to the extent that the subcontractor is delegated responsibility by the Contractor for coverage of services and payment of claims under this Contract, shall implement and maintain arrangements or procedures designed to detect and prevent fraud, waste and abuse that include prompt reporting to the Department about the following:
- 1) Any potential fraud, waste, or abuse. (42 C.F.R. §438.608(a), (a)(7).)
 - 2) All overpayments identified or recovered, specifying the overpayments due to potential fraud. (42 C.F.R. §438.608(a), (a)(2).)
 - 3) Information about changes in a beneficiary's circumstances that may affect the beneficiary's eligibility including changes in the beneficiary's residence or the death of the beneficiary. (42 C.F.R. §438.608(a), (a)(3).)
 - 4) Information about a change in a network provider's circumstances that may affect the network provider's eligibility to participate in the managed care program, including the termination of the provider agreement with the Contractor. (42 C.F.R. §438.608(a), (a)(4).)
- B. If the Contractor identifies an issue or receives notification of a complaint concerning an incident of potential fraud, waste or abuse, in addition to notifying the Department, the Contractor shall conduct an internal investigation to determine the validity of the issue/complaint, and develop and implement corrective action, if needed.
- C. The Contractor shall implement and maintain written policies for all employees of the Mental Health Plan, and of any contractor or agent, that provide detailed information about the False Claims Act and other Federal and state laws, including information about rights of employees to be protected as whistleblowers. (42 C.F.R. §438.608(a), (a)(6).)
- D. The Contractor shall implement and maintain arrangements or procedures that include provision for the Contractor's suspension of payments to a network provider for which there is a credible allegation of fraud. (42 C.F.R. §438.608(a), (a)(8).)

**Exhibit A – Attachment 13
PROGRAM INTEGRITY**

5. Service Verification

Pursuant to 42 C.F.R. § 438.608(a)(5), the Contractor, and/or any subcontractor, to the extent that the subcontractor is delegated responsibility by the Contractor for coverage of services and payment of claims under this Contract, shall implement and maintain arrangements or procedures designed to detect and prevent fraud, waste and abuse that include provisions to verify, by sampling or other methods, whether services that have been represented to have been delivered by network providers were received by beneficiaries and the application of such verification processes on a regular basis. (42 C.F.R. §438.608(a), (a)(5).)

6. Disclosures

A. Disclosure of 5% or More Ownership Interest:

- 1) Pursuant to 42 C.F.R. § 455.104, Medicaid managed care entities must disclose certain information related to persons who have an ownership or control interest in the managed care entity, as defined in 42 C.F.R. § 455.101. The parties hereby acknowledge that because the Contractor is a political subdivision of the State of California, there are no persons who meet such definition and therefore there is no information to disclose.
 - a) In the event that, in the future, any person obtains an interest of 5% or more of any mortgage, deed of trust, note or other obligation secured by Contractor, and that interest equals at least 5% of Contractor's property or assets, then the Contractor will make the disclosures set forth in i and subsection 2(a).
 - i. The Contractor will disclose the name, address, date of birth, and Social Security Number of any managing employee, as that term is defined in 42 C.F.R. § 455.101. For purposes of this disclosure, Contractor may use the business address for any member of its Board of Supervisors.

**Exhibit A – Attachment 13
PROGRAM INTEGRITY**

- ii. The Contractor shall provide any such disclosure upon execution of this contract, upon its extension or renewal, and within 35 days after any change in Contractor ownership or upon request of the Department.
- 2) The Contractor shall ensure that its subcontractors and network providers submit the disclosures below to the Contractor regarding the network providers' (disclosing entities') ownership and control. The Contractor's network providers must be required to submit updated disclosures to the Contractor upon submitting the provider application, before entering into or renewing the network providers' contracts, within 35 days after any change in the subcontractor/network provider's ownership, annually and upon request during the re-validation of enrollment process under 42 Code of Federal Regulations part 455.104.
- a) Disclosures to be Provided:
 - i. The name and address of any person (individual or corporation) with an ownership or control interest in the network provider. The address for corporate entities shall include, as applicable, a primary business address, every business location, and a P.O. Box address;
 - ii. Date of birth and Social Security Number (in the case of an individual);
 - iii. Other tax identification number (in the case of a corporation with an ownership or control interest in the managed care entity or in any subcontractor in which the managed care entity has a 5 percent or more interest);
 - iv. Whether the person (individual or corporation) with an ownership or control interest in the Contractor's network provider is related to another person with ownership or control interest in the same or any other network provider of the Contractor as a spouse, parent, child, or sibling; or whether the person (individual or corporation) with an ownership or control interest in any subcontractor in which the

**Exhibit A – Attachment 13
PROGRAM INTEGRITY**

managed care entity has a 5 percent or more interest is related to another person with ownership or control interest in the managed care entity as a spouse, parent, child, or sibling;

- v. The name of any other disclosing entity in which the Contractor or subcontracting network provider has an ownership or control interest; and
- vi. The name, address, date of birth, and Social Security Number of any managing employee of the managed care entity.

- 3) For each provider in Contractor's provider network, the Contractor shall provide the Department with all disclosures before entering into a network provider contract with the provider and annually thereafter and upon request from the Department during the re-validation of enrollment process under 42 Code of Federal Regulations part 455.104.

B. Disclosures Related to Business Transactions – the Contractor must submit disclosures and updated disclosures to the Department or HHS including information regarding certain business transactions within 35 days, upon request.

- 1) The following information must be disclosed:
 - a) The ownership of any subcontractor with whom the Contractor has had business transactions totaling more than \$25,000 during the 12-month period ending on the date of the request; and
 - b) Any significant business transactions between the Contractor and any wholly owned supplier, or between the Contractor and any subcontractor, during the 5-year period ending on the date of the request.
 - c) The Contractor must obligate Network Providers to submit the same disclosures regarding network providers as noted under subsection 1(a) and (b) within 35 days upon request.

C. Disclosures Related to Persons Convicted of Crimes

**Exhibit A – Attachment 13
PROGRAM INTEGRITY**

- 1) The Contractor shall submit the following disclosures to the Department regarding the Contractor's management:
 - a) The identity of any person who is a managing employee of the Contractor who has been convicted of a crime related to federal health care programs. (42 C.F.R. § 455.106(a)(1), (2).)
 - b) The identity of any person who is an agent of the Contractor who has been convicted of a crime related to federal health care programs. (42 C.F.R. § 455.106(a)(1), (2).) For this purpose, the word "agent" has the meaning described in 42 Code of Federal Regulations part 455.101.
- 2) The Contractor shall supply the disclosures before entering into the contract and at any time upon the Department's request.
- 3) Network providers should submit the same disclosures to the Contractor regarding the network providers' owners, persons with controlling interest, agents, and managing employees' criminal convictions. Network providers shall supply the disclosures before entering into the contract and at any time upon the Department's request.

Exhibit A – Attachment 14
REPORTING REQUIREMENTS

1. Data Submission/ Certification Requirements

A. The Contractor shall submit any data, documentation, or information relating to the performance of the entity's obligations as required by the State or the United States Secretary of Health and Human Services. (42 C.F.R. § 438.604(b).) The individual who submits this data to the state shall concurrently provide a certification, which attests, based on best information, knowledge and belief that the data, documentation and information is accurate, complete and truthful. (42 C.F.R. § 438.606(b) and (c).)The data, documentation, or information submitted to the state by the Contractor shall be certified by one of the following:

- 1) The Contractor's Chief Executive Officer (CEO).
- 2) The Contractor's Chief Financial Officer (CFO).
- 3) An individual who reports directly to the CEO or CFO with delegated authority to sign for the CEO or CFO so that the CEO or CFO is ultimately responsible for the certification. (42 C.F. R. § 438.606(a).)

2. Encounter Data

The Contractor shall submit encounter data to the Department at a frequency and level specified by the Department and CMS. (42 C.F.R. § 438.242(c)(2).) The Contractor shall ensure collection and maintenance of sufficient beneficiary encounter data to identify the provider who delivers service(s) to the beneficiary. (42 C.F.R. § 438.242(c)(1).) The Contractor shall submit all beneficiary encounter data that the Department is required to report to CMS under § 438.818. (42 C.F.R. § 438.242(c)(3).) The Contractor shall submit encounter data to the state in standardized Accredited Standards Committee (ASC) X12N 837 and National Council for Prescription Drug Programs (NCPDP) formats, and the ASC X12N 835 format as appropriate. (42 C.F.R. § 438.242(c)(4).)

3. Insolvency

A. The Contractor shall submit data to demonstrate it has made adequate provision against the risk of insolvency to ensure that beneficiaries will not be liable for the Contractor's debt if the Contractor becomes insolvent. (42 C.F.R. § 438.604(a)(4); 42 C.F.R. § 438.116.)

**Exhibit A – Attachment 14
REPORTING REQUIREMENTS**

B. The Contractor shall meet the State's solvency standards for private health maintenance organizations or be licensed by the State as a risk-bearing entity, unless one of the following exceptions apply (42 C.F.R. § 438.116 (b).):

- 1) The Contractor does not provide both inpatient hospital services and physician services.
- 2) The Contractor is a public entity.
- 3) The Contractor is (or is controlled by) one of more federally qualified health centers and meets the solvency standards established by the State for those centers.
- 4) The Contractor has its solvency guaranteed by the State.

4. Network Adequacy

The Contractor shall submit, in a manner and format determined by the Department, documentation to demonstrate compliance with the Department's requirements for availability and accessibility of services, including the adequacy of the provider network. (42 C.F.R. § 438.604(a)(5).)

5. Information on Ownership and Control

The Contractor shall submit for state review information on its and its subcontractors' ownership and control described in 42 C.F.R. §455.104 and Attachment 13 of this Contract. (42 C.F.R § 438.604(a)(6).)

6. Annual Report of Overpayment Recoveries

The Contractor shall submit an annual report of overpayment recoveries in a manner and format determined by the Department. (42 C.F.R § 438.604(a)(7).)

7. Performance Data

A. In an effort to improve the performance of the State's managed care program, in accordance with 42 Code of Federal Regulations part 438.66(c), the Contractor will submit the following to the Department (42 C.F.R. §438.604(b).):

- 1) Enrollment and disenrollment data;

**Exhibit A – Attachment 14
REPORTING REQUIREMENTS**

- 2) Member grievance and appeal logs;
- 3) Provider complaint and appeal logs;
- 4) The results of any beneficiary satisfaction survey;
- 5) The results of any provider satisfaction survey;
- 6) Performance on required quality measures;
- 7) Medical management committee reports and minutes;
- 8) The Contractor's annual quality improvement plan;
- 9) Audited financial and encounter data; and
- 10) Customer service performance data.

B. The Contractor shall cooperate with DHCS to provide and report quality measures per the 1915(b) Special Terms and Conditions and the Comprehensive Quality Strategy.

8. Parity in Mental Health and Substance Use Disorder Services

The Contractor shall submit to the Department, upon request, any policies and procedures or other documentation necessary for the State to establish and demonstrate compliance with Title 42 of the Code of Federal Regulations, part 438, subpart K, regarding parity in mental health and substance use disorder benefits.

**Exhibit A – Attachment 15
PEER SUPPORT SERVICES**

MEDI-CAL PEER SUPPORT SERVICES

1. The Contractor has taken the option to implement Medi-Cal Peer Support Services.
2. The Contractor shall provide, or arrange, and pay for Peer Support Services to Medi-Cal beneficiaries. Contractor's provision of Peer Support Services shall conform to the requirements of Supplement 3 to Attachment 3.1-A and Supplement 3 to Attachment 3.1-B of the California State Plan. Contractor's provision of Peer Support Services and implementation of a Medi-Cal Peer Support Specialist Certification Program shall further conform to the applicable requirements of Behavioral Health Information Notice (BHIN) 21-041 and to the requirements in any subsequent BHINs issued by the Department pursuant to Welfare & Institutions Code section § 14045.21.
3. Voluntary Participation and Funding

The Contractor shall fund the nonfederal share of any applicable expenditures, since the Contractor has opted to implement Peer Support Services and participate in the Peer Support Specialist Certification Program set forth in Article 1.4 of Chapter 7, Part 3, of Division 9 of the Welfare and Institutions Code. The Contractor's local share utilized to fund Peer Support Services and the Contractor's participation in the Peer Support Specialist Certification Program shall not be considered an increase in costs mandated by the 2011 realignment legislation.
4. Provision of Peer Support Services

Peer Support Services may be provided face-to-face, by telephone or by telehealth with the beneficiary or significant support person(s) and may be provided anywhere in the community.
5. Peer Support Specialists

Contractor shall ensure that Peer Support Services are provided by certified Peer Support Specialists as established in BHIN 21-041.
6. Behavioral Health Professional and Peer Support Specialist Supervisors

The Contractor shall ensure that Peer Support Specialists provide services under the direction of a Behavioral Health Professional.

**Exhibit A – Attachment 15
PEER SUPPORT SERVICES**

A Behavioral Health Professional must be licensed, waived, or registered in accordance with applicable State of California licensure requirements and listed in the California Medicaid State Plan as a qualified provider of SMHS, DMC-ODS, or DMC.

Peer Support Specialists may also be supervised by Peer Support Specialist Supervisors, as established in BHIN 21-041.

7. Practice Guidelines

Counties shall require Peer Support Specialists to adhere to the practice guidelines developed by the Substance Abuse and Mental Health Services Administration, *What are Peer Recovery Support Services* (Center for Substance Abuse Treatment, *What are Peer Recovery Support Services?* HHS Publication No.(SMA) 09-4454. Rockville, MD: Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services), which may be accessed electronically through the following Internet World Wide Web connection: www.samhsa.gov/resource/ebp/what-are-peer-recovery-support-services.

8. Contractor shall oversee and enforce the certification standards and requirements set forth in Article 1.4 of Chapter 7, Part 3, of Division 9 of the Welfare and Institutions Code and departmental guidance, including BHIN 21-041. Contractor shall ensure that the Medi-Cal Peer Support Specialist Certification Program:

- a. Submits to the department a peer support specialist program plan in accordance with Enclosure 2 of BHIN 21-041 describing how the peer support specialist program will meet all of the federal and state requirements for the certification and oversight of peer support specialists.
- b. Participates in periodic reviews conducted by the department to ensure adherence to all federal and state requirements.
- c. Submits annual peer support specialist program reports to the department in accordance with Enclosure 5 of BHIN 21-041. Reports shall cover the fiscal year and shall be submitted by the following December 31st.

Exhibit B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. Payment Provisions

This program may be funded using one or more of the following funding sources: funds distributed to the counties from the Mental Health Subaccount, the Mental Health Equity Subaccount, and the Vehicle License Collection Account of the Local Revenue Fund, funds from the Mental Health Account and the Behavioral Health Subaccount of the Local Revenue Fund 2011, funds from the Mental Health Services Fund, and any other funds from which the Controller makes distributions to the counties in compliance with applicable statute and regulations including Welf. & Inst. Code §§ 5891, 5892 and 14705(a)(2). These funding sources may be used by the Contractor to pay for services and then certify as public expenditures in order to be reimbursed federal funds.

2. Budget Contingency Clause

This provision is a supplement to provision number nine (Federal Contract Funds) in Exhibit D(F) which is attached hereto as part of this Contract.

A. Federal Budget

If federal funding for FFP reimbursement in relation to this contract is eliminated or substantially reduced by Congress, the Department and the Contractor each shall have the option either to cancel this contract or to propose a contract amendment to address changes to the program required as a result of the elimination or reduction of federal funding.

B. Delayed Federal Funding

The Contractor and the Department agree to consult with each other on interim measures for program operation that may be required to maintain adequate services to beneficiaries in the event that there is likely to be a delay in the availability of federal funding.

3. Federal Financial Participation

Nothing in this contract shall limit the Contractor's ability to submit claims for appropriate FFP reimbursement based on actual, total fund expenditures for any covered services or quality assurance, utilization review, Medi-Cal Administrative Activities and/or administrative costs. In accordance the Welf. & Inst. Code § 14705(c), the Contractor shall ensure compliance with all requirements necessary for Medi-Cal reimbursement for these services and activities. Claims

Exhibit B
BUDGET DETAIL AND PAYMENT PROVISIONS

for FFP reimbursement shall be submitted by the Contractor to the Department for adjudication throughout the fiscal year. Pursuant to the Welf. & Inst. Code § 14705(d), the Contractor shall certify to the state that it has incurred public expenditures prior to requesting the reimbursement of federal funds.

4. Audits and Recovery of Overpayments

- A. Pursuant to Welf. & Inst. Code § 14707, in the case of federal audit exceptions, the Department will follow federal audit appeal processes unless the Department, in consultation with the County Behavioral Health Director's Association of California, determines that those appeals are not cost beneficial.
- 1) Whenever there is a final federal audit exception against the State resulting from a claim for federal funds for an expenditure by individual counties that is not federally allowable, the department may offset federal reimbursement and request the Controller's office to offset the distribution of funds to the Contractor from the Mental Health Subaccount, the Mental Health Equity Subaccount and the Vehicle License Collection Account of the Local Revenue Fund; funds from the Mental Health Account and the Behavioral Health Subaccount of the Local Revenue Fund 2011; and any other mental health realignment funds from which the Controller makes distributions to the counties by the amount of the exception. The Department shall provide evidence to the Controller that the county had been notified of the amount of the audit exception no less than 30 days before the offset is to occur.
 - 2) The Department will involve the Contractor in developing responses to any draft federal audit reports that directly impact the county.
- B. Pursuant to Welf. & Inst. Code § 14718(b)(2), the Department may offset the amount of any federal disallowance, audit exception, or overpayment against subsequent claims from the Contractor.
- 1) The Department may offset the amount of any state disallowance, audit exception, or overpayment for fiscal years through and including 2010-11 against subsequent claims from the Contractor.

Exhibit B
BUDGET DETAIL AND PAYMENT PROVISIONS

- 2) Offsets may be done at any time, after the department has invoiced or otherwise notified the Contractor about the audit exception, disallowance, or overpayment. The Department shall determine the amount that may be withheld from each payment to the mental health plan.
 - 3) The maximum withheld amount shall be 25 percent of each payment as long as the Department is able to comply with the federal requirements for repayment of FFP pursuant 42 United States Code (U.S.C.) §1396b(d)(2)). The Department may increase the maximum amount when necessary for compliance with federal laws and regulations.
- C. Pursuant to the Welf. & Inst. Code § 14170, cost reports submitted to the Department are subject to audit in the manner and form prescribed by the Department. The year-end cost report shall include both Contractor's costs and the costs of its subcontractors, if any. Contractor and its subcontractors shall be subject to audits and/or reviews, including client record reviews, by the Department. In accordance with the Welf. & Inst. Code § 14170, any audit of Contractor's cost report shall occur within three years of the date of receipt by the Department of the final cost report with signed certification by the Contractor's Mental Health Director and one of the following: (1) the Contractor's Chief Financial Officer (or equivalent), (2) an individual who has delegated authority to sign for, and reports directly to the Contractor's Chief Financial Officer, or (3) the county auditor controller, or equivalent. Both signatures are required before the cost report shall be considered final. For purposes of this section, the cost report shall be considered audited once the Department has informed the Contractor of its intent to disallow costs on the cost report, or once the Department has informed the Contractor of its intent to close the audit without disallowances.
- D. If the adjustments result in the Department owing FFP to the Contractor, the Department shall submit a claim to the federal government for the related FFP within 30 days contingent upon sufficient budget authority.

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BUDGET DETAIL AND PAYMENT PROVISIONS

5. Claims Adjudication Process

- A. In accordance with the Welf. & Inst. Code §14705(c), claims for federal funds in reimbursement for services shall comply with eligibility and service requirements under applicable federal and state law.
- B. The Contractor shall certify each claim submitted to the Department in accordance with Cal. Code Regs., tit. 9, § 1840.112 and 42 C.F.R. § 433.51, at the time the claims are submitted to the Department. The Contractor's Chief Financial Officer or their equivalent, or an individual with authority delegated by the county auditor-controller, shall sign the certification, declaring, under penalty of perjury, that the Contractor has incurred an expenditure to cover the services included in the claims to satisfy the requirements for FFP. The Contractor's Mental Health Director or an individual with authority delegated by the Mental Health Director shall sign the certification, declaring, under penalty of perjury that, to the best of their knowledge and belief, the claim is in all respects true, correct, and in accordance with the law and meets the requirements of Cal. Code Regs., tit. 9, § 1840.112(b). The Contractor shall have mechanisms that support the Mental Health Director's certification, including the certification that the services for which claims were submitted were actually provided to the beneficiary. If the Department requires additional information from the Contractor that will be used to establish Department payments to the Contractor, the Contractor shall certify that the additional information provided is in accordance with 42 C.F.R. § 438.604.
- C. Claims not meeting federal and/or state requirements shall be returned to Contractor as not approved for payment, along with a reason for denial. Claims meeting all Health Insurance Portability and Accountability Act (HIPAA) transaction requirements and any other applicable federal or state privacy laws or regulations and certified by the Contractor in accordance with Cal. Code Regs., tit. 9, §1840.112, shall be processed for adjudication.
- D. Good cause justification for late claim submission is governed by applicable federal and state laws and regulations and is subject to approval by the Department.
- E. In the event that the Department or the Contractor determines that changes requiring a change in the Contractor's or Department's obligation

Exhibit B
BUDGET DETAIL AND PAYMENT PROVISIONS

must be made relating to either the Department's or the Contractor's claims submission and adjudication systems due to federal or state law changes or business requirements, both the Department and the Contractor agree to provide notice to the other party as soon as practicable prior to implementation. This notice shall include information and comments regarding the anticipated requirements and impacts of the projected changes. The Department and the Contractor agree to meet and discuss the design, development, and costs of the anticipated changes prior to implementation.

- F. The Contractor shall comply with Cal. Code Regs., tit. 9, § 1840.304, when submitting claims for FFP for services billed by individual or group providers. The Contractor shall submit service codes from the Health Care Procedure Coding System (HCPCS) published in the most current Mental Health Medi-Cal billing manual.

6. Payment Data Certification

The Contractor shall certify the data it provides to the Department to be used in determining payment of FFP to the Contractor, in accordance with 42 C.F.R. §§ 438.604 and 438.606.

7. System Changes

In the event changes in federal or state law or regulations, including court decisions and interpretations, necessitate a change in either the fiscal or program obligations or operations of the Contractor or the Department, or a change in obligation for the cost of providing covered services the Department and the Contractor agree to negotiate, pursuant to the Welf. & Inst. Code § 14714(c) regarding (a) changes required to remain in compliance with the new law or changes in existing obligations, (b) projected programmatic and fiscal impacts, (c) necessary contract amendments. To the extent that contract amendments are necessary, the parties agree to act to ensure appropriate amendments are made to accommodate any changes required by law or regulation.

8. Administrative Reimbursement

- A. The Contractor may submit claims for reimbursement of Medical Administrative Activities (MAA) pursuant to Welf. & Inst. Code § 14132.47. The Contractor shall not submit claims for MAA unless it has submitted a

Exhibit B
BUDGET DETAIL AND PAYMENT PROVISIONS

claiming plan to the Department which was approved by the Department and is effective during the quarter in which the costs being claimed were incurred. In addition, the Contractor shall not submit claims for reimbursements of MAA that are not consistent with the Contractor's approved MAA claiming plan. The Contractor shall not use the relative value methodology to report its MAA costs on the year-end cost report. Rather, the Contractor shall calculate and report MAA units on the cost report by multiplying the amount of time (minutes, hours, etc.) spent on MAA activities by the salary plus benefits of the staff performing the activity and then allocating indirect administrative and other appropriately allocated costs.

- B. Pursuant to the Welf. & Inst. Code § 14711(c), administrative costs shall be claimed separately in a manner consistent with federal Medicaid requirements and the approved Medicaid state plans and waivers and shall be limited to 15 percent of the total actual cost of direct client services. The cost of performing quality assurance and utilization review activities shall be reimbursed separately and shall not be included in administrative costs.

9. Notification of Request for Contract Amendment

In addition to the provisions in Exhibit E, Additional Provisions, both parties agree to notify the other party whenever an amendment to this contract is to be requested so that informal discussion and consultation can occur prior to a formal amendment process.

Special Terms and Conditions

(For federally funded service contracts or agreements and grant agreements)

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition.

The terms "contract", "Contractor" and "Subcontractor" shall also mean, "agreement", "grant", "grant agreement", "Grantee" and "Subgrantee" respectively.

The terms "California Department of Health Care Services", "California Department of Health Services", "Department of Health Care Services", "Department of Health Services", "CDHCS", "DHCS", "CDHS", and "DHS" shall all have the same meaning and refer to the California State agency that is a party to this Agreement.

This exhibit contains provisions that require strict adherence to various contracting laws and policies. Some provisions herein are conditional and only apply if specified conditions exist (i.e., agreement total exceeds a certain amount; agreement is federally funded, etc.). The provisions herein apply to this Agreement unless the provisions are removed by reference on the face of this Agreement, the provisions are superseded by an alternate provision appearing elsewhere in this Agreement, or the applicable conditions do not exist.

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1. Federal Equal Opportunity Requirements

(Applicable to all federally funded agreements entered into by the Department of Health Care Services)

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Contractor will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or DHCS, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Contractor will, in all solicitations or advancements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Contractor's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Contractor will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.

- e. The Contractor will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Contractor's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Contractor will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or DHCS may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Contractor becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by DHCS, the Contractor may request in writing to DHCS, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

2. Travel and Per Diem Reimbursement

(Applicable if travel and/or per diem expenses are reimbursed with agreement funds.)

Reimbursement for travel and per diem expenses from DHCS under this Agreement shall, unless otherwise specified in this Agreement, be at the rates currently in effect,

as established by the California Department of Human Resources (CalHR), for nonrepresented state employees as stipulated in DHCS' Travel Reimbursement Information Exhibit. If the CalHR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. Exceptions to CalHR rates may be approved by DHCS upon the submission of a statement by the Contractor indicating that such rates are not available to the Contractor. No travel outside the State of California shall be reimbursed without prior authorization from DHCS. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

3. Procurement Rules

(Applicable to agreements in which equipment/property, commodities and/or supplies are furnished by DHCS or expenses for said items are reimbursed by DHCS with state or federal funds provided under the Agreement.)

a. Equipment/Property definitions

Wherever the term equipment and/or property is used, the following definitions shall apply:

- (1) **Major equipment/property:** A tangible or intangible item having a base unit cost of **\$5,000 or more** with a life expectancy of one (1) year or more and is either furnished by DHCS or the cost is reimbursed through this Agreement. Software and videos are examples of intangible items that meet this definition.
- (2) **Minor equipment/property:** A tangible item having a base unit cost of less than \$5,000 with a life expectancy of one (1) year or more and is either furnished by DHCS or the cost is reimbursed through this Agreement.

b. Government and public entities (including state colleges/universities and auxiliary organizations), whether acting as a contractor and/or subcontractor, may secure all commodities, supplies, equipment and services related to such purchases that are required in performance of this Agreement. Said procurements are subject to Paragraphs d through h of Provision 3. Paragraph c of Provision 3 shall also apply, if equipment/property purchases are delegated to subcontractors that are nonprofit organizations or commercial businesses.

c. Nonprofit organizations and commercial businesses, whether acting as a contractor and/or subcontractor, may secure commodities, supplies, equipment/property and services related to such purchases for performance under this Agreement.

- (1) Equipment/property purchases shall not exceed \$50,000 annually.

To secure equipment/property above the annual maximum limit of \$50,000, the Contractor shall make arrangements through the appropriate DHCS Program Contract Manager, to have all remaining equipment/property purchased through DHCS' Purchasing Unit. The cost of equipment/property

- purchased by or through DHCS shall be deducted from the funds available in this Agreement. Contractor shall submit to the DHCS Program Contract Manager a list of equipment/property specifications for those items that the State must procure. DHCS may pay the vendor directly for such arranged equipment/property purchases and title to the equipment/property will remain with DHCS. The equipment/property will be delivered to the Contractor's address, as stated on the face of the Agreement, unless the Contractor notifies the DHCS Program Contract Manager, in writing, of an alternate delivery address.
- (2) All equipment/property purchases are subject to Paragraphs d through h of Provision 3. Paragraph b of Provision 3 shall also apply, if equipment/property purchases are delegated to subcontractors that are either a government or public entity.
- (3) Nonprofit organizations and commercial businesses shall use a procurement system that meets the following standards:
- (a) Maintain a code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in awarding procurement contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a procurement, or bid contract in which, to his or her knowledge, he or she has a financial interest.
- (b) Procurements shall be conducted in a manner that provides, to the maximum extent practical, open, and free competition.
- (c) Procurements shall be conducted in a manner that provides for all of the following:
- [1] Avoid purchasing unnecessary or duplicate items.
- [2] Equipment/property solicitations shall be based upon a clear and accurate description of the technical requirements of the goods to be procured.
- [3] Take positive steps to utilize small and veteran owned businesses.
- d. Unless waived or otherwise stipulated in writing by DHCS, prior written authorization from the appropriate DHCS Program Contract Manager will be required before the Contractor will be reimbursed for any purchase of \$5,000 or more for commodities, supplies, equipment/property, and services related to such purchases. The Contractor must provide in its request for authorization all particulars necessary, as specified by DHCS, for evaluating the necessity or desirability of incurring such costs. The term "purchase" excludes the purchase of services from a subcontractor and public utility services at rates established for uniform applicability to the general public.
- e. In special circumstances, determined by DHCS (e.g., when DHCS has a need to monitor certain purchases, etc.), DHCS may require prior written authorization and/or the submission of paid vendor receipts for any purchase, regardless of

dollar amount. DHCS reserves the right to either deny claims for reimbursement or to request repayment for any Contractor and/or subcontractor purchase that DHCS determines to be unnecessary in carrying out performance under this Agreement.

- f. The Contractor and/or subcontractor must maintain a copy or narrative description of the procurement system, guidelines, rules, or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor and/or subcontractor at any time.
- g. For all purchases, the Contractor and/or subcontractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit. Justifications supporting the absence of bidding (i.e., sole source purchases) shall also be maintained on file by the Contractor and/or subcontractor for inspection or audit.
- h. DHCS may, with cause (e.g., with reasonable suspicion of unnecessary purchases or use of inappropriate purchase practices, etc.), withhold, cancel, modify, or retract the delegated purchase authority granted under Paragraphs b and/or c of Provision 3 by giving the Contractor no less than 30 calendar days written notice.

4. Equipment/Property Ownership / Inventory / Disposition

(Applicable to agreements in which equipment/property is furnished by DHCS and/or when said items are purchased or reimbursed by DHCS with state or federal funds provided under the Agreement.)

- a. Wherever the term equipment and/or property is used in Provision 4, the definitions in Paragraph a of Provision 3 shall apply.

Unless otherwise stipulated in this Agreement, all equipment and/or property that is purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement shall be considered state equipment and the property of DHCS.

(1) Reporting of Equipment/Property Receipt

DHCS requires the reporting, tagging and annual inventorying of all equipment and/or property that is furnished by DHCS or purchased/reimbursed with funds provided through this Agreement.

Upon receipt of equipment and/or property, the Contractor shall report the receipt to the DHCS Program Contract Manager. To report the receipt of said items and to receive property tags, Contractor shall use a form or format designated by DHCS' Asset Management Unit. If the appropriate form (i.e., Contractor Equipment Purchased with DHCS Funds) does not accompany this Agreement, Contractor shall request a copy from the DHCS Program Contract Manager.

(2) Annual Equipment/Property Inventory

If the Contractor enters into an agreement with a term of more than twelve months, the Contractor shall submit an annual inventory of state equipment and/or property to the DHCS Program Contract Manager using a form or format designated by DHCS' Asset Management Unit. If an inventory report form (i.e., Inventory/Disposition of DHCS-Funded Equipment) does not accompany this Agreement, Contractor shall request a copy from the DHCS Program Contract Manager. Contractor shall:

- (a) Include in the inventory report, equipment and/or property in the Contractor's possession and/or in the possession of a subcontractor (including independent consultants).
 - (b) Submit the inventory report to DHCS according to the instructions appearing on the inventory form or issued by the DHCS Program Contract Manager.
 - (c) Contact the DHCS Program Contract Manager to learn how to remove, trade-in, sell, transfer or survey off, from the inventory report, expired equipment and/or property that is no longer wanted, usable or has passed its life expectancy. Instructions will be supplied by either the DHCS Program Contract Manager or DHCS' Asset Management Unit.
- b. Title to state equipment and/or property shall not be affected by its incorporation or attachment to any property not owned by the State.
 - c. Unless otherwise stipulated, DHCS shall be under no obligation to pay the cost of restoration, or rehabilitation of the Contractor's and/or Subcontractor's facility which may be affected by the removal of any state equipment and/or property.
 - d. The Contractor and/or Subcontractor shall maintain and administer a sound business program for ensuring the proper use, maintenance, repair, protection, insurance and preservation of state equipment and/or property.
- (1) In administering this provision, DHCS may require the Contractor and/or Subcontractor to repair or replace, to DHCS' satisfaction, any damaged, lost or stolen state equipment and/or property. In the event of state equipment and/or miscellaneous property theft, Contractor and/or Subcontractor shall immediately file a theft report with the appropriate police agency or the California Highway Patrol and Contractor shall promptly submit one copy of the theft report to the DHCS Program Contract Manager.
- e. Unless otherwise stipulated by the Program funding this Agreement, equipment and/or property purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, shall only be used for performance of this Agreement or another DHCS agreement.
 - f. Within sixty (60) calendar days prior to the termination or end of this Agreement, the Contractor shall provide a final inventory report of equipment and/or property to the DHCS Program Contract Manager and shall, at that time, query DHCS as

to the requirements, including the manner and method, of returning state equipment and/or property to DHCS. Final disposition of equipment and/or property shall be at DHCS expense and according to DHCS instructions. Equipment and/or property disposition instructions shall be issued by DHCS immediately after receipt of the final inventory report. At the termination or conclusion of this Agreement, DHCS may at its discretion, authorize the continued use of state equipment and/or property for performance of work under a different DHCS agreement.

g. Motor Vehicles

(Applicable only if motor vehicles are purchased/reimbursed with agreement funds or furnished by DHCS under this Agreement.)

- (1) If motor vehicles are purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, within thirty (30) calendar days prior to the termination or end of this Agreement, the Contractor and/or Subcontractor shall return such vehicles to DHCS and shall deliver all necessary documents of title or registration to enable the proper transfer of a marketable title to DHCS.
- (2) If motor vehicles are purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, the State of California shall be the legal owner of said motor vehicles and the Contractor shall be the registered owner. The Contractor and/or a subcontractor may only use said vehicles for performance and under the terms of this Agreement.
- (3) The Contractor and/or Subcontractor agree that all operators of motor vehicles, purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, shall hold a valid State of California driver's license. In the event that ten or more passengers are to be transported in any one vehicle, the operator shall also hold a State of California Class B driver's license.
- (4) If any motor vehicle is purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, the Contractor and/or Subcontractor, as applicable, shall provide, maintain, and certify that, at a minimum, the following type and amount of automobile liability insurance is in effect during the term of this Agreement or any extension period during which any vehicle remains in the Contractor's and/or Subcontractor's possession:

Automobile Liability Insurance

- (a) The Contractor, by signing this Agreement, hereby certifies that it possesses or will obtain automobile liability insurance in the amount of \$1,000,000 per occurrence for bodily injury and property damage combined. Said insurance must be obtained and made effective upon the delivery date of any motor vehicle, purchased/reimbursed with agreement funds or furnished by DHCS under the terms of this Agreement, to the Contractor and/or Subcontractor.

- (b) The Contractor and/or Subcontractor shall, as soon as practical, furnish a copy of the certificate of insurance to the DHCS Program Contract Manager. The certificate of insurance shall identify the DHCS contract or agreement number for which the insurance applies.
- (c) The Contractor and/or Subcontractor agree that bodily injury and property damage liability insurance, as required herein, shall remain in effect at all times during the term of this Agreement or until such time as the motor vehicle is returned to DHCS.
- (d) The Contractor and/or Subcontractor agree to provide, at least thirty (30) days prior to the expiration date of said insurance coverage, a copy of a new certificate of insurance evidencing continued coverage, as indicated herein, for not less than the remainder of the term of this Agreement, the term of any extension or continuation thereof, or for a period of not less than one (1) year.
- (e) The Contractor and/or Subcontractor, if not a self-insured government and/or public entity, must provide evidence, that any required certificates of insurance contain the following provisions:
 - [1] The insurer will not cancel the insured's coverage without giving thirty (30) calendar days prior written notice to the State (California Department of Health Care Services).
 - [2] The State of California, its officers, agents, employees, and servants are included as additional insureds, but only with respect to work performed for the State under this Agreement and any extension or continuation of this Agreement.
 - [3] The insurance carrier shall notify the California Department of Health Care Services (DHCS), in writing, of the Contractor's failure to pay premiums; its cancellation of such policies; or any other substantial change, including, but not limited to, the status, coverage, or scope of the required insurance. Such notices shall contain a reference to each agreement number for which the insurance was obtained.
- (f) The Contractor and/or Subcontractor is hereby advised that copies of certificates of insurance may be subject to review and approval by the Department of General Services (DGS), Office of Risk and Insurance Management. The Contractor shall be notified by DHCS, in writing, if this provision is applicable to this Agreement. If DGS approval of the certificate of insurance is required, the Contractor agrees that no work or services shall be performed prior to obtaining said approval.
- (g) In the event the Contractor and/or Subcontractor fails to keep insurance coverage, as required herein, in effect at all times during vehicle possession, DHCS may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

5. Subcontract Requirements

(Applicable to agreements under which services are to be performed by subcontractors including independent consultants.)

- a. Prior written authorization will be required before the Contractor enters into or is reimbursed for any subcontract for services costing \$5,000 or more. Except as indicated in Paragraph a(3) herein, when securing subcontracts for services exceeding \$5,000, the Contractor shall obtain at least three bids or justify a sole source award.
 - (1) The Contractor must provide in its request for authorization, all information necessary for evaluating the necessity or desirability of incurring such cost.
 - (2) DHCS may identify the information needed to fulfill this requirement.
 - (3) Subcontracts performed by the following entities or for the service types listed below are exempt from the bidding and sole source justification requirements:
 - (a) A local governmental entity or the federal government,
 - (b) A State college or State university from any State,
 - (c) A Joint Powers Authority,
 - (d) An auxiliary organization of a California State University or a California community college,
 - (e) A foundation organized to support the Board of Governors of the California Community Colleges,
 - (f) An auxiliary organization of the Student Aid Commission established under Education Code § 69522,
 - (g) Firms or individuals proposed for use and approved by DHCS' funding Program via acceptance of an application or proposal for funding or pre/post contract award negotiations,
 - (h) Entities and/or service types identified as exempt from advertising and competitive bidding in [State Contracting Manual Chapter 5 Section 5.80 Subsection B.2.](#)
- b. DHCS reserves the right to approve or disapprove the selection of subcontractors and with advance written notice, require the substitution of subcontractors and require the Contractor to terminate subcontracts entered into in support of this Agreement.
 - (1) Upon receipt of a written notice from DHCS requiring the substitution and/or termination of a subcontract, the Contractor shall take steps to ensure the completion of any work in progress and select a replacement, if applicable, within 30 calendar days, unless a longer period is agreed to by DHCS.

- c. Actual subcontracts (i.e., written agreement between the Contractor and a subcontractor) of \$5,000 or more are subject to the prior review and written approval of DHCS. DHCS may, at its discretion, elect to waive this right. All such waivers shall be confirmed in writing by DHCS.
- d. Contractor shall maintain a copy of each subcontract entered into in support of this Agreement and shall, upon request by DHCS, make copies available for approval, inspection, or audit.
- e. DHCS assumes no responsibility for the payment of subcontractors used in the performance of this Agreement. Contractor accepts sole responsibility for the payment of subcontractors used in the performance of this Agreement.
- f. The Contractor is responsible for all performance requirements under this Agreement even though performance may be carried out through a subcontract.
- g. The Contractor shall ensure that all subcontracts for services include provision(s) requiring compliance with applicable terms and conditions specified in this Agreement.
- h. The Contractor agrees to include the following clause, relevant to record retention, in all subcontracts for services:

"(Subcontractor Name) agrees to maintain and preserve, until three years after termination of (Agreement Number) and final payment from DHCS to the Contractor, to permit DHCS or any duly authorized representative, to have access to, examine or audit any pertinent books, documents, papers and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records."
- i. Unless otherwise stipulated in writing by DHCS, the Contractor shall be the subcontractor's sole point of contact for all matters related to performance and payment under this Agreement.
- j. Contractor shall, as applicable, advise all subcontractors of their obligations pursuant to the following numbered provisions of this Exhibit: 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 17, 19, 20, 24, 32 and/or other numbered provisions herein that are deemed applicable.

6. Income Restrictions

Unless otherwise stipulated in this Agreement, the Contractor agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Contractor under this Agreement shall be paid by the Contractor to DHCS, to the extent that they are properly allocable to costs for which the Contractor has been reimbursed by DHCS under this Agreement.

7. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Contractor and/or Subcontractor shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Contractor's and/or subcontractor's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Contractor agrees that DHCS, the Department of General Services, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896.77)
- d. The Contractor and/or Subcontractor shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.
 - (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- e. The Contractor and/or Subcontractor may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to microfilm, computer disk, CD ROM, DVD, or other data storage medium. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Contractor and/or Subcontractor must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records. Applicable devices may include, but are not limited to, microfilm readers and microfilm printers, etc.

- f. The Contractor shall, if applicable, comply with the Single Audit Act and the audit requirements set forth in 2 C.F.R. § 200.501 (2014).

8. Site Inspection

The State, through any authorized representatives, has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder including subcontract supported activities and the premises in which it is being performed. If any inspection or evaluation is made of the premises of the Contractor or Subcontractor, the Contractor shall provide and shall require Subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the authorized representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

9. Federal Contract Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
- b. This agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- d. DHCS has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement to reflect any reduction in funds.

10. Termination

a. For Cause

The State may terminate this Agreement, in whole or in part, and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination, the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand. If this Agreement is terminated, in whole or in part, the

State may require the Contractor to transfer title, or in the case of licensed software, license, and deliver to the State any completed deliverables, partially completed deliverables, and any other materials, related to the terminated portion of the Contract, including but not limited to, computer programs, data files, user and operations manuals, system and program documentation, training programs related to the operation and maintenance of the system, and all information necessary for the reimbursement of any outstanding Medicaid claims. The State shall pay contract price for completed deliverables delivered and accepted and items the State requires the Contractor to transfer as described in this paragraph above.

b. For Convenience

The State retains the option to terminate this Agreement, in whole or in part, without cause, at the State's convenience, without penalty, provided that written notice has been delivered to the Contractor at least ninety (90) calendar days prior to such termination date. In the event of termination, in whole or in part, under this paragraph, the State may require the Contractor to transfer title, or in the case of licensed software, license, and deliver to the State any completed deliverables, partially completed deliverables, and any other materials related to the terminated portion of the contract including but not limited to, computer programs, data files, user and operations manuals, system and program documentation, training programs related to the operation and maintenance of the system, and all information necessary for the reimbursement of any outstanding Medicaid claims. The Contractor will be entitled to compensation upon submission of an invoice and proper proof of claim for the services and products satisfactorily rendered, subject to all payment provisions of the Agreement. Payment is limited to expenses necessarily incurred pursuant to this Agreement up to the date of termination.

11. Intellectual Property Rights

a. Ownership

- (1) Except where DHCS has agreed in a signed writing to accept a license, DHCS shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all Intellectual Property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement.
- (2) For the purposes of this Agreement, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will and all other legal rights protecting intangible proprietary information as may exist now and/or here after come

into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.

- (a) For the purposes of the definition of Intellectual Property, “works” means all literary works, writings and printed matter including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. Works does not include articles submitted to peer review or reference journals or independent research projects.
- (3) In the performance of this Agreement, Contractor will exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this Agreement. In addition, under this Agreement, Contractor may access and utilize certain of DHCS’ Intellectual Property in existence prior to the effective date of this Agreement. Except as otherwise set forth herein, Contractor shall not use any of DHCS’ Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of DHCS. Except as otherwise set forth herein, neither the Contractor nor DHCS shall give any ownership interest in or rights to its Intellectual Property to the other Party. If during the term of this Agreement, Contractor accesses any third-party Intellectual Property that is licensed to DHCS, Contractor agrees to abide by all license and confidentiality restrictions applicable to DHCS in the third-party’s license agreement.
- (4) Contractor agrees to cooperate with DHCS in establishing or maintaining DHCS’ exclusive rights in the Intellectual Property, and in assuring DHCS’ sole rights against third parties with respect to the Intellectual Property. If the Contractor enters into any agreements or subcontracts with other parties in order to perform this Agreement, Contractor shall require the terms of the Agreement(s) to include all Intellectual Property provisions. Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to DHCS all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, Contractor or DHCS and which result directly or indirectly from this Agreement or any subcontract.
- (5) Contractor further agrees to assist and cooperate with DHCS in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce DHCS’ Intellectual Property rights and interests.

b. Retained Rights / License Rights

- (1) Except for Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement, Contractor shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this Agreement. Contractor hereby grants to DHCS, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose Contractor's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this Agreement, unless Contractor assigns all rights, title and interest in the Intellectual Property as set forth herein.
- (2) Nothing in this provision shall restrict, limit, or otherwise prevent Contractor from using any ideas, concepts, know-how, methodology or techniques related to its performance under this Agreement, provided that Contractor's use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of DHCS or third party, or result in a breach or default of any provisions of this Exhibit or result in a breach of any provisions of law relating to confidentiality.

c. Copyright

- (1) Contractor agrees that for purposes of copyright law, all works [as defined in Paragraph a, subparagraph (2)(a) of this provision] of authorship made by or on behalf of Contractor in connection with Contractor's performance of this Agreement shall be deemed "works made for hire". Contractor further agrees that the work of each person utilized by Contractor in connection with the performance of this Agreement will be a "work made for hire," whether that person is an employee of Contractor or that person has entered into an agreement with Contractor to perform the work. Contractor shall enter into a written agreement with any such person that: (i) all work performed for Contractor shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to DHCS to any work product made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement.
- (2) All materials, including, but not limited to, visual works or text, reproduced or distributed pursuant to this Agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement, shall include DHCS' notice of copyright, which shall read in 3mm or larger typeface: "© [Enter Current Year e.g., 2010, etc.], California Department of Health Care Services. This material may not be reproduced or disseminated without prior written permission from the California Department of Health Care Services." This notice should be placed prominently on the materials and set apart from other

matter on the page where it appears. Audio productions shall contain a similar audio notice of copyright.

d. Patent Rights

With respect to inventions made by Contractor in the performance of this Agreement, which did not result from research and development specifically included in the Agreement's scope of work, Contractor hereby grants to DHCS a license as described under Section b of this provision for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the Agreement's scope of work, then Contractor agrees to assign to DHCS, without additional compensation, all its right, title and interest in and to such inventions and to assist DHCS in securing United States and foreign patents with respect thereto.

e. Third-Party Intellectual Property

Except as provided herein, Contractor agrees that its performance of this Agreement shall not be dependent upon or include any Intellectual Property of Contractor or third party without first: (i) obtaining DHCS' prior written approval; and (ii) granting to or obtaining for DHCS, without additional compensation, a license, as described in Section b of this provision, for any of Contractor's or third-party's Intellectual Property in existence prior to the effective date of this Agreement. If such a license upon the these terms is unattainable, and DHCS determines that the Intellectual Property should be included in or is required for Contractor's performance of this Agreement, Contractor shall obtain a license under terms acceptable to DHCS.

f. Warranties

(1) Contractor represents and warrants that:

- (a) It is free to enter into and fully perform this Agreement.
- (b) It has secured and will secure all rights and licenses necessary for its performance of this Agreement.
- (c) Neither Contractor's performance of this Agreement, nor the exercise by either Party of the rights granted in this Agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There is currently no actual or threatened claim by any such third party based on an alleged violation of any such right by Contractor.

- (d) Neither Contractor's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.
 - (e) It has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers or releases from all authors of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, sites, locations, property or props that may be used or shown.
 - (f) It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to DHCS in this Agreement.
 - (g) It has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
 - (h) It has no knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Contractor's performance of this Agreement.
- (2) DHCS makes no warranty that the intellectual property resulting from this agreement does not infringe upon any patent, trademark, copyright or the like, now existing or subsequently issued.

g. Intellectual Property Indemnity

- (1) Contractor shall indemnify, defend and hold harmless DHCS and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products, ("Indemnitees") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim, action, or proceeding, commenced or threatened) to which any of the Indemnitees may be subject, whether or not Contractor is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of Contractor pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of DHCS' use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or DHCS and which result directly or indirectly from this Agreement. This indemnity obligation shall apply irrespective of whether the infringement claim is based

- on a patent, trademark or copyright registration that issued after the effective date of this Agreement. DHCS reserves the right to participate in and/or control, at Contractor's expense, any such infringement action brought against DHCS.
- (2) Should any Intellectual Property licensed by the Contractor to DHCS under this Agreement become the subject of an Intellectual Property infringement claim, Contractor will exercise its authority reasonably and in good faith to preserve DHCS' right to use the licensed Intellectual Property in accordance with this Agreement at no expense to DHCS. DHCS shall have the right to monitor and appear through its own counsel (at Contractor's expense) in any such claim or action. In the defense or settlement of the claim, Contractor may obtain the right for DHCS to continue using the licensed Intellectual Property; or, replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, DHCS shall be entitled to a refund of all monies paid under this Agreement, without restriction or limitation of any other rights and remedies available at law or in equity.
- (3) Contractor agrees that damages alone would be inadequate to compensate DHCS for breach of any term of this Intellectual Property Exhibit by Contractor. Contractor acknowledges DHCS would suffer irreparable harm in the event of such breach and agrees DHCS shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

h. Federal Funding

In any agreement funded in whole or in part by the federal government, DHCS may acquire and maintain the Intellectual Property rights, title, and ownership, which results directly or indirectly from the Agreement; except as provided in 37 Code of Federal Regulations part 401.14; however, the federal government shall have a non-exclusive, nontransferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

i. Survival

The provisions set forth herein shall survive any termination or expiration of this Agreement or any project schedule.

12. Air or Water Pollution Requirements

Any federally funded agreement and/or subcontract in excess of \$100,000 must comply with the following provisions unless said agreement is exempt by law.

- a. Government contractors agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 USC 7606) section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations.
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Clean Water Act (33 U.S.C. 1251 et seq.), as amended.

13. Prior Approval of Training Seminars, Workshops or Conferences

Contractor shall obtain prior DHCS approval of the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference conducted pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. This provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor or Subcontractor to conduct routine business matters.

14. Confidentiality of Information

- a. The Contractor and its employees, agents, or subcontractors shall protect from unauthorized disclosure names and other identifying information concerning persons either receiving services pursuant to this Agreement or persons whose names or identifying information become available or are disclosed to the Contractor, its employees, agents, or subcontractors as a result of services performed under this Agreement, except for statistical information not identifying any such person.
- b. The Contractor and its employees, agents, or subcontractors shall not use such identifying information for any purpose other than carrying out the Contractor's obligations under this Agreement.
- c. The Contractor and its employees, agents, or subcontractors shall promptly transmit to the DHCS Program Contract Manager all requests for disclosure of such identifying information not emanating from the client or person.
- d. The Contractor shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the client, any such identifying information to anyone other than DHCS without prior written authorization from the DHCS Program Contract Manager, except if disclosure is required by State or Federal law.

- e. For purposes of this provision, identity shall include, but not be limited to name, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print or a photograph.
- f. As deemed applicable by DHCS, this provision may be supplemented by additional terms and conditions covering personal health information (PHI) or personal, sensitive, and/or confidential information (PSCI). Said terms and conditions will be outlined in one or more exhibits that will either be attached to this Agreement or incorporated into this Agreement by reference.

15. Documents, Publications and Written Reports

(Applicable to agreements over \$5,000 under which publications, written reports and documents are developed or produced. Government Code Section 7550.)

Any document, publication or written report (excluding progress reports, financial reports and normal contractual communications) prepared as a requirement of this Agreement shall contain, in a separate section preceding the main body of the document, the number and dollar amounts of all contracts or agreements and subcontracts relating to the preparation of such document or report, if the total cost for work by nonemployees of the State exceeds \$5,000.

16. Dispute Resolution Process

- a. A Contractor grievance exists whenever there is a dispute arising from DHCS' action in the administration of an agreement. If there is a dispute or grievance between the Contractor and DHCS, the Contractor must seek resolution using the procedure outlined below.
 - (1) The Contractor should first informally discuss the problem with the DHCS Program Contract Manager. If the problem cannot be resolved informally, the Contractor shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Contractor's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Contractor. The Branch Chief shall respond in writing to the Contractor indicating the decision and reasons therefore. If the Contractor disagrees with the Branch Chief's decision, the Contractor may appeal to the second level.
 - (2) When appealing to the second level, the Contractor must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Contractor shall include with the appeal a copy of the Contractor's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Contractor to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her

designee shall be directed to the Contractor within twenty (20) working days of receipt of the Contractor's second level appeal.

- b. If the Contractor wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Contractor shall follow the procedures set forth in Health and Safety Code Section 100171.
- c. Unless otherwise stipulated in writing by DHCS, all dispute, grievance and/or appeal correspondence shall be directed to the DHCS Program Contract Manager.
- d. There are organizational differences within DHCS' funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Contractor shall be notified in writing by the DHCS Program Contract Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

17. Financial and Compliance Audit Requirements

- a. The definitions used in this provision are contained in Section 38040 of the Health and Safety Code, which by this reference is made a part hereof.
- b. Direct service contract means a contract or agreement for services contained in local assistance or subvention programs or both (see Health and Safety [H&S] Code Section 38020). Direct service contracts shall not include contracts, agreements, grants, or subventions to other governmental agencies or units of government nor contracts or agreements with regional centers or area agencies on aging (H&S Code Section 38030).
- c. The Contractor, as indicated below, agrees to obtain one of the following audits:

(1) ***If the Contractor is a nonprofit organization (as defined in H&S Code Section 38040) and receives \$25,000 or more from any State agency under a direct service contract or agreement;*** the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit. Said audit shall be conducted according to Generally Accepted Auditing Standards. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**

(2) ***If the Contractor is a nonprofit organization (as defined in H&S Code Section 38040) and receives less than \$25,000 per year from any State agency under a direct service contract or agreement,*** the Contractor agrees to obtain a biennial single, organization wide financial and compliance audit, unless there is evidence of fraud or other violation of state law in connection with this Agreement. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**

(3) ***If the Contractor is a State or Local Government entity or Nonprofit organization (as defined by 2 C.F.R. §§ 200.64, 200.70, and 200.90) and expends \$750,000 or more in Federal awards***, the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit according to the requirements specified in 2 C.F.R. 200.501 entitled "Audit Requirements". An audit conducted pursuant to this provision will fulfill the audit requirements outlined in Paragraphs c(1) and c(2) above. The audit shall be completed by the end of the ninth month following the end of the audit period. The requirements of this provision apply if:

- (a) The Contractor is a recipient expending Federal awards received directly from Federal awarding agencies, or
- (b) The Contractor is a subrecipient expending Federal awards received from a pass-through entity such as the State, County or community based organization.

(4) If the Contractor submits to DHCS a report of an audit other than a 2 C.F.R. 200.501 audit, the Contractor must also submit a certification indicating the Contractor has not expended \$750,000 or more in federal funds for the year covered by the audit report.

- d. Two copies of the audit report shall be delivered to the DHCS program funding this Agreement. The audit report must identify the Contractor's legal name and the number assigned to this Agreement. The audit report shall be due within 30 days after the completion of the audit. Upon receipt of said audit report, the DHCS Program Contract Manager shall forward the audit report to DHCS' Audits and Investigations Unit if the audit report was submitted under Section 16.c(3), unless the audit report is from a City, County, or Special District within the State of California whereby the report will be retained by the funding program.
- e. The cost of the audits described herein may be included in the funding for this Agreement up to the proportionate amount this Agreement represents of the Contractor's total revenue. The DHCS program funding this Agreement must provide advance written approval of the specific amount allowed for said audit expenses.
- f. The State or its authorized designee, including the Bureau of State Audits, is responsible for conducting agreement performance audits which are not financial and compliance audits. Performance audits are defined by Generally Accepted Government Auditing Standards.
- g. Nothing in this Agreement limits the State's responsibility or authority to enforce State law or regulations, procedures, or reporting requirements arising thereto.
- h. Nothing in this provision limits the authority of the State to make audits of this Agreement, provided however, that if independent audits arranged for by the Contractor meet Generally Accepted Governmental Auditing Standards, the State shall rely on those audits and any additional audit work and shall build upon the work already done.

- i. The State may, at its option, direct its own auditors to perform either of the audits described above. The Contractor will be given advance written notification, if the State chooses to exercise its option to perform said audits.
- j. The Contractor shall include a clause in any agreement the Contractor enters into with the audit firm doing the single organization wide audit to provide access by the State or Federal Government to the working papers of the independent auditor who prepares the single organization wide audit for the Contractor.
- k. Federal or state auditors shall have "expanded scope auditing" authority to conduct specific program audits during the same period in which a single organization wide audit is being performed, but the audit report has not been issued. The federal or state auditors shall review and have access to the current audit work being conducted and will not apply any testing or review procedures which have not been satisfied by previous audit work that has been completed.

The term "expanded scope auditing" is applied and defined in the U.S. General Accounting Office (GAO) issued Standards for *Audit of Government Organizations, Programs, Activities and Functions*, better known as the "yellow book".

18. Human Subjects Use Requirements

(Applicable only to federally funded agreements/grants in which performance, directly or through a subcontract/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Contractor agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

19. Novation Requirements

If the Contractor proposes any novation agreement, DHCS shall act upon the proposal within 60 days after receipt of the written proposal. DHCS may review and consider the proposal, consult and negotiate with the Contractor, and accept or reject all or part of the proposal. Acceptance or rejection of the proposal may be made orally within the 60-day period and confirmed in writing within five days of said decision. Upon written acceptance of the proposal, DHCS will initiate an amendment to this Agreement to formally implement the approved proposal.

20. Debarment and Suspension Certification

(Applicable to all agreements funded in part or whole with federal funds.)

- a. By signing this Agreement, the Contractor/Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 2 CFR 180, 2 CFR 376

- b. By signing this Agreement, the Contractor certifies to the best of its knowledge and belief, that it and its principals:
- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, obstruction of justice, or the commission of any other offense indicating a lack of business integrity or business honesty that seriously affects its business honesty;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
 - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
 - (5) Have not, within a three-year period preceding this application/proposal/agreement, engaged in any of the violations listed under 2 CFR Part 180, Subpart C as supplemented by 2 CFR Part 376.
 - (6) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
 - (7) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall submit an explanation to the DHCS Program Contract Manager.
- d. The terms and definitions herein have the meanings set out in 2 CFR Part 180 as supplemented by 2 CFR Part 376.
- e. If the Contractor knowingly violates this certification, in addition to other remedies available to the Federal Government, the DHCS may terminate this Agreement for cause or default.

21. Smoke-Free Workplace Certification

(Applicable to federally funded agreements/grants and subcontracts/subawards, that provide health, day care, early childhood development services, education or library services to children under 18 directly or through local governments.)

- a. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed.
- b. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible party.
- c. By signing this Agreement, Contractor or Grantee certifies that it will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The prohibitions herein are effective December 26, 1994.
- d. Contractor or Grantee further agrees that it will insert this certification into any subawards (subcontracts or subgrants) entered into that provide for children's services as described in the Act.

22. Covenant Against Contingent Fees

(Applicable only to federally funded agreements.)

The Contractor warrants that no person or selling agency has been employed or retained to solicit/secure this Agreement upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Contractor for the purpose of securing business. For breach or violation of this warranty, DHCS shall have the right to annul this Agreement without liability or in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

23. Payment Withholds

(Applicable only if a final report is required by this Agreement. Not applicable to government entities.)

Unless waived or otherwise stipulated in this Agreement, DHCS may, at its discretion, withhold 10 percent (10%) of the face amount of the Agreement, 50 percent (50%) of the final invoice, or \$3,000 whichever is greater, until DHCS receives a final report that meets the terms, conditions and/or scope of work requirements of this Agreement.

24. Performance Evaluation

(Not applicable to grant agreements.)

DHCS may, at its discretion, evaluate the performance of the Contractor at the conclusion of this Agreement. If performance is evaluated, the evaluation shall not be a public record and shall remain on file with DHCS. Negative performance evaluations may be considered by DHCS prior to making future contract awards.

25. Officials Not to Benefit

No members of or delegate of Congress or the State Legislature shall be admitted to any share or part of this Agreement, or to any benefit that may arise therefrom. This provision shall not be construed to extend to this Agreement if made with a corporation for its general benefits.

26. Four-Digit Date Compliance

(Applicable to agreements in which Information Technology (IT) services are provided to DHCS or if IT equipment is procured.)

Contractor warrants that it will provide only Four-Digit Date Compliant (as defined below) Deliverables and/or services to the State. "Four Digit Date compliant" Deliverables and services can accurately process, calculate, compare, and sequence date data, including without limitation date data arising out of or relating to leap years and changes in centuries. This warranty and representation is subject to the warranty terms and conditions of this Contract and does not limit the generality of warranty obligations set forth elsewhere herein.

27. Prohibited Use of State Funds for Software

(Applicable to agreements in which computer software is used in performance of the work.)

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.

28. Use of Small, Minority Owned and Women's Businesses

(Applicable to that portion of an agreement that is federally funded and entered into with institutions of higher education, hospitals, nonprofit organizations or commercial businesses.)

Positive efforts shall be made to use small businesses, minority-owned firms and women's business enterprises, whenever possible (i.e., procurement of goods and/or services). Contractors shall take all of the following steps to further this goal.

- a. Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
- b. Make information on forthcoming purchasing and contracting opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- c. Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
- d. Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
- e. Use the services and assistance, as appropriate, of such organizations as the Federal Small Business Administration and the U.S. Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

29. Alien Ineligibility Certification

(Applicable to sole proprietors entering federally funded agreements.)

By signing this Agreement, the Contractor certifies that he/she is not an alien that is ineligible for state and local benefits, as defined in Subtitle B of the Personal Responsibility and Work Opportunity Act. (8 U.S.C. 1601, et seq.)

30. Union Organizing

(Applicable only to grant agreements.)

Grantee, by signing this Agreement, hereby acknowledges the applicability of Government Code Sections 16645 through 16649 to this Agreement. Furthermore, Grantee, by signing this Agreement, hereby certifies that:

- a. No state funds disbursed by this grant will be used to assist, promote or deter union organizing.
- b. Grantee shall account for state funds disbursed for a specific expenditure by this grant, to show those funds were allocated to that expenditure.

- c. Grantee shall, where state funds are not designated as described in b herein, allocate, on a pro-rata basis, all disbursements that support the grant program.
- d. If Grantee makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no state funds were used for those expenditures, and that Grantee shall provide those records to the Attorney General upon request.

31. Contract Uniformity (Fringe Benefit Allowability)

(Applicable only to nonprofit organizations.)

Pursuant to the provisions of Article 7 (commencing with Section 100525) of Chapter 3 of Part 1 of Division 101 of the Health and Safety Code, DHCS sets forth the following policies, procedures, and guidelines regarding the reimbursement of fringe benefits.

- a. As used herein fringe benefits shall mean an employment benefit given by one's employer to an employee in addition to one's regular or normal wages or salary.
- b. As used herein, fringe benefits do not include:
 - (1) Compensation for personal services paid currently or accrued by the Contractor for services of employees rendered during the term of this Agreement, which is identified as regular or normal salaries and wages, annual leave, vacation, sick leave, holidays, jury duty and/or military leave/training.
 - (2) Director's and executive committee member's fees.
 - (3) Incentive awards and/or bonus incentive pay.
 - (4) Allowances for off-site pay.
 - (5) Location allowances.
 - (6) Hardship pay.
 - (7) Cost-of-living differentials
- c. Specific allowable fringe benefits include:
 - (1) Fringe benefits in the form of employer contributions for the employer's portion of payroll taxes (i.e., FICA, SUI, SDI), employee health plans (i.e., health, dental and vision), unemployment insurance, worker's compensation insurance, and the employer's share of pension/retirement plans, provided they are granted in accordance with established written organization policies and meet all legal and Internal Revenue Service requirements.

- d. To be an allowable fringe benefit, the cost must meet the following criteria:
- (1) Be necessary and reasonable for the performance of the Agreement.
 - (2) Be determined in accordance with generally accepted accounting principles.
 - (3) Be consistent with policies that apply uniformly to all activities of the Contractor.
- e. Contractor agrees that all fringe benefits shall be at actual cost.
- f. Earned/Accrued Compensation
- (1) Compensation for vacation, sick leave and holidays is limited to that amount earned/accrued within the agreement term. Unused vacation, sick leave and holidays earned from periods prior to the agreement term cannot be claimed as allowable costs. See Provision f (3)(a) for an example.
 - (2) For multiple year agreements, vacation and sick leave compensation, which is earned/accrued but not paid, due to employee(s) not taking time off may be carried over and claimed within the overall term of the multiple years of the Agreement. Holidays cannot be carried over from one agreement year to the next. See Provision f (3)(b) for an example.
 - (3) For single year agreements, vacation, sick leave and holiday compensation that is earned/accrued but not paid, due to employee(s) not taking time off within the term of the Agreement, cannot be claimed as an allowable cost. See Provision f (3)(c) for an example.

(a) **Example No. 1:**

If an employee, John Doe, earns/accrues three weeks of vacation and twelve days of sick leave each year, then that is the maximum amount that may be claimed during a one year agreement. If John Doe has five weeks of vacation and eighteen days of sick leave at the beginning of an agreement, the Contractor during a one-year budget period may only claim up to three weeks of vacation and twelve days of sick leave as actually used by the employee. Amounts earned/accrued in periods prior to the beginning of the Agreement are not an allowable cost.

(b) **Example No. 2:**

If during a three-year (multiple year) agreement, John Doe does not use his three weeks of vacation in year one, or his three weeks in year two, but he does actually use nine weeks in year three; the Contractor would be allowed to claim all nine weeks paid for in year three. The total compensation over the three-year period cannot exceed 156 weeks (3 x 52 weeks).

(c) **Example No. 3:**

If during a single year agreement, John Doe works fifty weeks and used one week of vacation and one week of sick leave and all fifty-two weeks have been billed to DHCS, the remaining unused two weeks of vacation and seven days of sick leave may not be claimed as an allowable cost.

32. Suspension or Stop Work Notification

- a. DHCS may, at any time, issue a notice to suspend performance or stop work under this Agreement. The initial notification may be a verbal or written directive issued by the funding Program's Contract Manager. Upon receipt of said notice, the Contractor is to suspend and/or stop all, or any part, of the work called for by this Agreement.
- b. Written confirmation of the suspension or stop work notification with directions as to what work (if not all) is to be suspended and how to proceed will be provided within 30 working days of the verbal notification. The suspension or stop work notification shall remain in effect until further written notice is received from DHCS. The resumption of work (in whole or part) will be at DHCS' discretion and upon receipt of written confirmation.
 - (1) Upon receipt of a suspension or stop work notification, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize or halt the incurrence of costs allocable to the performance covered by the notification during the period of work suspension or stoppage.
 - (2) Within 90 days of the issuance of a suspension or stop work notification, DHCS shall either:
 - (a) Cancel, extend, or modify the suspension or stop work notification; or
 - (b) Terminate the Agreement as provided for in the Cancellation / Termination clause of the Agreement.
- c. If a suspension or stop work notification issued under this clause is canceled or the period of suspension or any extension thereof is modified or expires, the Contractor may resume work only upon written concurrence of funding Program's Contract Manager.
- d. If the suspension or stop work notification is cancelled and the Agreement resumes, changes to the services, deliverables, performance dates, and/or contract terms resulting from the suspension or stop work notification shall require an amendment to the Agreement.
- e. If a suspension or stop work notification is not canceled and the Agreement is cancelled or terminated pursuant to the provision entitled Cancellation / Termination, DHCS shall allow reasonable costs resulting from the suspension or stop work notification in arriving at the settlement costs.

- f. DHCS shall not be liable to the Contractor for loss of profits because of any suspension or stop work notification issued under this clause.

33. Public Communications

“Electronic and printed documents developed and produced, for public communications shall follow the following requirements to comply with Section 508 of the Rehabilitation Act and the American with Disabilities Act:

- a. Ensure visual-impaired, hearing-impaired and other special needs audiences are provided material information in formats that provide the most assistance in making informed choices.”

34. Compliance with Statutes and Regulations

- a. The Contractor shall comply with all California and federal law, regulations, and published guidelines, to the extent that these authorities contain requirements applicable to Contractor's performance under the Agreement.
- b. These authorities include, but are not limited to, Title 2, Code of Federal Regulations (CFR) Part 200, subpart F, Appendix II; Title 42 CFR Part 431, subpart F; Title 42 CFR Part 433, subpart D; Title 42 CFR Part 434; Title 45 CFR Part 75, subpart D; and Title 45 CFR Part 95, subpart F. To the extent applicable under federal law, this Agreement shall incorporate the contractual provisions in these federal regulations and they shall supersede any conflicting provisions in this Agreement.

35. Lobbying Restrictions and Disclosure Certification

(Applicable to federally funded agreements in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

- a. Certification and Disclosure Requirements
 - (1) Each person (or recipient) who requests or receives a contract or agreement, subcontract, grant, or subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled “Certification Regarding Lobbying”) that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
 - (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled “Standard Form-LLL ‘disclosure of Lobbying Activities’”) if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a contract, or grant or any extension or amendment of that contract, or grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.

- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
 - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
 - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
 - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a contract or agreement, subcontract, grant or subgrant exceeding \$100,000 at any tier under a contract or agreement, or grant shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to DHCS Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

**Attachment 1
CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontractors, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Contractor	Printed Name of Person Signing for Contractor
Contract / Grant Number	Signature of Person Signing for Contractor
Date	Title

After execution by or on behalf of Contractor, please return to:

California Department of Health Care Services

DHCS reserves the right to notify the contractor in writing of an alternate submission address.

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING
ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10.(a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

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1. Amendment Process

Should either party, during the term of this Contract, desire a change or amendment to the terms of this Contract, such changes or amendments shall be proposed in writing to the other party, who will respond in writing as to whether the proposed changes/amendments are accepted or rejected. If accepted and after negotiations are concluded, the agreed upon changes shall be made through the State's official agreement amendment process. No amendment will be considered binding on either party until it is formally approved by both parties and the Department of General Services (DGS), if DGS approval is required.

2. Cancellation/Termination

A. General Provisions

- 1) As required by, if the Contractor decides not to contract with the Department, does not renew its contract, or is unable to meet the standards set by the Department, the Contractor agrees to inform the Department of this decision in writing. (Welf. & Inst. Code § 14712(c)(1).)
- 2) If the Contractor is unwilling to contract for the delivery of specialty mental health services or if the Department or Contractor determines that the Contractor is unable to adequately provide specialty mental health services or that the Contractor does not meet the standards the Department deems necessary for a mental health plan, the Department shall ensure that specialty mental health services are provided to Medi-Cal beneficiaries. (Welf. & Inst. Code § 147122(c)(2), (3).)
- 3) The Department may contract with qualifying individual counties, counties acting jointly, or other qualified entities approved by the Department for the delivery of specialty mental health services in any county that is unable or unwilling to contract with the Department. The Contractor may not subsequently contract to provide specialty mental health services unless the Department elects to contract with the Contractor. (Welf. & Inst. Code § 147122(c)(4).)
- 4) If the Contractor does not contract with the Department to provide specialty mental health services, the Department will work with the Department of Finance and the Controller to obtain funds from the

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Contractor in accordance with Government (Govt.) Code 30027.10.
(Welf. & Inst. Code § 147122(d).)

A. Contract Renewal

- 1) This contract may be renewed if the Contractor continues to meet the requirements of Chapter 8.9 of Part 3 of Division 9 of the Welf. & Inst. Code and implementing regulatory requirements, as well as the terms and conditions of this contract. Failure to meet these requirements shall be cause for nonrenewal of the contract. (42 C.F.R. § 438.708; Welf. & Inst. Code § 14714(b)(1).) The Department may base the decision to renew on timely completion of a mutually agreed-upon plan of correction of any deficiencies, submissions of required information in a timely manner, and/or other conditions of the contract. (Welf. & Inst. Code § 14714(b)(1).)

- 2) In the event the contract is not renewed based on the reasons specified in (1), the Department will notify the Department of Finance, the fiscal and policy committees of the Legislature, and the Controller of the amounts to be sequestered from the Mental Health Subaccount, the Mental Health Equity Account, and the Vehicle License Fee Collection Account of the Local Revenue Fund and the Mental Health Account and the Behavioral Health Subaccount of the Local Revenue Fund 2011, and the Controller will sequester those funds in the Behavioral Health Subaccount pursuant to Govt. Code § 30027.10. Upon this sequestration, the Department will use the funds in accordance with Govt. Code § 30027.10. (Welf. & Inst. Code § 14714(b)(2).)

B. Contract Amendment Negotiations

Should either party during the life of this contract desire a change in this contract, such change shall be proposed in writing to the other party. The other party shall acknowledge receipt of the proposal in writing within 10 days and shall have 60 days (or such different period as the parties mutually may set) after receipt of such proposal to review and consider the proposal, to consult and negotiate with the proposing party, and to accept or reject the proposal. Acceptance or rejection may be made orally within the 60-day period, and shall be confirmed in writing within five days thereafter. The party proposing any such change shall have the right to withdraw the proposal at any time prior to acceptance or rejection by the other party. Any such proposal shall set forth a detailed explanation of the

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reason and basis for the proposed change, a complete statement of costs and benefits of the proposed change and the text of the desired amendment to this contract that would provide for the change. If the proposal is accepted, this contract shall be amended to provide for the change mutually agreed to by the parties on the condition that the amendment is approved by the Department of General Services, if necessary.

C. Contract Termination

The Contractor may terminate this contract in accordance with, Cal. Code Regs., tit. 9, section 1810.323(a). The Department may terminate this contract in accordance with Welf. & Inst. Code, sections 14197.7, 14714 and Cal. Code Regs., tit. 9, section 1810.323.

- 1) DHCS shall terminate this contract if the United States Secretary of Health and Human Services has determined the Contractor does not meet the requirements for participation in the Medicaid program contained in Subchapter XIX (commencing with Section 1396) of Chapter 7 of Title 42 of the United States Code. (Welf. & Inst. Code § 14197.7(i))
- 2) DHCS reserves the right to cancel or terminate this Contract if DHCS finds that Contractor fails to comply with contract requirements, state or federal law or regulations, or the state plan or approved waivers, or for other good cause. (Welf. & Inst. Code § 14197.7(a))
- 3) Good cause includes, but is not limited to, a finding of deficiency that results in improper denial or delay in the delivery of health care services, potential endangerment to patient care, disruption in the contractor's provider network, failure to approve continuity of care, that claims accrued or to accrue have not or will not be recompensed, or a delay in required contractor report to the department. (Welf. & Inst. Code § 14197.7(a))
- 4) Contract termination or cancellation shall be effective as of the date indicated in DHCS' notification to the Contractor, unless Contractor appeals the termination, or termination is immediate pursuant to paragraph 8. The notice shall identify any final performance, invoicing or payment requirements.

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- 5) Contractor may appeal contract termination pursuant to Welf. & Inst. Code sections 14197.7(l)(2) or section 14714(d).
- 6) Upon receipt of a notice of termination or cancellation, the Contractor shall take immediate steps to stop performance and to cancel, or if cancellation is not possible reduce, subsequent contract costs.
- 7) In the event of early termination or cancellation, the Contractor shall be entitled to payment for all allowable costs authorized under this Contract and incurred up to the date of termination or cancellation, including authorized non-cancelable obligations, provided such expenses do not exceed the stated maximum amounts payable.
- 8) The Department will immediately terminate this Contract if the Department finds that there is an immediate threat to the health and safety of Medi-Cal beneficiaries. Termination of the contract for other reasons will be subject to reasonable notice to the Contractor of the Department's intent to terminate, as well as notification to affected beneficiaries. (Welf. & Inst. Code § 14714(d).)

D. Termination of Obligations

- 1) All obligations to provide covered services under this contract shall automatically terminate on the effective date of any termination of this contract. The Contractor shall be responsible for providing covered services to beneficiaries until the termination or expiration of the contract and shall remain liable for the processing and payment of invoices and statements for covered services provided to beneficiaries prior to such expiration or termination.
- 2) When the Contractor terminates a subcontract with a provider, the Contractor shall make a good faith effort to provide notice of this termination, within 15 days, to the persons that the Contractor, based on available information, determines have recently been receiving services from that provider.

E. Contract Disputes

Should a dispute arise between the Contractor and the Department relating to performance under this contract, other than disputes governed

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by a dispute resolution process in Chapter 11 of Division 1, California Code of Regulations, title 9, or the processes governing the audit appeals process in Chapter 9 of Division 1, California Code of Regulations, title 9 the Contractor shall follow the Dispute Resolution Process outlined in provision number 15 of Exhibit D(F) which is attached hereto as part of this contract.

3. Fulfillment of Obligation

No covenant, condition, duty, obligation, or undertaking continued or made a part of this contract shall be waived except by written agreement of the parties hereto, and forbearance or indulgence in any other form or manner by either party in any regard whatsoever will not constitute a waiver of the covenant, condition, duty, obligation, or undertaking to be kept, performed or discharged by the party to which the same may apply. Until performance or satisfaction of all covenants, conditions, duties, obligations, and undertakings is complete, the other party shall have the right to invoke any remedy available under this contract, or under law, notwithstanding such forbearance or indulgence.

4. Additional Provisions

A. Inspection Rights/Record Keeping Requirements

- 1) Provision number seven (Audit and Record Retention) of Exhibit D(F), which is attached hereto as part of this Contract, supplements the following requirements.
- 2) The Contractor, and subcontractors, shall allow the Department, CMS, the Office of the Inspector General, the Comptroller General of the United States, and other authorized federal and state agencies, or their duly authorized designees, to evaluate Contractor's, and subcontractors', performance under this contract, including the quality, appropriateness, and timeliness of services provided, and to inspect, evaluate, and audit any and all records, documents, and the premises, equipment and facilities maintained by the Contractor and its subcontractors pertaining to such services at any time. The Contractor shall allow such inspection, evaluation and audit of its records, documents and facilities, and those of its subcontractors, for 10 years from the term end date of this Contract or in the event the Contractor has been notified that an audit or investigation of this Contract has been commenced, until such time as the matter under audit or investigation has been resolved,

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including the exhaustion of all legal remedies, whichever is later. (See 42 C.F.R. §§ 438.3(h), 438.230(c)(3)(i-iii).) Records and documents include, but are not limited to all physical and electronic records and documents originated or prepared pursuant to Contractor's or subcontractor's performance under this Contract including working papers, reports, financial records and documents of account, beneficiary records, prescription files, subcontracts, and any other documentation pertaining to covered services and other related services for beneficiaries.

- 3) The Contractor, and subcontractors, shall retain, all records and documents originated or prepared pursuant to the Contractor's or subcontractor's performance under this Contract, including beneficiary grievance and appeal records identified in Attachment 12, Section 2 and the data, information and documentation specified in 42 Code of Federal Regulations parts 438.604, 438.606, 438.608, and 438.610 for a period of no less than 10 years from the term end date of this Contract or in the event the Contractor has been notified that an audit or investigation of this Contract has been commenced, until such time as the matter under audit or investigation has been resolved, including the exhaustion of all legal remedies, whichever is later. (42 C.F.R. § 438.3(u); See also § 438.3(h).) Records and documents include, but are not limited to all physical and electronic records and documents originated or prepared pursuant to the Contractor's or subcontractor's performance under this Contract including working papers, reports, financial records and documents of account, beneficiary records, prescription files, subcontracts, and any other documentation pertaining to covered services and other related services for beneficiaries.

B. Notices

Unless otherwise specified in this contract, all notices to be given under this contract shall be in writing and shall be deemed to have been given when mailed, to the Department or the Contractor at the following addresses, unless the contract explicitly requires notice to another individual or organizational unit:

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Department of Health Care Services
Medi-Cal Behavioral Health Division
1501 Capitol Avenue, MS 2702
Sacramento, CA 95814

Mono County Behavioral Health
PO Box 2619
Mammoth Lakes, CA 93546

C. Nondiscrimination

- 1) Consistent with the requirements of applicable federal law, such as 42 Code of Federal Regulations, part 438.3(d)(3) and (4), and state law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect any ground protected under federal or state law, including sex, race, color, gender, gender identity, religion, marital status, national origin, ethnic group identification, ancestry, age, sexual orientation, medical condition, genetic information, or mental or physical handicap or disability. (42 U.S.C. § 18116; 42 C.F.R. § 438.3(d)(3-4); 45 C.F.R. § 92.2; Gov. Code § 11135(a); Welf. & Inst. Code § 14727(a)(3).)
- 2) The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended (codified at 29 U.S.C. § 794), prohibiting exclusion, denial of benefits, and discrimination against qualified individuals with a disability in any federally assisted programs or activities, and shall comply with the implementing regulations in Parts 84 and 85 of Title 45 of the C.F.R., as applicable.
- 3) The Contractor shall include the nondiscrimination and compliance provisions of this contract in all subcontracts to perform work under this contract.

D. Relationship of the Parties

The Department and the Contractor are, and shall at all times be deemed to be, independent agencies. Each party to this contract shall be wholly responsible for the manner in which it performs the obligations and services required of it by the terms of this contract. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the parties or any of their agents or employees. Each party assumes exclusively the responsibility

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for the acts of its employees or agents as they relate to the services to be provided during the course and scope of their employment. The Department and its agents and employees shall not be entitled to any rights or privileges of the Contractor's employees and shall not be considered in any manner to be Contractor employees. The Contractor and its agents and employees, shall not be entitled to any rights or privileges of state employees and shall not be considered in any manner to be state employees.

E. Waiver of Default

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this contract shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this contract.

5. Duties of the State

In discharging its obligations under this contract, and in addition to the obligations set forth in other parts of this contract, the Department shall perform the following duties:

A. Payment for Services

The Department shall make the appropriate payments set forth in Exhibit B and take all available steps to secure and pay FFP to the Contractor, once the Department receives FFP, for claims submitted by the Contractor. The Department shall notify Contractor and allow Contractor an opportunity to comment to the Department when questions are posed by CMS, or when there is a federal deferral, withholding, or disallowance with respect to claims made by the Contractor.

B. Reviews

The Department shall conduct reviews of access to and quality of care in the Contractor's county at least once every three years and issue reports to the Contractor detailing findings, recommendations, and corrective action, as appropriate, pursuant to Cal. Code Regs., tit. 9, section 1810.380, subdivision (a), and Welf. & Inst. Code § 14197.7. The Department shall also arrange for an annual external quality review of the

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Contractor as required by 42 Code of Federal Regulations, part 438.350 and Cal. Code Regs., tit. 9, section 1810.380(a)(7).

C. Monitoring for Compliance

When monitoring activities identify areas of non-compliance, the Department shall issue reports to the Contractor detailing findings, recommendations, and corrective action. Failure to comply with required corrective action could lead to civil penalties, as appropriate, pursuant to Welf. & Inst. Code § 14197.7.

D. The Contractor shall prepare and submit a report to the Department that provides information for the areas set forth in 42 C.F.R. § 438.66(b) and (c) as outlined in Exhibit A, Attachment 14, Section 7, in the manner specified by the Department.

E. If the Contractor has not previously implemented a Mental Health Plan or Contractor will provide or arrange for the provision of covered benefits to new eligibility groups, then the Contractor shall develop an Implementation Plan (as defined in Cal. Code Regs., tit. 9, § 1810.221) that is consistent with the readiness review requirements set forth in 42 Code of Federal Regulations, part 438.66(d)(4), and the requirements of Cal. Code Regs., tit. 9, § 1810.310 (a). (See 42 C.F.R. § 438.66(d)(1), (4).) The Department shall review and either approve, disapprove, or request additional information for each Implementation Plan. Notices of Approval, Notices of Disapproval and requests for additional information shall be forwarded to the Contractor within 60 days of the receipt of the Implementation Plan. (Cal. Code Regs., tit. 9, § 1810.310(b).) A Contractor shall submit proposed changes to its approved Implementation Plan in writing to the Department for review. A Contractor shall submit proposed changes in the policies, processes or procedures that would modify the Contractor's current Implementation Plan prior to implementing the proposed changes.(See Cal. Code Regs., tit. 9, § 1810.310 (b)-(c)).

F. The Department shall act promptly to review the Contractor's Cultural Competence Plan submitted pursuant to Cal. Code Regs., tit. 9, § 1810.410. The Department shall provide a Notice of Approval or a Notice of Disapproval, including the reasons for the disapproval, to the Contractor within 60 calendar days after receipt of the plan from the Contractor. If the Department fails to provide a Notice of Approval or Disapproval, the Contractor may implement the plan 60 calendar days from its submission to the Department.

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- G. Certification of Organizational Provider Sites Owned or Operated by the Contractor
- 1) The Department shall certify the organizational provider sites that are owned, leased or operated by the Contractor, in accordance with Cal. Code Regs., tit. 9, section 1810.435, and the requirements specified in Exhibit A, Attachment 3, Section 6 of this contract. This certification shall be performed prior to the date on which the Contractor begins to deliver services under this contract at these sites and once every three years after that date, unless the Department determines an earlier date is necessary. The on-site review required by Cal. Code Regs., tit. 9, § 1810.435(e), shall be conducted of any site owned, leased, or operated by the Contractor and used for to deliver covered services to beneficiaries, except that on-site review is not required for public school or satellite sites.
 - 2) The Department may allow the Contractor to begin delivering covered services to beneficiaries at a site subject to on-site review by the Department prior to the date of the on-site review, provided the site is operational and has any required fire clearances. The earliest date the Contractor may begin delivering covered services at a site subject to on site review by the Department is the date the Contractor requested certification of the site in accordance with procedures established by the Department, the date the site was operational, or the date a required fire clearance was obtained, whichever date is latest.
 - 3) The Department may allow the Contractor to continue delivering covered services to beneficiaries at a site subject to on-site review by the Department as part of the recertification process prior to the date of the on-site review, provided the site is operational and has all required fire clearances.
 - 4) Nothing in this section precludes the Department from establishing procedures for issuance of separate provider identification numbers for each of the organizational provider sites operated by the Contractor to facilitate the claiming of FFP by the Contractor and the Department's tracking of that information.

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H. Excluded Providers

- 1) If the Department learns that the Contractor has a prohibited affiliation, as described in Attachment 1, Section 2, the Department:
 - a) Must notify the Secretary of the noncompliance.
 - b) May continue an existing agreement with the Contractor unless the Secretary directs otherwise.
 - c) May not renew or otherwise extend the duration of an existing agreement with the Contractor unless the Secretary provides to the State and to Congress a written statement describing compelling reasons that exist for renewing or extending the agreement despite the prohibited affiliations.
 - d) Nothing in this section must be construed to limit or otherwise affect any remedies available to the U.S. under sections 1128, 1128A or 1128B of the Act. (42 C.F.R. §438.610(d).)

I. Sanctions

The Department shall conduct oversight in accordance with Cal. Code Regs., tit. 9, §§ 1810.380(a) and impose sanctions on the Contractor for violations of the terms of this contract, and applicable federal and state law and regulations, or the state plan or approved waivers, or for other good cause in accordance with Welf. & Inst. Code § 14197.7 and guidance issued by the Department pursuant to subdivision (r) of Welf. & Inst. Code § 14197.7.

J. Notification

The Department shall notify beneficiaries of their Medi-Cal specialty mental health benefits and options available upon termination or expiration of this contract.

K. Performance Measurement

The Department shall measure the Contractor's performance based on Medi-Cal approved claims and other data submitted by the Contractor to the Department using standard measures established by the Department in consultation with stakeholders.

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ADDITIONAL PROVISIONS

6. State and Federal Law Governing this Contract
- A. The Contractor/Subrecipient Designation: the Contractor is considered a contractor subject to 2 C.F.R Part 200 (45 C.F.R. Part 75).
 - B. The Contractor agrees to comply with all applicable federal and state law, including but not limited to the statutes and regulations incorporated by reference below in Sections D, G, and H, and applicable sections of the state plan and waiver in its provision of services as the Mental Health Plan. The Contractor agrees to comply with any changes to these statutes and regulations that may occur during the contract period and any new applicable statutes or regulations. These obligations shall apply without the need for a Contract amendment(s). To the extent there is a conflict between federal or state law or regulation and a provision in this contract, the Contractor shall comply with the federal or state law or regulation and the conflicting Contract provision shall no longer be in effect.
 - C. The Contractor agrees to comply with all existing policy letters issued by the Department. All policy letters issued by the Department subsequent to the effective date of this Contract shall provide clarification of the Contractor's obligations pursuant to this Contract, and may include instructions to the Contractor regarding implementation of mandated obligations pursuant to State or federal statutes or regulations, or pursuant to judicial interpretation.
 - D. Federal law:
 - 1) Title 42 United States Code, to the extent that these requirements are applicable;
 - 2) 42 C.F.R. to the extent that these requirements are applicable;
 - 3) 42 C.F.R. Part 438, Medicaid Managed Care, limited to those provisions that apply to Prepaid Inpatient Health Plans (PIHPs), except for the provisions listed in paragraph D and E, below.
 - 4) 42 C.F.R. § 455 to the extent that these requirements are applicable;

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- 5) 45 C.F.R. § 92.1 et seq. to the extent these requirements are applicable;
- 6) Title VI of the Civil Rights Act of 1964;
- 7) Title IX of the Education Amendments of 1972;
- 8) Age Discrimination Act of 1975;
- 9) Rehabilitation Act of 1973;
- 10) Americans with Disabilities Act;
- 11) Section 1557 of the Patient Protection and Affordable Care Act;
- 12) Deficit Reduction Act of 2005;
- 13) Balanced Budget Act of 1997;
- 14) The Contractor shall comply with the provisions of the Copeland Anti-Kickback Act, which requires that all contracts and subcontracts in excess of \$2000 for construction or repair awarded by the Contractor and its subcontractors shall include a provision for compliance with the Copeland Anti-Kickback Act.
- 15) The Contractor shall comply with the provisions of the Davis-Bacon Act, as amended, which provides that, when required by Federal Medicaid program legislation, all construction contracts awarded by the Contractor and its subcontractors of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act as supplemented by Department of Labor regulations.
- 16) The Contractor shall comply with the provisions of the Contract Work Hours and Safety Standards Act, as applicable, which requires that all subcontracts awarded by the Contractor in excess of \$2,000 for construction and in excess of \$2,500 for other subcontracts that involve the employment of mechanics or laborers shall include a provision for compliance with the Contract Work Hours and Safety Standards Act.
- 17) Any applicable federal and state laws that pertain to beneficiary rights.

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ADDITIONAL PROVISIONS

- 18) Should any part of the scope of work under this contract relate to a State program receiving Federal Financial Participation (FFP) that is no longer authorized by law (e.g., which has been vacated by a court of law, or for which CMS has withdrawn federal authority, or which is the subject of a legislative repeal), the Contractor must do no work on that part after the effective date of the loss of such program authority. DHCS must adjust payments to remove costs that are specific to any State program or activity receiving FFP that is no longer authorized by law. If the Contractor works on a State program or activity receiving FFP that is no longer authorized by law after the date the legal authority for the work ends, the Contractor will not be paid for that work. If DHCS has paid Contractor in advance to work on a no-longer-authorized State program or activity receiving FFP and under the terms of this contract the work was to be performed after the date the legal authority ended, the payment for that work should be returned to DHCS. However, if the Contractor worked on a State program or activity receiving FFP prior to the date legal authority ended for that State program or activity, and DHCS included the cost of performing that work in its payments to the Contractor, the Contractor may keep the payment for that work even if the payment was made after the date the State program or activity receiving FFP lost legal authority.

DHCS will attempt to provide Contractor with timely notice of the loss of program authority.

- E. The following sections of 42 Code of Federal Regulations, part 438 are inapplicable to this Contract:
- 1) §438.3(b) Standard Contract Provisions – Entities eligible for comprehensive risk contracts
 - 2) §438.3(c) Standard Contract Provisions - Payment
 - 3) §438.3(g) Standard Contract Provisions - Provider preventable conditions
 - 4) §438.3(o) Standard Contract Provisions - LTSS contract requirements

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ADDITIONAL PROVISIONS

- 5) §438.3(p) Standard Contract Provisions – Special rules for HIOs
- 6) §438.3(s) Standard Contract Provisions – Requirements for MCOs, PIHPs, or PAHPs that provide covered outpatient drugs
- 7) §438.4 Actuarial Soundness
- 8) §438.5 Rate Development Standards
- 9) §438.6 Special Contract Provisions Related to Payment
- 10) §438.7 Rate Certification Submission
- 11) §438.8 Medical Loss Ratio Standards
- 12) §438.9 Provisions that Apply to Non-emergency Medical Transportation
- 13) §438.50 State Plan Requirements
- 14) §438.52 Choice of MCOs, PIHPs, PAHPs, PCCMs, and PCCM entities
- 15) §438.56 Disenrollment: requirements and limitations
- 16) §438.70 Stakeholder engagement when LTSS is delivered through a managed care program
- 17) 438.74 State Oversight of the Minimum MLR Requirements
- 18) §438.104 Marketing
- 19) §438.106 Liability for Payment
- 20) §438.108 Cost Sharing
- 21) §438.110 Member advisory committee
- 22) §438.114 Emergency and Post-Stabilization
- 23) §438.362 Exemption from External Quality Review

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ADDITIONAL PROVISIONS

- 24) §438.700-730 Basis for Imposition of Sanctions
 - 25) §438.802 Basic Requirements
 - 26) §438.810 Expenditures for Enrollment Broker Services
 - 27) §438.816 Expenditures for the beneficiary support system for enrollees using LTSS
- F. Specific provisions of 42 Code of Federal Regulations, part 438 relating to the following subjects are inapplicable to this Contract:
- 1) Long Terms Services and Supports
 - 2) Managed Long Terms Services and Supports
 - 3) Actuarially Sound Capitation Rates
 - 4) Medical Loss Ratio
 - 5) Religious or Moral Objections to Delivering Services
 - 6) Family Planning Services
 - 7) Drug Formularies and Covered Outpatient Drugs
- G. Pursuant to Welf. & Inst. Code section 14704, a regulation or order concerning Medi-Cal specialty mental health services adopted by the State Department of Mental Health pursuant to Division 5 (commencing with Section 5000), as in effect preceding the effective date of this section, shall remain in effect and shall be fully enforceable, unless and until the readoption, amendment, or repeal of the regulation or order by DHCS, or until it expires by its own terms.
- H. State Law:
- The Contractor shall comply with all State and federal statutes and regulations, the terms of this Agreement, BHINs, and any other applicable authorities. In the event of a conflict between the terms of this Agreement and a State or federal statute or regulation, or a BHIN, the Contractor shall adhere to the applicable statute, regulation or BHIN.

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- 1) Division 5, Welf. & Inst. Code, to the extent that these requirements are applicable to the services and functions set forth in this contract
- 2) Welf. & Inst. Code §§ 14059.5 and 14184.402
- 3) Welf. & Inst. Code §§ 14680-14685.1
- 4) Welf. & Inst. Code §§ 14700-14727
- 5) Chapter 7, Part 3, Division 9, Welf. & Inst. Code, to the extent that these requirements are applicable to the services and functions set forth in this contract
- 6) Cal. Code Regs., tit. 9, § 1810.100 et. seq. – Medi-Cal Specialty Mental Health Services, except for those regulations that are superseded by BHINs
- 7) Cal. Code Regs., tit. 22, §§ 50951 and 50953
- 8) Cal. Code Regs., tit. 22, §§ 51014.1 and 51014.2

Exhibit E – Attachment 1
DEFINITIONS

1. The following definitions and the definitions contained in Cal. Code Regs., tit. 9, sections 1810.100-1850.535 shall apply in this contract. If there is a conflict between the following definitions and the definitions in Cal. Code Regs., tit. 9, sections 1810.100-1850.535, the definitions below will apply.
 - A. “Advance Directives” means a written instruction, such as a living will or durable power of attorney for health care, recognized under State law (whether statutory or as recognized by the courts of the State), relating to the provision of the healthcare when the individual is incapacitated.
 - B. “Abuse” means, as the term described in, provider practices that are inconsistent with sound, fiscal, business, or medical practices, and result in an unnecessary cost to the Medi-Cal program, or in reimbursement for services that are not medically necessary or that fail to meet professionally recognized standards for health care. It also includes beneficiary practices that result in unnecessary cost to the Medi-Cal program. (See 42 C.F.R. §§ 438.2, 455.2)
 - C. “Appeal” means a review by the Contractor of an adverse benefit determination.
 - D. “Beneficiary” means a Medi-Cal recipient who is currently receiving services from the Contractor.
 - E. "Contractor" means «Contractor_Name».
 - F. "Covered Specialty Mental Health Services" are defined in Exhibit E, Attachment 2.
 - G. "Department" means the California Department of Health Care Services (DHCS).
 - H. “Director” means the Director of DHCS.
 - I. “Discrimination Grievance” means a complaint concerning the unlawful discrimination on the basis of any characteristic protected under federal or state law, including sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, gender, gender identity, or sexual orientation.
 - J. “Emergency” means a condition or situation in which an individual has a need for immediate medical attention, or where the potential for such need

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is perceived by emergency medical personnel or a public safety agency (Health & Safety Code § 1797.07).

- K. “Fraud” means an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to self or some other person. It includes an act that constitutes fraud under applicable State and Federal law. (42 C.F.R. §§ 438.2, 455.2)
- L. “Grievance” means an expression of dissatisfaction about any matter other than adverse benefit determination. Grievances may include, but are not limited to, the quality of care or services provided, and aspects of interpersonal relationships such as rudeness of a provider or employee, or failure to respect the beneficiary’s rights regardless of whether remedial action is requested. Grievance includes a beneficiary’s right to dispute an extension of time proposed by the Contractor to make an authorization decision. (42 C.F.R. § 438.400)
- M. “Habilitative services and devices” help a person keep, learn, or improve skills and functioning for daily living. (45 C.F.R. § 156.115(a)(5)(i))
- N. "HHS" means the United States Department of Health and Human Service
- O. “Homelessness” means The beneficiary meets the definition established in section 11434a of the federal McKinney-Vento Homeless Assistance Act.15 Specifically, this includes (A) individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1) of the Act); and (B) includes (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965)

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who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

- P. Indian Health Care Provider (IHCP) means a health care program operated by the IHS (“IHS facility”), an Indian Tribe, a Tribal Organization, or Urban Indian Organization (otherwise known as an I/T/U) as those terms are defined in section 4 of the Indian Health Care Improvement Act (25 U.S.C. § 1603).
- Q. “Involvement in child welfare” means the beneficiary has an open child welfare services case, or the beneficiary is determined by a child welfare services agency to be at imminent risk of entering foster care but able to safely remain in their home or kinship placement with the provision of services under a prevention plan, or the beneficiary is a child whose adoption or guardianship occurred through the child welfare system. A child has an open child welfare services case if: a) the child is in foster care or in out of home care, including both court-ordered and by voluntary agreement; or b) the child has a family maintenance case (pre-placement or post-reunification), including both court-ordered and by voluntary agreement. A child can have involvement in child welfare whether the child remains in the home or is placed out of the home.
- R. “Juvenile justice involvement” means the beneficiary (1) has ever been detained or committed to a juvenile justice facility, or (2) is currently under supervision by the juvenile delinquency court and/or a juvenile probation agency. Beneficiaries who have ever been in custody and held involuntarily through operation of law enforcement authorities in a juvenile justice facility, including youth correctional institutions, juvenile detention facilities, juvenile justice centers, and other settings such as boot camps, ranches, and forestry/conservation camps, are included in the “juvenile justice involvement” definition. Beneficiaries on probation, who have been released home or detained/placed in foster care pending or post-adjudication, under probation or court supervision, participating in juvenile drug court or other diversion programs, and who are otherwise under supervision by the juvenile delinquency court and/or a juvenile probation agency also meet the “juvenile justice involvement” criteria.
- S. “Managed Care Organization” (MCO) means an entity that has, or is seeking to qualify for, a comprehensive risk contract under 42 C.F.R. Part 438, and is: 1) a Federally qualified HMO that meets the advance

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directives requirements of Subpart I of Part 489 of 42 C.F.R.; or, 2) any public or private entity that meets the advance directive requirements and is determined by the Secretary of Health and Human Services to also meet the following conditions: i) makes the services that it provides to its Medicaid beneficiaries as accessible (in terms of timeliness, amount, duration, and scope) as those services are to other Medicaid beneficiaries within the area served by the entity, ii) meet the solvency standards of 42 C.F.R. 438.116. (42 C.F.R. § 438.2)

- T. “Medically necessary” or “medical necessity” has the same meaning as set forth in Welfare and Institutions Code section 14059.5. For individuals 21 years of age or older, a service is “medically necessary” or a “medical necessity” when it is reasonable and necessary to protect life, to prevent significant illness or significant disability, or to alleviate severe pain. For individuals under 21 years of age, a service is “medically necessary” or a “medical necessity” if the service meets the standards set forth in Section 1396d(r)(5) of Title 42 of the United States Code.
- U. A “Network Provider” means any provider, group of providers, or entity that has a network provider agreement with a Mental Health Plan, or a subcontractor, and receives Medicaid funding directly or indirectly to order, refer or render covered services as a result of the Department’s contract with a Mental Health Plan. A network provider is not a subcontractor by virtue of the network provider agreement. (42 C.F.R. § 438.2)
- V. “Out-of-network provider” means a provider or group of providers that does not have a network provider agreement with a Mental Health Plan, or with a subcontractor. (A provider may be “out of network” for one Mental Health Plan, but in the network of another Mental Health Plan.)
- W. “Out-of-plan provider” has the same meaning as out-of-network provider.
- X. “Overpayment” means any payment made to a network provider by a Mental Health Plan to which the network provider is not entitled under Title XIX of the Act or any payment to a Mental Health Plan by a State to which the Mental Health Plan is not entitled to under Title XIX of the Act. (42 C.F.R. § 438.2)
- Y. “Provider” means a person or entity who is licensed, certified, or otherwise recognized or authorized under state law governing the healing arts to provide specialty mental health services and who meets the standards for

Exhibit E – Attachment 1
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participation in the Medi-Cal program as described in California Code of Regulations, title 9, Division 1, Chapters 10 or 11 and in Division 3, Subdivision 1 of Title 22, beginning with Section 50000. Provider includes but is not limited to licensed mental health professionals, clinics, hospital outpatient departments, certified day treatment facilities, certified residential treatment facilities, skilled nursing facilities, psychiatric health facilities, general acute care hospitals, and acute psychiatric hospitals. The MHP is a provider when direct services are provided to beneficiaries by employees of the Mental Health Plan.

- Z. “Physician Incentive Plans” mean any compensation arrangement to pay a physician or physician group that may directly or indirectly have the effect of reducing or limiting the services provided to any plan enrollee.
- AA. “PIHP” means Prepaid Inpatient Health Plan. . A Prepaid Inpatient Health Plan is an entity that:
- 1) Provides medical services to beneficiaries under contract with the Department of Health Care Services, and on the basis of prepaid capitation payments, or other payment arrangement that does not use state plan rates;
 - 2) Provides, arranges for, or otherwise has responsibility for the provision of any inpatient hospital or institutional services for its beneficiaries; and
 - 3) Does not have a comprehensive risk contract. (42 C.F.R. § 438.2)
- BB. "Rehabilitation" means a recovery or resiliency focused service activity which addresses a mental health need. This service activity provides assistance in restoring, improving, and/or preserving a beneficiary's functional, social, communication, or daily living skills to enhance self-sufficiency or self-regulation in multiple life domains relevant to the developmental age and needs of the beneficiary. Rehabilitation also includes support resources, and/or medication education. Rehabilitation may be provided to a beneficiary or a group of beneficiaries. (California's Medicaid State Plan, State Plan Amendment 10-016, Attachment 3.1-A, Supplement 3, p. 2a.)
- CC. “Satellite site” means a site owned, leased or operated by an organizational provider at which specialty mental health services are delivered to beneficiaries fewer than 20 hours per week, or, if located at a

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DEFINITIONS

multiagency site at which specialty mental health services are delivered by no more than two employees or contractors of the provider.

- DD. “Specialist” means a psychiatrist who has a license as a physician and surgeon in this state and shows evidence of having completed the required course of graduate psychiatric education as specified by the American Board of Psychiatry and Neurology in a program of training accredited by the Accreditation Council for Graduate Medical Education, the American Medical Association, or the American Osteopathic Association. (Cal. Code Regs., tit. 9 § 623.)
- EE. "Subcontract" means an agreement entered into by the Contractor with any of the following:
- 1) Any other organization or person who agrees to perform any administrative function or service for the Contractor specifically related to securing or fulfilling the Contractor's obligations to the Department under the terms of this contract.
 - 2) “Subcontractor” means an individual or entity that has a contract with an MCO, PIHP, PAHP, or PCCM entity that relates directly or indirectly to the performance of the MCO's, PIHP's, PAHP's, or PCCM entity's obligations under its contract with the State. A network provider is not a subcontractor by virtue of the network provider agreement with the MCO, PIHP, or PAHP. Notwithstanding the foregoing, for purposes of Exhibit D(F) the term “subcontractor” shall include network providers.

**Exhibit E – Attachment 2
SERVICE DEFINITIONS**

1. The Contractor shall provide, or arrange and pay for, the following covered specialty mental health services to beneficiaries of Mono County. Services shall be provided as medically necessary and approved and authorized according to State of California requirements. Services include:
 - A. Mental Health Services Individual or group therapies and interventions are designed to provide a reduction of mental disability and restoration, improvement or maintenance of functioning consistent with the goals of learning, development, independent living, and enhanced self-sufficiency. These services are separate from those provided as components of adult residential services, crisis intervention, crisis stabilization, day rehabilitation, or day treatment intensive. Service activities may include, but are not limited to:
 - 1) Assessment - A service activity designed to evaluate the current status of mental, emotional, or behavioral health.
 - 2) Therapy - A service activity that is a therapeutic intervention that focuses primarily on symptom reduction as a means to reduce functional impairments. Therapy may be delivered to an individual or group and may include family therapy at which the client is present.
 - 3) Rehabilitation - A service activity that includes, but is not limited to, assistance, improving, maintaining or restoring functional skills, daily living skills, social and leisure skills, grooming and personal hygiene skills; obtaining support resources; and/or obtaining medication education.
 - 4) Collateral - A service activity involving a significant support person in the beneficiary's life for the purpose of addressing the mental health needs of the beneficiary. Collateral may include, but is not limited to, consultation and training of the significant support person(s) to assist in better utilization of mental health services by the client, consultation and training of the significant support person(s) to assist in better understanding of mental illness, and family counseling with the significant support person(s). The client may or may not be present for this service activity.
 - B. Medication Support Services include prescribing, administering, dispensing and monitoring of psychiatric medications or biologicals that are necessary to alleviate the symptoms of mental illness. Service

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activities may include but are not limited to: evaluation of the need for medication; evaluation of clinical effectiveness and side effects; obtaining informed consent; instruction in the use, risks and benefits of, and alternatives for, medication; collateral and plan development related to the delivery of service and/or assessment for the client; prescribing, administering, dispensing and monitoring of psychiatric medications or biologicals; and medication education.

- C. Day Treatment Intensive are a structured, multi-disciplinary program of therapy that may be used as an alternative to hospitalization, or to avoid placement in a more restrictive setting, or to maintain the client in a community setting and which provides services to a distinct group of beneficiaries who receive services for a minimum of three hours per day (half-day) or more than four hours per day (full-day). Service activities may include, but are not limited to, assessment, plan development, therapy, rehabilitation and collateral. Collateral addresses the mental health needs of the beneficiary to ensure coordination with significant others and treatment providers.
- D. Day Rehabilitation services are a structured program of rehabilitation and therapy with services to improve, maintain or restore personal independence and functioning, consistent with requirements for learning and development and which provides services to a distinct group of beneficiaries who receive services for a minimum of three hours per day (half-day) or more than four hours per day (full-day). Service activities may include, but are not limited to assessment, plan development, therapy, rehabilitation and collateral. Collateral addresses the mental health needs of the beneficiary to ensure coordination with significant others and treatment providers.
- E. Crisis Intervention services last less than 24 hours and are for, or on behalf of, a beneficiary for a condition that requires more timely response than a regularly scheduled visit. Service activities include, but are not limited to, assessment, collateral and therapy. Crisis Intervention services may either be face-to-face or by telephone with the beneficiary or the beneficiary's significant support person and may be provided anywhere in the community.
- F. Crisis Stabilization services last less than 24 hours and are for, or on behalf of, a beneficiary for a condition that requires a more timely response than a regularly scheduled visit. Service activities include but

Exhibit E – Attachment 2 SERVICE DEFINITIONS

are not limited to one or more of the following: assessment, collateral, and therapy. Collateral addresses the mental health needs of the beneficiary to ensure coordination with significant others and treatment providers.

- G. Adult Residential Treatment Services are rehabilitative services provided in a non-institutional, residential setting for beneficiaries who would be at risk of hospitalization or other institutional placement if they were not receiving residential treatment services. The services include a wide range of activities and services that support beneficiaries in their effort to restore, maintain, and apply interpersonal and independent living skills and to access community support systems. Service activities may include assessment, plan development, therapy, rehabilitation, and collateral. Collateral addresses the mental health needs of the beneficiary to ensure coordination with significant others and treatment providers.
- H. Crisis Residential services provide an alternative to acute psychiatric hospital services for beneficiaries who otherwise would require hospitalization. The CRS programs for adults provide normalized living environments, integrated into residential communities. The services follow a social rehabilitation model that integrates aspects of emergency psychiatric care, psychosocial rehabilitation, milieu therapy, case management and practical social work.
- I. Psychiatric Health Facility Services—A Psychiatric Health Facility is a facility licensed under the provisions beginning with Section 77001 of Chapter 9, Division 5, Title 22 of the California Code of Regulations. “Psychiatric Health Facility Services” are therapeutic and/or rehabilitative services provided in a psychiatric health facility on an inpatient basis to beneficiaries who need acute care, which meets the criteria of Section 1820.205 of Chapter 11, Division 1, Title 9 of the California Code of Regulations, and whose physical health needs can be met in an affiliated general acute care hospital or in outpatient settings. These services are separate from those categorized as “Psychiatric Inpatient Hospital”.
- J. Intensive Care Coordination (ICC) is a targeted case management service that facilitates assessment of, care planning for and coordination of services to beneficiaries under age 21 who are eligible for the full scope of Medi-Cal services and who meet medical criteria to access SMHS. ICC service components include: assessing; service planning and implementation; monitoring and adapting; and transition. ICC services are provided through the principles of the Integrated Core Practice Model

Exhibit E – Attachment 2 SERVICE DEFINITIONS

(ICPM), including the establishment of the Child and Family Team (CFT) to ensure facilitation of a collaborative relationship among a child, their family and involved child-serving systems. The CFT is comprised of – as appropriate, both formal supports, such as the care coordinator, providers, case managers from child-serving agencies, and natural supports, such as family members, neighbors, friends, and clergy and all ancillary individuals who work together to develop and implement the client plan and are responsible for supporting the child and family in attaining their goals. ICC also provides an ICC coordinator who:

- 1) Ensures that medically necessary services are accessed, coordinated and delivered in a strength-based, individualized, family/child driven and culturally and linguistically competent manner and that services and supports are guided by the needs of the child;
 - 2) Facilitates a collaborative relationship among the child, their family and systems involved in providing services to the child;
 - 3) Supports the parent/caregiver in meeting their child's needs;
 - 4) Helps establish the CFT and provides ongoing support; and
 - 5) Organizes and matches care across providers and child serving systems to allow the child to be served in their community.
- K. Intensive Home Based Services (IHBS) are individualized, strength-based interventions designed to ameliorate mental health conditions that interfere with a child's functioning and are aimed at helping the child build skills necessary for successful functioning in the home and community and improving the child's family's ability to help the child successfully function in the home and community. IHBS services are provided in accordance with the Integrated Core Practice Model (ICPM) by the Child and Family Team (CFT) in coordination with the family's overall service plan which may include IHBS. Service activities may include, but are not limited to assessment, treatment plan, therapy, rehabilitation and collateral. IHBS is provided to beneficiaries under 21 who are eligible for the full scope of Medi-Cal services and who meet the access criteria for SMHS.
- L. Therapeutic Behavioral Services (TBS) are intensive, individualized, short-term outpatient treatment interventions for beneficiaries up to age 21.

Exhibit E – Attachment 2 SERVICE DEFINITIONS

Individuals receiving these services have serious emotional disturbances (SED), are experiencing a stressful transition or life crisis and need additional short-term, specific support services.

- M. Therapeutic Foster Care (TFC) Services model allows for the provision of short-term, intensive, highly coordinated, trauma informed and individualized specialty mental health services activities (plan development, rehabilitation and collateral) to children up to age 21 who have complex emotional and behavioral needs and who are placed with trained, intensely supervised and supported TFC parents. The TFC parent serves as a key participant in the therapeutic treatment process of the child. The TFC parent will provide trauma informed interventions that are medically necessary for the child. TFC is intended for children-youth who require intensive and frequent mental health support in a family environment. The TFC service model allows for the provision of certain specialty mental health services activities (plan development, rehabilitation and collateral) available under the EPSDT benefit as a home-based alternative to high level care in institutional settings such as group homes and an alternative to Short Term Residential Therapeutic Programs (STRTPs).
- N. Psychiatric Inpatient Hospital Services include both acute psychiatric inpatient hospital services and administrative day services. Acute psychiatric inpatient hospital services are provided to beneficiaries for whom the level of care provided in a hospital is medically necessary to diagnose or treat a covered mental illness. Administrative day services are inpatient hospital services provided to beneficiaries who were admitted to the hospital for an acute psychiatric inpatient hospital service and the beneficiary's stay at the hospital must be continued beyond the beneficiary's need for acute psychiatric inpatient hospital services due to lack of residential placement options at non-acute residential treatment facilities that meet the needs of the beneficiary.

Psychiatric inpatient hospital services are provided by SD/MC hospitals and FFS/MC hospitals. MHPs claim reimbursement for the cost of psychiatric inpatient hospital services provided by SD/MC hospitals through the SD/MC claiming system. FFS/MC hospitals claim reimbursement for the cost of psychiatric inpatient hospital services through the Fiscal Intermediary. MHPs are responsible for authorization of psychiatric inpatient hospital services reimbursed through either billing system. For SD/MC hospitals, the daily rate includes the cost of any needed professional services. The FFS/MC hospital daily rate does not

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SERVICE DEFINITIONS**

include professional services, which are billed separately from the FFS/MC inpatient hospital services via the SD/MC claiming system.

- O. Targeted case management is a service that assists a beneficiary in accessing needed medical, educational, social, prevocational, vocational, rehabilitative, or other community services. The service activities may include, but are not limited to, communication, coordination and referral; monitoring service delivery to ensure beneficiary access to services and the service delivery system; monitoring of the beneficiary's progress, placement services, and plan development. TCM services may be face-to-face or by telephone with the client or significant support persons and may be provided anywhere in the community. Additionally, services may be provided by any person determined by the MHP to be qualified to provide the service, consistent with the scope of practice and state law.

Exhibit F
Privacy and Security Provisions

1. This Agreement has been determined to constitute a business associate relationship under the Health Insurance Portability and Accountability Act and its implementing privacy and security regulations at 45 Code of Federal Regulations, Parts 160 and 164 (collectively "HIPAA") only to the extent that Contractor performs functions or activities on behalf of the Department pursuant to this Agreement that are described in the definition of "business associate", including, but not limited to, utilization review, quality assurance, or benefit management.
2. The term "Agreement" as used in this document refers to and includes both this Privacy and Security Provisions and the contract to which this Privacy and Security Provisions is attached as an exhibit.
3. For purposes of this Agreement, the term "Business Associate" shall have the same meaning as set forth in 45 CFR section 160.103.
4. The Department of Health Care Services (DHCS) intends that Contractor may create, receive, maintain, transmit or aggregate certain information pursuant to the terms of this Agreement, some of which information may constitute Protected Health Information (PHI) and/or confidential information protected by Federal and/or state laws.
 - 4.1 As used in this Agreement and unless otherwise stated, the term "PHI" refers to and includes both "PHI" as defined at 45 CFR section 160.103 and Personal Information (PI) as defined in the Information Practices Act at California Civil Code section 1798.3(a). PHI includes information in any form, including paper, oral, and electronic. The term PHI, as used in this exhibit, shall mean PHI accessed by Contractor in a database maintained by DHCS, received by Contractor from the Department, or acquired, or created by Contractor in connection with performing the functions, activities, and services on behalf of DHCS as specified in this Agreement.
 - 4.2 As used in this Agreement, the term "confidential information" refers to information not otherwise defined as PHI in Section 4.1 of this Agreement, but to which state and/or federal privacy and/or security protections apply.
5. Contractor, on DHCS's behalf, provides services or arranges, performs or assists in the performance of functions or activities on behalf of DHCS, and may create, receive, maintain, transmit, aggregate, use or disclose PHI (collectively, "use or disclose PHI") in order to fulfill Contractor's obligations under this Agreement. DHCS and Contractor are each a party to this Agreement and are referred to, collectively, as the "parties."
6. The terms used in this Agreement, but not otherwise defined, shall have the same meanings as those terms in HIPAA. Any reference to statutory or regulatory language shall be to such language as in effect or as amended.
7. **Permitted Uses and Disclosures of PHI by Contractor.** Except as otherwise indicated in this Agreement, Contractor may use or disclose PHI, inclusive of de-identified data derived from such PHI, only to perform functions, activities or services specified in this Agreement on behalf of DHCS, provided that such use or disclosure would not violate HIPAA or other applicable laws if done by DHCS.
 - 7.1 **Specific Use and Disclosure Provisions.** Except as otherwise indicated in this Agreement, Contractor may use and disclose PHI if necessary for the proper management and administration of the Contractor or to carry out the legal responsibilities of the Contractor. Contractor may disclose PHI for this purpose if the disclosure is required by law, or if the Contractor obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies the Contractor of any instances of which it is aware that the confidentiality of the information has been breached.

Exhibit F
Privacy and Security Provisions

8. Compliance with Other Applicable Law

- 8.1** To the extent that other state and/or federal laws provide additional, stricter and/or more protective (collectively, more protective) privacy and/or security protections to PHI or other confidential information covered under this Agreement beyond those provided through HIPAA, Contractor agrees:
- 8.1.1** To comply with the more protective of the privacy and security standards set forth in applicable state or federal laws to the extent such standards provide a greater degree of protection and security than HIPAA or are otherwise more favorable to the individuals whose information is concerned; and
- 8.1.2** To treat any violation of such additional and/or more protective standards as a breach or security incident, as appropriate, pursuant to Section 17 of this Agreement.
- 8.2** Examples of laws that provide additional and/or stricter privacy protections to certain types of PHI and/or confidential information, as defined in Section 4. of this Agreement, include, but are not limited to the Information Practices Act, California Civil Code sections 1798-1798.78, Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, Welfare and Institutions Code section 5328, and California Health and Safety Code section 11845.5.
- 8.3** If Contractor is a Qualified Service Organization (QSO) as defined in 42 CFR section 2.11, Contractor agrees to be bound by and comply with subdivisions (2)(i) and (2)(ii) under the definition of QSO in 42 CFR section 2.11.

9. Additional Responsibilities of Contractor

- 9.1 Nondisclosure.** Contractor shall not use or disclose PHI or other confidential information other than as permitted or required by this Agreement or as required by law.
- 9.2 Safeguards and Security.**
- 9.2.1** Contractor shall use safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of PHI and other confidential data and comply, where applicable, with subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the information other than as provided for by this Agreement. Such safeguards shall be based on applicable Federal Information Processing Standards (FIPS) Publication 199 protection levels.
- 9.2.2** Contractor shall, at a minimum, utilize a National Institute of Standards and Technology Special Publication (NIST SP) 800-53 compliant security framework when selecting and implementing its security controls and shall maintain continuous compliance with NIST SP 800-53 as it may be updated from time to time. The current version of NIST SP 800-53, Revision 5, is available online at <https://csrc.nist.gov/publications/detail/sp/800-53/rev-5/final>; updates will be available online at <https://csrc.nist.gov/publications/sp800>.
- 9.2.3** Contractor shall employ FIPS 140-2 validated encryption of PHI at rest and in motion unless Contractor determines it is not reasonable and appropriate to do so based upon a risk assessment, and equivalent alternative measures are in place and documented as such. FIPS 140-2 validation can be determined online at <https://csrc.nist.gov/projects/cryptographic-module-validation-program/validated-modules/search>, with information about the Cryptographic Module Validation Program under FIPS 140-2 available online at <https://csrc.nist.gov/Projects/cryptographic-module-validation-program/fips-140-2>. In addition, Contractor shall maintain, at a minimum, the most current industry standards for transmission and storage of PHI and other confidential information.

Exhibit F
Privacy and Security Provisions

- 9.2.4** Contractor shall apply security patches and upgrades, and keep virus software up-to-date, on all systems on which PHI and other confidential information may be used.
- 9.2.5** Contractor shall ensure that all members of its workforce with access to PHI and/or other confidential information sign a confidentiality statement prior to access to such data. The statement must be renewed annually.
- 9.2.6** Contractor shall identify the security official who is responsible for the development and implementation of the policies and procedures required by 45 CFR Part 164, Subpart C.
- 9.3 Contractor's Agent.** Contractor shall ensure that any agents, subcontractors, subawardees, vendors or others (collectively, "agents") that use or disclose PHI and/or confidential information on behalf of Contractor agree to the same restrictions and conditions that apply to Contractor with respect to such PHI and/or confidential information.
- 10. Mitigation of Harmful Effects.** Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PHI and other confidential information in violation of the requirements of this Agreement.
- 11. Access to PHI.** Contractor shall make PHI available in accordance with 45 CFR section 164.524.
- 12. Amendment of PHI.** Contractor shall make PHI available for amendment and incorporate any amendments to protected health information in accordance with 45 CFR section 164.526.
- 13. Accounting for Disclosures.** Contractor shall make available the information required to provide an accounting of disclosures in accordance with 45 CFR section 164.528.
- 14. Compliance with DHCS Obligations.** To the extent Contractor is to carry out an obligation of DHCS under 45 CFR Part 164, Subpart E, comply with the requirements of the subpart that apply to DHCS in the performance of such obligation.
- 15. Access to Practices, Books and Records.** Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI on behalf of DHCS available to DHCS upon reasonable request, and to the federal Secretary of Health and Human Services for purposes of determining DHCS' compliance with 45 CFR Part 164, Subpart E.
- 16. Return or Destroy PHI on Termination; Survival.** At termination of this Agreement and any successor agreements, if feasible, Contractor shall return or destroy all PHI and other confidential information received from, or created or received by Contractor on behalf of, DHCS that Contractor still maintains in any form and retain no copies of such information. If return or destruction is not feasible, Contractor shall notify DHCS of the conditions that make the return or destruction infeasible, and DHCS and Contractor shall determine the terms and conditions under which Contractor may retain the PHI. If such return or destruction is not feasible, Contractor shall extend the protections of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.
- 17. Breaches and Security Incidents.** Contractor shall implement reasonable systems for the discovery and prompt reporting of any breach or security incident, and take the following steps:
- 17.1 Notice to DHCS.**
- 17.1.1** Contractor shall notify DHCS **within 24 hours by email** (or by telephone if Contractor is unable to email DHCS) of the discovery of:

Exhibit F
Privacy and Security Provisions

- 17.1.1.1 Unsecured PHI if the PHI is reasonably believed to have been accessed or acquired by an unauthorized person;
- 17.1.1.2 Any suspected security incident which risks unauthorized access to PHI and/or other confidential information;
- 17.1.1.3 Any intrusion or unauthorized access, use or disclosure of PHI in violation of this Agreement; or
- 17.1.1.4 Potential loss of confidential data affecting this Agreement.

17.1.2 Notice shall be provided to the DHCS Program Contract Manager (as applicable), the DHCS Privacy Office, and the DHCS Information Security Office (collectively, "DHCS Contacts") using the DHCS Contact Information at Section 17.6. below.

Notice shall be made using the current DHCS "Privacy Incident Reporting Form" ("PIR Form"; the initial notice of a security incident or breach that is submitted is referred to as an "Initial PIR Form") and shall include all information known at the time the incident is reported. The form is available online at

<https://www.dhcs.ca.gov/formsandpubs/laws/priv/Documents/Privacy-Incident-Report-PIR.pdf> .

Upon discovery of a breach or suspected security incident, intrusion or unauthorized access, use or disclosure of PHI, Contractor shall take:

- 17.1.2.1 Prompt action to mitigate any risks or damages involved with the security incident or breach; and
- 17.1.2.2 Any action pertaining to such unauthorized disclosure required by applicable Federal and State law.

17.2 Investigation. Contractor shall immediately investigate such security incident or confidential breach.

17.3 Complete Report. To provide a complete report of the investigation to the DHCS contacts within ten (10) working days of the discovery of the security incident or breach. This "Final PIR" must include any applicable additional information not included in the Initial Form. The Final PIR Form shall include an assessment of all known factors relevant to a determination of whether a breach occurred under HIPAA and other applicable federal and state laws. The report shall also include a full, detailed corrective action plan, including its implementation date and information on mitigation measures taken to halt and/or contain the improper use or disclosure. If DHCS requests information in addition to that requested through the PIR form, Contractor shall make reasonable efforts to provide DHCS with such information. A "Supplemental PIR" may be used to submit revised or additional information after the Final PIR is submitted. DHCS will review and approve or disapprove Contractor's determination of whether a breach occurred, whether the security incident or breach is reportable to the appropriate entities, if individual notifications are required, and Contractor's corrective action plan.

17.3.1 If Contractor does not complete a Final PIR within the ten (10) working day timeframe, Contractor shall request approval from DHCS within the ten (10) working day timeframe of a new submission timeframe for the Final PIR.

17.4 Notification of Individuals. If the cause of a breach is attributable to Contractor or its agents, Contractor shall notify individuals accordingly and shall pay all costs of such notifications, as well as all costs associated with the breach. The notifications shall comply with applicable federal and state law. DHCS shall approve the time, manner and content of any such notifications and their review and approval must be obtained before the notifications are made.

Exhibit F
 Privacy and Security Provisions

17.5 Responsibility for Reporting of Breaches to Entities Other than DHCS. If the cause of a breach of PHI is attributable to Contractor or its subcontractors, Contractor is responsible for all required reporting of the breach as required by applicable federal and state law.

17.6 DHCS Contact Information. To direct communications to the above referenced DHCS staff, the Contractor shall initiate contact as indicated here. DHCS reserves the right to make changes to the contact information below by giving written notice to Contractor. These changes shall not require an amendment to this Agreement.

DHCS Program Contract Manager	DHCS Privacy Office	DHCS Information Security Office
See the Scope of Work exhibit for Program Contract Manager information.	Privacy Office c/o: Office of HIPAA Compliance Department of Health Care Services P.O. Box 997413, MS 4722 Sacramento, CA 95899-7413 Email: incidents@dhcs.ca.gov Telephone: (916) 445-4646	Information Security Office DHCS Information Security Office P.O. Box 997413, MS 6400 Sacramento, CA 95899-7413 Email: incidents@dhcs.ca.gov

18. Responsibility of DHCS. DHCS agrees to not request the Contractor to use or disclose PHI in any manner that would not be permissible under HIPAA and/or other applicable federal and/or state law.

19. Audits, Inspection and Enforcement

19.1 From time to time, DHCS may inspect the facilities, systems, books and records of Contractor to monitor compliance with this Agreement. Contractor shall promptly remedy any violation of this Agreement and shall certify the same to the DHCS Privacy Officer in writing. Whether or how DHCS exercises this provision shall not in any respect relieve Contractor of its responsibility to comply with this Agreement.

19.2 If Contractor is the subject of an audit, compliance review, investigation or any proceeding that is related to the performance of its obligations pursuant to this Agreement, or is the subject of any judicial or administrative proceeding alleging a violation of HIPAA, Contractor shall promptly notify DHCS unless it is legally prohibited from doing so.

20. Termination

20.1 Termination for Cause. Upon DHCS' knowledge of a violation of this Agreement by Contractor, DHCS may in its discretion:

20.1.1 Provide an opportunity for Contractor to cure the violation and terminate this Agreement if Contractor does not do so within the time specified by DHCS; or

20.1.2 Terminate this Agreement if Contractor has violated a material term of this Agreement.

20.2 Judicial or Administrative Proceedings. DHCS may terminate this Agreement if Contractor is found to have violated HIPAA, or stipulates or consents to any such conclusion, in any judicial or administrative proceeding.

21. Miscellaneous Provisions

Exhibit F
Privacy and Security Provisions

- 21.1 Disclaimer.** DHCS makes no warranty or representation that compliance by Contractor with this Agreement will satisfy Contractor's business needs or compliance obligations. Contractor is solely responsible for all decisions made by Contractor regarding the safeguarding of PHI and other confidential information.
- 21.2. Amendment.**
- 21.2.1** Any provision of this Agreement which is in conflict with current or future applicable Federal or State laws is hereby amended to conform to the provisions of those laws. Such amendment of this Agreement shall be effective on the effective date of the laws necessitating it, and shall be binding on the parties even though such amendment may not have been reduced to writing and formally agreed upon and executed by the parties.
- 21.2.2** Failure by Contractor to take necessary actions required by amendments to this Agreement under Section 21.2.1 shall constitute a material violation of this Agreement.
- 21.3 Assistance in Litigation or Administrative Proceedings.** Contractor shall make itself and its employees and agents available to DHCS at no cost to DHCS to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against DHCS, its directors, officers and/or employees based upon claimed violation of HIPAA, which involve inactions or actions by the Contractor.
- 21.4 No Third-Party Beneficiaries.** Nothing in this Agreement is intended to or shall confer, upon any third person any rights or remedies whatsoever.
- 21.5 Interpretation.** The terms and conditions in this Agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA and other applicable laws.
- 21.6 No Waiver of Obligations.** No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.

Contractor Certification Clauses

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
Mono County Behavioral Health	95-6005661

By (Authorized Signature)

Printed Name and Title of Person Signing

Date Executed	Executed in the County of
	Mono

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: Emergency Management

TIME REQUIRED

**PERSONS
APPEARING
BEFORE THE
BOARD**

SUBJECT 2021 Emergency Management
Performance Grant – American
Rescue Plan Act (EMPG-ARPA)
Governing Board Resolution

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed resolution R22- __ authorizing the CAO and Director of Emergency Management to administer the 2021 EMPG-ARPA grant.

RECOMMENDED ACTION:

Adopt proposed resolution R22- __ authorizing the CAO and Director of Emergency Management to administer the 2021 EMPG-ARPA grant.

FISCAL IMPACT:

No immediate fiscal impact is associated with the approval of this item. However, the annual award to Mono County is \$60,101.

CONTACT NAME: Chris Mokracek

PHONE/EMAIL: 7609244633 / cmokracek@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Resolution

History

Time

Who

Approval

9/8/2022 2:54 PM	County Counsel	No
9/8/2022 7:07 AM	Finance	Yes
9/9/2022 11:09 AM	Ambulance Paramedics	Yes
9/9/2022 11:30 AM	County Counsel	Yes
9/9/2022 12:11 PM	Finance	Yes
9/9/2022 4:08 PM	County Administrative Office	Yes



Date: September 13, 2022

To Honorable Board of Supervisors

From Chris Mokracek, Director of Emergency Management

Subject CalOES Governing Body Resolution for purposes of Emergency Management Performance Grant – American Rescue Plan Act administration

Recommendation

Authorize the Board Chair to sign the 2021 Mono County Governing Body Resolution document for CalOES specific to EMPG-ARPA

Discussion

Mono County is a sub-grantee of the State of California for the Emergency Management Performance Grant (EMPG) American Rescue Plan Act (ARPA), which are managed by the California Governor’s Office of Emergency Services (CalOES). CalOES requires the Board of Supervisors to appoint specific staff to execute for, and on behalf of the County for all actions related to the administration of these grants. The authorization of these specific staff is signified via the Governing Body Resolution (GBR) document which must be approved by the Board of Supervisors at least every three years.

Fiscal Impact

No immediate fiscal impact is associated with this item, however, the annual award to Mono County is \$60,101.



R22-__

**A RESOLUTION AUTHORIZING MONO COUNTY TO PARTICIPATE IN THE
FY 2022 -2023 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)
PROGRAM AND DESIGNATING THE DIRECTOR OF EMERGENCY
MANAGEMENT AND COUNTY ADMINISTRATIVE OFFICER (CAO) AS
AUTHORIZED AGENTS TO SIGN FOR AND ADMINISTER THE GRANT.**

WHEREAS, Mono County is a political subdivision of the State of California, and is a sub-grantee of the State of California for the Emergency Management Performance Grant (EMPG) American Rescue Plan Act (ARPA), which are managed by the California Governor’s Office of Emergency Services (CalOES); and

WHEREAS, Mono County wishes to participate in the 2022 - 2023 EMPG Program; and

WHEREAS, CalOES requires the Board of Supervisors to appoint specific staff to execute documents and act on behalf of the County for all actions related to the administration of these grants therefor;

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES that:

The County of Mono’s participation in the 2022-2023 Emergency Management Performance Grant (EMPG) Program is hereby authorized, and the CAO and Director of Emergency Management are authorized to execute for and on behalf of Mono County and any actions necessary for the purpose of obtaining financial assistance provided by the federal Department of Homeland Security and sub-awarded through the State of California, and to act as the County’s agents with respect thereto.

PASSED, APPROVED and ADOPTED this 13th day of September, 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Bob Gardner, Chair
Mono County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board

County Counsel



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: CAO

TIME REQUIRED PUBLIC HEARING: 9:30AM (30 minutes)

PERSONS APPEARING BEFORE THE BOARD

County Administrative Officer, Bob Lawton; County Budget Officer Megan Mahaffey, Assistant to the County Administrative Officer Cheyenne Stone; Assistant County Administrative Officer John Craig

SUBJECT PUBLIC HEARING: Mono County FY2022-23 Budget Hearing

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Public hearing and adoption of the 2022-23 Mono County Recommended Budget as presented or amended. The Mono County 2022-23 Recommended Budget is available on the Mono County Website:
<https://monocounty.ca.gov/auditor/page/2022-2023-budget-portal>

RECOMMENDED ACTION:

1) Conduct public budget hearing. 2) Adopt resolution R22-___, A Resolution of the Mono County Board of Supervisors Adopting the Final Mono County Budget for Fiscal Year 2022-23 as presented or amended.

FISCAL IMPACT:

The Mono County Recommended Budget for FY2022–23 comprises \$140.1 million of expenditures in all funds, offset by \$126.7 million in revenues and \$13.4 million in applied fund balance. The General Fund makes up \$45.3 million of both revenues and expenditures, or 32.3% of all funds in the Mono County Budget.

CONTACT NAME: Megan Chapman

PHONE/EMAIL: 760-924-1836 / mchapman@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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Staff Report
Resolution

[Public Notice](#)

[Recommended Budget](#)

History

Time	Who	Approval
9/8/2022 2:57 PM	County Counsel	Yes
9/8/2022 3:05 PM	Finance	Yes
9/9/2022 4:09 PM	County Administrative Office	Yes



COUNTY ADMINISTRATIVE OFFICER
COUNTY OF MONO
 Robert C. Lawton
 PO Box 696
 Bridgeport, CA 93517-0696
 (760) 932-5410
rlawton@mono.ca.gov
www.mono.ca.gov

September 13, 2022

BOARD OF SUPERVISORS

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VICE CHAIR

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Stacy Corless / District 5

Jennifer Kreitz / District 1

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COUNTY DEPARTMENTS

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ANIMAL SERVICES

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Wendy Sugimura

COUNTY CLERK-RECORDER

Scheereen Dedman

COUNTY COUNSEL

Stacey Simon, Esq.

ECONOMIC DEVELOPMENT

Jeff Simpson

EMERGENCY MEDICAL SERVICES

To be determined

FINANCE

Janet Dutcher

CPA, CGFM, MPA

INFORMATION TECHNOLOGY

Nate Greenberg

PROBATION

Karin Humiston

PUBLIC HEALTH

Bryan Wheeler

PUBLIC WORKS

Paul Roten

SOCIAL SERVICES

Kathy Peterson

To: The Honorable Board of Supervisors, Colleagues, and Community Members

From: Robert C. Lawton

RE: FY2022–23 Mono County Recommended Budget

RECOMMENDATION:

- 1) Conduct public budget hearing.
- 2) Adopt resolution R22-___, A Resolution of the Mono County Board of Supervisors Adopting the Final Mono County Budget for Fiscal Year 2022-23 as presented or amended.

DISCUSSION: In accordance with Section 29000, Government Code, referred to as the County Budget Act, the County Administrative Officer is pleased to present the Mono County FY2022–23 Recommended Budget. The Recommended Budget was published on September 9th and is now coming back to your board for adoption with a public hearing.

The Mono County Budget for FY2022–23 comprises \$140.1 million of expenditures in all funds offset by \$126.7 million in revenues and \$13.4 million in applied fund balance. The General Fund makes up \$45.3 Million of both revenues and expenditures, or 32.3% of all funds in the Mono County Budget.

The General Fund is anticipated to be structurally balanced for FY2022–23. There will be no use of carryover Fund Balance for expenditures in FY2022–23. Mono County will use current year revenues to pay for current year expenditures in the General Fund. The FY2022–23 Budget still includes use of fund balance for Non-General Fund Activities. The main differences between the Mono County FY2021–22 Adopted Budget and the FY2022–23 CAO Recommended Budget are seen as increases in projected revenue and requested expenditures. The Transmittal letter of the Budget gives a closer look at the projected revenue and requested expenditures for the current Budget.

ATTACHMENTS:

1. FY2022–23 Mono County Recommended Budget
2. Resolution 22-XX



R22-__

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS
ADOPTING THE FINAL MONO COUNTY BUDGET
FOR FISCAL YEAR 2022-2023**

WHEREAS, the final Mono County budget for fiscal year 2022-2023 (the “budget”) has been prepared under direction of the County Administrative Officer after consultation with the Finance Director, department heads, officers and certain employees; and

WHEREAS, the budget has been prepared in the form and manner required by law; and

WHEREAS, budget hearings of the Board of Supervisors have been noticed and held;
and

WHEREAS, the final budget is attached hereto and incorporated into this resolution by this reference pursuant to Government Code Section 29090.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES that:

SECTION ONE: The budget incorporated by reference meets the requirements of Government Code Section 29000 et. Seq.

SECTION TWO: Pursuant to Government Code Section 29091, the several amounts of proposed financing uses specified in the budget are hereby appropriated at the object level except fixed assets, which are appropriated at the sub-object level pursuant to Government Code Section 29008.

1 **SECTION THREE:** The budget is hereby adopted as the Mono County Final Budget for
2 Fiscal Year 2022-2023.

3
4 **SECTION FOUR:** A copy of this Resolution, together with the attached budget, shall be
5 filed forthwith by the Finance Director in the Office of the Clerk of the Board of Supervisors and
6 in the Office of the Controller of the State of California.
7

8 **PASSED, APPROVED and ADOPTED** this 13th day of September, 2022, by the
9 following vote, to wit:
10

11 **AYES:**

12 **NOES:**

13 **ABSENT:**

14 **ABSTAIN:**
15
16
17
18

19 _____
20 Bob Gardner, Chair
21 Mono County Board of Supervisors

22 **ATTEST:**

23 **APPROVED AS TO FORM:**
24

25 _____
26 Clerk of the Board

27 _____
28 County Counsel
29
30
31
32

**NOTICE OF AVAILABILITY OF PROPOSED
2022-2023 MONO COUNTY BUDGET DOCUMENTS AND
PUBLIC HEARING THEREON BY THE
MONO COUNTY BOARD OF SUPERVISORS**

NOTICE IS HEREBY GIVEN THAT THE PROPOSED COUNTY BUDGET DOCUMENTS FOR FISCAL YEAR 2022-2023 WILL BE AVAILABLE TO MEMBERS OF THE GENERAL PUBLIC ON September 2, 2022, ON THE MONO COUNTY WEBSITE AND IN THE NORTH AND SOUTH COUNTY OFFICES OF THE COUNTY ADMINISTRATIVE OFFICER, COURTHOUSE ANNEX I, BRIDGEPORT, CALIFORNIA (760) 932-5412, AND 1290 TAVERN RD, SUITE 119, MAMMOTH LAKES, CALIFORNIA.

NOTICE IS ALSO HEREBY GIVEN THAT THE BOARD OF SUPERVISORS, COUNTY OF MONO, WILL MEET AT THE TIME AND PLACE SPECIFIED BELOW FOR THE PURPOSE OF CONDUCTING A PUBLIC HEARING REGARDING THE FISCAL YEAR 2022-2023 PROPOSED BUDGET, PREPARATORY TO MAKING A FINAL DETERMINATION THEREON. ANY MEMBER OF THE GENERAL PUBLIC MAY APPEAR AT THE HEARING AND BE HEARD REGARDING ANY ITEM OF THE BUDGET OR FOR THE INCLUSION OF ADDITIONAL ITEMS. THE PUBLIC HEARING WILL COMMENCE AT 9:30 A.M. AS PART OF THE MEETING OF THE BOARD ON TUESDAY, SEPTEMBER 13, 2022 IN THE BOARD CHAMBERS, 2nd FLOOR, COUNTY COURTHOUSE, BRIDGEPORT, CALIFORNIA, 93517. THE BOARD MAY CONTINUE THE PUBLIC HEARING TO TUESDAY, SEPTEMBER 20, 2022, IF NECESSARY, AND THEREAFTER IN ITS DISCRETION.

ROBERT C. LAWTON
COUNTY ADMINISTRATIVE OFFICER



MONO COUNTY **BUDGET** FY 2022-2023



CALIFORNIA'S GREAT BEYOND

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COUNTY ADMINISTRATIVE OFFICER
COUNTY OF MONO
 Robert C. Lawton
 PO Box 696
 Bridgeport, CA 93517-0696
 (760) 932-5410
rlawton@mono.ca.gov
www.mono.ca.gov

September 2, 2022

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The Honorable Mono County Board of Supervisors
 PO Box 696
 Bridgeport, CA 93517

Dear Supervisors:

In accordance with Section 29000, Government Code, referred to as the County Budget Act, the County Administrative Officer is pleased to present the Mono County FY2022–23 Recommended Budget. The Recommended Budget will be presented at the Mono County Board of Supervisors meeting on September 13th for adoption with a public hearing.

Department participation throughout this process was essential, and the Budget continues to be a collaborative effort between the CAO and all departments. I wish to express specific appreciation to Janet Dutcher for having taken responsibility for the County Budget in the absence of a fully staffed Administrative Office as well as her dedication to fiscal responsibility and sustainability. Megan M. Chapman has recently completed her transition from being a Finance department staff member to joining the administrative office as Mono County’s first County Budget Officer, and I thank her for embracing this new role.

Since restoring responsibility for Budget development and management to the CAO’s office following the adoption of the FY2021–22 Budget, the following changes have taken place:

1. Mid-Year budget review is forward-facing
2. Addition of 3rd Quarter Budget review/forecast
3. Resuming a regular annual CIP process in November
4. Strategic Plan adoption for Budget priorities

These changes will help departments engage throughout the Fiscal Year on budget performance to ensure a better county-wide understanding and correlation between revenues/expenditures and department services. Mono County will be able to better predict service outcomes within resource constraints. Additionally, quarterly reports will allow the County Board to understand spending patterns and receive rolling projections of end-of-year Fund Balance.

The Mono County Budget for FY2022–23 comprises \$140.1 million of expenditures in all funds, offset by \$126.7 million in revenues and \$13.4 million in applied fund balance. The General Fund makes up \$45.3 million of both revenues and expenditures, or 32.3% of all funds in the Mono County Budget.

The General Fund is anticipated to be structurally balanced for FY2022–23. There will be no use of carryover Fund Balance for expenditures in FY2022–23. Mono County will use current year revenues to pay for current year expenditures in the General Fund.

The main differences between the Mono County FY2021–22 Adopted Budget and the FY2022–23 CAO Recommended Budget are seen as increases in projected revenue and requested expenditures. The following sections give a closer look at the projected revenue and requested expenditures for the current Budget.

Revenues

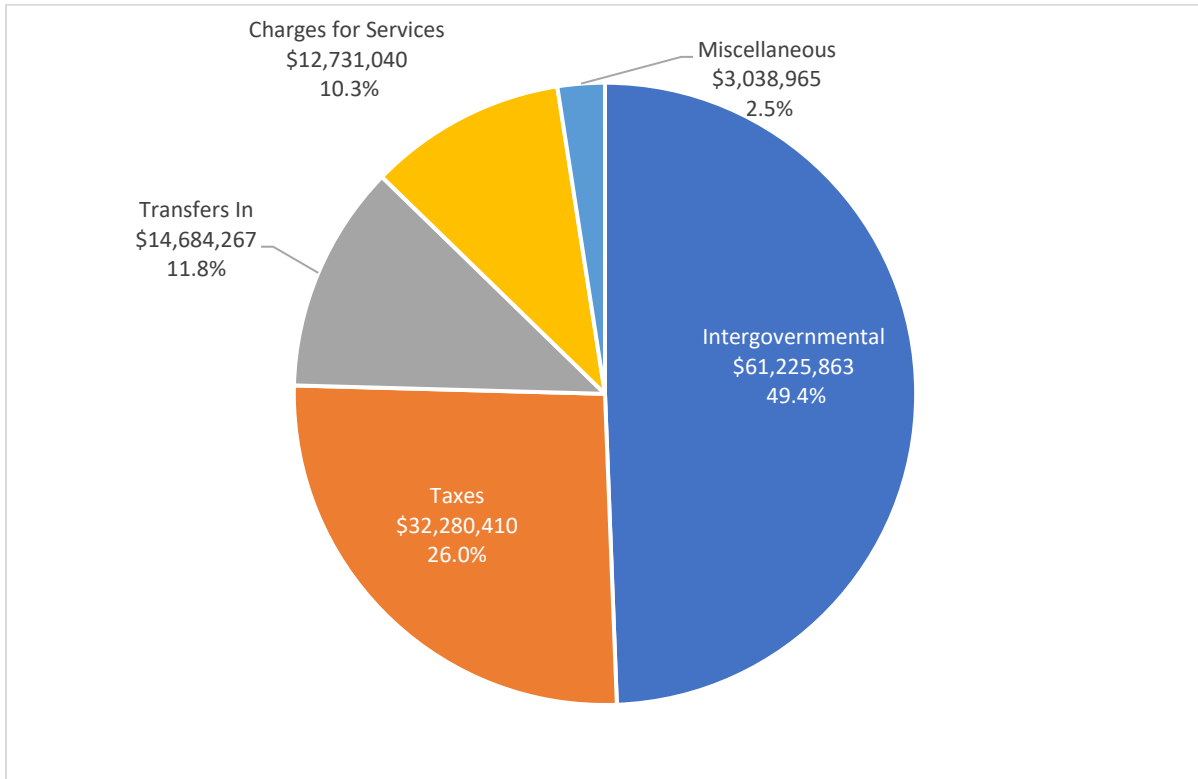
The FY2022–23 CAO Recommended Budget includes projected revenues of \$126.7 million in all funds. Projected Revenues increased from \$116.1 million in the FY2021–22 Adopted Budget to \$126.7 million for the FY2022–23 Budget, \$10.6 million or 8%. Property Tax and TOT increased from \$46.7 million to \$53.7 million, a \$6.9 million increase or 13% from FY2021–22. These new operating revenues could not be reasonably predicted during pandemic conditions, which characterized multiple economic constraints and closures to our county tourist economy. In addition to the increase in discretionary revenues, Mono County had a 6% increase in Intergovernmental funding from various State and Federal sources.

Changes in significant revenue categories are summarized in the table below:

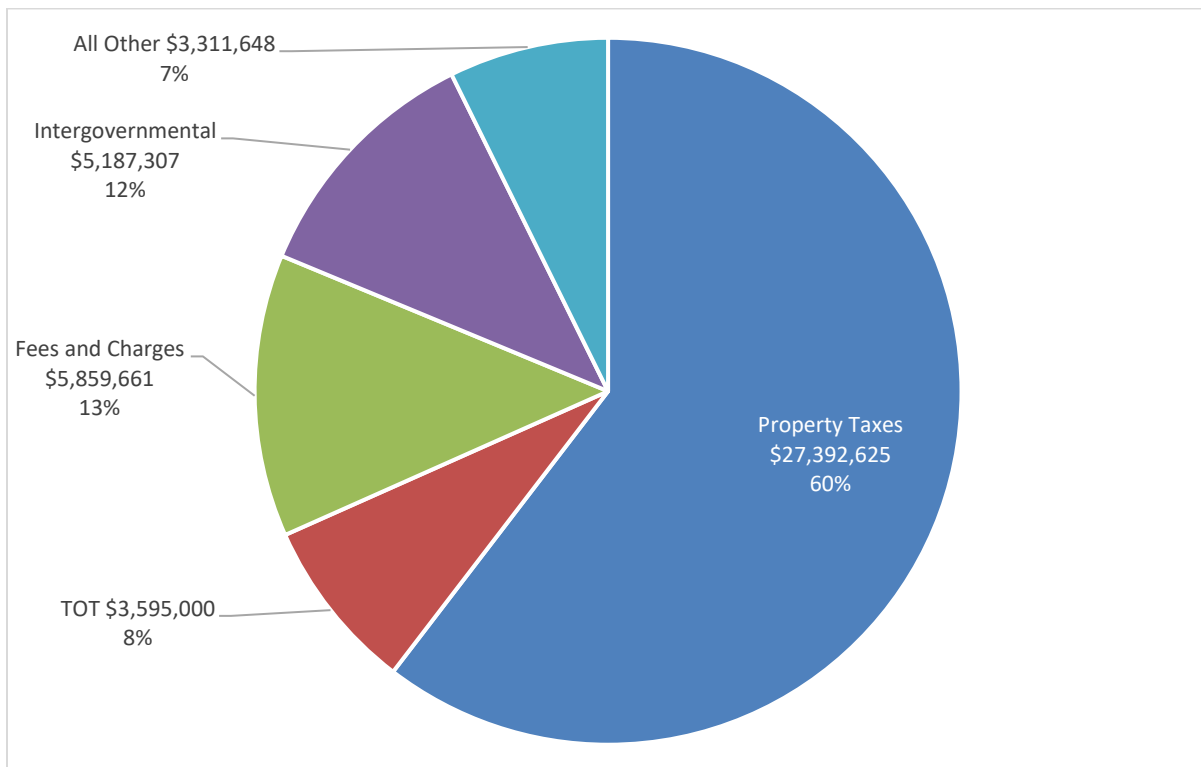
SIGNIFICANT REVENUE CATEGORY	BUDGETARY IMPACT
Current secured, unsecured, and unitary property tax revenues (excludes delinquencies and supplemental taxes)	The AB 8 valuation from the Assessor in late June 2022 showed a 9.65% increase over the prior year for secured taxes and 7.82% increase for unsecured taxes. The State Board of Equalization unitary roll showed 17.9% increase. The prior year budget reflected increased delinquency rates that did not occur as anticipated. As a result, delinquency rates were lowered proportionately for this next budget cycle. Altogether, this budget cycle includes an increase of property tax from \$20.4 million to \$23.2 million, an increase of \$2.8 million or 12%.
Transient occupancy taxes (excluding the amount allocated to tourism)	TOT is projected to increase from \$2,524,460 to \$2,967,000 at \$442,000 more than the FY 2021-22 Recommended Budget, reflecting a growth rate of nearly 15%. While fourth quarter revenues were about \$15,000 less than last year's record-breaking fourth quarter, actual TOT collections for the first three quarters of FY 2021-22 exceeded the prior year by more than \$384,000, or a 16% improvement over the pandemic's reduced visitation from FY 2020-21. This is certainly encouraging news for our local vendors and economy.
Sales & Use tax	Sales tax revenues are projected to increase by over \$53,000, or 8%. Sales taxes exclude point of sale transactions within the jurisdictional town limits. The budget team is unable to estimate additional revenues that might result from inflationary higher consumer prices, mainly due to the volatility in sales tax revenues and the need to conservatively project discretionary revenues.

SIGNIFICANT REVENUE CATEGORY	BUDGETARY IMPACT
<p>Proposition 172 public safety sales taxes dedicated to first responders, paramedics, district attorney, probation, and sheriff</p>	<p>This Budget includes the addition of \$341,000 more Prop 172 sales tax revenue, or growth of 18%. Projections for FY2021-22 were significantly impacted by uncertainty caused by COVID. Actual revenues for the year are estimated to exceed budget by over \$158,000, with additional growth in this revenue stream continuing into FY2022–23, especially considering the inflationary increases in consumer prices.</p>
<p>Excess ERAF</p>	<p>Previous County policy is to budget \$500,000 of this revenue to fund operations. The FY2022–23 Budget includes revenue of \$1,000,000 which is more in line with historical and projected revenues. Of this \$1 million in projected revenues, \$500,000 is budgeted as a contribution to Economic Stabilization Fund and constant with prior practice \$500,000 is budgeted for operations.</p>
<p>Charges for Services</p>	<p>Charges for Services are projected to increase by \$1,400,347, or 11%. Charges for Services is and aggregation of 47 different sub-objects. The main increases for this object are for Interfund Revenue of \$1,276,352 for services provided by Road, Motor Pool, Tech Refresh and Copier pool. Professional Service fees, charged to the public for county services, the next largest of the sub-objects, decreased.</p>
<p>Court fines and penalties, vehicle code fines</p>	<p>This revenue stream is lower than anticipated, or at least stagnated, because of penalty waivers brought about by AB 1869 and AB 143, legislation repealing various criminal administrative fees. Still, estimates for this budget cycle include \$7,000 more in vehicle fines and \$9,000 more in court fines and penalties, which includes \$11,541 for the state's backfill for the lost revenues.</p>

FY2022–23 Governmental Funds Revenues by Source (\$126.7 million):



FY2022–23 General Fund Revenues by Source (\$45.3 million):



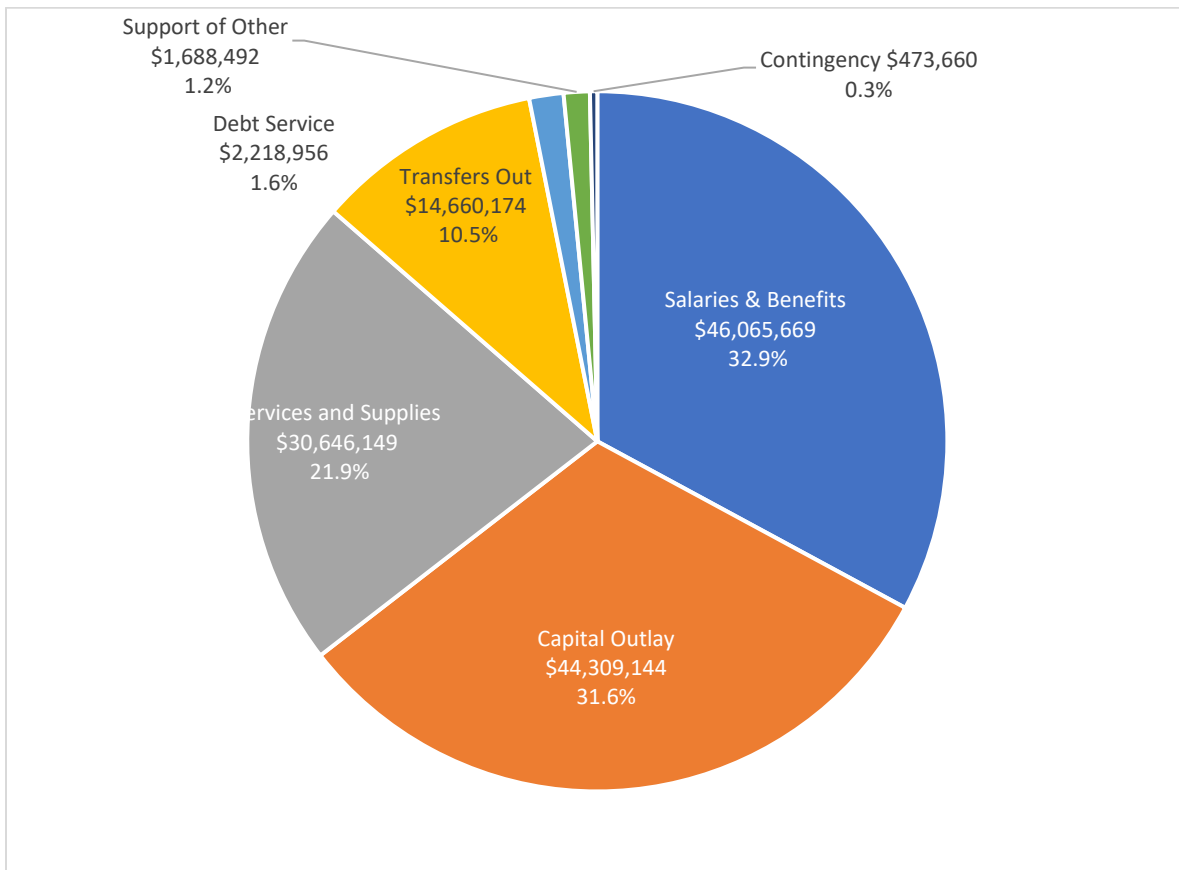
Expenditures

The FY2022–23 Recommended Budget is for \$140.1 million in expenditures. Total Expenditures increased from \$124.9 million in the FY2021–22 Adopted Budget to \$140.1 million for the CAO Recommended FY2022–23 Budget, this a \$15.2 million or 11% increase. The only changes that have taken place since the budget update on August 9th were adding additional revenues and expenditures for Public Health grant funded activities and an increase in resources for Sheriff’s office to account for positions that have been deemed “hard to fill” pursuant to Mono County Personnel Rule 2.68.090 (C). Of the \$140.1 million budgeted for 2022-23, the \$15.2 million increase is attributed to the following: build of new Jail increased \$4.5 million, Services & Supplies increased \$4 million, Salary and Wages increased by \$1.9 million, MHSA Integrity Housing Project at The Parcel is budgeted for \$1.6 million, Vehicle costs increased \$1.2 million, Benefits increased by \$546,473 and Debt Service by \$453,796.

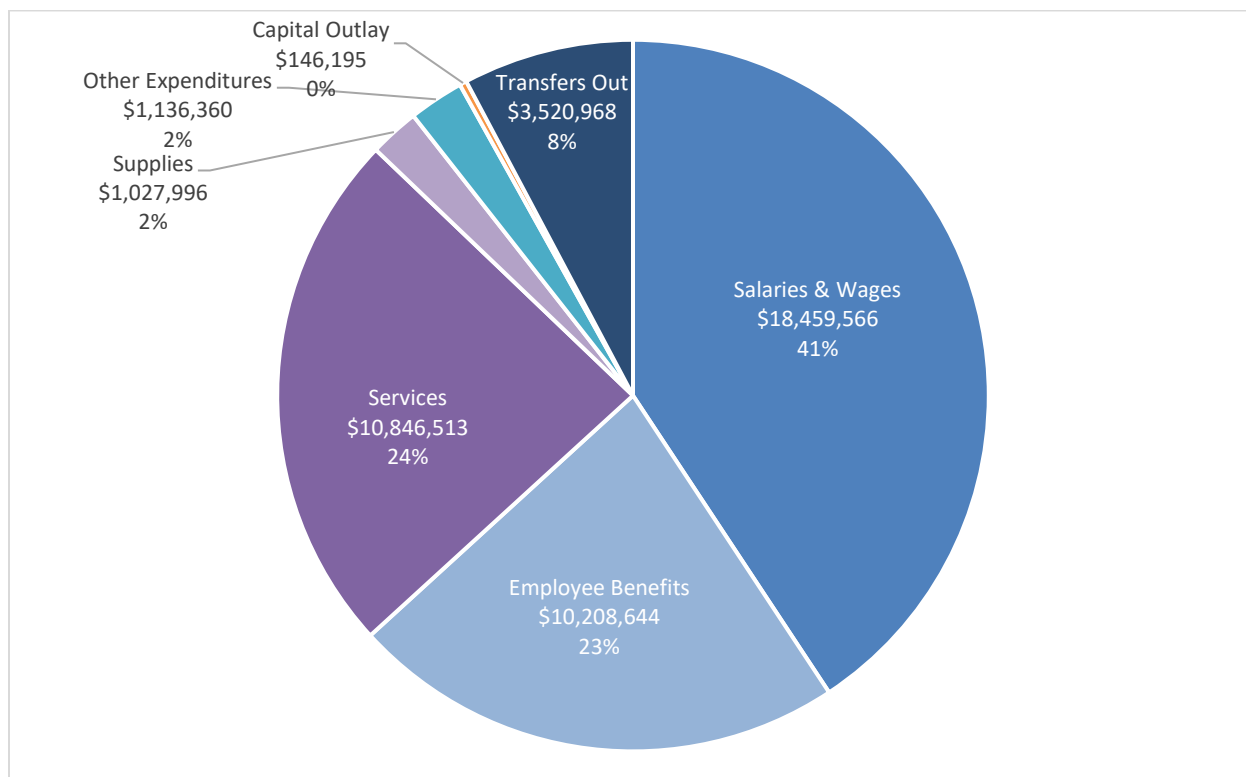
Changes in significant expenditure objects are summarized in the next table:

SIGNIFICANT EXPENDITURE OBJECTS	BUDGETARY IMPACTS
Salary	Total Salary expenditures increased by \$1,927,779 or 4%. This is due to salary increases due to contract increases and the following staffing changes: addition of a Sargent to the Sheriff’s office, converting 2 EMT’s to Paramedics, Restructure of staffing in Public Works and Behavioral Health
Benefits	Total Benefit expenditures increased by \$546,473 or 3% corresponding to salary increases above.
Services & Supplies	Total spending on Services and Supplies increased from \$26.7 million to \$30.6 million or 13%. Expenditures spent on services alone increased by \$1,736,332 or 13% of which the largest increase was seen in Service contracts (increase of \$596,478 or 11%) and Special Department Expense (increase of \$630,239). Additionally, Insurance expenditures increased by \$575,371 or 12%. Supplies increased by \$470,685 or 13%.
Vehicle	Total Vehicle costs increased by \$1,270,187 or 38%. Of this \$805,590 can be attributed to the projected rising costs of fuel the remaining \$464,597 for fleet services. This does not include CARB compliance needs which is seen in capital expenditures below.
Capital (non-recurring)	Capital expenditures increased by \$5.94 million or 13%. This is due in part by an increase in expense to build the jail as well as \$1.6 million budgeted for the MHSA Integrity Housing Project (The Parcel). Other large capital non-Recurring spending includes \$585,000 for CSA improvements; \$170,000 for a new fuel system; \$115,000 for technology replacements, and \$109,000 for a new Search and Rescue Patrol Boat. CARB compliance vehicles are budgeted here, but will come back to the board as part of a comprehensive plan with the CIP in November.
Debt Service	Debt Service increased by \$453,796 or 20% due of increased costs of construction of new jail.

FY2022–23 Governmental Fund Expenses by Category (\$140.1 million):



FY2022–23 General Fund only Expenses by Category (\$45.3 million):



Changes to positions from FY2021–22 to FY2022–23

The County Administrative Office has added a Director of Emergency Management, a newly created position. The position of County Budget Officer is a reallocation of an existing Accountant III position from Finance. The Budget Officer will fulfill needed roles for Mono County.

Public Works has combined the former Fleet Services and Road Operations. They fall under the supervision of a single Road Operations and Fleet Superintendent, directing a Fleet Maintenance Manager.

Social Services added a new Eligibility Specialist Trainee I/II to their team to help with the current caseload to be paid for with Medical and CalFresh Administrative funds. The former Social Services Program Manager was also reclassified as Child and Adult Services Manager.

The Sheriff's Office added a Sergeant to the allocation list in place of one of the three frozen Deputy Sheriff positions. This addition brings the total number of Sergeants to four and will allow overtime to be spread amongst four people instead of three. This is a needed addition to the Sheriff's Office as there always needs to be a Sergeant on duty, and the rotation and need took a toll on the team.

Public Health had several staffing changes from the FY 2021-22 Adopted Budget, reflecting a number of Limited Term positions supported by grant funding.

Community Development made adjustments to staff to accommodate the ongoing workload. A number of temp positions were removed to provide for staffing during a number of maternity/paternity needs. The FY 2022-23 budget includes the 15.2 FTE positions at various allocation percentages based on the ability to work and filling the principal planner with a retired annuitant. An additional planning analyst was requested to be added to the allocation list and was not funded at this time.

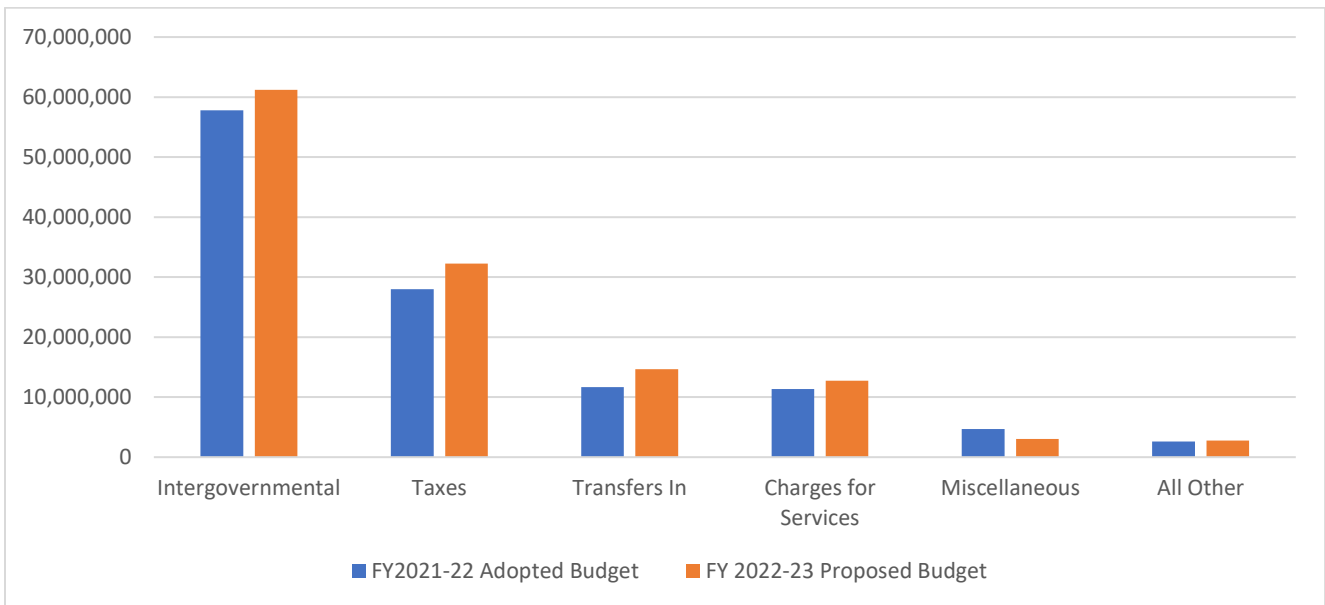
Behavioral Health had several changes to the allocation list from FY 2021-22. Two Psych Specialist I's were reclassified as Psych Specialist II's. Two Staff Services Analyst II were reclassified to Quality Assurance Coordinator III. An Accountant II was converted to Staff Services Manager. Additionally, a Substance Use Disorder Counselor III and a Quality Assurance Coordinator III were added to the allocation list.

Summary of significant changes to the Budget from FY2021–22 to FY2022–23

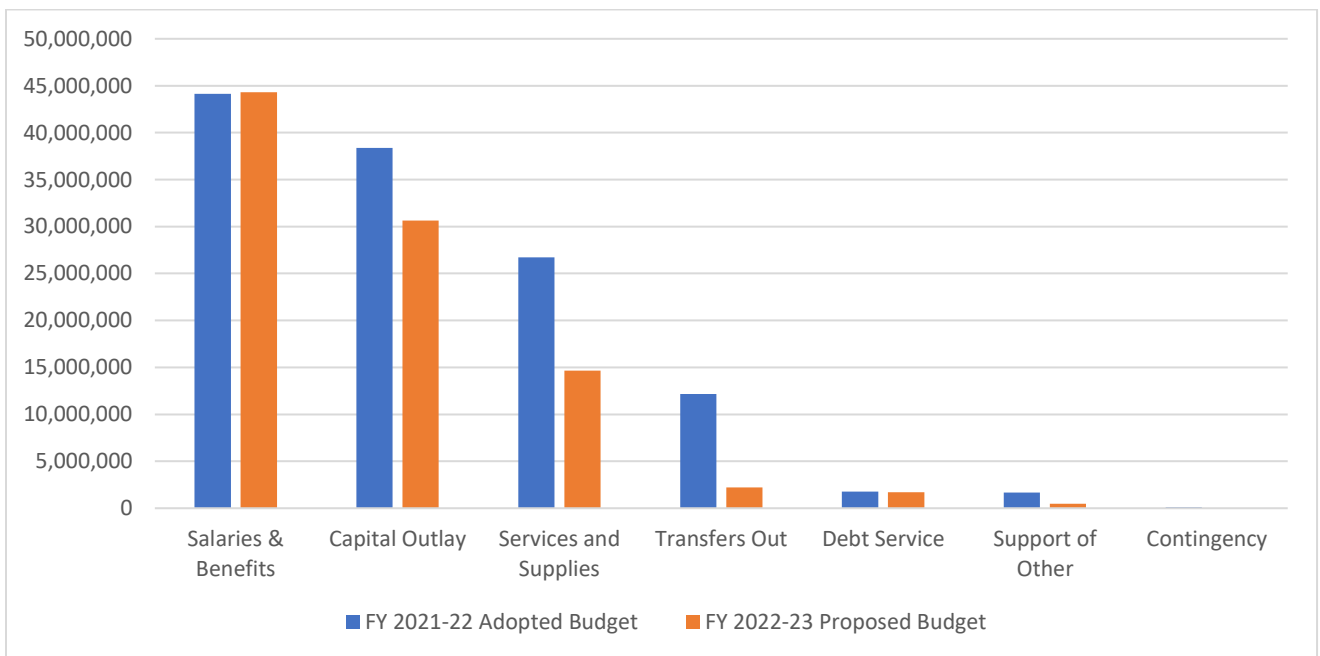
The Adopted FY2021–22 budget was composed of \$116.1 million in revenues and \$124.9 million in expenditures compared to \$126.7 million in revenues and \$140.1 million in expenditures for Recommended Budget for FY2022–23. The General Fund adopted FY2021–22 budget was for approximately \$40.3 million in revenues and \$41.5 million compared to the CAO Recommended Budget of FY2022–23 of \$45.3 million. The increase in the size of the General Fund budget is largely due to the increased assessed property tax roll, increase in TOT and Intergovernmental revenues. The General Fund as a percent of total budgeted expenditures decreased from 33.8% in FY 2021-22 to 32.3% in FY2022–23. This shows an increase in outside funding sources contributing to Mono County Services. The increase in the total budget from \$124.9 million to \$140.1 million or 11% in expenditures is due to increasing costs, largely due to inflation and the cost of goods.

The most significant changes to objects from FY2021–22 to FY2022–23 are as follows: The FY2022–23 budget reflects a decrease in expenditure to Employee Benefits object 22110 as Retiree Health is for now, fully funded. The Retiree Health liability was paid off in FY2021–22; due to the use of accumulating resources in the County 115 trust account. There needs to be caution here because of market volatility and potential investment losses, which could result in going back to funding OPED in the budget. An object code for funding the Pension Rate Stabilization Trust was added to General Fund Budget units and is seen as object code 22125 PRST Contribution and is funded at \$1.2 million. Object code 32950 for expenditures of Rents and Leases decreased 91% due to moving the budget for the new Civic Center from Rents, and Leases object 32950 to a new account 60110 Civic Center. Additionally, a move from the use of account 17500 Loan Repayments to Transfer In account 18100 is now used for all Debt Service in Fund 198.

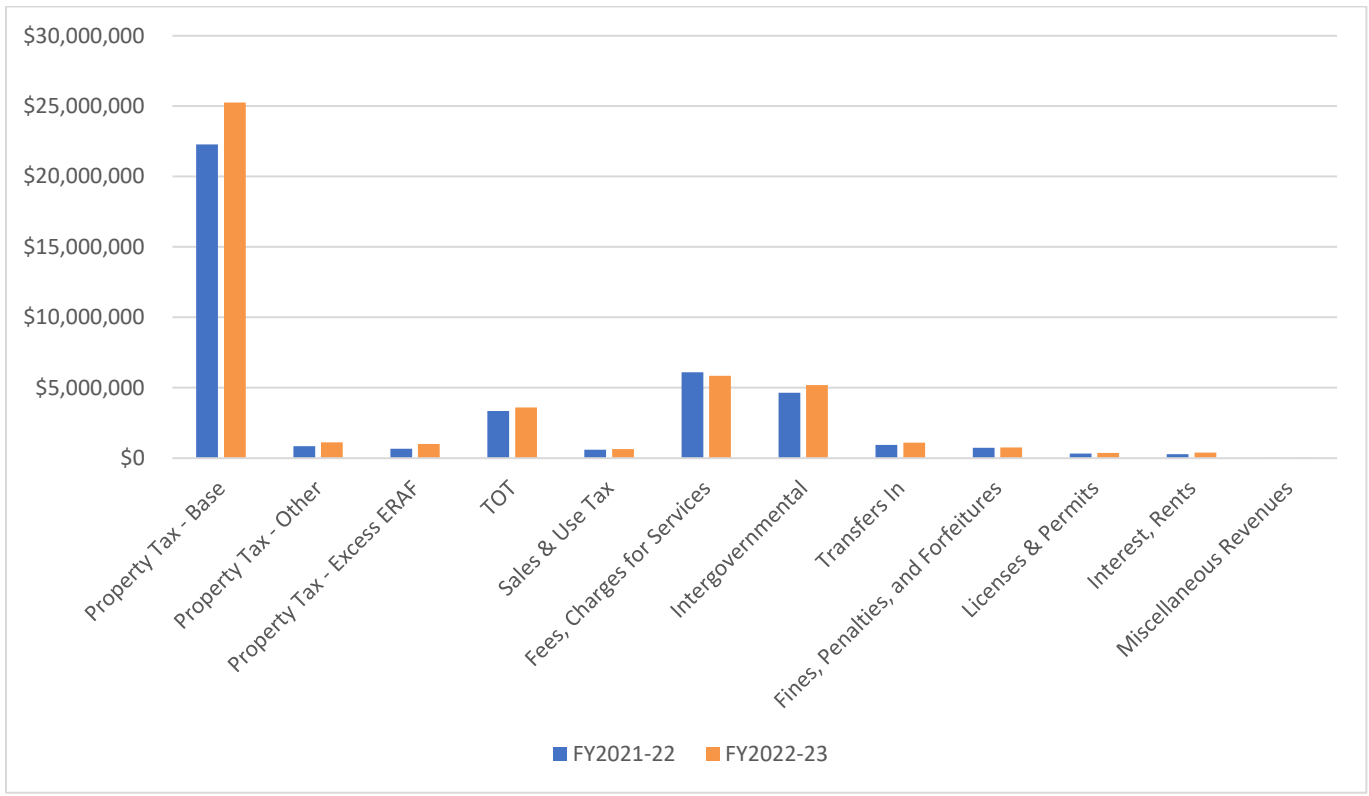
All Governmental Funds Change in Revenues from FY2021–22 Budget to FY2022–23 Budget:



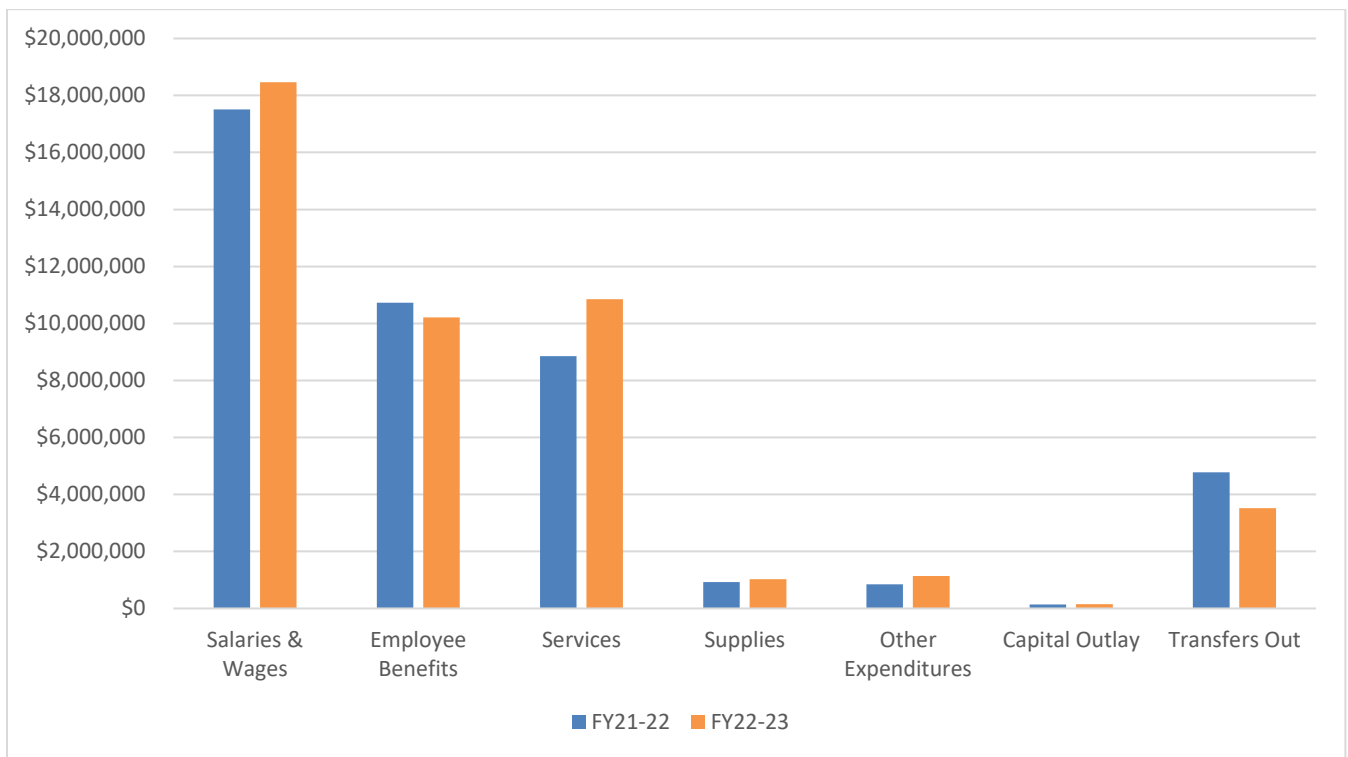
All Governmental Funds Change of Expenses from FY2021–22 Budget to FY2022–23 Budget:



General Fund Change in Revenues from FY2021–22 Budget to FY2022–23 Budget:



General Fund Change in Expenses from FY2021–22 Budget to FY2022–23 Budget:



Items to be addressed in future Budgets

The last Capital Improvement Plan (CIP) was done in 2018 and has not been revisited or updated. The new Budget process will include an annual revisit of the CIP in November for the Fiscal Year beginning the following July. This will allow Mono County to update capital needs regularly so that Countywide projects are continually updated and reviewed for better operations and identified funding needs.

Solid Waste will have operational changes when the Benton Landfill closes starting January 2023. With various environmental challenges, we expect the coming years to be more expensive for rate payers than in the past. Funding loss to the County may be compounded when some of these customers find alternative methods to manage their solid waste. At this time, Solid Waste has done their best to accommodate what we think will be the needs through June 30, 2023.

Motor Pool has ongoing heavy equipment needs for California Air Resources Board (CARB) and fleet replacement. An analysis is needed at this time and will be brought back as part of the CIP in November. Operation of the Motor Pool will be reviewed by Public Works, Finance, and the CAO's office to ensure fees are adequate for overhead, maintenance, and future replacement costs. More than half of the heavy equipment in the fleet has either outlived its useful life or must be replaced to meet (CARB) diesel regulations. The passenger and emergency vehicle fleet has a similar challenge. Some vehicles have exceeded their useful mileage, while others have exceeded their useful age. A vehicle replacement strategy will be brought back to your Board after complete evaluation to present a sustainable program.

Furthermore, there is uncertainty in costs associated with items such as: the Jail project, aging capital facilities, consumer inflation, the impact on pension cost of PERS 6.1% loss, an aging workforce, and potential payouts for accrued vacation and sick leave. All of these will be addressed comprehensively in future budgets.

Reserve and General Fund Carryover Balance

With leadership from the Board and Department Heads, Mono County has made significant progress toward reducing the all-time high use of fund balance in 2019 of approximately \$6.2 million. The FY2021–22 Budget utilized \$1.2 million of projected carryover from FY2020–21 to balance budgeted expenditures.

The FY 2022-23 Budget funds current year expenditures solely with current year revenues, without resort to prior year fund balance. The County is not dependent on carryover balance for FY2022–23 budgeting and, instead, can regard it as a strategic asset. There will be a surplus of carryover balance from FY2021–22. When the carryover balance is confirmed after the accrual period closes on September 30th, a recommended use of fund balance will be brought back to your Board for adoption.

Current Reserve and Economic Stabilization balance is \$8.2 million. With the additional \$500,000 from the FY2022–23 Recommended Budget the combined Reserve and Economic Stabilization balance will be brought up to \$8.7 million. Mono County Budget Policy recommends a combined reserve balance of 25% of average annual general fund spending. Average annual general fund spending for the last five years has been \$39.7 million, this makes our target reserve based on current policy is \$9.9 million. With the adoption of the FY 2021-22 Recommended Budget Mono County will be \$1.2 million away from target reserves and hope to meet the 25% target with a recommendation of use from the FY2021–22 Fund Balance.

Concluding Comments

The County Administrator's Office is proud of the evolution to the budget process and looks forward to further improvements in the coming year. Departmental budget awareness is essential for accountability and delivering needed community services. Staff will continue refining the budget, and the budget process, while making progress on Strategic Plan Objectives to ensure that services are provided and delivered in as effective, efficient, and accountable a manner as possible.

To learn more about the budget, please visit our website at <https://www.monocounty.ca.gov/budget>.

If you have any questions, please contact Mono County Budget Officer Megan Chapman at mchapman@mono.ca.gov.

Sincerely,



Robert C. Lawton
County Administrative Officer

ANIMAL SERVICES

Malinda Huggans
Animal Services Director

The Department’s mission is to provide exceptional service in public safety for residents and visitors, to protect animals through sheltering, education, and adoption while promoting their humane treatment.

BUDGET AT A GLANCE	
Total Expenditures	\$ (641,685)
Total Grant/Earned/ Govt Revenues	\$ 29,000
Total Use of Fund Balance	\$ 2,000
<hr/>	
Total General Fund Contribution	\$ (610,685)
Total FTE	6
% funded by General Fund	95.17%

DEPARTMENT SERVICES OVERVIEW

Animal Services (Office of the Animal Services). Mono County’s department of Animal Services operates two shelters. These shelters are in two separate areas of the County, one on Benton Crossing Road (Whitmore Shelter) and the other on Jack Sawyer Road in Bridgeport (Bridgeport Shelter). Animal Services employs two full-time Animal Control Officers to provide services to the unincorporated areas of Mono County. Animal Services field officers respond to animal complaints, animals abandoned and/or at large, State and County ordinance violations, dog bite investigations and quarantines, animal neglect and/or cruelty, and promotes responsible pet ownership through education and support. The department’s shelters operate a pet adoption program, and low-cost pet boarding and emergency boarding. The department offers Mono County community members low-cost spay/neuter vouchers, annual vaccination clinics, as well as dog licensing. The department of Animal Services hosts a self-serve pet food pantry, provided by a generous donation of weatherproof boxes from For 4 Paws in Mammoth. These boxes are situated at each of the shelters and are monitored by the shelter attendants. The contents are provided through the Docupet Safe & Happy Fund which is given to For 4 Paws in Mammoth to supply the pet food pantries.

For more information, call (760) 932-5630, or visit <https://monocounty.ca.gov/animal>

REQUESTED BUDGET CHANGES FOR FY2022-23

- Use \$2,000 of the Animal Spay/Neuter Trust Fund (726-00-000-00100) to fund the Low-Cost Spay/Neuter program
 - Tech Expenses Budget: Request to switch 2 desktops for 3 laptops. This will give the 2 Officers laptops and the Director will use a laptop going forward, which can also be used at vaccination clinics
- Budget change for Special Department Expense (100-27-205-33120) line item:
- Microchips – Cost \$1,533.68 As of January 1, 2022, all California shelters are required to microchip adoptable animals and all stray animals prior to release, owners and adopters. (Food & Agriculture Code 31108.3 and 31752.1) The estimated cost is \$1,533.68 for a quantity of 200 microchips per year. This cost can be recovered partially through owner reclaim revenues, pending the establishment of a fee for owner reclaim (with a new microchip). It would be worth it to also consider an increase in adoption rates to recover the costs of microchips. Requesting to add \$1,533.68 to the Special Department Expenses line item
 - Animal Carcass Removal- Cost \$1,000 This year the Benton Landfill will be closing. Animal Services will need to find alternative options for animal carcass removal. Animal Services will need to travel outside the County to dispose of animal carcasses. With travel expenses and higher rates at another landfill,

Animal Services is anticipating a cost of \$1,000 per year to accomplish this task. Requesting \$1,000 to be added to the Special Department Expenses line item

Onetime purchase requests:

- Microchip Scanners for Field Services – Cost \$750: This is a one-time purchase of two microchip scanners (one per Officer), or until a replacement is required. These scanners will increase an Officer’s ability to return an animal to the owner from the field. Currently, Officers are required to take the animal to the shelter if the animal is not wearing an identification tag, the shelters are the only place to scan for a microchip. The cost for two scanners is \$750
- Pre-Exposure Rabies Vaccinations for two staff members – Cost \$2,436: Two shelter attendants need the pre-exposure rabies vaccination, which is estimated to cost \$2,436
- Protective Vests for Field Officers – Cost \$1,000: To provide Officers with protective gear, as they enter the private residence with the duty to enforce State laws and County ordinances, Animal Services Field Officers will wear ballistic vests as part of their uniform. These vests have the appearance of a uniform shirt, with buttons and pockets, to minimize the appearance of being tactical gear. The color of the overall uniform will be changed from all navy blue to a navy-blue top and brown (coyote brown) pants, this is to break the color coordination, and soften the look. The vests will be simple, with nothing attached except the name patch and badge on each side of the chest, and “Animal Services” will be read across the back, and a ball cap will read “Animal Services” as well
- Budget change request for Professional and Special Services line item (100-27-205-32500). Request to return this line-item budget to \$10,000. This will allow our department to provide needed care to the animals in our custody, this will also allow us to manage the feral cat population by providing sterilization surgeries as an alternative to euthanasia

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- We have launched the low cost spay/neuter program, allowing 17 cats and 2 dogs to receive a sterilization surgery so far. The application can be filled out online on our website
- We are launching a new program where we work collaboratively with a local organization, For 4 Paws, to provide supportive services to pet owners. The purpose of this program is to reduce the number of surrendered pets and to prevent neglect. The shelters are hosting a self-serve pet food pantry, with a weatherproof box stocked with necessities for pets, located in front of each shelter
- After 2 years of working with a horse owner to encourage them to provide basic care for her neglected horse, Animal Services was able to seize this horse to provide care, which then resulted in the owner surrendering him. Animal Services was able to quickly place this horse in a rescue where he will now receive the care he desperately needed
- Animal Services adjusted the social media strategy. In the past, all staff members were encouraged to provide content. This strategy has proven to not be ideal, the content was not consistent due to the variety of personalities, photography skills, and communication skills, and quality control was challenging. We now have one staff member, Officer Amber Stoerp, dedicated to providing quality content to engage with the community, educate pet owners, and promote programs and adoptable animals. We feel that Amber has done a wonderful job with improving our social media atmosphere

FY2022-24 Strategic Plan Objectives

- Explore program to enhance life of children and aging population with pets
- Develop a more structured foster and volunteer program and bring in more fosters and volunteers to engage the community and ensure emotionally healthy animals by providing more time outside the kennels

- Develop a humane education program for elementary schools covering two topics, empathy for animals and dog bite prevention. Officer Jack Montgomery will visit classrooms to promote empathy for animals using the curriculum provided by the Red Rover Readers program

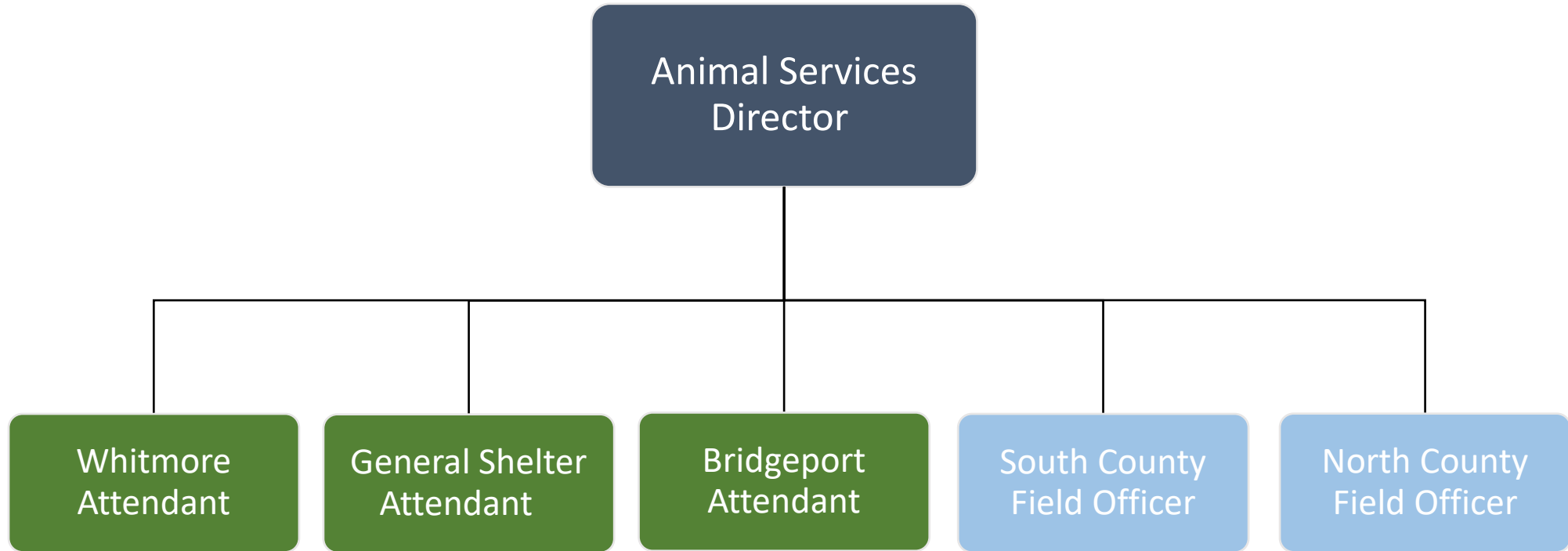
FY2022-23 Objectives

- Explore strategies to reduce adoptable animals' length of stay by placing them in their new homes faster. Examples of strategies include, but are not limited to, social media exposure, utilizing volunteers to help promote our animals by taking them out and spending time with them, and providing basic training to enhance adaptability
- Reduce the number of animals being placed in the adoption program through pet owner support efforts and reuniting lost pets with owners
- Animal Services will implement strategies to place animals, already in adoption programs throughout California, into homes by utilizing the PetPoint transfer network module. This program allows shelters to view animals in other shelters, and request transfers. Our shelters will work with the community seeking specific sizes or breeds by taking in and discussing requests, we can then look at pictures and information about the dog to find the best match. When we have found that match, we can then work with transport volunteers, sometimes the other shelter is able to provide transport, to bring the animals to our shelters for immediate placement in their new home
- Develop a department emergency action plan, a handbook, and a training schedule for emergency workers, and recruit volunteers
- Develop a livestock care plan to better serve the livestock of the community. This livestock care plan would include better response time, and to provide more efficiency with emergency evacuations. In the event of emergency, Inyo Animal Services has offered their only horse trailer as an option for our department, but this is will not work for all circumstances



Animal Services

Departmental Organizational Chart



DIVISIONS

Shelter Operations

Field Operations

Animal Services

AN 100-27-205 (Animal Services)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
100-27-205-12010	Animal Licenses Fees	\$17,000	\$9,769	\$17,000	\$14,377	\$15,000	\$15,000	\$15,000
100-27-205-16170	Humane Services	\$6,000	\$7,457	\$6,000	\$9,084	\$10,000	\$10,000	\$10,000
100-27-205-16900	Misc Charges For Services	\$0	\$0	\$2,817	\$2,817	\$3,000	\$3,000	\$3,000
100-27-205-17050	Donations & Contributions	\$0	\$2,045	\$0	\$3,583	\$1,000	\$1,000	\$1,000
100-27-205-17152	Special Animal Welfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-27-205-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$23,000	\$19,271	\$25,817	\$29,861	\$29,000		\$29,000
100-27-205-21100	Salary And Wages	(\$198,822)	(\$186,679)	(\$243,560)	(\$254,205)	(\$287,864)		(\$287,864)
100-27-205-21120	Overtime	(\$4,400)	(\$1,213)	(\$3,500)	(\$7,140)	(\$10,975)		(\$10,975)
100-27-205-22100	Employee Benefits	(\$24,645)	(\$21,882)	(\$31,711)	(\$28,260)	(\$10,628)		(\$10,628)
100-27-205-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$77,629)	(\$56,776)	(\$80,400)	(\$55,488)	(\$91,656)		(\$91,656)
100-27-205-22120	Employee Benefits - PERS (ER Portion)	(\$56,660)	(\$54,600)	(\$70,593)	(\$66,859)	(\$83,347)		(\$83,347)
100-27-205-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$21,185)		(\$21,185)
100-27-205-30120	Uniform Allowance	(\$1,600)	(\$4,000)	(\$2,400)	(\$800)	(\$2,000)		(\$2,000)
100-27-205-30280	Telephone/Communications	(\$4,045)	(\$3,802)	(\$1,800)	(\$4,228)	(\$4,980)		(\$4,980)
100-27-205-30500	Workers' Comp Ins Expense	(\$7,554)	(\$7,554)	(\$8,468)	(\$8,468)	(\$7,649)		(\$7,649)
100-27-205-30510	Liability Insurance Expense	(\$4,700)	(\$4,700)	(\$3,951)	(\$3,951)	(\$4,307)		(\$4,307)
100-27-205-31700	Membership Fees	(\$200)	(\$375)	(\$150)	(\$375)	(\$150)		(\$150)
100-27-205-32000	Office Expense	(\$2,500)	(\$3,668)	(\$3,000)	(\$3,684)	(\$3,000)		(\$3,000)
100-27-205-32010	TECHNOLOGY EXPENSES	(\$5,623)	(\$5,623)	(\$6,350)	(\$6,350)	(\$21,314)		(\$21,314)
100-27-205-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$1,431)		(\$1,431)
100-27-205-32500	Professional & Specialized Ser	(\$6,000)	(\$7,447)	(\$6,000)	(\$11,665)	(\$10,000)		(\$10,000)
100-27-205-33120	Special Department Expense	(\$10,000)	(\$8,968)	(\$8,000)	(\$11,759)	(\$13,000)		(\$13,000)
100-27-205-33350	Travel & Training Expense	(\$2,000)	(\$4,709)	(\$3,500)	(\$3,228)	(\$3,000)		(\$3,000)
100-27-205-33351	Vehicle Fuel Costs	(\$13,860)	(\$11,006)	(\$7,800)	(\$18,799)	(\$15,000)		(\$15,000)
100-27-205-33360	Motor Pool Expense	(\$36,270)	(\$26,686)	(\$17,491)	(\$31,182)	(\$33,199)		(\$33,199)
100-27-205-33600	Utilities	(\$10,000)	(\$10,578)	(\$1,100)	(\$14,533)	(\$15,000)		(\$15,000)
	Expenses Total	(\$466,508)	(\$420,267)	(\$499,774)	(\$530,975)	(\$639,685)		(\$639,685)
	NET	(\$443,508)	(\$400,996)	(\$473,957)	(\$501,113)	(\$610,685)		(\$610,685)

AN 726-27-000 (Spay Neuter)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
726-27-000-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$1,170	\$0	\$0	\$0
	Revenues Total	\$0	\$0	\$0	\$1,170	\$0		\$0
725-27-000-20010	Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
726-27-000-20010	Expenditures	\$0	\$0	\$0	(\$2,817)	(\$2,000)		(\$2,000)
	Expenses Total	\$0	\$0	\$0	(\$2,817)	(\$2,000)		(\$2,000)
	Use of Fund Balance	\$0	\$0	\$0	(\$1,647)	(\$2,000)		(\$2,000)

ASSESSOR

Barry Beck
County Assessor

The Department’s mission is to provide a complete, accurate, and equitable local assessment roll in a timely and professional manner as provided by the California Constitution.

BUDGET AT A GLANCE	
Total Expenditures	(\$1,334,973)
Total Grant/Earned/ Govt Revenues	\$430,350
Total Use of Fund Balance	\$0
<hr/>	
Total General Fund Contribution	(\$904,623)
Total FTE	9
% funded by General Fund	68%

DEPARTMENT SERVICES OVERVIEW

Assessor. The county assessor must annually assess all taxable property in the county, except for state-assessed property, to the person owning, claiming, possessing, or controlling the property on January 1. The duties of the county assessor are to discover all assessable property, to inventory and list all taxable property, to develop and maintain a set of current maps delineating property ownership, to value the property, and to enroll the property on the local assessment roll for the support of local government.

For more information, call (760) 932-5510, or visit <https://monocounty.ca.gov>

REQUESTED BUDGET CHANGES FOR FY2022-23

- As a The Assessor’s Office is preparing for assessment appeal discussions with Ormat Technologies and possible assessment appeal hearings this fall. Legal services, contract services
- Value notices will be mailed to all owners of taxable parcels in Mono County
- Software to allow more flexibility in data collection for fieldwork

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Completed the assessment roll on time and complete
- Assessment roll was the highest in Mono County history
- Resolved pending appeals
- Assisted the Clerk-Recorder in the collection of Documentary Transfer Tax
- Complete the assessment roll on time and complete
- Eliminate new construction backlog
- Integrate data collection software into fieldwork
- Deliver value notices to all owners of taxable parcels in Mono County

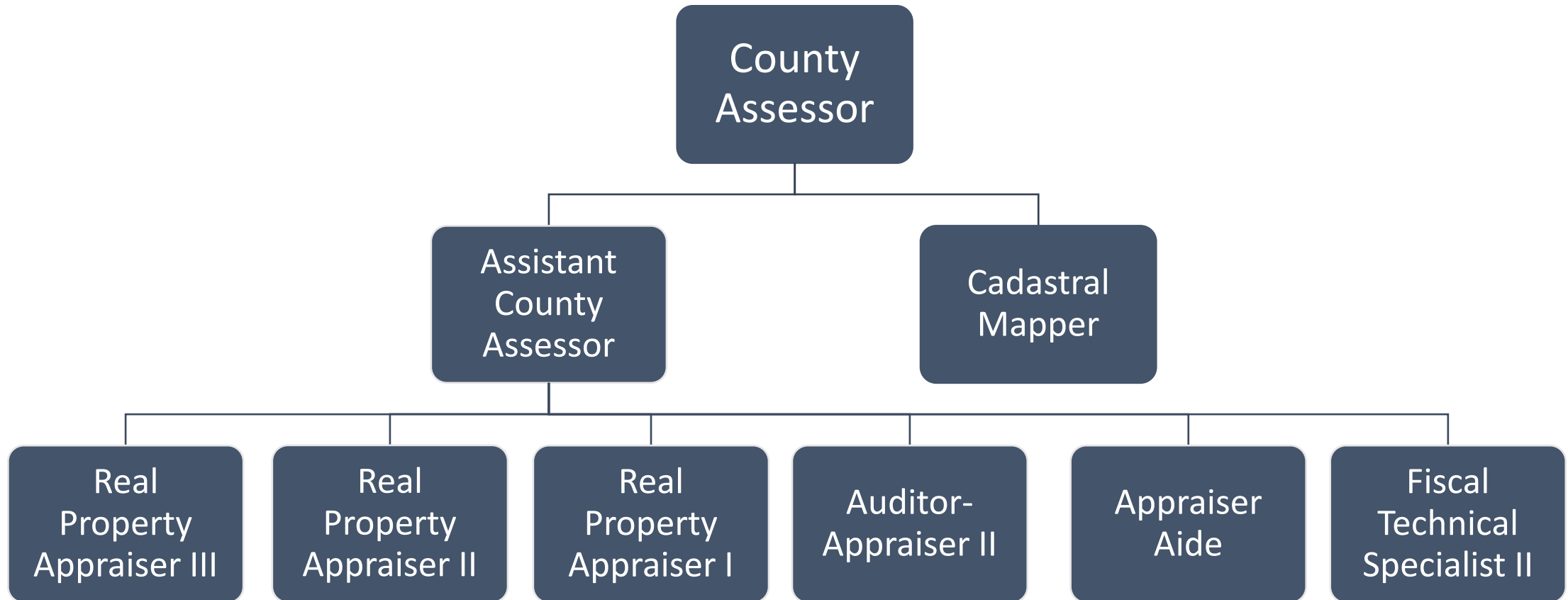
FY2022-23 Objectives

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- Complete the assessment roll on time and complete
- Eliminate new construction backlog
- Integrate data collection software into fieldwork
- Deliver value notices to all owners of taxable parcels in Mono County



Assessor

Departmental Organizational Chart



Assessor

AS 100-12-100 (Assessor)

<i>Account Line Item</i>	<i>Account Name</i>	<i>FY2020-21</i>		<i>FY2021-22</i>		<i>FY2021-22</i>	<i>FY2022-23</i>	<i>FY2022-23</i>
		<i>Adopted Budget</i>	<i>FY2020-21 Actual</i>	<i>Adopted Budget</i>	<i>08/18/22 Actual</i>	<i>Requested Budget</i>	<i>Recommended Budget</i>	
100-12-100-16010	Prop Tax Admin & Collection Fe	\$407,885	\$398,067	\$407,885	\$347,767	\$427,350	\$427,350	
100-12-100-16450	Map Fees	\$0	\$0	\$0	\$0	\$0	\$0	
100-12-100-16451	Application Fees	\$0	\$0	\$0	\$0	\$0	\$0	
100-12-100-16900	Misc Charges For Services	\$0	\$0	\$0	\$0	\$0	\$0	
100-12-100-17010	Miscellaneous Revenue	\$3,000	\$3,743	\$3,000	\$3,881	\$3,000	\$3,000	
100-12-100-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	
	Revenues Total	\$410,885	\$401,810	\$410,885	\$351,648	\$430,350	\$430,350	
100-12-100-21100	Salary And Wages	(\$657,503)	(\$529,935)	(\$700,200)	(\$532,485)	(\$690,435)	(\$690,435)	
100-12-100-22100	Employee Benefits	(\$81,302)	(\$76,482)	(\$86,471)	(\$65,567)	(\$29,791)	(\$29,791)	
100-12-100-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$115,450)	(\$92,295)	(\$132,627)	(\$88,154)	(\$127,514)	(\$127,514)	
100-12-100-22120	Employee Benefits - PERS (ER Portion)	(\$187,375)	(\$173,169)	(\$202,524)	(\$187,012)	(\$199,905)	(\$199,905)	
100-12-100-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$50,680)	(\$50,680)	
100-12-100-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0	
100-12-100-30280	Telephone/Communications	\$0	\$0	(\$500)	(\$635)	(\$270)	(\$270)	
100-12-100-30500	Workers' Comp Ins Expense	(\$11,231)	(\$11,231)	(\$12,314)	(\$12,314)	(\$11,778)	(\$11,778)	
100-12-100-30510	Liability Insurance Expense	(\$7,243)	(\$7,243)	(\$6,989)	(\$6,989)	(\$6,905)	(\$6,905)	
100-12-100-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0	
100-12-100-31700	Membership Fees	(\$2,350)	(\$1,969)	(\$2,500)	(\$3,110)	(\$2,500)	(\$2,500)	
100-12-100-32000	Office Expense	(\$19,794)	(\$14,937)	(\$15,360)	(\$14,460)	(\$15,000)	(\$15,000)	
100-12-100-32010	TECHNOLOGY EXPENSES	(\$12,616)	(\$12,616)	(\$15,166)	(\$15,166)	(\$17,427)	(\$17,427)	
100-12-100-32020	Technology Expense-Software Licenses	(\$49,559)	(\$49,170)	(\$50,790)	(\$49,564)	(\$52,000)	(\$52,000)	
100-12-100-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$6,502)	(\$6,502)	
100-12-100-32360	Consulting Services	(\$45,000)	\$0	(\$25,000)	\$0	\$0	\$0	
100-12-100-32390	Legal Services	(\$45,000)	(\$13,575)	(\$50,000)	\$0	(\$50,000)	(\$50,000)	
100-12-100-32450	Contract Services	\$0	\$0	\$0	(\$5,644)	(\$50,000)	(\$50,000)	
100-12-100-33120	Special Department Expense	(\$1,600)	(\$502)	(\$12,000)	\$0	(\$10,000)	(\$10,000)	
100-12-100-33350	Travel & Training Expense	(\$18,150)	(\$774)	(\$14,450)	(\$1,514)	(\$5,000)	(\$5,000)	
100-12-100-33351	Vehicle Fuel Costs	\$0	(\$632)	\$0	(\$1,206)	(\$5,000)	(\$5,000)	
100-12-100-33360	Motor Pool Expense	\$0	(\$1,477)	(\$1,013)	(\$2,939)	(\$4,266)	(\$4,266)	
	Expenses Total	(\$1,254,173)	(\$986,007)	(\$1,327,904)	(\$986,757)	(\$1,334,973)	(\$1,334,973)	
	NET	(\$843,288)	(\$584,197)	(\$917,019)	(\$635,110)	(\$904,623)	(\$904,623)	

BEHAVIORAL HEALTH

Robin K. Roberts, MFT
Behavioral Health Director

Mono County Behavioral Health provides treatment for mental health conditions and/or substance misuse to individuals throughout the county. We also provide programs to enhance community connection and health, along with prevention and early intervention for all residents.

BUDGET AT A GLANCE	
Total Expenditures	(\$7,652,498)
Total Grant/Earned/ Govt Revenues	\$5,491,943
Total Use of Fund Balance	\$3,251,741
<hr/>	
Total General Fund Contribution	(\$7,149)
Total Staff	30
% funded by General Fund	0.09%

DEPARTMENT SERVICES OVERVIEW

Behavioral Health. Our department is facing an unprecedented number of regulatory changes, primarily through the statewide CalAIM process, which is requiring our department to create an entire new infrastructure. We are in the process of implementing a new Electronic Health Record that will allow us to engage with the new rules of payment reform, billing, reporting, Quality Improvement and Assurance, among other things. The MCBH implementation team is working with all entities to assure our department is in compliance with the changes and timelines. As a result, we have made some staff changes—moving people into positions that reflect the work they are doing and promoting people related to their job evaluations and work product. We are hoping this will increase our ability to recruit and retain excellent staff dedicated to their work and these processes.

At the center of our work is the resident of Mono County. Whether it be a Medi-Cal beneficiary looking for mental health treatment, psychiatry, or case management, a community asking for activities that create connection without alcohol or drugs, consulting with the hospital/schools/law enforcement/jail staff to help with a person in distress, MCBH is there. This was evidenced by our response to community needs during the pandemic ‘shut down’ where we were engaged with community seven days a week to promote healthy responses to the tremendous stress that our people were experiencing. Additionally, once we could be in public, we re-started our community monthly “social” events (in Walker, Benton, Bridgeport, and June Lake) where we provide a meal and a family friendly environment to enhance connection and engagement, which ultimately reduces debilitating stigma. MCBH works with our Public Health department on the Harm Reduction program to provide the tools for people who use drugs to stay safe and alive, which is a proven method to promote wellbeing and reduce stigma.

CHALLENGES, ISSUES & OPPORTUNITIES

Our budgetary changes reflect both the internal needs—administrative staff who interface with the State and are working to change and enhance our infrastructure—and external work—providing treatment, working with other departments and community entities to promote wellbeing and reduce stigma, provide mandated services, crisis services, and to provide a variety of programs throughout the county. It has been a significant challenge to hire for our open positions, particularly those that requires a masters level education, and our mission is to structure our department based on needs, requirements, and the desire to retain excellent staff.

For more information, call (760) 924-1740, or visit <https://monocounty.ca.gov/behavioral-health>

REQUESTED BUDGET CHANGES FOR FY2022-23

- Adding staffing for Case Management for the Northern end of the county
- Adding a Quality Improvement/Quality Assurance (QI/QA) position for our Substance Use division to address infrastructure changes and new requirements
- Promoting staff to next level in the position related to their excellent annual reviews and their meeting the requirements of the next level of their position
- Moving staff into positions that better reflect their job duties and are in sync with county processes
- Keeping unfilled positions in the hopes of finally being able to fill them

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Began infrastructure changes required by CalAIM. This is an ongoing project into FY 22/23
- Promoted community engagement, stigma reduction and early intervention with programming throughout the county. This will continue and is expected to grow with added staff in FY 22/23
- Staff participation in the county wide JEDI and within MCBH to address health disparities, racial inequity, and creating a departmental environment that promotes a feedback culture, centers the 'difficult conversation', etc. in an effort to better serve our various communities. This is ongoing and will be continuing in FY 22/23
- Increased our service delivery to Medi-Cal beneficiaries with both mental health services and psychiatry.
- Reached our goal to increase Medi-Cal revenue by 50%. The goal in FY 22/23 is to increase by another 30% once we have a new Electronic Health Record and payment reform goes into effect.
- Began process to secure a new Electronic Health Record that will help us to meet our CalAIM, payment reform, and other mandates. Ongoing.
- Began work with Mono County Medics and Sheriff Office to build a Mobile Crisis Response Team. Pilot project will begin in FY 22/23
- Hired Coordinator for our WRAP program. FY 22/23 will continue our work with Social Services, Probation, MCOE and Kern Regional Center to promote this program and others that address the welfare of families and children throughout our county
- Continue to promote a healthy work culture to enhance recruitment and retention.
- Provided services to over 700 individuals in FY 21/22 in our various programs, accounting for over 8000 service hours for the year.

FY2022-24 Strategic Plan Objectives

- Bring to the Board of Supervisors a comprehensive report detailing the prevention services and strategies related to suicides and overdose deaths in Mono County.
- Work with our partners in Social Services, Public Health, Probation, and others to address services and programs provided and create a report detailing needs that are not currently being addressed

FY2022-23 Objectives

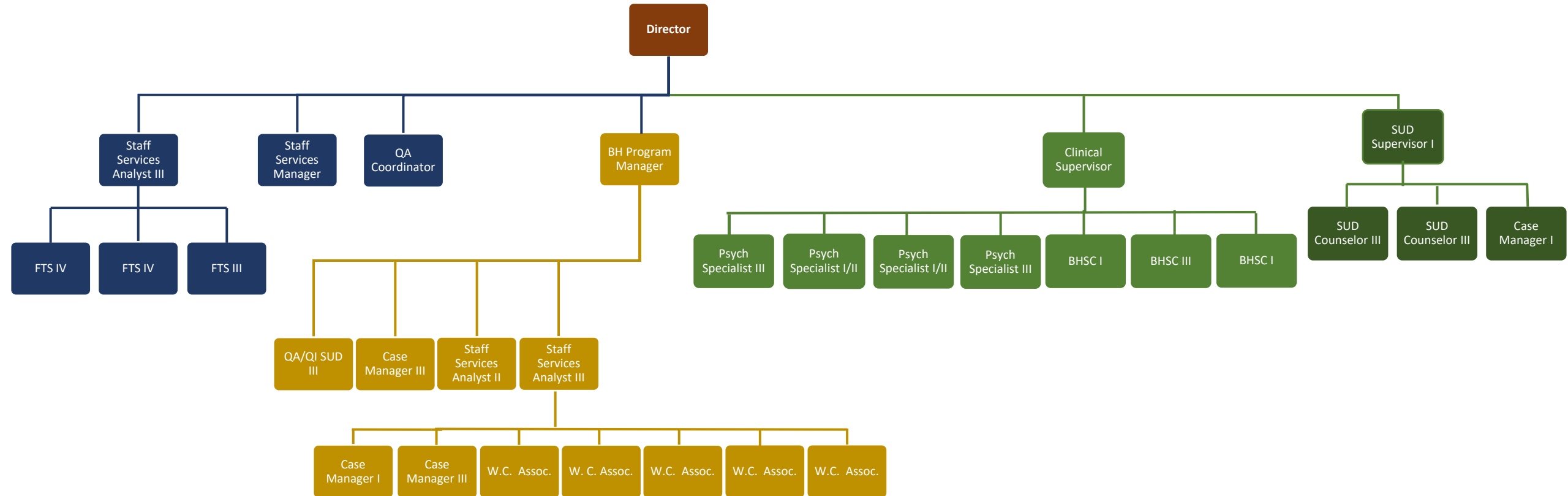
- Increase Med-iCal revenues by 30% from FY21/22
- Implement infrastructure changes required by CalAIM, including a new EHR
- Implement Drug Medi-Cal program which will be managed by the SUD QI/QA Coordinator
- Increase services in North County with hire of Case Manager to target this area
- Continue our work with the Early Psychosis Detection program through UC Davis and the MHSOAC
- Continue to be a voice with Legislators and State Leaders to promote the "Small and Frontier" county voice
- Enhance our data collection and analytics to support our systems, outreach, and outcomes
- Continue to work on our housing project at The Parcel
- Move forward with MHSSA grant with MCOE to provide on campus mental health treatment to students throughout the county
- Continue to devote staff to the increased regulatory demands
- Address Board of Supervisors related to Mono County Suicide and Overdose rates and plans for prevention

- Support MCBH staff Fiscal Staff related to the CalAIM payment reform, cost report regulations, changes in billing processes, and grant tracking by providing training, access to a consultant, and enhancing staff's ability to engage with what is known as a "fire hose of change" that we expect for the next two to three years.
- Continue to pursue grant monies that will address infrastructure change, student mental health and housing needs.
- Engage with staff to support a culture that allows for support to do the very hard work, create an environment where professional development is central, and where there is a sense of purpose and understanding of how each staff member contributes to making Mono the best place to live.



Behavioral Health

Departmental Organizational Chart



Behavioral Health

BH 120-41-840 (Behavioral Health)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
120-41-840-14010	Interest Income	\$0	\$121	\$0	(\$2,273)	\$0	\$0
120-41-840-15200	St: Medi-Cal Revenue	\$452,656	\$185,674	\$300,000	\$113,217	\$300,000	\$300,000
120-41-840-15220	St: Mental Health	\$14,498	\$0	\$0	\$450,072	\$450,345	\$450,345
120-41-840-15437	Realignment Backfill Support	\$0	\$62,909	\$0	\$0	\$0	\$0
120-41-840-15442	St: Realignment-Mh	\$512,535	\$467,915	\$515,000	\$510,732	\$561,300	\$561,300
120-41-840-16054	Client Fees	\$5,254	\$1,000	\$0	\$0	\$0	\$0
120-41-840-16199	Charges for Services - Interfund Transfers	\$0	\$0	\$20,000	\$0	\$0	\$0
120-41-840-16301	Mental Health Service Fees	\$80,000	\$0	\$40,000	\$2,322	\$2,000	\$2,000
120-41-840-17010	Miscellaneous Revenue	\$0	\$24,877	\$0	\$0	\$0	\$0
120-41-840-17020	Prior Year Revenue	\$0	\$1	\$0	\$0	\$0	\$0
120-41-840-18100	Operating Transfers In	\$0	\$512,691	\$294,705	\$7,149	\$300,519	\$300,519
Revenues Total		\$1,064,943	\$1,255,187	\$1,169,705	\$1,081,219	\$1,614,164	\$1,614,164
120-41-840-21100	Salary And Wages	(\$410,699)	(\$343,871)	(\$291,348)	(\$262,835)	(\$521,705)	(\$521,705)
120-41-840-21120	Overtime	(\$5,196)	(\$2,984)	(\$5,196)	(\$495)	(\$5,196)	(\$5,196)
120-41-840-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-22100	Employee Benefits	(\$49,429)	(\$42,151)	(\$35,857)	(\$30,072)	(\$20,811)	(\$20,811)
120-41-840-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$88,950)	(\$55,548)	(\$49,863)	(\$36,831)	(\$98,695)	(\$98,695)
120-41-840-22120	Employee Benefits - PERS (ER Portion)	(\$107,573)	(\$99,217)	(\$84,443)	(\$77,541)	(\$137,154)	(\$137,154)
120-41-840-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-30280	Telephone/Communications	(\$5,985)	(\$4,559)	(\$4,947)	(\$4,868)	(\$5,500)	(\$5,500)
120-41-840-30350	Household Expenses	(\$500)	\$0	\$0	\$0	\$0	\$0
120-41-840-30500	Workers' Comp Ins Expense	(\$6,528)	(\$10,812)	(\$11,847)	(\$11,847)	(\$5,192)	(\$5,192)
120-41-840-30510	Liability Insurance Expense	(\$4,080)	(\$6,380)	(\$7,702)	(\$7,702)	(\$4,410)	(\$4,410)
120-41-840-31200	Equip Maintenance & Repair	(\$500)	\$0	\$0	\$0	\$0	\$0
120-41-840-31400	Building/Land Maint & Repair	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-31700	Membership Fees	(\$4,250)	(\$5,936)	(\$6,000)	(\$3,046)	(\$4,500)	(\$4,500)
120-41-840-32000	Office Expense	(\$4,250)	(\$3,234)	(\$3,000)	(\$4,619)	(\$5,500)	(\$5,500)
120-41-840-32010	TECHNOLOGY EXPENSES	(\$13,331)	(\$12,569)	(\$8,032)	(\$5,812)	(\$11,250)	(\$11,250)
120-41-840-32020	Technology Expense-Software Licenses	(\$17,500)	(\$15,317)	(\$12,147)	(\$73,867)	(\$30,310)	(\$30,310)
120-41-840-32360	Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-32450	Contract Services	(\$126,186)	(\$167,240)	(\$316,585)	(\$267,352)	(\$407,196)	(\$407,196)
120-41-840-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-32950	Rents & Leases - Real Property	(\$57,329)	\$0	(\$34,715)	\$0	\$0	\$0
120-41-840-33100	Education & Training	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-33120	Special Department Expense	(\$5,000)	(\$52,640)	(\$1,000)	(\$26,289)	(\$7,000)	(\$7,000)
120-41-840-33199	Special Dept Expense - Interfund Transfers	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-33350	Travel & Training Expense	(\$11,000)	(\$752)	(\$3,416)	(\$5,263)	(\$20,000)	(\$20,000)
120-41-840-33351	Vehicle Fuel Costs	(\$1,750)	(\$334)	(\$1,750)	(\$307)	(\$1,000)	(\$1,000)
120-41-840-33360	Motor Pool Expense	(\$5,125)	(\$832)	(\$869)	(\$4,282)	(\$2,123)	(\$2,123)
120-41-840-33600	Utilities	(\$1,500)	\$0	\$0	\$0	\$0	\$0
120-41-840-33602	Civic Center Utilities	\$0	(\$3,018)	\$0	(\$2,041)	(\$2,858)	(\$2,858)
120-41-840-41100	Support & Care Of Persons	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-60100	Operating Transfers Out	\$0	(\$54,849)	\$0	(\$32,693)	\$0	\$0
120-41-840-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$32,867)	(\$32,867)
120-41-840-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0
120-41-840-72960	A-87 Indirect Costs	(\$101,195)	(\$277,130)	(\$290,987)	(\$268,017)	(\$290,987)	(\$290,987)
Expenses Total		(\$1,027,856)	(\$1,159,374)	(\$1,169,704)	(\$1,125,779)	(\$1,614,254)	(\$1,614,254)
Use of Fund Balance		\$37,087	\$95,813	\$1	(\$44,560)	(\$90)	(\$90)

BH 120-41-845 (Alcohol and Drug Program)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
120-41-845-13065	Special Alcohol Fines	\$5,000	\$6,691	\$5,000	\$6,637	\$5,000	\$5,000
120-41-845-15220	St: Mental Health	\$0	\$0	\$0	\$116,484	\$162,750	\$162,750
120-41-845-15280	St: Prop 36	\$0	\$0	\$0	\$0	\$0	\$0
120-41-845-15652	Fed: Alc & Drug Program	\$422,157	\$359,104	\$422,157	\$370,202	\$422,157	\$422,157
120-41-845-16199	Charges for Services - Interfund Transfers	\$0	\$5,378	\$0	\$0	\$0	\$0
120-41-845-16310	Drug And Alcohol Fees	\$71,000	\$66,704	\$60,000	\$73,795	\$60,000	\$60,000
120-41-845-16330	Sober Living Fees	\$0	\$0	\$0	\$0	\$0	\$0
120-41-845-17010	Miscellaneous Revenue	\$0	\$24,877	\$0	\$0	\$0	\$0
120-41-845-17020	Prior Year Revenue	\$0	\$0	\$0	\$0	\$0	\$0
120-41-845-18100	Operating Transfers In	\$558,426	\$55,034	\$750,128	\$25,000	\$845,514	\$845,514

Behavioral Health

	<i>Revenues Total</i>	\$1,056,583	\$517,788	\$1,237,285	\$592,118	\$1,495,421	\$1,495,421
120-41-845-21100	Salary And Wages	(\$385,747)	(\$384,906)	(\$496,273)	(\$436,070)	(\$570,324)	(\$570,324)
120-41-845-21120	Overtime	(\$5,916)	(\$3,125)	(\$5,196)	(\$5,330)	(\$5,196)	(\$5,196)
120-41-845-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
120-41-845-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
120-41-845-22100	Employee Benefits	(\$47,266)	(\$47,714)	(\$60,932)	(\$47,750)	(\$25,690)	(\$25,690)
120-41-845-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$86,142)	(\$63,270)	(\$89,743)	(\$70,005)	(\$119,189)	(\$119,189)
120-41-845-22120	Employee Benefits - PERS (ER Portion)	(\$109,371)	(\$105,610)	(\$143,838)	(\$138,235)	(\$164,708)	(\$164,708)
120-41-845-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
120-41-845-30280	Telephone/Communications	(\$6,174)	(\$6,223)	(\$9,988)	(\$8,272)	(\$13,600)	(\$13,600)
120-41-845-30350	Household Expenses	(\$6,400)	(\$7,639)	(\$6,400)	(\$9,874)	(\$14,200)	(\$14,200)
120-41-845-30500	Workers' Comp Ins Expense	(\$6,528)	(\$7,650)	(\$7,662)	(\$7,662)	(\$7,904)	(\$7,904)
120-41-845-30510	Liability Insurance Expense	(\$4,080)	(\$4,969)	(\$6,729)	(\$6,729)	(\$7,350)	(\$7,350)
120-41-845-31200	Equip Maintenance & Repair	(\$500)	\$0	\$0	\$0	\$0	\$0
120-41-845-31400	Building/Land Maint & Repair	\$0	\$0	\$0	\$0	\$0	\$0
120-41-845-31700	Membership Fees	(\$4,250)	(\$4,106)	(\$5,000)	(\$5,130)	(\$6,500)	(\$6,500)
120-41-845-32000	Office Expense	(\$4,250)	(\$9,395)	(\$4,250)	(\$5,262)	(\$6,000)	(\$6,000)
120-41-845-32010	TECHNOLOGY EXPENSES	(\$13,331)	(\$12,569)	(\$13,437)	(\$9,687)	(\$18,800)	(\$18,800)
120-41-845-32020	Technology Expense-Software Licenses	(\$17,500)	(\$15,240)	(\$40,245)	(\$50,381)	(\$77,650)	(\$77,650)
120-41-845-32450	Contract Services	(\$130,375)	(\$37,242)	(\$168,375)	(\$184,713)	(\$228,650)	(\$228,650)
120-41-845-32950	Rents & Leases - Real Property	(\$100,951)	(\$43,621)	(\$101,479)	(\$43,621)	(\$50,770)	(\$50,770)
120-41-845-33100	Education & Training	\$0	\$0	\$0	\$0	\$0	\$0
120-41-845-33120	Special Department Expense	(\$39,100)	(\$53,952)	(\$10,000)	(\$22,050)	(\$33,750)	(\$33,750)
120-41-845-33350	Travel & Training Expense	(\$12,185)	(\$2,340)	(\$5,500)	(\$11,033)	(\$18,000)	(\$18,000)
120-41-845-33351	Vehicle Fuel Costs	(\$1,750)	(\$32)	(\$250)	(\$405)	(\$2,000)	(\$2,000)
120-41-845-33360	Motor Pool Expense	(\$5,125)	\$0	(\$543)	\$0	(\$3,540)	(\$3,540)
120-41-845-33600	Utilities	(\$5,535)	(\$3,219)	(\$4,400)	(\$6,770)	(\$5,400)	(\$5,400)
120-41-845-33602	Civic Center Utilities	\$0	(\$3,018)	\$0	(\$3,402)	(\$4,763)	(\$4,763)
120-41-845-53030	Capital Equipment, \$5,000+	\$0	(\$11,600)	\$0	\$0	\$0	\$0
120-41-845-60100	Operating Transfers Out	\$0	(\$54,849)	\$0	(\$54,488)	\$0	\$0
120-41-845-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$54,500)	(\$54,500)
120-41-845-72960	A-87 Indirect Costs	(\$101,195)	(\$54,329)	(\$57,045)	(\$46,610)	(\$57,045)	(\$57,045)
	Expenses Total	(\$1,093,671)	(\$936,620)	(\$1,237,285)	(\$1,173,480)	(\$1,495,529)	(\$1,495,529)
	Use of Fund Balance	(\$37,088)	(\$418,832)	\$0	(\$581,361)	(\$108)	(\$108)

BH 121-41-841 (Mental Health Service Act)

<i>Account Line Item</i>	<i>Account Name</i>	<i>FY2020-21</i>	<i>FY2020-21</i>	<i>FY2021-22</i>	<i>FY2021-22</i>	<i>FY2022-23</i>	<i>FY2022-23</i>
		<i>Adopted Budget</i>	<i>Actual</i>	<i>Adopted Budget</i>	<i>08/18/22 Actual</i>	<i>Requested Budget</i>	<i>Recommended Budget</i>
121-41-841-14010	Interest Income	\$30,000	\$96,020	\$90,000	\$88,733	\$90,000	\$90,000
121-41-841-14050	Rental Income	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-15220	St: Mental Health	\$0	\$0	\$0	\$15,799	\$15,799	\$15,799
121-41-841-15230	St: Mental Health Services Act	\$1,696,320	\$2,428,915	\$2,146,930	\$2,098,000	\$2,204,781	\$2,204,781
121-41-841-15498	St: Misc State Revenue	\$16,922	\$0	\$16,922	\$0	\$0	\$0
121-41-841-16199	Charges for Services - Interfund Transfers	\$0	\$9,240	\$0	\$3,373	\$0	\$0
121-41-841-17010	Miscellaneous Revenue	\$0	\$66,479	\$0	\$0	\$0	\$0
121-41-841-17020	Prior Year Revenue	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-18020	Sale Of Surplus Supplies/Equip	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-18100	Operating Transfers In	\$50,000	\$75,647	\$55,000	\$34,320	\$71,778	\$71,778
	Revenues Total	\$1,793,242	\$2,676,300	\$2,308,852	\$2,240,224	\$2,382,358	\$2,382,358
121-41-841-21100	Salary And Wages	(\$757,187)	(\$765,783)	(\$1,098,512)	(\$848,973)	(\$1,017,012)	(\$1,017,012)
121-41-841-21120	Overtime	(\$10,392)	(\$3,084)	(\$10,392)	(\$3,099)	(\$10,392)	(\$10,392)
121-41-841-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-22100	Employee Benefits	(\$90,133)	(\$91,213)	(\$132,923)	(\$91,378)	(\$45,849)	(\$45,849)
121-41-841-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$158,628)	(\$114,153)	(\$173,093)	(\$104,248)	(\$168,707)	(\$168,707)
121-41-841-22120	Employee Benefits - PERS (ER Portion)	(\$203,211)	(\$200,323)	(\$295,001)	(\$229,224)	(\$292,777)	(\$292,777)
121-41-841-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-30280	Telephone/Communications	(\$12,033)	(\$9,989)	(\$17,835)	(\$11,656)	(\$15,800)	(\$15,800)
121-41-841-30350	Household Expenses	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-30500	Workers' Comp Ins Expense	(\$13,056)	(\$7,650)	(\$30,648)	(\$15,324)	(\$20,768)	(\$20,768)
121-41-841-30510	Liability Insurance Expense	(\$8,159)	(\$4,970)	(\$22,555)	(\$11,141)	(\$17,637)	(\$17,637)
121-41-841-31200	Equip Maintenance & Repair	(\$1,500)	\$0	(\$1,500)	\$0	(\$1,500)	(\$1,500)
121-41-841-31400	Building/Land Maint & Repair	(\$1,050)	(\$455)	(\$1,050)	(\$650)	(\$1,050)	(\$1,050)
121-41-841-31700	Membership Fees	(\$8,500)	(\$8,260)	(\$9,000)	(\$12,785)	(\$15,000)	(\$15,000)
121-41-841-32000	Office Expense	(\$8,500)	(\$5,890)	(\$8,500)	(\$6,890)	(\$8,500)	(\$8,500)
121-41-841-32010	TECHNOLOGY EXPENSES	(\$26,662)	(\$25,138)	(\$32,249)	(\$23,965)	(\$45,000)	(\$45,000)
121-41-841-32020	Technology Expense-Software Licenses	(\$35,000)	(\$30,733)	(\$48,588)	(\$17,677)	(\$109,800)	(\$109,800)
121-41-841-32450	Contract Services	(\$639,267)	(\$638,304)	(\$823,666)	(\$501,550)	(\$765,860)	(\$765,860)

Behavioral Health

121-41-841-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-32950	Rents & Leases - Real Property	(\$138,540)	(\$23,879)	(\$162,740)	(\$23,879)	(\$23,878)	(\$23,878)
121-41-841-33100	Education & Training	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-33120	Special Department Expense	(\$50,000)	(\$53,939)	(\$66,800)	(\$41,896)	(\$77,800)	(\$77,800)
121-41-841-33121	Special Dept-Student Loan Reim	(\$40,000)	(\$20,000)	(\$60,000)	(\$46,006)	(\$20,000)	(\$20,000)
121-41-841-33150	Loan Interest Expense	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-33350	Travel & Training Expense	(\$22,593)	(\$6,636)	(\$10,000)	(\$9,771)	(\$20,000)	(\$20,000)
121-41-841-33351	Vehicle Fuel Costs	(\$3,500)	(\$64)	(\$600)	(\$971)	(\$3,000)	(\$3,000)
121-41-841-33360	Motor Pool Expense	(\$10,250)	\$0	(\$1,304)	\$0	(\$8,500)	(\$8,500)
121-41-841-33600	Utilities	(\$8,845)	(\$2,412)	(\$6,950)	(\$3,637)	(\$7,600)	(\$7,600)
121-41-841-33602	Civic Center Utilities	\$0	(\$6,036)	\$0	(\$8,166)	(\$11,430)	(\$11,430)
121-41-841-52011	Buildings & Improvements	\$0	(\$134)	(\$40,000)	(\$20,982)	\$0	\$0
121-41-841-53022	Fixed Assets: Buildings	(\$1,600,000)	(\$222,877)	(\$1,500,000)	\$0	(\$1,577,124)	(\$1,577,124)
121-41-841-53030	Capital Equipment, \$5,000+	(\$40,000)	(\$35,799)	\$0	\$0	\$0	\$0
121-41-841-60100	Operating Transfers Out	(\$120,000)	(\$109,698)	(\$50,000)	(\$180,770)	(\$50,000)	(\$50,000)
121-41-841-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$130,745)	(\$130,745)
121-41-841-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0
121-41-841-72960	A-87 Indirect Costs	(\$203,390)	(\$73,320)	(\$76,986)	(\$71,873)	(\$76,986)	(\$76,986)
121-41-841-91010	Contingency	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$4,210,396)	(\$2,460,740)	(\$4,680,892)	(\$2,286,511)	(\$4,542,715)	(\$4,542,715)
	Use of Fund Balance	(\$2,417,154)	\$215,560	(\$2,372,040)	(\$46,287)	(\$2,160,357)	(\$2,160,357)

BH 122-41-840 (Behavioral Health Realignment)

<i>Account Line Item</i>	<i>Account Name</i>	<i>FY2020-21</i>	<i>FY2020-21</i>	<i>FY2021-22</i>	<i>FY2021-22</i>	<i>FY2022-23</i>	<i>FY2022-23</i>
		<i>Adopted Budget</i>	<i>Actual</i>	<i>Adopted Budget</i>	<i>08/18/22 Actual</i>	<i>Requested Budget</i>	<i>Recommended Budget</i>
122-41-840-14010	Interest Income	\$0	\$40,577	\$0	\$38,731	\$0	\$0
122-41-840-15443	St: 2011 Realignment	\$430,397	\$535,081	\$516,850	\$555,439	\$560,254	\$560,254
122-41-840-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$430,397	\$575,657	\$516,850	\$594,170	\$560,254	\$560,254
122-41-840-60100	Operating Transfers Out	(\$533,426)	(\$512,691)	(\$989,684)	(\$4,173)	(\$1,091,384)	(\$1,091,384)
	Expenses Total	(\$533,426)	(\$512,691)	(\$989,684)	(\$4,173)	(\$1,091,384)	(\$1,091,384)
	Use of Fund Balance	(\$103,029)	\$62,966	(\$472,834)	\$589,996	(\$531,130)	(\$531,130)

CLERK-RECORDER

Scheereen Dedman Clerk-Recorder

The Department’s mission has three parts: **1. To ensure that all who wish to vote or run for office, can. 2. To provide all necessary support to the Board of Supervisors for the services it provides to Mono County. 3. Support the existing business community through the filing of Fictitious Business Names. the 4. To record real estate and other documents in a timely manner, and providing essential vital records.**

BUDGET AT A GLANCE

Total Expenditures	(\$1,807,945)
Total Grant/Earned/ Govt Revenues	\$263,803
Total Use of Fund Balance	\$156,010
<hr/>	
Total General Fund Contribution	(\$1,388,132)
Total FTE	6
% funded by General Fund	77%

DEPARTMENT SERVICES OVERVIEW

Clerk / Recorder. Recording/maintaining property documents (we offer E-recording, a valuable and time-saving service); processing/maintaining/providing vital records (birth/death records, and marriage licenses – available online through VitalChek or at the counter/by mail); Fair Political Practices Commission (FPPC) Form 700 filing office; processing/maintaining Fictitious Business Name (FBN) applications; processing a variety of notices (i.e. California Environmental Quality Act (CEQA) Notices); maintaining a roster of County Public Agencies; maintaining all County Contracts; perform marriages; maintain our website and social media pages; prepare the budget. In Mono County, the Clerk-Recorder is in the same office and performs all duties simultaneously.

At the end of the 21-22 Fiscal Year, our contract with Halfile will be terminated, forcing us to find a new provider for Records and Vitals management. We have received presentations from multiple vendors and are currently working on a contract to move forward with a new program. There are sizeable implementation costs, however, there are fees obtained through recorded documents / vital records that may be used for this. However, there will be an increase in the annual maintenance costs going forward. Also, with increasing interest rates, revenue will most likely decrease as fewer people refinance their homes for the lower rates, and housing sales slow, thus fewer documents to record. We will also see fewer requests for Birth Certificates as Mammoth Hospital has discontinued providing that service.

Board of Supervisors. The Clerk of the Board of Supervisors provides support for the Board of Supervisors, Assessment Appeals Board, Personnel Appeals Board, Administrative Appeals hearings, and various other boards as requested. Between a pandemic and new Board members joining the Board, the biggest challenge for the past and upcoming fiscal years is anticipating the travel and training budget – now that conferences and courses are finally being held in person again, we have a full Board who wishes to participate in these development opportunities in the pursuit of workforce and service excellence. There is no recent precedence upon which to anticipate an amount.

As discussed at last fiscal year, the agenda management software, Novus, has become a burden for Granicus to continue to support. As such, it has become increasingly difficult to receive the necessary technical support to create a user-friendly agenda that can keep up with the times. We met with companies to determine if there is a program that will better suit our needs, and believe that we have found one that will allow the Clerk to adjust agendas that meet the needs of the Clerk, the Board, the CAO, and all county staff, and are now seeking approval for the necessary funds to move forward with modernizing our agenda management program.

Elections. The Elections Division conducts all Federal, State, County, school, and special district elections in the County, as well as the general municipal elections for the Town of Mammoth Lakes. Update and maintain Voter Registration Database. Last year, the State of California conducted an election for the Recall of Governor Gavin

Newsom. Assembly Bill 37 also required that all voters receive their ballots in the mail. These created unique challenges to the department, all while experiencing staffing changes that created a large loss of institutional knowledge. But it also created the opportunity to move forward with the ability to modernize the election process. The Board approved our application to the State for a grant to obtain an envelope slicing machine, as well as trolleys to carry our electronic poll pads, which we hope will save hours of staff time. The Board also approved a contract with the Secretary of State to extend the contract deadline for our Voting System Replacement agreement with the Secretary of State – these funds will be used to remodel and secure the “old Social Services” building on Emigrant Street for our election equipment and other storage needs.

For more information, call (760) 932-5537, or visit <https://monocounty.ca.gov/elections>

REQUESTED BUDGET CHANGES FOR FY 2022-23

- Securely destroying documents from previous elections.
- November 8, 2022 General Election
- Additional funds for translation services, to increase access to Board of Supervisors meetings and communications.
- Implementation of a new agenda management program.
- Increase to the Board of Supervisors Travel and Training Budget.
- New records management program.

FY2021-22 Challenges, Issues, and Opportunities

- The Clerk of the Board is charged with Administrative Appeals and is having difficulty recruiting hearing officers from the qualified pool of candidates. A resolution will be presented to the Board of Supervisors to increase the pay that Hearing Officers receive, but if we are unable to find volunteers, we must pay outside counsel to serve as Hearing Officers. It is hard to predict how many administrative appeals will occur in a fiscal year. The same is true for Assessment Appeals, as the monies needed for Board reimbursement is dependent on how many evidentiary hearings are held.

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Recorded approximately 2,000 additional documents than the previous year
- Redistricting
- Board Governance Workshop
- New Board Clerk, Danielle Patrick
- (A very unexpected) September 14, 2021 State Recall Election
- June 7, 2022 Statewide Direct Primary
- Registered approximately 1,000 more voters since the previous election.
- Remodel and move into the “old Social Services” building.

FY2022-24 Strategic Plan Objectives

- None

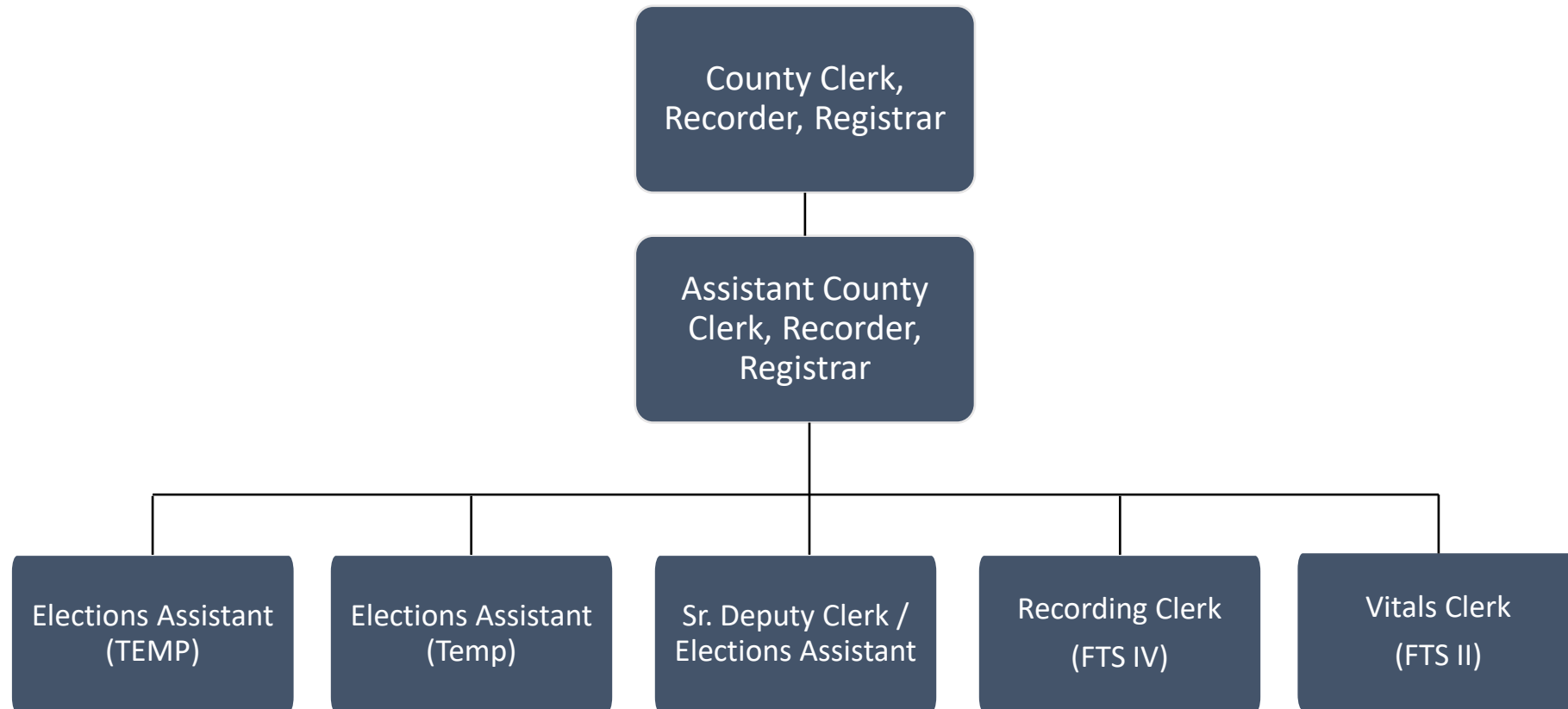
FY2022-23 Objectives

- November 8, 2022 General Election
- Streamline the election process now that all voters receive a mailed ballot
- Strategic Plan
- Legislative Platform
- Platform for future meetings (in-person, hybrid, etc)
- New records management program implemented.



CLERK / RECORDER, REGISTRAR, CLERK OF THE BOARD

Departmental Organizational Chart



Clerk

CL 100-11-010 (Board of Supervisors)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
100-11-010-16010	Prop Tax Admin & Collection Fe	\$1,636	\$614	\$1,636	\$596	\$1,700	\$1,700	\$1,700
100-11-010-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$1,636	\$614	\$1,636	\$596	\$1,700		\$1,700
100-11-010-21100	Salary And Wages	(\$250,776)	(\$250,780)	(\$250,802)	(\$277,149)	(\$286,280)		(\$286,280)
100-11-010-21120	Overtime	\$0	\$0	\$0	\$0	\$0		\$0
100-11-010-21130	Auto Allowance	(\$42,660)	(\$32,030)	(\$37,920)	(\$28,351)	(\$29,000)		(\$29,000)
100-11-010-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0		\$0
100-11-010-22100	Employee Benefits	(\$41,809)	(\$37,666)	(\$35,092)	(\$37,819)	(\$38,619)		(\$38,619)
100-11-010-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$55,124)	(\$67,447)	(\$84,864)	(\$74,799)	(\$85,184)		(\$85,184)
100-11-010-22120	Employee Benefits - PERS (ER Portion)	(\$29,787)	(\$37,328)	(\$58,399)	(\$60,865)	(\$66,999)		(\$66,999)
100-11-010-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$21,546)		(\$21,546)
100-11-010-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0		\$0
100-11-010-30280	Telephone/Communications	(\$1,500)	(\$1,337)	(\$1,500)	(\$1,724)	(\$1,800)		(\$1,800)
100-11-010-30500	Workers' Comp Ins Expense	(\$6,240)	(\$6,240)	(\$6,841)	(\$6,841)	(\$6,543)		(\$6,543)
100-11-010-30510	Liability Insurance Expense	(\$4,732)	(\$4,733)	(\$5,589)	(\$5,589)	(\$6,243)		(\$6,243)
100-11-010-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0		\$0
100-11-010-31700	Membership Fees	(\$14,500)	(\$13,199)	(\$14,500)	(\$14,462)	(\$15,000)		(\$15,000)
100-11-010-32000	Office Expense	(\$6,054)	(\$4,041)	(\$5,037)	(\$5,021)	(\$5,000)		(\$5,000)
100-11-010-32010	TECHNOLOGY EXPENSES	(\$4,286)	(\$4,286)	(\$7,083)	(\$7,083)	(\$9,390)		(\$9,390)
100-11-010-32020	Technology Expense-Software Licenses	\$0	\$0	\$0	\$0	\$0		\$0
100-11-010-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$2,000)		(\$2,000)
100-11-010-32500	Professional & Specialized Ser	(\$3,050)	(\$3,011)	(\$2,500)	(\$6,599)	(\$8,000)		(\$8,000)
100-11-010-32800	Publications & Legal Notices	(\$4,500)	(\$4,647)	(\$4,000)	(\$6,396)	(\$7,000)		(\$7,000)
100-11-010-32860	Rents & Leases - Other	(\$200)	(\$177)	(\$200)	\$0	\$0		\$0
100-11-010-32950	Rents & Leases - Real Property	(\$61,223)	(\$94)	(\$61,878)	\$0	\$0		\$0
100-11-010-33120	Special Department Expense	(\$3,500)	(\$2,000)	(\$3,000)	(\$2,226)	(\$3,300)		(\$3,300)
100-11-010-33350	Travel & Training Expense	(\$28,000)	(\$5,308)	(\$23,596)	(\$32,935)	(\$31,000)		(\$31,000)
100-11-010-33351	Vehicle Fuel Costs	(\$495)	(\$192)	(\$600)	(\$1,610)	(\$1,600)		(\$1,600)
100-11-010-33360	Motor Pool Expense	(\$1,702)	(\$1,190)	(\$5,011)	(\$5,597)	(\$4,700)		(\$4,700)
100-11-010-33602	Civic Center Utilities	\$0	(\$3,134)	\$0	(\$3,637)	(\$4,595)		(\$4,595)
100-11-010-47010	Contributions To Other Governm	\$0	\$0	\$0	\$0	\$0		\$0
100-11-010-47020	Contributions To Non-Profit Or	\$0	\$0	\$0	\$0	\$0		\$0
100-11-010-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0		\$0
100-11-010-60100	Operating Transfers Out	\$0	(\$58,640)	\$0	(\$58,253)	\$0		\$0
100-11-010-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$58,656)		(\$58,656)
100-11-010-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0		\$0
100-11-010-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0		\$0
100-11-010-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0		\$0
	Expenses Total	(\$560,138)	(\$537,480)	(\$608,412)	(\$636,956)	(\$692,456)		(\$692,456)
	NET	(\$558,502)	(\$536,866)	(\$606,776)	(\$636,360)	(\$690,756)		(\$690,756)

CL 100-15-181 (Elections)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
100-15-181-15820	Fed: Hava Reimbursements- Pass	\$10,000	\$3,500	\$0	\$0	\$0	\$0	\$0
100-15-181-15821	St: Election Reimbursement	\$0	\$19,096	\$0	\$0	\$0	\$0	\$0
100-15-181-15822	St: Sec of State Voting System Replac Reimb Grant	\$33,100	\$22,808	\$15,335	\$21,902	\$70,098	\$70,098	\$70,098
100-15-181-15850	St: Election Reimbursement Primary	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-15-181-15900	Oth: Other Govt Agencies	\$0	\$11,765	\$0	\$0	\$0	\$0	\$0
100-15-181-16410	Election Fees	\$6,000	\$21,668	\$8,000	\$200,723	\$0	\$0	\$0
100-15-181-18150	Long Term Debt Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$49,100	\$78,836	\$23,335	\$222,625	\$70,098		\$70,098
100-15-181-21100	Salary And Wages	(\$92,628)	(\$65,914)	(\$85,150)	(\$157,663)	(\$95,662)		(\$95,662)
100-15-181-21120	Overtime	\$0	(\$931)	\$0	(\$215)	(\$121)		(\$121)
100-15-181-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0		\$0
100-15-181-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0		\$0
100-15-181-22100	Employee Benefits	(\$10,731)	(\$8,454)	(\$9,523)	(\$15,941)	(\$5,635)		(\$5,635)
100-15-181-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$2,350)	(\$2,307)	(\$2,076)	(\$22,438)	(\$13,009)		(\$13,009)
100-15-181-22120	Employee Benefits - PERS (ER Portion)	(\$14,770)	(\$14,644)	(\$15,637)	(\$21,077)	(\$19,350)		(\$19,350)
100-15-181-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$7,031)		(\$7,031)
100-15-181-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0		\$0

Clerk

100-15-181-30280	Telephone/Communications	(\$630)	(\$549)	(\$630)	(\$357)	(\$2,340)	(\$2,340)
100-15-181-30500	Workers' Comp Ins Expense	\$0	\$0	\$0	(\$1,573)	\$0	\$0
100-15-181-30510	Liability Insurance Expense	\$0	(\$623)	\$0	(\$701)	\$0	\$0
100-15-181-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-15-181-31700	Membership Fees	\$0	\$0	\$0	\$0	\$0	\$0
100-15-181-32000	Office Expense	(\$4,890)	(\$26,509)	(\$9,795)	(\$20,923)	(\$19,590)	(\$19,590)
100-15-181-32010	TECHNOLOGY EXPENSES	(\$229)	(\$229)	(\$851)	(\$850)	(\$6,594)	(\$6,594)
100-15-181-32020	Technology Expense-Software Licenses	(\$34,867)	(\$33,277)	(\$44,835)	(\$49,325)	(\$35,500)	(\$35,500)
100-15-181-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$7,734)	(\$7,734)
100-15-181-32800	Publications & Legal Notices	(\$3,000)	(\$3,432)	(\$4,000)	(\$1,445)	(\$900)	(\$900)
100-15-181-33120	Special Department Expense	(\$43,500)	(\$33,460)	(\$7,000)	(\$5,743)	(\$108,098)	(\$108,098)
100-15-181-33122	Poll Worker Expenses	(\$10,500)	(\$9,582)	(\$20,000)	(\$15,436)	(\$11,000)	(\$11,000)
100-15-181-33123	Precinct Expenses	\$0	\$0	\$0	\$0	\$0	\$0
100-15-181-33124	Ballot Expenses	(\$40,500)	(\$29,383)	(\$52,000)	(\$51,118)	(\$25,000)	(\$25,000)
100-15-181-33350	Travel & Training Expense	(\$2,000)	(\$1,309)	(\$2,000)	(\$4,020)	(\$5,000)	(\$5,000)
100-15-181-35210	Bond/Loan Interest	\$0	\$0	\$0	\$0	\$0	\$0
100-15-181-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
100-15-181-60045	Bond/Loan Principle Repayment	\$0	\$0	\$0	\$0	\$0	\$0
100-15-181-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
100-15-181-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-15-181-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$260,595)	(\$230,602)	(\$253,497)	(\$368,826)	(\$362,564)	(\$362,564)
	NET	(\$211,495)	(\$151,766)	(\$230,162)	(\$146,201)	(\$292,466)	(\$292,466)

CL 100-27-180 (Clerk Recorder)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
100-27-180-16010	Prop Tax Admin & Collection Fe	\$3,598	\$2,280	\$3,598	\$2,427	\$2,300	\$2,300	
100-27-180-16130	County Clerk Service Fees	\$7,500	\$7,538	\$6,000	\$11,866	\$7,500	\$7,500	
100-27-180-16131	Social Security Truncation Fee	\$0	\$0	\$0	\$0	\$0	\$0	
100-27-180-16161	Vital Stats - Child Welfare	\$0	\$0	\$0	\$0	\$0	\$0	
100-27-180-16163	SB 2 Reimbursement	\$21,000	\$62,654	\$40,000	\$77,064	\$40,000	\$40,000	
100-27-180-16200	Recording Fees	\$62,000	\$98,844	\$70,000	\$79,953	\$67,000	\$67,000	
100-27-180-16201	Index Fees	\$24,000	\$40,699	\$30,000	\$29,904	\$25,000	\$25,000	
100-27-180-16202	Electronic Recording Fee	\$5,500	\$9,666	\$7,000	\$7,084	\$6,000	\$6,000	
100-27-180-17010	Miscellaneous Revenue	\$0	\$141	\$0	\$254	\$205	\$205	
100-27-180-17020	Prior Year Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
100-27-180-17150	Modernization/Micro-Graphic	\$0	\$0	\$0	\$0	\$0	\$0	
	Revenues Total	\$123,598	\$221,822	\$156,598	\$208,553	\$148,005	\$148,005	
100-27-180-21100	Salary And Wages	(\$311,461)	(\$309,977)	(\$320,210)	(\$357,728)	(\$304,184)	(\$304,184)	
100-27-180-21120	Overtime	\$0	(\$1,149)	\$0	(\$133)	(\$133)	(\$133)	
100-27-180-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0	
100-27-180-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0	
100-27-180-22100	Employee Benefits	(\$38,325)	(\$43,505)	(\$39,740)	(\$41,048)	(\$19,999)	(\$19,999)	
100-27-180-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$73,168)	(\$61,837)	(\$66,528)	(\$47,112)	(\$39,431)	(\$39,431)	
100-27-180-22120	Employee Benefits - PERS (ER Portion)	(\$87,991)	(\$87,938)	(\$92,808)	(\$87,418)	(\$88,072)	(\$88,072)	
100-27-180-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$22,101)	(\$22,101)	
100-27-180-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0	
100-27-180-30280	Telephone/Communications	(\$2,910)	(\$2,249)	(\$2,910)	(\$2,076)	(\$2,641)	(\$2,641)	
100-27-180-30500	Workers' Comp Ins Expense	(\$6,240)	(\$6,240)	(\$7,730)	(\$6,157)	(\$7,197)	(\$7,197)	
100-27-180-30510	Liability Insurance Expense	(\$4,095)	(\$3,472)	(\$3,611)	(\$3,611)	(\$4,148)	(\$4,148)	
100-27-180-31200	Equip Maintenance & Repair	(\$1,000)	(\$680)	(\$1,000)	\$0	(\$2,000)	(\$2,000)	
100-27-180-31700	Membership Fees	(\$1,200)	(\$1,250)	(\$1,300)	(\$1,150)	(\$1,200)	(\$1,200)	
100-27-180-32000	Office Expense	(\$8,841)	(\$8,198)	(\$8,941)	(\$13,442)	(\$10,000)	(\$10,000)	
100-27-180-32010	TECHNOLOGY EXPENSES	(\$6,551)	(\$6,551)	(\$10,459)	(\$10,531)	(\$12,849)	(\$12,849)	
100-27-180-32020	Technology Expense-Software Licenses	(\$13,000)	(\$12,028)	(\$13,665)	(\$7,486)	(\$14,013)	(\$14,013)	
100-27-180-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$3,546)	(\$3,546)	
100-27-180-32860	Rents & Leases - Other	(\$4,500)	(\$4,906)	(\$4,500)	(\$6,333)	(\$18,200)	(\$18,200)	
100-27-180-32950	Rents & Leases - Real Property	\$0	\$0	\$0	\$0	\$0	\$0	
100-27-180-33120	Special Department Expense	(\$200)	(\$78)	(\$200)	(\$6,542)	(\$100)	(\$100)	
100-27-180-33350	Travel & Training Expense	(\$6,000)	(\$183)	(\$2,500)	(\$1,530)	(\$3,000)	(\$3,000)	
100-27-180-33351	Vehicle Fuel Costs	(\$505)	(\$9)	(\$400)	(\$481)	\$0	\$0	
100-27-180-33360	Motor Pool Expense	(\$100)	(\$188)	(\$282)	\$0	(\$100)	(\$100)	
	Expenses Total	(\$566,087)	(\$550,439)	(\$576,784)	(\$592,778)	(\$552,914)	(\$552,914)	

Clerk

NET (\$442,489) (\$328,617) (\$420,186) (\$384,225) (\$404,909) (\$404,909)

CL 173-27-180 (Clerk Micrographics-Social Security Truncation)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted	FY2020-21	Adopted	08/18/22	Requested	Recommended	
		Budget	Actual	Budget	Actual	Budget	Budget	
173-27-180-14010	Interest Income	\$0	\$1,268	\$0	\$1,418	\$0	\$0	\$0
173-27-180-16131	Social Security Truncation Fee	\$0	\$9,717	\$0	\$7,228	\$6,000	\$6,000	\$6,000
173-27-180-17010	Miscellaneous Revenue	\$0	\$9,776	\$0	\$7,352	\$6,000	\$6,000	\$6,000
Revenues Total		\$0	\$20,761	\$0	\$15,998	\$12,000	\$12,000	\$12,000
173-27-180-20010	Expenditures	\$0	\$0	\$0	\$0	(\$17,250)	(\$17,250)	(\$17,250)
173-27-180-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		\$0	\$0	\$0	\$0	(\$17,250)	(\$17,250)	(\$17,250)
Use of Fund Balance		\$0	\$20,761	\$0	\$15,998	(\$5,250)	(\$5,250)	(\$5,250)

CL 174-27-180 (Clerk Modernization)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted	FY2020-21	Adopted	08/18/22	Requested	Recommended	
		Budget	Actual	Budget	Actual	Budget	Budget	
174-27-180-14010	Interest Income	\$0	\$2,399	\$0	\$2,802	\$1,000	\$1,000	\$1,000
174-27-180-17010	Miscellaneous Revenue	\$0	\$49,664	\$0	\$35,678	\$31,000	\$31,000	\$31,000
Revenues Total		\$0	\$52,063	\$0	\$38,480	\$32,000	\$32,000	\$32,000
174-27-180-20010	Expenditures	\$0	\$0	\$0	\$0	(\$182,760)	(\$182,760)	(\$182,760)
Expenses Total		\$0	\$0	\$0	\$0	(\$182,760)	(\$182,760)	(\$182,760)
Use of Fund Balance		\$0	\$52,063	\$0	\$38,480	(\$150,760)	(\$150,760)	(\$150,760)

COMMUNITY DEVELOPMENT

Wendy Sugimura
Community Development Director

The Department’s mission is to provide efficient, responsive, and innovative development services through teamwork while protecting community character and managing environmental impacts.

BUDGET AT A GLANCE	
Total Expenditures	(\$2,759,152)
Total Grant/Earned/ Govt Revenues	\$1,092,705
Total Use of Fund Balance	\$0
<hr/>	
Total General Fund Contribution	(\$1,666,447)
Total Staff	15
% funded by General Fund	60%

DEPARTMENT SERVICES OVERVIEW

Community Development. The Community Development Department consists of the Planning, Building, and Code Enforcement divisions. The Planning Division provides the services specified in Government Code §§65103 to maintain and implement the adopted General Plan and land use regulations through community-based planning, including management of the Regional Planning Advisory Committees (RPACs), coordination with other agencies, and compliance with state laws. In addition, the Planning Division staffs other legislative bodies with separate authority that often function independently in other jurisdictions, including the Local Transportation Commission (LTC), Airport Land Use Commission (ALUC), Local Agency Formation Commission (LAFCO), and Housing Authority. The Building Division is responsible for the enforcement of the current California Building Codes Standards and relevant state law governing building standards. The Compliance Division monitors and enforces compliance with County ordinances, policies, regulations, and permit conditions, including environmental mitigation measures. In addition, the Community Development Department strives to provide excellent customer service by providing South County services for other County departments, including accepting property taxes and other payments, and accepting applications for marriage licenses, business licenses, and doing business as (DBA) licenses.

For more information, call (760) 924-1800, or visit <https://monocounty.ca.gov/community-development>

REQUESTED BUDGET CHANGES FOR FY2022-23

- Requesting one new Planning Analyst I/II position to offset 1) backlog of work resulting from multiple maternity/paternity leaves during FY 21-22, 2) loss of FTEs due to maternity staff returning part time, 3) inability to successfully recruit a Principal Planner vacancy resulting from retirement and temporarily being filled by a part-time retired annuitant, and 4) the backlog resulting from a 0.2 FTE Building Official.
- Services being eliminated from the budget include staffing the Owens Valley Groundwater Authority (OVGA) in which membership was terminated, and multiple grant programs, including sage-grouse conservation (transferred to Public Works) and SB2 grant programs (Accessory Dwelling Unit [ADU], vehicle miles traveled (VMT) streamlining, and greenhouse gas (GHG) emission inventory and streamlining).
- Increases include new (or continuation of) grant programs including the North County Water Transfer program, special district study to support increased housing density (California Development Block Grant Technical Assistance), and administration of the Integrated Regional Water Management grant (if awarded).

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Provided public service and assistance by answering questions about land use regulations, including multiple scenarios and “what if” brainstorming, and prioritizing Mountain View Fire recovery.

- Completed processing of development applications, including General Plan amendments, variances, use permits, director review permits, cannabis operations permits, short-term rental activity permits, lot line adjustments, mergers, and building permits and inspections, among others, as well as plans of operations, to ensure consistency with land use regulations, and completing the associated CEQA analysis and documentation.
- Received, investigated, and responded to code compliance violations, including taking further legal action such as citations and/or litigation when necessary.
- Managed and participated in regulatory, community, and collaborative forums such as the Planning Commission, RPACs, Collaborative Planning Team, LTC, Land Development Technical Advisory Committee (LDTAC), Long Valley Hydrologic Advisory Committee, LAFCO, Housing Authority, Tri-Valley Groundwater Management District, and sage grouse collaboratives (Executive Oversight Committee, Technical Advisory Committee, Local Area Working Group).
- Specific program accomplishments include assistance to the Owens Valley Groundwater Management Authority (OVGA) to complete the Owens Valley Groundwater Sustainability Plan, support of additional groundwater management in Mono County and the Tri-Valley, completion of various housing reports and two grant-funded projects related to housing (ADU prescriptive designs, GHG/VMT streamlining and GHG inventory update), completion of transportation programs in the LTC's Overall Work Program, including community outreach for the West Walker River Parkway (WWRP) plan.

FY2022-24 Strategic Plan Objectives

- Work with Housing Opportunities Manager to Update BOS policies for affordable housing; including streamlined processes and options to incentivize building of units
- Through a current funding award, assess Special District Capacity and needs to support increased housing density

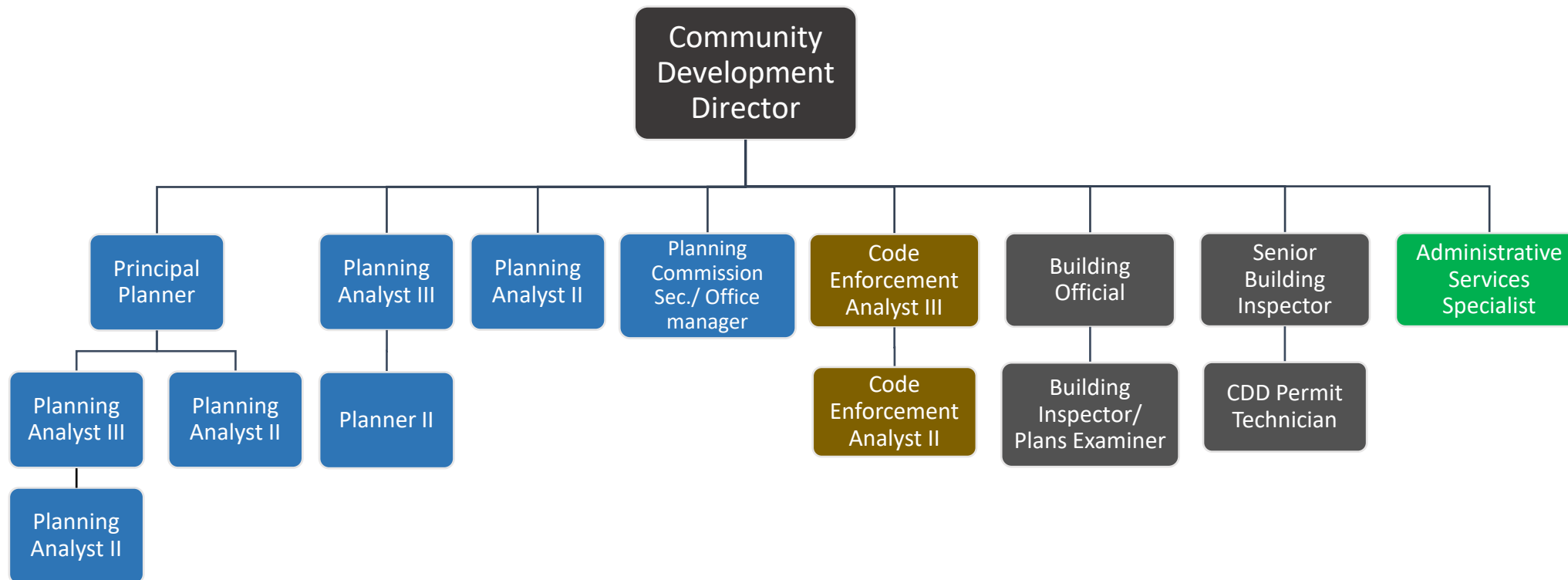
FY2022-23 Objectives

- Respond to public inquiries about land uses and other CDD programs.
- Process development applications and CEQA, including building permits.
- Manage and participate in regulatory, community and collaborative commissions and committees.
- Respond to code enforcement cases.
- Complete grants and priorities, including the CDBG TA grant to study special district capacity to support increased housing density, update municipal service reviews for LAFCO, finish North County Water Transfer Program policies and amend the General Plan, provide administration for the IRWM grant for a Tri-Valley groundwater model, study the impact of short-term rentals on the long-term rental housing market, and implement the LTC's Overall Work Program, including completing the June Lake Active Transportation Plan and assisting with the WWRP plan.



Community Development

Departmental Organizational Chart



Community Development

CD 100-27-250 (Planning)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-27-250-15050	St: Gb Air Pollution Cntl Dist	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-15477	St: Dept Of Conservation	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-15819	Fed: Misc Fed Grants	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-15900	Oth: Other Govt Agencies	\$10,000	\$11,573	\$15,000	\$14,020	\$0	\$0
100-27-250-16060	Planning Permits	\$91,000	\$63,016	\$241,000	\$68,340	\$125,000	\$125,000
100-27-250-16220	Transportation Planning Servic	\$75,000	\$48,466	\$75,000	\$38,018	\$60,000	\$60,000
100-27-250-16240	Labor Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-17010	Miscellaneous Revenue	\$0	\$40	\$0	\$0	\$0	\$0
100-27-250-17020	Prior Year Revenue	\$0	\$33,264	\$0	\$0	\$0	\$0
100-27-250-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$176,000	\$156,359	\$331,000	\$120,378	\$185,000	\$185,000
100-27-250-21100	Salary And Wages	(\$550,232)	(\$556,257)	(\$615,569)	(\$649,982)	(\$537,150)	(\$537,150)
100-27-250-21120	Overtime	\$0	(\$74)	\$0	(\$79)	(\$79)	(\$79)
100-27-250-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-22100	Employee Benefits	(\$54,162)	(\$82,588)	(\$79,383)	(\$77,708)	(\$31,101)	(\$31,101)
100-27-250-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$84,207)	(\$59,081)	(\$69,141)	(\$79,492)	(\$97,179)	(\$97,179)
100-27-250-22120	Employee Benefits - PERS (ER Portion)	(\$159,874)	(\$158,660)	(\$171,646)	(\$177,220)	(\$160,574)	(\$160,574)
100-27-250-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$43,719)	(\$43,719)
100-27-250-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-30280	Telephone/Communications	\$0	(\$49)	(\$180)	(\$396)	(\$320)	(\$320)
100-27-250-30500	Workers' Comp Ins Expense	(\$9,984)	(\$9,984)	(\$9,577)	(\$9,577)	(\$6,543)	(\$6,543)
100-27-250-30510	Liability Insurance Expense	(\$4,981)	(\$4,980)	(\$6,642)	(\$6,642)	(\$5,966)	(\$5,966)
100-27-250-31200	Equip Maintenance & Repair	(\$300)	(\$619)	\$0	\$0	\$0	\$0
100-27-250-31400	Building/Land Maint & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-31700	Membership Fees	(\$700)	(\$350)	(\$800)	(\$450)	(\$500)	(\$500)
100-27-250-32000	Office Expense	(\$12,319)	(\$7,875)	(\$12,000)	(\$9,301)	(\$9,000)	(\$9,000)
100-27-250-32010	TECHNOLOGY EXPENSES	(\$11,400)	(\$11,400)	(\$14,997)	(\$14,996)	(\$16,135)	(\$16,135)
100-27-250-32020	Technology Expense-Software Licenses	(\$8,000)	(\$8,185)	(\$8,800)	(\$8,770)	(\$9,151)	(\$9,151)
100-27-250-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$4,000)	(\$4,000)
100-27-250-32360	Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-32450	Contract Services	(\$72,800)	(\$70,962)	(\$135,000)	(\$81,400)	(\$100,000)	(\$100,000)
100-27-250-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-32800	Publications & Legal Notices	(\$2,200)	(\$1,295)	(\$2,000)	(\$376)	(\$500)	(\$500)
100-27-250-32950	Rents & Leases - Real Property	(\$136,490)	(\$1,712)	(\$137,704)	\$0	\$0	\$0
100-27-250-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-33140	Recruiting Expenses	\$0	(\$325)	\$0	(\$90)	(\$500)	(\$500)
100-27-250-33350	Travel & Training Expense	(\$10,000)	(\$4,074)	(\$10,000)	(\$8,107)	(\$8,000)	(\$8,000)
100-27-250-33351	Vehicle Fuel Costs	(\$1,980)	(\$367)	(\$674)	(\$2,605)	(\$3,000)	(\$3,000)
100-27-250-33360	Motor Pool Expense	(\$8,600)	(\$1,718)	(\$2,694)	(\$8,235)	(\$7,256)	(\$7,256)
100-27-250-33602	Civic Center Utilities	\$0	(\$7,186)	\$0	(\$8,100)	(\$7,679)	(\$7,679)
100-27-250-47010	Contributions To Other Governm	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-60100	Operating Transfers Out	\$0	(\$130,586)	\$0	(\$129,725)	\$0	\$0
100-27-250-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$130,596)	(\$130,596)
100-27-250-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-27-250-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$1,128,229)	(\$1,118,327)	(\$1,276,807)	(\$1,273,251)	(\$1,178,949)	(\$1,178,949)
NET		(\$952,229)	(\$961,968)	(\$945,807)	(\$1,152,873)	(\$993,949)	(\$993,949)

CD 100-27-252 (Code Enforcement)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-27-252-12021	Business License - Code Enf	\$4,000	\$5,769	\$4,000	\$5,306	\$4,000	\$4,000
100-27-252-15750	Fed: Geothermal Royalties	\$25,000	\$25,000	\$25,000	\$0	\$25,000	\$25,000
100-27-252-16030	Code Enforcement Fees	\$3,500	\$1,411	\$1,500	\$3,383	\$1,500	\$1,500
100-27-252-16031	Permit fee renewals - cannabis	\$1,300	\$4,454	\$3,300	\$990	\$790	\$790
Revenues Total		\$33,800	\$36,633	\$33,800	\$9,679	\$31,290	\$31,290
100-27-252-21100	Salary And Wages	(\$155,584)	(\$147,873)	(\$163,480)	(\$94,703)	(\$158,010)	(\$158,010)
100-27-252-21120	Overtime	\$0	\$0	\$0	\$0	\$0	\$0
100-27-252-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-27-252-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-27-252-22100	Employee Benefits	(\$19,140)	(\$20,391)	(\$20,107)	(\$12,269)	(\$9,144)	(\$9,144)

Community Development

100-27-252-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$30,820)	(\$11,455)	(\$27,816)	(\$10,864)	(\$33,600)	(\$33,600)
100-27-252-22120	Employee Benefits - PERS (ER Portion)	(\$44,338)	(\$43,435)	(\$47,382)	(\$39,861)	(\$45,749)	(\$45,749)
100-27-252-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$11,267)	(\$11,267)
100-27-252-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-27-252-30280	Telephone/Communications	(\$300)	(\$294)	(\$1,020)	(\$299)	(\$300)	(\$300)
100-27-252-30500	Workers' Comp Ins Expense	(\$2,496)	(\$2,496)	(\$2,736)	(\$2,736)	(\$2,617)	(\$2,617)
100-27-252-30510	Liability Insurance Expense	(\$1,245)	(\$1,245)	(\$1,220)	(\$1,220)	(\$1,060)	(\$1,060)
100-27-252-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-27-252-31700	Membership Fees	(\$100)	(\$95)	(\$100)	(\$95)	(\$100)	(\$100)
100-27-252-32000	Office Expense	(\$3,000)	(\$255)	(\$451)	(\$573)	(\$200)	(\$200)
100-27-252-32010	TECHNOLOGY EXPENSES	(\$3,094)	(\$3,094)	(\$3,442)	(\$3,442)	(\$5,976)	(\$5,976)
100-27-252-32020	Technology Expense-Software Licenses	(\$3,991)	(\$3,992)	(\$3,000)	(\$3,992)	\$0	\$0
100-27-252-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$322)	(\$322)
100-27-252-32450	Contract Services	\$0	\$0	\$0	\$0	\$0	\$0
100-27-252-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
100-27-252-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0
100-27-252-33350	Travel & Training Expense	(\$1,900)	\$0	(\$2,000)	(\$1,058)	(\$2,000)	(\$2,000)
100-27-252-33351	Vehicle Fuel Costs	(\$1,980)	(\$1,215)	(\$3,500)	(\$3,066)	(\$2,500)	(\$2,500)
100-27-252-33360	Motor Pool Expense	(\$5,000)	(\$10,374)	(\$13,635)	\$1,549	(\$6,995)	(\$6,995)
100-27-252-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
100-27-252-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-27-252-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$272,988)	(\$246,213)	(\$289,889)	(\$172,628)	(\$279,841)	(\$279,841)
	NET	(\$239,188)	(\$209,580)	(\$256,089)	(\$162,949)	(\$248,551)	(\$248,551)

CD 100-27-253 (Planning Commission)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-27-253-21100	Salary And Wages	(\$7,800)	(\$4,175)	(\$7,800)	(\$3,825)	(\$8,325)	(\$8,325)
100-27-253-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-27-253-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-27-253-22100	Employee Benefits	(\$633)	(\$354)	(\$417)	(\$324)	(\$572)	(\$572)
100-27-253-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	\$0	\$0	\$0	\$0	\$0
100-27-253-22120	Employee Benefits - PERS (ER Portion)	\$0	\$0	\$0	\$0	\$0	\$0
100-27-253-22125	PRST Contribution	\$0	\$0	\$0	\$0	\$0	\$0
100-27-253-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-27-253-30280	Telephone/Communications	\$0	\$0	\$0	\$0	\$0	\$0
100-27-253-30500	Workers' Comp Ins Expense	(\$6,240)	(\$6,240)	(\$41)	(\$41)	(\$3,926)	(\$3,926)
100-27-253-30510	Liability Insurance Expense	(\$3,113)	(\$3,113)	(\$18)	(\$18)	(\$1,590)	(\$1,590)
100-27-253-31700	Membership Fees	(\$100)	\$0	(\$100)	(\$10)	\$0	\$0
100-27-253-32000	Office Expense	(\$200)	\$0	(\$150)	(\$130)	\$0	\$0
100-27-253-32010	TECHNOLOGY EXPENSES	(\$420)	(\$420)	(\$446)	(\$446)	(\$1,385)	(\$1,385)
100-27-253-32800	Publications & Legal Notices	(\$1,500)	(\$824)	(\$1,500)	(\$390)	(\$1,000)	(\$1,000)
100-27-253-33350	Travel & Training Expense	(\$2,000)	(\$533)	(\$1,000)	(\$1,230)	(\$1,000)	(\$1,000)
100-27-253-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-27-253-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$22,006)	(\$15,658)	(\$11,472)	(\$6,414)	(\$17,798)	(\$17,798)
	NET	(\$22,006)	(\$15,658)	(\$11,472)	(\$6,414)	(\$17,798)	(\$17,798)

CD 100-27-255 (Building Inspector)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-27-255-12050	Building Permits	\$80,000	\$111,585	\$82,000	\$114,325	\$80,000	\$80,000
100-27-255-16150	Building Department Fees	\$70,000	\$111,214	\$77,000	\$135,591	\$90,000	\$90,000
100-27-255-16151	Business License Casp Fee	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$150,000	\$222,799	\$159,000	\$249,917	\$170,000	\$170,000
100-27-255-21100	Salary And Wages	(\$255,943)	(\$267,053)	(\$290,933)	(\$252,568)	(\$279,301)	(\$279,301)
100-27-255-21120	Overtime	(\$8,000)	(\$1,203)	\$0	(\$1,578)	(\$74)	(\$74)
100-27-255-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-22100	Employee Benefits	(\$33,353)	(\$30,093)	(\$34,493)	(\$25,825)	(\$9,571)	(\$9,571)
100-27-255-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$39,600)	(\$16,623)	(\$22,062)	(\$15,466)	(\$36,180)	(\$36,180)
100-27-255-22120	Employee Benefits - PERS (ER Portion)	(\$62,963)	(\$63,178)	(\$73,846)	(\$66,779)	(\$70,875)	(\$70,875)
100-27-255-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$20,271)	(\$20,271)
100-27-255-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-30280	Telephone/Communications	(\$2,040)	(\$1,999)	(\$2,160)	(\$1,951)	(\$1,785)	(\$1,785)

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100-27-255-30500	Workers' Comp Ins Expense	(\$4,992)	(\$4,992)	(\$4,364)	(\$4,364)	(\$4,188)	(\$4,188)
100-27-255-30510	Liability Insurance Expense	(\$3,158)	(\$3,158)	(\$2,556)	(\$2,556)	(\$3,094)	(\$3,094)
100-27-255-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-31400	Building/Land Maint & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-31700	Membership Fees	(\$1,200)	(\$1,093)	(\$1,200)	(\$220)	(\$1,200)	(\$1,200)
100-27-255-32000	Office Expense	(\$7,000)	(\$1,809)	(\$7,000)	(\$2,610)	(\$3,000)	(\$3,000)
100-27-255-32010	TECHNOLOGY EXPENSES	(\$6,366)	(\$6,366)	(\$5,916)	(\$5,916)	(\$9,535)	(\$9,535)
100-27-255-32020	Technology Expense-Software Licenses	(\$15,000)	(\$11,159)	(\$15,000)	(\$11,159)	(\$11,742)	(\$11,742)
100-27-255-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$1,800)	(\$1,800)
100-27-255-32360	Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-32450	Contract Services	(\$40,000)	(\$42,777)	(\$59,974)	(\$65,822)	(\$85,000)	(\$85,000)
100-27-255-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-33010	Small Tools & Instruments	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-33350	Travel & Training Expense	(\$7,000)	(\$4,319)	(\$10,000)	(\$10,261)	(\$10,000)	(\$10,000)
100-27-255-33351	Vehicle Fuel Costs	(\$7,920)	(\$5,171)	(\$6,200)	(\$7,616)	(\$6,000)	(\$6,000)
100-27-255-33360	Motor Pool Expense	(\$20,200)	(\$17,917)	(\$24,987)	(\$26,852)	(\$22,534)	(\$22,534)
100-27-255-53030	Capital Equipment, \$5,000+	\$0	(\$6,410)	\$0	\$0	\$0	\$0
100-27-255-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-27-255-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$514,735)	(\$485,320)	(\$560,691)	(\$501,543)	(\$576,150)	(\$576,150)
	NET	(\$364,735)	(\$262,521)	(\$401,691)	(\$251,626)	(\$406,150)	(\$406,150)

CD 107-27-194 (Geothermal)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	FY2021-22 Actual 08/18/22	Requested Budget	FY2022-23 Recommended Budget
107-27-194-14010	Interest Income	\$0	\$0	\$0	\$0	\$0	\$0
107-27-194-15750	Fed: Geothermal Royalties	\$0	\$0	\$0	\$0	\$0	\$0
107-27-194-15800	Long Valley Monitoring	\$0	\$0	\$0	\$0	\$0	\$0
107-27-194-17010	Miscellaneous Revenue	\$200,000	\$181,831	\$200,000	\$125,247	\$200,000	\$200,000
	Revenues Total	\$200,000	\$181,831	\$200,000	\$125,247	\$200,000	\$200,000
107-27-194-52015	Geothermal Projects	(\$200,000)	(\$112,775)	(\$200,000)	(\$80,645)	(\$200,000)	(\$200,000)
107-27-194-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$200,000)	(\$112,775)	(\$200,000)	(\$80,645)	(\$200,000)	(\$200,000)
	Use of Fund Balance	\$0	\$69,056	\$0	\$44,602	\$0	\$0

CD 148-27-250 (CASP)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	FY2021-22 Actual 08/18/22	Requested Budget	FY2022-23 Recommended Budget
148-27-255-14010	Interest Income	\$0	\$36	\$0	\$62	\$0	\$0
148-27-255-16151	Business License Casp Fee	\$1,500	\$3,314	\$2,000	\$2,969	\$2,000	\$2,000
148-27-255-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$1,500	\$3,350	\$2,000	\$3,030	\$2,000	\$2,000
148-27-255-33350	Travel & Training Expense	(\$1,500)	(\$1,058)	(\$2,000)	\$0	(\$2,000)	(\$2,000)
148-27-255-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$1,500)	(\$1,058)	(\$2,000)	\$0	(\$2,000)	(\$2,000)
	Use of Fund Balance	\$0	\$2,292	\$0	\$3,030	\$0	\$0

CD 187-27-250 (CDD Grants)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	FY2021-22 Actual 08/18/22	Requested Budget	FY2022-23 Recommended Budget
187-27-250-14010	Interest Income	\$0	\$813	\$0	\$463	\$0	\$0
187-27-250-15202	St: Misc State Grants	\$0	\$0	\$0	\$0	\$0	\$0
187-27-250-15819	Fed: Misc Fed Grants	\$5,000	\$2,179	\$5,000	\$847	\$0	\$0
187-27-250-15900	Oth: Other Govt Agencies	\$133,414	\$2,891	\$393,414	\$73,322	\$504,415	\$504,415
187-27-250-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$138,414	\$5,883	\$398,414	\$74,632	\$504,415	\$504,415
187-27-250-21100	Salary And Wages	(\$15,000)	(\$1,066)	(\$35,000)	\$0	(\$61,929)	(\$61,929)
187-27-250-22100	Employee Benefits	(\$15,000)	\$0	\$0	\$0	\$0	\$0
187-27-250-32450	Contract Services	(\$108,414)	\$0	(\$348,414)	(\$149,896)	(\$442,486)	(\$442,486)
187-27-250-52011	Buildings & Improvements	\$0	\$0	\$0	\$0	\$0	\$0

Community Development

<i>Expenses Total</i>	(\$138,414)	(\$1,066)	(\$383,414)	(\$149,896)	(\$504,415)	(\$504,415)
<i>Use of Fund Balance</i>	\$0	\$4,817	\$15,000	(\$75,264)	\$0	\$0

COUNTY ADMINISTRATOR'S OFFICE

Robert C. Lawton
County Administrative Officer

The Department's mission is to plan and direct the day-to-day operation of County government, while ensuring that federal, state, and local laws and Board policies and directives are executed in an effective, efficient, and accountable manner.

BUDGET AT A GLANCE

Total Expenditures	(\$5,729,201)
Total Grant/Earned/ Govt Revenues	\$1,393,855
Total Use of Fund Balance	\$679,285
Total General Fund Contribution	(\$3,656,061)
Total Staff	10
% funded by General Fund	64%

DEPARTMENT SERVICES OVERVIEW

Administration (Office of the County Administrative Officer). In addition to providing administration and executive management services to the County, the department also includes the divisions of Budget, Emergency Operations, Housing Opportunities, Human Resources, and Sustainable Recreation. Additionally, the department also oversees the work of the contracted Communications Manager, Agriculture Commissioner, Farm Advisor, and Veterans Services Officer.

CHALLENGES, ISSUES & OPPORTUNITIES

Key challenges for the County Administration Department during FY2022-23 include:

- Supporting all levels, of the County workforce during a time of unprecedented uncertainty
- Continuing the mitigation of, and response to, the COVID-19 pandemic
- Stewardship of County resources during the continued economic downturn
- Solving vacancies at the senior staff and other levels; and,
- Addressing the ongoing need for additional workforce housing throughout Mono County

For more information, call (760) 932-5410, or visit <https://monocounty.ca.gov/cao>

REQUESTED BUDGET CHANGES FOR FY2022-23

- As a continuation of transferring budget operations back to the CAO's office, requesting to move the current Accountant IV position into the CAO's office, from the Finance Department;
- Requesting increased funding for continued housing funds for addressing the current housing crisis
- Requesting funding for the new Office of Emergency Operations

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Worked with the Board of Supervisors to revise our County Strategic Plan Update and develop actionable items for the four strategic focus areas – Safe and Healthy Communities, A Thriving Economy, Workforce and Operational Excellence, and Sustainable Public Lands
- Coordinated the County response to the COVID-19 crisis, working directly with County staff, as well as Town Hospital, State and Federal personnel to ensure continued County operations
- Worked closely with staff on the finalization of several large capital improvement projects including the completion of the Civic Center in Mammoth, as well as preparation for the coming County jail facility
- Managed County operations through the ongoing local, state, and nationwide workforce shortage by widening our search efforts to include alternative methods of outreach, use of consultants when necessary, and creative contract language with potential candidates

FY2022-24 Strategic Plan Objectives

Since Budget workshop the below changes have been made:

- Changes for public defender in anticipation of the Death Penalty case:
 - Three public defenders and one investigator are on contract with corresponding budget
- Moves Eastern Sustainable Recreation Coordinator back into Public Works
- Adjusted CSA 1 budget as per request in June
- Contract Services for Human Resources support policy manual creation and organizational change management. As well as addition of translation services and JEDI.
- Changes to accommodate new function of Office of Emergency Management
- Addition of contact services for the Ferguson Group for lobbying

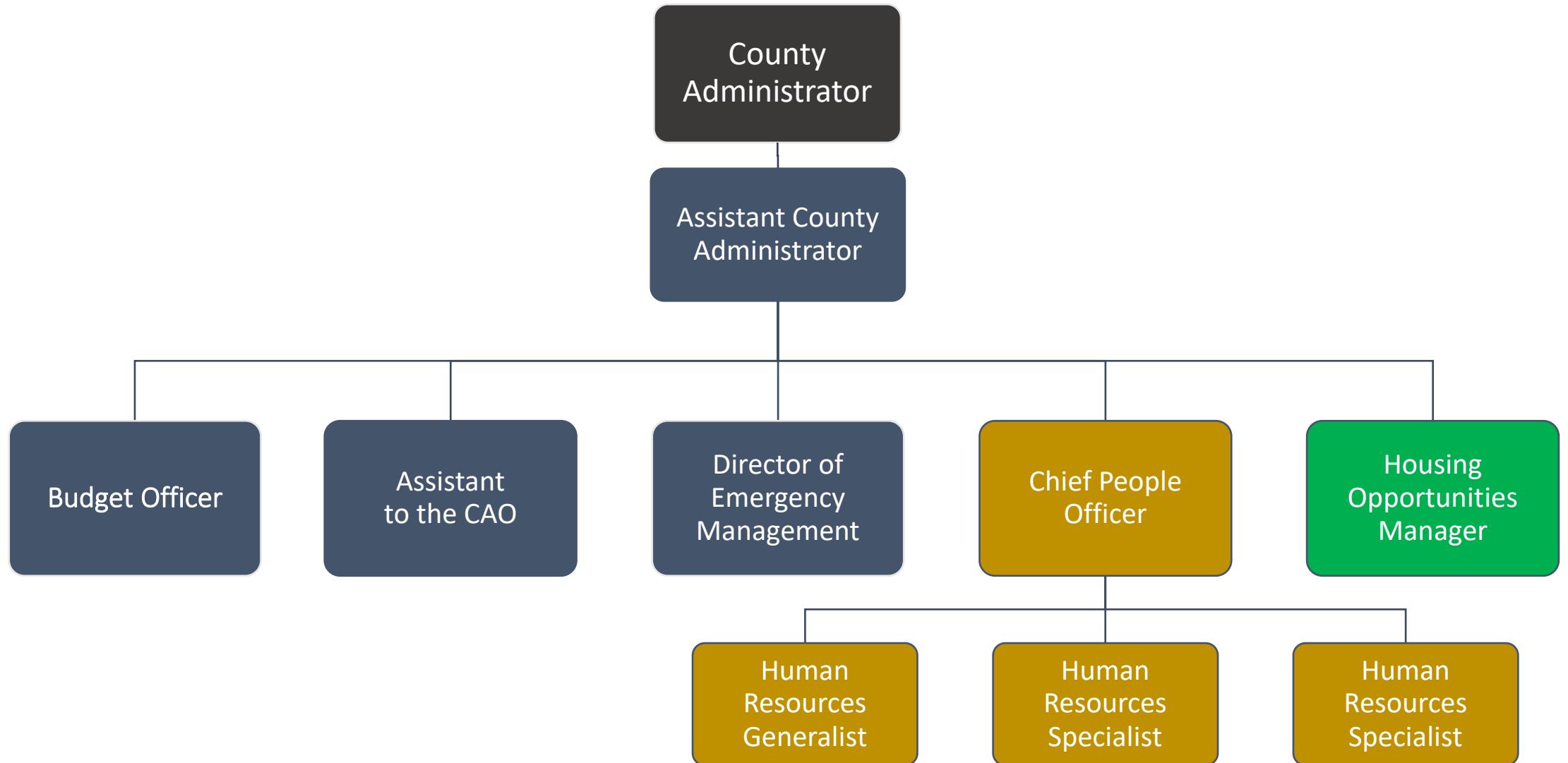
FY2022-23 Objectives

- Move forward with our efforts to improve the housing opportunities in the County by creating a workplan on housing opportunities, including actionable and achievable goals
- Complete Countywide fee-study analysis and recommend increased fees where appropriate to the Board for consideration
- Complete the transition of several of our software and hardware programs due to end-of-life issues, including our Innoprise staff interface and the Novus agenda management systems
- Implement the Office of Emergency Operations by hiring the currently approved manager and planner for that office and creating a work plan and operations plan



COUNTY ADMINISTRATION

Departmental Organizational Chart



County Administrator

CA 100-11-020 (County Administration)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-11-020-12060	Filming Permits	\$2,400	\$2,600	\$2,400	\$1,950	\$2,400	\$2,400
100-11-020-14050	Rental Income	\$5,000	\$0	\$0	\$0	\$0	\$0
100-11-020-16611	Special Event Insurance	\$800	\$0	\$800	\$0	\$400	\$400
100-11-020-17010	Miscellaneous Revenue	\$0	\$40	\$0	\$0	\$0	\$0
100-11-020-17130	Electronic Key Fee	\$0	\$30	\$0	\$0	\$0	\$0
100-11-020-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
100-11-020-18960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$8,200	\$2,670	\$3,200	\$1,950	\$2,800	\$2,800
100-11-020-21100	Salary And Wages	(\$745,363)	(\$782,385)	(\$796,835)	(\$545,493)	(\$1,143,471)	(\$1,143,471)
100-11-020-21120	Overtime	\$0	(\$5,891)	\$0	(\$10,660)	\$0	\$0
100-11-020-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-11-020-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-11-020-22100	Employee Benefits	(\$87,067)	(\$88,694)	(\$86,075)	(\$65,226)	(\$37,434)	(\$37,434)
100-11-020-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$89,634)	(\$74,586)	(\$73,946)	(\$73,650)	(\$198,647)	(\$198,647)
100-11-020-22120	Employee Benefits - PERS (ER Portion)	(\$177,672)	(\$186,839)	(\$219,947)	(\$224,223)	(\$326,568)	(\$326,568)
100-11-020-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$83,236)	(\$83,236)
100-11-020-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-11-020-30280	Telephone/Communications	(\$4,865)	(\$2,350)	(\$5,539)	(\$5,919)	(\$8,700)	(\$8,700)
100-11-020-30500	Workers' Comp Ins Expense	(\$27,102)	(\$27,102)	(\$28,854)	(\$28,854)	(\$27,297)	(\$27,297)
100-11-020-30510	Liability Insurance Expense	(\$6,616)	(\$6,616)	(\$8,195)	(\$8,195)	(\$7,123)	(\$7,123)
100-11-020-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-11-020-31700	Membership Fees	(\$3,500)	(\$1,838)	\$0	(\$1,563)	(\$2,695)	(\$2,695)
100-11-020-32000	Office Expense	(\$7,500)	(\$12,195)	\$0	(\$33,652)	(\$12,250)	(\$12,250)
100-11-020-32010	TECHNOLOGY EXPENSES	(\$11,430)	(\$11,346)	(\$13,516)	(\$14,428)	(\$16,774)	(\$16,774)
100-11-020-32020	Technology Expense-Software Licenses	(\$23,000)	(\$12,646)	(\$10,000)	(\$17,420)	(\$25,584)	(\$25,584)
100-11-020-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$4,240)	(\$4,240)
100-11-020-32360	Consulting Services	(\$50,000)	(\$53,094)	(\$20,000)	(\$13,157)	(\$35,000)	(\$35,000)
100-11-020-32390	Legal Services	\$0	\$0	\$0	\$0	\$0	\$0
100-11-020-32450	Contract Services	(\$23,500)	(\$7,154)	(\$100,000)	(\$222,256)	(\$306,000)	(\$306,000)
100-11-020-32500	Professional & Specialized Ser	\$0	(\$380)	\$0	(\$22)	\$0	\$0
100-11-020-32950	Rents & Leases - Real Property	(\$91,906)	\$0	(\$92,896)	\$0	\$0	\$0
100-11-020-33120	Special Department Expense	(\$1,000)	(\$9,538)	\$0	(\$106)	\$0	\$0
100-11-020-33140	Recruiting Expenses	(\$20,000)	(\$10,281)	(\$15,000)	(\$67,340)	(\$60,000)	(\$60,000)
100-11-020-33151	Special Event Insurance Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-11-020-33350	Travel & Training Expense	(\$5,000)	(\$1,758)	(\$5,000)	(\$12,621)	(\$16,000)	(\$16,000)
100-11-020-33351	Vehicle Fuel Costs	(\$5,480)	(\$697)	(\$204)	(\$2,640)	(\$6,000)	(\$6,000)
100-11-020-33360	Motor Pool Expense	(\$6,943)	(\$2,298)	(\$1,057)	(\$9,273)	(\$13,882)	(\$13,882)
100-11-020-33602	Civic Center Utilities	\$0	(\$4,708)	\$0	(\$9,371)	(\$10,160)	(\$10,160)
100-11-020-60100	Operating Transfers Out	\$0	(\$88,037)	\$0	(\$87,457)	\$0	\$0
100-11-020-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$88,044)	(\$88,044)
100-11-020-70500	Credit Card Clearing Account	\$0	\$0	\$0	(\$696)	\$0	\$0
Expenses Total		(\$1,387,578)	(\$1,390,434)	(\$1,477,064)	(\$1,454,223)	(\$2,429,105)	(\$2,429,105)
NET		(\$1,379,378)	(\$1,387,763)	(\$1,473,864)	(\$1,452,273)	(\$2,426,305)	(\$2,426,305)

CA 100-21-076 (Public Defender)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-21-076-13070	Small Claims Advice -Court Fin	\$300	\$322	\$300	\$246	\$0	\$0
100-21-076-15437	Realignment Backfill Support	\$0	\$376	\$0	\$0	\$0	\$0
100-21-076-15443	St: 2011 Realignment	\$4,500	\$6,499	\$5,250	\$9,524	\$6,000	\$6,000
100-21-076-16050	Legal Services	\$8,600	\$5,647	\$6,000	\$0	\$6,000	\$6,000
100-21-076-16980	Public Defender Contract Fees	\$12,750	\$8,820	\$3,000	\$5,340	\$3,000	\$3,000
100-21-076-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$26,150	\$21,664	\$14,550	\$15,110	\$15,000	\$15,000
100-21-076-32390	Legal Services	\$0	(\$7,556)	\$0	\$0	\$0	\$0
100-21-076-32450	Contract Services	(\$520,920)	(\$532,820)	(\$534,205)	(\$659,888)	(\$641,868)	(\$641,868)
100-21-076-32500	Professional & Specialized Ser	(\$168,500)	(\$132,557)	(\$168,500)	(\$94,585)	(\$130,000)	(\$130,000)
100-21-076-33120	Special Department Expense	\$0	\$0	(\$250,000)	(\$46,783)	(\$250,000)	(\$250,000)
100-21-076-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$689,420)	(\$672,932)	(\$952,705)	(\$801,256)	(\$1,021,868)	(\$1,021,868)
NET		(\$663,270)	(\$651,269)	(\$938,155)	(\$786,147)	(\$1,006,868)	(\$1,006,868)

County Administrator

CA 100-21-077 (Grand Jury)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-21-077-31010	Jury And Witness Expense	(\$9,000)	(\$7,674)	(\$6,000)	(\$633)	(\$3,000)	(\$3,000)
100-21-077-32000	Office Expense	(\$1,000)	(\$1,528)	(\$10,000)	(\$6,992)	(\$7,000)	(\$7,000)
100-21-077-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	(\$7,673)	\$0	\$0
100-21-077-32020	Technology Expense-Software Licenses	\$0	(\$2,880)	(\$3,000)	(\$2,880)	(\$3,000)	(\$3,000)
100-21-077-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
100-21-077-33350	Travel & Training Expense	\$0	(\$2,200)	(\$2,500)	(\$360)	(\$1,000)	(\$1,000)
	Expenses Total	(\$10,000)	(\$14,282)	(\$21,500)	(\$18,538)	(\$14,000)	(\$14,000)
	NET	(\$10,000)	(\$14,282)	(\$21,500)	(\$18,538)	(\$14,000)	(\$14,000)

CA 100-26-074 (Ag Commissioner)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-26-074-15430	St: Ag Comm/Weights & Measures	\$99,548	\$100,786	\$99,000	\$146,823	\$146,823	\$146,823
	Revenues Total	\$99,548	\$100,786	\$99,000	\$146,823	\$146,823	\$146,823
100-26-074-32500	Professional & Specialized Ser	(\$184,625)	(\$241,107)	(\$241,778)	(\$261,605)	(\$253,214)	(\$253,214)
100-26-074-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$184,625)	(\$241,107)	(\$241,778)	(\$261,605)	(\$253,214)	(\$253,214)
	NET	(\$85,077)	(\$140,321)	(\$142,778)	(\$114,782)	(\$106,391)	(\$106,391)

CA 100-27/17-251 (Housing Development)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-17-251-14100	Housing Rent	\$15,000	\$11,250	\$15,000	\$0	\$15,000	\$15,000
	Revenues Total	\$15,000	\$11,250	\$15,000	\$0	\$15,000	\$15,000
100-17-251-30510	Liability Insurance Expense	\$0	\$0	\$0	\$0	(\$1,530)	(\$1,530)
100-27-251-30500	Workers' Comp Ins Expense	\$0	\$0	\$0	\$0	(\$2,809)	(\$2,809)
100-27-251-31400	Building/Land Maint & Repair	(\$9,000)	\$0	(\$9,000)	\$0	(\$10,661)	(\$10,661)
100-27-251-32450	Contract Services	(\$3,000)	\$0	(\$3,000)	\$0	\$0	\$0
100-27-251-33600	Utilities	(\$3,000)	\$0	(\$3,000)	\$0	\$0	\$0
	Expenses Total	(\$15,000)	\$0	(\$15,000)	\$0	(\$15,000)	(\$15,000)
	NET	\$0	\$11,250	\$0	\$0	\$0	\$0

CA 100-55-073 (Veteran Services)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-55-073-15475	St: Office Of Veteran Affairs	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$0	\$0	\$0	\$0	\$0	\$0
100-55-073-47010	Contributions To Other Governm	(\$59,710)	(\$39,157)	(\$50,000)	\$0	(\$50,000)	(\$50,000)
	Expenses Total	(\$59,710)	(\$39,157)	(\$50,000)	\$0	(\$50,000)	(\$50,000)
	NET	(\$59,710)	(\$39,157)	(\$50,000)	\$0	(\$50,000)	(\$50,000)

CA 100-63-072 (Farm Advisor)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-63-072-15029	Fed: Agriculture	\$1,000	\$1,175	\$1,000	\$872	\$0	\$0
	Revenues Total	\$1,000	\$1,175	\$1,000	\$872	\$0	\$0
100-63-072-32450	Contract Services	(\$39,300)	(\$44,925)	(\$52,000)	(\$47,777)	(\$52,497)	(\$52,497)
100-63-072-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$39,300)	(\$44,925)	(\$52,000)	(\$47,777)	(\$52,497)	(\$52,497)
	NET	(\$38,300)	(\$43,750)	(\$51,000)	(\$46,905)	(\$52,497)	(\$52,497)

County Administrator

CA 160-10-225 (CSA 1)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
160-10-225-10020	Prop Tax -Current Secured	\$177,200	\$189,474	\$165,400	\$205,800	\$190,000	\$190,000
160-10-225-10030	Prop Tax -Current Unsecured	\$0	\$0	\$13,000	\$0	\$13,300	\$13,300
160-10-225-14010	Interest Income	\$5,000	\$5,620	\$5,000	\$7,359	\$2,000	\$2,000
160-10-225-14080	Repeater Tower Rent	\$2,640	\$3,618	\$3,168	\$4,746	\$0	\$0
160-10-225-15601	Fed: Fcc Grant	\$0	\$0	\$0	\$0	\$0	\$0
160-10-225-16055	Special Assessments	\$0	\$0	\$0	\$0	\$0	\$0
160-10-225-16215	Community Garden Fees	\$200	\$125	\$200	\$0	\$100	\$100
160-10-225-16216	Community Citizen Program Fees	\$300	\$0	\$300	\$0	\$0	\$0
160-10-225-17010	Miscellaneous Revenue	\$5,000	\$0	\$3,000	\$0	\$7,500	\$7,500
160-10-225-17050	Donations & Contributions	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$190,340	\$198,837	\$190,068	\$217,905	\$212,900	\$212,900
160-10-225-21100	Salary And Wages	(\$6,627)	(\$1,063)	(\$5,972)	(\$8,861)	(\$12,313)	(\$12,313)
160-10-225-22100	Employee Benefits	(\$573)	(\$92)	(\$528)	(\$778)	(\$2,205)	(\$2,205)
160-10-225-30280	Telephone/Communications	\$0	\$0	\$0	\$0	\$0	\$0
160-10-225-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
160-10-225-31400	Building/Land Maint & Repair	(\$900)	\$0	(\$21,300)	(\$35,982)	(\$50,000)	(\$50,000)
160-10-225-32000	Office Expense	(\$600)	(\$713)	(\$600)	(\$375)	(\$600)	(\$600)
160-10-225-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
160-10-225-32450	Contract Services	(\$24,000)	\$0	(\$15,000)	(\$1,360)	(\$10,000)	(\$10,000)
160-10-225-32500	Professional & Specialized Ser	(\$50,125)	(\$11,553)	(\$125)	(\$12,756)	(\$20,000)	(\$20,000)
160-10-225-32860	Rents & Leases - Other	\$0	(\$169)	\$0	(\$25)	\$0	\$0
160-10-225-32950	Rents & Leases - Real Property	(\$600)	(\$1,800)	(\$1,375)	(\$1,200)	(\$1,200)	(\$1,200)
160-10-225-33120	Special Department Expense	\$0	(\$1,795)	(\$3,600)	(\$3,967)	(\$5,000)	(\$5,000)
160-10-225-33600	Utilities	(\$400)	(\$2,767)	(\$500)	(\$2,632)	(\$1,000)	(\$1,000)
160-10-225-52010	Land & Improvements	\$0	\$0	(\$25,000)	\$0	(\$7,500)	(\$7,500)
160-10-225-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	(\$250,000)	(\$250,000)
160-10-225-60100	Operating Transfers Out	(\$30,000)	\$0	\$0	\$0	\$0	\$0
160-10-225-91010	Contingency	(\$5,000)	\$0	(\$5,000)	(\$2,828)	(\$10,000)	(\$10,000)
	Expenses Total	(\$118,825)	(\$19,952)	(\$79,000)	(\$70,765)	(\$369,817)	(\$369,817)
	Use of Fund Balance	\$71,515	\$178,885	\$111,068	\$147,140	(\$156,917)	(\$156,917)

CA 162-10-226 (CSA 2)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
162-10-226-10020	Prop Tax -Current Secured	\$0	\$0	\$0	\$0	\$0	\$0
162-10-226-14010	Interest Income	\$1,000	\$3,084	\$0	\$2,917	\$0	\$0
162-10-226-15601	Fed: Fcc Grant	\$0	\$0	\$0	\$0	\$0	\$0
162-10-226-16055	Special Assessments	\$0	\$1,697	\$0	\$119	\$0	\$0
162-10-226-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
162-10-226-18010	Sale Of Surplus Assets	\$0	\$0	\$0	\$0	\$0	\$0
162-10-226-18020	Sale Of Surplus Supplies/Equip	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$1,000	\$4,780	\$0	\$3,036	\$0	\$0
162-10-226-21100	Salary And Wages	\$0	\$0	\$0	\$0	\$0	\$0
162-10-226-22100	Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0
162-10-226-30280	Telephone/Communications	\$0	\$0	\$0	(\$29)	\$0	\$0
162-10-226-31200	Equip Maintenance & Repair	(\$10,000)	\$0	(\$10,000)	\$0	\$0	\$0
162-10-226-32000	Office Expense	(\$200)	\$0	(\$200)	\$0	\$0	\$0
162-10-226-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
162-10-226-32450	Contract Services	(\$50,000)	\$0	(\$50,000)	\$0	\$0	\$0
162-10-226-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
162-10-226-33120	Special Department Expense	(\$2,500)	\$0	(\$2,500)	\$0	\$0	\$0
162-10-226-33600	Utilities	(\$1,000)	\$0	(\$1,000)	\$0	\$0	\$0
162-10-226-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
162-10-226-91010	Contingency	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$63,700)	\$0	(\$63,700)	(\$29)	\$0	\$0
	Use of Fund Balance	(\$62,700)	\$4,780	(\$63,700)	\$3,007	\$0	\$0

County Administrator

CA 163-10-227 (CSA 5)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
163-10-227-10020	Prop Tax -Current Secured	\$46,920	\$58,414	\$55,000	\$62,885	\$62,000	\$62,000
163-10-227-14010	Interest Income	\$4,500	\$8,015	\$3,000	\$8,200	\$2,000	\$2,000
163-10-227-16055	Special Assessments	\$0	\$0	\$0	\$0	\$0	\$0
163-10-227-17010	Miscellaneous Revenue	\$0	\$5,332	\$0	\$5,332	\$5,332	\$5,332
Revenues Total		\$51,420	\$71,761	\$58,000	\$76,416	\$69,332	\$69,332
163-10-227-21100	Salary And Wages	\$0	\$0	\$0	\$0	\$0	\$0
163-10-227-22100	Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0
163-10-227-30280	Telephone/Communications	\$0	\$0	\$0	\$0	\$0	\$0
163-10-227-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
163-10-227-32000	Office Expense	(\$500)	(\$150)	(\$500)	(\$150)	(\$500)	(\$500)
163-10-227-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
163-10-227-32450	Contract Services	(\$17,000)	(\$5,507)	(\$17,000)	(\$5,804)	(\$14,500)	(\$14,500)
163-10-227-32500	Professional & Specialized Ser	(\$27,500)	(\$3,755)	(\$27,500)	(\$1,279)	(\$22,500)	(\$22,500)
163-10-227-32950	Rents & Leases - Real Property	\$0	\$0	\$0	\$0	\$0	\$0
163-10-227-33120	Special Department Expense	(\$50,000)	\$0	(\$50,000)	(\$920)	(\$55,000)	(\$55,000)
163-10-227-33600	Utilities	(\$2,000)	(\$547)	(\$2,000)	(\$538)	(\$2,500)	(\$2,500)
163-10-227-47010	Contributions To Other Governm	\$0	\$0	\$0	\$0	\$0	\$0
163-10-227-52011	Buildings & Improvements	\$0	(\$3,305)	\$0	(\$2,249)	(\$155,000)	(\$155,000)
163-10-227-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	(\$335,000)	(\$335,000)
163-10-227-60100	Operating Transfers Out	(\$390,000)	\$0	(\$395,000)	\$0	\$0	\$0
163-10-227-91010	Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$487,000)	(\$13,264)	(\$492,000)	(\$10,940)	(\$585,000)	(\$585,000)
Use of Fund Balance		(\$435,580)	\$58,496	(\$434,000)	\$65,476	(\$515,668)	(\$515,668)

CA 185-00-000 (CDBG/HOME Grants)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
185-00-000-14010	Interest Income	\$0	(\$485)	\$0	\$2,085	\$0	\$0
185-00-000-15501	Fed: Cdbg Housing Grant	\$400,000	\$55,347	\$374,484	\$90,126	\$0	\$0
185-00-000-15505	Fed: FTHB Housing Grant	\$500,000	\$0	\$500,000	\$0	\$500,000	\$500,000
185-00-000-17500	Loan Repayments	\$0	\$0	\$0	\$268,500	\$0	\$0
185-19-190-14010	Interest Income	\$0	\$0	\$0	\$0	\$0	\$0
185-19-190-15501	Fed: Cdbg Housing Grant	\$0	\$0	\$0	\$0	\$0	\$0
185-19-190-17500	Loan Repayments	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$900,000	\$54,862	\$874,484	\$360,711	\$500,000	\$500,000
185-00-000-21100	Salary And Wages	(\$4,361)	(\$5,280)	(\$4,361)	(\$3,155)	\$0	\$0
185-00-000-22100	Employee Benefits	(\$4,361)	\$0	(\$4,361)	\$0	\$0	\$0
185-00-000-32450	Contract Services	(\$245,678)	(\$50,066)	(\$365,762)	(\$114,727)	\$0	\$0
185-00-000-32506	Professional & Specialized Ser-Inmate Welfare	(\$200,000)	\$0	\$0	\$0	\$0	\$0
185-00-000-33120	Special Department Expense	(\$445,600)	\$0	(\$500,000)	\$0	(\$500,000)	(\$500,000)
185-00-000-33135	Special Dept - Loan Disbursements	\$0	\$0	\$0	\$0	\$0	\$0
185-00-000-52011	Buildings & Improvements	\$0	\$0	\$0	\$0	\$0	\$0
185-00-000-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
185-19-190-21100	Salary And Wages	\$0	\$0	\$0	\$0	\$0	\$0
185-19-190-22100	Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0
185-19-190-32450	Contract Services	\$0	\$0	\$0	\$0	\$0	\$0
185-19-190-33135	Special Dept - Loan Disbursements	\$0	\$0	\$0	(\$225,000)	\$0	\$0
Expenses Total		(\$900,000)	(\$55,346)	(\$874,484)	(\$342,883)	(\$500,000)	(\$500,000)
Use of Fund Balance		\$0	(\$484)	\$0	\$17,828	\$0	\$0

CA 188-27-251 (Affordable Housing)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
188-27-251-14010	Interest Income	\$0	\$18,620	\$0	\$9,994	\$10,000	\$10,000
188-27-251-15498	St: Misc State Revenue	\$0	\$0	\$0	\$0	\$0	\$0
188-27-251-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
188-27-251-17160	Housing Mitigation/Fund 99	\$0	\$15,081	\$0	\$52,238	\$20,000	\$20,000
188-27-251-18050	Sale Of Real Property	\$0	\$0	\$0	\$0	\$137,000	\$137,000
188-27-251-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$200,000	\$200,000
Revenues Total		\$0	\$33,701	\$0	\$62,232	\$367,000	\$367,000

County Administrator

188-27-251-21100	Salary And Wages	(\$121,945)	\$0	(\$109,754)	(\$35,510)	\$0	\$0
188-27-251-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
188-27-251-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
188-27-251-22100	Employee Benefits	(\$15,206)	\$0	(\$13,719)	(\$4,399)	\$0	\$0
188-27-251-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$22,135)	\$0	(\$20,100)	(\$8,273)	\$0	\$0
188-27-251-22120	Employee Benefits - PERS (ER Portion)	(\$34,752)	\$0	(\$31,811)	(\$23,853)	\$0	\$0
188-27-251-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
188-27-251-30280	Telephone/Communications	\$0	\$0	\$0	(\$407)	(\$1,200)	(\$1,200)
188-27-251-32390	Legal Services	\$0	(\$9,066)	\$0	(\$13,186)	(\$25,000)	(\$25,000)
188-27-251-32450	Contract Services	\$0	(\$153,431)	\$0	\$0	(\$150,000)	(\$150,000)
188-27-251-41100	Support & Care Of Persons	(\$155,000)	\$0	\$0	\$0	\$0	\$0
188-27-251-53022	Fixed Assets: Buildings	\$0	\$0	\$0	\$0	(\$100,000)	(\$100,000)
	Expenses Total	(\$349,038)	(\$162,497)	(\$175,384)	(\$85,627)	(\$276,200)	(\$276,200)
	Contribution to Fund Balance	(\$349,038)	(\$128,796)	(\$175,384)	(\$23,395)	\$90,800	\$90,800

CA 659-10-300 (Workforce Development)

		FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
Account Line Item	Account Name	Adopted	FY2020-21	Adopted	08/18/22	Actual	Requested	Recommended
		Budget	Actual	Budget			Budget	Budget
659-10-300-14010	Interest Income	\$0	\$2,408	\$0		\$3,350	\$0	\$0
659-10-300-16610	Insurance Loss Prevention Subs	\$0	\$0	\$0		\$0	\$0	\$0
659-10-300-17010	Miscellaneous Revenue	\$60,000	\$60,000	\$60,000		\$60,000	\$60,000	\$60,000
659-10-300-17011	Forfeiture Revenue	\$0	\$48,518	\$0		\$4,582	\$5,000	\$5,000
659-10-300-18100	Operating Transfers In	\$0	\$0	\$0		\$0	\$0	\$0
	Revenues Total	\$60,000	\$110,926	\$60,000		\$67,932	\$65,000	\$65,000
659-10-300-32360	Consulting Services	\$0	\$0	\$0		\$0	\$0	\$0
659-10-300-32450	Contract Services	(\$130,000)	(\$17,769)	(\$100,000)		(\$73,163)	(\$147,500)	(\$147,500)
659-10-300-33120	Special Department Expense	\$0	\$0	\$0		\$0	(\$15,000)	(\$15,000)
659-10-300-60100	Operating Transfers Out	\$0	\$0	\$0		\$0	\$0	\$0
	Expenses Total	(\$130,000)	(\$17,769)	(\$100,000)		(\$73,163)	(\$162,500)	(\$162,500)
	Use of Fund Balance	(\$70,000)	\$93,157	(\$40,000)		(\$5,230)	(\$97,500)	(\$97,500)

COUNTY COUNSEL

Stacey Simon
County Counsel

To provide the highest quality legal representation and risk management services in a manner that reduces the County's exposure to liability, conserves financial resources, and supports the delivery of outstanding government services to the public.

BUDGET AT A GLANCE

Total Expenditures	(\$4,138,687)
Total Grant/Earned/ Govt Revenues	\$2,578,359
Total Use of Fund Balance	\$283,660
<hr/>	
Total General Fund Contribution	(\$1,276,667)
<hr/>	
Total Staff	6
% funded by General Fund	31%

DEPARTMENT SERVICES OVERVIEW

County Counsel. The Office of the County Counsel is in-house legal counsel, and performs risk management functions, for the County of Mono and other entities within County government. The office also provides legal services to special districts upon request and to the Civil Grand Jury.

CHALLENGES, ISSUES and OPPORTUNITIES

The single largest challenge the County Counsel's Office faces continues to be a workload that exceeds staff capacity. Second to that is the increasing complexity and specialization in the law which requires use of outside legal counsel specializing in narrow practice areas. To address these challenges, this Office requested, and received, additional funds for outside counsel services starting with the 2020-21 budget and continuing into the 2021-22 budget. The additional flexibility to utilize outside counsel services has assisted in addressing the top two challenges, and should be continued and expanded in 2022-23, if economically possible.

For more information, call (760) 932-1700, or visit <https://monocounty.ca.gov/counsel>

REQUESTED BUDGET CHANGES FOR FY2022-23

- Minor increases for inflation
- Increase in training budget to reflect two new employees in the department
- Continuation of 3-month internship position approved in last year's budget

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Represented County in **twelve** civic cases in both state and federal court, ranging from challenges to County's COVID regulations to code enforcement matters to litigation against the City of Los Angeles over the provision of water in Long Valley. Each of those cases is either still pending or was resolved favorably to the County. Also represent County in multiple child and adult protective services cases.

- Overhauled at-will contract system in response to Board direction by creating evergreen contract templates that focus on performance-based management for use with all at-will position going forward.
- Drafted and facilitated the adoption of policies to improve county operations and employee wellness including, but not limited to: Lactation Policy; Remote Work Policy; Dependent Care Policy; updated Management Compensation Policy.
- Developed and implemented countywide safety and wellness procedures related to COVID-19 and the Civic Center.

FY2022-24 Strategic Plan Objectives

- Participate in creation of comprehensive policy and procedure manual
- Participate in the Governance workshops and implementing results

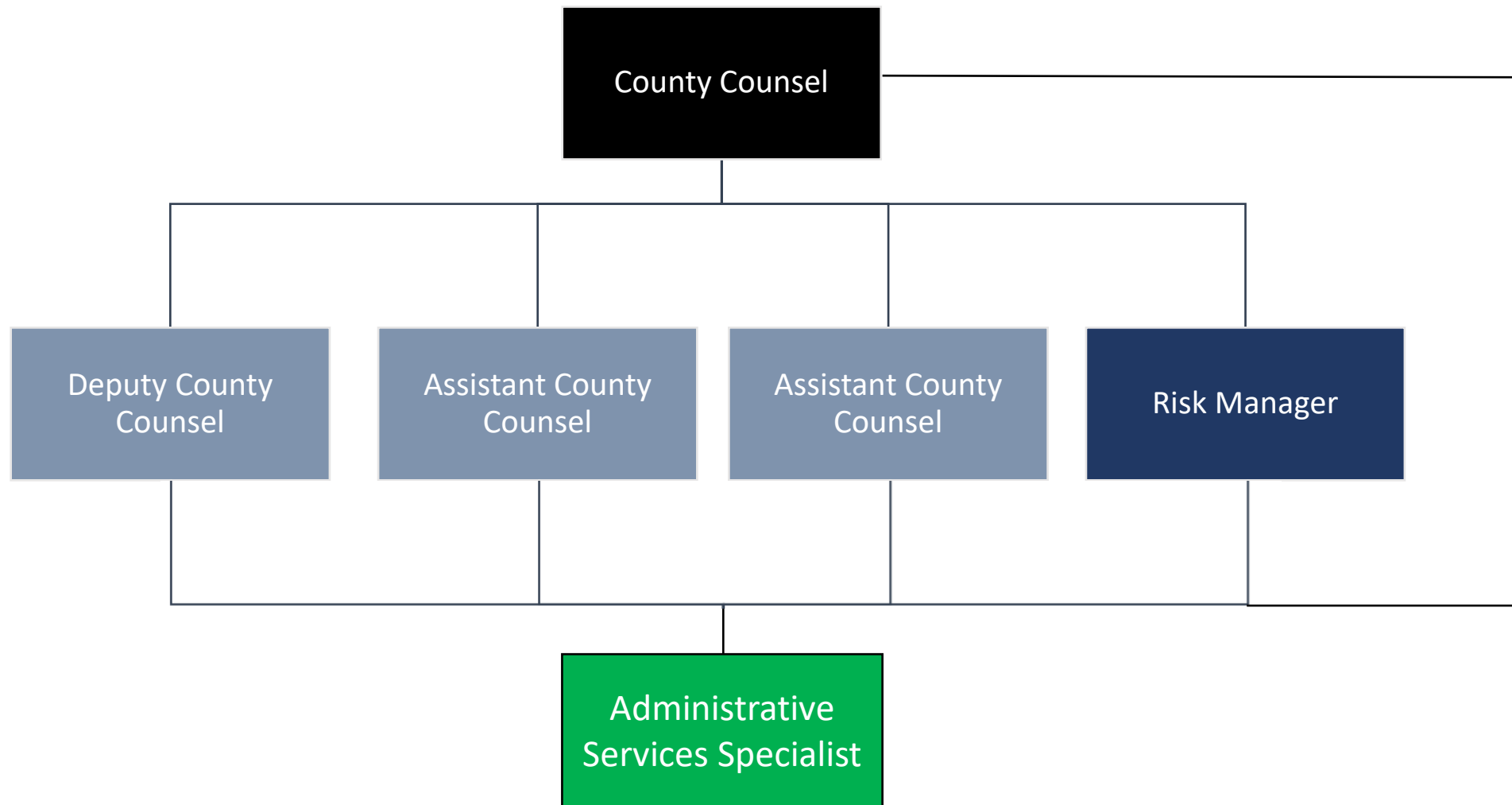
FY2022-23 Objectives

- Achieve and maintain full County Counsel's office staffing.
- Maintain excellence of legal representation and service to the County.
- Support transition to a fully staffed and highly functional human resources department by, among other things, continuing to assist with policy development, training and the provision of sound legal advice.
- Support various high priority County initiatives including the construction of a new jail facility, affordable housing opportunities, transition of the County's solid waste program away from in-County landfilling, and other initiatives.



County Counsel

Departmental Organizational Chart



County Council

CC 100-13-120 (County Counsel)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-13-120-15900	Oth: Other Govt Agencies	\$0	\$300	\$0	\$0	\$0	\$0
100-13-120-16010	Prop Tax Admin & Collection Fe	\$5,922	\$1,957	\$5,922	\$1,285	\$3,000	\$3,000
100-13-120-16163	SB 2 Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-16371	Professional Service Fees	\$10,000	\$19,464	\$15,000	\$2,796	\$2,000	\$2,000
100-13-120-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-18960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$15,922	\$21,721	\$20,922	\$4,081	\$5,000	\$5,000
100-13-120-21100	Salary And Wages	(\$633,264)	(\$616,902)	(\$647,457)	(\$653,101)	(\$686,856)	(\$686,856)
100-13-120-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-22100	Employee Benefits	(\$77,171)	(\$86,120)	(\$78,872)	(\$74,705)	(\$31,424)	(\$31,424)
100-13-120-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$65,463)	(\$48,216)	(\$63,324)	(\$55,392)	(\$105,430)	(\$105,430)
100-13-120-22120	Employee Benefits - PERS (ER Portion)	(\$178,161)	(\$171,540)	(\$183,895)	(\$178,999)	(\$196,815)	(\$196,815)
100-13-120-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$50,419)	(\$50,419)
100-13-120-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-30280	Telephone/Communications	(\$3,600)	(\$3,162)	(\$3,600)	(\$2,262)	(\$1,800)	(\$1,800)
100-13-120-30500	Workers' Comp Ins Expense	(\$6,240)	(\$6,240)	(\$6,841)	(\$6,841)	(\$6,543)	(\$6,543)
100-13-120-30510	Liability Insurance Expense	(\$3,738)	(\$3,738)	(\$4,778)	(\$4,778)	(\$5,073)	(\$5,073)
100-13-120-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-31400	Building/Land Maint & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-31700	Membership Fees	(\$6,500)	(\$4,661)	(\$6,500)	(\$4,501)	(\$6,500)	(\$6,500)
100-13-120-32000	Office Expense	(\$7,000)	(\$5,974)	(\$7,000)	(\$6,674)	(\$7,000)	(\$7,000)
100-13-120-32010	TECHNOLOGY EXPENSES	(\$5,765)	(\$5,765)	(\$9,488)	(\$9,487)	(\$10,378)	(\$10,378)
100-13-120-32020	Technology Expense-Software Licenses	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$2,680)	(\$2,680)
100-13-120-32360	Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-32390	Legal Services	(\$50,000)	(\$65,106)	(\$50,000)	(\$78,137)	(\$50,000)	(\$50,000)
100-13-120-32450	Contract Services	(\$2,000)	(\$726)	(\$2,000)	\$0	(\$2,000)	(\$2,000)
100-13-120-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-32950	Rents & Leases - Real Property	(\$83,285)	\$0	(\$84,027)	\$0	\$0	\$0
100-13-120-33120	Special Department Expense	(\$12,500)	(\$15,239)	(\$13,500)	(\$15,024)	(\$13,750)	(\$13,750)
100-13-120-33350	Travel & Training Expense	(\$10,000)	(\$4,313)	(\$10,000)	(\$8,684)	(\$15,000)	(\$15,000)
100-13-120-33351	Vehicle Fuel Costs	(\$1,485)	(\$401)	(\$2,000)	(\$48)	(\$2,000)	(\$2,000)
100-13-120-33360	Motor Pool Expense	(\$1,650)	(\$1,716)	(\$2,452)	(\$453)	(\$3,460)	(\$3,460)
100-13-120-33602	Civic Center Utilities	\$0	(\$4,385)	\$0	(\$4,943)	(\$6,223)	(\$6,223)
100-13-120-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-60100	Operating Transfers Out	\$0	(\$79,682)	\$0	(\$79,157)	\$0	\$0
100-13-120-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$78,316)	(\$78,316)
100-13-120-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-13-120-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$1,147,822)	(\$1,123,887)	(\$1,175,734)	(\$1,183,187)	(\$1,281,667)	(\$1,281,667)
	NET	(\$1,131,900)	(\$1,102,166)	(\$1,154,812)	(\$1,179,106)	(\$1,276,667)	(\$1,276,667)

CC 156-21-078 (Law Library)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
156-21-078-14010	Interest Income	\$0	\$460	\$0	\$494	\$0	\$0
156-21-078-17010	Miscellaneous Revenue	\$4,000	\$4,793	\$3,000	\$5,344	\$3,000	\$3,000
156-21-078-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$4,000	\$5,253	\$3,000	\$5,838	\$3,000	\$3,000
156-21-078-20010	Expenditures	(\$13,150)	\$0	(\$13,150)	(\$6,310)	(\$13,150)	(\$13,150)
	Expenses Total	(\$13,150)	\$0	(\$13,150)	(\$6,310)	(\$13,150)	(\$13,150)
	Use of Fund Balance	(\$9,150)	\$5,253	(\$10,150)	(\$472)	(\$10,150)	(\$10,150)

CC 652-10-30 (Insurance ISF)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
652-10-300-14010	Interest Income	\$9,000	\$8,602	\$0	\$7,321	\$1,684	\$1,684
652-10-300-14020	Unrealized Gain/Loss	\$0	\$1,041,603	\$0	\$0	\$0	\$0
652-10-300-16610	Insurance Loss Prevention Subs	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000

County Counsel

652-10-300-17100	Insurance Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-17110	Employee Wellness Contribution	\$40,852	\$30,899	\$40,603	\$33,115	\$27,000	\$27,000
652-10-300-17120	Miscellaneous Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-17121	Dept Insurance Revenue	\$2,159,441	\$2,159,441	\$2,214,025	\$2,214,025	\$2,261,675	\$2,261,675
652-10-300-17125	Dental Premium Revenue	\$0	\$0	\$0	\$361,996	\$270,000	\$270,000
652-10-300-18010	Sale Of Surplus Assets	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$2,219,293	\$3,240,544	\$2,264,628	\$2,626,457	\$2,570,359	\$2,570,359
652-10-300-21100	Salary And Wages	(\$93,499)	(\$93,455)	(\$101,381)	(\$105,906)	(\$114,981)	(\$114,981)
652-10-300-21120	Overtime	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-22100	Employee Benefits	(\$11,716)	(\$14,126)	(\$12,553)	(\$13,810)	(\$6,263)	(\$6,263)
652-10-300-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$8,769)	(\$8,244)	(\$7,704)	(\$8,352)	(\$9,313)	(\$9,313)
652-10-300-22120	Employee Benefits - PERS (ER Portion)	(\$26,645)	(\$26,615)	(\$28,854)	(\$29,009)	(\$30,264)	(\$30,264)
652-10-300-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-30280	Telephone/Communications	(\$900)	(\$882)	(\$900)	(\$897)	(\$900)	(\$900)
652-10-300-30500	Workers' Comp Ins Expense	(\$1,261,082)	(\$1,262,330)	(\$1,251,551)	(\$1,251,551)	(\$1,434,303)	(\$1,434,303)
652-10-300-30510	Liability Insurance Expense	(\$757,997)	(\$758,620)	(\$730,098)	(\$730,098)	(\$828,681)	(\$828,681)
652-10-300-31700	Membership Fees	(\$500)	\$0	\$0	\$0	\$0	\$0
652-10-300-32000	Office Expense	(\$750)	\$0	(\$200)	(\$54)	(\$100)	(\$100)
652-10-300-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	(\$2,326)	(\$2,326)
652-10-300-32450	Contract Services	(\$95,000)	(\$24,387)	(\$95,000)	(\$51,939)	(\$70,000)	(\$70,000)
652-10-300-33100	Education & Training	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-33120	Special Department Expense	(\$10,000)	(\$2,239)	(\$10,000)	(\$4,267)	(\$15,000)	(\$15,000)
652-10-300-33151	Special Event Insurance Costs	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-33350	Travel & Training Expense	(\$3,500)	\$0	(\$3,500)	(\$446)	(\$3,500)	(\$3,500)
652-10-300-33360	Motor Pool Expense	(\$500)	\$0	(\$1,500)	(\$63)	(\$1,100)	(\$1,100)
652-10-300-35100	Liability Claims	(\$1,000)	\$228,330	\$0	\$0	\$0	\$0
652-10-300-35120	Dental Claims	\$0	\$0	\$0	(\$216,760)	(\$270,000)	(\$270,000)
652-10-300-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-70250	Prior Period Adjustments	\$0	\$0	\$0	\$0	\$0	\$0
652-10-300-72960	A-87 Indirect Costs	(\$50,605)	(\$54,417)	(\$53,135)	(\$37,072)	(\$57,138)	(\$57,138)
	Expenses Total	(\$2,322,463)	(\$2,016,984)	(\$2,296,376)	(\$2,450,223)	(\$2,843,869)	(\$2,843,869)
	Use of Fund Balance	(\$103,170)	\$1,223,560	(\$31,748)	\$176,234	(\$273,510)	(\$273,510)

DISTRICT ATTORNEY

Tim Kendall
District Attorney

To vindicate the rights of crime victims, witnesses, and persons accused of crime while seeking to achieve impartial justice and ensure that the guilty are punished and the innocent are freed while treating all persons involved in the criminal justice system with fairness, dignity, and respect

BUDGET AT A GLANCE

Total Expenditures	(\$2,459,242)
Total Grant/Earned/ Govt Revenues	\$780,550
Total Use of Fund Balance	\$0
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Total General Fund Contribution	(\$1,678,692)
Total Staff	10
% funded by General Fund	68%

DEPARTMENT SERVICES OVERVIEW

District Attorney. In The Office of the District Attorney is an independent constitutionally mandated county office with the primary purpose of promoting and protecting the public peace and safety of our residents and visitors. The Office is divided into three separate divisions which include: 1) Attorneys/Prosecutors staff; 2) Investigative Unit; and 3) Victim/Witness and Administrative Staff. These three divisions serve the community in numerous different ways. In part, the Office provides the following services:1) Investigation and Prosecution of all crimes committed within the County; 2) Serves as the County’s Public Administrator; 3) Grand Jury Advisor; 4) Advocate for Victims and Witnesses of crimes; 5) Enforcement of Civil and Environmental Laws; 6) Assist in restraining orders; 7) Provide legal counseling and referrals; 8) Trainers to allied agencies; 9) Assist other county departments with personnel and sometimes criminal issues; 10) Assist other counties in the state with investigation and prosecution services and;11) Participates in numerous multi agency and community solution groups.

CHALLENGES, ISSUES & OPPORTUNITIES

Key challenges for the District Attorney during FY2022-23 include:

- The department is primarily crime driven and given changing times, continued adjustments in the justice laws, added with covid related crimes and the ever-fluctuating covid impacts, the ability to predict, keep up with, and maintain the fluctuating but increasing case-loads presents significant challenges to personnel management, work load management, and cost management to continue providing for high level and effective mandated services.

For more information, call (760) 932-5550, or visit <https://monocountydistrictattorney.org/da>

REQUESTED BUDGET CHANGES FOR FY2022-23

The Office of the District Attorney does not have any major requests for budget modifications. Instead, there are a few minor changes associated with a combination of inflation as well as the return to in-person court and in-person mandatory continuing education requirements. The requested modifications are listed below by category:

- Vehicle Fuel - \$4,000 increase – This request is due to fuel cost increases in the last year and the return to in-person court and training.
- Travel and Training - \$5,000 increase – This request is due to the return of in-person trainings that were suspended during the last two years. Every employee of the Office of the District Attorney has state-mandated continuing education that must be completed to keep employment and license requirements

current. Even though this current budget year was still a “Covid” year, we will exceed our training budget due to required mandatory training hours. Further, the Office expects this cost to increase next year due to increased cost of travel as well as employees catching up on training missed over the past two years.

- Technology - \$6,000 increase – Due to the volume of cases including several homicides which occurred over the past few years, the Office is requiring additional storage in order to comply with discovery obligations under the law. This year, we surpassed the allowable storage under our current vendor plan with Karpel Case Management Systems and are being required to move to a higher priced plan. In addition, the Office will also be charged an additional \$2,000 annual expense to be compatible with a new Mono County Superior Court case management system. The court will require e-filings and for our Case Management system to be compatible, the additional upgrade/fee will be required.
- Office Expense – This request is for approximately \$2,000 and is attributed to the increase in the cost of supplies. Office supply prices have risen sharply in the past year and the additional funding will ensure adequate resources to supply 2 office locations.
- Telephone – This expense will be an anticipated decrease in the budget request of approximately \$700 due to a conversion and fee-splitting with another department.

ACCOMPLISHMENTS AND OBJECTIVES

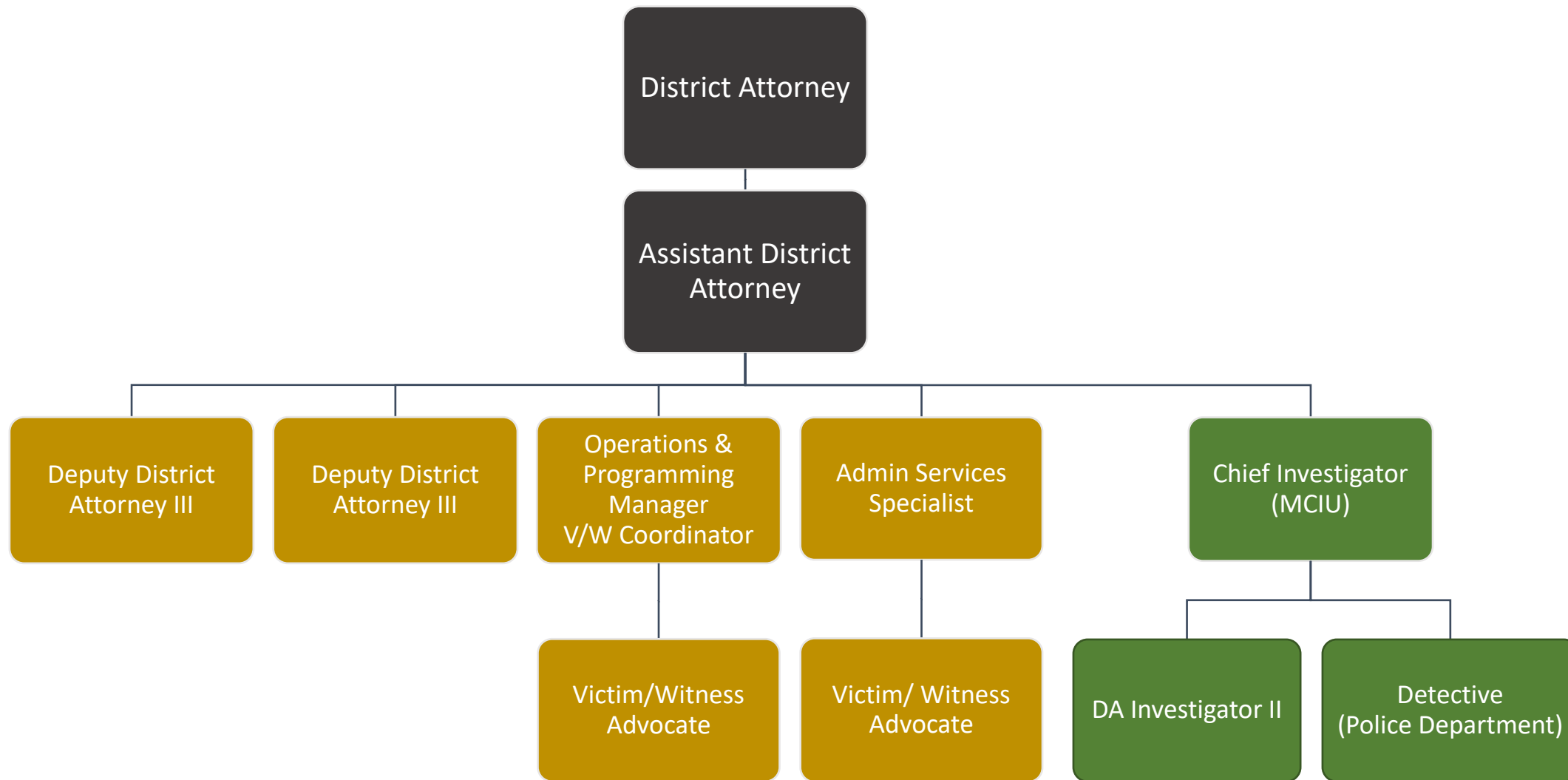
FY2022-23 Objectives

- No new projects are proposed. The only goals for this budget year, is to assure that mandatory functions are being performed, counted, and measured. Non-mandated services will be attempted but not at the detriment of the core and mandated services. Measurements of our mandated services will be stat driven and monitored through stats and survey data to ensure compliance, completion, and service satisfaction.



DISTRICT ATTORNEY

Departmental Organizational Chart



District Attorney

DA 100-21-430 (District Attorney)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-21-430-15091	St: Motor Veh-Theft Prevention	\$15,000	\$16,091	\$15,000	\$11,440	\$15,000	\$15,000
100-21-430-15300	St: Cops	\$5,900	\$5,895	\$5,900	\$6,127	\$5,900	\$5,900
100-21-430-15310	St: Pub Safety-Prop 172 Sales	\$127,688	\$172,156	\$159,975	\$175,840	\$198,338	\$198,338
100-21-430-15315	St: Statutory Rape Vertical Pr	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-15437	Realignment Backfill Support	\$0	\$376	\$0	\$0	\$0	\$0
100-21-430-15443	St: 2011 Realignment	\$4,800	\$6,499	\$5,550	\$9,524	\$7,166	\$7,166
100-21-430-16052	Description pending	\$0	\$10,000	\$0	\$0	\$0	\$0
100-21-430-16199	Charges for Services - Interfund Transfers	\$10,000	\$0	\$10,000	\$0	\$10,000	\$10,000
100-21-430-16251	District Attorney - Nsf Fees	\$100	\$0	\$100	\$0	\$0	\$0
100-21-430-16270	Welfare Fraud Investigation Re	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
100-21-430-16280	Discovery Fees	\$250	\$190	\$250	\$215	\$200	\$200
100-21-430-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-17200	Da Asset Forfeiture Funds	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-17250	Judgments, Damages & Settlements	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-18010	Sale Of Surplus Assets	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$106,325	\$106,325
Revenues Total		\$213,738	\$261,206	\$246,775	\$253,146	\$392,929	\$392,929
100-21-430-21100	Salary And Wages	(\$775,730)	(\$778,551)	(\$797,426)	(\$853,185)	(\$951,511)	(\$951,511)
100-21-430-21120	Overtime	(\$6,000)	(\$784)	(\$6,000)	(\$2,552)	(\$6,000)	(\$6,000)
100-21-430-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-22100	Employee Benefits	(\$66,485)	(\$73,329)	(\$69,359)	(\$68,351)	(\$39,973)	(\$39,973)
100-21-430-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$109,660)	(\$116,768)	(\$98,880)	(\$116,428)	(\$120,143)	(\$120,143)
100-21-430-22120	Employee Benefits - PERS (ER Portion)	(\$333,900)	(\$332,382)	(\$368,424)	(\$404,792)	(\$440,349)	(\$440,349)
100-21-430-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$69,071)	(\$69,071)
100-21-430-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-30280	Telephone/Communications	(\$10,272)	(\$6,266)	(\$8,539)	(\$6,189)	(\$8,311)	(\$8,311)
100-21-430-30500	Workers' Comp Ins Expense	(\$57,607)	(\$55,573)	(\$58,715)	(\$56,711)	(\$50,878)	(\$50,878)
100-21-430-30510	Liability Insurance Expense	(\$7,800)	(\$7,800)	(\$11,216)	(\$10,323)	(\$11,771)	(\$11,771)
100-21-430-31010	Jury And Witness Expense	(\$12,000)	(\$2,024)	(\$32,000)	(\$7,875)	(\$32,000)	(\$32,000)
100-21-430-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-31400	Building/Land Maint & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-31700	Membership Fees	(\$5,250)	(\$5,873)	(\$5,800)	(\$5,550)	(\$5,800)	(\$5,800)
100-21-430-32000	Office Expense	(\$13,500)	(\$7,355)	(\$11,811)	(\$12,333)	(\$14,000)	(\$14,000)
100-21-430-32010	TECHNOLOGY EXPENSES	(\$12,123)	(\$12,123)	(\$28,439)	(\$16,040)	(\$19,783)	(\$19,783)
100-21-430-32020	Technology Expense-Software Licenses	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$5,417)	(\$5,417)
100-21-430-32360	Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-32450	Contract Services	(\$30,000)	(\$30,000)	(\$30,000)	\$0	(\$30,000)	(\$30,000)
100-21-430-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-32800	Publications & Legal Notices	(\$13,500)	(\$11,826)	(\$12,500)	(\$10,690)	(\$12,500)	(\$12,500)
100-21-430-32950	Rents & Leases - Real Property	(\$109,302)	\$51,325	(\$83,090)	\$0	\$0	\$0
100-21-430-33120	Special Department Expense	(\$8,718)	(\$7,171)	(\$6,000)	(\$8,347)	(\$7,000)	(\$7,000)
100-21-430-33125	Spec Dept-Da Public Relations	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-33126	Spec Dept-Inmate Welfare	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-33199	Special Dept Expense - Interfund Transfers	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-33350	Travel & Training Expense	(\$10,000)	(\$10,177)	(\$10,000)	(\$22,564)	(\$15,000)	(\$15,000)
100-21-430-33351	Vehicle Fuel Costs	(\$8,000)	(\$8,037)	(\$8,000)	(\$10,333)	(\$12,000)	(\$12,000)
100-21-430-33360	Motor Pool Expense	(\$32,000)	(\$21,464)	(\$24,408)	(\$28,940)	(\$33,249)	(\$33,249)
100-21-430-33602	Civic Center Utilities	\$0	(\$9,689)	\$0	(\$10,922)	(\$13,786)	(\$13,786)
100-21-430-41111	Support & Care of Others - Public Administrator	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-60100	Operating Transfers Out	\$0	(\$176,075)	\$0	(\$174,914)	\$0	\$0
100-21-430-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$173,079)	(\$173,079)
100-21-430-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-21-430-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$1,621,847)	(\$1,621,941)	(\$1,670,607)	(\$1,827,039)	(\$2,071,621)	(\$2,071,621)
NET		(\$1,408,109)	(\$1,360,735)	(\$1,423,832)	(\$1,573,893)	(\$1,678,692)	(\$1,678,692)

DA 100-21-435 (Public Administrator)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-21-435-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$3,975	\$3,975
100-21-435-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0

District Attorney

	Revenues Total	\$0	\$0	\$0	\$0	\$3,975	\$3,975
100-21-435-31700	Membership Fees	(\$1,175)	(\$1,025)	(\$1,175)	(\$1,175)	(\$1,175)	(\$1,175)
100-21-435-33120	Special Department Expense	(\$1,500)	\$0	(\$1,500)	\$0	(\$1,500)	(\$1,500)
100-21-435-33350	Travel & Training Expense	(\$3,900)	\$0	(\$1,298)	\$0	(\$1,300)	(\$1,300)
100-21-435-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$6,575)	(\$1,025)	(\$3,973)	(\$1,175)	(\$3,975)	(\$3,975)
	NET	(\$6,575)	(\$1,025)	(\$3,973)	(\$1,175)	\$0	\$0

DA 100-56-433 (Victim Witness)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
100-56-433-15803	Fed: Victim/Witness Grant	\$340,405	\$310,391	\$330,612	\$218,409	\$251,646	\$251,646	
100-56-433-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	
	Revenues Total	\$340,405	\$310,391	\$330,612	\$218,409	\$251,646	\$251,646	
100-56-433-21100	Salary And Wages	(\$182,453)	(\$183,421)	(\$183,528)	(\$164,611)	(\$142,467)	(\$142,445)	
100-56-433-21120	Overtime	(\$5,000)	(\$930)	(\$5,000)	(\$2,750)	(\$1,760)	(\$1,760)	
100-56-433-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0	
100-56-433-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0	
100-56-433-22100	Employee Benefits	(\$19,908)	(\$21,440)	(\$20,110)	(\$19,239)	(\$6,045)	(\$6,045)	
100-56-433-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$23,916)	(\$24,087)	(\$21,900)	(\$23,597)	(\$25,245)	(\$25,245)	
100-56-433-22120	Employee Benefits - PERS (ER Portion)	(\$51,995)	(\$52,053)	(\$53,193)	(\$21,396)	(\$33,721)	(\$33,721)	
100-56-433-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$10,419)	(\$10,419)	
100-56-433-30120	Uniform Allowance	(\$2,000)	\$0	\$0	\$0	\$0	\$0	
100-56-433-30280	Telephone/Communications	(\$1,931)	(\$1,487)	(\$1,931)	(\$1,519)	(\$1,089)	(\$1,089)	
100-56-433-30500	Workers' Comp Ins Expense	\$0	(\$2,034)	\$0	(\$2,004)	(\$2,120)	(\$2,120)	
100-56-433-30510	Liability Insurance Expense	\$0	(\$1,015)	\$0	(\$894)	(\$859)	(\$859)	
100-56-433-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0	
100-56-433-31700	Membership Fees	(\$80)	\$0	(\$80)	(\$225)	\$0	\$0	
100-56-433-32000	Office Expense	(\$10,400)	(\$15,245)	(\$11,264)	(\$36,206)	(\$6,000)	(\$6,000)	
100-56-433-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	(\$2,029)	(\$2,029)	
100-56-433-32020	Technology Expense-Software Licenses	(\$4,000)	\$0	(\$4,000)	\$0	\$0	\$0	
100-56-433-32450	Contract Services	(\$150)	\$0	(\$150)	\$0	\$0	\$0	
100-56-433-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0	
100-56-433-32950	Rents & Leases - Real Property	(\$23,412)	\$0	\$0	\$0	\$0	\$0	
100-56-433-33120	Special Department Expense	(\$7,067)	\$0	(\$7,067)	(\$859)	\$0	\$0	
100-56-433-33350	Travel & Training Expense	(\$10,105)	(\$126)	(\$10,105)	(\$7,708)	\$0	\$0	
100-56-433-33351	Vehicle Fuel Costs	(\$12,284)	(\$538)	(\$12,284)	(\$1,974)	(\$10,798)	(\$10,798)	
100-56-433-33360	Motor Pool Expense	(\$9,116)	\$0	\$0	\$0	(\$9,116)	(\$9,116)	
100-56-433-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0	
100-56-433-60100	Operating Transfers Out	\$0	(\$25,000)	\$0	\$0	\$0	\$0	
100-56-433-72960	A-87 Indirect Costs	\$23,412	\$0	\$0	\$0	\$0	\$0	
	Expenses Total	(\$340,405)	(\$327,376)	(\$330,612)	(\$282,981)	(\$251,668)	(\$251,646)	
	NET	\$0	(\$16,985)	\$0	(\$64,572)	(\$22)	(\$0)	

DA 106-21-430 (CalMet Program)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
106-21-430-15530	Fed: Oes Marijuana Grant (Dea-	\$0	\$0	\$0	\$0	\$0	\$0	
106-21-430-15802	Fed: Oes Cal-Mmet Grant	\$125,000	\$123,060	\$125,000	\$123,060	\$125,000	\$125,000	
106-21-430-15819	Fed: Misc Fed Grants	\$0	\$0	\$0	\$0	\$0	\$0	
106-21-430-15900	Oth: Other Govt Agencies	\$0	\$0	\$0	\$0	\$0	\$0	
106-21-430-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	
	Revenues Total	\$125,000	\$123,060	\$125,000	\$123,060	\$125,000	\$125,000	
106-21-430-21100	Salary And Wages	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)	\$0	\$0	
106-21-430-21120	Overtime	(\$5,000)	\$0	(\$3,000)	(\$3,000)	\$0	\$0	
106-21-430-22100	Employee Benefits	(\$32,000)	(\$32,000)	(\$32,000)	(\$32,000)	\$0	\$0	
106-21-430-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	\$0	\$0	\$0	\$0	\$0	
106-21-430-22120	Employee Benefits - PERS (ER Portion)	\$0	\$0	\$0	\$0	\$0	\$0	
106-21-430-30280	Telephone/Communications	\$0	\$0	\$0	\$0	\$0	\$0	
106-21-430-32000	Office Expense	(\$14,175)	(\$10,636)	(\$10,000)	(\$5,845)	(\$8,675)	(\$8,675)	
106-21-430-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0	
106-21-430-32950	Rents & Leases - Real Property	(\$51,325)	(\$51,325)	(\$51,325)	\$0	\$0	\$0	
106-21-430-33120	Special Department Expense	(\$5,000)	(\$675)	(\$5,000)	\$0	(\$5,000)	(\$5,000)	
106-21-430-33141	Confidential Funds	(\$20,000)	(\$10,643)	(\$20,000)	\$0	(\$5,000)	(\$5,000)	
106-21-430-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0	

District Attorney

106-21-430-60100	Operating Transfers Out		\$0	\$0	\$0	\$0	(\$106,325)	(\$106,325)
		Expenses Total	(\$147,500)	(\$125,279)	(\$141,325)	(\$60,845)	(\$125,000)	(\$125,000)
		Use of Fund Balance	(\$22,500)	(\$2,219)	(\$16,325)	\$62,215	\$0	\$0
DA 155-21-430 (DA Diversion Program)								
			FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
			<i>Adopted</i>	<i>FY2020-21</i>	<i>Adopted</i>	<i>08/18/22</i>	<i>Requested</i>	<i>Recommended</i>
Account Line Item	Account Name		Budget	Actual	Budget	Actual	Budget	Budget
155-21-430-14010	Interest Income		\$0	\$152	\$0	\$224	\$0	\$0
155-21-430-16051	Da Diversion Filing Fees		\$7,000	\$10,750	\$7,000	\$11,510	\$7,000	\$7,000
		Revenues Total	\$7,000	\$10,902	\$7,000	\$11,734	\$7,000	\$7,000
155-21-430-33120	Special Department Expense		(\$7,000)	(\$4,175)	(\$7,000)	(\$3,675)	(\$7,000)	(\$7,000)
155-21-430-60100	Operating Transfers Out		\$0	\$0	\$0	\$0	\$0	\$0
		Expenses Total	(\$7,000)	(\$4,175)	(\$7,000)	(\$3,675)	(\$7,000)	(\$7,000)
		Use of Fund Balance	\$0	\$6,727	\$0	\$8,059	\$0	\$0

ECONOMIC DEVELOPMENT

Jeff Simpson
Economic Development Director

Our mission is to support a thriving, sustainable year-round economy for Mono County by strengthening existing business sectors through the pandemic recovery and beyond, providing leadership and resources for business attraction, retention and expansion while preserving the County’s vibrant quality of life and generating “living wage” employment opportunities for residents.

BUDGET AT A GLANCE	
Total Expenditures	(\$1,294,950)
Total Grant/Earned/ Govt Revenues	\$525,475
Total Use of Fund Balance	\$164,271
Total General Fund Contribution	(\$605,204)
Total Staff	4
% funded by General Fund	47%

DEPARTMENT SERVICES OVERVIEW

Economic Development Department. The Economic Development Department strives to enhance the year-round economic base of Mono County through job creation, by promoting Tourism and overnight visitation, and implementing key initiatives that focus on business retention and expansion, as well as business attraction. The department serves as support staff to the Mono County Economic Development, Tourism and Film Commission, implementing tourism marketing initiatives countywide, acts as the Film Office, and oversees and administers the Fish Enhancement and Fish & Game Propagation programs, as well as administering several Community Support grant programs for local non-profits.

CHALLENGES, ISSUES & OPPORTUNITIES The COVID-19 public health crisis, inflation, war in Ukraine, interest rates, and gas prices create economic uncertainty for Mono County’s tourism-based economy. Support for the local business community will continue to be staff’s top priority, and we must be prepared to pivot and respond immediately to support to the ongoing challenges and the impacts on both our visitor and business community.

In 2018, international visitors represented 25% of total visitation to Mono County. As both inbound and outbound international travel remains low for the immediate and foreseeable future, opportunities abound to welcome a growing number of domestic travelers – first-time visitors to Mono County from within California and drive market states. Our ability to inspire loyalty and generate return visitation from the first timer will contribute to future incremental growth of the Mono County visitor base. At the same time, the number one issue the Eastern Sierra region faces as a rapidly growing outdoor recreation destination is visitor management and visitor education with respect to COVID-19 health and safety protocols, responsible outdoor recreation practices, wildfire prevention, and sustainable tourism. These are key priorities for this year.

Other opportunities include leveraging the ongoing migration to rural regions of microbusinesses, remote workers and those seeking a permanent/part-time escape from urban centers due to the pandemic experience and impacts. This migration has contributed to unprecedented real estate sales which generally supports property tax revenues, increase in land stewardship volunteerism, and community growth but also puts pressure on an already depleted housing stock.

Staff capacity continues to be an issue as we backfill positions while adding workload for film intake services, clerical fiscal work, and strategic plan objectives. An opportunity to fund a full-time position at mid-year exists by partnering with Social Services on the Workforce innovation and Opportunity Act (WIOA) along with the currently

budgeted .25 FTE Economic Development Assistant. We will bring this request forward to the board at mid-year for consideration per county administrations guidance.

For more information, call (800) 845-7922, or visit www.MonoCounty.org; www.MonoCountyEconomicDevelopment.com; www.FilmMonoCounty.com

REQUESTED BUDGET CHANGES FOR FY2022-23

- **Community Support:** The community grant programs are consistently oversubscribed each year from \$14,000 to \$56,000. In addition, the Town of Mammoth Lakes has requested an increase of \$2,000 for the Youth Sports program, from \$8,000 to \$10,000. The total requested increase of \$18,500 (from \$44,000 to \$62,500) allows for additional funds to support important local non-profits – Chamber fundraising events, Historical Societies/Museums, Performing & Visual Arts organizations -- that deliver programs, events, and products which enhance the lives of local residents, K-12 school students countywide, as well as the visitor experience. The request, broken down, is for an additional \$5,000 for Community Event Marketing Fund (CEMF) from \$20,000 to \$25,000; an additional \$3,500 for Historical Societies Grant Fund (HSGF) from \$6,000 to \$9,500; and additional \$8,000 for Performing & Visual Arts Grant (PVAG) from \$10,000 to \$18,000. The PVAG is the most oversubscribed grant program and the arts and music programs for our schools in both school districts are being impacted. The \$6,000 HSGF is anticipated to be grossly oversubscribed post-pandemic with the launch of a more active June Lake Loop Historical Society and return of applications from Southern Mono Historical Society.
- **Tourism:** The increased expenditures of \$35,500 is supported by cash balance/Tourism Marketing Reserve Fund and will assist in important sustainable tourism/responsible recreation messaging, shoulder season marketing, and international marketing recovery.

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Transient Occupancy Receipts for FY21-22 expected to surpass projections by approximately 10%, bringing total receipts to 2017-2018 levels. Q2 and Fall color shoulder season saw record breaking TOT numbers.
- Successful application and implementation of CDBG CV 1-2-3 grant funds of almost \$300,000, providing several qualifying local businesses with financial assistance through forgivable loan program.
- Successful design and implementation of sustainable tourism messaging through *Camp Like A Pro* campaign
- Completion of “California’s Great Beyond” branding, including redesign of the ED, Film, and Tourism websites
- Distribution of over \$44,000 in grant funds to 15 eligible non-profits.
- Designed and implemented successful fish stocking plan in 18 bodies of water; produced new edition of Eastern Sierra Fishing Map with new/revised regulations.
- Completed Fish and Fine Fund local program funding program with an evergreen application located on the Mono County website.

FY2022-23 Strategic Plan Objectives

- Diversify the economy – Explore opportunities to expand and enhance sustainable tourism opportunities, such as off-highway vehicle activities, using current county infrastructure and other public lands.
- Economic Data – provide quarterly reports on Mono County economic data utilizing research and information available through local, state, and federal sources.
- Enhance and strengthen Mono County tourism sector utilizing responsible recreation messaging – Collaborate with federal and state land management agencies, local agencies, partners, and tourism businesses, to educate visitors regarding sustainable and responsible recreation practices.
- Enhance and strengthen Mono County tourism sector utilizing responsible recreation messaging – Focus tourism marketing efforts on shoulder seasons and less visited locations in the country to grow year-round business levels.
- Enhance and strengthen Mono County tourism sector utilizing responsible recreation messaging – Work with Visit California and Mammoth Lakes Tourism to rebuild international visitation post pandemic.

- Support and retain the existing business community – Continue to provide opportunities for business financial/technical assistance programs through local, state, and federal funding opportunities to aid in the post pandemic recovery.
- Support and retain the existing business community – Create and annual business appreciation event to celebrate Mono County businesses.
- Fisheries – Explore partnership agreement(s) with organizations to enhance and sustain sport and recreational fishing along with long-term ecological considerations.

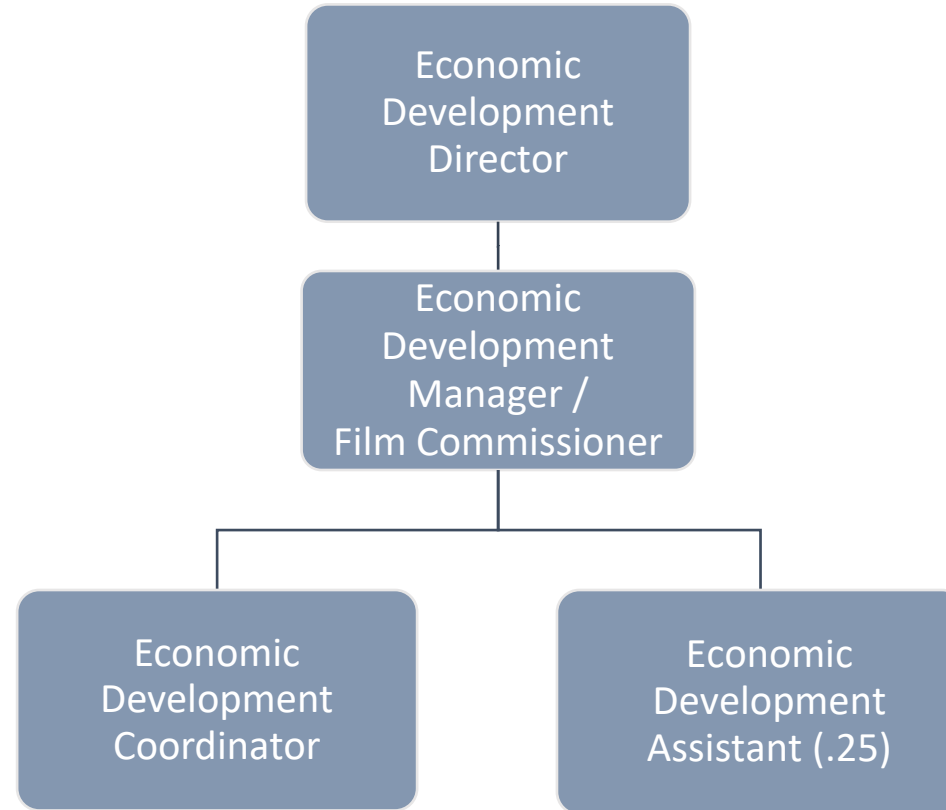
FY2022-23 Department Objectives

- Drive overnight visitation to Mono County, focused on Q2, Q3, and Q4 (shoulder seasons), to increase Transient Occupancy Tax revenues to 2019 pre-pandemic levels.
- Develop Film Office capacity to provide “intake” services for Inyo National Forest film permit applications and increase opportunities for filming in Mono County.
- Compete CDBG CV 1-2-3 grant funds of 300,000 to qualifying local businesses with financial assistance through forgivable loan program.
- Continue to work with marina operators and local business to implement the most cost-effective way to stock fish throughout Mono County.
- Work with regional economic development partners to leverage and implement California Economic Resilience Funds (CERF).



ECONOMIC DEVELOPMENT

Departmental Organizational Chart



Economic Development

ED 100-19-190 (Economic Development)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	FY2021-22 08/18/22 Actual	FY2022-23 Requested Budget	FY2022-23 Recommended Budget
100-19-190-15504	Fed: Cdbg Housing & Comm Devel	\$0	\$0	\$0	\$0	\$0	\$0
100-19-190-16240	Labor Reimbursement	\$5,000	\$2,271	\$5,000	\$0	\$20,000	\$20,000
Revenues Total		\$5,000	\$2,271	\$5,000	\$0	\$20,000	\$20,000
100-19-190-21100	Salary And Wages	(\$281,610)	(\$250,981)	(\$290,740)	(\$330,647)	(\$299,671)	(\$299,671)
100-19-190-21120	Overtime	\$0	\$0	\$0	\$0	\$0	\$0
100-19-190-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-19-190-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-19-190-22100	Employee Benefits	(\$37,825)	(\$38,142)	(\$35,886)	(\$39,602)	(\$17,236)	(\$17,236)
100-19-190-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$66,309)	(\$64,956)	(\$60,300)	(\$61,399)	(\$61,161)	(\$61,161)
100-19-190-22120	Employee Benefits - PERS (ER Portion)	(\$77,403)	(\$73,876)	(\$81,554)	(\$81,627)	(\$84,055)	(\$84,055)
100-19-190-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$21,196)	(\$21,196)
100-19-190-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-19-190-30280	Telephone/Communications	\$0	(\$3,604)	(\$3,285)	(\$3,693)	(\$3,285)	(\$3,285)
100-19-190-30500	Workers' Comp Ins Expense	(\$3,744)	(\$3,744)	(\$4,105)	(\$4,105)	(\$4,253)	(\$4,253)
100-19-190-30510	Liability Insurance Expense	(\$4,543)	(\$4,543)	(\$7,811)	(\$7,811)	(\$14,832)	(\$14,832)
100-19-190-31700	Membership Fees	\$0	\$0	(\$4,550)	(\$500)	(\$550)	(\$550)
100-19-190-32000	Office Expense	(\$1,000)	(\$5,924)	(\$2,000)	(\$2,081)	(\$2,000)	(\$2,000)
100-19-190-32010	TECHNOLOGY EXPENSES	(\$3,325)	(\$4,746)	(\$5,323)	(\$5,323)	(\$7,504)	(\$7,504)
100-19-190-32020	Technology Expense-Software Licenses	(\$4,700)	(\$1,005)	(\$5,000)	(\$1,410)	(\$5,400)	(\$5,400)
100-19-190-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$868)	(\$868)
100-19-190-32360	Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0
100-19-190-32450	Contract Services	(\$23,377)	(\$17,731)	(\$17,913)	(\$36,075)	(\$21,625)	(\$21,625)
100-19-190-32500	Professional & Specialized Ser	(\$26,000)	(\$23,037)	(\$20,629)	(\$6,548)	(\$16,951)	(\$16,951)
100-19-190-32800	Publications & Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0
100-19-190-32950	Rents & Leases - Real Property	(\$48,606)	\$0	(\$46,038)	\$0	\$0	\$0
100-19-190-33120	Special Department Expense	\$0	(\$1,366)	\$0	\$0	\$0	\$0
100-19-190-33350	Travel & Training Expense	(\$6,500)	(\$569)	(\$7,000)	(\$1,300)	(\$9,700)	(\$9,700)
100-19-190-33351	Vehicle Fuel Costs	(\$1,000)	(\$835)	(\$1,000)	(\$996)	(\$1,200)	(\$1,200)
100-19-190-33360	Motor Pool Expense	(\$3,500)	(\$1,921)	(\$3,000)	(\$2,938)	(\$6,670)	(\$6,670)
100-19-190-33602	Civic Center Utilities	\$0	(\$2,401)	\$0	(\$2,707)	(\$3,415)	(\$3,415)
100-19-190-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
100-19-190-60100	Operating Transfers Out	\$0	(\$43,632)	\$0	(\$43,344)	\$0	\$0
100-19-190-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$43,632)	(\$43,632)
100-19-190-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0
100-19-190-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-19-190-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$589,442)	(\$543,013)	(\$596,134)	(\$632,104)	(\$625,204)	(\$625,204)
NET		(\$584,442)	(\$540,742)	(\$591,134)	(\$632,104)	(\$605,204)	(\$605,204)

ED 102-19-192 (Fish Enhancement)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	FY2021-22 08/18/22 Actual	FY2022-23 Requested Budget	FY2022-23 Recommended Budget
102-19-192-14010	Interest Income	\$0	\$392	\$0	\$643	\$150	\$150
102-19-192-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$100	\$100
102-19-192-18100	Operating Transfers In	\$103,737	\$103,737	\$103,737	\$103,737	\$100,000	\$100,000
Use of Fund Balance		\$103,737	\$104,129	\$103,737	\$104,380	\$100,250	\$100,250
102-19-192-32000	Office Expense	(\$100)	(\$69)	(\$100)	(\$70)	(\$100)	(\$100)
102-19-192-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
102-19-192-32450	Contract Services	(\$100,000)	(\$123,700)	(\$100,000)	(\$102,797)	(\$129,150)	(\$129,150)
102-19-192-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
102-19-192-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0
102-19-192-33350	Travel & Training Expense	(\$3,637)	\$0	(\$3,637)	\$0	\$0	\$0
102-19-192-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
102-19-192-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$103,737)	(\$123,769)	(\$103,737)	(\$102,867)	(\$129,250)	(\$129,250)
Use of Fund Balance		\$0	(\$19,640)	\$0	\$1,513	(\$29,000)	(\$29,000)

ED 104-27-193 (Fish & Game Propagation)

Economic Development

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
104-27-193-13030	Fish & Game Fines	\$7,500	\$32,781	\$7,500	\$24,509	\$7,500	\$7,500	
104-27-193-13051	Fish & Game Restitution	\$0	\$89	\$0	\$0	\$0	\$0	
104-27-193-14010	Interest Income	\$100	\$846	\$100	\$1,112	\$400	\$400	
104-27-193-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
	Revenues Total	\$7,600	\$33,716	\$7,600	\$25,621	\$7,900	\$7,900	
104-27-193-33120	Special Department Expense	(\$64,000)	(\$10,000)	(\$61,600)	(\$5,000)	(\$87,456)	(\$87,456)	
	Expenses Total	(\$64,000)	(\$10,000)	(\$61,600)	(\$5,000)	(\$87,456)	(\$87,456)	
	Use of Fund Balance	(\$56,400)	\$23,716	(\$54,000)	\$20,621	(\$79,556)	(\$79,556)	

ED 105-19-191 (Tourism)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
105-19-191-10100	Transient Occupancy Tax	\$182,092	\$295,286	\$276,807	\$298,057	\$313,985	\$313,985	
105-19-191-14010	Interest Income	\$1,000	\$3,439	\$1,000	\$3,404	\$1,000	\$1,000	
105-19-191-15476	St: Dept Of Parks & Rec	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-15900	Oth: Other Govt Agencies	\$0	\$0	\$0	\$9,840	\$0	\$0	
105-19-191-16016	General Sale Of Goods	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-16499	Booking Fee Revenue	\$1,000	\$0	\$0	\$0	\$0	\$0	
105-19-191-16500	Fees For Advertising Space	\$30,000	\$25,790	\$0	\$0	\$0	\$0	
105-19-191-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$9,840	\$9,840	
105-19-191-17050	Donations & Contributions	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-18100	Operating Transfers In	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	
	Revenues Total	\$219,092	\$329,515	\$287,807	\$321,302	\$334,825	\$334,825	
105-19-191-30280	Telephone/Communications	(\$485)	\$0	(\$458)	\$0	(\$458)	(\$458)	
105-19-191-31700	Membership Fees	(\$3,925)	(\$5,967)	(\$3,925)	(\$3,046)	(\$4,050)	(\$4,050)	
105-19-191-32000	Office Expense	(\$3,000)	(\$591)	(\$2,000)	(\$499)	(\$1,000)	(\$1,000)	
105-19-191-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-32020	Technology Expense-Software Licenses	(\$29,340)	(\$37,789)	(\$34,130)	(\$22,940)	(\$35,600)	(\$35,600)	
105-19-191-32450	Contract Services	(\$52,550)	(\$83,461)	(\$52,550)	(\$71,389)	(\$59,432)	(\$59,432)	
105-19-191-32500	Professional & Specialized Ser	(\$139,592)	(\$121,475)	(\$144,044)	(\$178,939)	(\$184,900)	(\$184,900)	
105-19-191-32800	Publications & Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-33010	Small Tools & Instruments	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-33120	Special Department Expense	(\$25,200)	\$3,195	(\$46,000)	(\$32,969)	(\$43,000)	(\$43,000)	
105-19-191-33350	Travel & Training Expense	(\$20,000)	\$454	(\$34,700)	(\$20,176)	(\$33,900)	(\$33,900)	
105-19-191-33351	Vehicle Fuel Costs	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-33360	Motor Pool Expense	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-47010	Contributions To Other Governm	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-47020	Contributions To Non-Profit Or	(\$10,000)	\$0	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	
105-19-191-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0	
105-19-191-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	
	Expenses Total	(\$284,092)	(\$245,633)	(\$327,807)	(\$339,958)	(\$372,340)	(\$372,340)	
	Use of Fund Balance	(\$65,000)	\$83,882	(\$40,000)	(\$18,656)	(\$37,515)	(\$37,515)	

ED 109-19-190 (Community Support Groups)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
109-19-190-14010	Interest Income	\$0	\$0	\$0	\$0	\$0	\$0	
109-19-190-15900	Oth: Other Govt Agencies	\$0	\$0	\$0	\$0	\$0	\$0	
109-19-190-18100	Operating Transfers In	\$44,000	\$44,000	\$44,000	\$44,000	\$62,500	\$62,500	
	Revenues Total	\$44,000	\$44,000	\$44,000	\$44,000	\$62,500	\$62,500	
109-19-190-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0	
109-19-190-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0	
109-19-190-47010	Contributions To Other Governm	\$0	\$0	(\$8,000)	\$0	(\$10,000)	(\$10,000)	
109-19-190-47020	Contributions To Non-Profit Or	(\$63,589)	(\$30,139)	(\$50,800)	(\$40,600)	(\$70,700)	(\$70,700)	
	Expenses Total	(\$63,589)	(\$30,139)	(\$58,800)	(\$40,600)	(\$80,700)	(\$80,700)	
	Use of Fund Balance	(\$19,589)	\$13,861	(\$14,800)	\$3,400	(\$18,200)	(\$18,200)	

EMERGENCY MEDICAL SERVICES

Bryan Bullock
Chief of Emergency Medical Services

The mission of Mono County Emergency Medical Services is to provide quality services to the County which preserve life, reduce suffering, improve health, and promote the safety of citizens and visitors who live, work, and play in our County.

BUDGET AT A GLANCE

Total Expenditures	(\$4,578,462)
Total Grant/Earned/ Govt Revenues	\$2,589,250
Total Use of Fund Balance	\$0
<hr/>	
Total General Fund Contribution	(\$1,989,212)
<hr/>	
Total Funded FTE	26
% funded by General Fund	43%

DEPARTMENT SERVICES OVERVIEW

Emergency Medical Services. Mono County Emergency Medical Services is the pre-hospital, advanced life support, ambulance transport department for the County. Established in 1978, Mono County EMS has provided 24/7 emergency service to the citizens and visitors to Mono County. Our paramedics and EMT's face a variety of challenges in accessing, treating, and transporting patients in extreme weather conditions and geographical terrain. Training and experience in rope, ice, and swift water rescue, as well as advanced trauma and medical skills, provide the citizens and visitors who recreate here a level of safety and security knowing that help is just a 9-1-1 call away.

CHALLENGES, ISSUES & OPPORTUNITIES

Key challenges for Emergency Medical Services include:

- The ability to recruit EMS staff to keep up with the retirements anticipated for next year.
- Train with MCSO and Behavioral Health to better serve patients experiencing behavioral health emergencies.
- Continue to work to engage with the community to meet current needs and expectations.
- Sustainability, adaptability, and revenue enhancement will be priorities in FY2022-23.
- There was increase in Medi-Cal/Medicaid patients in FY2022 which resulted in realizing less revenue than expected.
- There will be another 20% increase to Ambulance fees to offset cost of EMS program to general fund.

For more information, call (760) 932-5485, or visit <https://monocounty.ca.gov/ems>

REQUESTED BUDGET CHANGES FOR FY2022-23

- 21100 Salary and Wages. Staff includes: EMS Chief, Fiscal & Admin. Officer II, 4 Captains, Training Officer, 15 Paramedics, and 5 EMT's.
- Reclassify 2 EMT's as Paramedics through attrition.
- 30122 Uniform/Safety Gear. Increase to replace worn safety equipment and outfit new staff with cold weather gear.
- 32450 Contract Services. Increase due to stipend contract with Chalfant Fire District and increased call volume.
- 32860 Rents and Leases. Other. Increase due to contract increase with Antelope Valley Fire District for ambulance bay rental.
- 33010 Small Tools. Increased to purchase 4 iPads for ambulances.
- 33600 Utilities. Increase due to rising cost of propane and electric.

- 53030 Capital Equipment, \$5,000+. Purchase 5 additional AEDs for placement in County facilities. Replace expired batteries and pads for existing units.

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- All staff certified as Ambulance Documentation Specialists. This improved documentation skills reduced the number of insurance denials and increased care and revenue.
- Remounted Bridgeport ambulance – Medic 7. This action reduced the cost of ambulance replacement by 52% by replacing the chassis only.
- COVID-19 Testing assisted law enforcement with the rapid testing of arrested individuals prior to booking. This helped protect the jail from COVID spread.
- Paramedic recruitment was successfully and led to internal recruitment from within our Reserve EMT staff.

FY2022-24 Strategic Plan Objectives

- Enhance quality of life for our Children and Aging Population with prompt Emergency Response.

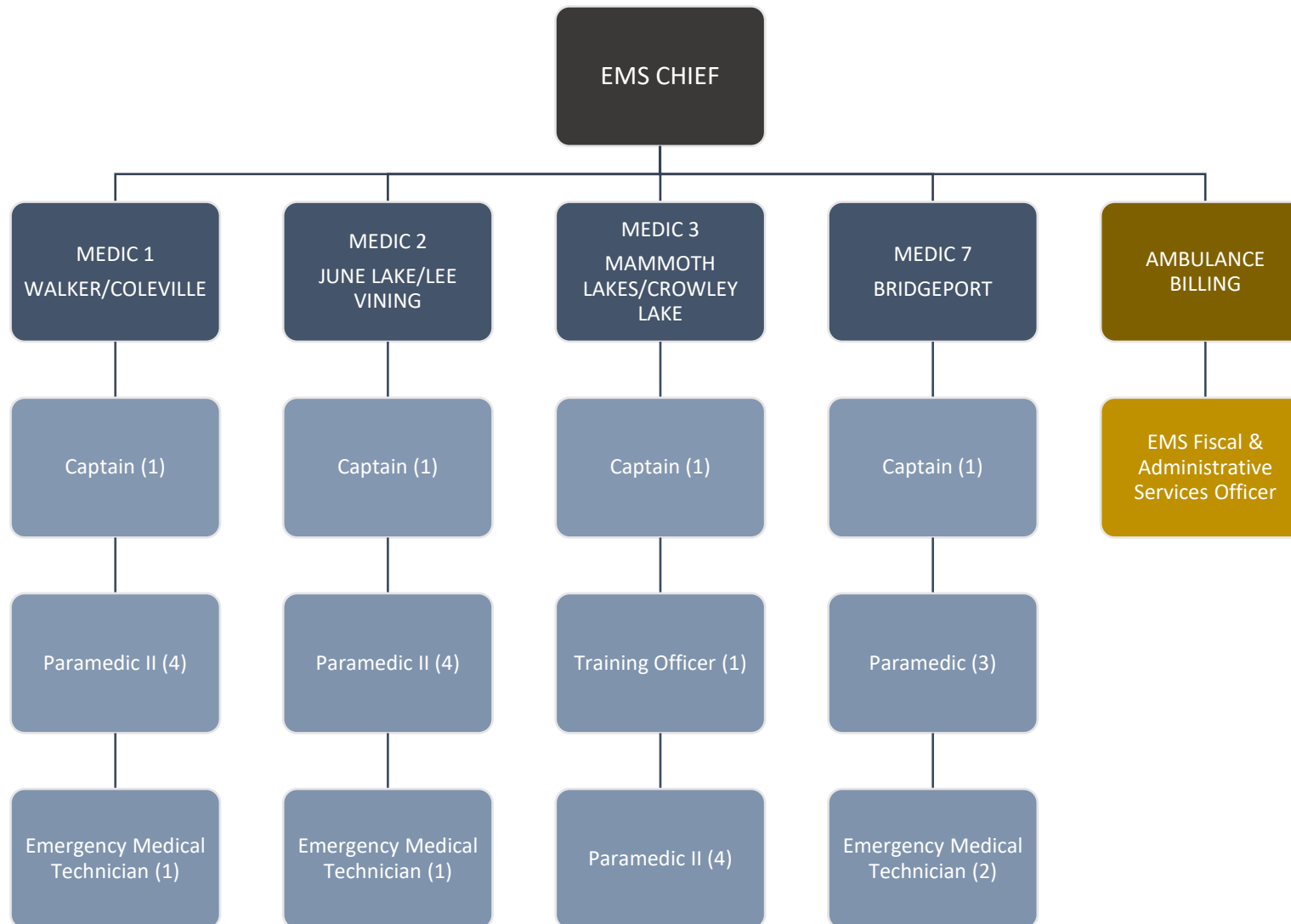
FY2022-23 Objectives

- Safe and healthy community strategies were implemented through the below action:
- Enhance County-wide Automated External Defibrillator Program (AED)
- Place five additional AEDs in County buildings. Replace expired batteries and pads in existing units.
- Develop relationships with NPS, MWTC, SAR and local FD's
- Work with allied agencies to increase training together through hosting outside instructors, cost sharing, and coordinated training.
- Active pursuit of alternative funding sources by apply for grant funding through Federal and State resources to upgrade or replace aging capital equipment (EKG monitors, power-load gurney's).



EMERGENCY MEDICAL SERVICES

Departmental Organizational Chart



Emergency Medical Services

EMS 100-42-855 (EMS)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
100-42-855-10100	Transient Occupancy Tax	\$359,505	\$590,927	\$561,126	\$596,473	\$628,000	\$628,000	\$628,000
100-42-855-15310	St: Pub Safety-Prop 172 Sales	\$283,750	\$432,568	\$355,500	\$440,756	\$440,750	\$440,750	\$440,750
100-42-855-15340	St: Maddy Fund Revenue - Param	\$8,000	\$10,804	\$8,000	\$0	\$8,000	\$8,000	\$8,000
100-42-855-15445	St: Realignment-Ambulance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-42-855-15553	Federal CARES Act	\$0	\$20,471	\$0	\$0	\$0	\$0	\$0
100-42-855-16350	Ambulance Fees	\$1,450,000	\$973,959	\$1,450,000	\$745,466	\$1,500,000	\$1,500,000	\$1,500,000
100-42-855-16351	STAND-BY FEES - PARAMEDICS	\$7,500	\$99,900	\$7,500	\$11,413	\$7,500	\$7,500	\$7,500
100-42-855-16360	Professional Fees (Paramedics)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-42-855-16361	EMS Subscription Fees for Membership Program	\$10,000	\$2,600	\$10,000	\$3,445	\$5,000	\$5,000	\$5,000
Revenues Total		\$2,118,755	\$2,131,229	\$2,392,126	\$1,797,552	\$2,589,250	\$2,589,250	\$2,589,250
100-42-855-21100	Salary And Wages	(\$1,840,153)	(\$1,772,644)	(\$1,929,085)	(\$1,903,835)	(\$2,034,605)	(\$2,034,605)	(\$2,034,605)
100-42-855-21120	Overtime	(\$350,000)	(\$464,180)	(\$350,000)	(\$454,591)	(\$350,000)	(\$350,000)	(\$350,000)
100-42-855-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-42-855-21410	Holiday Pay	(\$122,823)	(\$106,693)	(\$128,903)	(\$110,741)	(\$136,314)	(\$136,314)	(\$136,314)
100-42-855-22100	Employee Benefits	(\$239,093)	(\$328,049)	(\$255,440)	(\$296,207)	(\$102,772)	(\$102,772)	(\$102,772)
100-42-855-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$309,458)	(\$384,279)	(\$341,920)	(\$438,679)	(\$370,026)	(\$370,026)	(\$370,026)
100-42-855-22120	Employee Benefits - PERS (ER Portion)	(\$829,178)	(\$621,348)	(\$939,799)	(\$712,957)	(\$794,272)	(\$794,272)	(\$794,272)
100-42-855-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$127,861)	(\$127,861)	(\$127,861)
100-42-855-30120	Uniform Allowance	(\$17,625)	(\$17,411)	(\$19,875)	(\$17,672)	(\$16,877)	(\$16,877)	(\$16,877)
100-42-855-30122	Uniform/Safety Gear	(\$8,000)	(\$769)	(\$8,000)	(\$3,901)	(\$10,000)	(\$10,000)	(\$10,000)
100-42-855-30280	Telephone/Communications	(\$17,095)	(\$16,025)	(\$18,810)	(\$12,678)	(\$11,964)	(\$11,964)	(\$11,964)
100-42-855-30350	Household Expenses	(\$5,000)	(\$7,774)	(\$6,000)	(\$6,605)	(\$6,000)	(\$6,000)	(\$6,000)
100-42-855-30500	Workers' Comp Ins Expense	(\$56,372)	(\$56,372)	(\$82,197)	(\$82,197)	(\$82,688)	(\$82,688)	(\$82,688)
100-42-855-30510	Liability Insurance Expense	(\$32,237)	(\$31,222)	(\$42,558)	(\$42,558)	(\$69,885)	(\$69,885)	(\$69,885)
100-42-855-31200	Equip Maintenance & Repair	(\$10,000)	(\$5,165)	(\$10,000)	(\$6,978)	(\$10,000)	(\$10,000)	(\$10,000)
100-42-855-31400	Building/Land Maint & Repair	(\$1,500)	(\$1,075)	(\$1,500)	(\$202)	(\$1,500)	(\$1,500)	(\$1,500)
100-42-855-31530	Medical/Dental & Lab Supplies	(\$45,000)	(\$51,234)	(\$45,000)	(\$54,131)	(\$45,000)	(\$45,000)	(\$45,000)
100-42-855-31700	Membership Fees	(\$8,000)	(\$3,600)	(\$4,000)	(\$3,910)	(\$10,000)	(\$10,000)	(\$10,000)
100-42-855-32000	Office Expense	(\$10,000)	(\$9,912)	(\$10,000)	(\$4,859)	(\$5,000)	(\$5,000)	(\$5,000)
100-42-855-32005	Banking Expenses	(\$4,800)	(\$3,390)	(\$4,800)	(\$3,646)	(\$4,800)	(\$4,800)	(\$4,800)
100-42-855-32010	TECHNOLOGY EXPENSES	(\$32,882)	(\$33,409)	(\$42,456)	(\$50,775)	(\$60,668)	(\$60,668)	(\$60,668)
100-42-855-32020	Technology Expense-Software Licenses	(\$7,800)	(\$9,895)	(\$15,200)	(\$11,017)	(\$15,200)	(\$15,200)	(\$15,200)
100-42-855-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$3,195)	(\$3,195)	(\$3,195)
100-42-855-32450	Contract Services	(\$10,000)	(\$13,900)	(\$10,000)	(\$14,473)	(\$53,000)	(\$53,000)	(\$53,000)
100-42-855-32500	Professional & Specialized Ser	(\$6,300)	(\$5,082)	(\$4,000)	(\$3,618)	(\$4,000)	(\$4,000)	(\$4,000)
100-42-855-32800	Publications & Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-42-855-32860	Rents & Leases - Other	(\$17,000)	(\$16,629)	(\$17,000)	(\$17,000)	(\$17,150)	(\$17,150)	(\$17,150)
100-42-855-32950	Rents & Leases - Real Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-42-855-33010	Small Tools & Instruments	\$0	\$0	\$0	\$0	(\$5,000)	(\$5,000)	(\$5,000)
100-42-855-33100	Education & Training	(\$15,000)	(\$9,847)	(\$15,000)	(\$6,236)	(\$20,000)	(\$20,000)	(\$20,000)
100-42-855-33120	Special Department Expense	(\$254,500)	(\$253,466)	(\$5,000)	(\$563)	(\$5,000)	(\$5,000)	(\$5,000)
100-42-855-33350	Travel & Training Expense	(\$5,000)	(\$1,060)	(\$5,000)	(\$3,071)	(\$5,000)	(\$5,000)	(\$5,000)
100-42-855-33351	Vehicle Fuel Costs	(\$29,700)	(\$27,072)	(\$30,000)	(\$40,541)	(\$30,000)	(\$30,000)	(\$30,000)
100-42-855-33360	Motor Pool Expense	(\$141,000)	(\$121,220)	(\$150,766)	(\$219,222)	(\$134,339)	(\$134,339)	(\$134,339)
100-42-855-33600	Utilities	(\$18,000)	(\$20,464)	(\$18,000)	(\$25,700)	(\$25,000)	(\$25,000)	(\$25,000)
100-42-855-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	(\$11,345)	(\$11,345)	(\$11,345)
100-42-855-60100	Operating Transfers Out	\$0	(\$158,981)	\$0	(\$163,229)	\$0	\$0	\$0
100-42-855-70500	Credit Card Clearing Account	\$0	\$0	\$0	(\$1,755)	\$0	\$0	\$0
100-42-855-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-42-855-90000	Prior Year GF Allocation	(\$24,185)	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$4,467,701)	(\$4,552,167)	(\$4,510,309)	(\$4,713,548)	(\$4,578,462)	(\$4,578,462)	(\$4,578,462)
NET		(\$2,348,946)	(\$2,420,938)	(\$2,118,183)	(\$2,915,996)	(\$1,989,212)	(\$1,989,212)	(\$1,989,212)

FINANCE

Janet Dutcher, CPA, CGFM, MPA
Director of Finance

The Office of the Auditor-Controller Division of the Department of Finance is to provide independent accounting, reporting, and auditing services to County departments, special districts, and schools in accordance with federal, state, and local laws in an efficient and cost-effective manner, thus maximizing their value to the people of Mono County.

BUDGET AT A GLANCE	
Total Expenditures	(\$8,686,398)
Total Grant/Earned/ Govt Revenues	\$39,595,682
Total Use of Fund Balance	(\$482,773)
<hr/>	
Total General Fund Contribution	\$30,426,511
Total Staff	12
% funded by General Fund	100.00%

The Treasurer-Tax Collector Division of the Department of Finance is to invest public funds in a way that ensures security of principal, sufficient liquidity to meet operating cash flow needs of pool participants, and to receive a market rate of return while adhering to all applicable laws, statutes, and resolutions. Additionally, the office is to provide high quality consistent customer service to taxpayers and businesses in collecting taxes and licenses while exercising consistent due process in following all federal, state, and local tax laws and ordinances. The Division collects taxes on behalf of all taxing jurisdictions in the County.

DEPARTMENT SERVICES OVERVIEW

Finance. The Department of Finance provides accounting, budgeting, payroll, cash management and investing, tax billing and collecting and other financial services delivered through two divisions: Auditor-Controller and Treasurer-Tax Collector. The Finance Department is responsible for the following budget units:

Budget Unit Identifier	Budget Unit Name	Description of Purpose
100-10-001	General Revenues	Represents the County's GF discretionary resources that includes property, sales, and transient occupancy taxes, among other sources of revenues having no restrictions.
100-10-071	GF Transfers & Contributions	Used to make County required maintenance of effort (MOE) payments, subsidies to other County services, and support for external agencies and community organizations.
100-10-330	GF Contingency	GF expenditure contingency, according to budget policy. Provides resources when unanticipated spending occurs, or actual spending exceeds existing budget estimates with no other sources of funding.
100-12-070	Finance Department	Operating budget unit for the Finance Department that includes 13 employees.
100-21-075	Court MOE	A budget unit used to pay the County's obligations with the Superior Court as required by law, including the facilities MOE, Court Operations MOE, and the 50/50 Excess Revenue payment.
101-10-001	General Reserve Fund	A reserve fund, accumulating resources available to financially support the County's response during a legally declared emergency.

134-22-440	EMS Fund (Maddy's Law)	Revenues consist of the penalty assessments in Government Code section 76000 and 76000.5, per resolution of the Board of Supervisors. Resources are available to support paramedics, emergency hospital visits, and certain physicians and surgeon costs.
150-10-001	Cannabis Taxes Fund	Collection offset by the cost of collection of Cannabis Business Taxes.
151-10-001	Economic Stabilization Fund	A reserve fund, setting aside resources for future spending needs.
179-10-001	Disaster Assistance Fund	Spending and collection of resources associated with officially declared emergencies.
198-10-001	Debt Service Fund	Accumulates resources for making annual debt service payments.
655-10-305	Copier Pool Fund	Pooling of copiers, postage, and folding machines for use by County departments.

CHALLENGES, ISSUES & OPPORTUNITIES

Employing and retaining trained and experienced staff in both divisions who can anticipate and solve problems, recognize non-compliance and instruct users on how to fix the underlying causes, and meet deadlines on time and without errors is the Department's chief challenge. Issues arise when our users and taxpayers' desires for expediency, flexibility, and/or exceptions to rules and policy conflict with ensuring all transactions comply with federal, state, and local rules and policy. Key opportunities for substantive improvement in our operations is the development of knowledge-based library resources and using technology to offer staff relevant educational training.

For more information, call (760) 932-5410, or visit <https://monocounty.ca.gov/auditor>
<https://www.monocounty.ca.gov/tax>

REQUESTED BUDGET CHANGES FOR FY2022-23

- Difficulties in recruiting has led the department to underfill and invest in training. This produces \$45,000 in salary savings over this year's budget, not including training costs.
- Existing vendor costs are 3% to 7.5% higher than last year.
- \$15,000 to engage a third-party administrator who will update our deferred compensation benefit plan documents and guide the Department in establishing a deferred compensation benefit oversight committee.
- Anticipate spending \$20,000 less on special district audits because the external auditor made significant progress on finishing backlogged unaudited years.
- Travel and training budget increased nearly \$13,000 to accommodate in-person meetings and conferences, participation in state wide associations for Auditor-Controllers and Treasurer-Tax Collectors, and also expand training opportunities for newer staff additions.

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Supported County efforts to engage employees in leadership opportunities.
- Sent four (4) key Finance employees to the NACo Leadership Academy with a 100% graduation rate.
- Implemented a cross training program to improve collaboration, to strengthen team relationships and motivation, to increase efficiency, and to support succession planning.
- Collections for current secured taxes as of June 30, 2022 are at 99.25%.
- Fully staffed as of May 16, 2022.
- Committed to recruiting employees that are a good fit, self-motivated, and looking to improve their knowledge and skills.
- Conducted a series of board workshops addressing the County's unfunded pension liability, the more than 90% funding of the County's Other Post Employment Benefits (OPEB) liability, and use of Pension Obligation Bonds and the Pension Rate Stabilization Trust.

FY2022-24 Strategic Plan Objectives

- Hold two (2) fiscal training workshops for department heads and fiscal staff

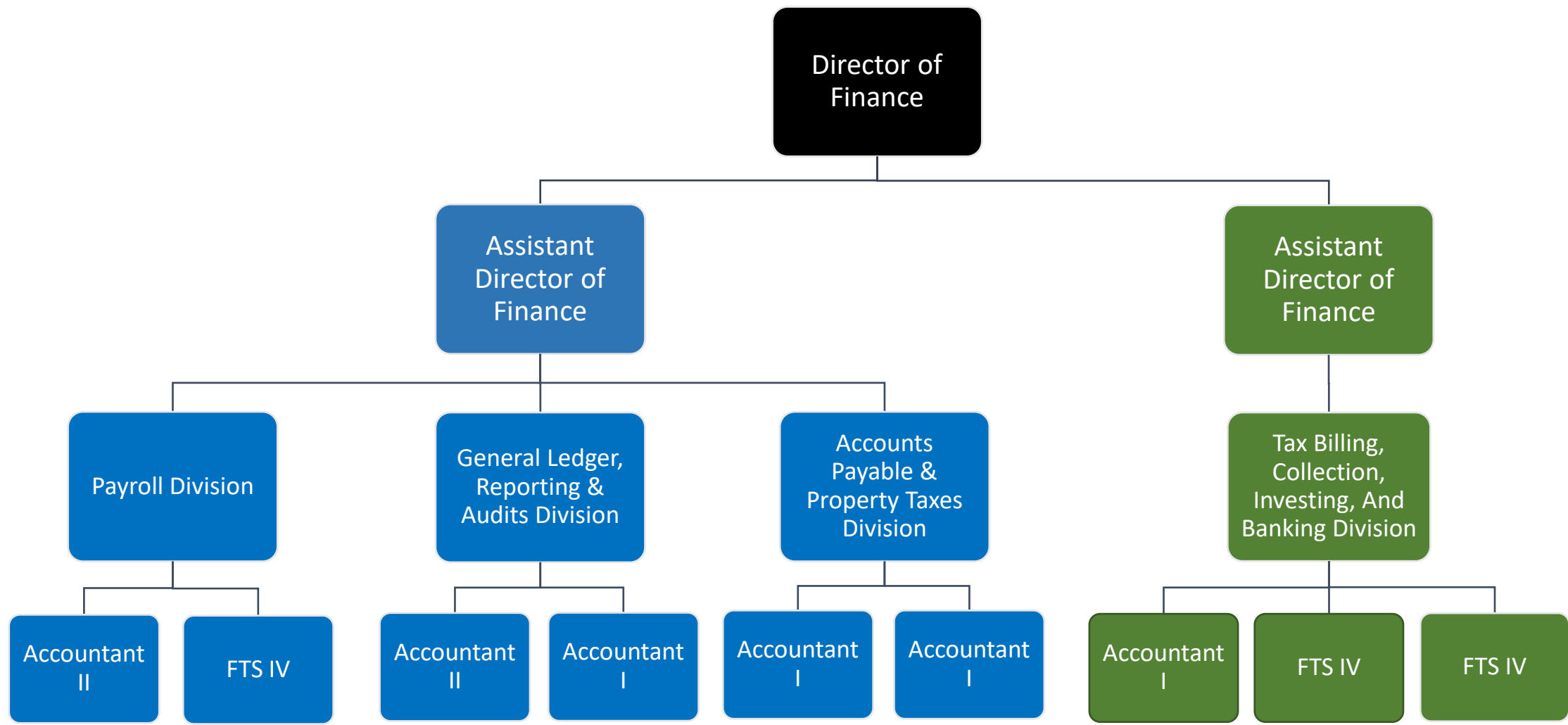
FY2022-23 Objectives

- Migration from Innoprise Suite of software to Harris City Suite application.
- Implementation of capital asset tracking and accounting using City Suite.
- Complete the annual financial audit and reporting by January 31, 2023.
- Complete the preparation of the County's annual cost plan by March 31, 2023.
- Engage a third-party administrator to advise the County about management of Deferred Compensation Plans, including updating of the County's plan documents by June 30, 2023.
- Coordinate quarterly training with outside departments to communicate fiscal processes and best practices.
- Continue exceeding 99% collection on the current secured property tax roll.
- Send two finance employees to the NACo Leadership Academy.



FINANCE

Departmental Organizational Chart



Finance

FN 100-10-001 (General Revenues)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	Actual	08/18/22	Requested Budget	Recommended Budget
100-10-001-10020	Prop Tax -Current Secured	\$17,692,000	\$18,077,717	\$18,524,000	\$19,456,301	\$21,165,000	\$21,165,000	\$21,165,000
100-10-001-10030	Prop Tax -Current Unsecured	\$1,260,000	\$1,399,299	\$1,330,000	\$1,252,642	\$1,292,000	\$1,292,000	\$1,292,000
100-10-001-10040	Prop Tax -Delinq Secured Redem	\$206,000	\$218,216	\$180,000	\$164,234	\$172,723	\$172,723	\$172,723
100-10-001-10050	Prop Tax -Delinq Unsecured Red	\$2,000	\$1,047	\$2,000	\$3,928	\$2,000	\$2,000	\$2,000
100-10-001-10060	Prop Tax - Supplemental	\$216,000	\$335,079	\$220,000	\$708,606	\$319,466	\$319,466	\$319,466
100-10-001-10061	Prop Tax -Unitary	\$468,000	\$588,863	\$550,000	\$631,931	\$715,000	\$715,000	\$715,000
100-10-001-10062	Prop Tax -Excess Eraf	\$650,000	\$1,273,212	\$671,422	\$1,279,951	\$1,000,000	\$1,000,000	\$1,000,000
100-10-001-10063	Prop Tax -Prop 1A Suspense Sec	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-10080	Prop Tax -Penalties/Interest	\$200,000	\$301,913	\$200,000	\$322,414	\$307,570	\$307,570	\$307,570
100-10-001-10090	Sales & Use Tax	\$547,242	\$772,678	\$600,000	\$689,375	\$653,000	\$653,000	\$653,000
100-10-001-10100	Transient Occupancy Tax	\$1,616,832	\$2,658,642	\$2,524,560	\$2,683,590	\$2,967,000	\$2,967,000	\$2,967,000
100-10-001-10110	Property Transfer Tax	\$240,000	\$588,243	\$240,000	\$512,409	\$321,000	\$321,000	\$321,000
100-10-001-10120	Williamson Act-Agriculture Sub	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-10140	Timber Yield Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-10150	Sales & Use Tax In Lieu	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-10160	Vlf In Lieu	\$1,796,382	\$1,885,020	\$1,796,382	\$1,981,722	\$2,097,866	\$2,097,866	\$2,097,866
100-10-001-12030	Off-Hwy Vehicle License Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-12200	Franchise Permits	\$195,000	\$209,422	\$198,000	\$245,638	\$247,500	\$247,500	\$247,500
100-10-001-13010	Vehicle Code Fines	\$138,000	\$115,328	\$142,000	\$151,938	\$150,000	\$150,000	\$150,000
100-10-001-13031	Parking Fines	\$0	\$1,564	\$0	\$1,588	\$0	\$0	\$0
100-10-001-13040	Court Fines & Penalties	\$539,000	\$685,789	\$598,000	\$480,644	\$607,000	\$607,000	\$607,000
100-10-001-13050	B/A 1463.14 Pc Fines	\$3,100	\$3,606	\$3,100	\$3,624	\$3,100	\$3,100	\$3,100
100-10-001-13060	Red Light Fines/Traffic School	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-13120	Fines, Forfeits & Penalties	\$0	\$0	\$0	\$250	\$0	\$0	\$0
100-10-001-14010	Interest Income	\$100,000	\$106,470	\$75,003	\$108,063	\$162,100	\$162,100	\$162,100
100-10-001-14020	Unrealized Gain/Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-14050	Rental Income	\$6,000	\$6,000	\$6,000	\$6,130	\$6,000	\$6,000	\$6,000
100-10-001-15089	St: Motor Vehicle Excess Fees	\$9,500	\$8,716	\$9,500	\$13,739	\$13,000	\$13,000	\$13,000
100-10-001-15090	St: Motor Vehicle In Lieu (Mvi	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-15400	St: Homeowners Prop Tx Relif	\$42,000	\$35,549	\$38,834	\$0	\$31,500	\$31,500	\$31,500
100-10-001-15405	St: Dept of Fish & Game PILT	\$15,756	\$15,756	\$15,756	\$15,756	\$15,756	\$15,756	\$15,756
100-10-001-15443	St: 2011 Realignment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-15446	St: Revenue Stabilization	\$21,000	\$42,000	\$21,000	\$0	\$0	\$0	\$0
100-10-001-15460	St: Sb-90 State-Mandated Cost	\$0	\$17,211	\$0	\$0	\$0	\$0	\$0
100-10-001-15630	Fed: Tobacco Settlement	\$145,000	\$157,668	\$155,000	\$141,884	\$140,000	\$140,000	\$140,000
100-10-001-15680	Fed: Forest Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-15690	Fed: In Lieu Taxes (Pilt)	\$1,300,000	\$1,329,250	\$1,329,099	\$1,341,915	\$1,448,966	\$1,448,966	\$1,448,966
100-10-001-15750	Fed: Geothermal Royalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-15900	Oth: Other Govt Agencies	\$0	\$57,306	\$0	\$0	\$0	\$0	\$0
100-10-001-16371	Professional Service Fees	\$2,169,412	\$2,169,412	\$2,242,858	\$2,375,928	\$2,175,745	\$2,175,745	\$2,175,745
100-10-001-17010	Miscellaneous Revenue	\$0	\$1,208	\$0	\$81	\$0	\$0	\$0
100-10-001-17020	Prior Year Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-17050	Donations & Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-001-17250	Judgments, Damages & Settlements	\$0	\$35	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$29,578,224	\$33,062,219	\$31,672,514	\$34,574,282	\$36,013,292	\$36,013,292	\$36,013,292
NET		\$29,578,224	\$33,062,219	\$31,672,514	\$34,574,282	\$36,013,292	\$36,013,292	\$36,013,292

FN 100-10-071 (Operating Transfers)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	Actual	08/18/22	Requested Budget	Recommended Budget
100-10-071-15310	St: Pub Safety-Prop 172 Sales	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Revenues Total		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
100-10-071-47010	Contributions To Other Governm	(\$124,329)	(\$196,760)	(\$532,479)	(\$457,999)	(\$472,700)	(\$472,700)	(\$472,700)
100-10-071-47020	Contributions To Non-Profit Or	(\$150,000)	(\$151,500)	(\$150,000)	(\$250,000)	(\$150,000)	(\$150,000)	(\$150,000)
100-10-071-60075	Settlements & Judgements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100-10-071-60100	Operating Transfers Out	(\$2,435,756)	(\$3,429,107)	(\$2,049,066)	(\$3,880,109)	(\$2,313,300)	(\$2,313,300)	(\$2,313,300)
Expenses Total		(\$2,710,085)	(\$3,777,367)	(\$2,731,545)	(\$4,588,108)	(\$2,936,000)	(\$2,936,000)	(\$2,936,000)
NET		(\$2,560,085)	(\$3,627,367)	(\$2,581,545)	(\$4,438,108)	(\$2,786,000)	(\$2,786,000)	(\$2,786,000)

FN 100-10-330 (GF Contingency)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	Actual	08/18/22	Requested Budget	Recommended Budget
100-10-330-91010	Contingency	(\$539,924)	\$0	(\$100,000)	\$0	(\$650,264)	(\$650,264)	(\$650,264)

Finance

Expenses Total	(\$539,924)	\$0	(\$100,000)	\$0	(\$650,264)	(\$650,264)
NET	(\$539,924)	\$0	(\$100,000)	\$0	(\$650,264)	(\$650,264)

FN 100-12-070 (Finance)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
100-12-070-12020	Business License Fees	\$18,000	\$20,531	\$17,000	\$19,462	\$20,300	\$20,300	
100-12-070-14030	CalPERS Discount	\$149,631	\$149,631	\$171,830	\$171,830	\$193,302	\$193,302	
100-12-070-15900	Oth: Other Govt Agencies	\$0	\$0	\$4,992	\$0	\$0	\$0	
100-12-070-16010	Prop Tax Admin & Collection Fe	\$114,000	\$122,643	\$113,300	\$123,796	\$130,000	\$130,000	
100-12-070-16040	Research & Cost Recovery Fees	\$3,900	\$12,740	\$10,500	\$11,280	\$12,740	\$12,740	
100-12-070-16470	Accounting Service Fees	\$28,450	\$33,023	\$31,334	\$26,535	\$36,400	\$36,400	
100-12-070-16503	Collection Revenue	\$8,600	\$9,422	\$8,600	\$11,656	\$10,000	\$10,000	
100-12-070-16550	Parcel Split/Chg Of Ownership&	\$0	\$239,924	\$0	\$581	\$0	\$0	
100-12-070-16560	Redemption Fees	\$1,800	\$1,950	\$1,800	\$1,540	\$1,800	\$1,800	
100-12-070-16570	5% Supplemental Collection Fee	\$50,000	\$77,908	\$59,000	\$155,212	\$75,000	\$75,000	
100-12-070-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
100-12-070-17030	Cal-Card Rebate	\$13,000	\$13,595	\$9,300	\$15,225	\$19,000	\$19,000	
100-12-070-17500	Loan Repayments	\$0	\$0	\$0	\$0	\$0	\$0	
100-12-070-18000	Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	
100-12-070-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	
100-12-070-18960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	
Revenues Total		\$387,381	\$681,367	\$427,656	\$537,117	\$498,542	\$498,542	

100-12-070-21100	Salary And Wages	(\$980,727)	(\$958,223)	(\$1,082,560)	(\$1,006,326)	(\$1,021,366)	(\$1,021,366)
100-12-070-21120	Overtime	(\$3,000)	(\$7,987)	(\$5,000)	(\$2,852)	(\$5,000)	(\$5,000)
100-12-070-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-12-070-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-12-070-22100	Employee Benefits	(\$120,260)	(\$134,792)	(\$129,250)	(\$131,569)	(\$59,111)	(\$59,111)
100-12-070-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$212,185)	(\$209,495)	(\$209,379)	(\$217,345)	(\$237,030)	(\$237,030)
100-12-070-22120	Employee Benefits - PERS (ER Portion)	(\$277,605)	(\$273,246)	(\$313,569)	(\$300,914)	(\$295,721)	(\$295,721)
100-12-070-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$75,603)	(\$75,603)
100-12-070-30000	Investment Expense	\$0	\$0	\$0	\$0	\$0	\$0
100-12-070-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-12-070-30280	Telephone/Communications	(\$10,080)	(\$11,964)	(\$13,500)	(\$12,178)	(\$11,340)	(\$11,340)
100-12-070-30500	Workers' Comp Ins Expense	(\$16,223)	(\$16,223)	(\$17,786)	(\$17,786)	(\$17,012)	(\$17,012)
100-12-070-30510	Liability Insurance Expense	(\$10,100)	(\$10,100)	(\$9,764)	(\$9,764)	(\$9,503)	(\$9,503)
100-12-070-31200	Equip Maintenance & Repair	(\$395)	(\$395)	(\$395)	(\$395)	(\$600)	(\$600)
100-12-070-31700	Membership Fees	(\$2,331)	(\$2,556)	(\$2,650)	(\$2,076)	(\$3,615)	(\$3,615)
100-12-070-32000	Office Expense	(\$34,942)	(\$31,783)	(\$25,000)	(\$35,622)	(\$13,940)	(\$13,940)
100-12-070-32010	TECHNOLOGY EXPENSES	(\$15,578)	(\$14,738)	(\$21,056)	(\$21,056)	(\$28,131)	(\$28,131)
100-12-070-32020	Technology Expense-Software Licenses	(\$202,335)	(\$204,776)	(\$205,835)	(\$209,249)	(\$225,942)	(\$225,942)
100-12-070-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$22,923)	(\$22,923)
100-12-070-32350	Annual Audit	(\$108,150)	(\$127,177)	(\$137,691)	(\$103,216)	(\$117,161)	(\$117,161)
100-12-070-32360	Consulting Services	(\$18,615)	(\$23,580)	(\$20,000)	(\$22,070)	(\$21,000)	(\$21,000)
100-12-070-32500	Professional & Specialized Ser	(\$181,800)	(\$75,329)	(\$91,965)	(\$76,017)	(\$42,500)	(\$42,500)
100-12-070-32800	Publications & Legal Notices	(\$3,000)	(\$2,237)	(\$2,200)	(\$2,381)	(\$3,400)	(\$3,400)
100-12-070-33120	Special Department Expense	(\$5,700)	(\$10,459)	(\$5,485)	(\$9,218)	(\$9,550)	(\$9,550)
100-12-070-33199	Special Dept Expense - Interfund Transfers	\$0	\$0	\$0	\$0	\$0	\$0
100-12-070-33350	Travel & Training Expense	(\$22,500)	(\$6,412)	(\$19,674)	(\$17,600)	(\$34,050)	(\$34,050)
100-12-070-33351	Vehicle Fuel Costs	\$0	\$0	\$0	(\$103)	(\$500)	(\$500)
100-12-070-33360	Motor Pool Expense	\$0	\$0	\$0	(\$210)	(\$1,000)	(\$1,000)
Expenses Total		(\$2,225,526)	(\$2,121,472)	(\$2,312,759)	(\$2,197,947)	(\$2,255,999)	(\$2,255,999)
NET		(\$1,838,145)	(\$1,440,106)	(\$1,885,103)	(\$1,660,829)	(\$1,757,457)	(\$1,757,457)

FN 100-21-075 (Court MOE)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
100-21-075-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0	
100-21-075-38000	Revenue Moe	(\$657,199)	(\$513,380)	(\$510,000)	(\$409,748)	(\$519,748)	(\$519,748)	
100-21-075-38001	County Facilities Moe	(\$209,132)	(\$211,324)	(\$209,132)	(\$209,441)	(\$209,132)	(\$209,132)	
100-21-075-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	
100-21-075-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	
Expenses Total		(\$866,331)	(\$724,703)	(\$719,132)	(\$619,189)	(\$728,880)	(\$728,880)	
NET		(\$866,331)	(\$724,703)	(\$719,132)	(\$619,189)	(\$728,880)	(\$728,880)	

FN 101-10-001 (General Reserve)

Finance

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
101-10-001-14010	Interest Income	\$0	\$30,564	\$0	\$26,844	\$0	\$0
101-10-001-18100	Operating Transfers In	\$0	\$0	\$0	\$500,000	\$0	\$0
	Revenues Total	\$0	\$30,564	\$0	\$526,844	\$0	\$0
101-10-001-60100	Operating Transfers Out	(\$113,048)	(\$500,000)	\$0	\$0	\$0	\$0
	Expenses Total	(\$113,048)	(\$500,000)	\$0	\$0	\$0	\$0
	Use of Fund Balance	(\$113,048)	(\$469,436)	\$0	\$526,844	\$0	\$0
FN 134-22-440 (EMS Fund)							
Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
134-41-860-13040	Court Fines & Penalties	\$0	\$109,907	\$0	\$57,252	\$35,000	\$35,000
134-41-860-14010	Interest Income	\$0	\$5,566	\$0	\$6,474	\$8,000	\$8,000
134-41-860-15071	St: Ems	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$0	\$115,473	\$0	\$63,726	\$43,000	\$43,000
134-41-860-20010	Expenditures	\$0	(\$10,804)	\$0	\$0	(\$10,879)	(\$10,879)
	Expenses Total	\$0	(\$10,804)	\$0	\$0	(\$10,879)	(\$10,879)
	Contribution to Fund Balance	\$0	\$104,669	\$0	\$63,726	\$32,121	\$32,121
FN 150-10-001 (Cannabis Taxes)							
Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
150-10-001-10105	Cannabis taxes	\$30,000	\$68,311	\$0	\$55,395	\$60,500	\$60,500
150-10-001-14010	Interest Income	\$0	\$664	\$0	\$1,405	\$1,400	\$1,400
	Revenues Total	\$30,000	\$68,975	\$0	\$56,800	\$61,900	\$61,900
150-00-000-33134	Special Department Expense	\$0	\$0	(\$2,884)	\$0	(\$2,500)	(\$2,500)
	Expenses Total	\$0	\$0	(\$2,884)	\$0	(\$2,500)	(\$2,500)
	Contribution to Fund Balance	\$30,000	\$68,975	(\$2,884)	\$56,800	\$59,400	\$59,400
FN 151-10-001 (Economic Stabilization)							
Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
151-10-001-14010	Interest Income	\$0	\$35,648	\$0	\$46,846	\$0	\$0
151-10-001-18100	Operating Transfers In	\$0	\$1,000,000	\$160,964	\$1,660,964	\$500,000	\$500,000
	Revenues Total	\$0	\$1,035,648	\$160,964	\$1,707,810	\$500,000	\$500,000
151-10-001-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	\$0	\$0	\$0	\$0	\$0	\$0
	Contribution to Fund Balance	\$0	\$1,035,648	\$160,964	\$1,707,810	\$500,000	\$500,000
FN 179-10-001 (Disaster Assistance)							
Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
179-10-001-14010	Interest Income	\$0	\$9,027	\$0	\$23,363	\$0	\$0
179-10-001-15095	St: Disaster Relief	\$0	\$0	\$0	\$0	\$0	\$0
179-10-001-15096	Disaster Relief - Administration	\$0	\$0	\$0	\$0	\$0	\$0
179-10-001-15806	Fed: FEMA Disaster Assistance	\$176,397	\$0	\$205,414	\$0	\$81,000	\$81,000
179-10-001-15819	Fed: Misc Fed Grants	\$1,064,081	\$1,372,779	\$0	\$0	\$0	\$0
179-10-001-15900	Oth: Other Govt Agencies	\$0	(\$17,575)	\$0	\$0	\$0	\$0
179-10-001-17100	Insurance Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0
179-10-001-18100	Operating Transfers In	\$113,048	\$500,000	\$0	\$0	\$0	\$0
179-10-002-10090	Sales & Use Tax	\$0	\$0	\$0	\$0	\$0	\$0
179-10-002-15554	Coronavirus State and Local Fiscal Recovery Funds	\$0	\$1,408,234	\$0	\$0	\$0	\$0
179-10-002-15806	Fed: FEMA Disaster Assistance	\$0	\$219,865	\$0	\$0	\$0	\$0
179-10-002-15900	Oth: Other Govt Agencies	\$289,446	\$256,485	\$124,257	\$58,549	\$0	\$0
179-10-003-15095	St: Disaster Relief	\$0	\$0	\$0	\$7,663	\$0	\$0
179-10-003-15900	Oth: Other Govt Agencies	\$0	\$80,000	\$0	\$0	\$0	\$0
179-10-003-17100	Insurance Reimbursement	\$0	\$40,597	\$0	\$28,348	\$0	\$0
179-10-723-17100	Insurance Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0

Finance

	<i>Revenues Total</i>	\$1,642,972	\$3,869,411	\$329,671	\$117,924	\$81,000	\$81,000
179-10-001-21100	Salary And Wages	\$0	\$0	\$0	\$0	(\$84,500)	(\$84,500)
179-10-001-22100	Employee Benefits	\$0	\$0	\$0	\$0	(\$5,500)	(\$5,500)
179-10-001-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	\$0	\$0	\$0	\$0	\$0
179-10-001-22120	Employee Benefits - PERS (ER Portion)	\$0	\$0	\$0	\$0	\$0	\$0
179-10-001-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
179-10-001-32450	Contract Services	(\$67,958)	\$416,222	\$0	\$0	\$0	\$0
179-10-001-32500	Professional & Specialized Ser	\$0	(\$9,009)	\$0	\$0	\$0	\$0
179-10-001-33120	Special Department Expense	(\$994,581)	\$0	\$0	(\$897)	\$0	\$0
179-10-001-47010	Contributions To Other Governm	\$0	\$0	\$0	\$0	\$0	\$0
179-10-001-52010	Land & Improvements	\$0	\$0	\$0	\$0	\$0	\$0
179-10-001-53030	Capital Equipment, \$5,000+	\$0	(\$60,836)	\$0	\$0	\$0	\$0
179-10-001-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
179-10-002-21100	Salary And Wages	(\$193,300)	(\$466,546)	(\$156,000)	(\$88,925)	(\$0)	(\$0)
179-10-002-21120	Overtime	(\$12,335)	(\$19,830)	(\$4,000)	(\$1,166)	(\$0)	(\$0)
179-10-002-22100	Employee Benefits	(\$17,954)	(\$40,654)	(\$35,330)	(\$14,395)	\$0	\$0
179-10-002-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	\$0	\$0	\$0	\$0	\$0
179-10-002-32010	TECHNOLOGY EXPENSES	(\$1,542)	(\$1,638)	(\$4,185)	(\$4,325)	(\$0)	(\$0)
179-10-860-21100	Salary And Wages	\$0	(\$198,245)	(\$100,455)	(\$56,751)	(\$0)	(\$0)
179-10-860-21120	Overtime	\$0	(\$25,735)	\$0	(\$792)	(\$0)	(\$0)
179-10-860-22100	Employee Benefits	\$0	(\$28,551)	(\$10,045)	(\$4,463)	(\$0)	(\$0)
179-10-860-22120	Employee Benefits - PERS (ER Portion)	\$0	\$0	\$0	(\$900)	\$0	\$0
179-10-860-32010	TECHNOLOGY EXPENSES	\$0	(\$204)	\$0	\$0	(\$3,702)	(\$3,702)
	Expenses Total	(\$1,287,670)	(\$435,027)	(\$310,015)	(\$172,614)	(\$93,703)	(\$93,703)
	Use of Fund Balance	\$355,302	\$3,434,384	\$19,656	(\$54,690)	(\$12,703)	(\$12,703)

FN 198-10-001 (Debt Service)

<i>Account Line Item</i>	<i>Account Name</i>	<i>FY2020-21</i>		<i>FY2021-22</i>		<i>FY2022-23</i>	
		<i>Adopted</i>	<i>FY2020-21</i>	<i>Adopted</i>	<i>08/18/22</i>	<i>Requested</i>	<i>Recommended</i>
		<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>
198-10-001-13040	Court Fines & Penalties	\$0	\$0	\$0	\$0	\$0	\$0
198-10-001-14010	Interest Income	\$0	\$0	\$0	\$0	\$50,000	\$50,000
198-10-001-15900	Oth: Other Govt Agencies	\$0	\$0	\$0	\$0	\$25,000	\$25,000
198-10-001-17500	Loan Repayments	\$1,705,419	\$0	\$1,700,952	\$0	\$0	\$0
198-10-001-18100	Operating Transfers In	\$212,275	\$1,919,571	\$0	\$1,700,259	\$2,064,748	\$2,064,748
198-10-001-18150	Long Term Debt Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$1,917,694	\$1,919,571	\$1,700,952	\$1,700,259	\$2,139,748	\$2,139,748
198-10-001-35200	Bond Expenses	(\$8,255)	(\$795)	(\$10,000)	(\$6,450)	(\$6,450)	(\$6,450)
198-10-001-35210	Bond/Loan Interest	(\$956,066)	(\$956,059)	(\$939,298)	(\$937,850)	(\$1,082,994)	(\$1,082,994)
198-10-001-35215	Compensated Absences	\$0	\$0	\$0	\$0	\$0	\$0
198-10-001-60045	Bond/Loan Principle Repayment	(\$468,800)	(\$468,800)	(\$496,100)	(\$496,100)	(\$806,200)	(\$806,200)
198-10-001-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
198-10-001-70250	Prior Period Adjustments	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$1,433,121)	(\$1,425,654)	(\$1,445,398)	(\$1,440,400)	(\$1,895,644)	(\$1,895,644)
	Contribution to Fund Balance	\$484,573	\$493,917	\$255,554	\$259,859	\$244,104	\$244,104

FN 655-10-305 (Copier Pool)

<i>Account Line Item</i>	<i>Account Name</i>	<i>FY2020-21</i>		<i>FY2021-22</i>		<i>FY2022-23</i>	
		<i>Adopted</i>	<i>FY2020-21</i>	<i>Adopted</i>	<i>08/18/22</i>	<i>Requested</i>	<i>Recommended</i>
		<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>
655-10-305-14010	Interest Income	\$1,000	\$739	\$500	\$838	\$700	\$700
655-10-305-16950	Inter-Fund Revenue	\$81,360	\$60,518	\$69,500	\$81,402	\$107,500	\$107,500
655-10-305-16959	Inter-Fund Replacement Revenue	\$35,660	\$24,895	\$30,750	\$27,124	\$0	\$0
655-10-305-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
655-10-305-18010	Sale Of Surplus Assets	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$118,020	\$86,151	\$100,750	\$109,364	\$108,200	\$108,200
655-10-305-30270	Administration Expense	(\$1,800)	(\$1,752)	(\$1,800)	(\$869)	(\$2,000)	(\$2,000)
655-10-305-31200	Equip Maintenance & Repair	(\$49,700)	(\$43,778)	(\$44,000)	(\$44,635)	(\$46,500)	(\$46,500)
655-10-305-32000	Office Expense	(\$36,300)	(\$29,226)	(\$30,500)	(\$25,562)	(\$30,000)	(\$30,000)
655-10-305-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
655-10-305-32860	Rents & Leases - Other	\$0	\$0	\$0	\$0	\$0	\$0
655-10-305-39000	Depreciation Expense	\$0	(\$19,422)	\$0	\$0	\$0	\$0
655-10-305-39005	Capital Asset Offset	\$0	\$12,297	\$0	\$0	\$0	\$0
655-10-305-39010	Net Book Retired Assets	\$0	\$0	\$0	\$0	\$0	\$0
655-10-305-39015	Net Book Transferred Assets	\$0	\$0	\$0	\$0	\$0	\$0
655-10-305-53030	Capital Equipment, \$5,000+	(\$25,200)	(\$12,297)	(\$21,000)	(\$15,593)	(\$29,000)	(\$29,000)
655-10-305-72960	A-87 Indirect Costs	(\$4,975)	(\$4,975)	(\$5,074)	(\$2,003)	(\$5,224)	(\$5,224)

Finance

<i>Expenses Total</i>	(\$117,975)	(\$99,152)	(\$102,374)	(\$88,663)	(\$112,724)	(\$112,724)
<i>Use of Fund Balance</i>	\$45	(\$13,001)	(\$1,624)	\$20,700	(\$4,524)	(\$4,524)

INFORMATION TECHNOLOGY

Nate Greenberg
Information Technology Director

Empower our community by providing exceptional technology and customer service.

BUDGET AT A GLANCE

Total Expenditures	(\$3,661,097)
Total Grant/Earned/ Govt Revenues	\$1,602,194
Total Use of Fund Balance	\$500
Total General Fund Contribution	(\$2,058,403)
Total Staff	12
% funded by General Fund	56%

DEPARTMENT SERVICES OVERVIEW

Information Technology. The Mono County IT Department is a Tier 2 - Essential Services department which provides the core technology, data, and communications infrastructure for Mono County and the Town of Mammoth Lakes. The Department is comprised of 12FTE employees who are spread between three business lines: Infrastructure, Services, and Applications/GIS. In addition to the core IT services which are provided to our users, the IT Department is responsible for management of the Radio & Communications Division (151) which is primarily focused on maintaining and improving Mono County's Public Safety & Administration Land-Mobile Radio System (LMRS).

CHALLENGES, ISSUES & OPPORTUNITIES

The Town of Mammoth Lakes and Mammoth Lakes Fire Department will be moving over to the State of California Radio Interoperability System (CRIS) for radio service by June 2023. There is risk associated with the County and Town being on separate systems, and as such the County should not be more than 6 months behind in making a similar move. As details and timing emerge, this item will come back to the board with a more specific request for funding to cover implementation.

For more information, call (760) 932-5500, or visit <https://monocounty.ca.gov/IT> & <https://gis.mono.ca.gov>

REQUESTED BUDGET CHANGES FOR FY2022-23

- Request for approximately \$66k in general fund investment for new information security measures.
- Request of approximately \$35k to cover the planning and resource gathering phase of implementing the statewide CRIS radio system.

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Adoption of 2022 – 2024 Information Technology Strategic Plan
- Implementation of IP based radio backhaul link for Antelope Mountain, Casa Diablo, and Sub Hill repeater sites
- Development and implementation of a new HR Management System and Job/Applicant Tracking System on a low-code platform
- 2nd place in Digital Counties Survey award (<https://www.govtech.com/dc/digital-counties/digital-counties-survey-2021-winners-announced>)
- Implementation of Dana Conference Room A/V in the Civic Center

FY2022-24 Strategic Plan Objectives

- Complete the Emergency Radio System
- Continue to enhance existing broadband access/affordability in Mono County

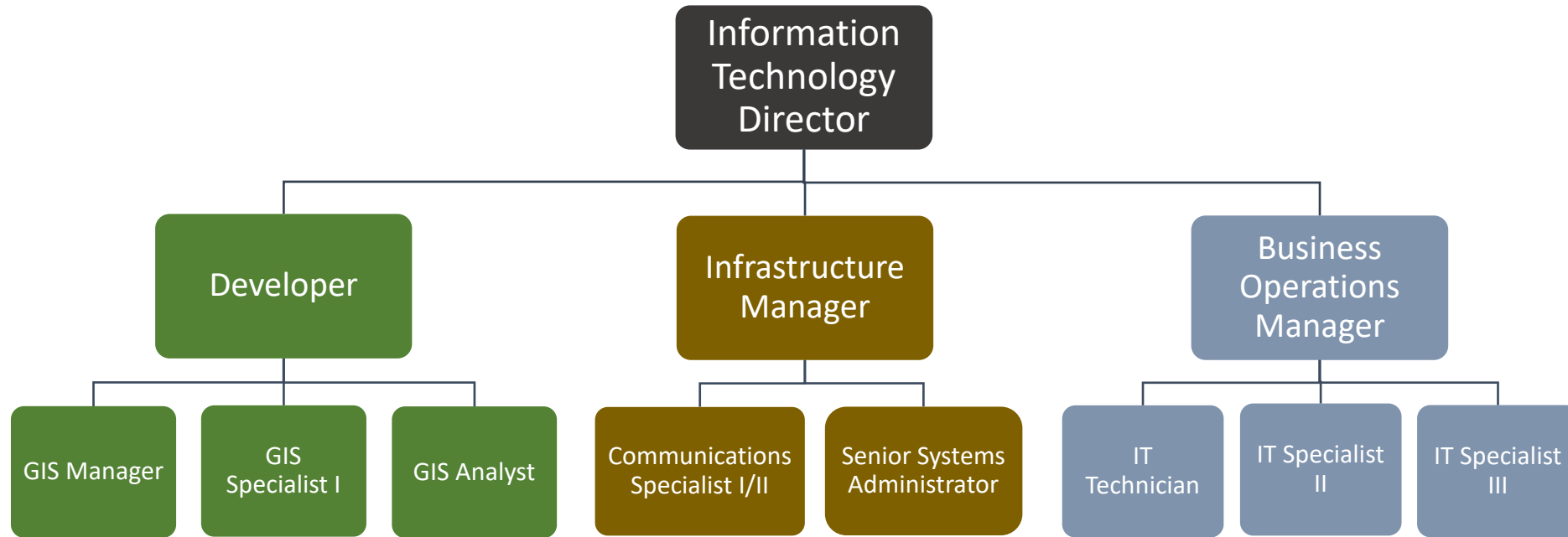
FY2022-23 Objectives

- Further the implementation and maturity of the County's information security initiatives, including retaining resources to assist with monitoring for and responding to incidents.
- Preparing for the implementation of the statewide CRIS radio system in Mono County
- Further staff capability through hiring, retention, training, and development
- Support the implementation of new critical business systems in Probation, Clerk-Recorder, Behavioral Health, and Laserfiche as an enterprise record management system



INFORMATION TECHNOLOGY

Departmental Organizational Chart



Information Technology

IT 100-17-150 (Information Technology)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-17-150-16900	Misc Charges For Services	\$0	\$12,952	\$0	(\$14,071)	\$0	\$0
100-17-150-16951	It Service Contracts	\$355,620	\$303,800	\$307,000	\$263,724	\$297,000	\$297,000
Revenues Total		\$355,620	\$316,752	\$307,000	\$249,653	\$297,000	\$297,000
100-17-150-21100	Salary And Wages	(\$1,037,016)	(\$1,019,313)	(\$1,031,216)	(\$1,056,765)	(\$1,099,159)	(\$1,099,159)
100-17-150-21120	Overtime	(\$5,000)	(\$5,993)	(\$5,000)	(\$9,380)	(\$5,000)	(\$5,000)
100-17-150-22100	Employee Benefits	(\$121,756)	(\$133,481)	(\$126,616)	(\$118,174)	(\$51,576)	(\$51,576)
100-17-150-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$187,698)	(\$185,524)	(\$169,332)	(\$155,350)	(\$210,453)	(\$210,453)
100-17-150-22120	Employee Benefits - PERS (ER Portion)	(\$289,577)	(\$284,473)	(\$298,884)	(\$290,828)	(\$312,938)	(\$312,938)
100-17-150-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$78,799)	(\$78,799)
100-17-150-30280	Telephone/Communications	(\$133,840)	(\$77,816)	(\$12,200)	(\$10,566)	(\$10,301)	(\$10,301)
100-17-150-30500	Workers' Comp Ins Expense	(\$25,307)	(\$25,307)	(\$23,114)	(\$23,114)	(\$45,642)	(\$45,642)
100-17-150-30510	Liability Insurance Expense	(\$12,322)	(\$12,322)	(\$12,563)	(\$12,563)	(\$9,719)	(\$9,719)
100-17-150-31200	Equip Maintenance & Repair	(\$5,000)	(\$2,795)	(\$2,500)	(\$1,528)	(\$2,500)	(\$2,500)
100-17-150-31400	Building/Land Maint & Repair	\$0	\$0	\$0	\$0	(\$6,000)	(\$6,000)
100-17-150-32000	Office Expense	(\$3,500)	(\$1,716)	(\$2,500)	(\$3,458)	(\$2,500)	(\$2,500)
100-17-150-32001	Info Tech Basic Stock Supplies	\$0	\$0	\$0	(\$9)	\$0	\$0
100-17-150-32010	TECHNOLOGY EXPENSES	(\$18,625)	(\$18,625)	(\$23,365)	(\$23,365)	(\$26,082)	(\$26,082)
100-17-150-32020	Technology Expense-Software Licenses	(\$2,330)	(\$2,534)	(\$2,330)	(\$1,066)	(\$1,950)	(\$1,950)
100-17-150-32360	Consulting Services	(\$3,300)	(\$22,577)	(\$3,300)	(\$1,800)	\$0	\$0
100-17-150-32950	Rents & Leases - Real Property	(\$90,242)	(\$357)	(\$91,115)	\$0	\$0	\$0
100-17-150-33350	Travel & Training Expense	(\$6,000)	(\$6,087)	(\$9,000)	(\$12,031)	(\$15,000)	(\$15,000)
100-17-150-33351	Vehicle Fuel Costs	(\$1,980)	(\$2,400)	(\$1,980)	(\$6,747)	(\$3,500)	(\$3,500)
100-17-150-33360	Motor Pool Expense	(\$5,000)	(\$2,418)	(\$5,291)	(\$12,881)	(\$8,162)	(\$8,162)
100-17-150-33602	Civic Center Utilities	\$0	(\$4,751)	\$0	(\$5,355)	(\$6,034)	(\$6,034)
100-17-150-60100	Operating Transfers Out	\$0	(\$86,335)	\$0	(\$85,766)	\$0	\$0
100-17-150-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$84,904)	(\$84,904)
100-17-150-70500	Credit Card Clearing Account	\$0	(\$420)	\$0	\$0	\$0	\$0
Expenses Total		(\$1,948,493)	(\$1,895,244)	(\$1,820,306)	(\$1,830,746)	(\$1,980,220)	(\$1,980,220)
NET		(\$1,592,873)	(\$1,578,492)	(\$1,513,306)	(\$1,581,093)	(\$1,683,220)	(\$1,683,220)

IT 100-17-151 (IT Radio)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-17-151-14080	Repeater Tower Rent	\$16,800	\$16,800	\$16,800	\$16,800	\$19,100	\$19,100
100-17-151-15499	St: Office Of Emergency Servic	\$0	\$0	\$0	\$0	\$0	\$0
100-17-151-16951	It Service Contracts	\$65,000	\$19,731	\$0	\$12,000	\$0	\$0
100-17-151-18100	Operating Transfers In	\$100,000	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$181,800	\$36,531	\$16,800	\$28,800	\$19,100	\$19,100
100-17-151-21100	Salary And Wages	(\$90,684)	(\$98,499)	(\$92,498)	(\$102,818)	(\$108,581)	(\$108,581)
100-17-151-21120	Overtime	(\$1,500)	(\$46)	(\$1,500)	\$0	(\$1,500)	(\$1,500)
100-17-151-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-17-151-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-17-151-22100	Employee Benefits	(\$11,152)	(\$14,211)	(\$11,374)	(\$13,091)	(\$5,725)	(\$5,725)
100-17-151-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$8,781)	(\$8,614)	(\$7,716)	(\$8,352)	(\$9,313)	(\$9,313)
100-17-151-22120	Employee Benefits - PERS (ER Portion)	(\$25,843)	(\$26,293)	(\$26,809)	(\$27,463)	(\$28,700)	(\$28,700)
100-17-151-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$7,459)	(\$7,459)
100-17-151-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-17-151-30280	Telephone/Communications	(\$9,000)	(\$11,868)	(\$10,700)	(\$3,594)	(\$11,200)	(\$11,200)
100-17-151-31200	Equip Maintenance & Repair	(\$20,000)	(\$29,540)	(\$15,000)	(\$10,652)	(\$20,000)	(\$20,000)
100-17-151-31400	Building/Land Maint & Repair	(\$1,500)	\$0	(\$1,500)	(\$1,365)	(\$1,500)	(\$1,500)
100-17-151-32000	Office Expense	(\$1,000)	(\$612)	(\$1,000)	(\$1,532)	(\$1,000)	(\$1,000)
100-17-151-32020	Technology Expense-Software Licenses	\$0	\$0	\$0	\$0	\$0	\$0
100-17-151-32360	Consulting Services	(\$115,000)	(\$70,674)	(\$50,000)	(\$38,315)	(\$95,000)	(\$95,000)
100-17-151-32600	Information Technology Service	\$0	\$0	\$0	\$0	\$0	\$0
100-17-151-32860	Rents & Leases - Other	(\$2,000)	\$0	(\$2,000)	\$0	\$0	\$0
100-17-151-32950	Rents & Leases - Real Property	(\$10,200)	(\$5,737)	(\$10,200)	(\$9,497)	(\$11,900)	(\$11,900)
100-17-151-33010	Small Tools & Instruments	(\$10,000)	(\$622)	(\$10,000)	(\$2,248)	(\$69,000)	(\$69,000)
100-17-151-33350	Travel & Training Expense	(\$6,000)	(\$1,851)	(\$6,000)	(\$669)	(\$6,000)	(\$6,000)
100-17-151-33351	Vehicle Fuel Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-17-151-33360	Motor Pool Expense	(\$6,000)	(\$4,593)	\$0	(\$1,272)	(\$5,406)	(\$5,406)
100-17-151-33600	Utilities	(\$12,000)	(\$17,334)	(\$12,000)	(\$18,463)	(\$12,000)	(\$12,000)
100-17-151-53030	Capital Equipment, \$5,000+	(\$150,000)	\$0	\$0	(\$35)	\$0	\$0
100-17-151-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0

Information Technology

<i>Expenses Total</i>	(\$480,660)	(\$290,495)	(\$258,297)	(\$239,367)	(\$394,284)	(\$394,284)
<i>NET</i>	(\$298,860)	(\$253,965)	(\$241,497)	(\$210,567)	(\$375,184)	(\$375,184)

IT 100-27-465 (Emergency Services)

		<i>FY2020-21 Adopted Budget</i>	<i>FY2020-21 Actual</i>	<i>FY2021-22 Adopted Budget</i>	<i>FY2021-22 08/18/22 Actual</i>	<i>FY2022-23 Requested Budget</i>	<i>FY2022-23 Recommended Budget</i>
<i>Account Line Item</i>	<i>Account Name</i>						
100-27-465-15499	St: Office Of Emergency Servic	\$127,790	\$127,790	\$127,790	\$60,117	\$127,719	\$127,719
Revenues Total		\$127,790	\$127,790	\$127,790	\$60,117	\$127,719	\$127,719
100-27-465-31200	Equip Maintenance & Repair	\$0	(\$25,669)	\$0	(\$128,622)	(\$127,719)	(\$127,719)
100-27-465-32000	Office Expense	\$0	\$0	\$0	\$0	\$0	\$0
100-27-465-32010	TECHNOLOGY EXPENSES	(\$92,790)	(\$174,553)	(\$127,790)	\$0	\$0	\$0
100-27-465-32450	Contract Services	\$0	\$0	\$0	\$0	\$0	\$0
100-27-465-32500	Professional & Specialized Ser	(\$35,000)	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$127,790)	(\$200,222)	(\$127,790)	(\$128,622)	(\$127,719)	(\$127,719)
<i>NET</i>		\$0	(\$72,432)	\$0	(\$68,505)	\$0	\$0

IT 142-22-440 (Homeland Security OES)

		<i>FY2020-21 Adopted Budget</i>	<i>FY2020-21 Actual</i>	<i>FY2021-22 Adopted Budget</i>	<i>FY2021-22 08/18/22 Actual</i>	<i>FY2022-23 Requested Budget</i>	<i>FY2022-23 Recommended Budget</i>
<i>Account Line Item</i>	<i>Account Name</i>						
142-22-440-14010	Interest Income	\$0	\$0	\$0	\$0	\$0	\$0
142-22-440-15015	Homeland Security Grant	\$88,712	\$88,712	\$89,221	\$89,221	\$265,450	\$265,450
Revenues Total		\$88,712	\$88,712	\$89,221	\$89,221	\$265,450	\$265,450
142-22-440-20010	Expenditures	(\$88,712)	(\$93,708)	(\$89,221)	\$2,240	(\$265,450)	(\$265,450)
Expenses Total		(\$88,712)	(\$93,708)	(\$89,221)	\$2,240	(\$265,450)	(\$265,450)
<i>NET</i>		\$0	(\$4,996)	\$0	\$91,461	\$0	\$0

IT 175-27-001 (Crowley Area Public Information)

		<i>FY2020-21 Adopted Budget</i>	<i>FY2020-21 Actual</i>	<i>FY2021-22 Adopted Budget</i>	<i>FY2021-22 08/18/22 Actual</i>	<i>FY2022-23 Requested Budget</i>	<i>FY2022-23 Recommended Budget</i>
<i>Account Line Item</i>	<i>Account Name</i>						
175-27-001-30280	Telephone/Communications	\$0	(\$847)	\$0	(\$236)	(\$500)	(\$500)
175-27-001-33600	Utilities	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		\$0	(\$847)	\$0	(\$236)	(\$500)	(\$500)
<i>NET</i>		\$0	(\$847)	\$0	(\$236)	(\$500)	(\$500)

IT 653-17-150 (Tech Refresh)

		<i>FY2020-21 Adopted Budget</i>	<i>FY2020-21 Actual</i>	<i>FY2021-22 Adopted Budget</i>	<i>FY2021-22 08/18/22 Actual</i>	<i>FY2022-23 Requested Budget</i>	<i>FY2022-23 Recommended Budget</i>
<i>Account Line Item</i>	<i>Account Name</i>						
653-17-150-14010	Interest Income	\$0	\$247	\$0	\$1,304	\$0	\$0
653-17-150-16950	Inter-Fund Revenue	\$418,040	\$376,604	\$503,290	\$546,687	\$755,564	\$755,564
653-17-150-16951	It Service Contracts	\$0	\$0	\$112,561	\$0	\$137,361	\$137,361
653-17-150-18020	Sale Of Surplus Supplies/Equip	\$0	\$0	\$0	\$0	\$0	\$0
653-17-150-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$418,040	\$376,851	\$615,851	\$547,991	\$892,925	\$892,925
653-17-150-30280	Telephone/Communications	(\$48,000)	(\$53,451)	(\$165,490)	(\$132,487)	(\$166,407)	(\$166,407)
653-17-150-30510	Liability Insurance Expense	\$0	\$0	\$0	\$0	(\$4,874)	(\$4,874)
653-17-150-31200	Equip Maintenance & Repair	(\$123,853)	(\$82,178)	(\$131,250)	(\$66,013)	(\$115,520)	(\$115,520)
653-17-150-32000	Office Expense	\$0	\$0	\$0	(\$67)	\$0	\$0
653-17-150-32010	TECHNOLOGY EXPENSES	\$0	(\$8,415)	\$0	\$0	\$0	\$0
653-17-150-32020	Technology Expense-Software Licenses	(\$276,828)	(\$222,925)	(\$365,107)	(\$334,204)	(\$457,350)	(\$457,350)
653-17-150-32860	Rents & Leases - Other	(\$3,000)	(\$11,452)	(\$7,000)	(\$11,935)	(\$15,000)	(\$15,000)
653-17-150-39000	Depreciation Expense	\$0	(\$10,843)	\$0	\$0	\$0	\$0
653-17-150-39005	Capital Asset Offset	\$0	\$0	\$0	\$0	\$0	\$0
653-17-150-39010	Net Book Retired Assets	\$0	\$0	\$0	\$0	\$0	\$0
653-17-150-39015	Net Book Transferred Assets	\$0	\$0	\$0	\$0	\$0	\$0
653-17-150-53030	Capital Equipment, \$5,000+	(\$87,500)	(\$40,554)	(\$53,000)	(\$108,609)	(\$114,000)	(\$114,000)
653-17-150-72960	A-87 Indirect Costs	(\$18,832)	(\$18,832)	(\$19,774)	(\$12,380)	(\$19,774)	(\$19,774)
Expenses Total		(\$558,013)	(\$448,650)	(\$741,621)	(\$665,695)	(\$892,925)	(\$892,925)
<i>NET</i>		(\$139,973)	(\$71,799)	(\$125,770)	(\$117,705)	\$0	\$0

PROBATION

Karin Humiston
Chief Probation Officer

The Department’s mission is to protect the community and preserve victim’s rights by holding individuals accountable through the implementation of evidence-based practices and rehabilitative services.

BUDGET AT A GLANCE	
Total Expenditures	(\$3,886,466)
Total Grant/Earned/ Govt Revenues	\$2,415,138
Total Use of Fund Balance	\$123,410
<hr/>	
Total General Fund Contribution	(\$1,347,918)
Total Staff	14
% funded by General Fund	35%

DEPARTMENT SERVICES OVERVIEW

Probation Department. The Adult Division provides supervision and evidence-based programming to justice-involved adults and works closely with community justice partners to deliver needed assistance. The Division of Adult Probation also conducts investigations, prepares presentence reports, and provides pretrial and reentry services. The Juvenile Division provides supervision, services and manages cases of delinquent, status offense and dependent youth. The division provides evidence and trauma-based practices to assist court-ordered youthful offenders through a term of supervision by preventing crime by changing criminal thinking, conducting investigations for the court, holding youth accountable, habilitating youth with evidence-based strategies and education.

CHALLENGES, ISSUES & OPPORTUNITIES

Key challenges, issues and opportunities for the Probation Department during FY2022-23 include:

- Lack of after school programs throughout the county and preventative programing.
- Rural communities that are far away from the Town of Mammoth Lakes where most services are located struggle with receiving assistance;
- Transportation issues caused by weather.
- High cost of living causes both parents to work multiple jobs thereby spending less time with the youth;
- Ongoing need for transitional housing; and,
- Pretrial and reentry offenders receive targeted assistance and support is an opportunity for our county.
- A Contract Counselor and collaboration with BH and Social Services helped to create programs for youth that are at risk of removal

For more information, call (760) 932-5572, or visit <https://monocounty.ca.gov/probation>

REQUESTED BUDGET CHANGES FOR FY2022-23

- Probation’s General Fund deficit spending has decreased over FY2021-2022 due to new program funding
- Pretrial Release Program is a new service provided by Probation Funded by SB 129
- New contract to provide a county-wide survey to address service gaps

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Probation staff remained in the field and offices during the pandemic
- No youth were detained FY 21-22

- The Mammoth High School After School program began supported by Proposition 64 grant funds
- Continued responsible budgeting and oversight
- Implemented Pretrial Services as well as administered the NAHMS behavioral and mental health services for both in and out of custody
- Entered into an agreement with Tyler Technologies to replace the current case management system

FY2022-24 Strategic Plan Objectives

- Enhance the Quality of Life for our Children by collaborating with justice partners to ensure systems and programs are implemented to minimize the number of youth involved in the justice system

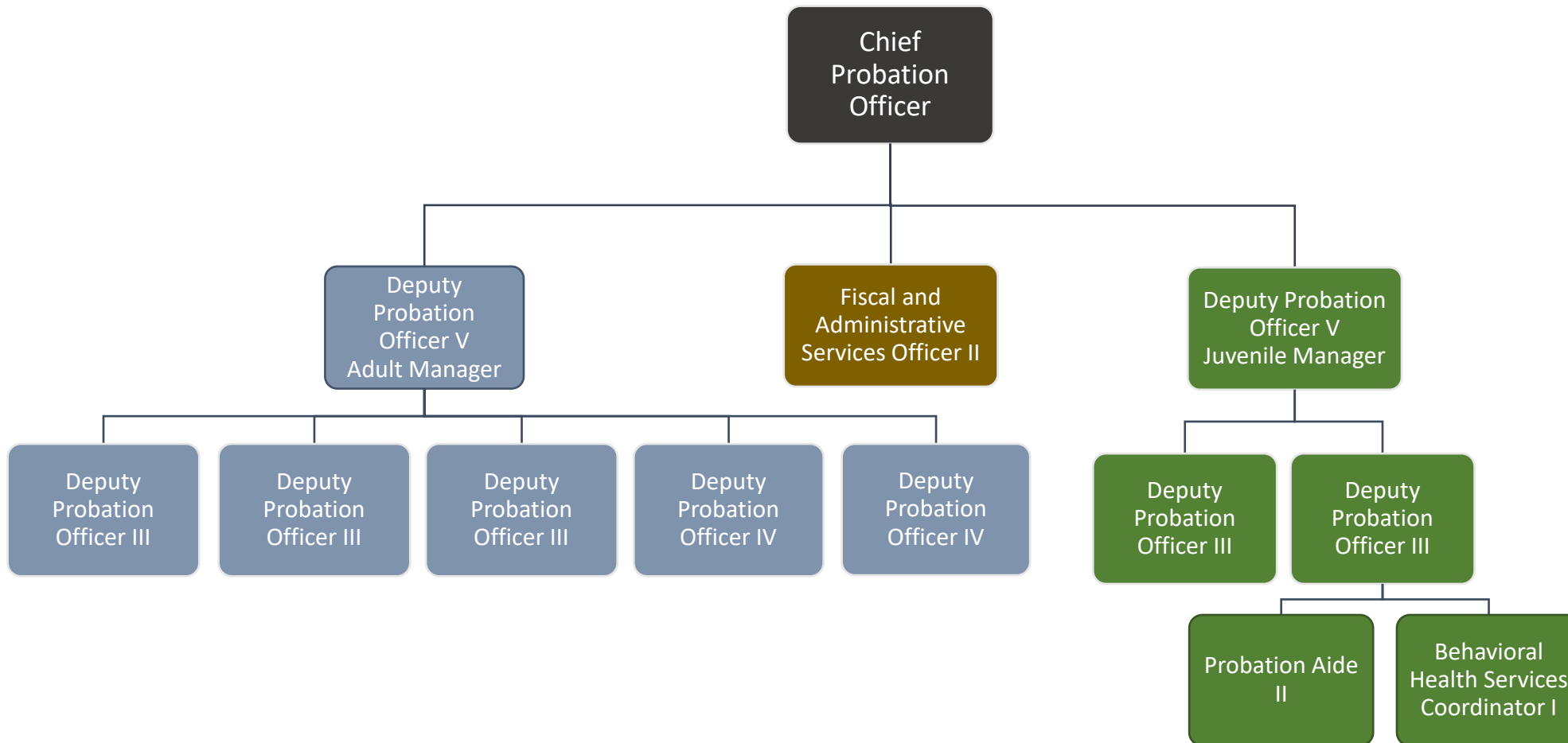
FY2022-23 Objectives

- Complete the migration and implementation of the new case management system
- Complete the record retention and destruction project
- Continue to collaborate with justice partners to ensure youth receive early services and supportive care
- Foundation building for transitional housing and community support program for FY2023-2024



Probation

Departmental Organizational Chart



Probation

PR 100-23-500 (Juvenile probation)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted	FY2020-21	Adopted	08/18/22	Requested	Recommended
		Budget	Actual	Budget	Actual	Budget	Budget
100-23-500-15299	St: Juvenile Justice	\$0	\$4,852	\$0	\$0	\$0	\$0
100-23-500-15620	Fed: Probation Iv-E & Iv-Ea	\$6,000	\$0	\$6,000	\$3,594	\$6,000	\$6,000
100-23-500-18100	Operating Transfers In	\$0	\$0	\$3,000	\$3,000	\$5,000	\$5,000
Revenues Total		\$6,000	\$4,852	\$9,000	\$6,594	\$11,000	\$11,000
100-23-500-30300	Food Expenses	(\$1,000)	(\$1,116)	(\$1,500)	(\$1,318)	(\$1,200)	(\$1,200)
100-23-500-33351	Vehicle Fuel Costs	(\$3,000)	(\$2,245)	(\$3,500)	(\$3,817)	(\$4,800)	(\$4,800)
100-23-500-33360	Motor Pool Expense	(\$2,000)	(\$3,583)	(\$4,000)	(\$4,000)	(\$5,000)	(\$5,000)
Expenses Total		(\$6,000)	(\$6,944)	(\$9,000)	(\$9,136)	(\$11,000)	(\$11,000)
NET		\$0	(\$2,093)	\$0	(\$2,542)	\$0	\$0

PR 100-23-520 (Probation)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted	FY2020-21	Adopted	08/18/22	Requested	Recommended
		Budget	Actual	Budget	Actual	Budget	Budget
100-23-520-13090	Lab -H & S 11372.5	\$350	\$321	\$200	\$300	\$200	\$200
100-23-520-13100	Drug Prog -H&S 11372.7	\$800	\$148	\$400	\$100	\$100	\$100
100-23-520-13120	Fines, Forfeits & Penalties	\$1,600	\$549	\$700	\$1,327	\$750	\$750
100-23-520-15310	St: Pub Safety-Prop 172 Sales	\$88,125	\$114,770	\$106,650	\$117,227	\$132,225	\$132,225
100-23-520-15330	St: Restitution 10% Rebate/CARPOS Rebate	\$2,000	\$466	\$1,000	\$606	\$700	\$700
100-23-520-15471	St: Stc Training Reimbursement	\$6,600	\$6,673	\$6,600	\$6,864	\$7,800	\$7,800
100-23-520-15620	Fed: Probation Iv-E & Iv-Ea	\$0	\$0	\$0	\$0	\$0	\$0
100-23-520-15625	Fed: Drug Court Grant	\$0	\$0	\$0	\$0	\$0	\$0
100-23-520-15819	Fed: Misc Fed Grants	\$0	\$2,292	\$0	\$0	\$3,500	\$3,500
100-23-520-15903	SB 678 PROBATION- SB 678 PERFORMANCE INCENTIV	\$0	\$0	\$0	\$0	\$0	\$0
100-23-520-16385	Probation Gis Monitoring Fee	\$1,600	\$1,320	\$1,600	\$30	\$0	\$0
100-23-520-16390	Probation Juvenile Traffic Hea	\$0	\$0	\$0	\$0	\$0	\$0
100-23-520-16402	Probation Fees	\$10,000	\$10,317	\$10,000	\$28,536	\$29,848	\$29,848
100-23-520-16420	Step Parent Adoption Rpt Fees	\$0	\$0	\$0	\$0	\$0	\$0
100-23-520-16421	Interstate Fees (Pc 1203.9)	\$150	\$0	\$75	\$18	\$0	\$0
100-23-520-16422	Supervisory Fees (Pc 1000)	\$500	\$1,380	\$500	\$0	\$0	\$0
100-23-520-16430	Dismissal Fees (Pc 1203.4)	\$50	\$100	\$200	\$0	\$0	\$0
100-23-520-18010	Sale Of Surplus Assets	\$0	\$1,454	\$0	\$100	\$0	\$0
100-23-520-18100	Operating Transfers In	\$200,000	\$200,000	\$244,938	\$205,580	\$200,000	\$200,000
Revenues Total		\$311,775	\$339,790	\$372,863	\$360,688	\$375,123	\$375,123
100-23-520-21100	Salary And Wages	(\$731,987)	(\$695,046)	(\$700,206)	(\$688,548)	(\$584,229)	(\$584,229)
100-23-520-21120	Overtime	(\$8,000)	(\$6,363)	(\$31,188)	(\$11,597)	(\$33,818)	(\$33,818)
100-23-520-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-23-520-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-23-520-22100	Employee Benefits	(\$43,131)	(\$72,134)	(\$62,613)	(\$77,964)	\$16,077	\$16,077
100-23-520-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$207,871)	(\$165,183)	(\$165,214)	(\$157,644)	(\$118,405)	(\$118,405)
100-23-520-22120	Employee Benefits - PERS (ER Portion)	(\$483,774)	(\$477,704)	(\$576,370)	(\$553,438)	(\$576,874)	(\$576,874)
100-23-520-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$69,375)	(\$69,375)
100-23-520-30280	Telephone/Communications	(\$17,620)	(\$17,280)	(\$20,880)	(\$18,064)	(\$22,851)	(\$22,851)
100-23-520-30500	Workers' Comp Ins Expense	(\$15,743)	(\$15,743)	(\$17,106)	(\$17,106)	(\$17,459)	(\$17,459)
100-23-520-30510	Liability Insurance Expense	(\$8,538)	(\$8,538)	(\$10,689)	(\$10,689)	(\$11,599)	(\$11,599)
100-23-520-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-23-520-31700	Membership Fees	(\$1,000)	(\$741)	(\$1,000)	(\$800)	(\$1,200)	(\$1,200)
100-23-520-32000	Office Expense	(\$9,550)	(\$8,149)	(\$19,184)	(\$9,343)	(\$10,000)	(\$10,000)
100-23-520-32010	TECHNOLOGY EXPENSES	(\$19,365)	(\$21,285)	(\$23,042)	(\$20,991)	(\$28,928)	(\$28,928)
100-23-520-32020	Technology Expense-Software Licenses	\$0	\$0	\$0	\$0	(\$5,000)	(\$5,000)
100-23-520-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$4,560)	(\$4,560)
100-23-520-32450	Contract Services	\$0	\$0	\$0	\$0	\$0	\$0
100-23-520-32500	Professional & Specialized Ser	(\$23,000)	(\$7,271)	(\$5,000)	(\$5,000)	\$0	\$0
100-23-520-32950	Rents & Leases - Real Property	(\$154,771)	\$0	(\$156,286)	\$0	\$0	\$0
100-23-520-33010	Small Tools & Instruments	\$0	\$0	\$0	\$0	\$0	\$0
100-23-520-33120	Special Department Expense	(\$15,732)	(\$5,321)	(\$3,000)	(\$2,987)	(\$7,000)	(\$7,000)
100-23-520-33350	Travel & Training Expense	(\$30,000)	(\$13,906)	(\$15,000)	(\$13,000)	(\$15,000)	(\$15,000)
100-23-520-33351	Vehicle Fuel Costs	(\$4,950)	(\$8,176)	(\$7,500)	(\$17,542)	(\$15,000)	(\$15,000)
100-23-520-33360	Motor Pool Expense	(\$20,000)	(\$26,091)	(\$24,311)	(\$44,677)	(\$58,141)	(\$58,141)
100-23-520-33600	Civic Center Utilities	\$0	(\$8,148)	\$0	(\$9,185)	(\$11,600)	(\$11,600)
100-23-520-60100	Operating Transfers Out	\$0	(\$148,070)	\$0	(\$147,094)	\$0	\$0
100-23-520-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$148,080)	(\$148,080)
Expenses Total		(\$1,795,032)	(\$1,705,150)	(\$1,838,589)	(\$1,805,668)	(\$1,723,041)	(\$1,723,041)

Probation

NET (\$1,483,257) (\$1,365,360) (\$1,465,726) (\$1,444,980) (\$1,347,918) (\$1,347,918)

PR 184-23-520 (Public Health and Safety Grant)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
184-23-520-15498	St: Misc State Revenue	\$0	\$8,135	\$279,204	\$113,258	\$296,908	\$296,908
Revenues Total		\$0	\$8,135	\$279,204	\$113,258	\$296,908	\$296,908
184-23-520-21100	Salary And Wages	\$0	\$0	(\$44,790)	(\$11,817)	(\$44,790)	(\$44,790)
184-23-520-22100	Employee Benefits	\$0	\$0	(\$21,214)	(\$5,595)	(\$21,214)	(\$21,214)
184-23-520-32500	Professional & Specialized Ser	\$0	\$0	(\$190,648)	(\$91,732)	(\$218,200)	(\$218,200)
184-23-520-33120	Special Department Expense	\$0	(\$8,135)	(\$22,552)	(\$4,249)	(\$12,704)	(\$12,704)
Expenses Total		\$0	(\$8,135)	(\$279,204)	(\$113,393)	(\$296,908)	(\$296,908)
Use of Fund Balance		\$0	(\$8,135)	(\$279,204)	(\$113,393)	(\$296,908)	(\$296,908)

PR 680-23-520 (Probation CCP 2011)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
680-23-520-14010	Interest Income	\$0	\$7,857	\$0	\$10,812	\$0	\$0
680-23-520-15437	Realignment Backfill Support	\$0	\$44,806	\$0	\$0	\$0	\$0
680-23-520-15453	St: 2011 Realignment-CCP SB1020	\$619,054	\$774,512	\$742,728	\$951,446	\$976,722	\$976,722
Revenues Total		\$619,054	\$827,175	\$742,728	\$962,258	\$976,722	\$976,722
680-23-520-21100	Salary And Wages	(\$248,548)	(\$248,548)	(\$260,976)	(\$260,976)	(\$279,244)	(\$279,244)
680-23-520-22100	Employee Benefits	(\$52,032)	(\$52,032)	(\$54,633)	(\$54,633)	(\$54,633)	(\$54,633)
680-23-520-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$61,520)	(\$61,520)	(\$64,596)	(\$64,596)	(\$64,596)	(\$64,596)
680-23-520-22120	Employee Benefits - PERS (ER Portion)	(\$82,620)	(\$82,620)	(\$86,751)	(\$86,751)	(\$86,751)	(\$86,751)
680-23-520-30110	Clothing/Personal Supplies	\$0	\$0	\$0	\$0	\$0	\$0
680-23-520-31530	Medical/Dental & Lab Supplies	(\$40,000)	(\$40,000)	(\$40,000)	(\$40,000)	(\$40,000)	(\$40,000)
680-23-520-32000	Office Expense	\$0	\$0	\$0	\$0	\$0	\$0
680-23-520-32500	Professional & Specialized Ser	(\$104,750)	(\$44,359)	(\$146,000)	(\$124,253)	(\$183,200)	(\$183,200)
680-23-520-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0
680-23-520-60100	Operating Transfers Out	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)
Expenses Total		(\$614,470)	(\$554,079)	(\$677,956)	(\$656,209)	(\$733,424)	(\$733,424)
Contribution to Fund Balance		\$4,584	\$273,095	\$64,772	\$306,049	\$243,298	\$243,298

PR 681-23-500 (Probation YOBG 2011)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
681-23-500-14010	Interest Income	\$0	\$6,332	\$0	\$6,803	\$0	\$0
681-23-500-15443	St: 2011 Realignment	\$0	\$0	\$0	\$0	\$0	\$0
681-23-500-15452	St: 2011 Realignment-YOBG	\$100,680	\$146,749	\$141,285	\$112,006	\$137,229	\$137,229
681-23-500-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$100,680	\$153,081	\$141,285	\$118,810	\$137,229	\$137,229
681-23-500-21100	Salary And Wages	(\$16,250)	(\$16,250)	(\$16,250)	(\$16,250)	(\$16,250)	(\$16,250)
681-23-500-22100	Employee Benefits	(\$16,250)	(\$16,250)	(\$5,907)	(\$5,907)	\$0	\$0
681-23-500-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	\$0	(\$10,343)	(\$10,343)	(\$16,250)	(\$16,250)
681-23-500-30110	Clothing/Personal Supplies	\$0	\$0	\$0	\$0	\$0	\$0
681-23-500-32020	Technology Expense-Software Licenses	\$0	\$0	(\$31,500)	(\$32,025)	(\$2,000)	(\$2,000)
681-23-500-32260	Medical/Dental Services	(\$15,000)	\$0	(\$20,000)	(\$4,620)	(\$10,000)	(\$10,000)
681-23-500-32500	Professional & Specialized Ser	(\$13,000)	(\$2,000)	(\$7,500)	(\$2,000)	(\$7,500)	(\$7,500)
681-23-500-33120	Special Department Expense	(\$10,180)	\$0	(\$45,702)	(\$33,664)	(\$30,000)	(\$30,000)
681-23-500-41100	Support & Care Of Persons	(\$30,000)	(\$570)	(\$30,000)	(\$3,136)	(\$30,000)	(\$30,000)
681-23-500-60100	Operating Transfers Out	\$0	\$0	(\$3,000)	(\$3,000)	(\$17,000)	(\$17,000)
Expenses Total		(\$100,680)	(\$35,070)	(\$170,202)	(\$110,946)	(\$129,000)	(\$129,000)
Contribution to Fund Balance		\$0	\$118,011	(\$28,917)	\$7,864	\$8,229	\$8,229

PR 682-23-520 (Probation SB 678 2011)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
682-23-520-14010	Interest Income	\$0	\$13,033	\$0	\$13,151	\$0	\$0
682-23-520-15443	St: 2011 Realignment	\$0	\$0	\$0	\$0	\$0	\$0
682-23-520-15454	St: SB678 Performance Incentive	\$237,647	\$257,466	\$257,466	\$257,466	\$227,576	\$227,576
682-23-520-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0

Probation

	Revenues Total	\$237,647	\$270,499	\$257,466	\$270,617	\$227,576	\$227,576
682-23-520-21100	Salary And Wages	\$0	\$0	(\$31,943)	(\$42,046)	(\$42,046)	(\$42,046)
682-23-520-22100	Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0
682-23-520-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	\$0	(\$18,100)	(\$22,084)	(\$22,084)	(\$22,084)
682-23-520-30120	Uniform Allowance	(\$24,000)	(\$4,384)	(\$25,000)	(\$8,983)	(\$10,000)	(\$10,000)
682-23-520-30280	Telephone/Communications	\$0	\$0	\$0	\$0	\$0	\$0
682-23-520-32000	Office Expense	(\$20,000)	(\$4,778)	(\$20,000)	(\$750)	(\$10,000)	(\$10,000)
682-23-520-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
682-23-520-32020	Technology Expense-Software Licenses	\$0	\$0	(\$70,000)	(\$70,000)	\$0	\$0
682-23-520-32500	Professional & Specialized Ser	(\$29,500)	(\$24,366)	(\$50,000)	(\$20,863)	(\$50,000)	(\$50,000)
682-23-520-33120	Special Department Expense	(\$34,147)	(\$26,813)	(\$54,104)	(\$51,990)	(\$25,000)	(\$25,000)
682-23-520-33350	Travel & Training Expense	(\$30,000)	\$0	(\$30,000)	(\$10,477)	(\$20,000)	(\$20,000)
682-23-520-60100	Operating Transfers Out	(\$100,000)	(\$100,000)	(\$100,000)	(\$127,427)	(\$128,000)	(\$128,000)
	Expenses Total	(\$237,647)	(\$160,341)	(\$399,147)	(\$354,620)	(\$307,130)	(\$307,130)
	Use of Fund Balance	\$0	\$110,159	(\$141,681)	(\$84,003)	(\$79,554)	(\$79,554)

PR 683-23-500 (Probation JJCPA 2011)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	Actual 08/18/22	Requested Budget	Recommended Budget
683-23-500-14010	Interest Income	\$0	\$1,645	\$0	\$1,813	\$0	\$0
683-23-500-15437	Realignment Backfill Support	\$0	\$7,274	\$0	\$0	\$0	\$0
683-23-500-15443	St: 2011 Realignment	\$36,523	\$56,965	\$55,980	\$58,032	\$63,199	\$63,199
683-23-500-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$36,523	\$65,883	\$55,980	\$59,845	\$63,199	\$63,199
683-23-500-21100	Salary And Wages	(\$16,326)	(\$16,326)	(\$16,326)	(\$16,326)	(\$16,326)	(\$16,326)
683-23-500-22100	Employee Benefits	(\$16,326)	(\$16,326)	(\$16,326)	(\$16,326)	(\$16,326)	(\$16,326)
683-23-500-33120	Special Department Expense	\$0	(\$70)	\$0	\$0	\$0	\$0
683-23-500-33134	Special Department Expense	(\$3,871)	\$0	(\$3,871)	(\$6,013)	(\$15,360)	(\$15,360)
683-23-500-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$36,523)	(\$32,722)	(\$36,523)	(\$38,665)	(\$48,012)	(\$48,012)
	Contribution to Fund Balance	\$0	\$33,162	\$19,457	\$21,181	\$15,187	\$15,187

PR 684-23-520 (Probation PRCD 2011)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	Actual 08/18/22	Requested Budget	Recommended Budget
684-23-520-14010	Interest Income	\$0	\$1,600	\$0	\$1,617	\$0	\$0
684-23-520-15443	St: 2011 Realignment	\$0	\$0	\$0	\$0	\$0	\$0
684-23-520-15451	St: 2011 Realignment PCRS	\$10,250	\$10,288	\$10,250	\$10,250	\$10,250	\$10,250
684-23-520-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$10,250	\$11,888	\$10,250	\$11,867	\$10,250	\$10,250
684-23-520-33120	Special Department Expense	(\$10,250)	\$0	(\$10,250)	\$0	(\$10,250)	(\$10,250)
684-23-520-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$10,250)	\$0	(\$10,250)	\$0	(\$10,250)	(\$10,250)
	Use of Fund Balance	\$0	\$11,888	\$0	\$11,867	\$0	\$0

PR 685-23-520 (Probation BSCC 2011)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	Actual 08/18/22	Requested Budget	Recommended Budget
685-23-520-14010	Interest Income	\$0	\$5,097	\$0	\$4,863	\$0	\$0
685-23-520-15443	St: 2011 Realignment	\$0	\$0	\$0	\$0	\$0	\$0
685-23-520-15455	St: 2011 Realignment BSCC AB109 \$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
685-23-520-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$100,000	\$105,097	\$100,000	\$104,863	\$100,000	\$100,000
685-23-520-60100	Operating Transfers Out	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)
	Expenses Total	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)
	Use of Fund Balance	\$0	\$5,097	\$0	\$4,863	\$0	\$0

PR 686-23-500 (Probation Juvenile Activities)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	Actual 08/18/22	Requested Budget	Recommended Budget

Probation

686-23-500-14010	Interest Income	\$0	\$889	\$0	\$1,243	\$0	\$0
686-23-500-15299	St: Juvenile Justice	\$10,780	\$16,897	\$16,525	\$39,603	\$18,887	\$18,887
686-23-500-18010	Sale Of Surplus Assets	\$0	\$0	\$0	\$0	\$0	\$0
686-23-500-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$10,780	\$17,787	\$16,525	\$40,846	\$18,887	\$18,887
686-23-500-33120	Special Department Expense	(\$10,780)	(\$523)	(\$10,780)	(\$1,138)	(\$18,887)	(\$18,887)
686-23-500-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$10,780)	(\$523)	(\$10,780)	(\$1,138)	(\$18,887)	(\$18,887)
	Use of Fund Balance	\$0	\$17,263	\$5,745	\$39,707	\$0	\$0

PR 688-23-520 (Drug Court Grant)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted	FY2020-21	Adopted	FY2021-22	Requested	Recommended
		Budget	Actual	Budget	08/18/22 Actual	Budget	Budget
688-23-520-14010	Interest Income	\$0	\$0	\$0	\$0	\$0	\$0
688-23-520-15625	Fed: Drug Court Grant	\$125,000	\$52,696	\$125,000	\$22,820	\$62,500	\$62,500
688-23-520-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$125,000	\$52,696	\$125,000	\$22,820	\$62,500	\$62,500
688-23-520-21100	Salary And Wages	(\$41,876)	(\$25,872)	(\$41,876)	(\$9,787)	(\$20,938)	(\$20,938)
688-23-520-22100	Employee Benefits	(\$22,082)	(\$16,725)	(\$22,082)	(\$6,588)	(\$11,041)	(\$11,041)
688-23-520-32000	Office Expense	(\$26,930)	(\$1,882)	(\$26,930)	(\$2,723)	(\$13,465)	(\$13,465)
688-23-520-32500	Professional & Specialized Ser	(\$4,540)	\$0	(\$4,540)	\$0	(\$2,270)	(\$2,270)
688-23-520-33120	Special Department Expense	(\$13,345)	(\$7,483)	(\$13,345)	(\$4,126)	(\$6,672)	(\$6,672)
688-23-520-33350	Travel & Training Expense	(\$9,726)	\$0	(\$9,726)	(\$2,217)	(\$4,863)	(\$4,863)
688-23-520-33360	Motor Pool Expense	(\$6,501)	(\$734)	(\$6,501)	(\$71)	(\$3,251)	(\$3,251)
	Expenses Total	(\$125,000)	(\$52,696)	(\$125,000)	(\$25,513)	(\$62,500)	(\$62,500)
	Use of Fund Balance	\$0	\$0	\$0	(\$2,693)	\$0	\$0

PR 690-00/23/10-500 (Local Innovation 2011 Realignment)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted	FY2020-21	Adopted	FY2021-22	Requested	Recommended
		Budget	Actual	Budget	08/18/22 Actual	Budget	Budget
690-00-000-14010	Interest Income	\$0	\$396	\$0	\$612	\$0	\$0
690-00-500-15480	St: 2011 Realignment Local Innovation Subaccount	\$0	\$0	\$7,334	\$0	\$0	\$0
690-10-001-15480	St: 2011 Realignment Local Innovation Subaccount	\$0	\$0	\$0	\$37,172	\$6,144	\$6,144
	Revenues Total	\$0	\$396	\$7,334	\$37,784	\$6,144	\$6,144
690-00-000-33120	Special Department Expense	\$0	\$0	\$0	\$0	(\$50,000)	(\$50,000)
	Expenses Total	\$0	\$0	\$0	\$0	(\$50,000)	(\$50,000)
	Use of Fund Balance	\$0	\$396	\$7,334	\$37,784	(\$43,856)	(\$43,856)

PR 691-23-520 (Pretrial Release Program)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted	FY2020-21	Adopted	FY2021-22	Requested	Recommended
		Budget	Actual	Budget	08/18/22 Actual	Budget	Budget
691-23-520-14010	Interest Income	\$0	\$0	\$0	(\$109)	\$0	\$0
691-23-520-15457	St: SB 129 Pretrial Release Program	\$0	\$0	\$0	\$24,407	\$329,601	\$329,601
	Revenues Total	\$0	\$0	\$0	\$24,299	\$329,601	\$329,601
691-23-520-21100	Salary And Wages	\$0	\$0	\$0	(\$14,271)	(\$95,095)	(\$95,095)
691-23-520-22100	Employee Benefits	\$0	\$0	\$0	(\$1,986)	(\$9,398)	(\$9,398)
691-23-520-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	\$0	\$0	(\$4,545)	(\$29,232)	(\$29,232)
691-23-520-22120	Employee Benefits - PERS (ER Portion)	\$0	\$0	\$0	(\$3,606)	(\$21,188)	(\$21,188)
691-23-520-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	(\$40,500)	\$0	\$0
691-23-520-32020	Technology Expense-Software Licenses	\$0	\$0	\$0	\$0	(\$116,555)	(\$116,555)
691-23-520-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	(\$36,862)	(\$36,862)
691-23-520-32950	Rents & Leases - Real Property	\$0	\$0	\$0	\$0	(\$7,200)	(\$7,200)
691-23-520-33120	Special Department Expense	\$0	\$0	\$0	\$0	(\$1,300)	(\$1,300)
691-23-520-33360	Motor Pool Expense	\$0	\$0	\$0	\$0	(\$3,600)	(\$3,600)
691-23-520-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	(\$9,171)	(\$9,171)
	Expenses Total	\$0	\$0	\$0	(\$64,907)	(\$329,601)	(\$329,601)
	Use of Fund Balance	\$0	\$0	\$0	(\$40,609)	(\$0)	(\$0)

PR 695-23-500 (SB 823)

Probation

<i>Account Line Item</i>	<i>Account Name</i>	<i>FY2020-21 Adopted Budget</i>	<i>FY2020-21 Actual</i>	<i>FY2021-22 Adopted Budget</i>	<i>FY2021-22 08/18/22 Actual</i>	<i>FY2022-23 Requested Budget</i>	<i>FY2022-23 Recommended Budget</i>
695-23-500-15450	St: BB 823 Juv Justice Realignment Block Grant	\$0	\$0	\$0	\$250,000	\$250,000	\$250,000
	Revenues Total	\$0	\$0	\$0	\$250,000	\$250,000	\$250,000
	Contribution to Fund Balance	\$0	\$0	\$0	\$250,000	\$250,000	\$250,000

PUBLIC HEALTH

Bryan Wheeler
Public Health Director

Our mission is to promote and protect a Mono County culture of health and safety in the community and environment through outreach, education, and prevention. Our core values include wellness, integrity, respect, caring, excellence in quality and service, personal and professional growth, collaboration, and flexibility.

BUDGET AT A GLANCE

Total Expenditures	(\$6,803,591)
Total Grant/Earned/ Govt Revenues	\$6,766,367
Total Use of Fund Balance	\$37,224
<hr/>	
Total General Fund Contribution	\$0
Total Staff	33
% funded by General Fund	0%

DEPARTMENT SERVICES OVERVIEW

Public Health. Environmental and Public Health promote and protect the health of people and the communities where they live, learn, work and play. Mono County Health Department strives to prevent people from getting sick or injured and promotes wellness by encouraging healthy behaviors through an upstream approach. The 10 Essential Public Health Functions serve as a framework for how local, State, and Federal mandates and core functions are upheld and implemented.

CHALLENGES, ISSUES & OPPORTUNITIES

Critical challenges for Public Health Department during FY2022-23 include:

- Public Health indirect costs are higher than what we can charge state and federal grants causing a deficit;
- Environmental fees that have not increased since 2014, causing the Environmental Health Department to consume an estimated 58% of Public Health realignment;
- Continued COVID activities with COVID grants ending and ensure funding for the upcoming fiscal year;
- The loss of Ryan White funding to provide HIV/STI testing and treatment;
- With all the equipment required to combat COVID, supplies storage is problematic. Public Health is currently renting storage space;
- As COVID grants expire, staff retention will become a concern.
- Public Health has been awarded \$403,629 from CDPH for the Future of Public Health Grant, an ongoing grant to increase Public Health staffing. This Grant will come before the Board of Supervisors soon and will be part of a budget amendment in the fall of 2022

For more information, call (760) 924-1830, or visit <https://monocounty.ca.gov/public-health>

REQUESTED BUDGET CHANGES FOR FY2022-23

- Addition of a Director of Nursing Position to ensure a proper chain of command and consistent monitoring of clinical activities;
- The Loss of Ryan White funding due to the low incidents of positive HIV testing;
- New COVID grants such as Workforce Development Grant;
- Addition and loss of staff as covid grants expire and new grants evolve.
- Additional work force development grant to assist schools that provides a 60% position.

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- The reestablishment of in-office services;
- The updating of Public Health infrastructures such as our auto fleet, IT equipment, and clinical equipment;
- The hiring of a new Health Officer
- The administration of 1600 plus influenza vaccinations;
- The administration of 3000 plus COVID vaccinations.

FY2022-24 Strategic Plan Objectives

- Continue to enhance the quality of life of our children and aging population by participating in the comprehensive report that identifies current and future programs and policies that enhance quality of life for all in Mono County.

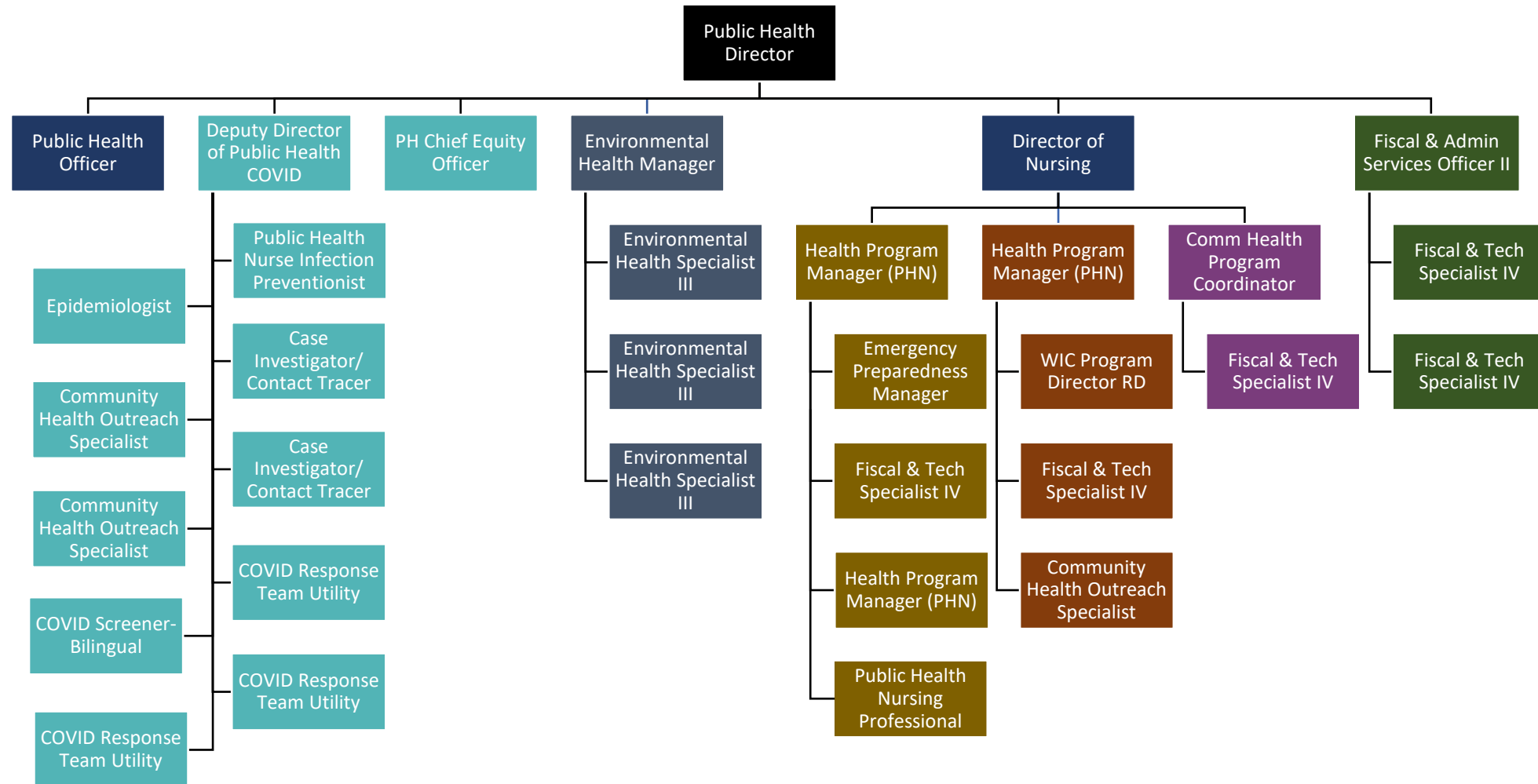
FY2022-23 Objectives

- Increase the number of Public Health encounters in unincorporated Mono County;
- Increase the number of staff training for all departments under Public Health;
- Improve our clinical protocols and supervision through the addition of a Director of Nursing
- Increase the vaccination rate for all vaccine-preventable diseases for all age groups in Mono County



PUBLIC HEALTH

Departmental Organizational Chart



Public Health

PH 130-41-860 (Public Health)

Revenues Total	Account Name	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
130-41-860-12120	Food Permits	\$0	\$162	\$0	\$0	\$0	\$0
130-41-860-12130	Pool Permits	\$0	\$243	\$0	\$0	\$0	\$0
130-41-860-12140	Underground Tank Permits	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-12150	Small Water System Permits	\$0	(\$178)	\$0	\$0	\$0	\$0
130-41-860-12180	Landfill Permits	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-13020	Car Seat Safety -Vc27360	\$250	\$212	\$250	\$545	\$250	\$250
130-41-860-13080	Aids Edu -H&S 11377C	\$250	\$337	\$250	\$359	\$250	\$250
130-41-860-14010	Interest Income	\$7,000	\$15,453	\$7,000	\$13,212	\$5,000	\$5,000
130-41-860-15080	St: Public Health Grants	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-15121	St: Lea Grant	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-15151	St: Maternal Child Health	\$113,027	\$29,860	\$112,779	\$79,049	\$113,325	\$113,325
130-41-860-15152	St: Infectious Disease Prevention & Control	\$0	\$108,342	\$0	\$0	\$0	\$0
130-41-860-15171	St: Chdp Gran	\$7,000	\$2,178	\$7,000	\$3,176	\$3,936	\$3,936
130-41-860-15180	St: Hiv Testing Grant	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-15190	St: Hiv Surveillance	\$3,000	\$2,374	\$3,000	\$1,224	\$3,000	\$3,000
130-41-860-15201	St: Ryan White Hiv Grant	\$44,500	\$4,126	\$0	\$0	\$0	\$0
130-41-860-15202	St: Misc State Grants	\$96,000	\$144,000	\$78,000	\$108,000	\$0	\$0
130-41-860-15203	St: Medi-Cal Administrative Activities (MAA)	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-15204	CMSP Grant - County Wellness & Prevention	\$0	\$9,500	\$0	\$0	\$0	\$0
130-41-860-15205	St: Rural CUPA Support Grant (RCSG)	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-15206	St: Local Oral Health Prog Grant (LOHP) Prop 56	\$141,055	\$18,547	\$141,055	\$78,490	\$141,055	\$141,055
130-41-860-15207	St: CMSP CERG	\$0	\$100,000	\$50,000	\$0	\$0	\$0
130-41-860-15240	St: Subvention Fund	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-15260	St: Foster Care	\$12,000	\$1,509	\$12,000	\$3,750	\$19,990	\$19,990
130-41-860-15270	St: Mtp	\$10,906	\$0	\$8,409	\$0	\$5,817	\$5,817
130-41-860-15351	St: Cviis Grant	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-15352	St: Immunization Grant	\$34,075	\$3,743	\$599,566	\$73,771	\$528,923	\$528,923
130-41-860-15353	St: WeVax	\$0	\$0	\$0	\$350,000	\$0	\$0
130-41-860-15437	Realignment Backfill Support	\$0	\$119,800	\$0	\$0	\$0	\$0
130-41-860-15441	St: Realignment-Pubhealth	\$1,294,800	\$1,420,534	\$1,460,615	\$1,675,485	\$1,454,067	\$1,454,067
130-41-860-15553	Federal CARES Act	\$0	\$874,521	\$1,227,645	\$946,642	\$1,817,798	\$1,817,798
130-41-860-15571	Fed: Wic-Women Infant & Child	\$275,726	\$213,621	\$283,222	\$120,145	\$321,383	\$321,383
130-41-860-16240	Labor Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-16300	Social Services Ccs Fees	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-16380	Administrative-Ccs	\$237,892	\$178,067	\$154,934	(\$568,434)	\$239,103	\$239,103
130-41-860-16501	Adult Immunizations	\$17,000	\$4,913	\$3,500	\$3,700	\$2,500	\$2,500
130-41-860-16601	Misc Clinical Services	\$400	\$5	\$0	\$0	\$0	\$0
130-41-860-16650	Medical Mj Id Card Application	\$300	\$0	\$0	\$250	\$0	\$0
130-41-860-17010	Miscellaneous Revenue	\$0	\$586	\$0	\$0	\$0	\$0
130-41-860-17020	Prior Year Revenue	\$100,000	\$0	\$0	\$0	\$0	\$0
130-41-860-17555	Private Org Grants	\$108,342	\$0	\$108,342	\$0	\$0	\$0
130-41-860-18020	Sale Of Surplus Supplies/Equip	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-18100	Operating Transfers In	\$27,670	\$24,170	\$19,452	\$13,494	\$135,024	\$135,024
	Revenues Total	\$2,531,193	\$3,276,624	\$4,277,019	\$2,902,857	\$4,791,421	\$4,791,421
130-41-860-21100	Salary And Wages	(\$857,621)	(\$960,433)	(\$1,496,117)	(\$1,426,594)	(\$1,896,226)	(\$1,896,226)
130-41-860-21120	Overtime	(\$500)	(\$31,963)	(\$25,000)	(\$31,840)	(\$15,000)	(\$15,000)
130-41-860-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-22100	Employee Benefits	(\$59,794)	(\$102,152)	(\$165,847)	(\$159,415)	(\$65,612)	(\$65,612)
130-41-860-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$139,575)	(\$111,276)	(\$193,534)	(\$230,289)	(\$358,512)	(\$358,512)
130-41-860-22120	Employee Benefits - PERS (ER Portion)	(\$283,733)	(\$247,157)	(\$420,540)	(\$413,006)	(\$531,878)	(\$531,878)
130-41-860-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-30280	Telephone/Communications	(\$13,404)	(\$14,421)	(\$23,124)	(\$26,237)	(\$35,204)	(\$35,204)
130-41-860-30500	Workers' Comp Ins Expense	(\$117,747)	(\$117,747)	(\$113,845)	(\$113,845)	(\$135,327)	(\$135,327)
130-41-860-30510	Liability Insurance Expense	(\$10,075)	(\$10,075)	(\$12,670)	(\$12,670)	(\$25,227)	(\$25,227)
130-41-860-31200	Equip Maintenance & Repair	\$0	(\$1,314)	(\$1,000)	\$0	\$0	\$0
130-41-860-31530	Medical/Dental & Lab Supplies	(\$20,000)	(\$9,289)	(\$48,000)	(\$34,537)	(\$5,502)	(\$5,502)
130-41-860-31700	Membership Fees	(\$10,000)	(\$6,960)	(\$10,000)	(\$11,197)	(\$11,490)	(\$11,490)
130-41-860-32000	Office Expense	(\$14,250)	(\$6,599)	(\$20,000)	(\$18,035)	(\$40,044)	(\$40,044)
130-41-860-32010	TECHNOLOGY EXPENSES	(\$13,848)	(\$31,750)	(\$43,779)	(\$45,616)	(\$62,561)	(\$62,561)
130-41-860-32020	Technology Expense-Software Licenses	(\$7,275)	(\$5,965)	(\$7,400)	(\$5,238)	(\$12,675)	(\$12,675)
130-41-860-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$4,000)	(\$4,000)
130-41-860-32450	Contract Services	(\$50,000)	(\$66,747)	(\$60,000)	(\$42,706)	(\$18,000)	(\$18,000)
130-41-860-32500	Professional & Specialized Ser	(\$2,500)	(\$711)	(\$97,500)	(\$1,672)	(\$1,788)	(\$1,788)
130-41-860-32510	Css Treatment Ser	(\$2,000)	(\$1,808)	(\$2,112)	(\$1,078)	(\$2,112)	(\$2,112)
130-41-860-32950	Rents & Leases - Real Property	(\$185,894)	(\$10,176)	(\$185,313)	(\$6,648)	(\$9,960)	(\$9,960)
130-41-860-33120	Special Department Expense	(\$5,000)	(\$29,404)	(\$95,000)	(\$323,918)	(\$207,871)	(\$207,871)
130-41-860-33350	Travel & Training Expense	(\$15,000)	(\$22,029)	(\$14,400)	(\$13,734)	(\$126,605)	(\$126,605)

Public Health

130-41-860-33351	Vehicle Fuel Costs	(\$5,000)	(\$646)	(\$15,000)	(\$1,858)	(\$1,594)	(\$1,594)
130-41-860-33360	Motor Pool Expense	(\$5,000)	(\$1,558)	(\$5,000)	(\$4,809)	(\$20,464)	(\$20,464)
130-41-860-33600	Utilities	\$0	\$0	\$0	\$0	\$0	\$0
130-41-860-33602	Civic Center Utilities	\$0	(\$9,471)	\$0	(\$10,541)	(\$10,480)	(\$10,480)
130-41-860-53030	Capital Equipment, \$5,000+	\$0	(\$23,187)	(\$115,000)	\$0	\$0	\$0
130-41-860-60100	Operating Transfers Out	(\$793,614)	(\$752,786)	(\$832,884)	(\$269,835)	(\$647,715)	(\$647,715)
130-41-860-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$168,834)	(\$168,834)
130-41-860-72960	A-87 Indirect Costs	(\$295,688)	(\$295,688)	(\$310,472)	(\$410,813)	(\$413,964)	(\$413,964)
Expenses Total		(\$2,907,518)	(\$2,871,313)	(\$4,313,537)	(\$3,616,129)	(\$4,828,645)	(\$4,828,645)

Use of Fund Balance	(\$376,325)	\$405,311	(\$36,518)	(\$713,272)	(\$37,224)	(\$37,224)
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PH 131-41-847 (Public Health Education)

Revenues Total	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
131-41-847-13080	Aids Edu -H&S 11377C	\$0	\$0	\$0	\$0	\$0	\$0
131-41-847-14010	Interest Income	\$0	(\$5,415)	\$0	(\$4,925)	\$0	\$0
131-41-847-18100	Operating Transfers In	\$335,201	\$310,012	\$313,829	\$0	\$326,022	\$326,022
Revenues Total		\$335,201	\$304,598	\$313,829	(\$4,925)	\$326,022	\$326,022

131-41-847-21100	Salary And Wages	(\$162,633)	(\$90,423)	(\$108,243)	(\$73,877)	(\$120,520)	(\$120,520)
131-41-847-21120	Overtime	\$0	(\$951)	(\$500)	\$0	\$0	\$0
131-41-847-22100	Employee Benefits	(\$23,999)	(\$10,437)	(\$12,983)	(\$9,561)	(\$5,744)	(\$5,744)
131-41-847-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$22,339)	(\$7,150)	(\$17,804)	(\$5,222)	(\$21,407)	(\$21,407)
131-41-847-22120	Employee Benefits - PERS (ER Portion)	(\$29,802)	(\$25,490)	(\$30,156)	(\$20,496)	(\$34,871)	(\$34,871)
131-41-847-30280	Telephone/Communications	(\$1,660)	(\$2,310)	(\$1,841)	(\$2,092)	(\$3,823)	(\$3,823)
131-41-847-30500	Workers' Comp Ins Expense	(\$1,248)	(\$1,248)	(\$1,368)	(\$1,368)	(\$2,617)	(\$2,617)
131-41-847-30510	Liability Insurance Expense	(\$623)	(\$623)	(\$610)	(\$610)	(\$1,060)	(\$1,060)
131-41-847-31700	Membership Fees	(\$560)	(\$658)	(\$500)	(\$2,350)	(\$305)	(\$305)
131-41-847-32000	Office Expense	(\$1,000)	(\$1,319)	(\$7,800)	(\$893)	(\$450)	(\$450)
131-41-847-32010	TECHNOLOGY EXPENSES	(\$2,175)	(\$1,293)	(\$1,276)	(\$3,034)	(\$3,318)	(\$3,318)
131-41-847-32020	Technology Expense-Software Licenses	(\$600)	(\$793)	(\$1,425)	(\$371)	\$0	\$0
131-41-847-32360	Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0
131-41-847-32450	Contract Services	(\$17,165)	(\$6,400)	(\$16,000)	(\$19,050)	(\$28,669)	(\$28,669)
131-41-847-32800	Publications & Legal Notices	\$0	\$0	(\$218)	\$0	\$0	\$0
131-41-847-32950	Rents & Leases - Real Property	(\$14,008)	(\$928)	(\$15,048)	\$0	\$0	\$0
131-41-847-33100	Education & Training	\$0	(\$56)	\$0	\$0	\$0	\$0
131-41-847-33101	Educational Materials	(\$900)	(\$3,725)	(\$5,000)	(\$11,508)	\$0	\$0
131-41-847-33102	Promotions	(\$1,650)	(\$756)	(\$5,500)	(\$1,221)	\$0	\$0
131-41-847-33120	Special Department Expense	(\$43,606)	(\$63,189)	(\$76,000)	(\$121,624)	(\$41,289)	(\$41,289)
131-41-847-33350	Travel & Training Expense	(\$732)	(\$924)	(\$1,000)	(\$5,494)	(\$14,917)	(\$14,917)
131-41-847-33351	Vehicle Fuel Costs	(\$200)	(\$226)	(\$500)	(\$368)	\$0	\$0
131-41-847-33360	Motor Pool Expense	(\$1,200)	(\$495)	(\$500)	(\$574)	\$0	\$0
131-41-847-33602	Civic Center Utilities	\$0	(\$786)	\$0	(\$885)	(\$879)	(\$879)
131-41-847-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
131-41-847-60100	Operating Transfers Out	\$0	(\$14,051)	\$0	(\$14,174)	(\$22,432)	(\$22,432)
131-41-847-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$14,168)	(\$14,168)
131-41-847-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0
131-41-847-72960	A-87 Indirect Costs	(\$9,101)	(\$9,099)	(\$9,556)	\$3,310	(\$9,554)	(\$9,554)
Expenses Total		(\$335,201)	(\$243,331)	(\$313,828)	(\$291,463)	(\$326,022)	(\$326,022)
Use of Fund Balance		\$0	\$61,267	\$1	(\$296,389)	(\$0)	(\$0)

PH 133-41-860 (Bio-Terrorism)

Revenues Total	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
133-41-860-14010	Interest Income	\$0	(\$1,672)	\$0	(\$2,348)	\$485	\$485
133-41-860-15551	FED: PANDEMIC FLU	\$60,443	\$28,087	\$60,443	\$20,632	\$60,438	\$60,438
133-41-860-15660	Fed: BT - HPP Hospital Preparedness Program	\$121,661	\$223,506	\$121,661	\$109,271	\$121,619	\$121,619
133-41-860-15661	Fed: BT - PHEP PH Emergency Preparedness	\$116,817	\$64,219	\$116,817	\$73,226	\$116,701	\$116,701
133-41-860-18100	Operating Transfers In	\$46,746	\$41,538	\$46,121	\$0	\$50,497	\$50,497
Revenues Total		\$345,667	\$355,677	\$345,042	\$200,781	\$349,740	\$349,740

133-41-860-21100	Salary And Wages	(\$157,396)	(\$258,142)	(\$138,812)	(\$72,430)	(\$122,553)	(\$122,553)
133-41-860-21120	Overtime	\$0	(\$17,802)	(\$15,000)	(\$228)	(\$4,915)	(\$4,915)
133-41-860-22100	Employee Benefits	(\$58,474)	(\$36,086)	(\$13,480)	(\$9,343)	(\$7,007)	(\$7,007)
133-41-860-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$9,985)	(\$26,590)	(\$18,371)	(\$15,733)	(\$30,538)	(\$30,538)
133-41-860-22120	Employee Benefits - PERS (ER Portion)	(\$22,461)	(\$51,142)	(\$30,812)	(\$24,848)	(\$35,297)	(\$35,297)
133-41-860-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
133-41-860-30280	Telephone/Communications	(\$14,936)	(\$14,188)	(\$14,883)	(\$6,899)	(\$15,876)	(\$15,876)

Public Health

133-41-860-30500	Workers' Comp Ins Expense	(\$1,436)	(\$1,435)	(\$1,368)	(\$1,368)	(\$1,309)	(\$1,309)
133-41-860-30510	Liability Insurance Expense	(\$623)	(\$623)	(\$610)	(\$610)	(\$530)	(\$530)
133-41-860-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
133-41-860-31530	Medical/Dental & Lab Supplies	(\$9,974)	(\$4,478)	(\$9,974)	\$0	\$0	\$0
133-41-860-32000	Office Expense	(\$3,507)	(\$137)	(\$3,607)	(\$1,116)	\$0	\$0
133-41-860-32010	TECHNOLOGY EXPENSES	(\$1,800)	(\$945)	(\$2,072)	\$0	(\$1,818)	(\$1,818)
133-41-860-32020	Technology Expense-Software Licenses	(\$700)	(\$404)	(\$700)	(\$267)	\$0	\$0
133-41-860-32450	Contract Services	\$0	\$0	\$0	\$0	(\$939)	(\$939)
133-41-860-32950	Rents & Leases - Real Property	(\$16,199)	(\$1,661)	(\$16,745)	(\$2,310)	(\$2,520)	(\$2,520)
133-41-860-33120	Special Department Expense	(\$2,612)	(\$29,531)	(\$31,871)	(\$47,883)	(\$36,500)	(\$36,500)
133-41-860-33350	Travel & Training Expense	(\$8,684)	(\$1,608)	(\$7,404)	(\$4,489)	(\$16,040)	(\$16,040)
133-41-860-33351	Vehicle Fuel Costs	(\$100)	\$0	(\$500)	\$0	\$0	\$0
133-41-860-33360	Motor Pool Expense	(\$750)	\$0	(\$1,000)	\$0	\$0	\$0
133-41-860-33602	Civic Center Utilities	\$0	(\$875)	\$0	(\$984)	(\$979)	(\$979)
133-41-860-53030	Capital Equipment, \$5,000+	\$0	(\$30,024)	\$0	\$0	\$0	\$0
133-41-860-60100	Operating Transfers Out	\$0	(\$15,634)	\$0	(\$15,761)	(\$19,321)	(\$19,321)
133-41-860-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$15,766)	(\$15,766)
133-41-860-72960	A-87 Indirect Costs	(\$36,030)	(\$36,030)	(\$37,832)	(\$18,959)	(\$37,832)	(\$37,832)
	Expenses Total	(\$345,667)	(\$527,334)	(\$345,041)	(\$223,227)	(\$349,740)	(\$349,740)

Use of Fund Balance \$0 (\$171,656) \$1 (\$22,447) \$0 \$0

PH 135-41-847 (Prop 99 Public Health Education)

Revenues Total	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	Actual	Requested Budget	Recommended Budget
135-41-847-14010	Interest Income	\$0	\$2,202	\$0	\$3,468	\$0	\$0
135-41-847-15250	St: Health Ed-Tobacco	\$150,000	\$112,500	\$150,000	\$187,500	\$150,000	\$150,000
	Revenues Total	\$150,000	\$114,702	\$150,000	\$190,968	\$150,000	\$150,000

135-41-847-60100	Operating Transfers Out	(\$150,000)	(\$66,716)	(\$150,000)	\$0	(\$150,000)	(\$150,000)
	Expenses Total	(\$150,000)	(\$66,716)	(\$150,000)	\$0	(\$150,000)	(\$150,000)

Use of Fund Balance \$0 \$47,985 \$0 \$190,968 \$0 \$0

PH 136-41-847 (Prop 56 Health Education)

Revenues Total	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	Actual	Requested Budget	Recommended Budget
136-41-847-14010	Interest Income	\$0	\$2,062	\$0	\$1,223	\$0	\$0
136-41-847-15250	St: Health Ed-Tobacco	\$155,085	\$106,812	\$150,000	\$187,500	\$150,000	\$150,000
	Revenues Total	\$155,085	\$108,874	\$150,000	\$188,723	\$150,000	\$150,000

136-41-847-60100	Operating Transfers Out	(\$155,085)	(\$243,296)	(\$150,000)	\$0	(\$150,000)	(\$150,000)
	Expenses Total	(\$155,085)	(\$243,296)	(\$150,000)	\$0	(\$150,000)	(\$150,000)

Use of Fund Balance \$0 (\$134,422) \$0 \$188,723 \$0 \$0

PH 137-41-862 (Environmental Health)

Revenues Total	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	Actual	Requested Budget	Recommended Budget
137-41-862-12020	Business License Fees	\$1,840	\$1,624	\$1,500	\$1,785	\$1,500	\$1,500
137-41-862-12070	Camp Permits	\$1,944	\$1,458	\$1,944	\$1,944	\$1,944	\$1,944
137-41-862-12100	Septic Permits	\$17,895	\$21,732	\$17,895	\$21,769	\$9,989	\$9,989
137-41-862-12112	Well Permits	\$13,001	\$8,428	\$10,795	\$15,835	\$10,500	\$10,500
137-41-862-12115	Misc Permits	\$203	\$162	\$189	\$912	\$876	\$876
137-41-862-12120	Food Permits	\$75,000	\$70,871	\$70,000	\$79,121	\$75,572	\$75,572
137-41-862-12130	Pool Permits	\$54,970	\$56,667	\$54,348	\$36,780	\$53,390	\$53,390
137-41-862-12140	Underground Tank Permits	\$55,000	\$57,885	\$55,000	\$73,387	\$62,407	\$62,407
137-41-862-12150	Small Water System Permits	\$45,000	\$42,864	\$43,000	\$39,123	\$41,229	\$41,229
137-41-862-12180	Landfill Permits	\$12,150	\$12,150	\$12,150	\$11,664	\$12,150	\$12,150
137-41-862-14010	Interest Income	\$0	(\$1,968)	\$0	(\$4,212)	\$0	\$0
137-41-862-15121	St: Lea Grant	\$16,500	\$16,500	\$16,500	\$16,468	\$16,500	\$16,500
137-41-862-16605	Solid Waste Service Fees	\$49,300	\$51,549	\$47,693	\$30,454	\$45,000	\$45,000
137-41-862-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
137-41-862-18100	Operating Transfers In	\$716,752	\$541,924	\$763,360	\$0	\$668,127	\$668,127
	Revenues Total	\$1,059,555	\$881,845	\$1,094,374	\$325,030	\$999,184	\$999,184

137-41-862-21100	Salary And Wages	(\$414,144)	(\$410,318)	(\$464,142)	(\$393,394)	(\$366,272)	(\$366,272)
137-41-862-22100	Employee Benefits	(\$48,177)	(\$58,226)	(\$56,671)	(\$51,103)	(\$21,521)	(\$21,521)
137-41-862-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$79,386)	(\$75,256)	(\$83,929)	(\$65,557)	(\$65,619)	(\$65,619)

Public Health

137-41-862-22120	Employee Benefits - PERS (ER Portion)	(\$116,723)	(\$120,706)	(\$121,895)	(\$110,911)	(\$105,246)	(\$105,246)
137-41-862-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
137-41-862-30280	Telephone/Communications	(\$7,040)	(\$5,719)	(\$5,892)	(\$5,024)	(\$4,612)	(\$4,612)
137-41-862-30500	Workers' Comp Ins Expense	(\$39,249)	(\$39,249)	(\$37,949)	(\$37,948)	(\$30,719)	(\$30,719)
137-41-862-30510	Liability Insurance Expense	(\$3,359)	(\$3,359)	(\$4,223)	(\$4,223)	(\$5,726)	(\$5,726)
137-41-862-31200	Equip Maintenance & Repair	\$0	\$0	\$0	(\$147)	\$0	\$0
137-41-862-31530	Medical/Dental & Lab Supplies	(\$500)	\$0	(\$500)	\$0	(\$500)	(\$500)
137-41-862-31700	Membership Fees	(\$5,000)	(\$1,442)	(\$600)	(\$1,642)	(\$1,665)	(\$1,665)
137-41-862-32000	Office Expense	(\$3,750)	(\$2,690)	(\$3,700)	(\$4,104)	(\$2,920)	(\$2,920)
137-41-862-32010	TECHNOLOGY EXPENSES	(\$6,372)	(\$5,002)	(\$9,810)	(\$7,255)	(\$9,698)	(\$9,698)
137-41-862-32020	Technology Expense-Software Licenses	(\$17,725)	(\$17,725)	(\$18,000)	(\$18,789)	(\$19,729)	(\$19,729)
137-41-862-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$1,080)	(\$1,080)
137-41-862-32450	Contract Services	(\$138,600)	(\$103,244)	(\$110,500)	(\$85,267)	(\$110,750)	(\$110,750)
137-41-862-32500	Professional & Specialized Ser	(\$100)	\$0	(\$100)	\$0	\$0	\$0
137-41-862-32800	Publications & Legal Notices	\$0	(\$82)	\$0	\$0	(\$100)	(\$100)
137-41-862-32860	Rents & Leases - Other	\$0	\$0	\$0	\$0	\$0	\$0
137-41-862-32950	Rents & Leases - Real Property	(\$58,468)	(\$2,002)	(\$58,322)	(\$2,000)	(\$2,000)	(\$2,000)
137-41-862-33010	Small Tools & Instruments	(\$100)	\$0	(\$100)	\$0	\$0	\$0
137-41-862-33120	Special Department Expense	(\$300)	(\$305)	(\$300)	(\$1,080)	(\$500)	(\$500)
137-41-862-33350	Travel & Training Expense	(\$5,000)	(\$350)	(\$1,850)	(\$1,048)	(\$2,269)	(\$2,269)
137-41-862-33351	Vehicle Fuel Costs	(\$2,000)	(\$3,654)	(\$2,400)	(\$4,316)	(\$4,000)	(\$4,000)
137-41-862-33360	Motor Pool Expense	(\$15,000)	(\$10,870)	(\$10,000)	(\$12,859)	(\$12,000)	(\$12,000)
137-41-862-33600	Utilities	\$0	\$0	\$0	\$0	\$0	\$0
137-41-862-33602	Civic Center Utilities	\$0	(\$3,045)	\$0	(\$3,311)	(\$3,292)	(\$3,292)
137-41-862-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
137-41-862-60100	Operating Transfers Out	\$0	(\$54,428)	\$0	(\$53,022)	(\$67,271)	(\$67,271)
137-41-862-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$53,030)	(\$53,030)
137-41-862-72960	A-87 Indirect Costs	(\$98,562)	(\$98,563)	(\$103,490)	(\$137,783)	(\$108,665)	(\$108,665)
	Expenses Total	(\$1,059,555)	(\$1,016,235)	(\$1,094,373)	(\$1,000,783)	(\$999,184)	(\$999,184)
	Use of Fund Balance	\$0	(\$134,390)	\$1	(\$675,753)	\$0	\$0

PUBLIC WORKS

Paul Roten
Public Works Director

The Department of Public Works develops and maintains the County’s physical infrastructure that supports the transportation, recreation, waste management, and public service needs of the County’s residents and visitors, is to plan and direct the day-to-day operation of County government, while ensuring that federal, state, and local laws and Board policies and directives are executed in an effective, efficient, and accountable manner.

BUDGET AT A GLANCE	
Total Expenditures	(\$25,360,236)
Jail Expenditures	(\$30,937,152)
Total Grant/Earned/ Govt Revenues	\$16,808,885
Jail Revenues	\$25,000,000
Total Use of Fund Balance	\$10,607,222
Total General Fund Contribution	(\$3,881,281)
Total Staff	59
% funded by General Fund	15%

DEPARTMENT SERVICES OVERVIEW

The Department of Public Works oversees the County’s 684 miles of roads, 95 structures (including 4 office buildings, 5 road shops, 7 community centers, 17 parks, ballfields and skateparks, 7 solid waste facilities, and several other public facilities). The mission is challenging due to the great physical distances between many of the County’s communities and the lack of funding to redevelop aging infrastructure. The County’s isolated location creates difficulties with obtaining services and staff, while creating the landscapes that draw tourists to our region.

CHALLENGES, ISSUES & OPPORTUNITIES

Motor Pool has operated at a loss, owning vehicles operated by all Mono County government, charging fees that were only adequate to cover some overhead and maintenance while failing to support a vehicle replacement strategy. We are currently working to convert this program to one that is more sustainable. More than half of the heavy equipment in the fleet has either outlived its useful life or must be replaced to meet California Air Resources Board (CARB) on and off-road diesel regulations. The passenger and emergency vehicle fleet has a similar challenge. Some vehicles have exceeded their useful mileage, while others have exceeded their useful age. Our efforts will develop a replacement fund for each vehicle during its use so that when they need to be replaced, we have the funding to do so. The Roads and Solid Waste Divisions as well as other Departments across the whole of Mono County will be impacted by the shift in motor pool charges. However, this will allow Public Works to account for true costs in the right budget units and take corrective action.

Deferred maintenance backlog and the lack of an appropriate replacement program for the aging heavy equipment fleet is the primary challenge Roads Division faces with executing their primary tasks of maintaining and removing snow from county roads. Changes being made to the motor pool operating plan will positively impact the Roads Division in the scope of maintenance and equipment replacement but will necessitate operating lean in road maintenance materials purchases. Collaboration with the Engineering and Recreation Divisions, as well as with the Public Agencies, creates an opportunity to increase outside revenues into the Road Fund to help offset increased expenditures in motor pool charges.

Further challenges to the Roads Division are providing for the maintenance of 684 miles of paved and unpaved county roads due to the deferred maintenance backlog and the lack of an appropriate replacement program for the heavy equipment fleet.

Solid Waste has same issues with Benton Crossing will close the gates this year. All operational procedures across the county will change. With various environmental challenges, we expect the coming years to be more expensive than past years. These expenses will pass on to customers. Funding loss to the County may be

compounded when some of these customers find alternative methods to manage their solid waste.

Facilities has continued to operate over many years without increasing employees. There have been many seasoned employees retire recently. The County has increased its number of facilities, with a large increase in demand in South County at the Civic Center, over the demands of the leased facilities. There are more parks being maintained. Outside agencies have higher demands of maintenance at facilities such as our airports. With the increased demands and the more diverse activity across all parts of Mono County we have the opportunity to restructure the Facilities division and provide additional supervisory roles. The addition of the new jail will add to the challenges of both the facilities and engineering divisions.

The engineering division applies for and receives millions of dollars annually of grants and funding. Their work includes task from the new Civic Center, the new Jail, airports; to remodels at parks and existing buildings, and managing cemeteries. The engineering division also supports the building division in grading permits, flood management and County Surveyor tasks, and continues to be drawn into many projects from all departments across the county. Engineering develops and manages the road rehabilitation and restoration. The roads have been maintained at the highest possible level with the funding available. Recently the state implemented a gas tax that adds funding to be used support Pavement Management in Mono County. While this allows the engineering division to fix more roads earlier, and overall increase the pavement quality, it costs additional time and effort. There is continued increase in federal and state agency requirements for conformance to water quality, contract laws, and accounting. We also manage bridges, some of which are being derated due to age and condition. Currently this division does not have the employees to cover all these needs. We could address more opportunities with added staff, which would pay back in additional funding opportunities and better meeting all departmental needs.

For more information, call (760) 932-5440, or visit <https://monocounty.ca.gov/engineering>
<https://monocounty.ca.gov/facilities> [https://monocounty.ca.gov/solid waste](https://monocounty.ca.gov/solid_waste)
<https://monocounty.ca.gov/roads>

REQUESTED BUDGET CHANGES FOR FY2022-23

- Provide funding within the Facilities Budget for specific small-scale maintenance and improvement projects
- Increase funding for necessary tools and equipment
- Create additional Supervisor allocation
- Make necessary investments in CARB compliance to account for recent staffing changes
- Provide funding where necessary for transition from Benton Crossing Landfill to a Long-Haul transfer system including equipment, infrastructure, site work and contract services for special handling waste items.
- Major contract service changes this fiscal year:
- Green waste processing on hold
- 3rd Party Solid Waste Legal Assistance no longer required
- Satellite Transfer Station Operations under new contract pricing
- Water Sampling and Laboratory Testing under new contract pricing
- Landfill Surveying brought in-house
- Decrease outside revenue into Engineering, to allow for hiring additional outside services to provide additional staff time for consulting services
- Increase funding for tech equipment and software so engineers can maintain the highest level of performance
- Increase the funding for office equipment to replace the trash we are using now.

The below changes were made to the Public Works budget since the Board Budget workshop in May:

- Including the 12 vehicles from 21-22 in Motor Pool
- Including the 1 Heavy equipment from 21-22 in Motor Pool
- Including the change of Unleaded in Road fund to Motor pool

- ROAD REVENUE
 - reduction of reimbursable unleaded from users outside the county //-includes reimbursement for diesel from outside County (reduction of \$49,150 from Board workshop)
 - reduction of reimbursable unleaded from County Departments // includes reimbursement for diesel from County Departments // includes cost applied maintenance and labor (reduction of \$274,500 Board workshop)
 - Vehicles going to auction (increase of \$35,000 from Board workshop)
 - Reduce Road distribution from \$2,739,892 to \$2,271,483 based on HUTA estimate for Road Fund distributed May 2022
- ROAD EXPENSE
 - \$450,000 to purchase all diesel // \$71,500 for road unleaded costs (decrease of \$199,000)
 - \$80,000 for fuel system upgrade // \$85,000 for auction HE - Both to MP (increase of \$165,000 from BOS workshop)
- MOTOR POOL REVENUE
 - \$615,403 mileage charges // \$692,000 unleaded reimbursement from users within the county (increase of \$692,000)
 - Unleaded reimbursement from users outside the county (increase of \$95,000)
 - \$.14/gal fuel surcharge for fuel system upgrade (increase of \$24,610)
 - Sale of Equipment increase of \$195,000
- MOTOR POOL EXPENSE
 - Increase to include purchase of all unleaded (\$747,500)
 - includes full fuel system replacement charge (\$80,000)
- SOLID WASTE
 - Includes sale of 2 pieces of equipment and transfer of revenue to Motor Pool (\$30,000)
 - Increase Tipping fees as per Board 7/19/22 which will increase projected tipping fees from \$1,630,000 to \$2,300,500. Department requested budget was for \$603,000 due to closure of Benton landfill.
- STATE FED CCONSTRUCTION
 - Increase of State funds for Road projects from \$1,010,000 to \$2,197,476, updated RMRA estimate distributed May 2022.
- AIRPORTS
 - Move purchase of aviation fuel to expenditure for Land maintenance and repair. The replacement of fuel system is needed. Initial cost will be \$23k plus ~\$1,500/year for hosting and cellular services. This purchase will require GF support and will be visited at Mid-Year.

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Performed remodel of Social Services building for new Elections Office
- Implemented the County's Power Supply Continuity Plan
- Performed several large-scale maintenance projects due to exceptional freezing winter
- Advanced Civic Center improvements including soundproofing, snow rails and buildout of AV systems
- Performed drainage improvements in Paradise, Rock Creek Road
- Crack sealing throughout County
- June Lake Village Pedestrian Safety Project
- Implemented new process for submitting and tracking maintenance requests at the Road Shop
- Transitioned to a new organizational structure within the fleet/mechanics Division
- Continued to work on Pre-closure development of Benton Crossing Landfill including Final Closure Post Closure Maintenance Plan and Site Work

- Pre-development of Stormwater system for the Pumice Valley Landfill and required updates to the Preliminary Closure Post Closure Maintenance Plan and Financial Assurances
- Countywide Solid Waste RFB issued and obtained Board direction for future program
- Analyzed Solid Waste Fees in preparation for Board consideration
- Managed over two dozen service contracts for recycling of commodities, processing of special handling waste, monitoring of environmental conditions
- Aided in remediation and recovery of Mountain View Fire
- Coordinated with outside consultant outside surveyor to catch up on historic backlog
- Long Valley Streets Project Bid and negotiations continuing for start this fiscal year
- Completed new County Standards that had not been updated since 1982
- Developed Local Road Safety plans which include new online survey and online notification system
- Proceeded forward with Design Development Plans for a New Bridgeport Jail
- Developed more clear Pavement Management system process
- Developed and incorporated a traffic calming plan for June Lake Village that included a new lower 15 mph speed limit

FY 022-24 Strategic Plan Objectives

- Move toward construction of new jail and stay on target for completion in Fall of 2025
- Reevaluate Fleet, Motor Pool, Heavy equipment to be sustainable supporting strategic focus on Quality of Life and a reduction of carbon footprint and supporting public Safety aiding in Emergency operations and response times, and further improve fiscal resiliency
- Expand Engineering capacity to improve safety with Mono County Roads, Bridges and Airports
- Complete improvements to the Civic Center as noted on the strategic plan Focus diagram to increase access to services.
- Work with partners such as the Town of Mammoth Lakes to support improvements in quality of life in their affordable housing efforts

FY2022-23 Objectives

- Develop a new countywide solid waste transfer and disposal system and complete the gate closure of the Benton Crossing Landfill by January 2023. Note that continued efforts to remediate the Benton Crossing Landfill will continue through December of 2027
- Develop the Facilities department to include predictive analysis of potential failures on long lead items such as roofs and HVAC equipment to meet sustainable objectives in support of the County Workforce
- Complete small-scale maintenance and improvement projects as identified in Facilities Budget
- Implement grant-funded projects including Prop 68 and CSA projects to offset labor costs within Facilities Division
- Create a new system in Facilities to track and monitor work orders.
- Install solar and battery system at Memorial Hall
- Adjust organizational structure to account for recent shifts in staffing
- Continue to implement County-wide road improvement projects as funding opportunities present themselves.
- Implement and execute a centralized maintenance strategy for the County's fleet of pool vehicles and equipment
- Transition from Benton Crossing Landfill to a Long-Haul transfer system
- Prepare for closure construction at Benton Crossing Landfill
- Develop Pumice Valley for expanded use
- Using Pavement Management system, develop clear program for long-term maintenance of Mono County Roads
- Complete demolition of the existing Hospital at the New Bridgeport Jail Site
- Complete reconstruction of roads in Lakeridge Bluffs zone of Benefit
- Incorporate requested work into Community Services Districts

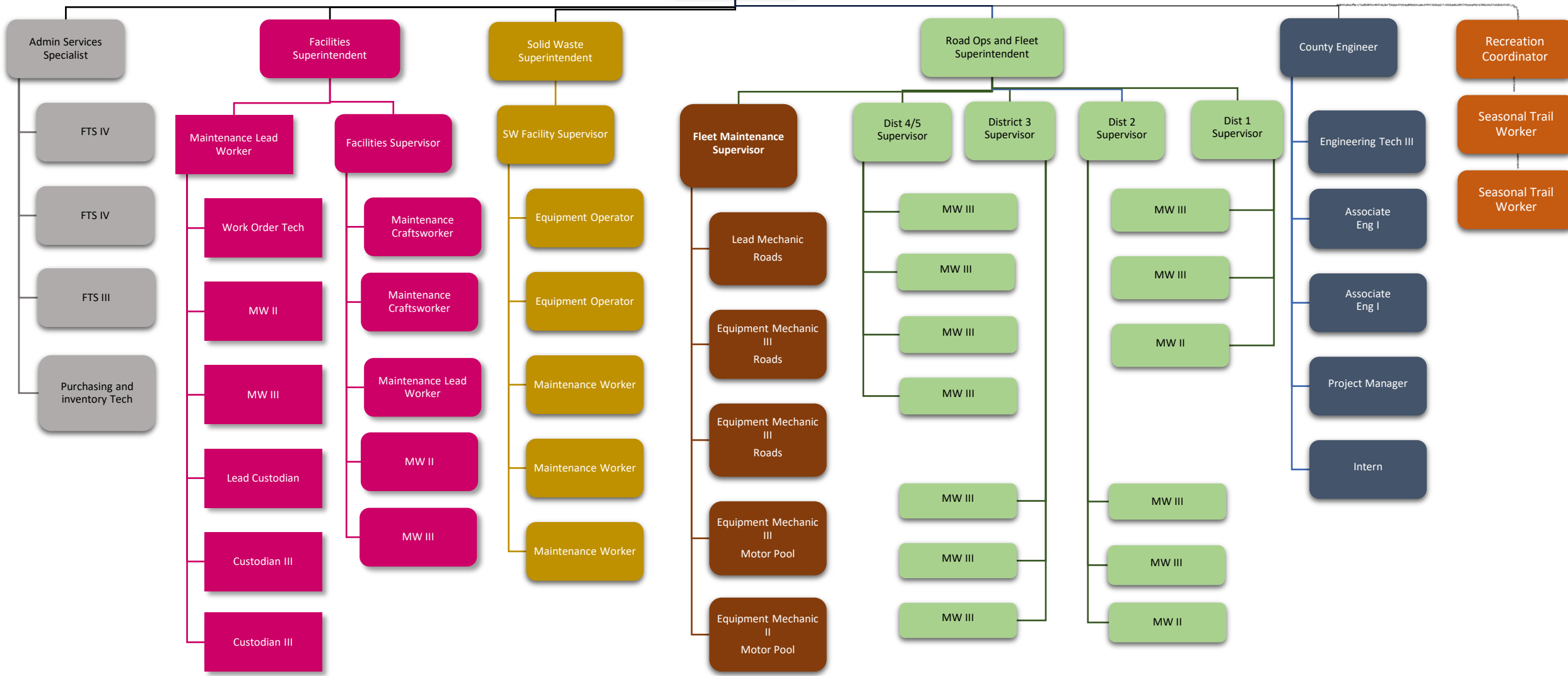
- Develop clear program for maintaining Zones of Benefits
- Incorporate SB1 funding into county road preservation projects
- Continue work toward rehabilitation of Eastside Lane and Benton Crossing Road
- Initiate Bridge replacement program



PUBLIC WORKS

Departmental Organizational Chart

Director of Public Works



DIVISIONS

- Admin Services
- Facilities
- Solid Waste
- Fleet Operations
- Road Operations
- Engineering
- Recreation

Public Works

PW 100-17-720 (Engineering)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	FY2021-22 08/18/22 Actual	FY2022-23 Requested Budget	FY2022-23 Recommended Budget
100-17-720-16100	Engineering Services-Pw	\$5,000	\$7,060	\$11,000	\$5,856	\$10,000	\$10,000
100-17-720-16240	Labor Reimbursement	\$100,000	\$212,680	\$190,000	\$150,961	\$100,000	\$100,000
Revenues Total		\$105,000	\$219,740	\$201,000	\$156,817	\$110,000	\$110,000
100-17-720-21100	Salary And Wages	(\$475,408)	(\$441,599)	(\$579,484)	(\$494,745)	(\$550,834)	(\$550,834)
100-17-720-22100	Employee Benefits	(\$57,760)	(\$50,760)	(\$70,405)	(\$55,737)	(\$25,153)	(\$25,153)
100-17-720-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$78,750)	(\$69,961)	(\$93,571)	(\$85,649)	(\$104,572)	(\$104,572)
100-17-720-22120	Employee Benefits - PERS (ER Portion)	(\$124,284)	(\$115,011)	(\$157,142)	(\$150,358)	(\$159,486)	(\$159,486)
100-17-720-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$37,337)	(\$37,337)
100-17-720-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-17-720-30280	Telephone/Communications	(\$1,872)	(\$2,586)	(\$4,620)	(\$2,797)	(\$3,087)	(\$3,087)
100-17-720-30500	Workers' Comp Ins Expense	(\$9,551)	(\$9,551)	(\$10,738)	(\$10,738)	(\$15,844)	(\$15,844)
100-17-720-30510	Liability Insurance Expense	(\$4,226)	(\$4,226)	(\$4,789)	(\$4,789)	(\$4,335)	(\$4,335)
100-17-720-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	(\$2,000)	(\$2,000)
100-17-720-31400	Building/Land Maint & Repair	\$0	\$475	\$0	(\$534)	\$0	\$0
100-17-720-31700	Membership Fees	(\$2,000)	(\$1,120)	(\$1,500)	\$0	(\$1,500)	(\$1,500)
100-17-720-32000	Office Expense	(\$3,000)	(\$3,587)	(\$3,000)	(\$4,816)	(\$5,000)	(\$5,000)
100-17-720-32010	TECHNOLOGY EXPENSES	(\$6,419)	(\$6,419)	(\$9,395)	(\$9,395)	(\$11,084)	(\$11,084)
100-17-720-32020	Technology Expense-Software Licenses	(\$8,000)	(\$9,958)	(\$9,500)	(\$11,506)	(\$11,500)	(\$11,500)
100-17-720-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$2,200)	(\$2,200)
100-17-720-32360	Consulting Services	\$0	\$0	\$0	\$0	(\$10,000)	(\$10,000)
100-17-720-32450	Contract Services	(\$20,000)	(\$47,248)	(\$65,000)	(\$15,497)	(\$5,000)	(\$5,000)
100-17-720-32500	Professional & Specialized Ser	\$0	(\$1,700)	\$0	\$0	(\$45,000)	(\$45,000)
100-17-720-32800	Publications & Legal Notices	\$0	(\$42)	\$0	(\$42)	(\$1,000)	(\$1,000)
100-17-720-32860	Rents & Leases - Other	\$0	\$0	\$0	\$0	\$0	\$0
100-17-720-32950	Rents & Leases - Real Property	(\$16,985)	(\$75)	(\$17,206)	\$0	\$0	\$0
100-17-720-33120	Special Department Expense	\$0	(\$3,041)	\$0	\$0	(\$2,500)	(\$2,500)
100-17-720-33350	Travel & Training Expense	(\$2,000)	(\$1,572)	(\$2,000)	(\$1,541)	(\$2,000)	(\$2,000)
100-17-720-33351	Vehicle Fuel Costs	(\$2,673)	(\$1,152)	(\$2,500)	(\$1,829)	(\$2,500)	(\$2,500)
100-17-720-33360	Motor Pool Expense	(\$12,000)	(\$3,212)	(\$4,332)	(\$6,453)	(\$7,096)	(\$7,096)
100-17-720-33600	Utilities	\$0	\$0	\$0	\$0	\$0	\$0
100-17-720-33601	Street Lighting	(\$40,000)	(\$38,074)	(\$40,000)	(\$24,890)	(\$30,000)	(\$30,000)
100-17-720-33602	Civic Center Utilities	\$0	(\$894)	\$0	(\$1,008)	(\$1,000)	(\$1,000)
100-17-720-53010	Capital Equipment: Vehicles	\$0	\$0	\$0	\$0	\$0	\$0
100-17-720-53021	Capital Asset, Lease Purchase	\$0	\$0	\$0	\$0	\$0	\$0
100-17-720-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
100-17-720-60100	Operating Transfers Out	\$0	(\$16,246)	\$0	(\$16,139)	\$0	\$0
100-17-720-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$16,248)	(\$16,248)
100-17-720-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0
100-17-720-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-17-720-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$864,928)	(\$827,559)	(\$1,075,182)	(\$898,461)	(\$1,056,277)	(\$1,056,277)
NET		(\$759,928)	(\$607,819)	(\$874,182)	(\$741,644)	(\$946,277)	(\$946,277)

PW 100-17-729 (Facilities)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	FY2021-22 08/18/22 Actual	FY2022-23 Requested Budget	FY2022-23 Recommended Budget
100-17-729-14050	Rental Income	\$0	\$4,900	\$0	\$9,025	\$5,000	\$5,000
100-17-729-16090	Labor Reimbursement/Facilities	\$25,000	\$40,769	\$20,000	\$57,240	\$40,000	\$40,000
100-17-729-17050	Donations & Contributions	\$0	\$903	\$0	\$0	\$0	\$0
100-17-729-17180	Courthouse Construction Fund	\$5,000	\$5,000	\$0	\$0	\$0	\$0
100-17-729-17250	Judgments, Damages & Settlements	\$0	\$0	\$0	\$725	\$0	\$0
100-17-729-18100	Operating Transfers In	\$15,000	\$0	\$15,000	\$0	\$5,000	\$5,000
100-17-729-18960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$45,000	\$51,571	\$35,000	\$66,990	\$50,000	\$50,000
100-17-729-21100	Salary And Wages	(\$1,030,162)	(\$1,022,807)	(\$1,001,801)	(\$1,113,617)	(\$1,003,896)	(\$1,003,896)
100-17-729-21120	Overtime	(\$1,000)	(\$11,644)	(\$500)	(\$5,837)	(\$4,452)	(\$4,452)
100-17-729-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-17-729-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
100-17-729-22100	Employee Benefits	(\$127,261)	(\$159,525)	(\$123,334)	(\$144,218)	(\$51,243)	(\$51,243)
100-17-729-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$237,619)	(\$233,578)	(\$203,572)	(\$210,097)	(\$242,329)	(\$242,329)
100-17-729-22120	Employee Benefits - PERS (ER Portion)	(\$293,576)	(\$293,651)	(\$289,621)	(\$291,430)	(\$286,738)	(\$286,738)
100-17-729-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$62,426)	(\$62,426)
100-17-729-30120	Uniform Allowance	(\$3,000)	(\$2,170)	(\$3,000)	(\$4,079)	(\$4,000)	(\$4,000)
100-17-729-30280	Telephone/Communications	(\$64,460)	(\$43,685)	(\$65,808)	(\$36,647)	(\$43,000)	(\$43,000)
100-17-729-30350	Household Expenses	(\$28,000)	(\$22,154)	(\$28,000)	(\$16,188)	(\$18,000)	(\$18,000)

Public Works

100-17-729-30500	Workers' Comp Ins Expense	(\$83,542)	(\$83,542)	(\$107,279)	(\$107,279)	(\$78,365)	(\$78,365)
100-17-729-30510	Liability Insurance Expense	(\$128,736)	(\$128,736)	(\$46,587)	(\$46,587)	(\$68,723)	(\$68,723)
100-17-729-31200	Equip Maintenance & Repair	(\$5,000)	(\$6,449)	(\$5,000)	(\$9,847)	(\$5,000)	(\$5,000)
100-17-729-31400	Building/Land Maint & Repair	(\$140,000)	(\$147,288)	(\$140,000)	(\$144,815)	(\$167,500)	(\$167,500)
100-17-729-31700	Membership Fees	(\$1,200)	(\$1,275)	(\$1,200)	(\$934)	(\$1,200)	(\$1,200)
100-17-729-32000	Office Expense	(\$2,800)	(\$962)	(\$2,800)	(\$1,697)	(\$2,200)	(\$2,200)
100-17-729-32010	TECHNOLOGY EXPENSES	(\$12,016)	(\$13,203)	(\$16,000)	(\$16,554)	(\$23,852)	(\$23,852)
100-17-729-32020	Technology Expense-Software Licenses	(\$5,300)	(\$3,991)	(\$500)	(\$5,591)	(\$2,500)	(\$2,500)
100-17-729-32360	Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0
100-17-729-32450	Contract Services	(\$320,000)	(\$283,488)	(\$311,000)	(\$295,963)	(\$340,500)	(\$340,500)
100-17-729-32500	Professional & Specialized Ser	(\$5,000)	(\$11,303)	(\$10,000)	(\$10,546)	(\$10,000)	(\$10,000)
100-17-729-32860	Rents & Leases - Other	(\$4,500)	(\$5,397)	(\$7,000)	(\$2,250)	(\$6,000)	(\$6,000)
100-17-729-32950	Rents & Leases - Real Property	(\$15,600)	(\$8,920)	(\$9,000)	(\$3,947)	(\$9,000)	(\$9,000)
100-17-729-33010	Small Tools & Instruments	(\$8,500)	(\$6,922)	(\$8,500)	(\$8,419)	(\$18,500)	(\$18,500)
100-17-729-33120	Special Department Expense	(\$3,500)	(\$3,240)	(\$3,500)	(\$3,240)	(\$3,500)	(\$3,500)
100-17-729-33350	Travel & Training Expense	(\$2,000)	(\$29)	(\$2,000)	(\$274)	(\$2,000)	(\$2,000)
100-17-729-33351	Vehicle Fuel Costs	(\$34,650)	(\$45,343)	(\$34,650)	(\$53,685)	(\$50,000)	(\$50,000)
100-17-729-33360	Motor Pool Expense	(\$89,000)	(\$85,635)	(\$75,365)	(\$69,095)	(\$97,914)	(\$97,914)
100-17-729-33600	Utilities	(\$340,000)	(\$357,095)	(\$360,000)	(\$435,913)	(\$508,000)	(\$508,000)
100-17-729-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	(\$25,000)	(\$25,000)
	Expenses Total	(\$2,986,422)	(\$2,982,034)	(\$2,856,017)	(\$3,038,749)	(\$3,135,836)	(\$3,135,836)
	NET	(\$2,941,422)	(\$2,930,463)	(\$2,821,017)	(\$2,971,760)	(\$3,085,836)	(\$3,085,836)

PW 103-17-735 (Conway Ranch)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	FY2022-23 Recommended Budget
103-17-735-14010	Interest Income	\$0	\$2	\$0	\$82	\$0	\$0
103-17-735-14050	Rental Income	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-15900	Oth: Other Govt Agencies	\$0	\$0	\$0	\$0	\$50,000	\$50,000
103-17-735-17010	Miscellaneous Revenue	\$0	\$0	\$3,870	\$1,960	\$2,300	\$2,300
103-17-735-18100	Operating Transfers In	\$104,683	\$100,000	\$24,365	\$16,000	\$15,000	\$15,000
	Revenues Total	\$104,683	\$100,002	\$28,235	\$18,042	\$67,300	\$67,300
103-17-735-21100	Salary And Wages	\$0	\$0	(\$9,481)	(\$9,623)	(\$9,955)	(\$9,955)
103-17-735-21120	Overtime	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-22100	Employee Benefits	\$0	\$0	(\$1,167)	(\$1,002)	(\$277)	(\$277)
103-17-735-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	\$0	(\$2,010)	(\$2,165)	(\$2,429)	(\$2,429)
103-17-735-22120	Employee Benefits - PERS (ER Portion)	\$0	\$0	(\$2,748)	(\$1,030)	(\$2,882)	(\$2,882)
103-17-735-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-30280	Telephone/Communications	\$0	\$0	(\$90)	(\$90)	(\$90)	(\$90)
103-17-735-30500	Workers' Comp Ins Expense	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-30510	Liability Insurance Expense	(\$85,583)	(\$85,583)	(\$639)	(\$639)	\$0	\$0
103-17-735-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-31400	Building/Land Maint & Repair	(\$8,100)	(\$2,586)	(\$8,100)	(\$2,425)	(\$3,000)	(\$3,000)
103-17-735-32000	Office Expense	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-32450	Contract Services	(\$10,000)	(\$10,000)	(\$3,000)	\$0	(\$51,500)	(\$51,500)
103-17-735-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-33120	Special Department Expense	(\$1,000)	(\$638)	(\$1,000)	(\$619)	(\$1,000)	(\$1,000)
103-17-735-52010	Land & Improvements	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
103-17-735-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$104,683)	(\$98,807)	(\$28,235)	(\$17,593)	(\$71,133)	(\$71,133)
	Use of Fund Balance	\$0	\$1,195	\$0	\$450	(\$3,833)	(\$3,833)

PW 108-27-194 (Eastern Sierra Sustainable Recreation)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	FY2022-23 Recommended Budget
108-27-194-14010	Interest Income	\$3,000	\$3,855	\$3,000	\$5,473	\$0	\$0
108-27-194-15202	St: Misc State Grants	\$0	\$0	\$44,720	\$0	\$122,100	\$122,100
108-27-194-15750	Fed: Geothermal Royalties	\$90,000	\$212,641	\$90,000	\$198,280	\$191,489	\$191,489
108-27-194-15900	Oth: Other Govt Agencies	\$0	\$0	\$23,750	\$0	\$37,997	\$37,997
108-27-194-17010	Miscellaneous Revenue	\$95,000	\$73,930	\$0	\$44,678	\$0	\$0
108-27-194-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$188,000	\$290,426	\$161,470	\$248,431	\$351,586	\$351,586
108-27-194-21100	Salary And Wages	(\$69,121)	(\$50,122)	(\$108,493)	(\$86,915)	(\$147,600)	(\$147,600)
108-27-194-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0

Public Works

108-27-194-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
108-27-194-22100	Employee Benefits	(\$8,506)	(\$6,176)	(\$12,046)	(\$8,864)	(\$3,454)	(\$3,454)
108-27-194-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$22,135)	(\$11,704)	(\$20,100)	(\$17,833)	(\$42,724)	(\$42,724)
108-27-194-22120	Employee Benefits - PERS (ER Portion)	(\$19,698)	(\$17,590)	(\$20,353)	(\$20,045)	(\$36,009)	(\$36,009)
108-27-194-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
108-27-194-30280	Telephone/Communications	(\$600)	(\$2,660)	(\$780)	(\$499)	\$0	\$0
108-27-194-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	(\$4,570)	(\$4,570)
108-27-194-32450	Contract Services	(\$25,000)	(\$8,618)	(\$31,000)	(\$14,146)	(\$100,100)	(\$100,100)
108-27-194-33120	Special Department Expense	(\$30,000)	(\$59,391)	(\$9,410)	(\$9,175)	(\$3,400)	(\$3,400)
108-27-194-33350	Travel & Training Expense	\$0	\$0	(\$500)	\$0	\$0	\$0
108-27-194-33351	Vehicle Fuel Costs	\$0	(\$733)	\$0	(\$2,766)	(\$6,750)	(\$6,750)
108-27-194-47010	Contributions To Other Governm	\$0	\$0	\$0	\$0	\$0	\$0
108-27-194-47020	Contributions To Non-Profit Or	(\$10,000)	(\$12,267)	(\$25,000)	(\$1,869)	(\$22,690)	(\$22,690)
108-27-194-60100	Operating Transfers Out	(\$15,000)	\$0	(\$66,688)	\$0	(\$3,925)	(\$3,925)
	Expenses Total	(\$200,060)	(\$169,262)	(\$294,370)	(\$162,112)	(\$371,222)	(\$371,222)
	Use of Fund Balance	(\$12,060)	\$121,163	(\$132,900)	\$86,320	(\$19,636)	(\$19,636)

PW 164-10-228 (Zones of Benefit)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
164-10-228-14010	Interest Income	\$9,305	\$14,046	\$18,000	\$14,203	\$0	\$0
164-10-228-16055	Special Assessments	\$110,945	\$146,113	\$130,000	\$160,437	\$146,000	\$146,000
164-10-228-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
164-10-228-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$120,250	\$160,159	\$148,000	\$174,640	\$146,000	\$146,000
164-10-228-31400	Building/Land Maint & Repair	(\$33,400)	(\$33,517)	(\$64,400)	(\$85,123)	(\$325,000)	(\$325,000)
164-10-228-32450	Contract Services	(\$31,000)	\$0	\$0	\$0	\$0	\$0
164-10-228-33351	Vehicle Fuel Costs	\$0	\$0	\$0	\$0	\$0	\$0
164-10-228-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
164-10-228-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
164-10-228-91010	Contingency	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$64,400)	(\$33,517)	(\$64,400)	(\$85,123)	(\$325,000)	(\$325,000)
	Use of Fund Balance	\$55,850	\$126,642	\$83,600	\$89,517	(\$179,000)	(\$179,000)

PW 169-11-020 (Public Safety Power Shutoff)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
169-11-020-14010	Interest Income	\$0	\$1,697	\$0	\$725	\$0	\$0
169-11-020-15202	St: Misc State Grants	\$0	\$76,756	\$0	\$0	\$0	\$0
	Revenues Total	\$0	\$78,453	\$0	\$725	\$0	\$0
169-11-020-31400	Building/Land Maint & Repair	\$0	(\$6,691)	\$0	(\$1,151)	\$0	\$0
169-11-020-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0
169-11-020-53020	Capital Equipment, Constructio	\$0	\$0	\$0	\$0	\$0	\$0
169-11-020-53022	Fixed Assets: Buildings	\$0	\$0	(\$72,000)	\$0	\$0	\$0
169-11-020-53030	Capital Equipment, \$5,000+	\$0	(\$63,608)	\$0	(\$66,816)	(\$20,000)	(\$20,000)
169-11-020-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	(\$25,000)	(\$25,000)
	Expenses Total	\$0	(\$70,298)	(\$72,000)	(\$67,967)	(\$45,000)	(\$45,000)
	Use of Fund Balance	\$0	\$8,155	(\$72,000)	(\$67,243)	(\$45,000)	(\$45,000)

PW 180-31-725 (Road)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
180-31-725-12090	Road Privileges & Permits	\$10,000	\$5,808	\$10,000	\$8,580	\$8,000	\$8,000
180-31-725-13010	Vehicle Code Fines	\$30,000	\$50,643	\$30,000	\$57,523	\$45,000	\$45,000
180-31-725-14010	Interest Income	\$8,000	\$6,939	\$8,000	\$5,530	\$8,000	\$8,000
180-31-725-15020	St: Hwy Users Tax 2104	\$2,161,584	\$1,958,787	\$2,123,535	\$2,092,596	\$2,271,483	\$2,271,483
180-31-725-15040	St: Prop 1B Road Construction	\$0	\$0	\$0	\$0	\$115,000	\$115,000
180-31-725-15042	St: Traffic Congestion Relief Loan Repay per SB1	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-15090	St: Motor Vehicle In Lieu (Mvi	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-15100	St: Rstp - Matching Funds	\$329,725	\$0	\$329,725	\$0	\$329,725	\$329,725
180-31-725-15170	St: Stip-Aid For Construction	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-15649	Fed: Transportation Enhancemnt	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-15650	Fed: Federal Aid-Airports	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-15651	Fed: Aid For Construction (Gti	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-15680	Fed: Forest Reserve	\$330,000	\$329,172	\$330,000	\$355,576	\$330,000	\$330,000

Public Works

180-31-725-15900	Oth: Other Govt Agencies	\$5,000	\$19,275	\$5,000	\$52,609	\$73,000	\$73,000
180-31-725-16090	Labor Reimbursement/Facilities	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-16250	Road And Street Services	\$80,000	\$76,245	\$75,000	\$140,831	\$80,850	\$80,850
180-31-725-16950	Inter-Fund Revenue	\$400,000	\$696,520	\$425,000	\$725,579	\$445,500	\$445,500
180-31-725-17010	Miscellaneous Revenue	\$100,000	\$2,392	\$40,000	\$0	\$0	\$0
180-31-725-17020	Prior Year Revenue	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-17050	Donations & Contributions	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-17250	Judgments, Damages & Settlements	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-18000	Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-18010	Sale Of Surplus Assets	\$7,000	\$29,308	\$20,000	\$25,527	\$85,000	\$85,000
180-31-725-18100	Operating Transfers In	\$522,033	\$522,033	\$522,033	\$522,033	\$522,033	\$522,033
	Revenues Total	\$3,983,342	\$3,697,122	\$3,918,293	\$3,986,383	\$4,313,591	\$4,313,591

180-31-725-21100	Salary And Wages	(\$1,307,649)	(\$1,244,785)	(\$1,598,838)	(\$1,474,871)	(\$1,457,082)	(\$1,457,082)
180-31-725-21120	Overtime	(\$54,050)	(\$18,631)	(\$61,050)	(\$16,326)	(\$30,000)	(\$30,000)
180-31-725-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-22100	Employee Benefits	(\$160,656)	(\$166,504)	(\$196,569)	(\$170,263)	(\$65,563)	(\$65,563)
180-31-725-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$389,568)	(\$311,724)	(\$402,009)	(\$376,437)	(\$467,306)	(\$467,306)
180-31-725-22120	Employee Benefits - PERS (ER Portion)	(\$371,333)	(\$363,371)	(\$461,756)	(\$440,003)	(\$421,876)	(\$421,876)
180-31-725-30120	Uniform Allowance	(\$12,000)	(\$12,989)	(\$12,000)	(\$12,934)	(\$12,000)	(\$12,000)
180-31-725-30280	Telephone/Communications	(\$13,000)	(\$14,306)	(\$23,372)	(\$15,330)	(\$23,818)	(\$23,818)
180-31-725-30350	Household Expenses	(\$7,000)	(\$6,623)	(\$7,000)	(\$7,616)	(\$8,000)	(\$8,000)
180-31-725-30500	Workers' Comp Ins Expense	(\$74,084)	(\$74,084)	(\$72,082)	(\$72,082)	(\$62,031)	(\$62,031)
180-31-725-30510	Liability Insurance Expense	(\$70,772)	(\$70,772)	(\$93,896)	(\$93,896)	(\$203,337)	(\$203,337)
180-31-725-31200	Equip Maintenance & Repair	(\$279,600)	(\$154,107)	(\$155,000)	(\$212,961)	(\$225,000)	(\$225,000)
180-31-725-31400	Building/Land Maint & Repair	(\$250)	(\$13)	(\$250)	\$0	\$0	\$0
180-31-725-31700	Membership Fees	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-32000	Office Expense	(\$3,600)	(\$3,902)	(\$3,300)	(\$5,155)	(\$6,000)	(\$6,000)
180-31-725-32010	TECHNOLOGY EXPENSES	(\$19,633)	(\$19,633)	(\$30,606)	(\$30,607)	(\$36,900)	(\$36,900)
180-31-725-32020	Technology Expense-Software Licenses	(\$6,000)	(\$4,090)	(\$6,000)	(\$5,591)	(\$9,000)	(\$9,000)
180-31-725-32360	Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-32450	Contract Services	(\$15,000)	(\$4,946)	(\$15,000)	(\$5,547)	(\$15,000)	(\$15,000)
180-31-725-32500	Professional & Specialized Ser	(\$2,700)	(\$3,135)	(\$3,000)	(\$2,257)	(\$4,000)	(\$4,000)
180-31-725-32800	Publications & Legal Notices	\$0	(\$1,703)	\$0	\$0	(\$500)	(\$500)
180-31-725-32860	Rents & Leases - Other	(\$15,400)	(\$12,849)	(\$17,400)	(\$8,972)	(\$17,400)	(\$17,400)
180-31-725-32950	Rents & Leases - Real Property	(\$2,500)	(\$648)	(\$2,500)	(\$661)	(\$700)	(\$700)
180-31-725-33010	Small Tools & Instruments	(\$6,000)	(\$5,441)	(\$7,000)	(\$7,298)	(\$25,000)	(\$25,000)
180-31-725-33120	Special Department Expense	(\$94,040)	(\$39,468)	(\$82,000)	(\$52,143)	(\$150,000)	(\$150,000)
180-31-725-33350	Travel & Training Expense	(\$27,000)	(\$618)	(\$9,000)	(\$3,888)	(\$9,000)	(\$9,000)
180-31-725-33351	Vehicle Fuel Costs	(\$558,500)	(\$509,772)	(\$558,500)	(\$796,871)	(\$521,000)	(\$521,000)
180-31-725-33355	Meals - Mou	\$0	(\$280)	\$0	\$0	(\$500)	(\$500)
180-31-725-33360	Motor Pool Expense	(\$170,000)	(\$179,269)	(\$156,120)	(\$241,718)	(\$228,277)	(\$228,277)
180-31-725-33600	Utilities	(\$101,500)	(\$103,552)	(\$95,000)	(\$139,830)	(\$150,000)	(\$150,000)
180-31-725-33699	Inventory Depleted/Added	\$0	(\$67,152)	\$0	\$18,156	\$0	\$0
180-31-725-47010	Contributions To Other Governm	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-52010	Land & Improvements	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-53010	Capital Equipment: Vehicles	(\$20,000)	\$0	(\$37,000)	\$0	\$0	\$0
180-31-725-53020	Capital Equipment, Constructio	\$0	(\$17,214)	\$0	(\$3,567)	(\$60,000)	(\$60,000)
180-31-725-53030	Capital Equipment, \$5,000+	\$0	(\$10,410)	\$0	(\$9,076)	\$0	\$0
180-31-725-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	(\$165,000)	(\$165,000)
180-31-725-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0
180-31-725-72960	A-87 Indirect Costs	(\$251,179)	(\$251,179)	(\$263,738)	(\$296,476)	(\$263,738)	(\$263,738)
180-31-725-91010	Contingency	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$4,033,014)	(\$3,673,168)	(\$4,369,986)	(\$4,484,220)	(\$4,638,028)	(\$4,638,028)

Use of Fund Balance (\$49,672) \$23,954 (\$451,693) (\$497,837) (\$324,437) (\$324,437)

PW 181-31-725 (State & Fed Construction Funds)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	Actual	Requested Budget	Recommended Budget
181-31-725-14010	Interest Income	\$0	\$20,467	\$0	\$32,949	\$0	\$0
181-31-725-15040	St: Prop 1B Road Construction	\$0	\$0	\$0	\$0	\$0	\$0
181-31-725-15043	St: Road Maint & Rehab per SB1 SHC 2032(h)(2)	\$1,719,770	\$1,833,273	\$1,954,040	\$1,988,383	\$2,197,476	\$2,197,476
181-31-725-15101	RSTP - Highway Safety Revenue	\$0	\$43,352	\$0	\$4,993	\$1,424,000	\$1,424,000
181-31-725-15170	St: Stip-Aid For Construction	\$3,650,000	\$67,166	\$4,260,999	\$1,215,882	\$2,457,000	\$2,457,000
181-31-725-15648	Fed: Matching Funds	\$0	\$70,468	\$0	\$0	\$0	\$0
	Revenues Total	\$5,369,770	\$2,034,725	\$6,215,039	\$3,242,206	\$6,078,476	\$6,078,476
181-31-725-52010	Land & Improvements	(\$7,369,770)	(\$2,306,461)	(\$6,846,000)	(\$1,492,556)	(\$6,891,000)	(\$6,891,000)
	Expenses Total	(\$7,369,770)	(\$2,306,461)	(\$6,846,000)	(\$1,492,556)	(\$6,891,000)	(\$6,891,000)

Public Works

Use of Fund Balance (\$2,000,000) (\$271,736) (\$630,961) \$1,749,650 (\$812,524) (\$812,524)

PW 600-32-760 (Airport Enterprise)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
600-32-760-14010	Interest Income	\$0	\$218	\$0	\$297	\$0	\$0
600-32-760-14050	Rental Income	\$1,200	\$1,200	\$1,200	\$3,169	\$1,200	\$1,200
600-32-760-15010	St: State Aid-Airports	\$20,000	\$20,000	\$20,000	\$0	\$20,000	\$20,000
600-32-760-15011	St: State Grants-Airports	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-15650	Fed: Federal Aid-Airports	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-16415	Airport Fees	\$6,500	\$3,555	\$6,500	\$154	\$4,000	\$4,000
600-32-760-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-17020	Prior Year Revenue	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-18100	Operating Transfers In	\$0	\$37,000	\$0	\$0	\$0	\$0
Revenues Total		\$27,700	\$61,973	\$27,700	\$3,620	\$25,200	\$25,200
600-32-760-21100	Salary And Wages	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-22100	Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-30270	Administration Expense	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-30280	Telephone/Communications	(\$1,400)	(\$1,495)	(\$2,800)	(\$882)	(\$1,500)	(\$1,500)
600-32-760-30510	Liability Insurance Expense	(\$2,987)	(\$2,987)	(\$3,435)	(\$3,435)	(\$3,607)	(\$3,607)
600-32-760-31400	Building/Land Maint & Repair	(\$15,000)	(\$52,358)	(\$15,000)	(\$7,479)	(\$20,000)	(\$20,000)
600-32-760-32002	Aviation Fuel	(\$10,000)	(\$2,756)	(\$10,000)	\$0	\$0	\$0
600-32-760-32950	Rents & Leases - Real Property	(\$2,000)	(\$2,264)	(\$2,000)	(\$2,309)	(\$2,500)	(\$2,500)
600-32-760-33120	Special Department Expense	(\$1,300)	(\$844)	(\$1,300)	(\$250)	(\$1,300)	(\$1,300)
600-32-760-33350	Travel & Training Expense	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-33600	Utilities	(\$4,200)	(\$3,761)	(\$3,500)	(\$3,107)	(\$3,500)	(\$3,500)
600-32-760-52011	Buildings & Improvements	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
600-32-760-72960	A-87 Indirect Costs	(\$7,135)	(\$7,135)	\$0	(\$312)	(\$7,492)	(\$7,492)
Expenses Total		(\$44,022)	(\$73,598)	(\$38,035)	(\$17,774)	(\$39,899)	(\$39,899)
Use of Fund Balance		(\$16,322)	(\$11,625)	(\$10,335)	(\$14,154)	(\$14,699)	(\$14,699)

PW 605-71-740 (Campground Enterprise Fund)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
605-71-740-14010	Interest Income	\$700	\$1,575	\$1,000	\$1,668	\$1,000	\$1,000
605-71-740-16401	Campground Fees	\$30,000	\$56,051	\$38,000	\$48,510	\$40,000	\$40,000
605-71-740-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$30,700	\$57,626	\$39,000	\$50,178	\$41,000	\$41,000
605-71-740-30280	Telephone/Communications	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-30350	Household Expenses	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-30510	Liability Insurance Expense	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-31400	Building/Land Maint & Repair	\$0	(\$4,879)	(\$17,000)	\$11	(\$5,000)	(\$5,000)
605-71-740-32000	Office Expense	(\$700)	(\$6)	(\$700)	(\$762)	(\$1,000)	(\$1,000)
605-71-740-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-32450	Contract Services	(\$19,000)	(\$16,279)	(\$19,000)	(\$17,365)	(\$20,000)	(\$20,000)
605-71-740-32860	Rents & Leases - Other	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-32950	Rents & Leases - Real Property	(\$800)	(\$1,508)	(\$1,600)	(\$788)	(\$1,600)	(\$1,600)
605-71-740-33119	Tot Expenses	(\$6,500)	(\$6,542)	(\$8,000)	(\$6,022)	(\$8,000)	(\$8,000)
605-71-740-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-33350	Travel & Training Expense	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-39000	Depreciation Expense	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-39005	Capital Asset Offset	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-39010	Net Book Retired Assets	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-39015	Net Book Transferred Assets	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
605-71-740-72960	A-87 Indirect Costs	(\$4,350)	(\$4,350)	(\$4,568)	(\$3,923)	(\$4,568)	(\$4,568)
Expenses Total		(\$31,350)	(\$33,563)	(\$50,868)	(\$28,850)	(\$40,168)	(\$40,168)
Contribution to Fund Balance		(\$650)	\$24,063	(\$11,868)	\$21,328	\$832	\$832

PW 610-27-700 (Cemetery Enterprise Fund)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
610-27-700-14010	Interest Income	\$175	\$612	\$175	\$652	\$300	\$300
610-27-700-16400	Cemetery Plot Fees	\$3,500	\$6,100	\$3,500	\$10,350	\$5,000	\$5,000

Public Works

610-27-700-16403	Cemetery Endowment Fees	\$0	\$0	\$0	\$0	\$0	\$0
610-27-700-16404	Cemetery headstones	\$0	\$300	\$0	\$0	\$0	\$0
610-27-700-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
610-27-700-17050	Donations & Contributions	\$0	\$0	\$0	\$0	\$0	\$0
610-27-700-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$3,675	\$7,012	\$3,675	\$11,002	\$5,300	\$5,300
610-27-700-30350	Household Expenses	\$0	\$0	\$0	\$0	\$0	\$0
610-27-700-30510	Liability Insurance Expense	\$0	\$0	(\$340)	(\$340)	\$0	\$0
610-27-700-31400	Building/Land Maint & Repair	(\$2,000)	(\$3,015)	(\$7,000)	(\$3,691)	(\$17,000)	(\$17,000)
610-27-700-32450	Contract Services	(\$10,000)	\$0	(\$5,000)	\$0	(\$5,000)	(\$5,000)
610-27-700-33136	Spec Dept - Burial Expenses	\$0	\$0	\$0	(\$1,490)	\$0	\$0
610-27-700-33600	Utilities	(\$175)	(\$122)	(\$175)	(\$127)	(\$200)	(\$200)
610-27-700-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
610-27-700-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
610-27-700-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$12,175)	(\$3,138)	(\$12,515)	(\$5,648)	(\$22,200)	(\$22,200)
	Use of Fund Balance	(\$8,500)	\$3,874	(\$8,840)	\$5,354	(\$16,900)	(\$16,900)

PW 615-44-755 (Solid Waste Enterprise)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	
		Adopted Budget	FY2020-21 Actual	Adopted Budget	FY2021-22 08/18/22 Actual	Requested Budget	FY2022-23 Recommended Budget
615-44-755-12110	Non-Resident Landfill Permits	\$1,000	\$780	\$1,000	\$720	\$1,000	\$1,000
615-44-755-12145	Solid Waste Building Permits	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-12200	Franchise Permits	\$100,000	\$145,892	\$110,000	\$151,250	\$121,000	\$121,000
615-44-755-13120	Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-14010	Interest Income	\$30,000	\$12,751	\$30,000	\$1,365	\$2,000	\$2,000
615-44-755-14020	Unrealized Gain/Loss	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-15082	St: Hazardous Waste Grant	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-15092	St: Used Oil Block Grant	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-15094	St: Bottle Bill Grant	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
615-44-755-15380	St: Oil Opportunity Grant	\$10,000	\$10,000	\$5,000	\$10,000	\$10,000	\$10,000
615-44-755-15900	Oth: Other Govt Agencies	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-16020	Solid Waste Parcel Fees	\$36,000	\$46,341	\$40,000	\$44,859	\$45,000	\$45,000
615-44-755-16023	Solid Waste Tipping Fees	\$1,550,000	\$1,878,387	\$1,550,000	\$1,869,533	\$1,001,175	\$1,001,175
615-44-755-16024	Sw White Goods Disposal Fees	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-16025	Sludge Maintenance Fee	\$165,000	\$131,154	\$0	\$1,052	\$0	\$0
615-44-755-16199	Charges for Services - Interfund Transfers	\$10,000	\$19,547	\$1,000	\$398	\$0	\$0
615-44-755-17010	Miscellaneous Revenue	\$10,000	\$10,172	\$5,000	\$28,843	\$55,538	\$55,538
615-44-755-17020	Prior Year Revenue	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-17250	Judgments, Damages & Settlements	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-18010	Sale Of Surplus Assets	\$0	\$0	\$0	\$0	\$30,000	\$30,000
615-44-755-18100	Operating Transfers In	\$75,000	\$0	\$75,000	\$0	\$350,000	\$350,000
615-44-755-18150	Long Term Debt Proceeds	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$1,997,000	\$2,265,024	\$1,827,000	\$2,118,019	\$1,625,713	\$1,625,713
615-44-755-21100	Salary And Wages	(\$499,984)	(\$516,201)	(\$511,429)	(\$599,993)	(\$552,567)	(\$552,567)
615-44-755-21120	Overtime	(\$10,000)	(\$2,157)	(\$4,000)	(\$1,360)	(\$4,512)	(\$4,512)
615-44-755-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-21410	Holiday Pay	(\$7,000)	(\$8,334)	(\$8,000)	(\$7,376)	(\$8,000)	(\$8,000)
615-44-755-22100	Employee Benefits	(\$61,788)	(\$73,740)	(\$62,908)	(\$59,516)	(\$17,620)	(\$17,620)
615-44-755-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$126,275)	(\$124,915)	(\$122,348)	(\$125,253)	(\$150,903)	(\$150,903)
615-44-755-22120	Employee Benefits - PERS (ER Portion)	(\$142,485)	(\$74,895)	(\$148,070)	(\$24,801)	(\$159,987)	(\$159,987)
615-44-755-30000	Investment Expense	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-30122	Uniform/Safety Gear	(\$7,500)	(\$7,624)	(\$7,500)	(\$6,464)	(\$5,000)	(\$5,000)
615-44-755-30270	Administration Expense	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-30280	Telephone/Communications	(\$5,000)	(\$2,780)	(\$4,687)	(\$2,740)	(\$3,237)	(\$3,237)
615-44-755-30350	Household Expenses	(\$1,300)	(\$709)	(\$1,000)	(\$1,463)	(\$1,100)	(\$1,100)
615-44-755-30500	Workers' Comp Ins Expense	(\$41,194)	(\$41,194)	(\$41,487)	(\$41,487)	(\$67,131)	(\$67,131)
615-44-755-30510	Liability Insurance Expense	(\$110,354)	(\$110,354)	(\$110,354)	(\$197,324)	(\$58,501)	(\$58,501)
615-44-755-31200	Equip Maintenance & Repair	(\$67,500)	(\$102,082)	(\$70,000)	(\$57,954)	(\$70,000)	(\$70,000)
615-44-755-31400	Building/Land Maint & Repair	(\$16,000)	(\$14,406)	(\$5,000)	(\$19,209)	(\$7,000)	(\$7,000)
615-44-755-31700	Membership Fees	(\$6,000)	(\$3,000)	(\$6,000)	(\$6,000)	(\$8,000)	(\$8,000)
615-44-755-32000	Office Expense	(\$10,426)	(\$10,269)	(\$7,000)	(\$11,081)	(\$10,000)	(\$10,000)
615-44-755-32010	TECHNOLOGY EXPENSES	(\$5,134)	(\$5,134)	(\$8,119)	(\$8,119)	(\$12,659)	(\$12,659)
615-44-755-32020	Technology Expense-Software Licenses	(\$35,000)	(\$3,892)	(\$4,300)	(\$3,195)	(\$5,000)	(\$5,000)
615-44-755-32450	Contract Services	(\$440,750)	(\$458,837)	(\$450,000)	(\$370,045)	(\$354,000)	(\$354,000)
615-44-755-32500	Professional & Specialized Ser	(\$250,000)	(\$248,199)	(\$245,000)	(\$139,656)	(\$203,000)	(\$203,000)
615-44-755-32800	Publications & Legal Notices	(\$500)	\$0	(\$500)	(\$652)	(\$500)	(\$500)
615-44-755-32860	Rents & Leases - Other	(\$150)	\$0	(\$150)	\$0	\$0	\$0

Public Works

615-44-755-32950	Rents & Leases - Real Property	(\$25,000)	(\$8,125)	(\$25,000)	(\$8,380)	(\$8,500)	(\$8,500)
615-44-755-33010	Small Tools & Instruments	(\$1,500)	(\$1,307)	(\$1,500)	(\$1,150)	(\$1,500)	(\$1,500)
615-44-755-33120	Special Department Expense	(\$425,000)	(\$426,936)	(\$345,000)	(\$295,850)	(\$365,538)	(\$365,538)
615-44-755-33350	Travel & Training Expense	(\$15,800)	(\$3,907)	(\$8,300)	(\$3,593)	(\$8,300)	(\$8,300)
615-44-755-33351	Vehicle Fuel Costs	(\$51,480)	(\$56,203)	(\$55,000)	(\$79,134)	(\$65,000)	(\$65,000)
615-44-755-33360	Motor Pool Expense	(\$26,000)	(\$30,308)	(\$31,589)	(\$26,535)	(\$46,344)	(\$46,344)
615-44-755-33600	Utilities	(\$3,000)	(\$2,608)	(\$3,000)	(\$3,633)	(\$3,300)	(\$3,300)
615-44-755-33699	Inventory Depleted/Added	\$0	\$1,217	\$0	\$0	\$0	\$0
615-44-755-35200	Bond Expenses	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-35210	Bond/Loan Interest	(\$62,090)	(\$60,184)	(\$50,662)	(\$50,661)	(\$50,662)	(\$50,662)
615-44-755-35215	Compensated Absences	\$0	\$0	\$0	\$0	\$0	\$0
615-44-755-39000	Depreciation Expense	\$0	(\$48,420)	\$0	\$0	\$0	\$0
615-44-755-52010	Land & Improvements	(\$20,000)	(\$5,987)	\$0	\$0	(\$350,000)	(\$350,000)
615-44-755-53010	Capital Equipment: Vehicles	\$0	\$0	\$0	(\$7,474)	\$0	\$0
615-44-755-53030	Capital Equipment, \$5,000+	\$0	(\$5,273)	\$0	\$0	\$0	\$0
615-44-755-60045	Bond/Loan Principle Repayment	(\$266,400)	\$0	(\$279,100)	(\$279,100)	(\$279,100)	(\$279,100)
615-44-755-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	(\$30,000)	(\$30,000)
615-44-755-72960	A-87 Indirect Costs	(\$261,696)	(\$261,696)	(\$274,781)	(\$215,136)	(\$274,781)	(\$274,781)
615-44-755-91010	Contingency	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$3,002,306)	(\$2,718,458)	(\$2,978,754)	(\$2,654,337)	(\$3,181,742)	(\$3,181,742)
	Use of Fund Balance	(\$1,005,306)	(\$453,434)	(\$1,151,754)	(\$536,318)	(\$1,556,029)	(\$1,556,029)

PW 616-44-755 (Solid Waste Special Revenue Fund)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
616-44-755-14010	Interest Income	\$25,000	\$48,974	\$0	\$54,112	\$0	\$0
616-44-755-16020	Solid Waste Parcel Fees	\$800,000	\$828,585	\$825,000	\$815,412	\$825,000	\$825,000
616-44-755-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$825,000	\$877,558	\$825,000	\$869,524	\$825,000	\$825,000
616-44-755-33120	Special Department Expense	\$0	\$0	(\$290,000)	\$0	(\$325,000)	(\$325,000)
616-44-755-60051	Landfill Closure Costs	\$0	(\$1,576,072)	\$0	\$0	\$0	\$0
616-44-755-60100	Operating Transfers Out	(\$575,000)	(\$500,000)	(\$535,000)	\$0	(\$500,000)	(\$500,000)
616-44-755-70250	Prior Period Adjustments	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$575,000)	(\$2,076,072)	(\$825,000)	\$0	(\$825,000)	(\$825,000)
	Use of Fund Balance	\$250,000	(\$1,198,514)	\$0	\$869,524	\$0	\$0

PW 617-44-755 (Solid Waste Accelerated Landfill closure)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
617-44-755-14010	Interest Income	\$0	\$31,355	\$0	\$31,688	\$0	\$0
617-44-755-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
617-44-755-18109	Accelerated Landfill Closure Tr	\$500,000	\$500,000	\$500,000	\$0	\$150,000	\$150,000
	Revenues Total	\$500,000	\$531,355	\$500,000	\$31,688	\$150,000	\$150,000
617-44-755-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	\$0	\$0	\$0	\$0	\$0	\$0
	Contribution to Fund Balance	\$500,000	\$531,355	\$500,000	\$31,688	\$150,000	\$150,000

PW 650-10-723 (Motor Pool)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
650-10-723-14010	Interest Income	\$30,000	\$19,006	\$0	\$16,017	\$20,000	\$20,000
650-10-723-15900	Oth: Other Govt Agencies	\$0	\$0	\$236,000	\$181,497	\$50,000	\$50,000
650-10-723-16950	Inter-Fund Revenue	\$464,825	\$447,977	\$405,321	\$542,160	\$1,332,013	\$1,332,013
650-10-723-16959	Inter-Fund Replacement Revenue	\$697,237	\$664,333	\$607,982	\$806,020	\$923,104	\$923,104
650-10-723-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$700	\$95,000	\$95,000
650-10-723-17250	Judgments, Damages & Settlements	\$0	\$19,891	\$0	\$3,631	\$0	\$0
650-10-723-18010	Sale Of Surplus Assets	\$15,250	\$31,445	\$40,000	\$126,417	\$75,000	\$75,000
650-10-723-18100	Operating Transfers In	\$538,000	\$530,617	\$510,222	\$643,304	\$223,000	\$223,000
	Revenues Total	\$1,745,312	\$1,713,269	\$1,799,525	\$2,319,746	\$2,718,117	\$2,718,117
650-10-723-21100	Salary And Wages	(\$280,719)	(\$236,149)	(\$149,807)	(\$289,223)	(\$296,054)	(\$296,054)
650-10-723-21120	Overtime	(\$1,000)	(\$658)	(\$1,000)	(\$374)	(\$1,000)	(\$1,000)
650-10-723-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
650-10-723-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
650-10-723-22100	Employee Benefits	(\$34,551)	(\$31,129)	(\$18,378)	(\$30,086)	(\$12,720)	(\$12,720)

Public Works

650-10-723-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$62,240)	(\$46,942)	(\$28,598)	(\$44,741)	(\$63,523)	(\$63,523)
650-10-723-22120	Employee Benefits - PERS (ER Portion)	(\$79,999)	(\$113,995)	(\$43,258)	\$165,466	(\$85,718)	(\$85,718)
650-10-723-30120	Uniform Allowance	(\$750)	(\$356)	(\$1,500)	(\$628)	(\$2,500)	(\$2,500)
650-10-723-30270	Administration Expense	\$0	\$0	\$0	\$0	\$0	\$0
650-10-723-30280	Telephone/Communications	(\$1,800)	(\$1,405)	(\$2,571)	(\$1,298)	(\$1,431)	(\$1,431)
650-10-723-30500	Workers' Comp Ins Expense	(\$1,385)	(\$1,385)	(\$5,158)	(\$5,158)	(\$1,309)	(\$1,309)
650-10-723-30510	Liability Insurance Expense	(\$10,511)	(\$10,511)	(\$11,643)	(\$11,643)	(\$15,386)	(\$15,386)
650-10-723-31200	Equip Maintenance & Repair	(\$185,000)	(\$203,605)	(\$185,000)	(\$256,544)	(\$241,000)	(\$241,000)
650-10-723-32000	Office Expense	(\$700)	(\$813)	(\$500)	(\$3,601)	(\$1,500)	(\$1,500)
650-10-723-32010	TECHNOLOGY EXPENSES	(\$2,086)	(\$2,086)	(\$1,258)	\$0	(\$6,475)	(\$6,475)
650-10-723-32020	Technology Expense-Software Licenses	\$0	\$0	(\$8,000)	(\$900)	(\$13,200)	(\$13,200)
650-10-723-32450	Contract Services	(\$3,000)	(\$3,892)	\$0	\$0	\$0	\$0
650-10-723-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
650-10-723-33010	Small Tools & Instruments	(\$6,000)	(\$2,437)	(\$6,000)	(\$5,890)	(\$8,500)	(\$8,500)
650-10-723-33120	Special Department Expense	(\$12,500)	(\$2,250)	(\$4,500)	(\$10,131)	(\$6,500)	(\$6,500)
650-10-723-33350	Travel & Training Expense	(\$2,500)	(\$59)	(\$2,500)	(\$1,813)	(\$6,500)	(\$6,500)
650-10-723-33351	Vehicle Fuel Costs	(\$1,500)	(\$2,798)	(\$1,600)	(\$4,217)	(\$750,000)	(\$750,000)
650-10-723-33360	Motor Pool Expense	\$0	\$0	\$0	\$0	\$0	\$0
650-10-723-33600	Utilities	(\$9,000)	(\$7,102)	(\$10,500)	(\$5,394)	(\$10,000)	(\$10,000)
650-10-723-39000	Depreciation Expense	\$0	\$0	\$0	\$0	\$0	\$0
650-10-723-39005	Capital Asset Offset	\$0	\$0	\$0	\$0	\$0	\$0
650-10-723-39010	Net Book Retired Assets	\$0	\$0	\$0	\$0	\$0	\$0
650-10-723-53010	Capital Equipment: Vehicles	(\$827,000)	(\$407,159)	(\$1,306,947)	(\$900,671)	(\$1,108,000)	(\$1,108,000)
650-10-723-53020	Capital Equipment, Constructio	(\$605,000)	(\$553,835)	(\$746,222)	(\$441,253)	(\$1,427,000)	(\$1,427,000)
650-10-723-53030	Capital Equipment, \$5,000+	\$0	(\$65,302)	(\$5,000)	(\$3,534)	(\$170,000)	(\$170,000)
650-10-723-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
650-10-723-72960	A-87 Indirect Costs	(\$63,250)	(\$63,250)	(\$66,412)	(\$49,558)	(\$66,413)	(\$66,413)
	Expenses Total	(\$2,190,491)	(\$1,757,117)	(\$2,606,352)	(\$1,901,191)	(\$4,294,729)	(\$4,294,729)
	Use of Fund Balance	(\$445,179)	(\$43,848)	(\$806,827)	\$418,555	(\$1,576,612)	(\$1,576,612)

CIP 190-18-725 (CIP)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted	FY2020-21	Adopted	08/18/22	Requested	Recommended	
		Budget	Actual	Budget	Actual	Budget	Budget	
190-18-725-15900	Oth: Other Govt Agencies	\$0	\$0	\$0	\$0	\$121,600	\$121,600	
190-18-725-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
190-18-725-17020	Prior Year Revenue	\$0	\$0	\$0	\$0	\$0	\$0	
190-18-725-17050	Donations & Contributions	\$11,000	\$300	\$0	\$200	\$0	\$0	
190-18-725-17180	Courthouse Construction Fund	\$0	\$75,998	\$25,000	\$0	\$180,000	\$180,000	
190-18-725-18100	Operating Transfers In	\$435,000	\$0	\$395,000	\$0	\$2	\$2	
	Revenues Total	\$446,000	\$76,298	\$420,000	\$200	\$301,602	\$301,602	
190-18-725-31400	Building/Land Maint & Repair	\$0	(\$2,187)	\$0	(\$20,918)	\$0	\$0	
190-18-725-52011	Buildings & Improvements	(\$720,000)	(\$180,528)	(\$530,000)	(\$161,377)	(\$332,002)	(\$332,002)	
	Expenses Total	(\$720,000)	(\$182,715)	(\$530,000)	(\$182,295)	(\$332,002)	(\$332,002)	
	Use of Fund Balance	(\$274,000)	(\$106,417)	(\$110,000)	(\$182,095)	(\$30,400)	(\$30,400)	

CIP 191-18-001 (CIP Emergency Communications System)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted	FY2020-21	Adopted	08/18/22	Requested	Recommended	
		Budget	Actual	Budget	Actual	Budget	Budget	
191-18-001-52011	Buildings & Improvements	\$0	\$0	\$0	\$0	\$0	\$0	
191-18-001-53030	Capital Equipment, \$5,000+	\$0	(\$71,846)	\$0	(\$14,619)	(\$91,000)	(\$91,000)	
191-18-001-60100	Operating Transfers Out	(\$150,000)	\$0	\$0	\$0	\$0	\$0	
	Expenses Total	(\$150,000)	(\$71,846)	\$0	(\$14,619)	(\$91,000)	(\$91,000)	
	Use of Fund Balance	(\$150,000)	(\$71,846)	\$0	(\$14,619)	(\$91,000)	(\$91,000)	

CIP 192-22-460 (CIP Criminal Justice Facility)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted	FY2020-21	Adopted	08/18/22	Requested	Recommended	
		Budget	Actual	Budget	Actual	Budget	Budget	
192-22-460-14010	Interest Income	\$0	\$0	\$0	\$0	\$0	\$0	
192-22-460-15415	St: SB844	\$25,000,000	\$0	\$25,000,000	\$0	\$25,000,000	\$25,000,000	
192-22-460-15900	Oth: Other Govt Agencies	\$127,000	\$129,814	\$0	\$0	\$0	\$0	
192-22-460-17040	In-kind Contributions	\$0	\$0	\$0	\$0	\$0	\$0	
192-22-460-18000	Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	
192-22-460-18100	Operating Transfers In	\$707,137	\$707,137	\$0	\$0	\$0	\$0	
192-22-460-18150	Long Term Debt Proceeds	\$0	\$0	\$0	\$6,592,000	\$0	\$0	
	Revenues Total	\$25,834,137	\$836,951	\$25,000,000	\$6,592,000	\$25,000,000	\$25,000,000	

Public Works

192-22-460-35210	Bond/Loan Interest	\$0	\$0	\$0	\$0	\$0	\$0
192-22-460-53022	Fixed Assets: Buildings	(\$26,494,000)	(\$338,698)	(\$26,404,164)	(\$752,883)	(\$30,937,152)	(\$30,937,152)
192-22-460-60045	Bond/Loan Principle Repayment	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$26,494,000)	(\$338,698)	(\$26,404,164)	(\$752,883)	(\$30,937,152)	(\$30,937,152)
	Use of Fund Balance	(\$659,863)	\$498,252	(\$1,404,164)	\$5,839,117	(\$5,937,152)	(\$5,937,152)

SHERIFF - CORONER

Ingrid Braun
County Sheriff

The Mono County Sheriff's Office is committed to providing the highest level of professional law enforcement services to enhance the quality of life for the citizens and visitors of Mono County

BUDGET AT A GLANCE	
Total Expenditures	(\$13,111,755)
Total Grant/Earned/ Govt Revenues	\$3,879,742
Total Use of Fund Balance	\$157,363
<hr/>	
Total General Fund Contribution	(\$9,074,650)
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Total Funded FTE	61
% funded by General Fund	69%

DEPARTMENT SERVICES OVERVIEW

Administration (Office of the County Administrative Officer). The Sheriff's Office provides law enforcement services for the County, including: Patrol; Jail; 9-1-1 Public Safety Answering Point; Civil Services; Coroner; Emergency Management; Investigative; Search and Rescue; Court Security; and Administrative. The Sheriff's Office is also the Dispatch for the Sheriff's Office, Mammoth Lakes Police Department, Emergency Medical Services, and all Fire Protection Districts. We strive to maintain a high quality of life and a true sense of safety for the people who live, work, and visit Mono County. We patrol over 3,300 square miles of terrain by car, snowmobile, snow-cat, ATV, boat, and foot. We answer all 9-1-1 and non-emergency calls 24-hours a day, dispatching all law enforcement, medical and fire first responders. We patrol our neighborhoods; investigate crimes; comfort victims; arrest violators of the law; enforce traffic laws; protect our courts; serve subpoenas; patrol schools; attend community events; and assist lost and weary travelers. We operate the County Jail, where we house inmates arrested for a variety of crimes, from the most minor offense to the most serious. As the Coroner, we investigate every death that occurs in Mono County.

CHALLENGES, ISSUES & OPPORTUNITIES

Key challenges for the Sheriff during FY2022-23 include:

- Recruitment and retention, especially at the Correctional positions, is difficult for all law enforcement
- Jail Construction is years behind projected schedule, with costs escalating as time passes
- POST Reimbursement for training continues to improve and increase, allowing for expanded training opportunities
- Current employees are enthusiastic about creating a Recruitment Program

For more information, call (760) 932-7549, or visit monosheriff.org

REQUESTED BUDGET CHANGES FOR FY2022-23

- Requesting that one "frozen" Deputy position be funded and upgraded to Sergeant
- Requesting funding for technology-based investigative tools
- Requesting funding for Recruitment Team to fill Correctional Deputy vacancies
- Agreed to freeze 2 Correctional Deputy I/II's for 4 months and 2 Deputy Sheriff II's for 6 monthsems

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Obtained legislation converting Public Safety Officers to Correctional Deputies
- Ensured all staff are in compliance with State training mandates
- Trained three employees in background investigations, saving time and money from using outside firm
- Partnered with the Federal Bureau of Investigation to have representation on their Task Force
- Received grant funding to replace damaged patrol boat

FY2022-24 Strategic Plan Objectives

- Participate as needed in construction of new Jail
- Continue to create safe and healthy communities by maintaining day to day operations of the Sheriff's office

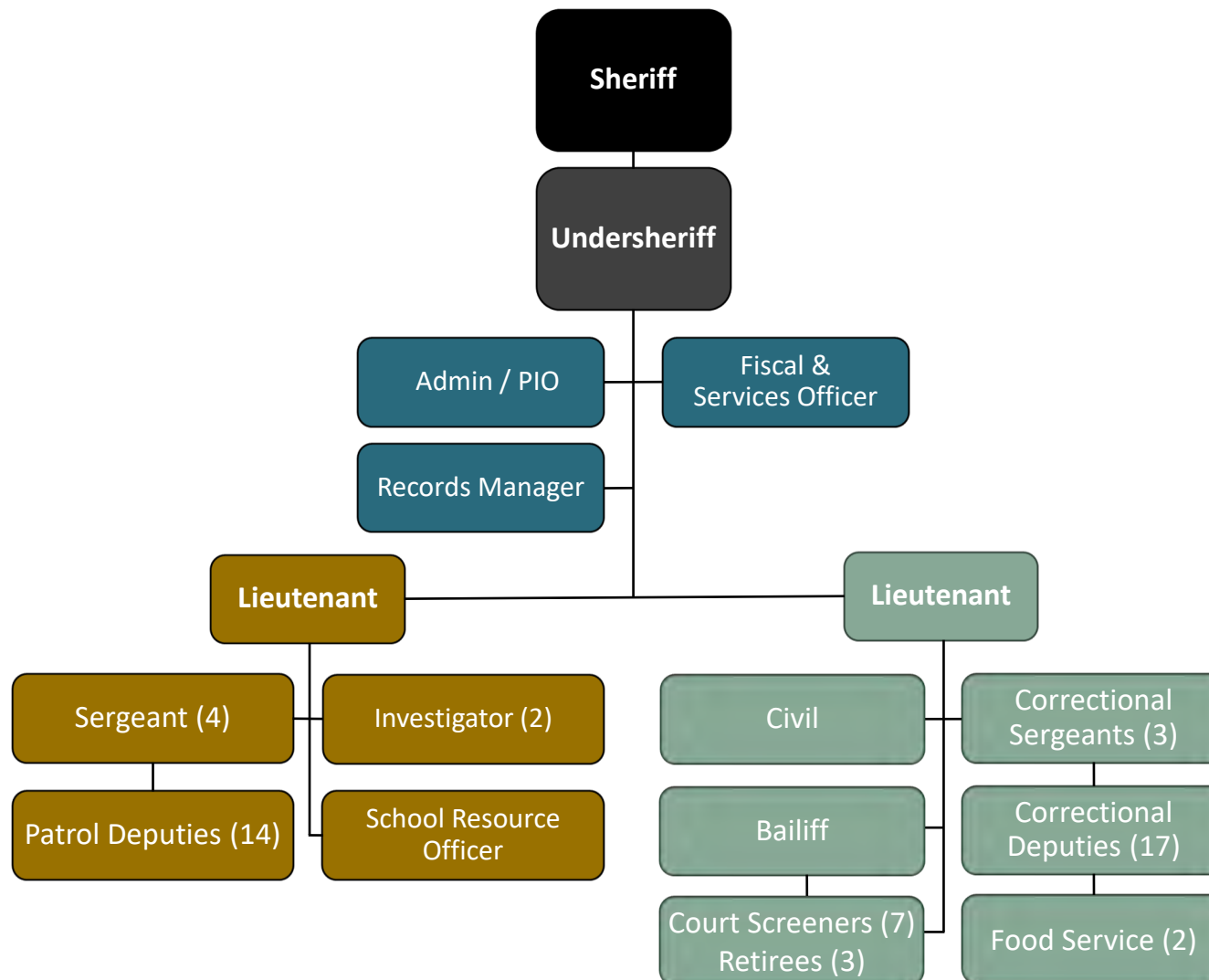
FY2022-23 Objectives

- Continue progress toward building the Jail
- Partner with Behavioral Health and Emergency Medical Services to implement the Crisis Response Team
- Hire qualified candidates to fill vacant Correctional Deputy positions
- Promote existing Correctional Deputies to Deputy Sheriff
- Seek training opportunities for all staff to meet mandates and to enhance career development



SHERIFF

Departmental Organizational Chart



Sheriff

SH 100-22-440 (Sheriff)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-22-440-15300	St: Cops	\$125,000	\$156,699	\$125,000	\$161,162	\$150,000	\$150,000
100-22-440-15310	St: Pub Safety-Prop 172 Sales	\$638,437	\$860,778	\$799,875	\$879,200	\$991,687	\$991,687
100-22-440-15330	St: Restitution 10% Rebate/CARPOS Rebate	\$0	\$243	\$0	\$145	\$150	\$150
100-22-440-15350	St: Rural Law Enforce Asst (Ab	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
100-22-440-15410	St: Off-Hwy Vehicle Grant	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-15470	St: Sheriff Post Reimbursement	\$1,000	\$44,164	\$32,461	\$10,000	\$30,000	\$30,000
100-22-440-15819	Fed: Misc Fed Grants	\$5,000	\$7,016	\$9,000	\$73	\$5,000	\$5,000
100-22-440-16120	Civil Process Service	\$5,000	\$464	\$5,000	\$4,474	\$5,000	\$5,000
100-22-440-16140	Concealed Weapons Permit Fees	\$2,000	\$2,781	\$2,000	\$2,143	\$2,000	\$2,000
100-22-440-16231	Law Enforce Fed Land Services	\$20,000	\$22,000	\$21,800	\$21,438	\$21,800	\$21,800
100-22-440-17010	Miscellaneous Revenue	\$0	\$6,080	\$0	\$3,409	\$3,000	\$3,000
100-22-440-17012	Property-Evidence Auction Proceeds	\$0	\$2,093	\$0	\$8,498	\$2,000	\$2,000
Revenues Total		\$1,296,437	\$1,602,316	\$1,495,136	\$1,590,541	\$1,710,637	\$1,710,637

100-22-440-21100	Salary And Wages	(\$2,574,338)	(\$2,346,352)	(\$2,570,840)	(\$2,399,602)	(\$2,678,221)	(\$2,678,221)
100-22-440-21120	Overtime	(\$400,000)	(\$530,200)	(\$400,000)	(\$491,426)	(\$400,000)	(\$400,000)
100-22-440-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-21410	Holiday Pay	(\$128,209)	(\$104,094)	(\$130,882)	(\$108,900)	(\$137,236)	(\$137,236)
100-22-440-22100	Employee Benefits	(\$329,302)	(\$370,692)	(\$330,192)	(\$348,197)	(\$141,986)	(\$141,986)
100-22-440-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$457,988)	(\$429,403)	(\$488,354)	(\$460,551)	(\$494,776)	(\$494,776)
100-22-440-22120	Employee Benefits - PERS (ER Portion)	(\$1,105,194)	(\$971,327)	(\$1,074,078)	(\$998,541)	(\$1,287,092)	(\$1,287,092)
100-22-440-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$184,570)	(\$184,570)
100-22-440-30120	Uniform Allowance	(\$2,400)	(\$1,630)	(\$3,600)	(\$729)	(\$3,600)	(\$3,600)
100-22-440-30121	Special Uniform Supplies	(\$15,000)	(\$13,926)	(\$30,783)	(\$31,122)	(\$46,800)	(\$46,800)
100-22-440-30280	Telephone/Communications	(\$68,000)	(\$73,757)	(\$69,222)	(\$56,548)	(\$69,519)	(\$69,519)
100-22-440-30500	Workers' Comp Ins Expense	(\$562,490)	(\$562,490)	(\$608,291)	(\$608,291)	(\$614,750)	(\$614,750)
100-22-440-30510	Liability Insurance Expense	(\$188,379)	(\$188,379)	(\$196,424)	(\$196,424)	(\$184,100)	(\$184,100)
100-22-440-31200	Equip Maintenance & Repair	(\$10,000)	(\$15,340)	(\$13,000)	(\$14,783)	(\$35,280)	(\$35,280)
100-22-440-31400	Building/Land Maint & Repair	(\$1,000)	\$0	(\$1,000)	(\$85)	(\$1,000)	(\$1,000)
100-22-440-31700	Membership Fees	(\$5,800)	(\$4,681)	(\$5,800)	(\$4,532)	(\$6,000)	(\$6,000)
100-22-440-32000	Office Expense	(\$16,000)	(\$19,350)	(\$16,000)	(\$19,400)	(\$23,150)	(\$23,150)
100-22-440-32010	TECHNOLOGY EXPENSES	(\$27,368)	(\$25,282)	(\$53,280)	(\$51,025)	(\$71,191)	(\$71,191)
100-22-440-32020	Technology Expense-Software Licenses	(\$55,333)	(\$61,330)	(\$68,394)	(\$70,972)	(\$88,645)	(\$88,645)
100-22-440-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$3,734)	(\$3,734)
100-22-440-32450	Contract Services	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-32500	Professional & Specialized Ser	(\$50,000)	(\$66,133)	(\$75,700)	(\$74,827)	(\$98,600)	(\$98,600)
100-22-440-32800	Publications & Legal Notices	\$0	\$0	\$0	(\$1,645)	(\$1,600)	(\$1,600)
100-22-440-32950	Rents & Leases - Real Property	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-33010	Small Tools & Instruments	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-33100	Education & Training	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-33120	Special Department Expense	(\$4,000)	(\$9,967)	(\$6,545)	(\$4,165)	(\$4,550)	(\$4,550)
100-22-440-33130	Spec Dept Expense-Ammunition	(\$13,300)	(\$12,763)	(\$24,530)	(\$24,516)	(\$24,530)	(\$24,530)
100-22-440-33132	Spec Dept- Dare Program	(\$1,000)	(\$1,024)	(\$1,000)	(\$1,001)	(\$1,000)	(\$1,000)
100-22-440-33133	Spec Dept Exp-Identity Unit	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-33138	Spec. Dept. - Investigations	\$0	\$0	\$0	\$0	(\$28,542)	(\$28,542)
100-22-440-33199	Special Dept Expense - Interfund Transfers	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-33350	Travel & Training Expense	(\$39,500)	(\$53,062)	(\$74,553)	(\$84,336)	(\$115,800)	(\$115,800)
100-22-440-33351	Vehicle Fuel Costs	(\$128,700)	(\$166,717)	(\$158,000)	(\$238,846)	(\$175,000)	(\$175,000)
100-22-440-33360	Motor Pool Expense	(\$494,608)	(\$504,209)	(\$449,069)	(\$519,331)	(\$680,695)	(\$680,695)
100-22-440-33600	Utilities	(\$73,000)	(\$72,648)	(\$73,000)	(\$86,422)	(\$50,000)	(\$50,000)
100-22-440-47010	Contributions To Other Governm	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-53030	Capital Equipment, \$5,000+	\$0	\$0	(\$15,000)	(\$29,920)	\$0	\$0
100-22-440-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-70500	Credit Card Clearing Account	\$0	\$67	\$0	\$0	\$0	\$0
100-22-440-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-22-440-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$6,750,909)	(\$6,604,687)	(\$6,937,537)	(\$6,926,137)	(\$7,651,968)	(\$7,651,968)

NET (\$5,454,472) (\$5,002,370) (\$5,442,401) (\$5,335,596) (\$5,941,331) (\$5,941,331)

SH 100-22-445 (Boating Law Enforcement)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
100-22-445-15420	St: Boat Safety	\$135,616	\$197,296	\$131,065	\$71,072	\$131,065	\$131,065
100-22-445-15421	St: Boat Grant	\$0	\$0	\$0	\$0	\$0	\$0
100-22-445-15801	Ca Dept Of Boating & Waterways	\$0	\$0	\$0	\$0	\$109,850	\$109,850
Revenues Total		\$135,616	\$197,296	\$131,065	\$71,072	\$240,915	\$240,915

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100-22-445-21100	Salary And Wages	(\$34,104)	(\$51,979)	(\$34,104)	(\$54,969)	(\$27,809)	(\$27,809)
100-22-445-21120	Overtime	(\$58,222)	(\$24,535)	(\$56,065)	(\$28,298)	(\$60,350)	(\$60,350)
100-22-445-21410	Holiday Pay	(\$2,387)	(\$3,195)	(\$2,387)	(\$3,395)	(\$1,724)	(\$1,724)
100-22-445-22100	Employee Benefits	(\$3,964)	(\$6,461)	(\$3,964)	(\$5,561)	(\$2,824)	(\$2,824)
100-22-445-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	(\$15,536)	\$0	(\$12,126)	(\$6,712)	(\$6,712)
100-22-445-22120	Employee Benefits - PERS (ER Portion)	\$0	(\$11,043)	\$0	(\$11,151)	(\$6,111)	(\$6,111)
100-22-445-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-22-445-30280	Telephone/Communications	\$0	\$0	\$0	\$0	\$0	\$0
100-22-445-30500	Workers' Comp Ins Expense	(\$1,248)	(\$1,248)	\$0	\$0	(\$1,309)	(\$1,309)
100-22-445-30510	Liability Insurance Expense	(\$1,215)	(\$1,215)	(\$604)	(\$604)	(\$1,113)	(\$1,113)
100-22-445-31200	Equip Maintenance & Repair	(\$8,941)	\$0	(\$8,941)	(\$65)	(\$1,000)	(\$1,000)
100-22-445-32000	Office Expense	(\$100)	\$0	(\$100)	\$0	(\$214)	(\$214)
100-22-445-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
100-22-445-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
100-22-445-32860	Rents & Leases - Other	(\$5,650)	(\$5,400)	(\$5,400)	(\$5,400)	(\$5,400)	(\$5,400)
100-22-445-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0
100-22-445-33350	Travel & Training Expense	(\$8,000)	\$0	(\$8,000)	\$0	(\$8,000)	(\$8,000)
100-22-445-33351	Vehicle Fuel Costs	(\$1,485)	(\$3,056)	(\$2,500)	(\$2,959)	(\$2,500)	(\$2,500)
100-22-445-33352	Boat Fuel Costs	(\$2,800)	(\$176)	(\$1,500)	\$0	(\$1,500)	(\$1,500)
100-22-445-33360	Motor Pool Expense	(\$7,000)	(\$6,070)	(\$7,000)	(\$4,257)	(\$4,000)	(\$4,000)
100-22-445-33600	Utilities	(\$500)	(\$203)	(\$500)	(\$210)	(\$500)	(\$500)
100-22-445-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	(\$109,850)	(\$109,850)
100-22-445-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$135,616)	(\$130,118)	(\$131,065)	(\$128,994)	(\$240,915)	(\$240,915)
	NET	\$0	\$67,178	\$0	(\$57,921)	\$0	\$0

SH 100-22-455 (Court Security)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	Actual	Requested Budget	Recommended Budget
100-22-455-18100	Operating Transfers In	\$637,940	\$548,181	\$670,023	\$584,117	\$779,291	\$779,291
	Revenues Total	\$637,940	\$548,181	\$670,023	\$584,117	\$779,291	\$779,291
100-22-455-21100	Salary And Wages	(\$410,336)	(\$320,995)	(\$431,912)	(\$339,232)	(\$436,466)	(\$436,466)
100-22-455-21120	Overtime	(\$10,000)	(\$1,325)	(\$20,000)	(\$41,998)	(\$42,000)	(\$42,000)
100-22-455-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-22-455-21410	Holiday Pay	(\$7,098)	(\$6,686)	(\$7,274)	(\$6,700)	(\$7,605)	(\$7,605)
100-22-455-22100	Employee Benefits	(\$40,234)	(\$30,635)	(\$44,279)	(\$29,379)	(\$17,388)	(\$17,388)
100-22-455-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$18,297)	(\$20,471)	(\$33,978)	(\$39,467)	(\$38,323)	(\$38,323)
100-22-455-22120	Employee Benefits - PERS (ER Portion)	(\$86,178)	(\$81,152)	(\$84,980)	(\$83,829)	(\$111,537)	(\$111,537)
100-22-455-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$32,034)	(\$32,034)
100-22-455-30120	Uniform Allowance	\$0	(\$1,137)	(\$2,000)	(\$1,102)	(\$2,000)	(\$2,000)
100-22-455-30280	Telephone/Communications	\$0	\$0	\$0	\$0	\$0	\$0
100-22-455-30500	Workers' Comp Ins Expense	(\$6,240)	(\$6,240)	(\$7,580)	(\$7,580)	(\$6,020)	(\$6,020)
100-22-455-30510	Liability Insurance Expense	(\$3,113)	(\$3,113)	(\$3,379)	(\$3,379)	(\$2,438)	(\$2,438)
100-22-455-31200	Equip Maintenance & Repair	(\$500)	(\$4,198)	(\$500)	\$0	(\$21,000)	(\$21,000)
100-22-455-32000	Office Expense	\$0	\$0	\$0	\$0	\$0	\$0
100-22-455-32010	TECHNOLOGY EXPENSES	(\$45,296)	(\$46,213)	(\$13,143)	(\$11,043)	(\$20,796)	(\$20,796)
100-22-455-32500	Professional & Specialized Ser	(\$1,000)	\$0	(\$550)	\$0	(\$550)	(\$550)
100-22-455-32800	Publications & Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0
100-22-455-33120	Special Department Expense	\$0	(\$154)	(\$500)	\$0	(\$500)	(\$500)
100-22-455-33350	Travel & Training Expense	(\$1,500)	(\$11,777)	(\$4,100)	(\$6,219)	(\$13,100)	(\$13,100)
100-22-455-33351	Vehicle Fuel Costs	(\$5,148)	(\$3,209)	(\$5,148)	(\$4,567)	(\$4,000)	(\$4,000)
100-22-455-33360	Motor Pool Expense	(\$3,000)	(\$10,885)	(\$10,700)	(\$9,622)	(\$12,000)	(\$12,000)
	Expenses Total	(\$637,940)	(\$548,189)	(\$670,023)	(\$584,117)	(\$767,757)	(\$767,757)
	NET	\$0	(\$8)	\$0	\$0	\$11,534	\$11,534

SH 100-23-460 (Jail)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	Actual	Requested Budget	Recommended Budget
100-23-460-15300	St: Cops	\$5,500	\$5,895	\$5,500	\$6,127	\$5,500	\$5,500
100-23-460-15471	St: Stc Training Reimbursement	\$11,180	\$10,727	\$11,100	\$12,168	\$12,168	\$12,168
100-23-460-15498	St: Misc State Revenue	\$0	\$99,713	\$0	\$0	\$0	\$0
100-23-460-15804	Fed: Scaap Grant - State Crimi	\$0	\$0	\$0	\$0	\$0	\$0
100-23-460-15900	Oth: Other Govt Agencies	\$0	\$0	\$0	\$0	\$0	\$0
100-23-460-16230	Law Enforcement Services	\$405,510	\$405,510	\$400,040	\$400,040	\$438,088	\$438,088
100-23-460-16750	Jail Provided Meals	\$0	\$0	\$0	\$0	\$0	\$0
100-23-460-16760	Inmate-Initiated Medical Visit Fee (\$3 PC 4011.1)	\$0	\$0	\$0	\$0	\$0	\$0
100-23-460-18100	Operating Transfers In	\$0	\$0	\$0	\$4,173	\$0	\$0

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	<i>Revenues Total</i>	\$422,190	\$521,845	\$416,640	\$422,508	\$455,756	\$455,756
100-23-460-21100	Salary And Wages	(\$1,106,020)	(\$1,031,360)	(\$1,221,411)	(\$1,061,145)	(\$1,372,834)	(\$1,372,834)
100-23-460-21120	Overtime	(\$325,000)	(\$297,854)	(\$350,000)	(\$316,651)	(\$350,000)	(\$350,000)
100-23-460-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
100-23-460-21410	Holiday Pay	(\$79,560)	(\$69,120)	(\$81,957)	(\$69,471)	(\$87,237)	(\$87,237)
100-23-460-22100	Employee Benefits	(\$144,053)	(\$119,069)	(\$135,943)	(\$109,770)	(\$57,375)	(\$57,375)
100-23-460-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$371,897)	(\$326,052)	(\$473,052)	(\$334,180)	(\$430,523)	(\$430,523)
100-23-460-22120	Employee Benefits - PERS (ER Portion)	(\$407,168)	(\$395,513)	(\$554,996)	(\$483,086)	(\$449,706)	(\$449,706)
100-23-460-22125	PRST Contribution	\$0	\$0	\$0	\$0	(\$100,062)	(\$100,062)
100-23-460-30110	Clothing/Personal Supplies	(\$4,000)	(\$2,694)	(\$5,000)	(\$3,567)	(\$5,000)	(\$5,000)
100-23-460-30120	Uniform Allowance	(\$15,000)	(\$11,796)	(\$17,000)	(\$12,753)	(\$17,000)	(\$17,000)
100-23-460-30122	Uniform/Safety Gear	(\$1,500)	(\$2,190)	(\$8,000)	(\$5,711)	(\$9,000)	(\$9,000)
100-23-460-30280	Telephone/Communications	(\$300)	(\$294)	(\$300)	(\$299)	(\$300)	(\$300)
100-23-460-30286	Telephone/Communications-Inmate Welfare	(\$500)	\$0	\$0	\$0	\$0	\$0
100-23-460-30300	Food Expenses	(\$194,200)	(\$145,415)	(\$194,200)	(\$151,900)	(\$194,200)	(\$194,200)
100-23-460-30350	Household Expenses	(\$3,000)	(\$9,087)	(\$6,000)	(\$7,459)	(\$6,000)	(\$6,000)
100-23-460-30500	Workers' Comp Ins Expense	(\$82,790)	(\$82,790)	(\$42,637)	(\$42,637)	(\$33,723)	(\$33,723)
100-23-460-30510	Liability Insurance Expense	(\$21,094)	(\$21,094)	(\$19,379)	(\$19,379)	(\$20,575)	(\$20,575)
100-23-460-31200	Equip Maintenance & Repair	(\$4,000)	(\$21,947)	(\$16,000)	(\$20,978)	(\$50,500)	(\$50,500)
100-23-460-31206	Equip Maintenance & Repair-Inmate Welfare	(\$500)	\$0	\$0	\$0	\$0	\$0
100-23-460-31400	Building/Land Maint & Repair	(\$1,000)	(\$174)	(\$1,000)	(\$127)	(\$1,000)	(\$1,000)
100-23-460-31406	Building/Land Maint & Repair-Inmate Welfare	(\$200)	\$0	\$0	\$0	\$0	\$0
100-23-460-31530	Medical/Dental & Lab Supplies	(\$100,000)	(\$73,511)	(\$100,000)	(\$27,355)	(\$100,000)	(\$100,000)
100-23-460-31700	Membership Fees	\$0	\$0	(\$500)	(\$479)	(\$800)	(\$800)
100-23-460-32000	Office Expense	(\$12,000)	(\$8,596)	(\$12,000)	(\$11,225)	(\$20,000)	(\$20,000)
100-23-460-32010	TECHNOLOGY EXPENSES	(\$26,318)	(\$28,253)	(\$30,806)	(\$36,238)	(\$43,474)	(\$43,474)
100-23-460-32020	Technology Expense-Software Licenses	\$0	(\$2,703)	\$0	\$0	(\$3,700)	(\$3,700)
100-23-460-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$2,900)	(\$2,900)
100-23-460-32500	Professional & Specialized Ser	(\$10,000)	(\$26,514)	(\$6,100)	(\$1,420)	(\$6,100)	(\$6,100)
100-23-460-32501	Inmate Transportation Services	\$0	\$0	\$0	\$0	\$0	\$0
100-23-460-32502	Critical Incident Stress Servi	\$0	\$0	\$0	\$0	\$0	\$0
100-23-460-32506	Professional & Specialized Ser-Inmate Welfare	(\$500)	\$0	\$0	(\$45)	\$0	\$0
100-23-460-33010	Small Tools & Instruments	\$0	\$0	\$0	\$0	\$0	\$0
100-23-460-33016	Small Tools & Instruments-Inmate Welfare	(\$200)	\$0	\$0	\$0	\$0	\$0
100-23-460-33100	Education & Training	\$0	\$0	\$0	\$0	\$0	\$0
100-23-460-33120	Special Department Expense	(\$1,400)	(\$3,933)	(\$1,400)	(\$1,600)	(\$2,600)	(\$2,600)
100-23-460-33126	Spec Dept-Inmate Welfare	(\$500)	\$0	\$0	\$0	\$0	\$0
100-23-460-33130	Spec Dept Expense-Ammunition	\$0	\$0	(\$4,680)	(\$4,596)	(\$4,680)	(\$4,680)
100-23-460-33350	Travel & Training Expense	(\$46,300)	(\$55,861)	(\$68,700)	(\$33,466)	(\$81,100)	(\$81,100)
100-23-460-33351	Vehicle Fuel Costs	\$0	(\$101)	\$0	\$0	(\$25,000)	(\$25,000)
100-23-460-33360	Motor Pool Expense	\$0	\$0	\$0	\$0	(\$20,355)	(\$20,355)
100-23-460-33400	Inmate Travel	\$0	\$0	\$0	\$0	\$0	\$0
100-23-460-33600	Utilities	\$0	\$0	\$0	\$0	(\$54,000)	(\$54,000)
	Expenses Total	(\$2,959,000)	(\$2,735,921)	(\$3,351,061)	(\$2,755,537)	(\$3,549,743)	(\$3,549,743)
	NET	(\$2,536,810)	(\$2,214,076)	(\$2,934,421)	(\$2,333,029)	(\$3,093,987)	(\$3,093,987)

SH 100-27-450 (Search and Rescue)

<i>Account Line Item</i>	<i>Account Name</i>	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		<i>Adopted</i>	<i>FY2020-21</i>	<i>Adopted</i>	<i>08/18/22</i>	<i>Requested</i>	<i>Recommended</i>
		<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>
100-27-450-30280	Telephone/Communications	(\$5,000)	(\$5,443)	(\$6,000)	(\$5,513)	(\$6,000)	(\$6,000)
100-27-450-30300	Food Expenses	(\$3,975)	(\$1,199)	(\$3,475)	(\$1,602)	(\$3,475)	(\$3,475)
100-27-450-31200	Equip Maintenance & Repair	(\$4,500)	(\$4,193)	(\$4,000)	(\$2,022)	(\$4,000)	(\$4,000)
100-27-450-31400	Building/Land Maint & Repair	\$0	\$0	\$0	\$0	\$0	\$0
100-27-450-32950	Rents & Leases - Real Property	\$0	\$0	\$0	\$0	\$0	\$0
100-27-450-33120	Special Department Expense	(\$5,000)	(\$1,975)	(\$5,000)	(\$2,258)	(\$3,000)	(\$3,000)
100-27-450-33350	Travel & Training Expense	(\$3,700)	(\$1,080)	(\$4,700)	(\$9,838)	(\$10,000)	(\$10,000)
100-27-450-33351	Vehicle Fuel Costs	(\$6,157)	(\$2,128)	(\$5,157)	(\$1,744)	(\$5,157)	(\$5,157)
100-27-450-33360	Motor Pool Expense	(\$11,000)	(\$3,889)	(\$11,000)	(\$4,499)	(\$7,700)	(\$7,700)
100-27-450-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
100-27-450-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
100-27-450-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
100-27-450-90000	Prior Year GF Allocation	\$0	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$39,332)	(\$19,908)	(\$39,332)	(\$27,476)	(\$39,332)	(\$39,332)
	NET	(\$39,332)	(\$19,908)	(\$39,332)	(\$27,476)	(\$39,332)	(\$39,332)

SH 140-22-440 (CalAIM PATH)

<i>Account Line Item</i>	<i>Account Name</i>	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		<i>Adopted</i>	<i>FY2020-21</i>	<i>Adopted</i>	<i>08/18/22</i>	<i>Requested</i>	<i>Recommended</i>
		<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>

Sheriff

140-22-440-14010	Interest Income	\$0	\$1	\$0	\$1	\$0	\$0
140-22-440-15495	St: CalAIM PATH grant	\$0	\$0	\$0	\$0	\$50,000	\$50,000
140-22-440-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$0	\$1	\$0	\$1	\$50,000	\$50,000
140-22-440-20010	Expenditures	\$0	\$0	\$0	(\$102)	\$0	\$0
140-22-440-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	(\$50,000)	(\$50,000)
Expenses Total		\$0	\$0	\$0	(\$102)	(\$50,000)	(\$50,000)
Use of Fund Balance		\$0	\$1	\$0	(\$101)	\$0	\$0

SH 145-22-440 (Off Highway Vehicle Fund)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
145-22-440-12030	Off-Hwy Vehicle License Fees	\$16,231	\$17,766	\$16,340	\$15,547	\$16,340	\$16,340
145-22-440-14010	Interest Income	\$0	\$490	\$0	\$506	\$0	\$0
145-22-440-15410	St: Off-Hwy Vehicle Grant	\$48,323	\$26,416	\$42,105	\$34,710	\$33,175	\$33,175
145-22-440-18010	Sale Of Surplus Assets	\$0	\$0	\$0	\$0	\$0	\$0
145-22-440-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$64,554	\$44,671	\$58,445	\$50,762	\$49,515	\$49,515
145-22-440-21100	Salary And Wages	\$0	\$0	\$0	(\$11,170)	\$0	\$0
145-22-440-21120	Overtime	(\$50,820)	(\$10,894)	(\$34,005)	(\$14,821)	(\$37,626)	(\$37,626)
145-22-440-21410	Holiday Pay	\$0	\$0	\$0	(\$680)	\$0	\$0
145-22-440-22100	Employee Benefits	(\$511)	\$0	(\$511)	(\$1,522)	\$0	\$0
145-22-440-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	\$0	\$0	(\$2,148)	\$0	\$0
145-22-440-22120	Employee Benefits - PERS (ER Portion)	\$0	\$0	\$0	(\$2,090)	\$0	\$0
145-22-440-31200	Equip Maintenance & Repair	(\$5,734)	(\$4,270)	(\$700)	(\$4,512)	(\$5,000)	(\$5,000)
145-22-440-32950	Rents & Leases - Real Property	(\$5,400)	(\$5,400)	(\$5,400)	(\$5,400)	(\$5,400)	(\$5,400)
145-22-440-33351	Vehicle Fuel Costs	(\$1,089)	(\$123)	(\$745)	(\$501)	(\$745)	(\$745)
145-22-440-33360	Motor Pool Expense	(\$1,000)	\$0	(\$744)	\$0	(\$744)	(\$744)
145-22-440-33600	Utilities	\$0	\$0	\$0	\$0	\$0	\$0
145-22-440-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0
145-22-440-60100	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$64,554)	(\$20,687)	(\$42,105)	(\$42,844)	(\$49,515)	(\$49,515)
Use of Fund Balance		\$0	\$23,985	\$16,340	\$7,918	\$0	\$0

SH 146-22-455 (Court Security 2011 Realignment)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
146-22-455-14010	Interest Income	\$0	\$10,604	\$0	\$10,041	\$0	\$0
146-22-455-15437	Realignment Backfill Support	\$0	\$33,748	\$0	\$0	\$0	\$0
146-22-455-15443	St: 2011 Realignment	\$452,084	\$583,372	\$539,425	\$593,173	\$606,128	\$606,128
146-22-455-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$452,084	\$627,724	\$539,425	\$603,214	\$606,128	\$606,128
146-22-455-60100	Operating Transfers Out	(\$702,940)	(\$612,235)	(\$670,023)	(\$657,714)	(\$779,291)	(\$779,291)
Expenses Total		(\$702,940)	(\$612,235)	(\$670,023)	(\$657,714)	(\$779,291)	(\$779,291)
Use of Fund Balance		(\$250,856)	\$15,489	(\$130,598)	(\$54,500)	(\$173,163)	(\$173,163)

SH 147-23-460 (Medicated Assisted Treatment)

Account Line Item	Account Name	FY2020-21		FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
147-23-460-14010	Interest Income	\$700	\$389	\$0	\$183	\$0	\$0
147-23-460-15807	Medication-Assisted Treatment (MAT) Grant (SAMHSA)	\$0	\$0	\$50,000	\$50,000	\$0	\$0
Revenues Total		\$700	\$389	\$50,000	\$50,183	\$0	\$0
147-23-460-21100	Salary And Wages	(\$16,925)	\$0	\$0	\$0	\$0	\$0
147-23-460-32500	Professional & Specialized Ser	(\$35,000)	\$0	\$0	\$0	\$0	\$0
147-23-460-33350	Travel & Training Expense	(\$40,000)	\$0	\$0	\$0	\$0	\$0
147-23-460-60100	Operating Transfers Out	\$0	(\$44,725)	(\$50,000)	(\$34,320)	(\$15,800)	(\$15,800)
Expenses Total		(\$90,525)	(\$43,948)	\$50,000	\$66,045	(\$15,800)	(\$15,800)
Use of Fund Balance		(\$89,825)	(\$43,559)	\$100,000	\$116,228	(\$15,800)	(\$15,800)

SH 720-23-000 (Inmate Welfare Trust)

Sheriff

<i>Account Line Item</i>	<i>Account Name</i>	<i>FY2020-21</i>	<i>FY2020-21</i>	<i>FY2021-22</i>	<i>FY2021-22</i>	<i>FY2022-23</i>	<i>FY2022-23</i>
		<i>Adopted Budget</i>	<i>Actual</i>	<i>Adopted Budget</i>	<i>08/18/22 Actual</i>	<i>Requested Budget</i>	<i>Recommended Budget</i>
720-23-000-17010	Miscellaneous Revenue	\$18,300	\$27,641	\$32,500	\$676	\$37,500	\$37,500
	Revenues Total	\$18,300	\$27,641	\$32,500	\$676	\$37,500	\$37,500
720-23-000-20010	Expenditures	(\$18,300)	(\$31,815)	\$0	(\$45)	\$0	\$0
720-23-000-60100	Operating Transfers Out	(\$78,000)	(\$71,563)	\$0	\$0	\$0	\$0
720-23-460-20010	Expenditures	\$0	\$0	(\$53,000)	(\$16,503)	(\$18,000)	(\$18,000)
720-23-460-30286	Telephone/Communications-Inmate Welfare	\$0	\$0	\$0	(\$2,852)	(\$3,000)	(\$3,000)
720-23-460-31206	Equip Maintenance & Repair-Inmate Welfare	\$0	\$0	\$0	(\$406)	(\$500)	(\$500)
720-23-460-31406	Building/Land Maint & Repair-Inmate Welfare	\$0	\$0	\$0	\$0	(\$200)	(\$200)
720-23-460-32506	Professional & Specialized Ser-Inmate Welfare	\$0	\$0	\$0	(\$254)	(\$500)	(\$500)
720-23-460-33016	Small Tools & Instruments-Inmate Welfare	\$0	\$0	\$0	(\$95)	(\$300)	(\$300)
720-23-460-33126	Spec Dept-Inmate Welfare	\$0	\$0	\$0	(\$13,799)	(\$15,000)	(\$15,000)
720-23-460-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	(\$17,117)	\$0	\$0
	Expenses Total	(\$96,300)	(\$103,378)	(\$53,000)	(\$51,072)	(\$37,500)	(\$37,500)
	Use of Fund Balance	(\$78,000)	(\$75,737)	(\$20,500)	(\$50,396)	\$0	\$0

SOCIAL SERVICES

Kathryn Peterson
Social Services Director

To deliver quality services that are accessible and responsive to the community, strengthen individuals, preserve families, and protect vulnerable adults and children.

BUDGET AT A GLANCE	
Total Expenditures	(\$9,001,235)
Total Grant/Earned/ Govt Revenues	\$7,825,802
Total Use of Fund Balance	\$722,434
<hr/>	
Total General Fund Contribution	(\$452,999)
Total Staff	34
% funded by General Fund	6%

DEPARTMENT SERVICES OVERVIEW

Social Services Department. Governed primarily by Federal and State mandates, the Department of Social Services provides services and programs critical to delivering a countywide system of health, security, and safety for vulnerable County residents. Operation of Social Services programs is funded by a combination of federal and state revenues, Social Services realignment funds, miscellaneous revenues, and a required County General Fund contribution. The Department provides services under three main service areas: Health (Health Coverage and Food Assistance); Security (Financial Assistance and Workforce Services); and Safety (Child Welfare Services, Adult Protective Services, In-Home Supportive Services). In addition, the department manages the Mono County Senior Services Program, serves as the Probate Conservator, and operates county-wide emergency shelters. Department offices are in Mammoth Lakes, Bridgeport, and Walker. The Department also operates the Antelope Valley Senior Center in Walker. Providing excellent customer service while ensuring compliance with State and Federal program mandates for providing social services is a primary focus of the Department. Regulations specify the types of services; amounts of assistance benefits; time frames for delivery of services and/or benefits; accuracy levels that must be maintained in administering programs; and Statewide statistical measurements for tracking performance. The mandates, laws, and regulations governing programs administered by the department are subject to frequent changes due to Federal and State legislative and government agency action; funding reductions and increases; and sometime court rulings. These changes present many challenges and often require major changes in the service environment. The Social Services Department is dedicated to meeting these challenges and responding proactively and positively to the ever-changing public service landscape. We are proud of our record this past year in providing safety net services that help our community be safe, supported, and self-sufficient while complying with required program mandates.

For more information, call (760) 924-1770, or visit <https://monocounty.ca.gov/social-services>

REQUESTED BUDGET CHANGES FOR FY2022-23

- The Department opted into the following funding opportunities to implement new programs:
- Three separate housing and homelessness prevention funding allocations, totaling \$750,000, made available through the California Department of Social Services Housing and Homelessness Branch. All three allocations are state-funded, locally administered programs in which participating counties and their partners provide housing-related supports to eligible individuals and families.
- \$375,000 Family First Prevention Services Act (FFPSA) Block Grant; and \$100,000 FFPSA Transition funds aimed at reducing the risk of children being placed into foster care.
- \$129,000 allocation to enhance existing child welfare social workers ability to provide Emergency Response

services.

- The Department requests the following two workforce changes: 1) increase the number of Eligibility Specialist (ES) staff by one new ES Trainee/I/II. ES staff manage between 400-500 public benefit cases each. Increasing workforce capacity will allow the team to manage caseloads and continuity of business processes more efficiently and effectively. 2) create an At-Will Child and Adult Manager job classification and promote the current Program Manager (PM) to an At-Will Child and Adult Manager. The PM for Child and Adult Services position has grown in scope and complexity since inception in 2014, and now requires the incumbent to manage several complex program areas within the Department including a master's level Social Worker Supervisor II for Child Welfare, and master's level Social Worker Supervisor II for Adult Services for APS, IHSS, Conservatorship/Public Guardian Services, and Resource Family Approval.

ACCOMPLISHMENTS AND OBJECTIVES

FY2021-22 Accomplishments

- Approximately 1 out of every 4 Mono County residents received aid from one or more of DSS's public assistance programs at some point during the year. Assisted over 1,010 individuals in supplementing their diets through CalFresh benefits. Helped over 4,532 individuals receive healthcare through Medi-Cal benefits, 1,413 of whom were children under 18.
- Received and evaluated 144 allegations of child abuse and neglect through April 2022, of which approximately 50% were either investigated or responded to through outreach/referral. Responded timely 100% of the time (statewide goal is 90%) through March 2022 (April data still being entered). Complied 100% of the time with required face-to-face contacts with CPS clients.
- Fielded approximately 38 allegations of elder/dependent adult abuse and neglect through April 2022, of which approximately 85% were either investigated or responded to through outreach/referral. Responded timely for 100% of all reports. Complied 100% with required face-to-face contacts with APS clients.
- On track for achieving a 95% percent state compliance rate for conducting timely reassessment of In-Home Supportive Services (IHSS) clients this fiscal year. For the first 3 quarters of this fiscal year, Mono County had a 100% compliance rate for timeliness with a #1 ranking in the State.
- Implemented the Home Safe Program which supports the safety and housing stability of individuals involved in Adult Protective Services (APS) by providing direct housing-related assistance, and the Bringing Families Home Program which provides direct housing supports to families involved in the child welfare system.
- Provided over 12,000 meals to seniors throughout the county, mostly through home delivery.
- Completed migration to the California Statewide Automated Welfare System (CalSAWS), an integrated, user-friendly eligibility and case management system that supports key public assistance programs on a cloud-hosted architecture.
- Advocated for the interests of small population counties at the Chair and Executive Committee levels via California Welfare Director's Association (CWDA), NACo Human Services and Education Subcommittee, and National Association of County Human Services Administrators (NACHSA).

FY2022-24 Strategic Plan Objectives

- Develop a comprehensive report to the Board that identifies current and potential future programs and policies that will enhance the quality of life for all in Mono County

FY2022-23 Objectives

- The Department has implemented several new programs/funding opportunities intended to enhance the quality of life for Mono County's children and aging populations, specifically. Two new housing resources became available to the Department during the 2021-22 fiscal year and will continue into the 2022-23 fiscal year. First is the Home Safe Program which allocates \$250,00 to Mono County to provide direct housing supports to elders involved with Adult Protective Services. Second is the Bringing Families Home (BFH) program which allocates \$250,000 to the County to provide direct housing supports to families involved in

the child welfare system. Also on the child welfare side, the Department, in partnership with Mono County Probation and with support from Mono County Behavioral Health, “opted-in” to a \$375,000 block grant which will support Mono County with implementation of Part I of the Family First Prevention Services Act (FFPSA). FFPSA is federal legislation that allows child welfare and probation to draw down Title IVE foster care dollars for prevention (rather than out-of-home placement) to reduce the risk of children being placed into foster care.

- Finally, with respect to internal workforce development, the Department accepted a \$129,000 allocation, appropriated by the State Budget Act of 2021 to enhance child welfare Emergency Response (ER) services. The Department chose to use those funds to create a “Rural County ER Stipend” for Social Workers and Supervisors responsible for investigating reports of suspected child abuse. The stipend is a strategy to recognize the unique demands of rural Social Worker staff who are expected to acquire a wider breadth of expertise, such as ER investigation, than their counterparts in more urban communities where staff specialize in specific areas of practice. The stipend is intended to promote job retention and incentivize future recruitment of rural social workers to Mono County. It will impact 6 positions in the Department and will augment those salaries by 5%.

Adult Services:

- The Home Safe Program will allow Adult Protective Services (APS) social workers to connect elderly clients in Mono County with concrete, tangible housing supports (including rental assistance) to decrease homelessness and housing insecurity for the elderly population. For adults that suffer from self-neglect, these types of supports will result in improved safety for approximately 10-20 eligible seniors and reduce the risk of harm occurring in the home.
- The Department is slated to assume a new function, Public Administrator, to provide an important service to the community by managing the disposition of deceased estates for persons without a will at the time of death and without an appropriate/willing person to act as an administrator. This role will serve the estates of the conservatees for whom the Department is already responsible for under its role as Public Guardian, along with others who require this service.
- Tri-Valley Senior Services: Enhance the quality of life for seniors in the Tri-Valley area by expanding and reclassifying the job of the Senior Site Coordinator (reclassified to a Social Services Aide, effective April 2022) from 16 hours per week to 34 hours per week. This increased capacity to provide supports to seniors includes the following objectives:
 - Increase from 2 to 3 days of meal delivery for Meals on Wheels which will increase hot meal deliveries by one day and will increase the amount of contact time the Social Services Aide has with seniors.
 - Social Support: Aide will have more time to identify and meet the social needs of seniors, which has a positive impact on mental health and prevention of isolation.
 - Transportation: Aide will have more time to provide transportation to and from medical appointments or other activities of daily living
 - Partnership with Public Health Nurse (PHN): Aide will join with Mono County PHN to screen seniors for health issues, offer vaccinations, and provide important health outreach
- Antelope Valley Senior Services:
 - With Public Health, provide seniors with monthly screenings, information, and connections to services related to medical needs.
 - Partner with Northern Mono County Hospice to identify, provide initial Hospice assessments, and visit families of seniors in need of this program.

Child Welfare:

- Enhance the quality of services for youth and families involved with the child welfare system through the Mono County Children’s System of Care (CSOC), which the Department created during the 2021-22 FY in partnership with other child-serving agencies, per AB 2083. The CSOC improves the lives of children and families by improving the coordination and communication between child-serving agencies, identifying community needs and gaps, developing strategies to fill those gaps, and integrating funding opportunities where possible to enhance the array of services to families.
- Complete a comprehensive Community Self-Assessment (CSA), required every 5 years under the California

Child and Family Services Review (C-CFSR) process, which will assess the effectiveness of Mono County's array of child welfare services by looking at data, getting input from stakeholders, and getting input from peer counties through case reviews. The CSA will inform the development of system improvement plan goals for the 2023-2028 C-CFSR cycle.

- "Children's Summit" (July 2012): In partnership with County leadership and other child-serving agencies, the Department is involved in the planning for this event which will bring together community leaders and stakeholders to look at child well-being indicators for youth in Mono County and develop a "data dashboard" that will be updated into the future to track various measures of child welfare in Mono County.
- Housing: The Bringing Families Home (BFH) program begun to provide direct housing supports to families involved in the child welfare system during the 2021-22 Fiscal Year and will continue into the 2022-23 FY. Housing stability is often one of the most challenging issues that parents face in Mono County when trying to provide safety and security for children. BFH will reduce the negative impact of housing insecurity for the highest risk youth in Mono County. The Department anticipates serving anywhere from 5-15 eligible families in 2022-23.

Public Benefits/Eligibility:

- When the federal government lifts the public health emergency designation and the county resumes routine operations, ensure that renewals of eligibility and transitions between coverage programs occur in a manner that minimizes beneficiary burden and promotes continuity of coverage. The continuous coverage requirement has ensured that individuals enrolled in MediCal throughout the pandemic are not at risk of losing coverage. However, unwinding this provision will require individuals to complete renewals necessary to redetermine their eligibility to remain in the program. The Department remains focused on ensuring that eligible individuals do not lose coverage when it is time for their renewal.
- Implement the California CalWORKs Outcomes and Accountability Review (Cal-OAR) data-driven program management system. The purpose of Cal-OAR is to facilitate continuous improvement of county CalWORKs programs by collecting, analyzing, and disseminating outcomes and best practices. Components include conducting Cal-OAR Customer Satisfaction Surveys for CW and WTW; preparing a County Self-Assessment and developing a System Improvement Plan, all of which should result in better outcomes for CalWORKs consumers.

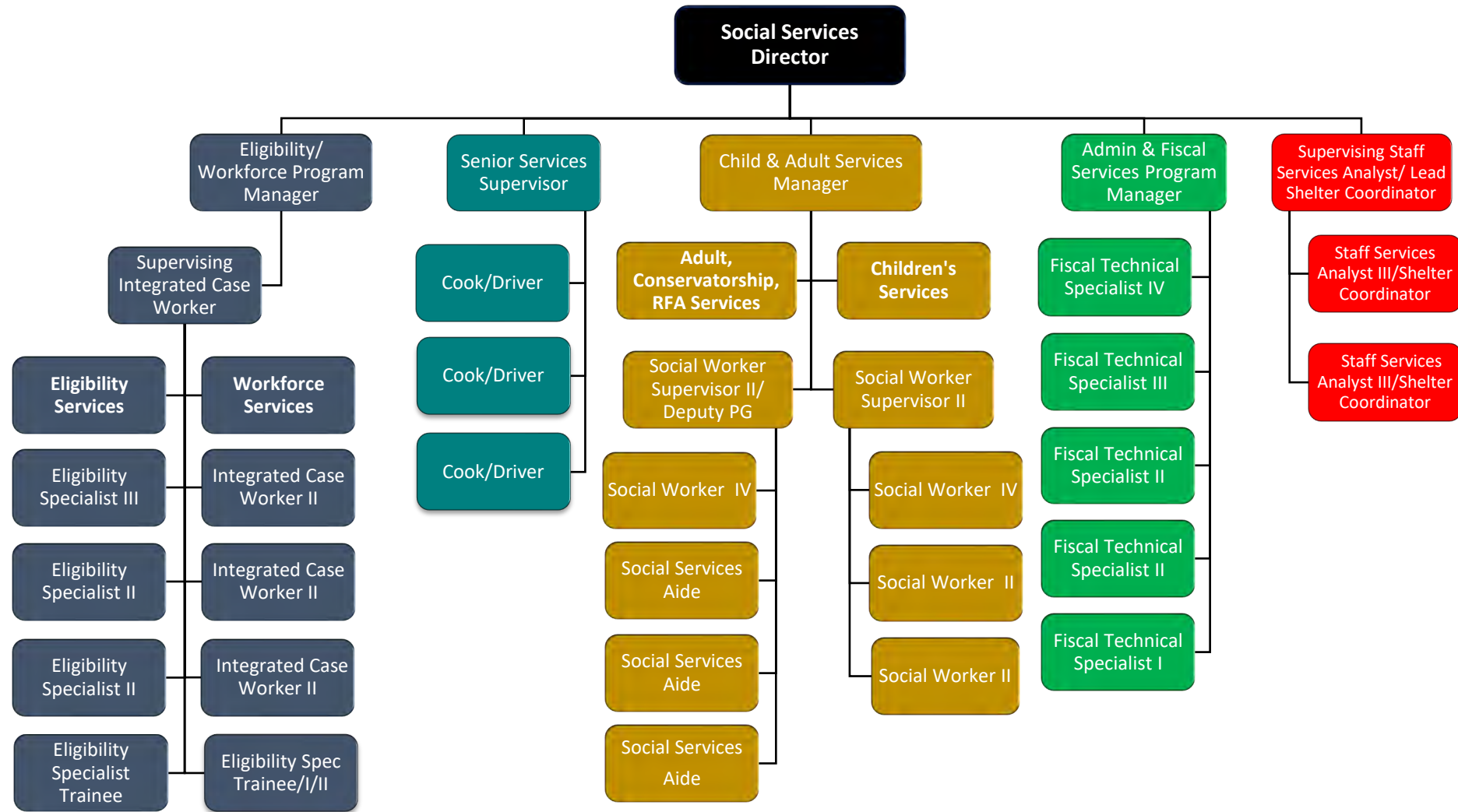
Disaster Services:

- Implement a Tri-County VOAD coalition for Mono, Inyo, and Alpine Counties by the end of FY 2022-23. VOAD is a partnership with local and statewide non-profit agencies and organizations that share knowledge and resources throughout a disaster cycle (preparation, response, and recovery) to support government and emergency operations in the event of a disaster.



SOCIAL SERVICES

Departmental Organizational Chart



Social Services

SS 110-51-868 (Social Services)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
110-51-868-14010	Interest Income	\$18,000	\$1,115	\$5,000	(\$5,649)	\$0	\$0	\$0
110-51-868-14050	Rental Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110-51-868-15072	St: HDAP Housing & Disability Advocacy Program	\$25,000	\$25,331	\$50,000	\$0	\$125,000	\$125,000	\$125,000
110-51-868-15611	Fed: Aid Recoupment	\$4,000	\$548	\$3,000	\$1,501	\$1,000	\$1,000	\$1,000
110-51-868-17010	Miscellaneous Revenue	\$0	\$7,696	\$0	\$542	\$0	\$0	\$0
110-51-868-18100	Operating Transfers In	\$5,722,016	\$4,753,380	\$6,162,887	\$2,825,444	\$6,809,781	\$6,809,781	\$6,809,781
Revenues Total		\$5,769,016	\$4,788,070	\$6,220,887	\$2,821,838	\$6,935,781	\$6,935,781	\$6,935,781
110-51-868-21100	Salary And Wages	(\$2,005,526)	(\$1,822,161)	(\$2,104,303)	(\$1,977,671)	(\$2,334,676)	(\$2,334,676)	(\$2,334,676)
110-51-868-21120	Overtime	(\$34,000)	(\$41,513)	(\$50,000)	(\$37,674)	(\$50,000)	(\$50,000)	(\$50,000)
110-51-868-22100	Employee Benefits	(\$224,251)	(\$229,269)	(\$247,532)	(\$224,466)	(\$108,781)	(\$108,781)	(\$108,781)
110-51-868-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$399,527)	(\$330,431)	(\$343,320)	(\$294,586)	(\$411,165)	(\$411,165)	(\$411,165)
110-51-868-22120	Employee Benefits - PERS (ER Portion)	(\$528,114)	(\$523,443)	(\$583,238)	(\$565,717)	(\$633,935)	(\$633,935)	(\$633,935)
110-51-868-30280	Telephone/Communications	(\$33,819)	(\$30,329)	(\$32,289)	(\$30,766)	(\$31,028)	(\$31,028)	(\$31,028)
110-51-868-30500	Workers' Comp Ins Expense	(\$37,543)	(\$37,543)	(\$37,918)	(\$37,918)	(\$36,724)	(\$36,724)	(\$36,724)
110-51-868-30510	Liability Insurance Expense	(\$24,814)	(\$24,814)	(\$30,233)	(\$30,232)	(\$22,049)	(\$22,049)	(\$22,049)
110-51-868-31700	Membership Fees	(\$20,875)	(\$20,764)	(\$21,796)	(\$21,796)	(\$22,885)	(\$22,885)	(\$22,885)
110-51-868-32000	Office Expense	(\$57,500)	(\$41,998)	(\$54,500)	(\$40,026)	(\$39,140)	(\$39,140)	(\$39,140)
110-51-868-32010	TECHNOLOGY EXPENSES	(\$31,925)	(\$31,925)	(\$51,012)	(\$51,507)	(\$60,481)	(\$60,481)	(\$60,481)
110-51-868-32030	Copier Pool	\$0	\$0	\$0	\$0	(\$11,600)	(\$11,600)	(\$11,600)
110-51-868-32450	Contract Services	(\$83,791)	(\$96,998)	(\$165,979)	(\$110,731)	(\$320,088)	(\$320,088)	(\$320,088)
110-51-868-32461	Ihss - Ccs	(\$120,201)	(\$116,724)	(\$120,201)	(\$160,835)	(\$145,976)	(\$145,976)	(\$145,976)
110-51-868-32462	Ihss - Advisory Board	(\$5,916)	(\$5,916)	(\$5,916)	(\$18,141)	(\$36,000)	(\$36,000)	(\$36,000)
110-51-868-32500	Professional & Specialized Ser	(\$165,148)	(\$132,640)	(\$210,150)	(\$132,416)	(\$271,428)	(\$271,428)	(\$271,428)
110-51-868-32600	Information Technology Service	(\$15,000)	(\$6,434)	(\$12,000)	(\$1,497)	(\$12,000)	(\$12,000)	(\$12,000)
110-51-868-32950	Rents & Leases - Real Property	(\$272,243)	(\$13,970)	(\$274,654)	(\$15,355)	(\$17,216)	(\$17,216)	(\$17,216)
110-51-868-33100	Education & Training	(\$9,290)	(\$1,146)	(\$7,500)	(\$2,730)	(\$7,500)	(\$7,500)	(\$7,500)
110-51-868-33120	Special Department Expense	(\$28,000)	(\$47,288)	(\$53,000)	(\$68,191)	(\$198,000)	(\$198,000)	(\$198,000)
110-51-868-33349	Specialized Training	(\$65,620)	(\$52,747)	(\$65,620)	(\$49,393)	(\$69,120)	(\$69,120)	(\$69,120)
110-51-868-33350	Travel & Training Expense	(\$62,000)	(\$5,928)	(\$60,500)	(\$17,204)	(\$60,500)	(\$60,500)	(\$60,500)
110-51-868-33351	Vehicle Fuel Costs	(\$15,820)	(\$3,818)	(\$15,320)	(\$8,883)	(\$15,320)	(\$15,320)	(\$15,320)
110-51-868-33360	Motor Pool Expense	(\$25,000)	(\$11,333)	(\$15,064)	(\$20,925)	(\$24,859)	(\$24,859)	(\$24,859)
110-51-868-33600	Utilities	(\$1,500)	(\$1,307)	(\$1,500)	(\$1,851)	(\$1,875)	(\$1,875)	(\$1,875)
110-51-868-33602	Civic Center Utilities	\$0	(\$13,597)	\$0	(\$15,327)	(\$37,092)	(\$37,092)	(\$37,092)
110-51-868-41103	Cws Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110-51-868-41104	Cws Iip Incentive	(\$5,000)	(\$600)	(\$5,000)	(\$2,750)	(\$5,000)	(\$5,000)	(\$5,000)
110-51-868-41105	Cws Iip-Tip	(\$1,900)	\$0	(\$1,900)	\$0	(\$1,900)	(\$1,900)	(\$1,900)
110-51-868-41106	Cws Iip Work Program	(\$1,300)	\$0	(\$1,300)	\$0	(\$1,300)	(\$1,300)	(\$1,300)
110-51-868-41107	Cws Direct Medical Payments	(\$15,000)	(\$3,410)	(\$15,000)	(\$5,649)	(\$15,000)	(\$15,000)	(\$15,000)
110-51-868-41108	Wtw Child Care	(\$20,000)	\$0	(\$20,000)	(\$1,672)	(\$20,000)	(\$20,000)	(\$20,000)
110-51-868-41109	Wtw Client Mileage	(\$10,000)	\$0	(\$10,000)	\$0	(\$10,000)	(\$10,000)	(\$10,000)
110-51-868-41110	FPPRS (Foster Parent Recruit, Reten & Supp Prgm)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110-51-868-41112	PSSF Services	(\$10,000)	(\$10,026)	(\$10,000)	(\$10,359)	(\$10,000)	(\$10,000)	(\$10,000)
110-51-868-41130	Adult Protective Services	(\$4,000)	\$0	(\$4,000)	(\$24,297)	(\$71,768)	(\$71,768)	(\$71,768)
110-51-868-41131	Adult Services Ihss-Soc Serv	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110-51-868-53030	Capital Equipment, \$5,000+	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110-51-868-60100	Operating Transfers Out	(\$60,000)	(\$271,263)	(\$50,000)	(\$264,537)	(\$50,000)	(\$50,000)	(\$50,000)
110-51-868-60110	Civic Center Rent	\$0	\$0	\$0	\$0	(\$242,918)	(\$242,918)	(\$242,918)
110-51-868-70250	Prior Period Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110-51-868-70500	Credit Card Clearing Account	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110-51-868-72960	A-87 Indirect Costs	(\$650,342)	(\$650,342)	(\$682,859)	(\$811,407)	(\$682,859)	(\$682,859)	(\$682,859)
Expenses Total		(\$5,044,965)	(\$4,579,679)	(\$5,363,604)	(\$5,056,506)	(\$6,090,184)	(\$6,090,184)	(\$6,090,184)
Use of Fund Balance		\$724,051	\$208,391	\$857,283	(\$2,234,669)	\$845,597	\$845,597	\$845,597

SS 110-52-870 (Aid Program)

Account Line Item	Account Name	FY2020-21		FY2021-22		FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	FY2020-21 Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget	
110-52-870-16014	Aid Repayments	\$0	\$1,818	\$0	\$1,627	\$0	\$0	\$0
110-52-870-17050	Donations & Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Total		\$0	\$1,818	\$0	\$1,627	\$0	\$0	\$0
110-52-870-41100	Support & Care Of Persons	(\$585,000)	(\$375,510)	(\$585,000)	(\$390,184)	(\$585,000)	(\$585,000)	(\$585,000)
110-52-870-41102	In Home Support Servs-Ihss	(\$125,856)	(\$134,696)	(\$132,148)	(\$135,420)	(\$137,434)	(\$137,434)	(\$137,434)
Expenses Total		(\$710,856)	(\$510,205)	(\$717,148)	(\$525,604)	(\$722,434)	(\$722,434)	(\$722,434)

Social Services

Use of Fund Balance (\$710,856) (\$508,387) (\$717,148) (\$523,977) (\$722,434) (\$722,434)

SS 110-53-874 (General Relief)

<i>Account Line Item</i>	<i>Account Name</i>	<i>FY2020-21</i>		<i>FY2021-22</i>	<i>FY2021-22</i>	<i>FY2022-23</i>	<i>FY2022-23</i>
		<i>Adopted Budget</i>	<i>FY2020-21 Actual</i>	<i>Adopted Budget</i>	<i>08/18/22 Actual</i>	<i>Requested Budget</i>	<i>Recommended Budget</i>
110-53-874-16015	General Assistance Repayments	\$0	\$310	\$0	\$30	\$0	\$0
110-53-874-17050	Donations & Contributions	\$0	\$6,000	\$0	\$0	\$0	\$0
110-53-874-18100	Operating Transfers In	\$15,000	\$8,260	\$15,000	\$8,218	\$15,000	\$15,000
Revenues Total		\$15,000	\$14,570	\$15,000	\$8,248	\$15,000	\$15,000
110-53-874-33350	Travel & Training Expense	\$0	(\$32)	\$0	\$0	\$0	\$0
110-53-874-41100	Support & Care Of Persons	(\$13,000)	(\$8,129)	(\$13,000)	(\$7,955)	(\$13,000)	(\$13,000)
110-53-874-41120	Shelter Supplies	(\$2,000)	(\$700)	(\$2,000)	(\$238)	(\$2,000)	(\$2,000)
110-53-874-41210	Indigent Care	\$0	\$0	\$0	\$0	\$0	\$0
110-53-874-72960	A-87 Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Total		(\$15,000)	(\$8,860)	(\$15,000)	(\$8,194)	(\$15,000)	(\$15,000)
Use of Fund Balance		\$0	\$5,710	\$0	\$54	\$0	\$0

SS 110-56-875 (Senior Program)

<i>Account Line Item</i>	<i>Account Name</i>	<i>FY2020-21</i>		<i>FY2021-22</i>	<i>FY2021-22</i>	<i>FY2022-23</i>	<i>FY2022-23</i>
		<i>Adopted Budget</i>	<i>FY2020-21 Actual</i>	<i>Adopted Budget</i>	<i>08/18/22 Actual</i>	<i>Requested Budget</i>	<i>Recommended Budget</i>
110-56-875-15261	St: Medical Transports (Ltc)	\$30,000	\$22,500	\$30,000	\$30,000	\$30,000	\$30,000
110-56-875-16301	Mental Health Service Fees	\$120,000	\$120,000	\$50,000	\$50,000	\$50,000	\$50,000
110-56-875-16502	Imaaa Contract Revenue	\$123,449	\$184,834	\$123,449	\$170,074	\$321,378	\$321,378
110-56-875-16600	Customer Service Fees	\$9,600	\$8,576	\$6,500	\$11,962	\$7,500	\$7,500
110-56-875-18100	Operating Transfers In	\$89,444	\$89,444	\$166,596	\$125,000	\$231,360	\$231,360
Revenues Total		\$372,493	\$425,354	\$376,545	\$387,036	\$640,238	\$640,238
110-56-875-21100	Salary And Wages	(\$146,341)	(\$142,997)	(\$146,428)	(\$148,712)	(\$159,671)	(\$159,671)
110-56-875-21120	Overtime	(\$1,000)	(\$178)	(\$1,000)	(\$135)	(\$135)	(\$135)
110-56-875-21130	Auto Allowance	\$0	\$0	\$0	\$0	\$0	\$0
110-56-875-21410	Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0
110-56-875-22100	Employee Benefits	(\$18,109)	(\$18,306)	(\$17,689)	(\$18,260)	(\$8,323)	(\$8,323)
110-56-875-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$40,330)	(\$33,951)	(\$39,510)	(\$35,434)	(\$58,397)	(\$58,397)
110-56-875-22120	Employee Benefits - PERS (ER Portion)	(\$36,850)	(\$36,215)	(\$39,429)	(\$40,342)	(\$43,892)	(\$43,892)
110-56-875-30120	Uniform Allowance	\$0	\$0	\$0	\$0	\$0	\$0
110-56-875-30280	Telephone/Communications	(\$1,300)	(\$1,316)	(\$1,800)	(\$1,158)	(\$1,000)	(\$1,000)
110-56-875-30300	Food Expenses	(\$96,000)	(\$86,807)	(\$95,000)	(\$71,900)	(\$95,000)	(\$95,000)
110-56-875-30350	Household Expenses	(\$1,000)	(\$834)	(\$1,000)	(\$490)	(\$500)	(\$500)
110-56-875-30500	Workers' Comp Ins Expense	(\$4,305)	(\$4,305)	(\$5,199)	(\$5,199)	(\$4,253)	(\$4,253)
110-56-875-30510	Liability Insurance Expense	(\$2,148)	(\$2,148)	(\$2,318)	(\$2,318)	(\$3,498)	(\$3,498)
110-56-875-31200	Equip Maintenance & Repair	\$0	\$0	\$0	\$0	\$0	\$0
110-56-875-31700	Membership Fees	\$0	\$0	\$0	\$0	\$0	\$0
110-56-875-32000	Office Expense	(\$1,200)	(\$1,336)	(\$1,200)	(\$1,018)	(\$1,200)	(\$1,200)
110-56-875-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	(\$7,609)	(\$7,609)
110-56-875-32360	Consulting Services	\$0	\$0	\$0	\$0	\$0	\$0
110-56-875-32450	Contract Services	(\$4,000)	\$0	(\$4,000)	\$0	(\$128,629)	(\$128,629)
110-56-875-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
110-56-875-32950	Rents & Leases - Real Property	\$0	\$0	\$0	\$0	\$0	\$0
110-56-875-33120	Special Department Expense	(\$4,460)	(\$3,693)	(\$3,980)	(\$2,064)	(\$109,207)	(\$109,207)
110-56-875-33199	Special Dept Expense - Interfund Transfers	\$0	\$0	\$0	\$0	\$0	\$0
110-56-875-33350	Travel & Training Expense	(\$500)	\$0	(\$500)	(\$111)	(\$250)	(\$250)
110-56-875-33351	Vehicle Fuel Costs	(\$4,950)	(\$3,429)	(\$6,983)	(\$6,266)	(\$4,872)	(\$4,872)
110-56-875-33360	Motor Pool Expense	(\$10,000)	(\$9,392)	(\$10,509)	(\$12,637)	(\$13,802)	(\$13,802)
Expenses Total		(\$372,493)	(\$344,907)	(\$376,545)	(\$346,044)	(\$640,238)	(\$640,238)
Use of Fund Balance		\$0	\$80,447	\$0	\$40,992	\$0	\$0

SS 110-56-880 (Public Guardian)

<i>Account Line Item</i>	<i>Account Name</i>	<i>FY2020-21</i>		<i>FY2021-22</i>	<i>FY2021-22</i>	<i>FY2022-23</i>	<i>FY2022-23</i>
		<i>Adopted Budget</i>	<i>FY2020-21 Actual</i>	<i>Adopted Budget</i>	<i>08/18/22 Actual</i>	<i>Requested Budget</i>	<i>Recommended Budget</i>
110-56-880-18100	Operating Transfers In	\$83,443	\$87,022	\$84,246	\$41,000	\$87,746	\$87,746
Revenues Total		\$83,443	\$87,022	\$84,246	\$41,000	\$87,746	\$87,746
110-56-880-21100	Salary And Wages	(\$35,647)	(\$51,472)	(\$45,000)	(\$26,543)	(\$45,000)	(\$45,000)
110-56-880-21120	Overtime	(\$1,000)	\$0	\$0	\$0	\$0	\$0
110-56-880-22100	Employee Benefits	(\$4,305)	(\$20,925)	(\$18,000)	(\$9,844)	(\$18,000)	(\$18,000)
110-56-880-22110	Employee Benefits - Health (Medical-Dental-Vision)	(\$7,714)	\$0	\$0	\$0	\$0	\$0

Social Services

110-56-880-22120	Employee Benefits - PERS (ER Portion)	(\$9,978)	(\$6,056)	(\$7,000)	\$0	(\$3,500)	(\$3,500)
110-56-880-30280	Telephone/Communications	(\$441)	(\$651)	(\$611)	(\$237)	(\$611)	(\$611)
110-56-880-31700	Membership Fees	(\$1,125)	(\$1,135)	(\$1,135)	(\$1,235)	(\$1,425)	(\$1,425)
110-56-880-32000	Office Expense	(\$2,500)	(\$6)	\$0	\$0	\$0	\$0
110-56-880-32390	Legal Services	(\$10,000)	(\$6,544)	(\$10,000)	\$0	(\$10,000)	(\$10,000)
110-56-880-32450	Contract Services	\$0	\$0	\$0	\$0	(\$3,500)	(\$3,500)
110-56-880-32500	Professional & Specialized Ser	\$0	\$0	\$0	\$0	\$0	\$0
110-56-880-33100	Education & Training	(\$733)	(\$60)	(\$500)	\$0	(\$500)	(\$500)
110-56-880-33120	Special Department Expense	\$0	\$0	\$0	\$0	\$0	\$0
110-56-880-33350	Travel & Training Expense	(\$3,000)	(\$725)	(\$1,500)	(\$3,337)	(\$4,710)	(\$4,710)
110-56-880-33351	Vehicle Fuel Costs	(\$2,000)	(\$120)	(\$500)	(\$60)	(\$500)	(\$500)
110-56-880-33360	Motor Pool Expense	(\$5,000)	\$0	\$0	\$0	\$0	\$0
	Expenses Total	(\$83,443)	(\$87,694)	(\$84,246)	(\$41,255)	(\$87,746)	(\$87,746)

Use of Fund Balance \$0 (\$672) \$0 (\$255) \$0 \$0

SS 111-56-869 (Workforce Investment Act)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
111-56-869-14010	Interest Income	\$0	\$0	\$0	\$0	\$0	\$0
111-56-869-15900	Oth: Other Govt Agencies	\$114,966	\$57,712	\$114,966	\$36,465	\$120,000	\$120,000
	Revenues Total	\$114,966	\$57,712	\$114,966	\$36,465	\$120,000	\$120,000

111-56-869-21100	Salary And Wages	(\$6,000)	(\$25,368)	(\$20,000)	(\$15,541)	(\$20,000)	(\$20,000)
111-56-869-21120	Overtime	\$0	\$0	\$0	\$0	\$0	\$0
111-56-869-22100	Employee Benefits	(\$4,000)	(\$13,533)	(\$10,000)	(\$7,346)	(\$10,000)	(\$10,000)
111-56-869-22110	Employee Benefits - Health (Medical-Dental-Vision)	\$0	\$0	\$0	\$0	\$0	\$0
111-56-869-22120	Employee Benefits - PERS (ER Portion)	\$0	\$0	\$0	\$0	\$0	\$0
111-56-869-30280	Telephone/Communications	(\$2,500)	(\$1,327)	(\$1,400)	(\$683)	(\$1,400)	(\$1,400)
111-56-869-31200	Equip Maintenance & Repair	(\$500)	\$0	\$0	\$0	\$0	\$0
111-56-869-32000	Office Expense	(\$3,000)	(\$1,916)	(\$3,000)	(\$937)	(\$2,000)	(\$2,000)
111-56-869-32010	TECHNOLOGY EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
111-56-869-32450	Contract Services	\$0	\$0	\$0	(\$563)	(\$5,000)	(\$5,000)
111-56-869-32500	Professional & Specialized Ser	(\$5,000)	(\$2,271)	(\$5,000)	(\$5,658)	(\$20,000)	(\$20,000)
111-56-869-32950	Rents & Leases - Real Property	(\$4,770)	(\$4,770)	(\$4,770)	(\$5,845)	(\$5,846)	(\$5,846)
111-56-869-33100	Education & Training	(\$2,000)	\$0	(\$2,000)	\$0	(\$2,000)	(\$2,000)
111-56-869-33120	Special Department Expense	(\$71,839)	(\$3,840)	(\$53,965)	(\$13,523)	(\$39,623)	(\$39,623)
111-56-869-33199	Special Dept Expense - Interfund Transfers	\$0	\$0	\$0	\$0	\$0	\$0
111-56-869-33350	Travel & Training Expense	(\$2,000)	\$0	(\$2,000)	\$0	(\$2,000)	(\$2,000)
111-56-869-33351	Vehicle Fuel Costs	(\$1,980)	(\$158)	(\$1,000)	\$0	(\$1,000)	(\$1,000)
111-56-869-33360	Motor Pool Expense	(\$1,000)	(\$415)	(\$1,000)	\$0	\$0	\$0
111-56-869-33600	Utilities	(\$1,300)	(\$1,306)	(\$1,300)	(\$1,249)	(\$1,600)	(\$1,600)
111-56-869-72960	A-87 Indirect Costs	(\$9,077)	(\$9,077)	(\$9,531)	\$3,084	(\$9,531)	(\$9,531)
	Expenses Total	(\$114,966)	(\$63,981)	(\$114,966)	(\$48,262)	(\$120,000)	(\$120,000)

Use of Fund Balance \$0 (\$6,269) \$0 (\$11,797) \$0 \$0

SS 114-56-868 (County Childrens Trust Fund)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
114-56-868-14010	Interest Income	\$35	\$99	\$35	\$171	\$35	\$35
114-56-868-15462	St: Cbcap Comm Based Child Abu	\$29,147	\$26,092	\$26,092	\$79,814	\$26,242	\$26,242
114-56-868-16160	Birth Certificate Fees (Cctf)	\$551	\$605	\$551	\$569	\$551	\$551
114-56-868-16162	Ca Kid'S Plate Fees	\$267	\$478	\$247	\$209	\$209	\$209
114-56-868-17010	Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0	\$0
114-56-868-18100	Operating Transfers In	\$0	\$0	\$0	\$0	\$0	\$0
	Revenues Total	\$30,000	\$27,273	\$26,925	\$80,763	\$27,037	\$27,037

114-56-868-20010	Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
114-56-868-32450	Contract Services	(\$30,000)	(\$28,047)	(\$26,925)	(\$7,965)	(\$27,037)	(\$27,037)
	Expenses Total	(\$30,000)	(\$28,047)	(\$26,925)	(\$7,965)	(\$27,037)	(\$27,037)

Use of Fund Balance \$0 (\$774) \$0 \$72,798 \$0 \$0

SS 115-51-868 (State Fed Public Administration Advances)

Account Line Item	Account Name	FY2020-21	FY2020-21	FY2021-22	FY2021-22	FY2022-23	FY2022-23
		Adopted Budget	Actual	Adopted Budget	08/18/22 Actual	Requested Budget	Recommended Budget
115-51-868-14010	Interest Income	\$0	\$8,174	\$5,244	\$17,855	\$5,244	\$5,244
115-51-868-15110	St: Public Assist-Admin	\$850,000	\$1,051,407	\$1,077,682	\$1,010,845	\$1,538,303	\$1,538,303

Social Services

115-51-868-15602	Fed: Public Assist-Admin		\$1,917,589	\$2,851,040	\$2,564,440	\$2,619,540	\$2,614,440	\$2,614,440
		Revenues Total	\$2,767,589	\$3,910,621	\$3,647,366	\$3,648,241	\$4,157,987	\$4,157,987
115-51-868-60100	Operating Transfers Out		(\$2,767,589)	(\$3,020,290)	(\$3,647,366)	(\$1,687,078)	(\$4,157,987)	(\$4,157,987)
		Expenses Total	(\$2,767,589)	(\$3,020,290)	(\$3,647,366)	(\$1,687,078)	(\$4,157,987)	(\$4,157,987)
		Use of Fund Balance	\$0	\$890,331	\$0	\$1,961,163	\$0	\$0
SS 116-51-868 (State Fed Public Program Advances)								
		FY2020-21		FY2021-22	FY2021-22	FY2022-23		FY2022-23
Account Line Item	Account Name	Adopted	FY2020-21	Adopted	08/18/22	Requested		Recommended
		Budget	Actual	Budget	Actual	Budget		Budget
116-51-868-14010	Interest Income	\$0	\$325	\$235	\$603	\$235		\$235
116-51-868-15110	St: Public Assist-Admin	\$131,750	\$44,178	\$30,000	\$108,485	\$120,342		\$120,342
116-51-868-15602	Fed: Public Assist-Admin	\$122,000	\$175,472	\$155,000	\$147,347	\$155,000		\$155,000
		Revenues Total	\$253,750	\$219,975	\$185,235	\$256,435		\$275,577
116-51-868-60100	Operating Transfers Out		(\$253,750)	(\$239,630)	(\$185,235)	(\$112,231)	(\$275,577)	(\$275,577)
		Expenses Total	(\$253,750)	(\$239,630)	(\$185,235)	(\$112,231)	(\$275,577)	(\$275,577)
		Use of Fund Balance	\$0	(\$19,655)	\$0	\$144,204	\$0	\$0
SS 117-51-868 (DSS 1991 Realignment)								
		FY2020-21		FY2021-22	FY2021-22	FY2022-23		FY2022-23
Account Line Item	Account Name	Adopted	FY2020-21	Adopted	08/18/22	Requested		Recommended
		Budget	Actual	Budget	Actual	Budget		Budget
117-51-868-14010	Interest Income	\$22,883	\$24,934	\$26,210	\$30,751	\$26,210		\$26,210
117-51-868-15437	Realignment Backfill Support	\$0	\$145,055	\$0	\$0	\$0		\$0
117-51-868-15438	St: Realignment-Welfare Trust-Family Support	\$68,281	\$36,432	\$38,477	\$8,625	\$5,000		\$5,000
117-51-868-15439	St: Realignment-Welfare Trust-Child Poverty	\$4,949	\$5,515	\$5,515	\$40,027	\$33,269		\$33,269
117-51-868-15440	St: Realignment-Welfare Trust	\$694,968	\$809,793	\$704,982	\$810,660	\$800,000		\$800,000
		Revenues Total	\$791,081	\$1,021,730	\$775,184	\$890,063		\$864,479
117-51-868-60100	Operating Transfers Out		(\$1,035,051)	(\$329,296)	(\$775,184)	(\$197,926)	(\$864,479)	(\$864,479)
		Expenses Total	(\$1,035,051)	(\$329,296)	(\$775,184)	(\$197,926)	(\$864,479)	(\$864,479)
		Use of Fund Balance	(\$243,970)	\$692,434	\$0	\$692,137	\$0	\$0
SS 118-51-868 (DSS 2021 Realignment)								
		FY2020-21		FY2021-22	FY2021-22	FY2022-23		FY2022-23
Account Line Item	Account Name	Adopted	FY2020-21	Adopted	08/18/22	Requested		Recommended
		Budget	Actual	Budget	Actual	Budget		Budget
118-51-868-14010	Interest Income	\$34,117	\$31,686	\$34,090	\$35,782	\$33,016		\$33,016
118-51-868-15443	St: 2011 Realignment	\$1,018,685	\$1,384,592	\$1,191,974	\$1,513,005	\$1,324,968		\$1,324,968
118-51-868-15456	St: 2011 Realignment-CALWORKS MOE	\$72,478	\$63,224	\$63,284	\$13,391	\$13,000		\$13,000
		Revenues Total	\$1,125,280	\$1,479,502	\$1,289,348	\$1,562,179		\$1,370,984
118-51-868-60100	Operating Transfers Out		(\$1,414,069)	(\$966,414)	(\$1,289,348)	(\$577,455)	(\$1,370,984)	(\$1,370,984)
		Expenses Total	(\$1,414,069)	(\$966,414)	(\$1,289,348)	(\$577,455)	(\$1,370,984)	(\$1,370,984)
		Use of Fund Balance	(\$288,789)	\$513,088	\$0	\$984,724	\$0	\$0

APPENDIX I.

ALLOCATION LIST

Mono County Position Allocation List, FY 2022-23

Department	Position Title	Grade/ Range	Min Annual Base Salary 2022 Pay Matrix	Max Annual Base Salary 2022 Pay Matrix	FTE
ANIMAL SERVICES	ANIMAL SERVICES OFFICER I/II	50/52	\$39,456.00	\$50,386.00	2
ANIMAL SERVICES	ANIMAL SERVICES SHELTER ATTENDANT	47	\$36,638.00	\$44,534.00	3
ANIMAL SERVICES	DIRECTOR OF ANIMAL SERVICES	6	\$67,379.00	\$81,900.00	1
6					
ASSESSOR	APPRAISER AIDE	64	\$55,750.00	\$67,764.00	1
ASSESSOR	APPRAISER II	71	\$66,269.00	\$80,550.00	2
ASSESSOR	APPRAISER III	75	\$73,148.00	\$88,912.00	1
ASSESSOR	ASSESSOR	16	\$109,754.00	\$133,406.00	1
ASSESSOR	ASSISTANT ASSESSOR	13	\$94,809.00	\$115,242.00	1
ASSESSOR	AUDITOR-APPRAISER II	74	\$71,364.00	\$86,744.00	1
ASSESSOR	CADASTRAL MAPPER/TRANSFER ANALYST	65	\$57,143.00	\$69,458.00	1
ASSESSOR	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	1
9					
BEHAVIORAL HEALTH	DIRECTOR OF BEHAVIORAL HEALTH	18	\$121,004.00	\$147,081.00	1
BEHAVIORAL HEALTH	BEHAVIORAL HEALTH PROGRAM MANAGER	82	\$86,950.00	\$105,689.00	1
BEHAVIORAL HEALTH	BEHAVIORAL HEALTH SERVICES COORDINATOR I	62	\$53,063.00	\$64,499.00	2
BEHAVIORAL HEALTH	BEHAVIORAL HEALTH SERVICES COORDINATOR III	70	\$64,652.00	\$78,586.00	1
BEHAVIORAL HEALTH	CASE MANAGER III	60	\$50,506.00	\$61,391.00	4
BEHAVIORAL HEALTH	CLINICAL SUPERVISOR	82	\$86,950.00	\$105,689.00	1
BEHAVIORAL HEALTH	FISCAL TECHNICAL SPECIALIST III	59	\$49,275.00	\$59,894.00	1
BEHAVIORAL HEALTH	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	2
BEHAVIORAL HEALTH	PSYCHIATRIC SPECIALIST II	70	\$64,652.00	\$78,586.00	2
BEHAVIORAL HEALTH	PSYCHIATRIC SPECIALIST III	74	\$71,364.00	\$86,744.00	2
BEHAVIORAL HEALTH	QUALITY ASSURANCE COORDINATOR III	78	\$78,773.00	\$95,749.00	1
BEHAVIORAL HEALTH	STAFF SERVICES ANALYST II	70	\$64,652.00	\$78,586.00	1
BEHAVIORAL HEALTH	STAFF SERVICES ANALYST III	74	\$71,364.00	\$86,744.00	2
BEHAVIORAL HEALTH	STAFF SERVICES MANAGER	82	\$86,950.00	\$105,689.00	1
BEHAVIORAL HEALTH	SUBSTANCE USE DISORDERS COUNSELOR III	62	\$53,063.00	\$64,499.00	3
BEHAVIORAL HEALTH	SUBSTANCE USE DISORDERS SUPERVISOR	72	\$67,926.00	\$82,564.00	1
BEHAVIORAL HEALTH	WELLNESS CENTER ASSOCIATE	n/a	\$20.00/hr.		2
BEHAVIORAL HEALTH	WELLNESS CENTER ASSOCIATE	n/a	\$25.00/hr.		1
BEHAVIORAL HEALTH	WELLNESS CENTER ASSOCIATE	n/a	\$30.00/hr.		2
31					
BOARD OF SUPERVISORS	BOARD CHAIRPERSON	n/a		\$53,544.00	1
BOARD OF SUPERVISORS	BOARD MEMBER	n/a		\$57,504.10	4
5					
CLERK/RECORDER	COUNTY CLERK/RECORDER/REGISTRAR	14	\$99,550.00	\$121,004.00	1
CLERK/RECORDER	ASSISTANT COUNTY CLERK/RECORDER	10	\$81,900.00	\$99,550.00	1
CLERK/RECORDER	SENIOR DEPUTY BOARD CLERK/ELECTIONS	69	\$63,076.00	\$76,669.00	1
CLERK/RECORDER	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	1
CLERK/RECORDER	FISCAL TECHNICAL SPECIALIST I/II/III/IV	1/55/59/63	\$40,442.00	\$66,111.00	1
CLERK/RECORDER	ELECTIONS ADMINISTRATION ADVISOR/ANNUITANT (Temp)	n/a	\$25.00/hr.		0.25
CLERK/RECORDER	ELECTIONS ASSISTANT (Temp)	n/a	\$25.00/hr.		0.25
5.5					
COMMUNITY DEVELOPMENT	DIRECTOR OF COMMUNITY DEVELOPMENT	18	\$121,004.00	\$147,081.00	1
COMMUNITY DEVELOPMENT	PRINCIPAL PLANNER	78	\$78,773.00	\$95,749.00	1
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT ANALYST III	74	\$71,364.00	\$86,744.00	2
COMMUNITY DEVELOPMENT	ASSOCIATE PLANNER II	70	\$64,652.00	\$78,586.00	1
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT ANALYST II	70	\$64,652.00	\$78,586.00	3
COMMUNITY DEVELOPMENT	ADMISTRATIVE SERVICES SPECIALIST	69	\$63,076.00	\$76,669.00	1
COMMUNITY DEVELOPMENT	OFFICE MANAGER & PLANNING COMMISSION SECRETARY	65	\$57,143.00	\$69,458.00	1
COMMUNITY DEVELOPMENT-BUILDING	BUILDING INSPECTOR III	74	\$71,364.00	\$86,744.00	1
COMMUNITY DEVELOPMENT-BUILDING	BUILDING INSPECTOR/PLANS EXAMINER	71	\$66,269.00	\$80,550.00	1
COMMUNITY DEVELOPMENT-BUILDING	PERMIT TECHNICIAN	64	\$55,750.00	\$67,764.00	1
COMMUNITY DEVELOPMENT-BUILDING	BUILDING OFFICIAL	n/a	\$86.28/hr.		1
COMMUNITY DEVELOPMENT-CODE	COMMUNITY DEVELOP ANALYST III/CODE ENFORCE	74	\$71,364.00	\$86,744.00	1
COMMUNITY DEVELOPMENT-CODE	COMMUNITY DEVELOP ANALYST II/CODE ENFORCE	70	\$64,652.00	\$78,586.00	1

Mono County Position Allocation List, FY 2022-23

Department	Position Title	Grade/ Range	Min Annual Base Salary 2022 Pay Matrix	Max Annual Base Salary 2022 Pay Matrix	FTE
16					
COUNTY ADMINISTRATION	ASSISTANT COUNTY ADMINISTRATIVE OFFICER	21	\$140,077.00	\$170,264.00	1
COUNTY ADMINISTRATION	ASSISTANT TO THE COUNTY ADMINISTRATIVE OFFICER	9	\$78,000.00	\$94,809.00	1
COUNTY ADMINISTRATION	BUDGET OFFICER	17	\$115,242.00	\$140,077.00	1
COUNTY ADMINISTRATION	COUNTY ADMINISTRATIVE OFFICER	25	\$170,264.00	\$206,957.00	1
COUNTY ADMINISTRATION	DIRECTOR OF EMERGENCY MANAGEMENT	20	\$133,406.00	\$162,156.00	1
COUNTY ADMINISTRATION	HOUSING OPPORTUNITIES MANAGER	14	\$99,550.00	\$121,004.00	1
COUNTY ADMINISTRATION	CHIEF PEOPLE OFFICER	21	\$140,077.00	\$170,264.00	1
COUNTY ADMINISTRATION	HUMAN RESOURCES GENERALIST	5	\$64,171.00	\$78,000.00	2
COUNTY ADMINISTRATION	HUMAN RESOURCES SPECIALIST	1	\$52,794.00	\$64,171.00	1
10					
COUNTY COUNSEL	COUNTY COUNSEL	25	\$170,264.00	\$206,957.00	1
COUNTY COUNSEL	ASSISTANT COUNTY COUNSEL	18	\$121,004.00	\$147,081.00	2
COUNTY COUNSEL	DEPUTY COUNTY COUNSEL III	15	\$104,527.00	\$127,054.00	1
COUNTY COUNSEL	RISK MANAGER	12	\$90,295.00	\$109,754.00	1
COUNTY COUNSEL	ADMINISTRATIVE SERVICES SPECIALIST	69	\$63,076.00	\$76,669.00	1
6					
DISTRICT ATTORNEY	DISTRICT ATTORNEY	21	\$140,077.00	\$170,264.00	1
DISTRICT ATTORNEY	ASSISTANT DISTRICT ATTORNEY	18	\$121,004.00	\$147,081.00	1
DISTRICT ATTORNEY	DEPUTY DISTRICT ATTORNEY III	15	\$104,527.00	\$127,054.00	2
DISTRICT ATTORNEY	CHIEF INVESTIGATOR	15	\$104,527.00	\$127,054.00	1
DISTRICT ATTORNEY	DISTRICT ATTORNEY INVESTIGATOR II	11	\$85,995.00	\$104,527.00	1
DISTRICT ATTORNEY	OPERATIONS AND PROGRAMING SUPERVISOR	4	\$61,115.00	\$74,286.00	1
DISTRICT ATTORNEY	ADMINISTRATIVE SERVICES SPECIALIST	69	\$63,076.00	\$76,669.00	1
DISTRICT ATTORNEY	VICTIM/WITNESS ADVOCATE	60	\$50,506.00	\$61,391.00	1
DISTRICT ATTORNEY	VICTIM/WITNESS ADVOCATE (Per Diem)	n/a	\$20.00/hr.		1
10					
ECONOMIC DEVELOPMENT	DIRECTOR OF ECONOMIC DEVELOPMENT	16	\$109,754.00	\$133,406.00	1
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT MANAGER	12	\$90,295.00	\$109,754.00	1
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT COORDINATOR	69	\$63,076.00	\$76,669.00	1
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT ASSISTANT	59	\$49,275.00	\$59,894.00	0.75
3.75					
FINANCE	DIRECTOR OF FINANCE	21	\$140,077.00	\$170,264.00	1
FINANCE	ASSISTANT DIRECTOR OF FINANCE	14	\$99,550.00	\$121,004.00	2
FINANCE	ACCOUNTANT II	79	\$80,742.00	\$98,143.00	2
FINANCE	ACCOUNTANT I	73	\$69,624.00	\$84,628.00	4
FINANCE	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	3
12					
INFORMATION TECHNOLOGY	DIRECTOR OF INFORMATION TECHNOLOGY	21	\$140,077.00	\$170,264.00	1
INFORMATION TECHNOLOGY	INFRASTRUCTURE MANAGER	88	\$100,836.00	\$122,567.00	1
INFORMATION TECHNOLOGY	SENIOR SYSTEM ADMINISTRATOR	84	\$91,352.00	\$111,039.00	1
INFORMATION TECHNOLOGY	BUSINESS OPERATIONS MANAGER	81	\$84,830.00	\$103,111.00	1
INFORMATION TECHNOLOGY	LEAD DEVELOPER	81	\$84,830.00	\$103,111.00	1
INFORMATION TECHNOLOGY	COMMUNICATIONS SPECIALIST I/II	77	\$76,852.00	\$93,413.00	1
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY SPECIALIST III	79	\$79,159.00	\$96,218.00	1
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY SPECIALIST II	77	\$76,852.00	\$93,413.00	1
INFORMATION TECHNOLOGY	GEOGRAPHIC INFORMATION SYSTEM SPECIALIST I	75	\$73,148.00	\$88,912.00	1
INFORMATION TECHNOLOGY	GEOGRAPHIC INFORMATION SYSTEM SPECIALIST III	79	\$79,159.00	\$96,218.00	1
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY SPECIALIST I	75	\$73,148.00	\$88,912.00	1
INFORMATION TECHNOLOGY	GEOGRAPHIC INFORMATION SYSTEM ANALYST	70	\$64,652.00	\$78,586.00	1
12					
EMS	CHIEF OF EMERGENCY MEDICAL SERVICES	17	\$115,242.00	\$140,077.00	1
EMS	FISCAL & ADMINISTRATIVE SERVICES OFFICER I	76	\$73,507.00	\$89,348.00	1
EMS	PARAMEDIC STATION CAPTAIN	58	\$63,859.00	\$77,621.00	4
EMS	PARAMEDIC TRAINING OFFICER	56	\$61,090.00	\$74,256.00	1
EMS	PARAMEDIC II	54	\$55,536.00	\$67,505.00	15
EMS	EMERGENCY MEDICAL TECHNICIAN	40	\$45,501.00	\$47,776.00	4

Mono County Position Allocation List, FY 2022-23

Department	Position Title	Grade/ Range	Min Annual Base Salary 2022 Pay Matrix	Max Annual Base Salary 2022 Pay Matrix	FTE
26					
PROBATION	CHIEF PROBATION OFFICER	19	\$127,054.00	\$154,435.00	1
PROBATION	FISCAL & ADMINISTRATIVE SERVICES OFFICER II	79	\$79,159.00	\$96,218.00	1
PROBATION	DEPUTY PROBATION OFFICER V	67	\$72,915.00	\$88,629.00	2
PROBATION	DEPUTY PROBATION OFFICER IV	63	\$67,379.00	\$81,899.00	2
PROBATION	BEHAVIORAL HEALTH SERVICES COORDINATOR I	62	\$52,023.00	\$63,234.00	1
PROBATION	PROBATION AIDE II	51	\$49,118.00	\$59,703.00	1
PROBATION	DEPUTY PROBATION OFFICER III	59	\$48,308.00	\$58,719.00	5
13					
PUBLIC HEALTH	DIRECTOR OF PUBLIC HEALTH	18	\$121,004.00	\$147,081.00	1
PUBLIC HEALTH	ENVIRONMENTAL HEALTH MANAGER	13	\$94,809.00	\$115,242.00	1
PUBLIC HEALTH	EPIDEMIOLOGIST (LIMITED TERM 11/17/2022)	82	\$85,246.00	\$103,616.00	1
PUBLIC HEALTH	HEALTH PROGRAM MANAGER/PUBLIC HEALTH NURSE (1 Limited Term)	82	\$85,246.00	\$103,616.00	4
PUBLIC HEALTH	FISCAL & ADMINISTRATIVE SERVICES OFFICER II	79	\$79,159.00	\$96,218.00	1
PUBLIC HEALTH	DEPUTY DIRECTOR OF PUBLIC HEALTH (Limited Term 7/31/2023)	13		\$93,768.00	1
PUBLIC HEALTH	EMERGENCY PREPAREDNESS MANAGER	75	\$71,714.00	\$87,169.00	1
PUBLIC HEALTH	WIC PROGRAM DIRECTOR/REGISTERED DIETICIAN	75	\$71,714.00	\$87,169.00	1
PUBLIC HEALTH	COMMUNITY HEALTH PROGRAM COORDINATOR I/II	70/75	\$63,385.00	\$87,169.00	1
PUBLIC HEALTH	ENVIRONMENTAL HEALTH SPECIALIST III	74	\$69,965.00	\$85,043.00	3
PUBLIC HEALTH	FISCAL TECHNICAL SPECIALIST IV (1 Limited Term Ending June 30, 2023)	63	\$54,390.00	\$66,111.00	5
PUBLIC HEALTH	COMMUNITY HEALTH OUTREACH SPECIALIST (2 Limited Term 6/30/2023)	63	\$53,323.00	\$64,815.00	3
PUBLIC HEALTH	COVID CASE INVESTIGATORS (TEMP THROUGH 7/31/23)	53	\$ 41,656.00	\$50,633.00	2
PUBLIC HEALTH	PUBLIC HEALTH OFFICER (Part Time)	n/a	\$105.00/hr.		0.50
PUBLIC HEALTH	PUBLIC HEALTH NURSING PROFESSIONAL (Part Time)	n/a	\$48.84/hr.		0.10
PUBLIC HEALTH	COVID SCREENER-BILINGUAL (Limited Term Ending July 31, 2023 Full Time)	53	\$ 42,489.00	\$51,646.00	1
PUBLIC HEALTH	PUBLIC HEALTH EQUITY OFFICER (Limited Term May 31, 2023)	11	85,995	\$104,527.00	1
PUBLIC HEALTH	DIRECTOR OF PUBLIC HEALTH NURSING	86	95,977	\$116,661.00	1
PUBLIC HEALTH	COVID RESPONSE TEAM UTILITY (2 Limited Term Ending 7/31/2023 & 06/30/2023)	70	64,652	\$78,586.00	3
31.6					
PUBLIC WORKS	DIRECTOR OF PUBLIC WORKS	20	\$133,406.00	\$162,156.00	1
PUBLIC WORKS	ADMINISTRATIVE SERVICES SPECIALIST	69	\$63,076.00	\$76,669.00	1
PUBLIC WORKS-ENGINEERING	COUNTY ENGINEER	15	\$104,527.00	\$127,054.00	1
PUBLIC WORKS-ENGINEERING	ASSOCIATE ENGINEER I	84	\$91,352.00	\$111,039.00	2
PUBLIC WORKS-ENGINEERING	ENGINEER TECHNICIAN III	74	\$71,364.00	\$86,744.00	1
PUBLIC WORKS-ENGINEERING	PUBLIC WORKS PROJECT MANAGER	9	\$78,000.00	\$94,809.00	1
PUBLIC WORKS-ENGINEERING	EASTERN SIERRA REREATIONL COORDINATOR	9	\$78,000.00	\$94,809.00	1
PUBLIC WORKS-ENGINEERING	EASTERN SIERRA RECREATION SEASONAL (2 x part time)	51	\$19.44	\$22.51	1
PUBLIC WORKS-PARKS/FACILITIES	PARKS & FACILITIES SUPERINTENDENT	11	\$85,995.00	\$104,527.00	1
PUBLIC WORKS-PARKS/FACILITIES	PARKS & FACILITIES SUPERVISOR	73	\$69,624.00	\$84,628.00	1
PUBLIC WORKS-PARKS/FACILITIES	MAINTENANCE CRAFTSWORKER	63	\$54,390.00	\$66,111.00	2
PUBLIC WORKS-PARKS/FACILITIES	MAINTENANCE LEADWORKER	63	\$54,390.00	\$66,111.00	2
PUBLIC WORKS-PARKS/FACILITIES	MAINTENANCE WORK ORDER TECHNICIAN	61	\$51,769.00	\$62,926.00	1
PUBLIC WORKS-PARKS/FACILITIES	MAINTENANCE WORKER III	59	\$49,275.00	\$59,894.00	3
PUBLIC WORKS-PARKS/FACILITIES	MAINTENANCE WORKER II	55	\$44,640.00	\$54,261.00	1
PUBLIC WORKS-PARKS/FACILITIES	LEAD CUSTODIAN	51	\$40,442.00	\$49,157.00	1
PUBLIC WORKS-PARKS/FACILITIES	CUSTODIAN III	43/47	\$33,193.00	\$44,534.00	2
PUBLIC WORKS-ROAD DEPT	ROAD OPERATIONS SUPERINTENDENT & FLEET SUPERINTENDENT	14	\$99,550.00	\$121,004.00	1
PUBLIC WORKS-ROAD DEPT	FLEET MAINTENANCE MANAGER	76	\$74,977.00	\$91,135.00	1
PUBLIC WORKS-ROAD DEPT	LEAD EQUIPMENT MECHANIC	72	\$67,926.00	\$82,564.00	1
PUBLIC WORKS-ROAD DEPT	EQUIPMENT MECHANIC II (Motor Pool)	64	\$55,750.00	\$67,764.00	1
PUBLIC WORKS-ROAD DEPT	EQUIPMENT MECHANIC III (Motor Pool)	68	\$61,537.00	\$74,799.00	2
PUBLIC WORKS-ROAD DEPT	ROAD SUPERVISOR	67	\$60,036.00	\$72,974.00	4
PUBLIC WORKS-ROAD DEPT	EQUIPMENT MECHANIC II (Roads)	64	\$55,750.00	\$67,764.00	1
PUBLIC WORKS-ROAD DEPT	EQUIPMENT MECHANIC III (Roads)	68	\$61,537.00	\$74,799.00	1

Mono County Position Allocation List, FY 2022-23

Department	Position Title	Grade/ Range	Min Annual Base Salary 2022 Pay Matrix	Max Annual Base Salary 2022 Pay Matrix	FTE
PUBLIC WORKS-ROAD DEPT	INVENTORY AND PURCHASING TECHNICIAN	61	\$51,769.00	\$62,926.00	1
PUBLIC WORKS-ROAD DEPT	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	2
PUBLIC WORKS-ROAD DEPT	MAINTENANCE WORKER III	59	\$49,275.00	\$59,894.00	11
PUBLIC WORKS-ROAD DEPT	MAINTENANCE WORKER II	55	\$44,640.00	\$54,261.00	2
PUBLIC WORKS-SOLID WASTE	SOLID WASTE SUPERINTENDENT	9	\$78,000.00	\$94,809.00	1
PUBLIC WORKS-SOLID WASTE	SOLID WASTE SUPERVISOR	73	\$69,624.00	\$84,628.00	1
PUBLIC WORKS-SOLID WASTE	SOLID WASTE EQUIPMENT OPERATOR	61	\$51,769.00	\$62,926.00	2
PUBLIC WORKS-SOLID WASTE	FISCAL TECHNICAL SPECIALIST III	59	\$49,275.00	\$59,894.00	1
PUBLIC WORKS-SOLID WASTE	SOLID WASTE MAINTENANCE WORKER	59	\$49,275.00	\$59,894.00	3
					59
SHERIFF	SHERIFF-CORONER	21	\$140,077.00	\$170,264.00	1
SHERIFF	UNDERSHERIFF	19	\$127,054.00	\$154,434.00	1
SHERIFF	LIEUTENANT I/II	n/a		\$146,085.93	2
SHERIFF	SERGEANT	60	\$89,880.00	\$109,260.00	4
SHERIFF	FISCAL & ADMINISTRATIVE SERVICES OFFICER II	79	\$80,742.00	\$98,143.00	1
SHERIFF	DEPUTY SHERIFF I/II	50/54	\$70,212.00	\$94,212.00	18
SHERIFF	PUBLIC INFORMATION OFFICER/ADMIN	69	\$63,076.00	\$76,669.00	1
SHERIFF	RECORDS MANAGER	61	\$51,769.00	\$62,926.00	1
SHERIFF	COURT SCREENER II (Retired Annuitant)	n/a	\$38.50/hr.		1
SHERIFF	COURT SCREENER I	n/a	\$27.50/hr.		9
SHERIFF - JAIL	CORRECTIONAL SERGEANT I	58	\$67,452.00	\$81,996.00	2
SHERIFF - JAIL	CORRECTIONAL SERGEANT II	63	\$70,825.00	\$86,096.00	1
SHERIFF - JAIL	CORRECTIONAL DEPUTY I/II	47/49	\$48,108.00	\$61,440.00	17
SHERIFF - JAIL	FOOD SERVICE MANAGER	51	\$40,442.00	\$49,157.00	1
SHERIFF - JAIL	COOK (CORRECTIONAL)	45	\$34,873.00	\$42,388.00	1
					61
SOCIAL SERVICES	DIRECTOR OF SOCIAL SERVICES	18	\$121,004.00	\$147,081.00	1
SOCIAL SERVICES	CHILD AND ADULT SERVICES MANAGER	14	\$99,550.00	\$121,004.00	1
SOCIAL SERVICES	ADMIN & FISCAL PROGRAM MANAGER	82	\$86,950.00	\$105,689.00	1
SOCIAL SERVICES	ELIBILITY / WORKFORCE PROGRAM MANAGER	82	\$86,950.00	\$105,689.00	1
SOCIAL SERVICES	SOCIAL WORKER SUPERVISOR II	79	\$80,742.00	\$98,143.00	2
SOCIAL SERVICES	SUPERVISING STAFF SERVICES ANALYST	78	\$78,773.00	\$95,749.00	1
SOCIAL SERVICES	STAFF SERVICES ANALYST III	74	\$71,364.00	\$86,744.00	2
SOCIAL SERVICES	SUPERVISING INTEGRATED CASE WORKER	72	\$67,926.00	\$82,564.00	1
SOCIAL SERVICES	SOCIAL WORKER I/II	63	\$54,390.00	\$66,111.00	2
SOCIAL SERVICES	SOCIAL WORKER IV	71	\$66,269.00	\$80,550.00	2
SOCIAL SERVICES	INTEGRATED CASE WORKER I/II	64	\$55,750.00	\$67,764.00	3
SOCIAL SERVICES	ELIGIBILITY SPECIALIST TRAINEE/I/II	59	\$49,275.00	\$59,894.00	4
SOCIAL SERVICES	ELIGIBILITY SPECIALIST III	63	\$54,390.00	\$66,111.00	1
SOCIAL SERVICES	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	1
SOCIAL SERVICES	FISCAL TECHNICAL SPECIALIST III	59	\$49,275.00	\$59,894.00	1
SOCIAL SERVICES	FISCAL TECHNICAL SPECIALIST II	55	\$44,640.00	\$54,261.00	2
SOCIAL SERVICES	FISCAL TECHNICAL SPECIALIST I	51	\$40,442.00	\$49,157.00	1
SOCIAL SERVICES	SOCIAL SERVICES AIDE	55	\$44,640.00	\$54,261.00	3
SOCIAL SERVICES	SENIOR SERVICES SUPERVISOR	63	\$54,390.00	\$66,111.00	1
SOCIAL SERVICES	SENIOR SERVICES COOK/DRIVER	45	\$34,873.00	\$42,388.00	3
					34
				Total of Totals:	350.85

APPENDIX II.

BUDGET POLICY

INTRODUCTION

The most crucial policy setting action the Mono County Board of Supervisors performs every year is the adoption of a balanced budget. The budget development process takes months and requires collaboration from all its operating departments as well as the Board of Supervisors to propose an integrated spending plan that delivers public services for twelve months. The process includes an estimate of taxpayer resources available for appropriation. These revenues set the limit for required and discretionary spending that support public service delivery efforts. The budget communicates to our citizens their government's priorities for meeting community needs. Yet, budgetary decision-making must support only those efforts that are sustainable and fiscally responsible. The budget focuses all County efforts and ultimately drives employee behavior and decision making.

A budget policy is a shared understanding establishing goals aimed at allocating public resources that efficiently and effectively provide services to citizens and visitors within the County. While not all our shared goals are achievable every fiscal year, the existence of such goals serve to guide the Board of Supervisors in its decision-making. One of Mono County's Strategic Goals is to be fiscally resilient. This demonstrates the importance of financial sustainability beyond adopting a balanced budget as required by law in the County Budget Act. Instead, Mono County aims to adopt a structurally balanced budget where recurring revenues are equal to recurring spending. Once achieved, annual budget surpluses will fund reserves and one-time expenditures. Mono County's objective is to achieve and maintain explicit reserve balances equal to 25% of average General Fund spending.

The County of Mono developed its budget policy out of the experiences of the last three decades. We recognize that maintaining a conservative budget approach and prudently addressing unfunded liabilities while also ensuring the fiscal sustainability of the County's workforce and rebuilding adequate reserves are vital to sound fiscal management and achieving the Mono County Mission: to support all our communities by providing superior services while protecting our unique rural environment.

I. BALANCED BUDGET

The County is required by state law to adopt a budget that is balanced. This means that total appropriations (or annual spending) cannot be more than estimated resources, which includes beginning fund balance plus anticipated revenues). This is the minimum criteria for budget adoption.

The County's goal is to adopt a structurally balanced budget which means that ongoing revenues are at least equal to ongoing spending. This ensures continuation of current services despite cyclical downturns in revenue streams. The elimination of reliance on fund balance to legally balance the budget is a key step towards achieving fiscal resilience.

II. RESERVE BALANCES

Establishing and maintaining adequate reserve balances ensures the County retains the fiscal ability to maintain essential public services when events such as cyclical economic downturns cause temporary revenue losses. Given Mono County's tourism-based economy, the recommended minimum level of reserve balances is 25% of average annual general fund spending. Additional specific reserve accounts should be established as the need for future resources arises to pay for long-term capital, facility, and infrastructure projects.

- A. Establish and maintain a general reserve balance of at least 10% of the average annual general fund expenditures. The purpose of the general reserve balance is to provide spending resources in case of emergencies, as enumerated in Government Code Section 29127 of the County Budget Act. The general reserve is to be carried forward in the budget from year to year. Except in cases of legally declared emergencies, the general reserve is established, cancelled, increased, or decreased only at the time the budget is adopted.
- B. Establish and maintain an economic stabilization balance of at least 15% of the average annual general fund expenditures. The purpose of the economic stabilization balance is to provide resources to support the workforce and the delivery of essential public services during an economic downturn having a negative effect on the County's revenues.
- C. When the fiscal year budget permits, the Board will consider placing prior year unspent expenditure contingencies and any portion of the prior year fund balance in the economic stabilization reserve.
- D. As resources become available, the Board of Supervisors will establish additional reserve accounts for the purpose of accumulating funds for specific long-term purposes such as retirement of long-term debt, paying down unfunded liabilities, paying for facility improvements, and funding infrastructure replacement or expansion projects.

III. EXPENDITURE CONTINGENCY ACCOUNT

Each budget shall establish an appropriation for expenditure contingencies at a minimum level of 1% of the budgeted general fund expenditures (but not to exceed 10% of total appropriations) in each fiscal year for unanticipated expenditures. All expenditures from the contingency account are at the discretion of the CAO and Board of Supervisors. As required by State law, any transfer of contingency to another budget unit within the General Fund requires a 4/5ths vote of the Board of Supervisors. For more detail on the expenditure contingency appropriation, please see the General Fund Contingency Appropriation Policy.

IV. GENERAL FUND CONTINGENCY APPROPRIATION POLICY

It is observed that the absence of a specific General Fund (GF) Contingency Appropriation policy contributes to over-estimating of budgeted expenditure amounts and leads to a widening gap between fiscal year budgeted appropriations and actual expenditures where budgeted appropriations at the account level exceed actual expenditures by more than five percent. It is also believed this situation artificially increases the GF structural budget deficit and impacts the Board of Supervisors (BOS) financing decisions. While the County's past budget policy requires adoption of a GF Contingency Appropriation account at a minimum level of 1% of the budgeted GF expenditures, it provides no guidance about the use of this contingency balance during the fiscal year.

This General Fund Contingency Appropriation policy is designed to provide GF departments with the framework to tighten budgetary cost controls at the account level for the purpose of achieving a structurally balanced budget. The objective is to establish and maintain a GF contingency appropriation in each year's budget to accommodate unexpected increases in expenditures, which could not have reasonably been anticipated at the time the budget was developed. It is to provide a margin of safety and a source of temporary funding to GF departments to encourage an attitude of cost control within each account. It is further intended to promote collaborative teamwork in managing the finances of the County's GF.

This section of the policy has five elements as noted below:

1. Scope
2. Compliance with applicable Government Code (GC) sections
3. Establishing the contingency appropriation
4. Use of the contingency appropriation

1. Scope

This policy applies only to the County's General Fund.

The contingency appropriation is not a contingency reserve. A contingency reserve is a budgetary provision setting aside a portion of the GF fund balance (carryover) for an identified purpose. It is not a financing source in the County's annual budget. This policy directs the creation of a contingency appropriation in the County's annual budget and equals the amount which is set aside each year to be appropriated for that year's unforeseen expenditure requirements.

2. Compliance with Applicable Government Code Sections

The County shall adhere to the County Budget Act (Act) which is referenced in GC 29000 through GC 29144, and is also included in Appendix B of the County Budget Guide (2010 Edition, Revision #1) issued by the California State Controller's Office. This policy is to be consistent with all provisions of the Act affecting appropriations for contingencies which are restated in this section. This section is provided as a summary only and not meant to be a full recitation of the County Budget Act or laws governing county budgets.

GC 29006: The adopted budget shall include, at a minimum, estimated or actual amounts by fund for ... (d) appropriations for contingencies.

GC 29084: The budget may contain an appropriation(s) for contingencies in such amounts as the BOS deems sufficient.

GC 29125: Transfers and revisions to appropriation for contingencies is made by formal action of the BOS, by a four-fifths vote.

GC 29126: For any appropriation in whole or in part that is not needed, the Board of Supervisors may cancel the unneeded appropriation and transfer the amount to appropriation for contingencies.

3. Establishing the Contingency Appropriation

Subject to BOS approval, the County will establish a GF contingency appropriation with each budget cycle using the guidelines provided in this section.

The amount of the GF contingency appropriation is targeted at a minimum of 1% but no more than 10% of budgeted GF expenditures (not including this GF contingency appropriation).

The GF contingency appropriation will be established and/or adjusted with each budget cycle, will be included as a separate department of the GF budget, and the balance left in the contingency appropriation at the end of each fiscal year will terminate and lapse as a contribution to GF carryover fund balance.

The GF contingency appropriation cannot be more than the following for each budget year:

Total GF funding sources
Less all other GF appropriations
Plus amounts available from GF unassigned fund balance.

In times of declining revenues and/or budget deficits, the BOS may temporarily eliminate or reduce the GF contingency appropriation until the fiscal crisis is resolved.

The amount of the contingency appropriation may be adjusted by 4/5ths vote of the BOS at any time during the fiscal year after the adoption of the County's final budget.

4. Use of the Contingency Appropriation

Only GF departments may request use of the contingency appropriation.
The department initiates a request for use of the contingency appropriation in either of two ways:

- By submitting an individual agenda item through the County's agenda software program which must be reviewed by the CAO, County Counsel, and the Finance Department prior to being placed on the Board's agenda. The agenda transmittal must include a statement by the department justifying the use of the contingency appropriation consistent with this policy.
- By requesting the use of the contingency appropriation, as instructed, during the mid-year (or other intra-period) budget review process. The Department must document their justification for the use of the contingency appropriation consistent with this policy.

Transfer from the contingency appropriation must be approved by the BOS with a 4/5ths vote prior to recording the requested transfer.

Use of the contingency appropriation is allowed for the following reasons and circumstances:

- Unforeseen expenditures that could not have been anticipated at the time the annual budget was adopted.
- When the department is impacted by legislative changes not known at the time of budget development and which has a negative impact on the department's expenditures (ie..increases expenditures).
- Increases in expenditures necessary to maintain current service levels.
- Economic events that increase vendor costs such as utility rate increases or an increase in a vendor's rates.
- Unanticipated operational changes.

Use of contingency should not be used to fund new expenditures of an on-going nature.

Prior to requesting use of the contingency appropriation, the department must have:

- No unanticipated revenue that has not been appropriated.
- No other appropriations within its own budget which can be reallocated to cover the budget shortfall.
- No other appropriation available in another fund that it controls that can be legally applied to cover the budget shortfall.

V. FUND BALANCES

Government Accounting Standards Board (GASB) Statement Number 54 requires the County to segregate fund balances into five basic categories. These categories are:

1. *Nonspendable fund balance* (such as inventories or prepaid expenditures) is used for amounts that are not in spendable form to segregate them in fund balance so that it cannot be appropriated.
2. *Restricted fund balance* (such as creditors, grant providers or contributors) is used for amounts restricted to specific purposes by external parties.
3. *Committed fund balance* (to cover commitments the Board of Supervisors has made) is used for amounts determined by formal action (i.e., resolution) of the Board of Supervisors to be used for a specific purpose.
4. *Assigned fund balance* (such as covering deficit fund balances) is used for amounts intended to for a specific purpose and can be established by the Board or the CAO.
5. *Unassigned fund balance* (everything not included in the other types of fund balance).

Restricted, committed, assigned, and unassigned fund balance amounts together constitute spendable fund balance and these amounts are available for appropriation and use in balancing next year's budget.

The Finance Director is responsible for segregating each fund balance by category and amount and informing the CAO and the Board of Supervisors of the amount of spendable fund balance available for use in balancing the budget for the upcoming year.

VI. STRATEGIC PLANNING

The County uses a strategic planning process for setting priorities and making budgetary decisions. This allows development, initiation, and funding of new or revised programs over a five-year period, in sync with a comprehensive planning process that establishes the Board's priorities for satisfying long-term community needs. All new or revised services are evaluated within the framework of the five-year strategic plan. The strategic plan is updated every year to span a five-year period.

VII. FISCAL MANAGEMENT

Mono County uses fiscal management principles to ensure resiliency by:

1. Maintaining a conservative budgeting approach. This means to limit budget deficits whenever possible. Concerning revenues, it requires forecasting that is not overly optimistically but instead relies on accepted analytical methodologies such as historical trends and economic indicators as the basis for estimating revenues. Concerning expenditures, it requires limiting spending amounts based on work plans to continue delivery of existing public services.

2. Annually consider reduction of long-term debt and unfunded liabilities.
3. Establish an equitable basis for allocating internal costs to all service users.
4. Review fees periodically. Fees should be calculated to include all actual costs of providing the service, including overhead. Only the Board of Supervisors can decide to set a fee at less than its cost to provide the service. Adjust and establish new fees as needed.
5. Incorporate long-term financial planning into the budget cycle to guide financial decision-making.

Budget adjustments are allowed throughout the fiscal year. Interdepartmental budget adjustment requests of net-0-changes are allowed throughout the year with appropriate approvals (see “Appropriation Transfer Request” form).

Budget adjustments requiring Board of Supervisors approval include:

- a.) Transfers and revisions to the adopted appropriations:
 - i. If between funds, by four fifths vote.
 - ii. If transfers from appropriation for contingencies, by four fifths vote.
 - iii. If between budget units within a fund if overall appropriations are not increased, by a majority vote
 - iv.
- b.) The board may designate the administrative officer or auditor to approve transfers and revisions of appropriations within a budget unit if overall appropriations of the budget unit are not increased

VIII. INFRASTRUCTURE AND FACILITIES

Consider contributions from the general fund, grants and state/federal allocations, annually or whenever available, for the improvement of county infrastructure and facilities. Incorporate plans to improve infrastructure and facilities into long-term plans and prioritize setting aside funds to pay for these projects (but also see the County Debt Policy about borrowing to pay for large projects). Work with regional partners to reduce County costs for maintaining and improving the County infrastructure and facilities which is shared with other jurisdictions.

Plan for new facilities only if operating and maintenance costs for those facilities are fully recognized and accounted for in multi-year financial plans. Provide adequate routine maintenance each year to avoid the higher cost of deferred maintenance.

VIII. NEW SERVICES

Add new services only after identifying a need (see section on strategic planning) and only when adequate resources for staffing and on-going operational funding are available in multi-year financial plans.

IX. GUIDELINES FOR OPERATIONAL EFFICIENCIES

1. Provide County services in the most cost effective and operationally efficient manner.
2. When program funding is cut or eliminated, reduce, or eliminate the program accordingly, unless otherwise mandated.
3. Provide staffing levels that consider multi-year needs, reasonable workload per employee, and minimize the possibility of layoffs or furloughs resulting from inadequate revenues.
4. For special projects or certain expertise in the short-term, utilize temporary employees (not to exceed 1,000 hours) and consultants.
5. Utilize community expertise on a voluntary basis, as appropriate.
6. Ensure that fee-supported services are staffed appropriately to render the services for which customers have paid. Minimize the use of subsidies to support continuation of such services.
7. Work through partnerships, JPA's, and regional relationships to share costs for local programs whenever possible.

X. EMPLOYEE DEVELOPMENT

Attract and retain competent employees for the County work force by compensating employees fairly (consistent with smaller rural counties), provide adequate training opportunities, ensure safe working conditions, and maintain a professional work environment. For additional policy direction, see the Compensation Philosophy Statement Adopted by the Board of Supervisors.

XI. ECONOMIC DEVELOPMENT

Achieve organized, sustainable community development for the communities and citizens of Mono County through the budget process by providing an expanded and diversified economic base while preserving our scenic beauty, open space, small town charm and historical assets.

XII. BUDGET DEVELOPMENT

- A. The County will develop an operating budget with constraints. The budget team estimates resources available, costs out workforce as well as non-discretionary spending. An operating budget with the above fixed costs incorporates the following elements:
1. The same staffing levels and the same allocated classifications as prior year's adopted budget.
 2. A-87 charges for applicable departments.
 3. Debt Service (Civic Center, Pension Obligation Bond EMS and Jail)
 4. General Liability and Workmen's Comp Insurance
 5. Internal Service Rates (Motor Pool program, Technology Refresh, Copier pool program) The County will allow for departments to propose budgets to the CAO's office for review.
- B. The CAO will propose a Recommended Budget to the Board of Supervisors to consider both resources and priorities based on the Strategic Plan and make recommended adjustments for the Final budget for adoption.
- C. The role of department heads is to develop a fiscally responsible department budget with consideration of the priorities coming out of the Strategic Plan and consistent with past spending patterns and known revenue sources.
- D. The role of the CAO, as the County's chief budget officer, is to recommend a budget to the Board of Supervisors.
- E. The Board will consider the budget during a workshop and provide direction to CAO and staff for changes for the Final Budget.
- F. The general budget development timeline includes:
1. Establish budget calendar – January
 2. Develop fixed costs of budget, estimate discretionary revenues, and cost internal services and workforce amounts – February
 3. Strategic planning and integration of the capital improvement plan – February
 4. Mid-Year Budget review and Budget adjustments - February

5. Any proposed allocation list changes are submitted for consideration and moratorium is placed on requesting staff changes
6. Third quarter evaluation of Budget to Actuals takes place in April
7. Departments submit their proposed budgets and meet one-on-one with the budget development team – April/May
8. Budget workshop with Board to development of the recommended budget – May
9. Public hearing and budget adoption – by June 30

APPENDIX III.

BUDGET GLOSSERY

Budget Glossary

Adopted Budget: The budget document formally approved by the Board of Supervisors after the required public hearings and deliberations on the Recommended Budget.

Appropriation: An authorization by the Board of Supervisors from a specific fund to a specific agency or program to make expenditures or incur obligations for a specified purpose and period of time. The budget contains many items of appropriation. These appropriations are limited to one year unless otherwise specified.

Budget Unit: Similar to sub-accounts within budgets; created for tracking expenditures or revenues which must be accounted for separately.

Capital Expenditures: Expenditures incurred for the improvement to or acquisition of land, facilities and infrastructure.

Capital Improvement Plan (CIP): A mid-range plan, usually four to ten years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan.

Contingencies: A budgetary provision representing that portion of the set aside to meet unforeseen expenditure requirements or to offset revenue shortfalls during the fiscal year. Contingencies may be budgeted for specific funds or groups of funds.

Debt Service: Annual principal and interest payments that local government owes on borrowed money.

Enterprise Fund: A fund established to account for operations that are financed and operated in a manner similar to private business enterprises (e.g. water, gas and electric utilities; airports; parking garages; or transit systems). The governing body intends that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

Expenditures: Actual spending of funds authorized by an appropriation.

Fee for Services: Fees charged for certain services provided to citizens and other public agencies. Examples of these fees include: planning and public works services such as sale of plans and specifications and blueprints, and plan or map check fees; park facilities usage including camping, parking and picnic area usage; document recording services, certified copies of vital statistics; animal services such as vaccination and impound fees.

Final Budget: The Adopted Budget adjusted by all revisions throughout the fiscal year as of June 30.

Fiscal Year (FY): A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The County of Mono's fiscal year is July 1 through June 30.

Full Time Equivalent (FTE): In concept, one person working full-time for one year. A normal fiscal year equals 2,080 staff hours. Two workers, each working half that number of hours, together equal one staff year. County salaries and benefits costs are based on the total number of FTEs approved in each budget unit.

Fund: A fiscal and accounting entity in which cash and other financial resources, all related liabilities and equities or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations. Funds may contain one or more budget units.

Fund Balance: The amount of dollar resources remaining in a fund at year's end. Usually this is the difference between total expenditures and total resources of a fund.

Budget Glossary

Fund Balance Types:

- **Nonspendable Fund Balance:** Amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact.
- **Restricted Fund Balance:** When constraints placed on the use of the resources are either (1) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (2) imposed by law through constitutional provisions or enabling legislation.
- **Committed Fund Balance:** Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Supervisors. These committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to previously commit these amounts.
- **Assigned Fund Balance:** Amounts that are constrained by the Board's intent to use the funds for specific purposes, but are neither restricted nor committed.
- **Unassigned Fund Balance:** The residual classification for the General Fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

General Fund: The County's primary operating fund, which is used to account for all financial resources, except those required to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP): The uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statement of an entity.

General Purpose Revenue: Revenue derived from sources not specific to any program or service delivery that may be used for any purpose that is a legal expenditure of County funds. Examples of General Purpose Revenue include property taxes, sales taxes, transient occupancy taxes, court fines, real property transfer tax and miscellaneous other sources. There are no restrictions as to the use of these monies - often referred to as discretionary revenue.

General Reserve: A reserve established to address unforeseen catastrophic situations. The general reserve can only be established or adjusted during the annual budget adoption process and is not available except during a legally declared emergency. Generally accepted accounting principles (GAAP) and Mono County policy provide that a local government should maintain a general reserve between 5% and 15% of expenditures.

Goal: A long-term organizational target or direction of development. It states what the organization wants to accomplish or become over the next several years. (Bryson)

Government Finance Officers Association (GFOA): An organization comprised of government accounting and finance professionals throughout the United States and Canada, whose goals include but are not limited to improving financial management practices and encouraging excellence in financial reporting and budgeting by state and local governments.

Internal Service Fund (ISF): A proprietary type fund used to account for the financing of goods or services provided by one department to other departments of the County, or to other governmental units, on a full cost-reimbursement basis, including replacement of capital.

Maintenance of Effort (MOE): Occasionally required by state law or by an initiative, it requires the county to maintain a designated base level of spending, usually in order to receive additional revenues.

Mandate: A requirement from the State or federal government that the County perform a task, perform a task in a particular way, or perform a task to meet a particular standard.

Mission: What the County is striving to do over a continuous period of time; its organizational purpose.

Net County Cost: Budgeted appropriations less estimate of revenue anticipated. The amount of General Fund dollars needed to balance the proposed budget.

Objective: A measurable target that must be met on the way to attaining a goal. A statement of anticipated accomplishment, usually measurable and time bound.

Budget Glossary

Operating Transfers: Operating transfers result when one fund provides a service on behalf of another fund or when one fund transfers revenues to fund expenditures in another fund. The providing fund budgets the amount required by the other fund in the "Operating Transfer Out" expenditure account. The receiving fund budgets the amount in one of the "Operating Transfer In" revenue accounts.

Realignment Funds: These funds come from vehicle license fee and sales tax revenue collected by the state and allocated to counties. The funds are a "backfill" of the loss of state General Fund support or a shift of program responsibility from the state to the county for health, social services and youth corrections.

Recommended Budget: The budget document developed by the CAO and county departments and formally approved by the Board of Supervisors to serve as the basis for public hearings and deliberations prior to the de-termination of the adopted budget.

Requested Budget: The budget as submitted and requested by the division, department or district.

Reserves: A portion of fund equity that is set aside and not appropriated or spent, or that is legally or contractually restricted for a specific future.

Revenues: Amounts received from taxes, fees, permits, licenses, interest earnings and intergovernmental sources.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Usually eligible expenses are very specific and known to a reasonable degree of accuracy.

Strategic Goal: A long-term organizational target or direction of development. The established long range priorities that the organization strives to achieve.

Unreserved/Undesignated Fund Balance: The portion of fund balance that is available for financing the budget requirements for a current or future fiscal period. Also known as spendable fund balance.

Budget Glossary

ABBREVIATIONS

- CAO:** Chief Administrative Officer
- CDBG:** Community Development Block Grant
- CSA:** County Service Area
- CSAC:** California State Association of Counties
- CSS:** Department of Child Support Services
- CWS:** Child Welfare Services
- FEMA:** Federal Emergency Management Agency
- FY:** Fiscal Year
- GAAP:** Generally Accepted Accounting Principles
- GASB:** Governmental Accounting Standards Board
- GFOA:** Government Finance Officers Association
- GIS:** Geographic Information System
- IHSS:** In-Home Supportive Services
- ISF:** Internal Service Fund
- IT:** Information Technology
- NACO:** National Association of Counties
- OES:** Office of Emergency Services
- OPEB:** Other Post Employment Benefit
- TOT:** Transient Occupancy Tax
- VLF:** Vehicle License Fees

APPENDIX IV.

STRATEGIC PLAN UPDATE



MONO COUNTY **STRATEGIC PLAN** UPDATE 2022-2024





STRATEGIC PLAN UPDATE 2022-2024

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MESSAGE FROM THE BOARD CHAIR

On behalf of the Mono County Board of Supervisors, it is my honor to share with you our updated Strategic Plan.

Our plan serves as part of the foundation for Mono County government, as we provide critical services to our community. It also offers a unique focus necessary for the adaptive nature of California counties. Among many other elements, our Strategic Plan expresses a set of values to which we subscribe in addressing the needs of Mono County's residents, visitors and businesses.

The Strategic Plan is a pathway to future accomplishments we can generate together. However, it does not relieve our organization of its parallel and ongoing responsibility to carry out hundreds of laws and mandates, encompassing more than half of our daily work lives. Our employees do not take these responsibilities lightly, completing those tasks while concurrently focusing tremendous effort on local initiatives and projects that improve our quality of life.

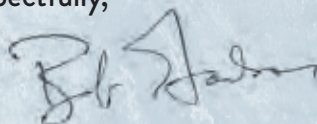
The Board of Supervisors and executive leadership provided strategic planning input with a focus driven by decades of public service experience in support of our wonderful county. Contributions before and during the process have been exceptionally valuable. Over 150 public surveys were completed, with introductions to the survey through the county's website, a webinar, direct mailers and several meetings with all Regional Planning Advisory Committees (RPACs). All input received, whether from Board members, employees or our community members, assists us in refining our priorities and strategies.

Our internal and external partnerships are only as strong as our organizational foundation. The key to that foundation is our most important asset, Mono County employees. As a service-based organization, our leadership must provide a common set of values, a meaningful mission and set a direction to work collaboratively in our communities.

I would personally like to thank my colleagues and our employees who steadfastly supported planning efforts and worked to produce this well thought out and flexible update. Their contributions and leadership are invaluable.

We are committed to serving all in Mono County and achieving long lasting outcomes while successfully navigating any challenges we face. Thank you again to everyone for their input, participation and commitment to Mono County.

Respectfully,



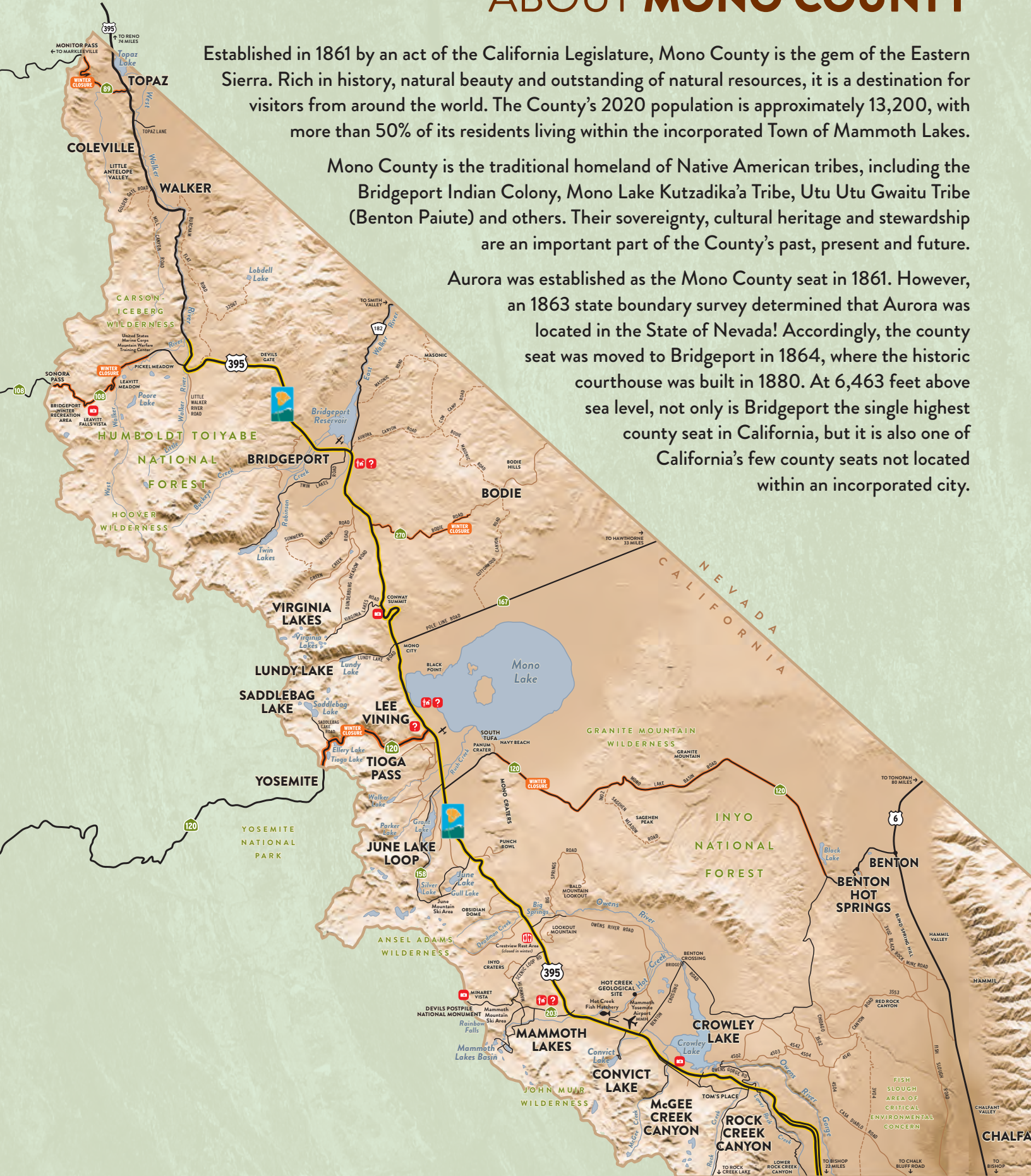
Bob Gardner, Chair
Mono County Board of Supervisors

ABOUT MONO COUNTY

Established in 1861 by an act of the California Legislature, Mono County is the gem of the Eastern Sierra. Rich in history, natural beauty and outstanding of natural resources, it is a destination for visitors from around the world. The County's 2020 population is approximately 13,200, with more than 50% of its residents living within the incorporated Town of Mammoth Lakes.

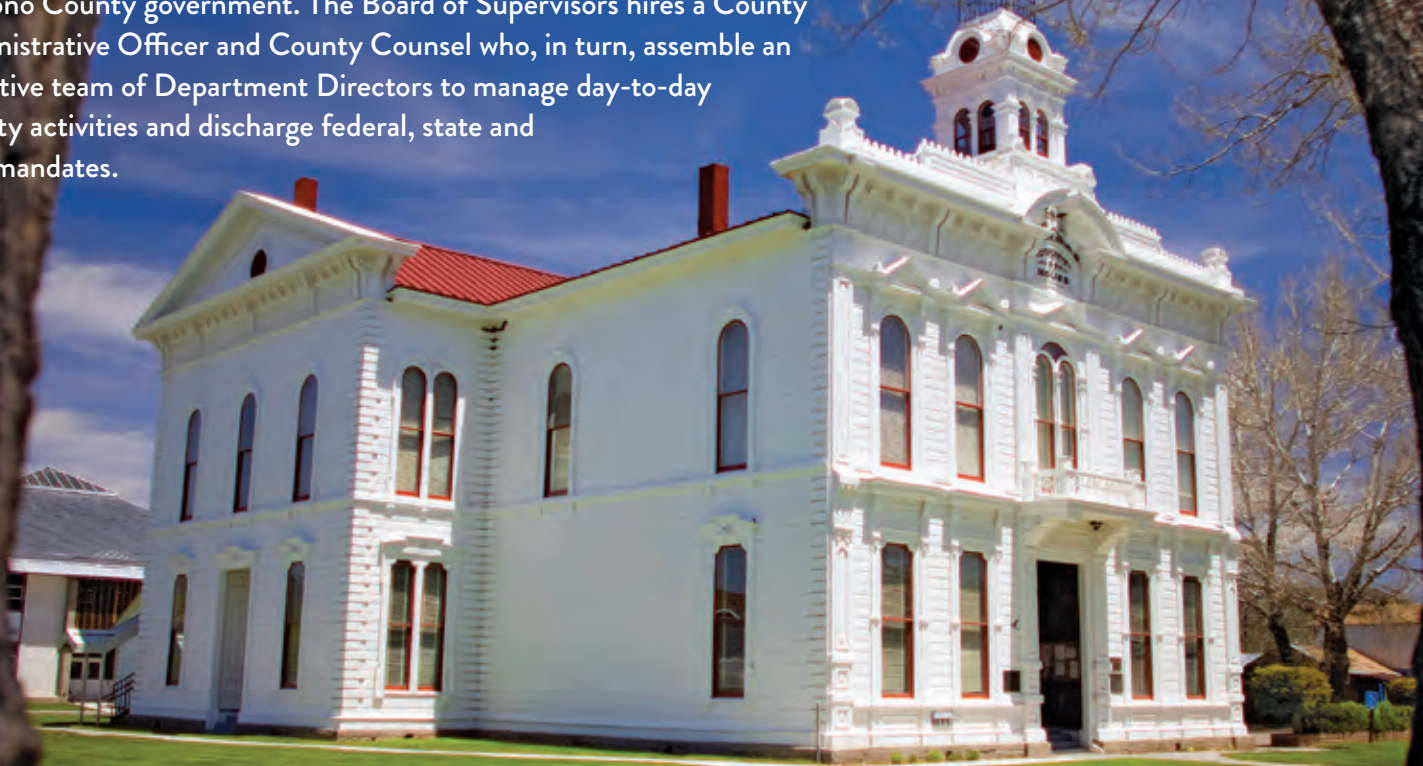
Mono County is the traditional homeland of Native American tribes, including the Bridgeport Indian Colony, Mono Lake Kutzadika'a Tribe, Utu Utu Gwaitu Tribe (Benton Paiute) and others. Their sovereignty, cultural heritage and stewardship are an important part of the County's past, present and future.

Aurora was established as the Mono County seat in 1861. However, an 1863 state boundary survey determined that Aurora was located in the State of Nevada! Accordingly, the county seat was moved to Bridgeport in 1864, where the historic courthouse was built in 1880. At 6,463 feet above sea level, not only is Bridgeport the single highest county seat in California, but it is also one of California's few county seats not located within an incorporated city.



GOVERNANCE

Mono County is governed by five elected County Supervisors who serve as the County's legislative and executive body, providing policy direction for all branches of Mono County government. The Board of Supervisors hires a County Administrative Officer and County Counsel who, in turn, assemble an executive team of Department Directors to manage day-to-day County activities and discharge federal, state and local mandates.



Mono County encompasses 3,030 square miles, of which 94% (2,845 square miles) is public land. Its diverse landscape with picturesque seasons, recreational opportunities, and a rural quality of life makes Mono County not only a destination for millions to visit, but a comfortable and welcoming place for individuals and families to call home.

MONO COUNTY SUPERVISORS



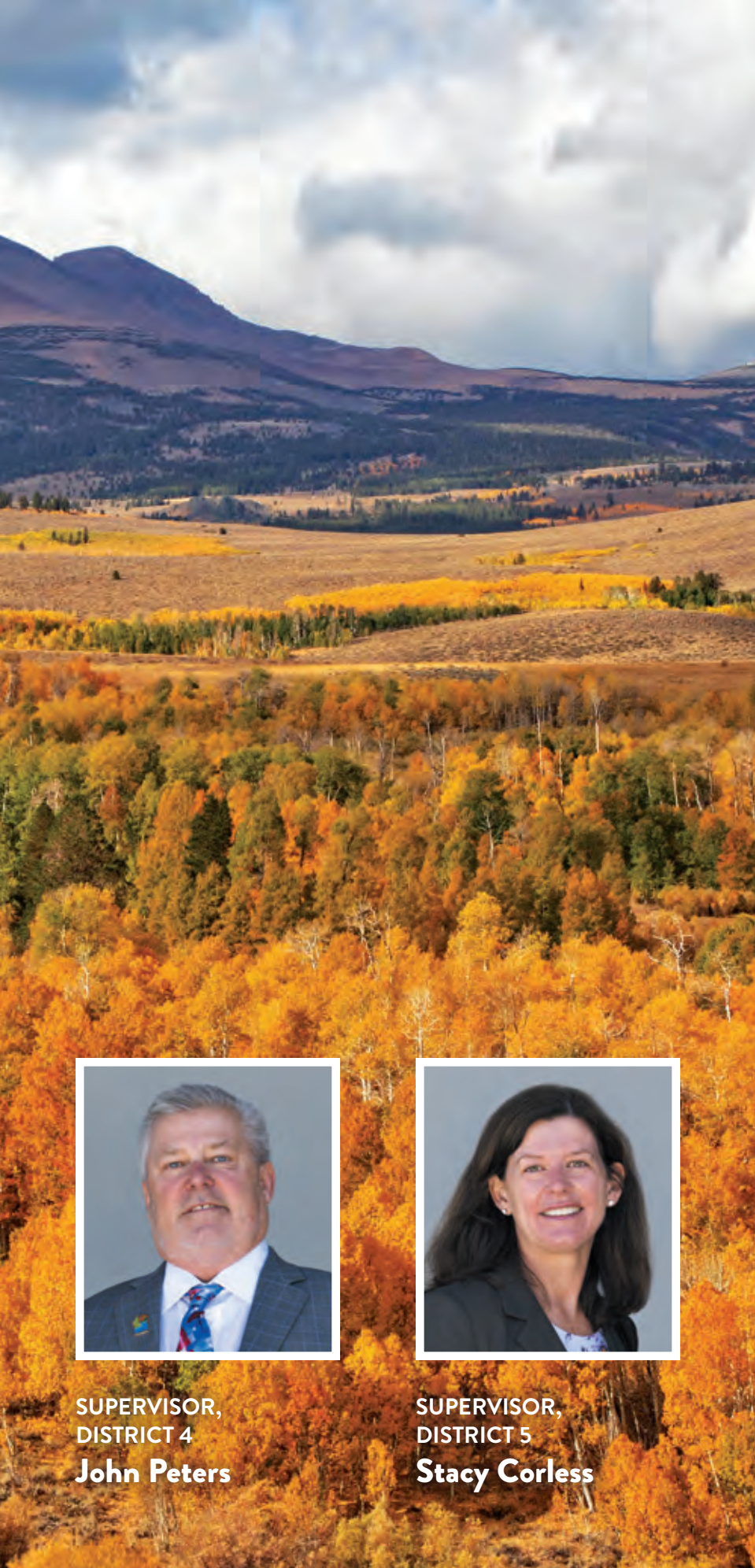
SUPERVISOR,
DISTRICT 1
Jennifer Kreitz



SUPERVISOR,
DISTRICT 2
Rhonda Duggan



SUPERVISOR,
DISTRICT 3
Bob Gardner



OUR MISSION

To support all our communities by delivering superior services while protecting our unique rural environment

OUR VISION

Outstanding
Community Services
Quality of Life
Beyond Compare

OUR VALUES

Collaboration
Integrity
Innovation
Outstanding
Customer Service



SUPERVISOR,
DISTRICT 4
John Peters



SUPERVISOR,
DISTRICT 5
Stacy Corless

EXECUTIVE SUMMARY

We are excited to present this updated Strategic Plan for Mono County government. Over the last 7 months, elected officials, staff and residents have worked hard to identify our priorities, strengths and opportunities.

Moving forward, with quarterly status reports and annual reviews, this document will serve as a guide to achieving more for Mono County's communities and government organization. Broad input from our communities has brought to light numerous opportunities on which we are now positioned to capitalize.

Our focus on listening to staff and communities alike has created a stronger partnership to fulfill the priorities we share with you here.

Experiencing a tragic pandemic over the last several years that has impacted our everyday lives, we are more than ready to move forward—investing, collaborating and creating an environment driving quality outcomes for our neighbors, businesses and visitors.

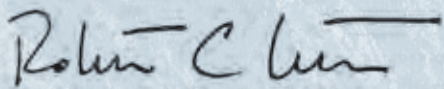
The unprecedented scale and pace of change makes today's operating environment more complex than ever before. Progress—or even maintaining the *status quo*—requires greater collaboration among external and internal partners. Issues both critical and commonplace are addressed in an atmosphere of growing scrutiny.

Simply put, never before have local governments needed to be more effective, efficient and accountable. That starts here and now, with our organization and its employees reaching successful outcomes via successful internal and external partnerships.

The diverse sources contributing to this updated Strategic Plan exemplify the kind of partnerships necessary for success. While we cannot include every idea or comment provided during the process, we focused on common themes, and issues important to everyone.

Words cannot express how appreciative I am to be part of Mono County and our incredible organization. Everyone's kindness, energy and commitment contribute to the great quality of life we enjoy here.

Sincerely,



Robert Lawton
County Administrative Officer





CORE SERVICES

California's 58 counties vary significantly in specific needs. From vast landscapes focused on agriculture, recreation or tourism to concentrated population centers of hundreds of thousands to millions of people and lower population counties that are considerably larger in square mileage can present local public service challenges. Considering such diverse complexities, counties prioritize projects or initiatives that provide the best "local" benefit. Working hard to achieve local priorities, like experiences of rural counties, or unique to Mono County, is important to the Board of Supervisors.

Not identified as a Strategic Focus Area, but essential to meeting the needs of Mono County communities, are a broad range of Core Services. In expressing nearly 500 Core Services, the authors of Mono County's 2019-2024 Strategic Plan accurately portrayed the essential functions performed by all county departments. The Core Services matrices also demonstrate a direct correlation to priorities that may not specifically be state or federal mandates but may have several mandated services woven into their workplans, such as specific projects or grants.

While the current Core Services list may not be all-inclusive due to the Legislature's approval each year of numerous new mandates, it is important to note that, as currently stated, such mandates make up nearly 60% of Mono County's daily employee work tasks. For California counties, as arms of the State of California, mandate performance is predicated on associated funding, of which a large portion is specifically allocated for our vulnerable populations.

As a public service organization, we strive to balance local priorities with carrying out state and federal mandates. As noted, these mandates have tremendous value to many individuals and families. Striking that balance is key considering resource constraints and current and future staffing levels. Regardless of what local or state mandated task may be before us, our commitment is to serve Mono County residents and visitors consistent with our values of Collaboration, Integrity, Innovation and Outstanding Customer Service.



STRATEGIC PLAN UPDATE – INPUT

Over the course of several months, numerous sources of input were sought for development of the Strategic Plan Update. Internal sources of input from Mono County’s governmental organization were achieved through workshops and interviews from members of the Leadership Team and the Board of Supervisors.

Importantly, public input was sought by holding a webinar, summarizing the current Strategic Plan and the update process. A survey was developed for community members to provide input by identifying their top seven priorities out of twenty priorities listed and to provide narrative comments as appropriate. (The public survey yielded 154 responses.) Regional Planning Advisory Councils (RPACs) were also informed of the survey at their respective meetings, seeking input.

TOP 10 PRIORITIES AS DETERMINED BY RECEIVING THE MOST TOP 7 RANKINGS:

Safe and Affordable Housing.....	73%
Rural Infrastructure (roads, Internet access) and services	56%
Preservation and Enhancement of Public Lands	55%
Quality of Life for Children	53%
Disaster / Emergency Preparedness	44%
Quality of Life for Aging Population	38%
Health Promotion and Disease Prevention	38%
New Business Development and Business Retention	37%
Access to Behavioral Health and Substance Abuse Prevention & Treatment Services	36%
Reducing Poverty and Hunger	33%

STRATEGIC FOCUS AREAS

The following Strategic Focus Areas are meaningful and essential to the success of our communities. As indicated in the following pages, objectives are identified to accompany these focus areas, leading to action items the organization can accomplish, together, with their communities. Further discussions will occur concerning the inclusion of timelines, the identification of lead departments and adjustments as necessary.

SAFE AND HEALTHY COMMUNITIES



A THRIVING ECONOMY



WORKFORCE & OPERATIONAL EXCELLENCE



SUSTAINABLE PUBLIC LANDS



SAFE AND HEALTHY COMMUNITIES

OBJECTIVE	ACTION ITEM	LEADS	TIME FRAME
Enhance Emergency Management Functions	BOS approval of the creation of an Office of Emergency Management	County Administration	COMPLETED
	Recommend to the BOS necessary OEM funding for appropriate emergency functions	County Administration	SPRING 2022
	Recruit and hire an Emergency Services Manager and staff as appropriate	County Administration, Human Resources	SPRING 2022
	Subsequent to the current project implementing the early warning system, create an inventory of key evacuation routes	County Administration, Sheriff's Department, Public Works	FALL 2023
Improve Rural Infrastructure	Continue to enhance existing broadband access/affordability in Mono County	Information Technology, County Counsel	ONGOING
	Complete the Emergency Radio System	County Administration, Information Technology	BY JUNE 2023
	Complete construction of the new jail	County Administration, Public Works, Sheriff's Department	JUNE 2025
	Through a current funding award, assess Special District Capacity and needs to support increased housing density	Community Development	JUNE 2024 (This is the grant deadline. Two proposals have not yielded a qualified consultant. Further attempts will be conducted by CDA.)
Behavioral Health Services Access	Continue to determine needs and enhance access to behavioral health services	Behavioral Health, Behavioral Health Advisory Board	DECEMBER 2022
	Develop a report to be delivered to the BOS that identifies overdose deaths and suicides (historical and current) in the county and recommended prevention actions	Behavioral Health, Behavioral Health Advisory Board	AUGUST 2022
Solid Waste Collection and Disposal	Develop a new county-wide solid waste transfer and disposal system to replace Benton Crossing Landfill (slated to close in 2023)	County Administration, Public Works	JANUARY 2023
Enhance the Quality of Life for our Children and Aging Population	Develop a comprehensive report to the Board that identifies current and potential future programs and policies that will enhance the quality of life for all in Mono County	County Administration, Public Health, Children's System of Care, Social Services, Behavioral Health	FALL 2022
	Probation to collaborate with justice partners to ensure systems and programs are implemented to minimize the number of youth involved in the justice system	Probation	SUMMER/FALL 2022

A THRIVING ECONOMY

OBJECTIVE	ACTION ITEM	LEADS	TIME FRAME
Address Shortage of Affordable Housing	Hire a Housing Opportunities Manager to represent the organization	County Administration, Human Resources	COMPLETED
	Appoint a Board ad-hoc committee to review and visit other county affordable housing plans, funding and projects	Board of Supervisors, County Administration, Housing Opportunities Manager	AUGUST 2022
	Develop a new/updated multi-year plan for affordable housing	Housing Opportunities Manager	SPRING 2023
	Identify additional sources of funding to commit to affordable housing	County Administration, Housing Opportunities Manager	ONGOING
	Update BOS policies for affordable housing; including streamlined processes and options to incentivize building of units	Housing Opportunities Manager, Community Development	DECEMBER 2022 (ONGOING)
	Provide the BOS a quarterly update on affordable housing activities	Housing Opportunities Manager	JULY 2022
Support and Retain the Existing Business Community	Continue to provide opportunities for business financial/technical assistance programs through local, state and federal funding opportunities to aid in the post pandemic recovery	Economic Development, County Administrator, Finance Department	ONGOING
	Create an annual business appreciation event to celebrate Mono County businesses	Economic Development	2022
Enhance and Strengthen Mono County Tourism Sector Utilizing Responsible Recreation Messaging	Focus tourism marketing efforts on shoulder seasons and less visited locations in the county to grow year-round business levels	Economic Development	ONGOING
	Collaborate with federal and state land management agencies, local agencies, partners, and tourism businesses, to educate visitors regarding sustainable and responsible recreation practices	Economic Development, County Administration	ONGOING
	Work with Visit California and Mammoth Lakes Tourism to rebuild international tourism post pandemic	Economic Development	ONGOING
Diversify the Economy	Develop and implement a plan that identifies opportunities for a flexible economy based on attracting businesses from sectors outside the tourism/recreation industry	Economic Development	JANUARY 2023
	Explore opportunities to expand and enhance sustainable tourism opportunities, such as off-highway vehicle activities, using current county infrastructure and other public lands	Economic Development	ONGOING
Economic Data	Provide quarterly reports on Mono County economic data utilizing research and information available through local, state, and federal sources	Economic Development	BEGINNING SUMMER 2022

WORKFORCE & OPERATIONAL EXCELLENCE

OBJECTIVE	ACTION ITEM	LEADS	TIME FRAME
Invest in Employee Development and Well-Being Throughout Our Organization	Create a comprehensive employee recognition program	County Administration, Human Resources	JANUARY 2023
	Develop 3-5 internal, development focused training programs for county employees	County Administration, Human Resources	JANUARY 2023
	Begin informal brown bag lunches/coffee with the CAO led by the County Administrator, with special guests from the community	County Administrator	IMPLEMENTED FEBRUARY 2022
	Continue to implement Well Being Initiatives for Mono County employees	County Administrator	ONGOING
Enhance the Effectiveness of Human Resources	Appoint a Director of Human Resources	County Administrator	DECEMBER 2022
	Initiate a process to acquire and implement a recruitment management software program	County Administration, Information Technology, Human Resources	FALL 2022
	Initiate a review of all Human Resources policies and procedures	County Administration, Human Resources	IMPLEMENTED JANUARY 2022
	Develop and implement HR process training for all departments	Human Resources	SPRING 2023
Provide Superior Customer Service	Create a biennial, in-house customer service training for all employees. All new employees must attend the course within one year of their tenure with Mono County.	County Administration, Human Resources	SPRING 2023
	Develop a voluntary county-wide Customer Service Survey	County Administrator	SPRING 2023
Comprehensive Workforce Data	Develop relevant workforce data sets for department heads and the Board of Supervisors	Human Resources	FALL 2022
Justice, Equity, Diversion & Inclusion (JEDI)	Integrate JEDI training into mandatory employee training	County Administration	TRAINING INITIATED IN 2022
Governance	Complete Governance Workshops and implementation of resulting policies	County Administration	FALL 2022 (Initial workshops begin April 2022)
	Begin development of a comprehensive policy and procedure manual	County Administration, County Council, All Departments	FALL 2022
Budget Process	Complete Budget Process enhancements and realignment in coordination with the Finance Director	County Administration, Finance Department	ONGOING
	Hold two (2) fiscal training workshops for department heads and fiscal staff	Finance Department	SPRING 2022
Legislative Advocacy and Support	Provide options to the BOS to consider state and/or federal legislative lobbying options to maximize opportunities to enhance Mono County	County Administration	JUNE - AUGUST 2022
	Develop a federal and state legislative platform seeking funding and legislative opportunities	County Administration	SPRING 2022

SUSTAINABLE PUBLIC LANDS

OBJECTIVE	ACTION ITEM	LEADS	TIME FRAME
Preserve and Protect Public Lands	Identify local, state, federal and/or grant funding to apply toward protecting public lands	County Administration	SPRING 2022
	Work with partners to engage in protection and preservation of public lands and wildlife habitat, and identify priority projects for County focus.	County Administration	WINTER 2022
Fisheries	Explore partnership agreement(s) with organizations to enhance and sustain sport and recreational fishing along with long-term ecological considerations	County Administration, Economic Development	JUNE 2022
Public Lands – Recreation and Tourism	Continue to build County Recreation Program capacity to support sustainable recreation and tourism on public lands	County Administration	SPRING 2022





FOR MORE INFORMATION ABOUT
MONO COUNTY'S 2022-2024 STRATEGIC PLAN:
760-932-5410

[MonoCounty.ca.gov/strategic-planning](https://monocounty.ca.gov/strategic-planning)

APPENDIX V.

GENERAL FUND TRANSFERS

g/1 object	Description	FY 2019-20 Amended Budget	FY 2020-21 Amended Budget	FY 2021-22 Amended Budget	FY 2022-23 Requested
60100: transfer out 180	roads - SB1 Maintenance of Effort	622,033	522,033	522,033	522,033
60100: transfer out 101	general reserves	-	-	500,000	
60100: transfer out 151	economic stabilization	343,000	1,000,000	1,660,964	500,000
60100: transfer out 650	CARB compliance	730,600	395,000	510,222	
60100: transfer out 198	Remainder of GF Jail Project matching funds	-	707,137	-	273,791
60100: transfer out 198	POB EMS				169,828
60100: transfer out 188	affordable housing	200,000	-	-	200,000
60100: transfer out 193	Civic center	65,000	71,768	150,000	
60100: transfer out 105	tourism: Eastern Sierra Inter-Agency Visitor Center		-	-	
60100: transfer out 105	tourism: CA state fair	5,000	-	5,000	5,000
60100: transfer out 105	Toursim:: Interagency visitor center	5,000	5,000	5,000	5,000
60100: transfer out 109	Community Support: local programming	20,000	20,000	20,000	25,000
60100: transfer out 109	Community Support: air service subsidy	35,000	-	-	-
60100: transfer out 109	Community Support: historical societies	6,000	6,000	6,000	9,500
60100: transfer out 109	Community Support:: Community arts grants	10,000	10,000	10,000	18,000
60100: transfer out 109	Community Support: Youth sports	8,000	8,000	8,000	10,000
60100: transfer out 105	Fish enhancement Fund 105	103,737	103,737	103,737	100,000
60100: transfer out 103	Conway Ranch	95,651	104,683	24,365	15,000
60100: transfer out 610	Cemeteries	22,488			
60100: transfer out 110	Social Services - MOE	353,500	266,557	265,754	265,754
60100: transfer out 110	Public Guardian (DSS)	-	83,443	84,246	87,746
60100: transfer out 110	Senior Program	159,024	74,444	151,596	84,499
60100: transfer out 110	General Relief	14,500	15,000	15,000	15,000
60100: transfer out 120	Behavioral Health	7,149	7,149	7,149	7,149
60100: transfer out	IT Refresh: VOIP system	180,000	-	-	-
		2,985,682	3,399,951	4,049,066	2,313,300
47010: contributions to other govts	PT admin refunds	20,000	20,000	34,611	20,000
47010: contributions to other govts	IRWM grant Match				22,000
47010: contributions to other govts	OVGWMA: County	65,000	75,514	75,514	-
47010: contributions to other govts	OVGWMA: Tri-Valley	23,000	-	-	-
47010: contributions to other govts	OVGWMA: Wheeler Crest	23,000	-	-	-
47010: contributions to other govts	ESCOG Contribution	16,300	25,100	31,250	25,000
47010: contributions to other govts	LAFCO	3,690	3,715	3,715	3,700
47010: contributions to other govts	First five visiting program	150,000	107,573	150,000	150,000
47010: contributions to other govts	Transfer CASP revenue	3,821	-	-	-
47010: contributions to other govts	WMFPD - EMS expansion			252,000	252,000
		304,811	231,902	547,090	472,700
47020: contributions to non-profit o	First responder aid	150,000	150,000	150,000	150,000
47020: contributions to non-profit o	MLFSC contribution	30,425	-		
		180,425	150,000	150,000	150,000
		3,470,918	3,781,853	4,746,156	2,936,000

APPENDIX VI.

CORE SERVICES

ANIMAL CONTROL

Core Services

		Mandated?	
1	Maintain a Licensing program to monitor rabies vaccinations	Yearly licensing program	Y
		moniter current and expired rabies vaccines	Y
		yearly low cost vaccination and licensing clinics	Y
		Effort	N

		Mandated?	
2	Maintain and keep animal shelter for strays, impounds and adoptions	feed and clean dogs and cats at our shelters	Y
		Maintain lost animal reports so folks can retrieve their lost animals	Y
		Be available for adoptions of shelter animals	Y
		Have available space for animals placed on quarantine and after hours impounds	Y

3	Patrol areas of Mono County to pick up strays and handle complaints from citizens	Respond to calls for service ie: barking dogs, nuisance	Y
		Respond to and handle dog bites on citizens	Y
		Quarantine animals involved in human bites	Y

4	Trap Feral cats	We loan and remove feral cats from peoples property	N

5	Euthanize animals	Euthanize the untreatable, and those with behavioral issues that put citizens at risk	Y
		We must make room for every stray, even if that means euthanizing an adoptable animal	Y
			N
			N

6	Investigate animal cruelty. Potentially vicious and vicious dogs	Work with DA and Sheriff's dept to investigate and bring to court cruelty cases	Y
		Work with DA and Sheriff's Dept . To bring to court potentially vicious or vicious dogs to court	Y

BEHAVIORAL HEALTH

Core Services

		Mandated?	
1	Mental Health Services	Provide services to individuals, families, groups. Counseling, Case management, telepsychiatry, rehabilitation aide, support groups.	Y
		Provide linkage to Social Services and Public Health	Y
		Crisis Team to evaluate persons with psychiatric emergencies in the Mammoth Emergency Room. Follow up once a person is placed in locked facility	Y
		Implement Cultural Competence Plan	Y

		Mandated?	
2	Substance Abuse Treatment	Provide services to residents. Counseling, intensive out patient, Case Management, groups. Linkage to in patient treatment when needed.	Y
		Provide mandated services. DUI first and multi-offender, 52-week Batterers Intervention group and individual. Spanish and English.	Y
		Continued expansion of harm reduction project	Y
		Provide group and individual counseling in the county jail.	N

3	Mental Health Services Act (MHSA)	Outreach and engagement to outlying communities.	Y
		Housing support for those who meet regulations	Y
		Innovation projects--, Multi-County Technology Collaborative, Crisis Now Learning Collaborative	Y
		Workforce Training and Development	Y

4	Expanded Services	WRAParound for 'at-risk' youth and families. Collaboration with probation and child welfare for Child and Family Teams, including using the CANS instrument	Y
		Housing project in Mammoth Lakes to provide affordable and Permanent Supportive Housing	N
		Partner with DSS to expand services for isolated seniors.	N
		Partner with Public Health to provide tandem services related to COVID-19 health needs.	N

5	Prevention/Early Intervention	Life Skill Training Substance Use Prevention curriculum in all schools	Y
		Funding for PeaPod through First Five	N
		Develop campaign to reduce mental health stigma and promote connection.	N
		Develop innovative prevention strategies relevant during COVID-19	?

BOARD OF SUPERVISORS

Core Services

		Mandated?	
1	Clerk to Board of Supervisors	Managing/preparing agendas	N
		Attending meetings, preparing minutes, etc.	N
		Website updates	N
		Clerking other meetings as required/requested	N

		Mandated?	
2	Provide Administrative support to BOS members	Prepare and monitor BOS budget	N
		Work with BOS members on travel and training arrangements	N
		Assist BOS with any/all requests to help them perform their duties	N
		Assist constituents in communicating with BOS and in processing requests.	N

CLERK-RECORDER

Core Services

		Mandated?	
1	Recording	Record all property/other documents as required; index same	Y
		Offer E-Recording to customers	N
		Assist at front counter with requests	Y
		Telephone and other research performed for customers as requested	Y

		Mandated?	
2	Vital Statistics	Issue Marriage Licenses; index same	Y
		Issue certified copies of birth, death and marriage certificates	Y
		Assist at front county with requests; telephone assistance; do research	Y
		Perform Marriages	Y

3	Other Services	Issue and Index all Fictitious Business Name licenses	Y
		Keep track of and collect all Form 700 forms for county and other agencies	Y
		Post and process all CEQA documents	Y
		Maintain public rosters for agencies; maintain and index all contracts	Y

4	Ex-officio Clerk of the Board	Manage/Prepare agenda packets	N
		Attend meetings, prepare minutes, process minutes orders, etc.	N
		Update BOS website	N
		Clerk other county and other boards as required/requested	N

COMMUNITY DEVELOPMENT

Core Services

		Mandated?				Mandated?	
1	Maintain an up-to-date General Plan	Maintain current General Plan Elements (7 mandated)	Y	2	Implement General Plan	Process/maintain/monitor Specific Plans, subdivisions, planning permits and approvals, CIP	Y
		Studies/plans required by law and to update the General Plan in response to legislation	Y			Respond to land use issues with a legal nexus	Y
		Studies/plans to update the General Plan in response to community/ political issues and best practices	N			Respond to community/political land use issues within authority and consistent with GP policies	N
		Maintain/support required commissions: Planning Commission, ALUC, LVHAC, OVGA, etc.	Y			Respond to natural resource issues within authority and consistent with GP policies	N
3	Local Transportation Commission (LTC)	Implement Overall Work Plan	Y	4	Local Agency Formation Commission (LAFCO)	Process annexations/changes in district boundaries	Y
		Maintain & Implement Regional Transportation Plan	Y			Respond to issues within LAFCO law and authority	Y
		Implement Regional Transportation Improvement Program and MOU projects	Y			Maintain up-to-date boundaries and spheres of influence	Y
		Respond to transportation requirements, laws, and issues	Y/N			Maintain up-to-date municipal service reviews	Y
5	Comply with the California Environmental Quality Act	Ensure private development proposals comply with CEQA	Y	6	Customer Service	Provide one-stop shop for clerk, tax and other N. County services	N
		When requested, assist with CEQA compliance for County projects	Y			Provide one-stop shop for permit review (Land Development Technical Advisory Committee)	N
		Monitor and review CEQA on other projects outside of County's purview	N			Provide one-stop shop for building permit processing	N
			N			Respond in a timely, helpful and courteous manner to public inquiries	N
7	Public Engagement & Community-Based Planning	Convene RPACs to foster community-based planning	N	8	Collaboration & Regional Initiatives	Convene & participate in committees and engage with state and federal partners	N
		Follow best practices for community engagement and empowerment	N			Work collaboratively across departments to deliver customer service and County services	N
		Facilitate complex processes with communities to foster consensus around difficult planning issues	N			Engage in projects and programs with other agencies, departments, and entities	N
		Accurately represent community feedback to decision makers	N				
9	Code Compliance	Respond to violations threatening public health & safety	Y	10	Building Division	Manage building permit process to ensure compliance with CA Building Code	Y
		Respond to citizen complaints about violations	Y			Perform field inspections to ensure compliance with CBC	Y
		Assist other departments with compliance issues (e.g., TOT)	Y			Stop unauthorized and/or unpermitted construction work	Y
		Monitoring of permit and/or project conditions, including LVHAC	Y			Collaborate with other entities to ensure Mono County and Special District regulations are met	Y
11	Staff Development and Training	Participate in technical training opportunities to ensure we are up to date with current legislation and best practices	N				
		Participate in training on "soft skills" and leadership to support collaboration and building relationships	N				
		Foster a team environment	N				

COUNTY COUNSEL

Core Services

		Mandated?				Mandated?	
1	LEGAL DOCUMENT REVIEW	Provide thorough review of every document approved by county	Y	2	LEGAL RESEARCH AND ADVICE	Conduct thorough research	Y
		Provide clear guidance, revisions or suggestions	Y			Provide clear and concise advice	Y
		Provide a timely response	Y			Produce clearly written legal opinions	Y
		Provide resources and training to non-legal staff	n			Provide a timely response	Y
3	BROWN ACT COMPLIANCE	Attend meetings of Brown Act-covered bodies	Y	4	PUBLIC RECORDS ACT COMPLIANCE	Provide a timely and complete response	Y
		Be prepared to answer basic questions on the spot	Y			Coordinate among departments where request involves multiple	Y
		Advise if more research needed	Y			Stay up-to-date on legal developments	Y
		Review all agendas and agenda materials	Y			Provide accurate advice to clients re county obligations	Y
5	CHILD PROTECTIVE SERVICES	Draft petitions, warrants, court orders and misc. legal documents	Y	6	GENERAL LITIGATION AND CLAIMS	Timely file all pleadings and other materials	Y
		Respond to emergencies	Y			Supervise work of all outside counsel	Y
		Attend court hearings and related meetings	Y			Conduct thorough research & analysis to make informed decisions	Y
		Review social worker reports	Y			Keep Board apprised of status	Y
7	STAFF WELLNESS, TRAINING AND SUPPORT	Regularly meet with staff regarding projects and workload	N	8	PROPERTY TAX - IMPOSITION AND COLLECTION	Represent Assessor, Assessment Appeals Board and Treasurer/Tax C.	Y
		Conduct timely performance evaluations	N			Stay up-to-date on legal developments	Y
		Provide training and resources	N			Attend all property tax appeal hearings	Y
		Review work product and provide advice and assistance re tactics	N			Draft findings and orders (AAB)	Y
9	CODE COMPLIANCE ENFORCEMENT	Provide legal advice and document review for CC officers	N	10	LABOR NEGOTIATIONS	Attend labor negotiations	Y
		Draft pleadings or other legal documents	N			Stay up-to-date on legal developments	Y
		Negotiate re resolution of violations	N			Draft MOUs, resolutions, rules and policies	Y
		Pursue collection of fines	N			Review and analyze proposals	Y
11	PERSONNEL	Advise HR and CAO regarding employment and labor laws	Y	12	EMERGENCY PREPAREDNESS	Draft declarations of emergency, Mutual Aid agreements and related materials	Y
		Stay up-to-date on legal developments	Y			Stay up-to-date on legal developments	Y
		Draft or review disciplinary and other employment notices	Y			Advise UC and other emergency responders	
13	CONSERVATORSHIPS AND ADULT PROTECTIVE SERVICES	Draft petitions, reports and other court documents	Y	14	ELECTIONS	Advise Elections Official regarding election procedures/requirements	Y
		Attend court hearings and related meetings	Y			Review all elections materials	Y
		Stay up-to-date on legal developments	Y			Draft impartial analyses for ballot measures	Y
						Stay up-to-date on legal developments	Y
15	LAND USE AND PLANNING	Attend all Planning Commission meetings	Y				
		Ensure compliance with CEQA and other laws	Y				

DISTRICT ATTORNEY

Core Services

		Mandated?	
1	PROSECUTION	COMPASIONATE AND EFFECTIVE PROSECUTION OF CRIMES	Y
		APPROPRIATE AND EFFECTIVE TRAINING	Y
		BALANCED JUSTICE	Y
		SUPPORT ALLIED AND OTHER DEPARTMENTS	N

		Mandated?	
2	INVESTIGATIONS	TIMELY AND EFFECTIVE RESPONSE	Y
		EFFICIENT AND SUPPORTIVE TO VICTIMS	Y
		APPROPRIATE TRAINING TO DEVELOP EXPERTISE FOR COURT	Y
		SUPPORT ALLIED AND OTHER DEPARTMENTS	N

3	VICTIM/WITNESS SERVICES	TIMELY AND EFFECTIVE RESPONSE	Y
		KNOWLEDGE OF SERVICES THAT CAN BE PROVIDED	Y
		CERT. FORENSIC TRAINING FOR DOMESTIC VIOLENCE AND SEXUAL ASSULT	Y
		SUPPORT VICTIMS AND WITNESS OF CRIME THROUGHOUT PROCESS	Y

4	PUBLIC ADMINSTRATOR	RESPECTFULLY HANDLE INDIGENT DEATHS AND THEIR ESTATE.	Y
		STATE AND FEDERAL COMPLIANCE.	Y
		STATUTORY REQUIRED TRAINING AND CERTIFICATIONS.	Y

ECONOMIC DEVELOPMENT

Core Services

		Mandated?			Mandated?		
1	TOURISM MARKETING	Communicate Mono County Brand, Image, Primary Messaging	N	2	ECONOMIC DEVELOPMENT GROWTH	Strengthen existing business sectors; help preserve and build year-round viability/jobs	N
		Drive overnight visitation to help increase lodging occupancy, average daily rate, and Transient Occupancy Tax revenues	N			Business Retention & Expansion programs to support local business - including timely communication of all local/state/federal assistance programs to support businesses through pandemic recovery phases	N
		Diversify and grow visitor base	N			Develop/implement Business Attraction marketing campaigns	N
		Augment visitor communication regarding COVID-19 public health/safety protocols, what to expect, responsible travel and sustainable tourism	N			Conduct business and market research, visitor profile/spending	N
3	FILM COMMISSION	Support and promote film production in Mono County	N	4	COLLABORATIVE PARTNERSHIPS	Head up EOC Economic Recovery Branch; participate in Joint Information Center	N
		Collaborate/support land management agencies with permits	N			Sit on Boards of relevant, active agencies and organizations	N
		Communicate COVID-19 health and safety requirements to film productions				Staff ED, Tourism & Film Commission and Fish & Wildlife Commission	N
						Work collaboratively with regional and local agencies and organizations	
5	FISH ENHANCEMENT	Bolster fishing economy through fish stocking and sustainable practices	N	6	TRAINING & EDUCATION	Professional development & growth for staff / commissioners	N
		Plan and manage resources from Fish Fine Fund	N			Training, technical assistance, seminars, workshops and webinars for businesses - focus on COVID-19 financial assistance, public health/safety guidelines, employee training resources, and recovery measures for rebuilding/diversifying	N
							N
7	COMMUNITY SUPPORT	Assist local non-profits to provide programs that benefit community	N	8	DELIVER EXCEPTIONAL CUSTOMER SERVICE	Establish/maintain personal outreach with business community	N
						Professional, helpful, friendly, expeditious response to inquiries	N
						Provide seminars/workshops for local business communities	N
9	NEW FUNDING SOURCES	Explore viability of potential tax increases/TBID	N				
		Work with Finance to develop a COVID-19 business assistance program using Coronavirus Relief Funds/CARES Act	N				

EMERGENCY MEDICAL SERVICES

Core Services

		Mandated?	
1	LEVEL OF PATIENT CARE/TRANSPORT	Advanced Life Support (ALS)	N
		Basic Life Support (BLS)	N
		Intra-Facility Transports	N
		Critical Care Transports	N

		Mandated?	
2	INSTRUCTION	Firs Aid/CPR	N
		Pediatric Advanced Life Support	N
		Advanced Cardiac Life Support	N
		EMT/Paramedic Level Continuing Education	N

3	RESCUE	Swift Water First Responder	N
		Ice Rescue Awareness	N
		Low Angle Rope Rescue	N
		Backcountry Access	N

4	AMBULANCE BILLING/REVENUE SERVICES	HIPAA Compliance	Y
		Medical Insurance Billing	N
		Court Ordered Restitution Collection	N
		Maddy Fund Management	N

5	COMMUNITY PROGRAMS	Automated External Defibrillator	N
		Narcan Distribution	N
		Blood Pressure/Wellness Checks	N
		Ambulance Membership	N

6	DIASASTER RESPONSE	All Hazard Incident Management Team Member - Incident Command	N
		Medical and Health Operational Area Coordinator - EMS	N
		NIMS Compliance	Y
		COVID-19 Unified Command - Operations	N

FINANCE DEPARTMENT - AUDITOR / CONTROLLER DIVISION

Core Services

		Mandated?	
1	Receivables / Payables (Deposits / A/P)	Receive, audit, & process deposits	Y
		Audit & process payments	Y
		Credit card &/ contract processing & maintenance	Y
		Federal & State reporting (1099/sales tax/withholding)	Y

		Mandated?	
2	Training & Education	Professional development & growth	N
		Peer mentoring	N
		Procedure manuals	N
		Knowledge sharing database	N

3	Payroll	Audit & process bi-weekly payroll	Y
		Federal & State reporting (W2, Calpers, CA Gov Comp Report, DOL)	Y
		Maintenance of EE & Vendor records	Y
		Implement changes (EE requested, policy & agreement changes, benefit updates)	Y

4	Financial Accounting & Reporting	General ledger maintenance	Y
		Federal & State reporting (Cost Plan, PTA, SB90, FTRs, TC-31)	Y
		Annual audits (County, Special Districts)	Y
		Account mangement (funds, bank, captial assets)	Y

5	Budget	Development and Adoption	Y
		State reporting	Y
		Adjustments	Y
		Monitoring	Y

6	Property Tax Accounting	Tax roll maintenance	Y
		Rate calculations	Y
		Apportionment process	Y
		State reporting	Y

INFORMATION TECHNOLOGY

Core Services

		Mandated?				Mandated?	
1	USER SUPPORT & HELP DESK	Timely & effective response	N	2	INFRASTRUCTURE	Lice-cycle Management	N
		Quality engagement experiences for users	N			Standardized & integrated systems	N
		Work Order Management	N			Cores Service Business Continuity	N
		Self Help Portal	N			Disaster Response & Recovery	N
3	COMMUNICATIONS	Stable network & reliable fast internet	N	4	SECURITY & COMPLIANCE	Data and network protection	N
		Intergrated voice, cideo, chat communications	N			Patches & updates	N
		Disaster ready communications systems	N			State & Federal Compliance	Y
		Interoperable radio communications	N			Security training & education	N
5	BUSINESS OPERATIONS & APPLICATIONS	Devices: Laptop, Desktop, Tablet...	N	6	TECHNOLOGY FOR PUBLIC ENGAGEMENT	Beautiful, modern website	N
		Project Management / Business Process Improvement	N			Intuitive civic engagement opportunities	N
		Industry standard application suites	N			Open and transparent government resources	N
		System integration & design	N			Highly leveraged GIS for storytelling	N
7	TRAINING & EDUCATION	Tech Resources Library	N	8	POLICY, PRACTICE & LEADERSHIP	Develop and maintain modern IT policies	N
		On-Boarding	N			Look toward and implement best practices	N
		Professional development & growth	N			Maintain awareness of emerging trends	N
		Peer mentoring	N			Innovation	N

PROBATION

Core Services

		Mandated?				Mandated?	
1	Preventing Crime by changing criminal thinking	Effort Case plans include the Needs/Risk Assessments	Y	2	Objectively assessing the law and facts	Effort Officers trained	Y
		Effort Needs are assigned by Probation Officer (e.g., counseling, etc/)	Y			Effort Reports completed and research within time limits	Y
		Effort EBP programming provided by certified staff	Y			Effort Reports meet need of the Bench	Y
		Effort Individual EBP Cognitive Behavioral Workbooks with DPO	Y			Effort Victims statements and interviews included in report	Y
3	Restoring victims and preventing future victimization	Reports include victim's statement and requests	Y	4	Holding clients accountable through community supervision	Effective client community contacts	Y
		Empathetic interviewing style	Y			Quality record keeping	Y
		Support through entire process	Y			Supervision e through technology (e.g. GPS, UA, etc)	Y
		Response to contacts by victims	Y			Attend Tri-County Fair and other events for supervision	Y
5	Rehabilitating our clients with evidence-informed strategies that change behavior	Provide EBP treatments, assessments, and practices	Y	6	Ensuring secure and effective detention services and successful reentry	Visual inspection of contracted detention facilities	Y
		Meaningful referrals to EBP treatment	Y			Case plan for youth outlines re-entry services (e.g., provide WRAP, Independent Living Skills, Reunification services, STRTP	Y
		DPO one on one meeting with client include EBP	Y			Case plan for PRCS and MS outlines re-entry plans	Y
		EBP groups provided by certified staff	Y			Providing safe transport of youth to treatment and/or detention	Y
7	Provide training	Employees receive initial 6 weeks of Core	Y	8	Provide automated Policies and Procedures	Provide automated written directives on internet.	Y
		Employees receive training required by STC and Social Services (e.g., CCR, Placement, JSORRAT, SARATSO, supervisor, weapons	Y			Supervisor assigned Lexipol generates written directives	N
		Officers complete certifications and qualifications annually	Y			Procedures are simple, thoughtful, in compliance with law	Y
		Each staff to attend implicit bias training	Y			Change CMS system through County IT	Y
		Ensure employees have safety gear for training (PC 832) and add Taser for nonlethal defense	Y			Provide training for effected staff	Y
9	Prevention and Community Education	Mono County Health and Safety Fairs		10	Probation School Resource Officer	Provide law related education	
		Fourth of July information Booth				Immediate truancy response	
		Presence during community events such as Bluezapoola				Teen Court Development	
		Community Advisory Board for CCP				Additional presence at school events	

PUBLIC HEALTH

10 Essential Public Health Services

		Mandated?	
1	Monitor Health	Conduct community health needs assessments	Y
		Determine health service needs and gaps in care	Y
		Identify social and environmental threats to the health of the community	Y
		Identify community assets and resources	Y

		Mandated?	
2	Diagnose & Investigate	Provide access to Public Health Labs	Y
		Infectious disease surveillance, investigation, and response to outbreaks	Y
		Plan for and respond to public health emergencies	Y
		Investigate foodborne outbreaks	Y

3	Inform, Educate, Empower	Provide health promotion activities including flu clinics and smoking cessation support.	Y
		Collaborate on health education efforts with schools and local agencies	Y
		Send MonoGrams to inform the community about seasonal and ongoing public health issues	Y
		Provide accessible, bilingual, health information and resources via multiple media outlets	Y

4	Mobilize Community Partnerships	Build coalitions to bring together resources from the whole community	Y
		Health improvement planning efforts, programs, and projects	Y
		Convene partners to develop a community health improvement plan	Y
		Develop MOUs with other organizations to improve continuity of care	Y

5	Develop Policies	Develop and track measurable objectives	Y
		Foster leadership at all levels	Y
		Develop policies and ordinances to improve public health	Y
		Advocate for legislation that supports public health and funding	Y

6	Enforce Laws	Enforce sanitation codes	Y
		Protect drinking water supplies	Y
		Conduct timely inspections and response to complaints	Y
		Follow up on hazardous environmental exposures	Y

7	Link to Services	Provide outreach and education for special populations	Y
		Provide culturally appropriate communication and materials	Y
		Refer and provide warm-hand offs to health & human services	Y
		Distribute mass quantities of antibiotics or vaccines in the event of an outbreak or bioterrorism related attack	Y

8	Assure Competent Workforce	Provide education, training, and evaluation	Y
		Provide monetary support and efficient procedures for license renewal	Y
		Provide public health nursing internships and training programs	Y
		Test emergency response plan during a mock event to evaluate performance.	Y

9	Evaluate	Evaluate effectiveness of public health programs and services	Y
		Allocate resources and reshape programs or organizational structure	Y
		Monitor trends in disease rates to assess effectiveness of disease prevention activities	Y
		Monitor trends in risk behaviors to assess effectiveness of health promotion activities	Y

Research	Utilize best practices to guide work	Y
	Link with institutions of higher learning	Y
	Monitor rapidly changing disease prevention and health promotion research	Y
	Revise practices in order to remain current with recommended practices resulting from evidence based work	Y

PUBLIC WORKS

Core Services

		Mandated?	
1	Transportation Services	providing adequate road systems for transportation throughout the County	y
		utilizing available funding to maintain and improve transportation systems	y
		planning projects to maintain and enhance transportation systems	y
		removing snow from county road system	y

		Mandated?	
2	County Facilities	providing office and technical buildings for County services to be provided	y
		ensure energy efficiency of county buildings	N
		ensure access for all public to county buildings	y
		provide for the future of county building needs	N

3	Solid Waste Management	Provide environmentally sustainable facilities for the disposal of solid waste generated within the County	y
		provide recycling and diversion programs to meet regulatory mandates	y
		plan for the next generation of solid waste infrastructure	y
		coordinate with local jurisdictions to achieve a regional approach to solid waste management	

4	Motor Pool and Fleet	Provide safe and adequate vehicles and equipment to accomplish the mission of all county departments	n
		efficiently maintain and repair County fleet	n
		procure new vehicles and equipment and auction surplus vehicles and equipment	n
		provide a safe and environmentally safe workplace to maintain County fleet	y

5	Cemeteries	Maintain and manage 3 public cemeteries	n
		ensuring cemeteries are managed for current and future use	n

6	Campgrounds	providing campground for public use and enjoyment	n
		ensuring campground is maintained	n
		ensuring campground is safe with limited environmental impacts	n

7	Community Facilities	Providing safe and comfortable facilities for community use	n
		Managing and maintaining community facilities	n
		Developing and renovating existing facilities	n
		planning the future of community facilities	n

8	Community Support	Road Closures for special events	n
		General Support for Special Events	n
		Emergency Response to Community needs	n
		Responding to road issues and community requests	n

COUNTY ADMINISTRATION

Core Services

		Mandated?	
1	ADMINISTRATION	Plan, Monitor, & Oversee County Operations	N
		Formulate Short & Long Range Plans & Budgets	N
		Supervise County Departments & Related Government Entities	N
		Develop County Culture	N

		Mandated?	
2	BOARD OF SUPERVISORS	Ensure Policy Implementation	N
		Monitor & Recommend Programs, Services, & Budgets	N
		Report & Advise on Current Events & Relevant Issues	N
		Prepare & coordinate Board agendas	N

3	PERSONNEL ADMINISTRATION	Conduct Employee Bargaining Unit Negotiations	Y
		Recruiting, Testing, & Selection	N
		Maintain Personnel Files & Allocation List	Y
		Investigate & Advise on Disiplinary Action & Litigation	N

4	EMPLOYEE SERVICES	Administration of benefits for employees & retirees	N
		Orientation & ongoing provision of employee services	N
		Act as liason between parties	N

5	SAFETY	Safety Program Coordination	Y
		Hazard & Accident Reporting	Y
		Corrective Action	Y
		Loss Prevention	N

6	CONTRACT REVIEW	Insurance Procurement	N
		Appropriate Policy Types & Limits	N
		Insurance & Risk Transfer	N
		Indemnification	N

7	WORKER'S COMPENSATION	Claims Management & Oversight	Y
		Accommodations/Early Return to Work	Y
		Claim Closures	Y
		Recommendations to Departments for Improved Outcomes	N

8	GENERAL LIABILITY	Claims Management & Oversight	Y
		Litigation	Y
		Settlement	Y
		Prevention/Corrective	Y

9	TRINDEL & CSAC EIA BOARD	Cost Effective Policy Structures	Y
		Uncovered Losses	Y
		Policy Improvements	Y
		Pooling and SIR	Y

10	LEADERSHIP & TRAINING	Development of Next Generation	N
		Improve Current Leadership	N
		Countywide Safety	Y
		Liability, Training, & Loss Prevention	Y

SHERIFF

Core Services

		Mandated?	
1	Law Enforcement	Preserve the peace (GC 26600)	Y
		Make arrests (GC 26601)	Y
		Investigate crimes (GS 26602)	Y
		Patrol	N

		Mandated?	
2	Law Enforcement	Civil processes (GC 26607, 26608, 26609)	Y
		Court Bailiff (GC 26611)	Y
		Search and Rescue (GC 26614)	Y
		Coroner Functions (GC 27460)	Y

3	Jail	House inmates pending court appearance (GC 26605)	Y
		House convicted misdemeanants (GC 26605)	Y
		House certain convicted felons (AB 109)	Y
		Provide programming to inmates	Y

4	Emergency Services	County Director of Emergency Services (MCC 2.60.090)	Y
		9-1-1 Public Safety Answering Point / Dispatch	Y
		Code Red / IPAWS coordinator	N

5	Essential Services	Boating patrol	N
		OHV Patrol	N
		School Resource Officer	N
		Inmate workers	N

6	Essential Services	CCW Permits	Y
		Explosives Permits	Y

SOCIAL SERVICES

Core Services

		Mandated?				Mandated?	
1	Child Welfare Services	Child Protective Services (CPS) - emergency response, investigation	Y	2	Adult Services	Adult Protective Services (APS) - emergency response, investigation	Y
		Resource Family Approval; Family Reunification; Adoptions	Y			Information and Referral, Case Management	Y
		Case Management; WRAParound Program for at-risk children/families	Y			Probate Conservator Referrals	Y
		Child Abuse Prevention program administration (CAPIT; CBCAP; PSSF); County Children's Trust Fund	Y			Cross report allegations & coordination	Y
3	In-Home Supportive Services (IHSS)	Social Worker Assessments and Reassessments	Y	4	Probate Conservatorships	Conservatorship referrals and investigations	N
		Quality Assurance	Y			Inventory & Appraisal; Placement; Ongoing Case Management	N
		Case Management, Information and Payrolling System (CMIPS)	Y			Estate administration services; Representative Payee	N
		Non-profit consortium/Provider relations	Y			Training and Certification by California PA PG PC Association	N
5	Health Coverage	Medi-Cal Eligibility & Enrollment	Y	6	Financial Assistance & Case Management	CalWorks Eligibility & Case Management	Y
		Covered California Enrollment	Y			General Assistance/General Relief	Y
		County Medical Services Program	Y			Emergency Assistance	Y
		Managed Care transition support	Y			Homelessness Prevention Programs: HDAP and HA	N
7	Food Assistance	CalFresh Eligibility & Enrollment	Y	8	Workforce Services	Welfare to Work	Y
		Food Pantry operations	Y			Workforce Innovation and Opportunity Act (WIOA) Program: On-the-Job-Training	N
		CalFresh Expansion to SSI	Y			Employment Services; Resource Room	Y
		Fraud monitoring	Y			Expanded Subsidized Employment	N
9	Senior Services	Antelope Valley Senior Center operations; Tri-Valley operations	N	10	Disaster Services	Countywide Emergency Shelter Operations & Disaster Response	Y
		Nutrition Programs (congregate and home-delivered meals)	N			Red Cross Coordination and Disaster Action Team (DAT)	Y
		Assisted Transportation	N			Recruitment, training & implementation - residents & staff	Y
		Senior activities; Information & Assistance; <i>Healthy Ideas</i> depression prevention program	N			Inter-agency coordination & planning	Y
11	Administration and Support	Policy direction; leadership activities in County Welfare Director's Assoc.	Y				
		Financial planning and accounting	Y				
		Staff Development; new staff orientation and on-boarding	Y				
		Special projects and initiatives	Y				



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OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: CAO

TIME REQUIRED 5 minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

Robert C. Lawton, CAO

SUBJECT A Resolution of the Mono County Board of Supervisors Adopting a Revised Salary Matrix Applicable to At-Will Employee and Elected Department Heads to add Two Positions, Reclassify One Position, and Change the Title of One Position, and Superseding and Replacing R22-45

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

A Resolution of the Mono County Board of Supervisors Adopting a Revised Salary Matrix Applicable to At-Will Employee and Elected Department Heads to add Two Positions, Reclassify One Position, and Change the Title of One Position, and Superseding and Replacing R22-45

RECOMMENDED ACTION:

Adopt proposed resolution. Provide any desired direction to staff.

FISCAL IMPACT:

None.

CONTACT NAME: John Craig, Assistant CAO

PHONE/EMAIL: 760-932-5414 / jcraig@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Resolution](#)

[Exhibit A - Salary Matrix](#)

History

Time	Who	Approval
9/8/2022 2:54 PM	County Counsel	Yes
9/8/2022 7:26 AM	Finance	Yes
9/9/2022 4:09 PM	County Administrative Office	Yes



R22-__

A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS ADOPTING A REVISED SALARY MATRIX APPLICABLE TO AT-WILL EMPLOYEE AND ELECTED DEPARTMENT HEADS TO ADD TWO POSITIONS, RECLASSIFY ONE POSITION, AND CHANGE THE TITLE OF ONE POSITION, AND SUPERSEDING AND REPLACING R22-45

WHEREAS, on June 15, 2021, the Board of Supervisors adopted Resolution R21-45 implementing a salary matrix applicable to the County's at-will and elected management level positions based on a management compensation analysis prepared by Ralph Anderson & Associates (the "At-Will Salary Matrix"); and

WHEREAS, since adoption of R21-45, on May 3, 2022, the Board of Supervisors adopted Resolution R22-45 amending the adopted salary matrix; and

WHEREAS, since adoption of R22-45, the County has met and conferred with the Mono County Public Employees (MCPE) bargaining unit regarding the creation of two at-will positions within the County Administrative Office and the Social Services Department; and

WHEREAS, the County wishes to reclassify the Road Superintendent position and change the position to Road Operations and Fleet Superintendent ; and

WHEREAS, the County wishes to retile the Eastern Sierra Sustainable Recreation Coordinator position to Outdoor Recreation Manager; and

WHEREAS, the Board now wishes to update the At-Will Salary Matrix to include those two additional positions, the reclassification of the one, and retitling of the one, to establish salaries therefor;

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES that:

SECTION ONE: The salary matrix attached hereto as Exhibit A and incorporated by this reference is hereby adopted and shall be implemented as to all positions included therein, effective September 13, 2022.

SECTION TWO: This Resolution shall supersede and replace in its entirety Resolution R22-45, which shall be of no further force and effect.

PASSED, APPROVED and ADOPTED this 13th day of September, 2022, by the following vote, to wit:

1 **AYES:**

2 **NOES:**

3 **ABSENT:**

4 **ABSTAIN:**

Bob Gardner, Chair
Mono County Board of Supervisors

7
8 **ATTEST:**

APPROVED AS TO FORM:

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10 _____
Clerk of the Board

County Counsel

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EXHIBIT A

**Mono County
Salary Matrix
5% between ranges; 5% between steps**

Class Title	Range #	Period	Step A	Step B	Step C	Step D	Step E
	1	Hourly	\$ 25.38	\$ 26.65	\$ 27.98	\$ 29.38	\$ 30.85
		Bi-weekly	\$ 2,031	\$ 2,132	\$ 2,239	\$ 2,351	\$ 2,468
		Monthly	\$ 4,399	\$ 4,619	\$ 4,850	\$ 5,093	\$ 5,348
		Annual	\$ 52,794	\$ 55,433	\$ 58,205	\$ 61,115	\$ 64,171
HR Specialist	2	Hourly	\$ 26.65	\$ 27.98	\$ 29.38	\$ 30.85	\$ 32.39
		Bi-weekly	\$ 2,132	\$ 2,239	\$ 2,351	\$ 2,468	\$ 2,592
		Monthly	\$ 4,619	\$ 4,850	\$ 5,093	\$ 5,348	\$ 5,615
		Annual	\$ 55,433	\$ 58,205	\$ 61,115	\$ 64,171	\$ 67,379
	3	Hourly	\$ 27.98	\$ 29.38	\$ 30.85	\$ 32.39	\$ 34.01
		Bi-weekly	\$ 2,239	\$ 2,351	\$ 2,468	\$ 2,592	\$ 2,721
		Monthly	\$ 4,850	\$ 5,093	\$ 5,348	\$ 5,615	\$ 5,896
		Annual	\$ 58,205	\$ 61,115	\$ 64,171	\$ 67,379	\$ 70,748
DA Operations and Program Supervisor	4	Hourly	\$ 29.38	\$ 30.85	\$ 32.39	\$ 34.01	\$ 35.71
		Bi-weekly	\$ 2,351	\$ 2,468	\$ 2,592	\$ 2,721	\$ 2,857
		Monthly	\$ 5,093	\$ 5,348	\$ 5,615	\$ 5,896	\$ 6,190
		Annual	\$ 61,115	\$ 64,171	\$ 67,379	\$ 70,748	\$ 74,286
HR Generalist	5	Hourly	\$ 30.85	\$ 32.39	\$ 34.01	\$ 35.71	\$ 37.50
		Bi-weekly	\$ 2,468	\$ 2,592	\$ 2,721	\$ 2,857	\$ 3,000
		Monthly	\$ 5,348	\$ 5,615	\$ 5,896	\$ 6,190	\$ 6,500
		Annual	\$ 64,171	\$ 67,379	\$ 70,748	\$ 74,286	\$ 78,000
Director of Animal Services	6	Hourly	\$ 32.39	\$ 34.01	\$ 35.71	\$ 37.50	\$ 39.38
		Bi-weekly	\$ 2,592	\$ 2,721	\$ 2,857	\$ 3,000	\$ 3,150
		Monthly	\$ 5,615	\$ 5,896	\$ 6,190	\$ 6,500	\$ 6,825
		Annual	\$ 67,379	\$ 70,748	\$ 74,286	\$ 78,000	\$ 81,900
	7	Hourly	\$ 34.01	\$ 35.71	\$ 37.50	\$ 39.38	\$ 41.34
		Bi-weekly	\$ 2,721	\$ 2,857	\$ 3,000	\$ 3,150	\$ 3,308
		Monthly	\$ 5,896	\$ 6,190	\$ 6,500	\$ 6,825	\$ 7,166
		Annual	\$ 70,748	\$ 74,286	\$ 78,000	\$ 81,900	\$ 85,995
	8	Hourly	\$ 35.71	\$ 37.50	\$ 39.38	\$ 41.34	\$ 43.41
		Bi-weekly	\$ 2,857	\$ 3,000	\$ 3,150	\$ 3,308	\$ 3,473
		Monthly	\$ 6,190	\$ 6,500	\$ 6,825	\$ 7,166	\$ 7,525
		Annual	\$ 74,286	\$ 78,000	\$ 81,900	\$ 85,995	\$ 90,295
Assistant to the CAO Public Works Project Manager Solid Waste Superintendent Outdoor Recreation Manager	9	Hourly	\$ 37.50	\$ 39.38	\$ 41.34	\$ 43.41	\$ 45.58
		Bi-weekly	\$ 3,000	\$ 3,150	\$ 3,308	\$ 3,473	\$ 3,647
		Monthly	\$ 6,500	\$ 6,825	\$ 7,166	\$ 7,525	\$ 7,901
		Annual	\$ 78,000	\$ 81,900	\$ 85,995	\$ 90,295	\$ 94,809
Assistant Clerk / Recorder	10	Hourly	\$ 39.38	\$ 41.34	\$ 43.41	\$ 45.58	\$ 47.86
		Bi-weekly	\$ 3,150	\$ 3,308	\$ 3,473	\$ 3,647	\$ 3,829
		Monthly	\$ 6,825	\$ 7,166	\$ 7,525	\$ 7,901	\$ 8,296
		Annual	\$ 81,900	\$ 85,995	\$ 90,295	\$ 94,809	\$ 99,550
Deputy County Counsel I District Attorney Investigator II Parks and Facilities Superintendent	11	Hourly	\$ 41.34	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.25
		Bi-weekly	\$ 3,308	\$ 3,473	\$ 3,647	\$ 3,829	\$ 4,020
		Monthly	\$ 7,166	\$ 7,525	\$ 7,901	\$ 8,296	\$ 8,711
		Annual	\$ 85,995	\$ 90,295	\$ 94,809	\$ 99,550	\$ 104,527
Risk Manager Economic Development Manager	12	Hourly	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.25	\$ 52.77
		Bi-weekly	\$ 3,473	\$ 3,647	\$ 3,829	\$ 4,020	\$ 4,221
		Monthly	\$ 7,525	\$ 7,901	\$ 8,296	\$ 8,711	\$ 9,146
		Annual	\$ 90,295	\$ 94,809	\$ 99,550	\$ 104,527	\$ 109,754
Assistant Assessor Deputy County Counsel II	13	Hourly	\$ 45.58	\$ 47.86	\$ 50.25	\$ 52.77	\$ 55.40
		Bi-weekly	\$ 3,647	\$ 3,829	\$ 4,020	\$ 4,221	\$ 4,432

Mono County
Salary Matrix
5% between ranges; 5% between steps

Class Title	Range #	Period	Step A	Step B	Step C	Step D	Step E
Environmental Health Manager		Monthly	\$ 7,901	\$ 8,296	\$ 8,711	\$ 9,146	\$ 9,603
		Annual	\$ 94,809	\$ 99,550	\$ 104,527	\$ 109,754	\$ 115,242
County Clerk / Recorder							
Assistant Director of Finance	14	Hourly	\$ 47.86	\$ 50.25	\$ 52.77	\$ 55.40	\$ 58.18
Housing Coordinator		Bi-weekly	\$ 3,829	\$ 4,020	\$ 4,221	\$ 4,432	\$ 4,654
Roads Operations and Fleet Superintendent		Monthly	\$ 8,296	\$ 8,711	\$ 9,146	\$ 9,603	\$ 10,084
Child and Adult Services Manager		Annual	\$ 99,550	\$ 104,527	\$ 109,754	\$ 115,242	\$ 121,004
Deputy County Counsel III	15	Hourly	\$ 50.25	\$ 52.77	\$ 55.40	\$ 58.18	\$ 61.08
Deputy District Attorney III		Bi-weekly	\$ 4,020	\$ 4,221	\$ 4,432	\$ 4,654	\$ 4,887
District Attorney Chief Investigator		Monthly	\$ 8,711	\$ 9,146	\$ 9,603	\$ 10,084	\$ 10,588
County Engineer		Annual	\$ 104,527	\$ 109,754	\$ 115,242	\$ 121,004	\$ 127,054
County Assessor	16	Hourly	\$ 52.77	\$ 55.40	\$ 58.18	\$ 61.08	\$ 64.14
Director of Human Resources		Bi-weekly	\$ 4,221	\$ 4,432	\$ 4,654	\$ 4,887	\$ 5,131
Director of Economic Development		Monthly	\$ 9,146	\$ 9,603	\$ 10,084	\$ 10,588	\$ 11,117
		Annual	\$ 109,754	\$ 115,242	\$ 121,004	\$ 127,054	\$ 133,406
Chief of Emergency Medical Services	17	Hourly	\$ 55.40	\$ 58.18	\$ 61.08	\$ 64.14	\$ 67.34
Budget Officer		Bi-weekly	\$ 4,432	\$ 4,654	\$ 4,887	\$ 5,131	\$ 5,388
		Monthly	\$ 9,603	\$ 10,084	\$ 10,588	\$ 11,117	\$ 11,673
		Annual	\$ 115,242	\$ 121,004	\$ 127,054	\$ 133,406	\$ 140,077
Assistant County Counsel	18	Hourly	\$ 58.18	\$ 61.08	\$ 64.14	\$ 67.34	\$ 70.71
Assistant District Attorney		Bi-weekly	\$ 4,654	\$ 4,887	\$ 5,131	\$ 5,388	\$ 5,657
Director of Behavioral Health		Monthly	\$ 10,084	\$ 10,588	\$ 11,117	\$ 11,673	\$ 12,257
Director of Community Development		Annual	\$ 121,004	\$ 127,054	\$ 133,406	\$ 140,077	\$ 147,081
Director of Public Health							
Director of Social Services							
Chief Probation Officer	19	Hourly	\$ 61.08	\$ 64.14	\$ 67.34	\$ 70.71	\$ 74.25
Undersheriff		Bi-weekly	\$ 4,887	\$ 5,131	\$ 5,388	\$ 5,657	\$ 5,940
		Monthly	\$ 10,588	\$ 11,117	\$ 11,673	\$ 12,257	\$ 12,870
		Annual	\$ 127,054	\$ 133,406	\$ 140,077	\$ 147,081	\$ 154,435
Director of Public Works / Road Operations	20	Hourly	\$ 64.14	\$ 67.34	\$ 70.71	\$ 74.25	\$ 77.96
		Bi-weekly	\$ 5,131	\$ 5,388	\$ 5,657	\$ 5,940	\$ 6,237
		Monthly	\$ 11,117	\$ 11,673	\$ 12,257	\$ 12,870	\$ 13,513
		Annual	\$ 133,406	\$ 140,077	\$ 147,081	\$ 154,435	\$ 162,156
Assistant County Administrative Officer	21	Hourly	\$ 67.34	\$ 70.71	\$ 74.25	\$ 77.96	\$ 81.86
District Attorney		Bi-weekly	\$ 5,388	\$ 5,657	\$ 5,940	\$ 6,237	\$ 6,549
Director of Finance		Monthly	\$ 11,673	\$ 12,257	\$ 12,870	\$ 13,513	\$ 14,189
Director of Information Technology		Annual	\$ 140,077	\$ 147,081	\$ 154,435	\$ 162,156	\$ 170,264
Sheriff-Coroner							
	22	Hourly	\$ 70.71	\$ 74.25	\$ 77.96	\$ 81.86	\$ 85.95
		Bi-weekly	\$ 5,657	\$ 5,940	\$ 6,237	\$ 6,549	\$ 6,876
		Monthly	\$ 12,257	\$ 12,870	\$ 13,513	\$ 14,189	\$ 14,898
		Annual	\$ 147,081	\$ 154,435	\$ 162,156	\$ 170,264	\$ 178,777
	23	Hourly	\$ 74.25	\$ 77.96	\$ 81.86	\$ 85.95	\$ 90.25
		Bi-weekly	\$ 5,940	\$ 6,237	\$ 6,549	\$ 6,876	\$ 7,220
		Monthly	\$ 12,870	\$ 13,513	\$ 14,189	\$ 14,898	\$ 15,643
		Annual	\$ 154,435	\$ 162,156	\$ 170,264	\$ 178,777	\$ 187,716
	24	Hourly	\$ 77.96	\$ 81.86	\$ 85.95	\$ 90.25	\$ 94.76
		Bi-weekly	\$ 6,237	\$ 6,549	\$ 6,876	\$ 7,220	\$ 7,581
		Monthly	\$ 13,513	\$ 14,189	\$ 14,898	\$ 15,643	\$ 16,425
		Annual	\$ 162,156	\$ 170,264	\$ 178,777	\$ 187,716	\$ 197,102
County Administrative Officer	25	Hourly	\$ 81.86	\$ 85.95	\$ 90.25	\$ 94.76	\$ 99.50
County Counsel		Bi-weekly	\$ 6,549	\$ 6,876	\$ 7,220	\$ 7,581	\$ 7,960
		Monthly	\$ 14,189	\$ 14,898	\$ 15,643	\$ 16,425	\$ 17,246
		Annual	\$ 170,264	\$ 178,777	\$ 187,716	\$ 197,102	\$ 206,957

Mono County
Salary Matrix
5% between ranges; 5% between steps

Class Title	Range #	Period	Step A	Step B	Step C	Step D	Step E
	26	Hourly	\$ 85.95	\$ 90.25	\$ 94.76	\$ 99.50	\$ 104.47
		Bi-weekly	\$ 6,876	\$ 7,220	\$ 7,581	\$ 7,960	\$ 8,358
		Monthly	\$ 14,898	\$ 15,643	\$ 16,425	\$ 17,246	\$ 18,109
		Annual	\$ 178,777	\$ 187,716	\$ 197,102	\$ 206,957	\$ 217,305
Public Health Officer	27	Hourly	\$ 90.25	\$ 94.76	\$ 99.50	\$ 104.47	\$ 109.70
		Bi-weekly	\$ 7,220	\$ 7,581	\$ 7,960	\$ 8,358	\$ 8,776
		Monthly	\$ 15,643	\$ 16,425	\$ 17,246	\$ 18,109	\$ 19,014
		Annual	\$ 187,716	\$ 197,102	\$ 206,957	\$ 217,305	\$ 228,170
	28	Hourly	\$ 94.76	\$ 99.50	\$ 104.47	\$ 109.70	\$ 115.18
		Bi-weekly	\$ 7,581	\$ 7,960	\$ 8,358	\$ 8,776	\$ 9,215
		Monthly	\$ 16,425	\$ 17,246	\$ 18,109	\$ 19,014	\$ 19,965
		Annual	\$ 197,102	\$ 206,957	\$ 217,305	\$ 228,170	\$ 239,579
	29	Hourly	\$ 99.50	\$ 104.47	\$ 109.70	\$ 115.18	\$ 120.94
		Bi-weekly	\$ 7,960	\$ 8,358	\$ 8,776	\$ 9,215	\$ 9,675
		Monthly	\$ 17,246	\$ 18,109	\$ 19,014	\$ 19,965	\$ 20,963
		Annual	\$ 206,957	\$ 217,305	\$ 228,170	\$ 239,579	\$ 251,558
	30	Hourly	\$ 104.47	\$ 109.70	\$ 115.18	\$ 120.94	\$ 126.99
		Bi-weekly	\$ 8,358	\$ 8,776	\$ 9,215	\$ 9,675	\$ 10,159
		Monthly	\$ 18,109	\$ 19,014	\$ 19,965	\$ 20,963	\$ 22,011
		Annual	\$ 217,305	\$ 228,170	\$ 239,579	\$ 251,558	\$ 264,136

EXHIBIT A

**Mono County
Salary Matrix
5% between ranges; 5% between steps**

Class Title	Range #	Period	Step A	Step B	Step C	Step D	Step E
	1	Hourly	\$ 25.38	\$ 26.65	\$ 27.98	\$ 29.38	\$ 30.85
		Bi-weekly	\$ 2,031	\$ 2,132	\$ 2,239	\$ 2,351	\$ 2,468
		Monthly	\$ 4,399	\$ 4,619	\$ 4,850	\$ 5,093	\$ 5,348
		Annual	\$ 52,794	\$ 55,433	\$ 58,205	\$ 61,115	\$ 64,171
HR Specialist	2	Hourly	\$ 26.65	\$ 27.98	\$ 29.38	\$ 30.85	\$ 32.39
		Bi-weekly	\$ 2,132	\$ 2,239	\$ 2,351	\$ 2,468	\$ 2,592
		Monthly	\$ 4,619	\$ 4,850	\$ 5,093	\$ 5,348	\$ 5,615
		Annual	\$ 55,433	\$ 58,205	\$ 61,115	\$ 64,171	\$ 67,379
	3	Hourly	\$ 27.98	\$ 29.38	\$ 30.85	\$ 32.39	\$ 34.01
		Bi-weekly	\$ 2,239	\$ 2,351	\$ 2,468	\$ 2,592	\$ 2,721
		Monthly	\$ 4,850	\$ 5,093	\$ 5,348	\$ 5,615	\$ 5,896
		Annual	\$ 58,205	\$ 61,115	\$ 64,171	\$ 67,379	\$ 70,748
DA Operations and Program Supervisor	4	Hourly	\$ 29.38	\$ 30.85	\$ 32.39	\$ 34.01	\$ 35.71
		Bi-weekly	\$ 2,351	\$ 2,468	\$ 2,592	\$ 2,721	\$ 2,857
		Monthly	\$ 5,093	\$ 5,348	\$ 5,615	\$ 5,896	\$ 6,190
		Annual	\$ 61,115	\$ 64,171	\$ 67,379	\$ 70,748	\$ 74,286
HR Generalist	5	Hourly	\$ 30.85	\$ 32.39	\$ 34.01	\$ 35.71	\$ 37.50
		Bi-weekly	\$ 2,468	\$ 2,592	\$ 2,721	\$ 2,857	\$ 3,000
		Monthly	\$ 5,348	\$ 5,615	\$ 5,896	\$ 6,190	\$ 6,500
		Annual	\$ 64,171	\$ 67,379	\$ 70,748	\$ 74,286	\$ 78,000
Director of Animal Services	6	Hourly	\$ 32.39	\$ 34.01	\$ 35.71	\$ 37.50	\$ 39.38
		Bi-weekly	\$ 2,592	\$ 2,721	\$ 2,857	\$ 3,000	\$ 3,150
		Monthly	\$ 5,615	\$ 5,896	\$ 6,190	\$ 6,500	\$ 6,825
		Annual	\$ 67,379	\$ 70,748	\$ 74,286	\$ 78,000	\$ 81,900
	7	Hourly	\$ 34.01	\$ 35.71	\$ 37.50	\$ 39.38	\$ 41.34
		Bi-weekly	\$ 2,721	\$ 2,857	\$ 3,000	\$ 3,150	\$ 3,308
		Monthly	\$ 5,896	\$ 6,190	\$ 6,500	\$ 6,825	\$ 7,166
		Annual	\$ 70,748	\$ 74,286	\$ 78,000	\$ 81,900	\$ 85,995
	8	Hourly	\$ 35.71	\$ 37.50	\$ 39.38	\$ 41.34	\$ 43.41
		Bi-weekly	\$ 2,857	\$ 3,000	\$ 3,150	\$ 3,308	\$ 3,473
		Monthly	\$ 6,190	\$ 6,500	\$ 6,825	\$ 7,166	\$ 7,525
		Annual	\$ 74,286	\$ 78,000	\$ 81,900	\$ 85,995	\$ 90,295
Assistant to the CAO	9	Hourly	\$ 37.50	\$ 39.38	\$ 41.34	\$ 43.41	\$ 45.58
Public Works Project Manager		Bi-weekly	\$ 3,000	\$ 3,150	\$ 3,308	\$ 3,473	\$ 3,647
Solid Waste Superintendent		Monthly	\$ 6,500	\$ 6,825	\$ 7,166	\$ 7,525	\$ 7,901
Outdoor Recreation Manager (title change)		Annual	\$ 78,000	\$ 81,900	\$ 85,995	\$ 90,295	\$ 94,809
Assistant Clerk / Recorder	10	Hourly	\$ 39.38	\$ 41.34	\$ 43.41	\$ 45.58	\$ 47.86
		Bi-weekly	\$ 3,150	\$ 3,308	\$ 3,473	\$ 3,647	\$ 3,829
		Monthly	\$ 6,825	\$ 7,166	\$ 7,525	\$ 7,901	\$ 8,296
		Annual	\$ 81,900	\$ 85,995	\$ 90,295	\$ 94,809	\$ 99,550
Deputy County Counsel I	11	Hourly	\$ 41.34	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.25
District Attorney Investigator II		Bi-weekly	\$ 3,308	\$ 3,473	\$ 3,647	\$ 3,829	\$ 4,020
Road Superintendent (title and job change)		Monthly	\$ 7,166	\$ 7,525	\$ 7,901	\$ 8,296	\$ 8,711
Parks and Facilities Superintendent		Annual	\$ 85,995	\$ 90,295	\$ 94,809	\$ 99,550	\$ 104,527
Risk Manager	12	Hourly	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.25	\$ 52.77
Economic Development Manager		Bi-weekly	\$ 3,473	\$ 3,647	\$ 3,829	\$ 4,020	\$ 4,221
		Monthly	\$ 7,525	\$ 7,901	\$ 8,296	\$ 8,711	\$ 9,146
		Annual	\$ 90,295	\$ 94,809	\$ 99,550	\$ 104,527	\$ 109,754
Assistant Assessor	13	Hourly	\$ 45.58	\$ 47.86	\$ 50.25	\$ 52.77	\$ 55.40
Deputy County Counsel II		Bi-weekly	\$ 3,647	\$ 3,829	\$ 4,020	\$ 4,221	\$ 4,432

Mono County
Salary Matrix
5% between ranges; 5% between steps

Class Title	Range #	Period	Step A	Step B	Step C	Step D	Step E
Environmental Health Manager		Monthly	\$ 7,901	\$ 8,296	\$ 8,711	\$ 9,146	\$ 9,603
		Annual	\$ 94,809	\$ 99,550	\$ 104,527	\$ 109,754	\$ 115,242
County Clerk / Recorder	14	Hourly	\$ 47.86	\$ 50.25	\$ 52.77	\$ 55.40	\$ 58.18
Assistant Director of Finance		Bi-weekly	\$ 3,829	\$ 4,020	\$ 4,221	\$ 4,432	\$ 4,654
Housing Coordinator		Monthly	\$ 8,296	\$ 8,711	\$ 9,146	\$ 9,603	\$ 10,084
Road Operations and Fleet Superintendent Child and Adult Services Manager (new...)		Annual	\$ 99,550	\$ 104,527	\$ 109,754	\$ 115,242	\$ 121,004
Deputy County Counsel III	15	Hourly	\$ 50.25	\$ 52.77	\$ 55.40	\$ 58.18	\$ 61.08
Deputy District Attorney III		Bi-weekly	\$ 4,020	\$ 4,221	\$ 4,432	\$ 4,654	\$ 4,887
District Attorney Chief Investigator		Monthly	\$ 8,711	\$ 9,146	\$ 9,603	\$ 10,084	\$ 10,588
County Engineer		Annual	\$ 104,527	\$ 109,754	\$ 115,242	\$ 121,004	\$ 127,054
County Assessor	16	Hourly	\$ 52.77	\$ 55.40	\$ 58.18	\$ 61.08	\$ 64.14
Director of Human Resources		Bi-weekly	\$ 4,221	\$ 4,432	\$ 4,654	\$ 4,887	\$ 5,131
Director of Economic Development		Monthly	\$ 9,146	\$ 9,603	\$ 10,084	\$ 10,588	\$ 11,117
		Annual	\$ 109,754	\$ 115,242	\$ 121,004	\$ 127,054	\$ 133,406
Chief of Emergency Medical Services	17	Hourly	\$ 55.40	\$ 58.18	\$ 61.08	\$ 64.14	\$ 67.34
Budget Officer (new at-will position)		Bi-weekly	\$ 4,432	\$ 4,654	\$ 4,887	\$ 5,131	\$ 5,388
		Monthly	\$ 9,603	\$ 10,084	\$ 10,588	\$ 11,117	\$ 11,673
		Annual	\$ 115,242	\$ 121,004	\$ 127,054	\$ 133,406	\$ 140,077
Assistant County Counsel	18	Hourly	\$ 58.18	\$ 61.08	\$ 64.14	\$ 67.34	\$ 70.71
Assistant District Attorney		Bi-weekly	\$ 4,654	\$ 4,887	\$ 5,131	\$ 5,388	\$ 5,657
Director of Behavioral Health		Monthly	\$ 10,084	\$ 10,588	\$ 11,117	\$ 11,673	\$ 12,257
Director of Community Development		Annual	\$ 121,004	\$ 127,054	\$ 133,406	\$ 140,077	\$ 147,081
Director of Public Health							
Director of Social Services							
Chief Probation Officer	19	Hourly	\$ 61.08	\$ 64.14	\$ 67.34	\$ 70.71	\$ 74.25
Undersheriff		Bi-weekly	\$ 4,887	\$ 5,131	\$ 5,388	\$ 5,657	\$ 5,940
		Monthly	\$ 10,588	\$ 11,117	\$ 11,673	\$ 12,257	\$ 12,870
		Annual	\$ 127,054	\$ 133,406	\$ 140,077	\$ 147,081	\$ 154,435
Director of Public Works / Road Operations	20	Hourly	\$ 64.14	\$ 67.34	\$ 70.71	\$ 74.25	\$ 77.96
		Bi-weekly	\$ 5,131	\$ 5,388	\$ 5,657	\$ 5,940	\$ 6,237
		Monthly	\$ 11,117	\$ 11,673	\$ 12,257	\$ 12,870	\$ 13,513
		Annual	\$ 133,406	\$ 140,077	\$ 147,081	\$ 154,435	\$ 162,156
Assistant County Administrative Officer	21	Hourly	\$ 67.34	\$ 70.71	\$ 74.25	\$ 77.96	\$ 81.86
District Attorney		Bi-weekly	\$ 5,388	\$ 5,657	\$ 5,940	\$ 6,237	\$ 6,549
Director of Finance		Monthly	\$ 11,673	\$ 12,257	\$ 12,870	\$ 13,513	\$ 14,189
Director of Information Technology		Annual	\$ 140,077	\$ 147,081	\$ 154,435	\$ 162,156	\$ 170,264
Sheriff-Coroner	22	Hourly	\$ 70.71	\$ 74.25	\$ 77.96	\$ 81.86	\$ 85.95
		Bi-weekly	\$ 5,657	\$ 5,940	\$ 6,237	\$ 6,549	\$ 6,876
		Monthly	\$ 12,257	\$ 12,870	\$ 13,513	\$ 14,189	\$ 14,898
		Annual	\$ 147,081	\$ 154,435	\$ 162,156	\$ 170,264	\$ 178,777
	23	Hourly	\$ 74.25	\$ 77.96	\$ 81.86	\$ 85.95	\$ 90.25
		Bi-weekly	\$ 5,940	\$ 6,237	\$ 6,549	\$ 6,876	\$ 7,220
		Monthly	\$ 12,870	\$ 13,513	\$ 14,189	\$ 14,898	\$ 15,643
		Annual	\$ 154,435	\$ 162,156	\$ 170,264	\$ 178,777	\$ 187,716
	24	Hourly	\$ 77.96	\$ 81.86	\$ 85.95	\$ 90.25	\$ 94.76
		Bi-weekly	\$ 6,237	\$ 6,549	\$ 6,876	\$ 7,220	\$ 7,581
		Monthly	\$ 13,513	\$ 14,189	\$ 14,898	\$ 15,643	\$ 16,425
		Annual	\$ 162,156	\$ 170,264	\$ 178,777	\$ 187,716	\$ 197,102
County Administrative Officer	25	Hourly	\$ 81.86	\$ 85.95	\$ 90.25	\$ 94.76	\$ 99.50
County Counsel		Bi-weekly	\$ 6,549	\$ 6,876	\$ 7,220	\$ 7,581	\$ 7,960
		Monthly	\$ 14,189	\$ 14,898	\$ 15,643	\$ 16,425	\$ 17,246
		Annual	\$ 170,264	\$ 178,777	\$ 187,716	\$ 197,102	\$ 206,957

Mono County
Salary Matrix
5% between ranges; 5% between steps

Class Title	Range #	Period	Step A	Step B	Step C	Step D	Step E
	26	Hourly	\$ 85.95	\$ 90.25	\$ 94.76	\$ 99.50	\$ 104.47
		Bi-weekly	\$ 6,876	\$ 7,220	\$ 7,581	\$ 7,960	\$ 8,358
		Monthly	\$ 14,898	\$ 15,643	\$ 16,425	\$ 17,246	\$ 18,109
		Annual	\$ 178,777	\$ 187,716	\$ 197,102	\$ 206,957	\$ 217,305
Public Health Officer	27	Hourly	\$ 90.25	\$ 94.76	\$ 99.50	\$ 104.47	\$ 109.70
		Bi-weekly	\$ 7,220	\$ 7,581	\$ 7,960	\$ 8,358	\$ 8,776
		Monthly	\$ 15,643	\$ 16,425	\$ 17,246	\$ 18,109	\$ 19,014
		Annual	\$ 187,716	\$ 197,102	\$ 206,957	\$ 217,305	\$ 228,170
	28	Hourly	\$ 94.76	\$ 99.50	\$ 104.47	\$ 109.70	\$ 115.18
		Bi-weekly	\$ 7,581	\$ 7,960	\$ 8,358	\$ 8,776	\$ 9,215
		Monthly	\$ 16,425	\$ 17,246	\$ 18,109	\$ 19,014	\$ 19,965
		Annual	\$ 197,102	\$ 206,957	\$ 217,305	\$ 228,170	\$ 239,579
	29	Hourly	\$ 99.50	\$ 104.47	\$ 109.70	\$ 115.18	\$ 120.94
		Bi-weekly	\$ 7,960	\$ 8,358	\$ 8,776	\$ 9,215	\$ 9,675
		Monthly	\$ 17,246	\$ 18,109	\$ 19,014	\$ 19,965	\$ 20,963
		Annual	\$ 206,957	\$ 217,305	\$ 228,170	\$ 239,579	\$ 251,558
	30	Hourly	\$ 104.47	\$ 109.70	\$ 115.18	\$ 120.94	\$ 126.99
		Bi-weekly	\$ 8,358	\$ 8,776	\$ 9,215	\$ 9,675	\$ 10,159
		Monthly	\$ 18,109	\$ 19,014	\$ 19,965	\$ 20,963	\$ 22,011
		Annual	\$ 217,305	\$ 228,170	\$ 239,579	\$ 251,558	\$ 264,136



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: CAO

TIME REQUIRED 10 minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

Robert C. Lawton, County
Administrative Officer

SUBJECT Review and Adoption of Mono
County Governance Documents

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation of proposed new Governance Documents for Mono County

RECOMMENDED ACTION:

Approve adoption of Governance Documents and provide any desired direction to staff.

FISCAL IMPACT:

None.

CONTACT NAME: Cheyenne Stone

PHONE/EMAIL: 760-932-5410 / cstone@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Governance Workshop Memo
Governance Handbook
County Procedural Manual
Governance Self-Assessment

History

Time	Who	Approval
9/8/2022 5:57 PM	County Counsel	Yes

9/8/2022 7:13 AM

Finance

Yes

9/9/2022 4:09 PM

County Administrative Office

Yes



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BOARD OF SUPERVISORS

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Bob Gardner / District 3

VICE CHAIR

Rhonda Duggan / District 2

Stacy Corless / District 5

Jennifer Kreitz / District 1

John Peters / District 4

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Hon. Tim Kendall

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Hon. Ingrid Braun

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BEHAVIORAL HEALTH

Robin Roberts

COMMUNITY DEVELOPMENT

Wendy Sugimura

COUNTY CLERK-RECORDER

Scheereen Dedman

COUNTY COUNSEL

Stacey Simon, Esq.

ECONOMIC DEVELOPMENT

Jeff Simpson

EMERGENCY MEDICAL SERVICES

Chief N. Bryan Bullock

FINANCE

Janet Dutcher
CPA, CGFM, MPA

INFORMATION TECHNOLOGY

To Be Announced

PROBATION

Karin Humiston

PUBLIC HEALTH

Bryan Wheeler

PUBLIC WORKS

Paul Roten

SOCIAL SERVICES

Kathy Peterson

To: Board of Supervisors
From: Robert C. Lawton, CAO
Date: September 13, 2022
Re: Mono County Board of Supervisors Governance Documents

Recommended Action

Discuss and approve the attached draft Mono County Governance Handbook. Give any desired direction to staff.

Discussion

On April 6 – 7, 2022 the Mono County Board of Supervisors, County Administrative Officer and County Counsel participated in a two-day workshop focusing on the characteristics of high performing Boards and to discuss governance practices and review, develop and reconfirm their governance principles, norms, and operating protocols. Babs Kavanaugh, and Davis Campbell, Governance Consultants, facilitated these sessions.

The governance workshop objectives were to create a shared understanding of high-performance governance and to establish consensus on the Mono County Governance Structure. The attached documents provide a summary of the discussions during the governance sessions, the draft of the Mono County Governance Handbook, and a customized Effective Governance Assessment tool.

Babs Kavanaugh

Organizational Development & Planning

bkconsult@comcast.net

DATE:	June 1, 2022
TO:	Mono County Board of Supervisors: Bob Gardner, Jennifer Kreitz, John Peters, Rhonda Duggan, Stacy Corless Mono County Administrative Officer: Robert Lawton Mono County Counsel: Stacy Simon
FROM:	Babs Kavanaugh, Governance Consultant (707) 696-3977 (mobile) bkconsult@comcast.net

Mono County—Governance Workshop

WORKSHOP OVERVIEW

On April 6, 7, 2022 the Mono County Board of Supervisors, County Administrative Officer and County Counsel participated in a two-day workshop focusing on the characteristics of high performing Boards and to discuss governance practices and review, develop and reconfirm their governance principles, norms, and operating protocols. Babs Kavanaugh, and Davis Campbell, Governance Consultants, facilitated these sessions.

The governance workshop objectives were to create a shared understanding of high-performance governance and to establish consensus on the Mono County Governance Structure. This memo provides a summary of the discussions during the governance sessions. Accompanying this memo is the draft of the Mono County Governance Handbook and a customized Effective Governance Assessment tool.

OPENING COMMENTS

Each member provided answers to the questions below. The responses highlight the strengths, note the challenges, and identify future planning priorities for consideration.

Question 1. What Makes our County Unique?

Our County is unique because of:

- Our remoteness, we are a Frontier County! We are very rural and sparsely populated.
- Our landscape is diverse and rich with scenic beauty.
- The engagement of our Board of Supervisors. We are outward facing. Our dedication to professionalism, and our willingness to learn.
- Our adaptability and commitment to live here. This is where we want to be.

Question 1. What Makes our County Unique?

- Diversity of interests, we are dominated by recreation opportunities. We have 13,000 full time residents with 4-5 million annual recreation visitors. How do we meet those disparate needs?
- We have a high percentage of public lands with multiple agencies involved.
- We have unique programs. For instance, our advanced, high quality Emergency Medical Services (EMS).

Question 2. What do you think are the combined strengths of the present Board of Supervisors/Governance Team?

- Engagement and dedication. We come to meetings prepared and committed to keep learning.
- We speak with one voice.
- We have complimentary skill sets.
- Our commitment to strategic planning.
- Civility to one another during discourse, we agree to disagree.
- Engaged with constituents. We are accessible and we listen openly.
- There are no personal agendas.

Question 3. What is an improvement you would suggest for strengthening the governance effectiveness of the Board of Supervisors/Governance Team?

- Maintain the focus on County priorities.
- Continue to clarify roles and responsibilities.
- Improve the organization and efficiency of our board meetings.
- Simplify complexity in our outreach and communication regarding complex issues.

Question 4. What is one thing you identified as the BOS focus for the next 12-18 months?

- Financial resources to support our strategic initiatives.
- Housing.
- Water administration and system reliability.
- Emergency Preparedness/disaster planning.
- Support the Workforce Wellness initiative.

COLLABORATIVE GOVERNANCE CULTURE

The community elects supervisors to set and monitor the direction of the County, and the CAO translates all efforts into action. The Supervisors and CAO participated in an exercise to explore ways to effectively collaborate within their respective roles.

What does the CAO & his staff need from the Supervisors to fulfill his responsibilities?	
<ul style="list-style-type: none"> • Board support for the Strategic Plan. • Agreement on the organizational structure and tools to support the structure. • Be prepared for attrition and be supportive through the changes. • Coherence – staying together. • No surprises. 	What do the Supervisors need from the CAO to fulfill their responsibilities? <ul style="list-style-type: none"> • Confidence we have the tools to support the Strategic Plan. • Continue candid communication with the board and community. • Open – timely communication. Not all solutions are required to support timely communication. • No surprises.

COMMUNITY PERCEPTION: GOVERNANCE JOB, COMMUNITY LEADERSHIP

The governance team participated in an exercise to articulate community expectations (Step 1) and to discuss strategies to strengthen community leadership (Step 2).

This process is used to reflect on how the community perceives the Board of Supervisors, how the Board of Supervisors perceives its own work and what steps the board may take to strengthen its community leadership role and connection to the community.

Step 1: How does the Board of Supervisors want to be perceived by the community?

<ul style="list-style-type: none"> • Lead with integrity • Responsive to our communities • Caring for ALL 	<ul style="list-style-type: none"> • Accessible • Sustainable – future oriented • Effective: fiscally sound and focused on outcomes
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Step 2: Strategies to Improve Effectiveness

<ul style="list-style-type: none"> • Continue proactive outreach to the community. • To schedule regular Strategic Plan updates linked to specific objectives and performance measures • To link the budget to the recently approved areas, e.g., housing and emergency responsiveness.
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PROTOCOLS TO FACILITATE GOVERNANCE LEADERSHIP

The Governance Team reviewed a list of standard operational protocols and identified their top five from the list. Those identified will become a part of the Mono County Governance Handbook.

Protocols
Unity of Purpose – Setting Direction
<ul style="list-style-type: none">• Strategic Planning - Role of the Board of Supervisor
<ul style="list-style-type: none">• Use of Board Discussion Meetings
Roles and Responsibilities
<ul style="list-style-type: none">• Interactions with County Staff
<ul style="list-style-type: none">• Evaluating the County Administrator
Board Operations
<ul style="list-style-type: none">• Board Meeting Agenda Development
<ul style="list-style-type: none">• Public Comment during Board Meetings
<ul style="list-style-type: none">• Electronic Communication Outside Board Meetings
<ul style="list-style-type: none">• Self-Monitoring of Board Effectiveness
<ul style="list-style-type: none">• New Supervisor Orientation
Supervisors in the Community
<ul style="list-style-type: none">• Handling Complaints from the Community

GOVERNANCE SESSION WRAP UP

The Governance Team reflected on the governance sessions.

What was effective

- Working together, talking about concerns and shared interests. Underscored that we see the importance of these open and focused conversations.
- Discussion of delicate topics.
- The exercises and developing protocols to support our governance practices.
- Better understanding of the past as we move forward.

What to improve

- To have more time.
- To continue to foster these frank discussions.



Mono County Board of Supervisors Governance Handbook

Members of the Board of Supervisors 2022

District I – Jennifer Kreitz

District II – Rhonda Duggan

District III – Bob Gardner

District IV – John Peters

District V – Stacy Corless

The Mono County Board of Supervisors Governance Manual was developed in 2022. This manual outlines practices that build and sustain positive Board relationships. It is a living document that is regularly reviewed, and as needed, revised by the Board.

The Handbook is intended to assist Supervisors in carrying out their roles, as well as to provide useful information to prospective supervisors and other interested citizens.

Adopted _____ 2022

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Effective Governance in Mono County

Mono County is governed by the elected Board of Supervisors. Governance is a fundamental function of all public agencies. Governance is the act of transforming the needs and desires of the community into policies that direct the County. The people of Mono place their faith and trust that the Board will carry out its governance responsibilities meeting the highest standards of quality, effectiveness, and transparency. Whether in Board Chambers, out in the community, or at home, Board members are always stewards of the County.

Effective Boards

High performing Boards have four essential characteristics that are the building blocks of effective governance:

1. **Governing with a shared Moral Imperative leading to a Unity of Purpose**

A moral imperative is system wide, strategic and represents a deep commitment of the Supervisors and the County Administrator. It is a unifying force that leads to a Unity of Purpose, strategic goals and success indicators.

2. **Governing within the role as a Board**

Effective boards value and respect their essential roles, reach mutual agreement on the roles of the Board and the County Administrator and strive to operate within them.

3. **Creating a positive governance culture**

Culture is the tone created by the way people in an organization treat each other. Teams have unwritten (implicit) or written (explicit) agreements about how they will behave. These behavioral ground rules (norms) enable teams to build and maintain a positive culture or shift a negative one.

4. **Structuring the work for effective governance**

Effective boards discuss and agree on the formal structure and processes used by the Board, the CAO, and County Department Heads in their functioning as a team; how they operate and do business.

Unity of Purpose

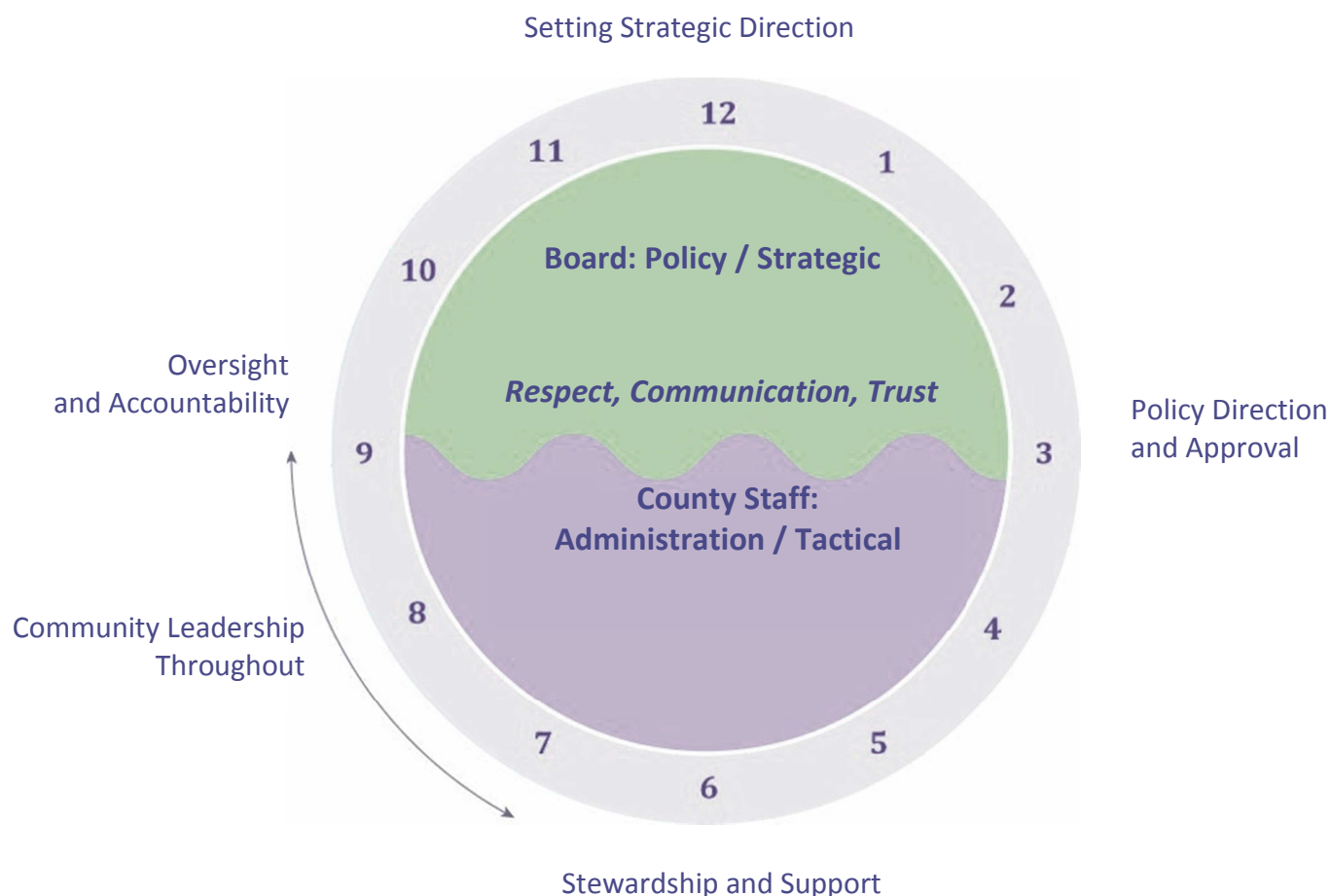
Unity of Purpose is the common focus, mission, values, and goals Supervisors share about the organization and the residents they serve. A unity of purpose is a clear and unambiguous sense of purpose, a moral imperative, that becomes the inspiration behind all board efforts and the lens through

which those efforts are viewed. A unity of purpose helps members transcend their differences to fulfill a greater purpose. A unified board is collaborative, cohesive, committed, and consistent.

In all relationships, dealings and transactions, Board member’s act with integrity, openness, respect and honesty. Through these values the board strives to earn and convey trust. The board retains public trust through efficient and cost-effective stewardship of resources.

Roles & Responsibilities

One of the most important characteristics of an effective Board is its understanding and agreement on Board roles and responsibilities. Generally, governance is about setting policy by defining the “what” of the organization, and administration is focused on the “how” policy gets implemented. If the discussion is focused on long-term outcomes, it tends to be strategic; if it is about short-term objectives or incremental steps, it tends to be administrative. Since the line between policy and administration can vary from topic to topic or issue to issue, it is essential that the CAO and the Board have a clear, mutually agreed upon understanding of how their roles and responsibilities will be defined.



The primary responsibilities of the Mono County Board of Supervisors

<p>Set the strategic direction for the County</p>	<ul style="list-style-type: none"> • Ensure the long-term moral purpose and vision is established for the County. • Identify strategic priorities and goals. • Charge staff with tactical decisions to support strategic direction
<p>Establish the governance structure for the County</p>	<ul style="list-style-type: none"> • Hire the CAO and County Counsel and set policy for the hiring of other personnel. • Establish budget priorities and adopt the County Budget. • Adopt ordinances and policies. • Effectively utilize various committees, and commissions.
<p>Provide support to the County</p>	<p>After establishing the structure, the Board – through its plans and actions – has a responsibility to support the CAO and department heads as they carry out the direction of the Board.</p> <p>This involves.</p> <ul style="list-style-type: none"> • Provide clear and consistent direction. • Support and advocate for programs and policies adopted by the Board. • Provide policy direction that supports programs and aligns resources. • Support staff carrying out the BOS direction. • Hold the Board accountable for high quality governance and adherence to Board protocols and policies.
<p>Ensure accountability</p>	<ul style="list-style-type: none"> • Hold the CAO accountable for achieving the goals set by the Board of Supervisors. • Monitor and assess the effectiveness of policies and programs approved by the Board. • Monitor the fiscal health of the County.
<p>Demonstrate community leadership</p>	<ul style="list-style-type: none"> • Engage and involve county residents and other interested parties in appropriate and meaningful ways in setting the priorities, goals, objectives, and major programs of the county. • Communicate clear information about county policies, the fiscal condition and progress on goals. • Listen intuitively to and be informed by the needs and concerns of residents. • Be visible and accessible.

Governance Mindset

In order to carry out these responsibilities board members understand the need to govern with a shared governance mindset and a central moral purpose.

Board Governance Mindset

System Thinking	Governance is a systems job.	Individual board members understand that they are elected to govern the entire County and that cities are extremely complex systems. A systems thinker has transitioned from single issue, narrowed thinking to a fundamental understanding of how all pieces in the organization connect.
Strategic Focus	Governance is a strategic job.	<p>Effective board members always maintain a strategic focus in their work. They understand that individual board members do not have the authority to intervene into the administration of the County. They understand that they are on the Board to govern the County.</p> <p>Board members approach all their responsibilities with a clear focus on serving all people of County and achieving the strategic outcomes they have set.</p>
Preparation	Effective Board Members are always prepared.	Members of the board are committed to doing the deep learning necessary to make decisions based upon high quality information, evidence, and data.
Manner	Effective Board Members model civic behavior.	Effective board members understand that how they govern is often more important than what they say or do. Working toward a common goal with other independently elected board members in a collaborative setting requires patience, understanding, respect and most importantly, common courtesy. They are always respectful of other members' opinions.

Unity of Purpose for Mono County

Our Mission	<ul style="list-style-type: none"> To support all our communities by delivering superior services while protecting our unique rural environment 	
Our Vision	<ul style="list-style-type: none"> Outstanding Community Services Quality of Life Beyond Compare 	
Our Values	<ul style="list-style-type: none"> Customer service Excellence 	<ul style="list-style-type: none"> Integrity Results oriented

Governance Principles

In recognition of this critical role the Board has adopted the following Governance Principles:

Governance	<p>The Board of Supervisors will:</p> <ul style="list-style-type: none"> Govern as a team, strategically focused and mission driven in a dignified and professional manner treating everyone with civility and respect. Be accountable to each other for the highest standards of board performance and effectiveness. Understand that authority rests with the board as a whole.
Stewardship	<p>The Board of Supervisors will be stewards of the community’s trust and resources by aligning goals, resources, and results and adhering to fiscally sound practices.</p>
Decision Making	<p>The Board of Supervisors is committed to high quality, informed decision making, governing Mono County with a systems perspective, not favoring one part of the County over another.</p>
Clarity And Coherence	<p>The Board of Supervisors will ensure that an effective organizational structure is in place that is based upon a clear understanding of the county strategic plan, strategic goals, and roles and responsibilities of all participants.</p>
Collaboration	<p>The Board of Supervisors will govern in an environment of trust and collaboration with the Mono County community, the CAO, and staff.</p>
Accessibility And Transparency	<p>The board commits to transparency and accessibility to the Mono County community in all its activities with a commitment to high ethical standards in all its work.</p>
Accountability	<p>The Board of Supervisors will establish standards of accountability in all</p>

Guided by these Governance Principles, the Board will embrace effective governance standards and strategies that encompass the basic characteristics and behaviors which enable governance team members to effectively create a climate for excellence. Working as a team, the board members and the CAO leverage the efforts of the professional staff by:

- Setting direction for the organization reflective of the community’s priorities.
- Creating a supportive framework for action in the County.
- Holding the County accountable through mutually agreed upon mechanisms.
- Providing support to staff through behaviors and actions; and
- Demonstrating community leadership on behalf of residents.

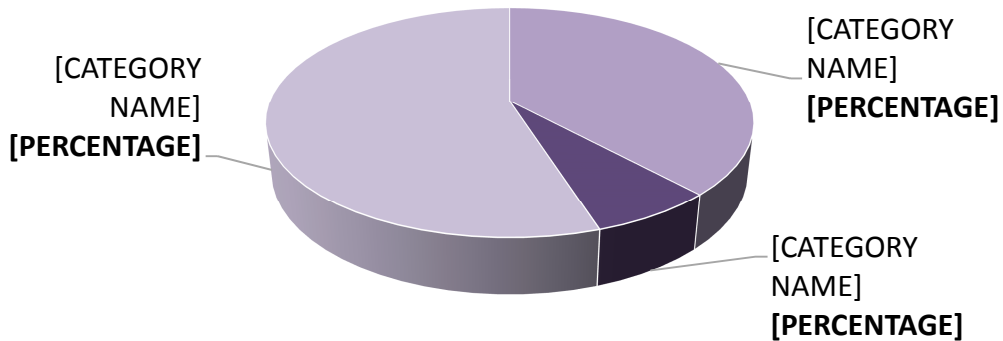
Norms for a Positive Governance Culture

An excellent governance culture is characterized by a board that operates in an environment of trust, respect, and professional demeanor at all times. The board sets the tone for the entire County in how it carries out its governance responsibilities.

Norms within which we agree to work

- Commit to effective governance. Success depends on participation – share ideas, ask questions, draw others out.
- Create an atmosphere of respect and civility where elected officials, County staff, and the public are free to express their ideas. Address each other, staff, and community members with mutual respect.
- Commit to a culture of collaboration. Respect each other’s thinking, value individual contributions, and give fair consideration to diverse and opposing viewpoints.
- Assume positive intentions, of supervisor colleagues, staff, and community members. Work to understand others’ perspectives. Listen with attention, carefully and intuitively.
- Refrain from lengthy discussion on topics related to previous board decisions.
- Accept constructive disagreement as necessary to yield the best decisions. Critique ideas not people.
- Be willing to challenge your own beliefs and ideas; stay open to new ways of doing things. Listen with an open mind to all information, including dissenting points of view, regarding issues presented to the Board.
- Check for understanding as well as agreement; Ask questions when in doubt.
- Celebrate successes together.

Communication is the currency of effective board members; it is both verbal and non-verbal



Protocols to Facilitate Governance Leadership

Definition

Effective boards operate with formally adopted protocols that provide an operational framework for how board members will work together. Protocols are descriptions of the “way we do things here” and are important as guides for what is an acceptable and unacceptable process and behavior. Protocols exist whether they are specifically identified or not. When they are not overtly stated, they become the habits by which groups perpetuate behaviors, some of which can become detrimental to the effective operation of the board of supervisors.

Unity of Purpose-Setting Direction

1. Strategic Planning - Role of the Board of Supervisors	
Rationale	<ul style="list-style-type: none"> Governance is a strategic function. A component of a highly developed governance system is reaching agreement on the strategic direction and building coherence throughout the system. Critical to success is proactively establishing a multi-year plan that presents a meaningful vision of the future and long-term strategic goals indicating where resources are to be concentrated to accomplish strategic outcomes. <p>The strategic plan</p> <ul style="list-style-type: none"> Supports good decision making; Drives alignment of all processes; Aligns resources with priorities; Communicates our vision and our priorities.
Protocol	<ul style="list-style-type: none"> The Mono County Board of Supervisors is committed to exercising professional and purposeful leadership in ensuring achievement of Mono County’s long-term goals and objectives. Following the Board adoption of the Strategic Plan, the Board will support the adopted Plan and ensure that decisions and directions by the Board are consistent and reinforcing of the Plan. Similarly, the County’s

1. Strategic Planning - Role of the Board of Supervisors

Strategic Plan is shared with advisory bodies to facilitate alignment of their focus and efforts.

- The Board will commit time and energy in board meetings to conduct ongoing strategic discussions regarding implementation and impact of County efforts and programs to accomplish Board adopted strategic goals.
- Any requests made by Board members requiring County resources will be brought to the Board for review and approval.
- The Board will calendar quarterly reports and an annual review, in alignment with the budget planning process.

2. Use of Board Conversation/ Discussion Meetings

Rationale

- It is the Board's responsibility to establish a philosophical framework - grounded in the County's core beliefs and mission - that will serve as the foundation for staff developed plans of action.
- The Board wishes to create an environment where open and candid discussion of governance and strategic issues and beliefs are encouraged and can lead to an enhancement of Board decision-making. The purpose is to uncover areas of agreement and concern and to promote a shared and deep understanding of topics and issues that the governance team will address. Board conversation sessions (or workshops) allow Board members the time for candid dialogue and discussions to develop the shared understanding that leads to the Board's ownership of the County's priorities.

Protocol

- Conversation sessions (or workshops) are public meetings subject to the provisions of the Brown Act and often no action is taken.
- The Board will schedule conversation sessions as needed to provide opportunities to explore governance and strategic issues in more depth.
- The conversation meetings are designed to be both educational and collaborative. The process is rooted in dialogue and deliberation, not in debate.

Conversation sessions are designed for several purposes:

- To reflect on and strengthen the governance infrastructure, e.g., governance principals, norms, and protocols.
- To develop the criteria for problem-solving, action-planning, and decision-making.
- To provide an opportunity for the Board members and the CAO to discuss progress on goals, programs, and issues from the big picture, philosophical perspective.

Roles and Responsibilities

3. Interactions with County Staff	
Rationale	<ul style="list-style-type: none"> • Governance of the County relies on the cooperative efforts of elected Supervisors who set the direction and County staff who implement the Board policies and direction. • Successful achievement of the Mono County strategic goals and County priorities in large part depends upon the nature of the relationship between the County Board of Supervisors and the Mono County staff. • Critical to Board members' ability to make informed and wise decisions is timely and equal access to information. With five independently elected supervisors, it is essential that there be a well-defined, clear process of communication.
Protocol	<ul style="list-style-type: none"> • Open and clear communication among the CAO, County Counsel, Department Heads and the Board is very important. However, any direction to County staff may only come by majority vote of the full Board. Great care will be taken to assure that suggestions or comments by individual Supervisors are not interpreted as direction to staff. • Board members are dependent upon the quality of information provided and encourage the CAO, County Counsel, County Department Heads and staff to keep them informed about successes and challenges facing them. • Board member referrals that are anticipated to involve significant staff time or other resource commitment and/or are a departure from established county or departmental policy require Board approval prior to staff starting work. Board members are encouraged to discuss referrals which may require significant resources with the Chair, County Counsel and CAO. Board approval shall be obtained through majority action of the Board, on an agenda item in which the scope and resource needs of the referral are identified.

4. Evaluating the County Administrator and County Counsel	
Rationale	<ul style="list-style-type: none"> • The CAO and County Counsel evaluations are important leadership tools to focus and align all County efforts. The evaluation process must be clear and fair. It should be goals based, data driven, collaborative and ongoing.
Protocol	<ul style="list-style-type: none"> • The CAO and County Counsel evaluations must be a collaborative process that ensure ongoing feedback and no surprises. • The evaluation process will include a mid-year check on progress on County priorities. Annually, in May/June the Board will conduct a formal evaluation of the County Administrator and County Counsel, using an agreed upon evaluation process. The process shall include opportunities for each Board member to participate. The Board Chair will compile the results ensuring that the evaluation

represents the consensus of the Board.

Board Operations

5. Board Meeting Agenda Development

Rationale	<ul style="list-style-type: none">• The major objective of the agenda development process is to allow for open deliberation by the Board of Supervisors on all county matters not to be considered in Closed Session.• Critical to effective discussion and deliberation is clarification of the agenda placement process, appropriate placement of items on the Board agenda and sufficient time for gathering information on issues so that the Board of Supervisors can make informed decisions.
Protocol	<ul style="list-style-type: none">• An annual calendar of meetings shall be adopted by the Board at its first meeting in January. The calendar will include all known regular meetings.• Board agendas will be organized around the County priorities and strategic goals. Administrative or County business will be presented, whenever possible, with discussion of potential impact on strategic goals and/or County priorities.• Department reports to the Board will be presented, where appropriate, with reference to County strategic goals and priorities.• The Clerk of the Board of Supervisors prepares an agenda for each meeting in collaboration with the Board Chair, Chief Administrative Officer, and County Counsel. The Board of Supervisors' meeting agenda is prepared weekly according to the Board of Supervisors' meeting calendar.• At least 72 hours before a regular meeting, the Clerk of the Board shall post an agenda. The agenda shall include a brief description of each item to be heard, discussed or considered by the Board.• Supervisors are encouraged to contact the Chief Administrative Officer's office with any technical or detailed questions regarding the agenda prior to the board meeting to ensure adequate information is available if necessary.

6. Public Comment in Board Meetings

Rationale	<ul style="list-style-type: none">• Board of Supervisors meetings are business meetings of the Board held in public to conduct the County's business. The Board of Supervisors welcomes and encourages public engagement and participation at Board meetings.• The Board is committed to transparency in all of its governance activities. However, it is essential that the Board operate in a consistent and professional manner in order to accomplish the business of Mono County as well as be respectful of staff time. Consistent with the Ralph M. Brown Act and in order to provide equal treatment to all, the Board may adopt rules and regulations
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6. Public Comment in Board Meetings	
	regarding public input.
Protocol	<ul style="list-style-type: none"> • Board members want to ensure that multiple voices of the community are heard and that the process for community input is clearly defined and that community members feel welcomed and are encouraged to participate. • Members of the public have the right to address the Board on any item within the subject matter jurisdiction of the Board. Time for public input will be provided at every Board of Supervisors meeting. • Members of the public shall direct their comments to the Chair who may, at his or her discretion, request a response from staff. Time limitations are at the discretion of the Chair and may be reduced or extended. • Individual Board members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Board. • Public comments on items on the agenda will be called prior to the board taking action on the item.

7. (Electronic) Communication During Board Meetings	
Rationale	<ul style="list-style-type: none"> • A meeting of the Board of Supervisors is a meeting to conduct County business in public. Use of electronic mail (email), notes, and all digital communications shall conform to the same standards of judgment, propriety, and ethics as other forms of County related communication.
Protocol	<ul style="list-style-type: none"> • During Board meetings, Board members will not access electronic messaging systems other than the relevant agenda and corresponding documents. Accessing such communication could be construed as receiving public comment without the transparency associated with having the comment shared publicly. • Other uses of electronic devices during meetings should be limited to instances where a family or business situation makes the communication necessary, at the discretion of the Board member.

8. Self-Monitoring of Board Effectiveness	
Rationale	<ul style="list-style-type: none"> • Conducting a governance self-assessment process demonstrates accountability to the community and the intention of the governance team to strengthen and improve governance practices. • Governance self-assessment sessions are an opportunity to reflect on Board effectiveness and measure adherence to adopted governance principles, norms, and protocols.
Protocol	<ul style="list-style-type: none"> • The Board of Supervisors supports continuous improvement through ongoing evaluation of governance effectiveness. <ul style="list-style-type: none"> • The Board will participate in at least one workshop annually to review governance team agreements and processes and to participate in a self-evaluation process. The assessment process will align with assessment of progress on the County's strategic priorities. During the assessment process, the Board may consider any amendments to processes or protocols and schedule consideration

8. Self-Monitoring of Board Effectiveness

of any new policies/protocols resulting from the self-assessment.

9. New Supervisor Orientation – On Boarding

Rationale	<ul style="list-style-type: none">• Members of the Board of Supervisors must be knowledgeable about the complexity of the organization they are governing, and the full range of services, facilities and programs provided by the County.• The most important way a Board can sustain its positive governance culture, and remain a cohesive, unified, vibrant decision-making team is through the purposeful on-boarding of new board members.
Protocol	<ul style="list-style-type: none">• The Board recognizes the importance of welcoming and helping transition newly elected Board members into the public experience.• The County Administrator and County Counsel will prepare orientation materials for new Board members and schedule an initial meeting to both establish early and direct communication and provide information necessary to understand the complex organization of the County.• Department Heads, or their designees, will offer orientation to newly elected Board members regarding the departments' key responsibilities and functions.• The Board will schedule a governance discussion meeting to provide an opportunity to share personal aspirations and to review, discuss and re-confirm the adopted governance protocols as documented in the Mono County Board of Supervisors Governance Manual.

Board in the Community

10. Handling Complaints from the Community

Rationale	<ul style="list-style-type: none">• The Board strives to be consistent and fair in dealing with complaints and concerns expressed by the community.• It is important that the Board have a clear and consistent process when considering and responding to constituent concerns.• No one Board member has the authority or capability to fix individual problems or concerns.
Protocol	<ul style="list-style-type: none">• The Board of Supervisors is accessible and responsive to community concerns and issues.• The Board values open communication and timely resolution of issues. When approached with concerns or complaints, Board members will:<ul style="list-style-type: none">○ Listen respectfully and openly.○ Remain neutral, understanding that only one side of the issue is being heard.○ Encourage the issue to be addressed by the person who can most directly help them with their concern.• Board members will notify the CAO of the issue or concern, as appropriate.

Appendix I – Mono County Procedural Manual

Insert here...

Appendix II - Welcoming New County Supervisors

Mono County

Welcoming New County Supervisors

Perhaps the most important way a board can sustain its positive governance culture and remain a unified, vibrant decision-making team is through the purposeful on-boarding of new supervisors. Change on boards is inevitable. There is a saying in governance circles that one new Board member creates an entirely new Board. Mono County is committed to taking a well thought out approach to managing the onboarding process of new Supervisors, and to viewing change as an opportunity to refuel and refresh the governance system. The key is managing the onboarding process from start to finish, providing the new Supervisor(s) with a welcoming environment, listening carefully and empathetically, and seeing change as positive. Positive governance culture is sustained and built upon by passing on the unity of purpose, governance principles, and the norms to new generations of Supervisors.

There are four key steps that Mono County will take to help new Supervisors feel welcome and a part of the Board.

First: A meeting will be scheduled with the County Administrative Officer (CAO), County Counsel (COCO) and Board chair either after the new Supervisor is elected or after they are sworn in, as appropriate. This informal orientation session will serve two purposes. One is to find out about the goals and priorities of the new Supervisor. Second is to provide the new Supervisor with the information necessary to understand the complex organization of the county system. The CAO, County Counsel and Board chair should be prepared to answer any and all questions with candor and authenticity. However, it is important for the Board chair, CAO, and COCO not to appear to be lecturing the new Supervisor or inferring a “our way or the highway” message. This is an opportunity to communicate the governance culture of the county and provide a systems and strategic overview.

Second: Reaching out. This is a time for individual members of the Board to extend a personal welcome to the new Supervisor. A personal note, email, or phone call is a very welcoming gesture and signals an openness and receptivity on the part of the Board. This is particularly important if a contested election created tension or outright hostility between individuals. It is here that incumbent Supervisors should suspend assumptions and preconceived notions regarding the new Supervisor(s).

Third: As soon as feasible, site visits should be arranged which will allow the CAO to introduce the new Supervisor to the staff at the county department level where the services are provided. It can be very invigorating for Supervisors to learn more directly about the work of staff at the services level. For many this is the beginning of an entirely new perspective. This is also an opportunity for department heads and staff to meet and interact with the new Supervisor on a more informal manner than formal Board meetings.

Fourth: As soon as possible, the board should agendaize an in-depth discussion meeting for the new Supervisor at a regular or special meeting with the full Board where all aspects of governance in the county can be explored. At this meeting, the new Supervisor should be given the opportunity to discuss and provide input into the shared core beliefs and values of the Board, the moral imperative, and the strategic goals. Most importantly this is when and where the members of the Board can actively listen to the new supervisor. Listening respectfully and empathetically may be the most important step the Board can take to bring a new supervisor into the positive governance culture of the board.

Just as in the case of the Board chair, CAO, and COCO's initial meeting, it is important that the Board not use this time to "lecture" the new Supervisor or in any way attempt to pressure him or her into "falling in line". This is where the Mono County Governance Handbook is so helpful. The Governance Handbook should be used as a guide for the discussion and time spent with the full Board and the new Supervisor discussing the Mono County governance principles, norms, protocols, and the role and responsibilities the Board. The value of this discussion is not just for the new Supervisors; it is also an opportunity for current Supervisors to revisit these same topics and recommit their support and for the public and other county staff to be reminded of county structures and protocols. At this time the CAO can review major issues that the board is currently addressing and challenges in the future.

It is also an opportunity to emphasize the importance of coherence and a unified governing Board. It should be made clear to new Supervisors that a unified Board with a shared moral imperative is not a lockstep, uniform Board. Divergent opinions and points of view are welcomed and encouraged. New Supervisors should understand that they are part of an important team and that their point of view will be woven into the fabric of the county's governance culture.

There are three additional points that new Supervisors need to keep in mind: (1) the necessity of compliance with applicable legal requirements such as the Public Records Act and the Brown Act; (2) the value of taking advantage of time, everything does not need to be done in the Supervisor's first year; and (3) the importance of identifying and avoiding conflicts of interest. An early lesson for new supervisors is realizing that they can never take off their board hat as long as they are on the Board. In everyone's mind, a Supervisor will always be a Supervisor and as such be privy to special information and have the ability to exercise power in the county.

Perhaps one of the most difficult challenges for new Supervisors is the realization that they do not, as individuals, have the authority to implement changes or “fixes” by themselves to the issues and challenge that motivated them to join the Board in the first place. They quickly realize that even though they were elected as an individual they do not have legal authority to act alone but they must govern as a member of the Board and only the Board of Supervisors acting in a public meeting with a Board majority has the authority to take action. Therefore, their success as a Supervisor is completely dependent upon the success of the Mono County Board of Supervisors in carrying out its governance responsibilities.



Mono County Board of Supervisors Procedural Manual

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Effective Governance in Mono County

Mono County is governed by the elected Board of Supervisors. Governance is a fundamental function of all public agencies. Governance is the act of transforming the needs and desires of the community into policies that direct the County. The people of Mono place their faith and trust that the Board will carry out its governance responsibilities meeting the highest standards of quality, effectiveness, and transparency. Whether in Board Chambers, out in the community or at home, Board members are always stewards of the County.

Effective Boards

High performing Boards have four essential characteristics that are the building blocks of effective governance:

Rules Of Procedure of The Board of Supervisors Mono County, California

I. Purpose

The purpose of these Rules of Procedure (“Rules”) is to foster understanding and respect for the democratic process, facilitate compliance with applicable laws, encourage public participation, provide guidance on decorum, and enhance effective and efficient management of Board meetings.

II. General

Rule 1. Applicability of Rules

These Rules are adopted pursuant to Government Code §25003. The Rules shall apply to the Board of Supervisors of the County of Mono whether sitting as the Board of Supervisors of the County or as the governing board of any other commission, authority or board.

These Rules are intended to expedite the transaction of business of the Board in an orderly fashion, and are deemed to be procedural only. The failure to strictly observe application of the Rules shall not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with the law. Except as otherwise provided by law, these Rules, or any one of them, may be suspended by a majority of the Board.

These Rules supersede and replace all rules of procedure previously adopted by the Board.

Rule 2. Definitions

In interpreting these Rules:

- a. “Board” refers to the Board of Supervisors of Mono County, whether sitting as the Board of Supervisors of the County or as the governing body of any other authority or board
- b. “Board member” or “member” refers to a member of the Board
- c. “Chair”, “Vice-Chair” and “Chair Pro-Tempore” refers to the Board members elected to those respective offices

- d. “Clerk” refers to the Clerk of the Board of Mono County
- e. “County Administrator” refers to the County Administrative Officer of Mono County

III. MEETINGS

Rule 3. Regular Meetings and Annual Calendar

Regular meetings generally shall be held on the first three Tuesdays of every month. Any meeting may be cancelled upon the order of the Chair, or by a majority of the members of the Board.

Regular meetings shall commence at 9:00 a.m. The first two regular meetings of the month shall be held at the Board of Supervisors Chambers, 2nd Floor, County Courthouse, 278 Main Street, Bridgeport, California; the third regular meeting of the month shall be held in the Mono Lake Room in the Mono County Civic Center at 1290 Tavern Road or such other location in Mammoth Lakes as may be designated by Board resolution. Videoconferencing will be available each week between Bridgeport and Mammoth Lakes, unless technically infeasible. Business shall normally be conducted between 9:00 a.m. and 5:00 p.m., but may continue past 5:00 p.m., provided a majority of the Board members present do not object.

An annual calendar of meetings shall be adopted by the Board at its first meeting in January. The calendar will include all known regular meetings. All regularly scheduled meetings shall also be streamed live over the internet unless technologically infeasible, and shall be archived and available for later online viewing. Videos shall be available on the county website.

Rule 4. Special Meetings and Budget Hearings

Special meetings may be called at any time by the Chair, or by a majority of the Board members. Upon the call of a special meeting, the Clerk will prepare and distribute, at least 24 hours before the time of the special meeting, written notice to each member and to any local newspaper of general circulation that has requested such notices. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings (Government Code §54956).

Budget Hearings, Workshops, Study Sessions and Planning Meetings may be called by the Chair or by a majority of the Board at times and locations in accordance with the law and specified notice provisions.

Rule 5. Emergency Meetings

Emergency meetings may be called by the Chair or by a majority of the Board, in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. Upon the call of an emergency meeting, the Clerk shall give notice of the meeting, and comply with posting requirements (Government Code §54956.5).

Rule 6. Closed Sessions

Prior to holding any closed session, the Chair shall announce the session in an open meeting, and shall provide an opportunity for public comment on items on the closed session agenda. The listing of such items on the agenda shall constitute such announcement, at the discretion of the Chair. During the closed session, the Board may discuss or consider only those items on the agenda. At the conclusion of the closed session the Board shall orally report action taken, in an open meeting, where required by law (Government Code §54957.1).

IV. ELECTIONS, POWERS, AND DUTIES OF THE CHAIR, VICE-CHAIR, AND CHAIR PRO-TEMPORE

Rule 7. Annual Selection of Chair, Vice Chair and Chair Pro-Tempore

At its first regular meeting, after January 1ST of each year, the Board shall nominate and elect from its membership a Chair, Vice-Chair, and a Chair Pro-Tempore. The Chair shall call the meeting to order and the first order of business shall be the election of officers for the ensuing calendar year. The Chair, Vice-Chair, and Chair Pro-Tempore shall serve until the election of their successors. It is intended (but not mandated) that the Supervisor elected as Vice-Chair will succeed the Chair in the following year and that the Chair Pro-Tempore shall similarly succeed the Vice-Chair.

Rule 8. Powers of Chair, Vice-Chair, and Chair Pro-Tempore

The Chair shall serve as presiding officer of the Board, rule on questions of procedure and execute official Board records and documents presented by the County Administrator/Clerk. In the absence or unavailability of the Chair, the Vice-Chair shall call the meeting to order and serve as presiding officer. The Vice-Chair shall have and exercise all powers and duties of the Chair for meetings over which he or she is called to preside and at ceremonial and official functions which the Chair cannot attend.

If both the Chair and the Vice-Chair are absent or unable to participate, the Chair Pro-Tempore shall call the meeting to order, serve as the presiding officer, and shall have and exercise all power and duties of the Chair for the meeting over which he or she is called to preside and at ceremonial and official functions which neither the Chair nor Vice-Chair can attend.

V. AGENDAS AND AGENDA MATERIALS

Rule 9. Meeting Agenda

At least 72 hours before a regular meeting, the Clerk shall post an agenda. The agenda shall consist of a brief statement of each item to be considered by the Board (Government Code §54950). The agenda shall indicate the time and location of the meeting and shall be posted as required by law.

Rule 10. Addendums/Supplemental Agenda Items

At least 72 hours before a regular meeting, the Clerk shall prepare, post, and distribute all addendums/supplemental agendas when there has been an item added, continued, deleted, and/or

modified since the distribution of the initial meeting agenda.

Rule 11. Use of Agenda Software

All Departments/Agencies shall use Agenda Software provided by the County to prepare agenda items and submit supporting documents. Departments will work directly with the Clerk of the Board if they require assistance in creating an agenda item.

Rule 12. Department/Agency Agenda Responsibilities

When submitting an item for consideration by the Board, it is the responsibility of the originating Department or Agency to provide all required information, and to meet all established deadlines. Exceptions to deadlines will be considered if items are deemed to be time sensitive or of special importance to a Board member. The Clerk of the Board will work directly with departments to add agenda items after the deadline, but shall require departments to obtain approval of the CAO prior to adding late items. Board members may work with the CAO, Clerk of the Board, or pertinent department head when needing to add items to an agenda.

Outside agencies and citizens will work with the Clerk of the Board when requesting an agenda item for Board consideration, and will follow established guidelines found in Appendix C (Request to place an Item on the Board’s Agenda by the Public or Non-County Entity).

Rule 13. Review and Filing of Agenda Items

After preparing agenda items in the County’s Agenda system, all items shall be reviewed by the County Administrator, County Counsel, and Finance Director, or their designee. Any one of these three reviewers may ask for additional information, clarification, and may determine not to place any item on the agenda that is not complete or is not submitted in accordance with instructions. Without amendment to these Rules, agenda submittal instructions may be amended or additional requirements imposed to ensure appropriate review and Brown Act compliance.

Rule 14. Board Correspondence

Correspondence addressed to the Board of Supervisors will be forwarded by the Clerk of the Board to all Board Members. Upon request of one or more Board Member, the Clerk shall additionally place a particular piece of correspondence on the agenda as correspondence. Correspondence items that require prolonged discussion will be agendaized for a future meeting.

Rule 15. Request to Place Item on Board’s Agenda by the Public or Non-County Entities or Individuals

- a. The public or any non-county entity (e.g., other governments, businesses, non-profits groups or other interest groups) should contact the Clerk of the Board of Supervisors (760-932-5533 or 760- 932-5538) for the date of the next available agenda. This information online at: <http://monocounty.ca.gov/bos>; click on Meetings link.
- b. A non-county individual or group seeking placement of an item on the Board of Supervisors’ Agenda must have one of the Supervisors sponsor the item along with concurrence from the Board Chair. The name of Board Member sponsor shall be provided to the Clerk of the Board.

See Appendix C for procedural guidelines.

Rule 16. Supplemental Correspondence and Information Prior to Board Meeting and During Board Meeting

- a. After Initial Agenda Distribution and Prior to Meeting - Agenda materials distributed via mail, email, or hand delivery to a majority of the Board must be forwarded to the Clerk and made available for public review.
- b. At a Meeting - Documents, including PowerPoint handouts, distributed to Board members by County employees or Board members themselves at the meeting, shall be kept to a minimum. When necessary to distribute materials at a meeting, an electronic copy shall be provided to the Clerk of the Board and posted by the Clerk to the meeting web page. Additionally, paper copies shall be provided to the Clerk for distribution to: Board members, the County Administrator, County Counsel, and the Clerk, with remaining copies available for distribution to the general public. If large numbers of the public are anticipated to attend the Board Meeting on a matter and new information will be distributed to the Board members, then the number of copies should be increased to anticipate the number needed for the public.

Any supplemental correspondence or written information related to an agenda item which is provided to three or more Board members shall be concurrently filed with the Clerk and made a part of the official record.

This Rule shall not apply to attorney-client privileged communications, documents containing information protected from disclosure by the attorney work product doctrine, or information which may not be publicly disclosed under the other applicable law.

Sufficient copies of supplemental correspondence and information should be delivered to the Clerk and the Clerk shall make the appropriate distribution to the Board, CAO and County Counsel.

VI. CONDUCT OF BUSINESS

Rule 17. Order of Business

The Board shall conduct business in the order specified in the posted agenda or as modified at the discretion of the Chair with the concurrence of the Board. The Board may modify or amend the Order of Business for Regular meetings without amending these Rules by attaching the amendment to these Rules as Appendix A.

Rule 18. Board Member; Notification of Absence

If any Board member is unable to attend a meeting of the Board, all reasonable efforts shall be made to notify the Chair, County Administrator, and the Clerk, in writing (electronic mail or regular mail) and as soon as possible to ensure there are sufficient members present to consider all agenda items.

Rule 19. Quorum and Action

Three members of the Board shall constitute a quorum sufficient to transact business. In the absence of a

quorum, the remaining members or the Clerk may adjourn the meeting to another date and time in accordance with Government Code §54944 and shall post a Notice of Adjournment.

Rule 20. Matters Not on the Agenda/Emergency Items

No action shall be taken on any item not appearing on a posted agenda except:

- a. Upon a determination by a four-fifths (4/5) vote of the Board, or if less than four-fifths (4/5) of the members are present, a unanimous vote of those members present, that 1) there is a need to take immediate action prior to the next regularly-scheduled meeting, and 2) the need for action came to the County's attention subsequent to the agenda being posted pursuant to Government Code section 54954.2(b).

Any request to hear a matter not on the agenda or emergency item shall be communicated to the Chair, County Administrator, County Counsel and Clerk as soon as the need becomes known.

Rule 21. Consent/Regular Calendar Items

Agenda items on the Consent Calendar are routine in nature, consistent with adopted Board policy, and do not require individual consideration. The Consent Calendar will be enacted by one motion for approval of the recommended actions. There will be no separate discussion of these items prior to the time the Board votes on the motion unless any member of the Board requests removal of a specific item from the Consent Calendar for separate discussion and action. Any Board member may ask the Clerk to record a "no" or "abstention" vote on any Consent Calendar item.

Agenda items on the Regular Calendar require separate discussion and/or action and may include, but are not limited to changes in policy, items that require the Board to consider options and provide direction, requests

for new or unbudgeted positions, introductions of a proposed Ordinance, Public Hearings, and other matters as required by law.

Rule 22. Public Hearings

Upon receipt of a request by a Department/Agency or Board member for a public hearing, the County Administrator or Clerk may set the hearing without action of the Board unless the Board is required by law to schedule the hearing. In that event, the matter shall be placed on the Consent Calendar to set the hearing.

Subject to the Chair's right to maintain order, any person wishing to speak at a public hearing shall be heard. Except for rebuttal allowed an applicant, or the appellant in the case of an appeal, each speaker shall speak only once unless otherwise authorized by the Chair.

Each speaker's presentation at a public hearing shall be as brief as possible; visual and other materials may be used as appropriate. The Chair may establish a time limit for presentations. When speakers use or submit to the Board visual or other materials, such materials shall become part of the file and identified and maintained as such. When thumb drives, USB memory sticks, or other portable electronic media (e-media) are submitted to the Board, at least one hard-copy of the information stored on the e-

media must be provided to the Clerk. Speakers with lengthy presentations are encouraged to submit them in writing.

The closing of a public hearing signifies the point after which the Board will no longer accept or consider any additional communication on the matter that was the subject of the hearing. As used in this Rule, “communication” includes oral communication; written communication such as documents, letters, and photographs; and any type of electronic communication, including e-mails, e-mail attachments, graphic images, spread sheets, text messages, and social media messages.

Should the Board close a public hearing and continue its deliberations to a subsequent meeting, or announce a tentative decision, by motion or other proceedings, and defer its action on a final decision to a subsequent meeting to allow preparation of appropriate findings and/or conditions of approval, any written or electronic communication received by a Board member or the Clerk after the close of the hearing on the matter that was the subject of the hearing shall be placed in a separate file kept by the Clerk and labeled to indicate it was received after the close of the hearing. Late written and electronic communication shall not be given to Board members, nor should Board members retain copies.

Should County staff determine that communication received after the close of a public hearing should be considered by the Board prior to its rendering a final decision on the matter that was the subject of the hearing, County staff shall recommend to the Board that the hearing be reopened. If the Board concurs, the Board shall reopen the hearing, following appropriate notice, for the limited purpose of receiving testimony and evidence on the new information.

VII. PROCEDURE AND VOTING

Rule 23. Order and Decorum

The Chair shall preserve order and decorum and shall decide all questions of order and procedure subject to an appeal to the Board. The nature of any appeal shall be briefly stated and the Chair shall have the right to state the reason for his or her decision.

A Board member wishing to speak shall refrain until he or she has been recognized by the Chair. While a Board member is speaking, other Board members shall be respectful and shall not engage in or entertain private discussions.

Consistent with the purpose of the Rules, members are encouraged to use a formal style, including appropriate titles, in addressing the public, staff and each other. All members shall refrain from the use of profanity, emotional outbursts, personal attacks or any speech or conduct which tends to bring the organization into disrepute.

Rule 24. Commitment to Civility

To assure civility in its public meetings, staff and the public are also encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. Please refer to the Mono County

Governance Handbook for additional guidance.

Rule 25. Use of Electronic Devices and Documents

The use of electronic documents, via iPads or other electronic means, is encouraged as a means of reducing the production and distribution of paper documents, and thereby decreasing costs.

Any member of the public may view the same electronic documents on line at:

http://monocounty.ca.gov/meetings_sub/bos, or may view the documents in paper form in the Clerk’s Office.

The Board shall refrain from emailing, texting, using social media, or otherwise engaging in electronic communications in the Board Chambers on matters that are listed on the Board agenda

Rule 26. Motions – General

Any motion for action shall require a second before being acknowledged by the Chair. The Clerk shall enter into the minutes the motion and the names of the moving and seconding members. After a motion is stated by the Chair, it shall be open for debate but may be withdrawn by the maker at any time before a decision is made or an amendment adopted. A motion may be amended with the consent of the moving and seconding members at any time before a decision is made or an amendment adopted unless another motion is pending. The Clerk shall enter into the minutes the vote of each member on each motion.

Rule 27. Voting

It shall take at least three affirmative votes of the Board to pass any motion (Govt. Code §25005), except where supermajority four-fifths (4/5) votes or unanimous votes are required by law. Appendix B contains a list of common items that require a four-fifths (4/5) vote. Appendix B may be updated without amending these Rules. An abstention shall count as neither an “aye” nor a “no” vote.

A supervisor who is absent from all or a part of: (1) a public hearing, (2) an item that requires findings, or (3) an item that is quasi-judicial in nature, may subsequently vote on the matter if the supervisor has reviewed all evidence received during his/her absence, listened to the Clerk’s recording or read a true and complete transcript of the proceedings, and so states on the record

Rule 28. Roll Call Votes

The roll need not be called in voting upon a motion except where specifically required by law or requested by a Board member or the Chair. Each roll call vote shall be made in an order determined by the Clerk or directed by the Chair but generally shall first include: the maker of the motion; the member who seconded the motion; the balance of the members present, with the Chair called last, unless the Chair made, or seconded, the motion.

Rule 29. Conflicts of Interest

Any Board member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:

- a. Publicly state the nature of the conflict in sufficient detail to be understood by the public;
- b. Recuse himself/herself from discussing and voting on item; and

- c. Leave the room until after the discussion, vote, and other disposition of the matter is concluded, unless the matter has been placed on the Consent Calendar.

The member may be allowed to address the Board as a member of the public, but only in the limited circumstances allowed by the Political Reform Act. Disclosure of a conflict shall be noted in the official Board minutes. The member must also comply with all other applicable conflict of interest laws.

Members may not have a financial interest in a contract approved or considered by the Board. In these cases, disclosure and recusal does not remove the conflict and such a contract is considered void (Government Code

§1090), unless a specific exemption applies. The Board member is encouraged to discuss possible conflicts with County Counsel and/or to request advice from the Fair Political Practices Commission prior to the meeting.

Rule 30. Motion to Reconsider

Any Board member who votes in the majority on a question, as well as any Board member who was absent, is eligible to make a motion to reconsider. A motion to reconsider shall be in order during the meeting at which the action to be reconsidered took place provided members of the public in attendance during the original action are still present in the Board chamber. In all other cases, motions for reconsideration must be placed on a future agenda for action.

A motion to reconsider shall require a majority vote. A motion to reconsider, if lost, shall not be renewed nor shall any subject be reconsidered a second time within twelve (12) months except by a four-fifths (4/5) vote of the Board. This rule may be suspended by a majority of the Board. Any board member may make a motion to suspend. A motion to reconsider is not in order if action has been taken which cannot be changed.

Rule 31. Substitute Motion

A substitute motion is an amendment where an entire resolution or section, or one or more paragraphs is stricken and another is inserted in its place. The motion to substitute, if adopted by majority vote, completely supersedes. The vote shall then be taken only on the motion that was substituted. A substitute motion is appropriate if amendments become involved or a paragraph requires considerable changes. A substitute motion may not be made when an amendment is pending.

Rule 32. Ordinances

Ordinances are introduced at one meeting (first reading), then generally placed on the agenda for adoption at a subsequent meeting.

- a. The first reading will become the primary meeting at which: (1) the title of the ordinance will be read;
- b. (2) the Board will typically consider a motion to waive the reading of the text of the ordinance and to introduce the ordinance by title only; (3) members of the public shall have an

opportunity to address the ordinance; (4) the ordinance shall be introduced by a motion and majority vote of the Board.

- c. At the second reading: (1) the ordinance may be placed on the Consent Calendar for adoption; (2) if pulled from the Consent Calendar for separate action, the title of the ordinance may be read; (3) a motion to adopt the ordinance may be made; (4) a majority vote will adopt the ordinance unless a 4/5ths vote is required for a particular matter.
- d. Pursuant to Government Code §25123, ordinances shall generally become effective 30 days from the date of final passage.

Other ordinance hearing procedures may be used as required by law.

Rule 33. Planning Matters – Request for Continuance

Any Board member may request that a Planning matter within his/her District be continued to the next available regular meeting that will allow for compliance with any applicable legal noticing requirements, due to that Board member’s unavailability at the meeting for which the item is scheduled or for any other reason. Upon concurrence of a majority of the Board, such continuance shall be granted.

Rule 34. Planning Matters – Original Jurisdiction

Any member may request the Board to exercise original jurisdiction over a use permit or other planning application, as authorized under the County Code, except in cases where state law requires a recommendation of the Planning Commission prior to action by the Board on the matter. A request to exercise original jurisdiction shall be filed in writing with the Clerk, or made orally at a Board meeting, prior to any decision by a lower level decision maker approving or denying the subject application. A request to exercise original jurisdiction need not state the reasons for the request but shall be brought as a noticed agenda item to the full Board for majority approval.

VIII. DUTIES OF COUNTY STAFF DURING BOARD MEETINGS

Rule 35. County Administrator

The County Administrator shall be present during Board meetings and shall provide such information as necessary to assist the Board members in their deliberation and decision making. The County Administrator

may delegate this responsibility to the Assistant County Administrator, County Finance Director, Human Resources Director, or County Counsel should extraordinary circumstances prevent the discharge of this responsibility.

Rule 36. County Counsel

County Counsel shall be present during Board meetings, and shall serve as advisor to the Board on appropriate rules to comply with legal requirements. All questions of law shall be referred to County Counsel for his or her opinion. County Counsel may delegate this responsibility to the Assistant County Counsel or a Deputy County Counsel.

Rule 37. Clerk of the Board

The Clerk or a Deputy Clerk shall be present during all Board meetings for the purpose of taking and maintaining the minutes of the meeting; presenting and receiving correspondence, records, documents, claims, reports, or petitions; preserving all records; marking or attesting all resolutions and ordinances; imparting information on Board documents of public record; and otherwise fulfilling all duties imposed by law or required by the Board.

The Clerk shall record all regular meetings of the Board. All meetings shall be recorded by audio means. All regularly scheduled meetings, and whenever possible, meetings shall also be recorded by video means. Video recordings shall be available online for later review as soon as practical on the county website at <http://monocounty.ca.gov/meetings>.

Rule 38. Sheriff

The Sheriff, or a representative of the Sheriff's Office, shall at the discretion of the Chair or a majority of Board members, be in attendance at the meeting of the Board, for the purpose of maintaining order and upholding the law.

Rule 39. Department and Agency Directors

Department and Agency Directors, or a designee, having any matter on the agenda for consideration by the Board, whether consent or regular, shall be available for the purpose of providing information to the Board and shall also attend any Board meeting when requested to do so by a Board member or the County Administrator. Department and Agency Directors may be present in person or by telecommunication as the item warrants. Given Mono County's seasons and efforts to contain costs, Department and Agency Heads are asked to keep these factors in mind when scheduling meeting attendance.

IX. COMMITTEES

Rule 40. Board Committees/Assignments and Reporting Requirements

The Clerk shall maintain a list of Board Committees and Assignments. Annually, the incoming Chair shall review the list of Committees and Assignments. The list of appointments shall be adopted by the Board at its first meeting in January.

All members who are assigned to special projects, committees, and separate boards or commissions shall provide regular reports to the full Board regarding their activity in connection with the special projects, committees, and separate boards or commissions. (Government Code §53234, et. seq.)

Committee members shall call committee meetings as needed provided they are held in conformance with the law. The County Administrator's Office and County Counsel may serve as support staff to all Board created committees. Other department heads and/or staff may also support as requested by the committee.

Rule 41. Board of Supervisors Standing Subcommittees

Standing subcommittees are those subcommittees of the Board of Supervisors which have continuing jurisdiction over a particular subject matter or whose meeting schedule is fixed by resolution or action of the Board. Even if comprised of less than a quorum of the Board, a standing subcommittee is subject to the Brown Act.

The Chair shall recommend, with Board concurrence, members to each standing subcommittee. Generally, appointments shall occur at the Board's first regular meeting in January. All standing subcommittees shall be appointed for the calendar year, and the members shall continue as committee members until their successors have been appointed.

Rule 42. Board of Supervisors' Ad-Hoc Subcommittees

Ad-Hoc subcommittees of the Board of Supervisors are not subject to the Brown Act. They may be formed by Board action, shall be solely composed of members of the Board, shall consist of less than a quorum of the Board, shall serve a limited or single purpose, for a limited time, and shall be dissolved once the specific task assigned is completed.

Ad-Hoc Subcommittees are encouraged to conclude their business at the end of each calendar year. The Clerk will maintain a current index of Ad-Hoc Subcommittees and their purpose.

X. OTHER

Rule 43. Board Member Referrals to Staff

Board member referrals that are anticipated to involve significant staff time or other resource commitment and/or are a departure from established county or departmental policy require Board approval prior to staff starting work. Board members are encouraged to discuss referrals which may require significant resources with the Chair and CAO.

Board approval shall be obtained through majority action of the Board, on an agenda item in which the scope and resource needs of the referral are identified.

Rule 44. Action Summaries and Recordings of Meetings

The Clerk shall prepare and distribute Action Summaries ("minutes") of Board meetings. The minutes shall consist of the brief statement of each item posted on the agenda and supplemental agenda plus all motions, resolutions and ordinance numbers related thereto, all votes recorded thereon, and the final action taken by the Board. The minutes shall be made available internally and to the public and shall be placed on the Internet.

The Clerk shall maintain the official audio record of each Board meeting for as required by the Mono County Records Retention Policy and will make these recordings available for listening by the public at no charge. Video recordings of meetings shall be archived and available on the internet and shall be available for viewing at no charge on the county website at <http://monocounty.ca.gov/meetings>.

XI. PARTICIPATION OF THE PUBLIC

Rule 45. Public Comment / Time Limits

Members of the public have the right to address the Board on any item within the subject matter jurisdiction of the Board (Government Code §54954.3). Members of the public may state their name but are not required to do so. Members of the public shall direct their comments to the Chair who may, at his or her discretion, request a brief response from staff or, with the concurrence of a majority of the Board, direct that the item be placed on a future agenda for discussion and/or action. Time limitations are at the discretion of the Chair, and may be reduced or extended.

Public comments on items on the agenda will be called prior to the Board taking action on the item.

Under the Public Comment portion of the meeting, members of the public will be allowed to address the Board regarding any item not on the agenda. No action may be taken on items not on the agenda unless authorized by law.

Rule 46. Orderly Conduct

The Chair may determine when orderly conduct of a Board meeting is not feasible due to disruptive behavior by person(s) in attendance. The Chair may request that person(s) disrupting the meeting leave the chambers/meeting room. If order cannot be restored, the Chair may order the chambers/meeting room cleared and continue in session. Members of the news media, except those participating in the disturbance, shall be allowed to remain. The Chair may re-admit any person(s) provided their re-admission will not disrupt the continued orderly conduct of business. The Chair may also call a recess and reconvene when order has been restored. (Government Code section 54957.9.)

Rule 47. Security and Prohibition of Hazardous Objects

The Board has the power to implement security measures in the chambers/meeting room. Any hazardous object which could impair the safety of individuals in the event of an emergency are prohibited in the chambers/meeting room. Any large object/container that may be deemed a hazardous object which could impair the safety of individuals in the event of an emergency may be prohibited in the chambers/meeting room. **(BOARD MAY WANT TO CONSIDER A PROHIBITION OF BANNERS AND SIGNS)**

APPENDIX A. Order of Agenda

Generally, business at Regular meetings shall be transacted in the following order. Business may be reordered by the Chair or by a majority of members. The Chair may modify the Agenda Order for the Board's or public's convenience at a particular meeting, provided that no matter noticed for public hearing may be heard prior to the published time. The Board may modify or amend the Agenda Order without amending these Rules.

- I. Call to Order (9:00 a.m.)
- II. Pledge of Allegiance
- III. Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board
- IV. Recognitions
- V. County Administrative Officer Report
- VI. Department/Commission Reports
- VII. Consent Calendar
- VIII. Correspondence Received
- IX. Regular Morning Calendar
- X. Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board **(DURING THIS DISCUSSION THE BOARD MAY WISH TO CONSIDER WHETHER TO KEEP THIS "EXTRA" PUBLIC COMMENT)**
- XI. Closed Session
- XII. Reconvene and Report from Closed Session (1:00 p.m. unless adjusted by the Chair as needed)
- XIII. Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board
- XIV. Regular Afternoon Calendar
- XV. Board Member Reports on assigned Boards, Councils, Commissions or other meetings attended

Adjournment – Meeting may be Adjourned in the Memory of/Moment of Silence/Reading of Names

APPENDIX B. 4/5ths and Unanimous Vote Requirements

Subject	Vote	Code	Description
Off Agenda Action	Unanimous	Gov. Code §54954.2 (b)(2)	To consider an item not on the Agenda, the Board must make findings that the need to take action arose after the agenda was posted. The vote requires at least four votes of the Board if two-thirds of the members are present. If less than two-thirds are present, it requires a unanimous vote.
Airport	4/5	Gov. Code §26021	Property acquisition for airport purchases by purchase, condemnation or lease; resolution for County aid.
Airport	4/5	Gov. Code §26026	Contribute money to the United States for the acquisition or improvement by the United States or any of its authorized agencies of airports in the county.
Bonds		Gov. Code §§26880, 26885, 26946, 29917, 53595.20, 53345.8; Sts. & Hwys Code §§9132, 5227, 10355, 9534.5; Ed. Code §15145; Pub. Util. Code §§99100, 99102, 99118, 99119	There are many special voting requirements and other processes required for bonds. Please check with County Counsel.
Bridges	4/5	Pub. Contract §20405(c)	Modify the plans, specifications and working details of bridge construction contracts.
Budget	4/5	Gov. Code §29088	Changes to proposed budget after budget hearing but prior to final budget
Budget	4/5	Gov. Code §29125	The following transfers and revisions to the adopted appropriations require a 4/5 vote: (1) transfers between funds; or (2) transfers from appropriation for contingencies.
Budget	4/5	Gov. Code	Adopt resolution necessary to appropriate and expend funds

Subject	Vote	Code	Description
		§29127	necessary to meet specific emergencies.
Budget	4/5	Gov. Code §29130	Make available for appropriation any of the following fund balances: a. Restricted, committed, assigned, and unassigned fund balances, excluding the general reserves and nonspendable fund balance; b. Amounts that are either in excess of anticipated amounts or not specifically set forth in the budget derived from any actual or anticipated increases in financing sources.
Collections	4/5	Gov. Code §26220(a) and (b)	a. Assign for the purpose of collection any or all delinquent bills, claims and accounts, and any or all money judgments taken in the name of the County. b. Assign for the purpose of collection any or all c. delinquent or unsecured taxes.
Condemnation /Eminent Domain	4/5	Code of Civ. Pro. §1245.240	Adopt a resolution of necessity prior to commencing an eminent domain proceeding.
Contracts	4/5	Pub. Contract Code §20128	Modify terms of a construction contract.
Contracts	4/5	Pub. Contract Code § 20135	Alter or change in any manner the plans and specifications previously adopted by the Board for the erection, alteration, construction, or repair of any public building or structure, where such alteration or change increases cost.
Contracts	4/5	Pub. Contract Code §20136	Adopt an order to alter or change a contract that is for the erection, construction, alteration or repair of any public building or other structure.
Contracts	4/5	Pub. Contract Code § 20137	Contracts for the erection, construction, alteration, or repair of any public building or other structure: the Board may authorize a change if it does not exceed 10% of the original contract price.
Contracts	4/5	Pub. Contract Code § 20150.10	Adopt a resolution declaring that a project can be performed more economically by county personnel, or that in the Board's opinion a contract to perform the project can be negotiated with the original bidders at a lower price than that in any of the bids, or the materials or supplies furnished at a lower price in the open

Subject	Vote	Code	Description
			market.
Contracts	4/5	Pub. Contract Code § 22038(a)(2)	After rejection of bids, adopt a resolution that declares that a project can be performed more economically by the employees of the agency.
Contracts	4/5	Pub. Contract Code §22050(a)(1)	In the case of an emergency, repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts. (See also Pub. Contract Code §22035.)
Contracts	4/5	Pub. Contract Code §22050(b)(1)	Adopt a resolution or ordinance that delegates to the appropriate county administrative officer, chief engineer or other nonelected agency officer, the authority to order any action pursuant to the emergency powers described in (a)(1) above.
Contracts	4/5	Pub. Contract Code §3400(c)(4)	Use of specific brand/trade name (without “or equal”) in the invitation of bids or requests for proposals in order to respond to an emergency declared by a local agency by a four-fifths vote.
Counsel	4/5	Gov. Code § 25203	Employ counsel to assist the district attorney, county counsel or other counsel for the county or public entity for which the Board is the governing body.
Flood Control, Maintenance and Sanitation District	4/5	Gov. Code § 23014	Adopt a resolution appropriating any of its available moneys to a revolving fund (not to exceed \$500,000) to be used by any county sanitation district, county flood control district, or county district maintenance district located wholly within the county for certain purposes.
Legislation	4/5	Gov. Code §25123(d); Elec. Code §9141(a)(4)	Adopt ordinances that are for the immediate preservation of the public peace, health or safety, which contain a declaration of the facts constituting the urgency, in which case the ordinance shall take effect immediately.
Parks	Unanimous	Gov. Code §25583	Adopt a resolution of intention to abandon a park or a portion of a park and fix a time when it will meet to take final action.
Parks	4/5	Gov. Code §25553	Find that the enlargement or improvement of the public park, beach, golf course or recreation ground is of general county interest or that the cost of maintenance is increased by reason of use by residents of the county outside of the city, such that the

Subject	Vote	Code	Description
			Board may determine to extend aid to city parks.
Planning	4/5	Gov. Code §65858	Adopt as an urgency measure, an interim ordinance prohibiting any uses that may conflict with a contemplated general plan, specific plan, or zoning proposal. Any extension of time on the interim ordinance also requires a 4/5 vote.
Planning	4/5	Pub. Util. Code §§ 21676, 21676.5	Overrule an airport land use commission's determination.
Property	Unanimous	Gov. Code §25363	Cash sale or lease of any property not required for public use at a noticed public auction (4/5ths vote); sale or lease at an unadvertised, private sale can be authorized by simple majority, but only after the Board unanimously finds that the value of the property does not exceed \$500, monthly rental value is less than \$75 or it is a product of a County farm.
Property	Unanimous	Gov. Code §25550 & §25550.5	Conveyance of county property to city for public park purposes.
Property	4/5	Gov. Code §25365(a)	Convey to another governmental agency within the county any real or personal property.
Property	4/5	Gov. Code §25365(b)	Exchange real property with any person, firm or corporation for the purpose of removing defects in the title or where the real property is not required for county use and the real property to be acquired is required for county use.
Property	4/5	Gov. Code §25515.2(c)	Action to approve any sale, lease, lease with option to purchase, development or contract agreement for public property after a request for proposals.
Property	4/5	Gov. Code §25536(a)	Enter leases, concession or managerial contracts involving leasing or subleasing county-owned, leased or managed property devoted to or held for certain purposes.
Property	4/5	Gov. Code §25536(c)	Sell or lease county-owned property without complying with Article 8 "Sale or Lease of Real Property" if the county repurchases or leases back the property as part of the same transaction. Pledge specific revenues as security for the payment

Subject	Vote	Code	Description
			of obligations incurred in the repurchase or leaseback of the property.
Property	4/5	Gov. Code §25536.5	Approve an agreement to amend a lease, sublease, concession or managerial contract entered to permit a permanent improvement or alteration of property at the expense of the lessee or concessionaire and to permit a credit on rentals or other reimbursement.
Property	4/5	Gov. Code §25526	Adopt a resolution declaring intent to sell or lease property.
Property	4/5	Gov. Code §53867	Determines that property cannot be sold for a sum at least equal to the total of the amount paid, all accrued penalties and delinquencies, and necessary expenses incurred, and local agency may sell the property or lien for less than such total but not less than the fair market value of the property or lien.
Roads	Unanimous	Sts. & Hwy Code §1026(c)	County aid to road districts: order the expense of material for highway construction to be paid out of the county general fund.
Special Assessment Districts	4/5	Sts. & Hy. Code §§ 2808.5, 2808.6, 2808.7	There are several statutory special vote requirements related to special assessment districts. Please consult with County Counsel.
Special Purpose District	Unanimous	Gov. Code § 26909, subd. (b)	Approve a unanimous request made by the governing board of a special district to replace an annual audit with another specified audit.
Streets and Highway	4/5	Sts. & Hwy. Code §942	Let County rent county equipment used in the maintenance and construction of county roads, when such equipment is not in use upon the roads under the jurisdiction of the Board, and arrange the rate of rental compensation, in keeping with the general conditions prevailing in the county in which the transaction is made.
Streets and Highway	4/5	Sts. & Hwy. Code § 969.5	Adopt a resolution that determines that the general county interest demands the improvement or repair of a privately-owned road.

Subject	Vote	Code	Description
Streets and Highway	4/5	Sts. & Hwy. Code § 1070	Determine that the public convenience and necessity demand the acquisition or construction of a new county highway or improvement, repair or maintenance of any existing county highway, and the expense of such new highway or the expense of improving, repairing, or maintaining such existing highway is too great to pay out of the road fund of the district (such that the Board may adopt a resolution to make such acquisition or do such work and charge the expense to the county general fund, the road fund of the county, or the district fund of any district benefited).
Streets and Highway	4/5	Sts. & Hwy. Code § 1627	Adopt a resolution that establishes a “county highway right of way acquisition revolving fund” for acquiring rights of way for county highway purposes through purchase or condemnation.
Streets and Highway	4/5	Sts. & Hwy. Code §§ 1680, 1686	Adopt a resolution that determines that certain activities are of general county interest and that county aid may be extended to cities for city streets.
Streets and Highway	4/5	Sts. & Hwy. Code § 1700	Adopt a resolution that declares any highway located in whole or in part within a city to be a county highway for one or more of the following purposes: acquisition of rights-of-way, construction, maintenance, improvement, or repair.
Tax	4/5	Gov. Code § 53724	Approve an ordinance or resolution that proposes a tax that is subject to approval by the voters pursuant to Government Code section 53722.
Tax	4/5	Rev. & Tax. Code § 7285	Approve ordinance proposing a transactions and use tax for general purposes.
Tax	4/5	Rev. & Tax. Code § 7285.5	Adopt ordinance regarding a transactions and use tax for specific purposes.

APPENDIX C. Request to Place Item on Board's Agenda by the Public or Non-County Entities

- a. The public or any non-county entity (e.g., other governments, businesses, non-profits groups or other interest groups) are requested to contact the Clerk of the Board of Supervisors (760-932-5533 or 760- 932-5538) for the date of the next available agenda. This information online at: <http://monocounty.ca.gov/bos>; click on **Meetings** link.
- b. A non-county individual or group seeking placement of an item on the Board of Supervisors' Agenda must have one of the Supervisors sponsor the item and concurrence from the Board Chair. The name of Board Member sponsor shall be provided to the Clerk of the Board and listed on the agenda.
- c. The following information is required via email to the Clerk of the Board of Supervisors before the item will be added to the agenda:
 - *A brief description of the item to be discussed.*
 - *Is there a requested Board action, or is this item informational?*
 - *Is there a fiscal impact to the County?*
 - *Name of the person(s) who will be appearing before the Board to make the presentation.*
 - *Amount of time requested, including discussion and questions from the Board.*
 - *Preferred time of presentation, morning or afternoon.*
 - *Morning is between 9:30-12:00 p.m.; afternoon is after 1:00 p.m.*

NOTE: *An afternoon time may not be possible if the meeting will be finished before Noon.*

- *If the request is from an organization, please provide via email a cover memo on the organization's letterhead addressed to the Mono County Board of Supervisors describing in detail the request, expected Board action, and fiscal impact.*
 - *If handouts are to be provided at the Board meeting, provide copies via email to the Clerk of the Board of Supervisors, and bring at least 10 paper copies for public distribution*
 - *If a PowerPoint presentation will be presented, please email it to the Clerk prior to the agenda deadline so it can be included in the Board's packet.*
- d. Upon request, the Clerk of the Board will provide a copy of a sample cover memo.

MONO COUNTY BOARD OF SUPERVISORS GOVERNANCE SELF ASSESSMENT

One of the most important characteristics of effective governance is the extent to which governing boards conduct regular self-assessments of their own effectiveness. Often, the best judge of what works in governance and what needs improvement are the members of the governance team themselves. The Board’s continuing education and self-assessment is important for several reasons, not the least of which is identifying problems before they become serious governance issues. Equally important is the opportunity to identify areas which are working well. Effective governance is often built upon strengths and areas of high performance, one of which is the ability of the Board to identify and remedy potential governance concerns.

Directions: It is important from time to time to review the governance team’s protocols and norms to determine their effectiveness and the extent to which they continue to address the needs of the governance team. For each item below, record an overall rating number with 1 representing least effective (unsatisfactory) and 4 most effective (excellent).

1	UNSATISFACTORY	Inconsistent and/or low-quality practice of the majority of the Board or the Board as a whole.
2	COULD BE IMPROVED	Practice somewhat exhibited by some members of the Board or the Board as a whole.
3	SATISFACTORY	Practice often exhibited by some members of the Board or the Board as a whole.
4	EXCELLENT	Consistent and high-quality practice of the Board as a whole.

Section I: The Board

#	The Board (1: Unsatisfactory – 4: Excellent)	1	2	3	4
1.	The Board is committed to a common vision.				
2.	The Board governs as a team, strategically focused and missiondriven.				
3.	The Board governs in a dignified and professional manner, treating everyone with civility and respect.				
4.	The Board governs in an accessible manner, committed to openness and transparency.				
5.	The Board governs in a collaborative manner with the community, staff and within the Board.				

#	The Board (1: Unsatisfactory – 4: Excellent)	1	2	3	4
6.	Board meetings are organized and conducted in accordance with agreed upon procedures and reflect agreed upon priorities.				
7.	The agenda and background information are made available to the Board in a timely manner according to approved processes.				
8.	The Board meeting agenda and Board packet contain sufficient information and clarity of the executive recommendations on which to base Board decisions.				
9.	There is a good relationship between how long the Board spends on an agenda item and the importance of the item.				
10.	Supervisors views expressed in Board meetings are received respectfully and with consideration.				
11.	Board members have sufficient opportunity to participate in Board discussion during meetings so that proposals can be carefully and thoroughly considered.				
12.	Supervisors are accountable to each other for the highest standards of performance and effectiveness.				
13.	Community members are provided equal opportunity for input according to Board procedures and processes and are received with dignity and respect.				
14.	The Board is committed to continuous learning and improvement and conducts periodic evaluations to monitor its own performance.				
15.	Commissions and Advisory Committees function effectively. Supervisors are aware of the work of Commissions and Advisory Committees and receive reports on an annual basis.				
16.	Supervisors have a thoughtful, well- developed process for on boarding new supervisors.				

Comments:

Section II: Supervisors

#	Supervisors (1: Unsatisfactory – 4: Excellent)	1	2	3	4
17.	Supervisors come to meetings on time, familiar with agenda materials and prepared to fully participate in the entire meeting.				
18.	Supervisors demonstrate a personal responsibility for keeping the meeting moving forward, ensuring a good relationship between how long the Board spends on an agenda item and the importance of the item.				
19.	Supervisors communicate with the County Administrator and staff in a climate of trust and mutual respect, demonstrating respect for staff as accomplished professionals in County management and administrative leadership.				
20.	Supervisors understand and support the division of function between Supervisors, the County Administrator and staff and avoid dealing with matters related to the day-to-day operations of the County.				
21.	Supervisors understand they have no authority as individuals to direct staff. Direction to staff can only come from formal action of the Board.				
22.	In requesting studies and reports, Supervisors consider County staff time and other costs required to fulfill the request, as well as alignment with the strategic plan.				
23..	Supervisors do not engage in dialogue or debate with community speakers.				
24.	Supervisors do not allow personal conflict or personal matters to affect their actions, but reach decisions based solely on the merits of the issue.				
25.	Individual Supervisors refrain from making commitments on behalf of the entire Board without approval from the Board.				
26.	Individual Supervisors disclose all of their conflicts of interest, and any concerns regarding other real or potential conflicts of interest are expressed discreetly.				
27.	Supervisors keep confidential information confidential.				
28.	Supervisors support majority decisions of the Board even when individual views may differ.				

Comments:

SECTION III: Strengths and Areas to Improve

A. What do you think are the biggest issues or challenges the Board must address within the short run(two years or less)?

B. What do you think are the combined strengths of the present Mono County Board of Supervisors?

C. What are the two to three improvements you would suggest for strengthening the governance effectiveness of the Mono County Board of Supervisors?



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: CAO

TIME REQUIRED 30 minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

Robert Lawton, Mono County
Administrative Officer

SUBJECT Mono County FY2022-23 Allocation
List

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed resolution to adopt the Fiscal Year 2022-23 Position Allocation List for positions classified in the Recommended Budget

RECOMMENDED ACTION:

Adopt proposed resolution R22- ____, Adopting a Schedule for Position Classifications in Conjunction with the Adoption of the 2022-2023 Budget.

FISCAL IMPACT:

None.

CONTACT NAME: Megan Chapan

PHONE/EMAIL: 760-924-1836 /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Resolution
Allocation List

History

Time	Who	Approval
9/8/2022 2:56 PM	County Counsel	Yes

9/8/2022 3:02 PM

Finance

Yes

9/9/2022 4:09 PM

County Administrative Office

Yes



**COUNTY ADMINISTRATIVE OFFICER
COUNTY OF MONO**

Robert C. Lawton
PO Box 696
Bridgeport, CA 93517-0696
(760) 932-5410
rlawton@mono.ca.gov
www.mono.ca.gov

September 13, 2022

BOARD OF SUPERVISORS

CHAIR

Bob Gardner / District 3

VICE CHAIR

Rhonda Duggan / District 2

Stacy Corless / District 5

Jennifer Kreitz / District 1

John Peters / District 4

COUNTY DEPARTMENTS

ASSESSOR

Hon. Barry Beck

DISTRICT ATTORNEY

Hon. Tim Kendall

SHERIFF / CORONER

Hon. Ingrid Braun

ANIMAL SERVICES

Malinda Huggans

BEHAVIORAL HEALTH

Robin Roberts

COMMUNITY DEVELOPMENT

Wendy Sugimura

COUNTY CLERK-RECORDER

Scheereen Dedman

COUNTY COUNSEL

Stacey Simon, Esq.

ECONOMIC DEVELOPMENT

Jeff Simpson

EMERGENCY MEDICAL SERVICES

To be determined

FINANCE

Janet Dutcher

CPA, CGFM, MPA

INFORMATION TECHNOLOGY

Nate Greenberg

PROBATION

Karin Humiston

PUBLIC HEALTH

Bryan Wheeler

PUBLIC WORKS

Paul Roten

SOCIAL SERVICES

Kathy Peterson

To: The Honorable Board of Supervisors, Colleagues, and Community Members

From: Robert C. Lawton

RE: Resolution to adopt the Allocation List for FY2022–23

RECOMMENDATION: Approve proposed resolution to adopt the County of Mono List of Allocated Positions for the Fiscal Year 2022-2023.

DISCUSSION: Section 29007 of the State of California County Budget Act requires counties to adopt a resolution setting forth for each budget unit, a schedule showing salary rate or range for each position along with total allocated positions approved by the Board of Supervisors.

The County Administrative Office has added a Director of Emergency Management, a newly created position. The position of County Budget Officer is a reallocation of an existing Accountant III position from Finance. The Budget Officer will fulfill needed roles for Mono County. Public Works has combined the former Fleet Services and Road Operations. They fall under the supervision of a single Road Operations and Fleet Superintendent, directing a Fleet Maintenance Manager. Social Services added a new Eligibility Specialist Trainee I/II to their team to help with the current caseload to be paid for with Medical and CalFresh Administrative funds. The former Social Services Program Manager was also reclassified as Child and Adult Services Manager. The Sheriff's Office added a Sergeant to the allocation list in place of one of the three frozen Deputy Sheriff positions. This addition brings the total number of Sergeants to four and will allow overtime to be spread amongst four people instead of three. This is a needed addition to the Sheriff's Office as there always needs to be a Sergeant on duty, and the rotation and need took a toll on the team. Public Health had several staffing changes from the FY 2021-22 Adopted Budget, reflecting a number of Limited Term positions supported by grant funding. Behavioral Health had several changes to the allocation list from FY 2021-22. Two Psych Specialist I's were reclassified as Psych Specialist II's. Two Staff Services Analyst II were reclassified to Quality Assurance Coordinator III. An Accountant II was converted to Staff Services Manager. Additionally, a Substance Use Disorder Counselor III and a Quality Assurance Coordinator III were added to the allocation list.

ATTACHMENT:

- 1) Allocation List
- 2) Resolution 22-XX



R22-__

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS
ADOPTING A SCHEDULE FOR POSITION CLASSIFICATIONS
IN CONJUNCTION WITH THE ADOPTION OF THE 2021-2022 BUDGET**

WHEREAS, California Government Code section 29007 requires that a schedule for position classifications, also referred to as an “allocation list”, be adopted in conjunction with the annual adoption of the County budget; and

WHEREAS, the allocation list must include salary rates or ranges, as applicable, and the total allocated positions approved by the Board of Supervisors; and

WHEREAS, in conjunction with the adoption of the 2022-23 Budget for the County of Mono, the Board now wishes to adopt a schedule for position classifications.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES that the Mono County 2022-23 schedule for position classifications attached hereto as an exhibit and incorporated by this reference, is hereby adopted.

PASSED, APPROVED and ADOPTED this 13th day of September 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Bob Gardner, Chair
Mono County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board

County Counsel

Mono County Position Allocation List, FY 2022-23

Department	Position Title	Grade/ Range	Min Annual Base Salary 2022 Pay Matrix	Max Annual Base Salary 2022 Pay Matrix	FTE
ANIMAL SERVICES	ANIMAL SERVICES OFFICER I/II	50/52	\$39,456.00	\$50,386.00	2
ANIMAL SERVICES	ANIMAL SERVICES SHELTER ATTENDANT	47	\$36,638.00	\$44,534.00	3
ANIMAL SERVICES	DIRECTOR OF ANIMAL SERVICES	6	\$67,379.00	\$81,900.00	1
6					
ASSESSOR	APPRAISER AIDE	64	\$55,750.00	\$67,764.00	1
ASSESSOR	APPRAISER II	71	\$66,269.00	\$80,550.00	2
ASSESSOR	APPRAISER III	75	\$73,148.00	\$88,912.00	1
ASSESSOR	ASSESSOR	16	\$109,754.00	\$133,406.00	1
ASSESSOR	ASSISTANT ASSESSOR	13	\$94,809.00	\$115,242.00	1
ASSESSOR	AUDITOR-APPRAISER II	74	\$71,364.00	\$86,744.00	1
ASSESSOR	CADASTRAL MAPPER/TRANSFER ANALYST	65	\$57,143.00	\$69,458.00	1
ASSESSOR	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	1
9					
BEHAVIORAL HEALTH	DIRECTOR OF BEHAVIORAL HEALTH	18	\$121,004.00	\$147,081.00	1
BEHAVIORAL HEALTH	BEHAVIORAL HEALTH PROGRAM MANAGER	82	\$86,950.00	\$105,689.00	1
BEHAVIORAL HEALTH	BEHAVIORAL HEALTH SERVICES COORDINATOR I	62	\$53,063.00	\$64,499.00	2
BEHAVIORAL HEALTH	BEHAVIORAL HEALTH SERVICES COORDINATOR III	70	\$64,652.00	\$78,586.00	1
BEHAVIORAL HEALTH	CASE MANAGER III	60	\$50,506.00	\$61,391.00	4
BEHAVIORAL HEALTH	CLINICAL SUPERVISOR	82	\$86,950.00	\$105,689.00	1
BEHAVIORAL HEALTH	FISCAL TECHNICAL SPECIALIST III	59	\$49,275.00	\$59,894.00	1
BEHAVIORAL HEALTH	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	2
BEHAVIORAL HEALTH	PSYCHIATRIC SPECIALIST II	70	\$64,652.00	\$78,586.00	2
BEHAVIORAL HEALTH	PSYCHIATRIC SPECIALIST III	74	\$71,364.00	\$86,744.00	2
BEHAVIORAL HEALTH	QUALITY ASSURANCE COORDINATOR III	78	\$78,773.00	\$95,749.00	1
BEHAVIORAL HEALTH	STAFF SERVICES ANALYST II	70	\$64,652.00	\$78,586.00	1
BEHAVIORAL HEALTH	STAFF SERVICES ANALYST III	74	\$71,364.00	\$86,744.00	2
BEHAVIORAL HEALTH	STAFF SERVICES MANAGER	82	\$86,950.00	\$105,689.00	1
BEHAVIORAL HEALTH	SUBSTANCE USE DISORDERS COUNSELOR III	62	\$53,063.00	\$64,499.00	3
BEHAVIORAL HEALTH	SUBSTANCE USE DISORDERS SUPERVISOR	72	\$67,926.00	\$82,564.00	1
BEHAVIORAL HEALTH	WELLNESS CENTER ASSOCIATE	n/a	\$20.00/hr.		2
BEHAVIORAL HEALTH	WELLNESS CENTER ASSOCIATE	n/a	\$25.00/hr.		1
BEHAVIORAL HEALTH	WELLNESS CENTER ASSOCIATE	n/a	\$30.00/hr.		2
31					
BOARD OF SUPERVISORS	BOARD CHAIRPERSON	n/a		\$53,544.00	1
BOARD OF SUPERVISORS	BOARD MEMBER	n/a		\$57,504.10	4
5					
CLERK/RECORDER	COUNTY CLERK/RECORDER/REGISTRAR	14	\$99,550.00	\$121,004.00	1
CLERK/RECORDER	ASSISTANT COUNTY CLERK/RECORDER	10	\$81,900.00	\$99,550.00	1
CLERK/RECORDER	SENIOR DEPUTY BOARD CLERK/ELECTIONS	69	\$63,076.00	\$76,669.00	1
CLERK/RECORDER	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	1
CLERK/RECORDER	FISCAL TECHNICAL SPECIALIST I/II/III/IV	1/55/59/63	\$40,442.00	\$66,111.00	1
CLERK/RECORDER	ELECTIONS ADMINISTRATION ADVISOR/ANNUITANT (Temp)	n/a	\$25.00/hr.		0.25
CLERK/RECORDER	ELECTIONS ASSISTANT (Temp)	n/a	\$25.00/hr.		0.25
5.5					
COMMUNITY DEVELOPMENT	DIRECTOR OF COMMUNITY DEVELOPMENT	18	\$121,004.00	\$147,081.00	1
COMMUNITY DEVELOPMENT	PRINCIPAL PLANNER	78	\$78,773.00	\$95,749.00	1
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT ANALYST III	74	\$71,364.00	\$86,744.00	2
COMMUNITY DEVELOPMENT	ASSOCIATE PLANNER II	70	\$64,652.00	\$78,586.00	1
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT ANALYST II	70	\$64,652.00	\$78,586.00	3
COMMUNITY DEVELOPMENT	ADMISTRATIVE SERVICES SPECIALIST	69	\$63,076.00	\$76,669.00	1
COMMUNITY DEVELOPMENT	OFFICE MANAGER & PLANNING COMMISSION SECRETARY	65	\$57,143.00	\$69,458.00	1
COMMUNITY DEVELOPMENT-BUILDING	BUILDING INSPECTOR III	74	\$71,364.00	\$86,744.00	1
COMMUNITY DEVELOPMENT-BUILDING	BUILDING INSPECTOR/PLANS EXAMINER	71	\$66,269.00	\$80,550.00	1
COMMUNITY DEVELOPMENT-BUILDING	PERMIT TECHNICIAN	64	\$55,750.00	\$67,764.00	1
COMMUNITY DEVELOPMENT-BUILDING	BUILDING OFFICIAL	n/a	\$86.28/hr.		1
COMMUNITY DEVELOPMENT-CODE	COMMUNITY DEVELOP ANALYST III/CODE ENFORCE	74	\$71,364.00	\$86,744.00	1
COMMUNITY DEVELOPMENT-CODE	COMMUNITY DEVELOP ANALYST II/CODE ENFORCE	70	\$64,652.00	\$78,586.00	1

Mono County Position Allocation List, FY 2022-23

Department	Position Title	Grade/ Range	Min Annual Base Salary 2022 Pay Matrix	Max Annual Base Salary 2022 Pay Matrix	FTE
16					
COUNTY ADMINISTRATION	ASSISTANT COUNTY ADMINISTRATIVE OFFICER	21	\$140,077.00	\$170,264.00	1
COUNTY ADMINISTRATION	ASSISTANT TO THE COUNTY ADMINISTRATIVE OFFICER	9	\$78,000.00	\$94,809.00	1
COUNTY ADMINISTRATION	BUDGET OFFICER	17	\$115,242.00	\$140,077.00	1
COUNTY ADMINISTRATION	COUNTY ADMINISTRATIVE OFFICER	25	\$170,264.00	\$206,957.00	1
COUNTY ADMINISTRATION	DIRECTOR OF EMERGENCY MANAGEMENT	20	\$133,406.00	\$162,156.00	1
COUNTY ADMINISTRATION	HOUSING OPPORTUNITIES MANAGER	14	\$99,550.00	\$121,004.00	1
COUNTY ADMINISTRATION	CHIEF PEOPLE OFFICER	21	\$140,077.00	\$170,264.00	1
COUNTY ADMINISTRATION	HUMAN RESOURCES GENERALIST	5	\$64,171.00	\$78,000.00	2
COUNTY ADMINISTRATION	HUMAN RESOURCES SPECIALIST	1	\$52,794.00	\$64,171.00	1
10					
COUNTY COUNSEL	COUNTY COUNSEL	25	\$170,264.00	\$206,957.00	1
COUNTY COUNSEL	ASSISTANT COUNTY COUNSEL	18	\$121,004.00	\$147,081.00	2
COUNTY COUNSEL	DEPUTY COUNTY COUNSEL III	15	\$104,527.00	\$127,054.00	1
COUNTY COUNSEL	RISK MANAGER	12	\$90,295.00	\$109,754.00	1
COUNTY COUNSEL	ADMINISTRATIVE SERVICES SPECIALIST	69	\$63,076.00	\$76,669.00	1
6					
DISTRICT ATTORNEY	DISTRICT ATTORNEY	21	\$140,077.00	\$170,264.00	1
DISTRICT ATTORNEY	ASSISTANT DISTRICT ATTORNEY	18	\$121,004.00	\$147,081.00	1
DISTRICT ATTORNEY	DEPUTY DISTRICT ATTORNEY III	15	\$104,527.00	\$127,054.00	2
DISTRICT ATTORNEY	CHIEF INVESTIGATOR	15	\$104,527.00	\$127,054.00	1
DISTRICT ATTORNEY	DISTRICT ATTORNEY INVESTIGATOR II	11	\$85,995.00	\$104,527.00	1
DISTRICT ATTORNEY	OPERATIONS AND PROGRAMING SUPERVISOR	4	\$61,115.00	\$74,286.00	1
DISTRICT ATTORNEY	ADMINISTRATIVE SERVICES SPECIALIST	69	\$63,076.00	\$76,669.00	1
DISTRICT ATTORNEY	VICTIM/WITNESS ADVOCATE	60	\$50,506.00	\$61,391.00	1
DISTRICT ATTORNEY	VICTIM/WITNESS ADVOCATE (Per Diem)	n/a	\$20.00/hr.		1
10					
ECONOMIC DEVELOPMENT	DIRECTOR OF ECONOMIC DEVELOPMENT	16	\$109,754.00	\$133,406.00	1
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT MANAGER	12	\$90,295.00	\$109,754.00	1
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT COORDINATOR	69	\$63,076.00	\$76,669.00	1
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT ASSISTANT	59	\$49,275.00	\$59,894.00	0.75
3.75					
FINANCE	DIRECTOR OF FINANCE	21	\$140,077.00	\$170,264.00	1
FINANCE	ASSISTANT DIRECTOR OF FINANCE	14	\$99,550.00	\$121,004.00	2
FINANCE	ACCOUNTANT II	79	\$80,742.00	\$98,143.00	2
FINANCE	ACCOUNTANT I	73	\$69,624.00	\$84,628.00	4
FINANCE	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	3
12					
INFORMATION TECHNOLOGY	DIRECTOR OF INFORMATION TECHNOLOGY	21	\$140,077.00	\$170,264.00	1
INFORMATION TECHNOLOGY	INFRASTRUCTURE MANAGER	88	\$100,836.00	\$122,567.00	1
INFORMATION TECHNOLOGY	SENIOR SYSTEM ADMINISTRATOR	84	\$91,352.00	\$111,039.00	1
INFORMATION TECHNOLOGY	BUSINESS OPERATIONS MANAGER	81	\$84,830.00	\$103,111.00	1
INFORMATION TECHNOLOGY	LEAD DEVELOPER	81	\$84,830.00	\$103,111.00	1
INFORMATION TECHNOLOGY	COMMUNICATIONS SPECIALIST I/II	77	\$76,852.00	\$93,413.00	1
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY SPECIALIST III	79	\$79,159.00	\$96,218.00	1
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY SPECIALIST II	77	\$76,852.00	\$93,413.00	1
INFORMATION TECHNOLOGY	GEOGRAPHIC INFORMATION SYSTEM SPECIALIST I	75	\$73,148.00	\$88,912.00	1
INFORMATION TECHNOLOGY	GEOGRAPHIC INFORMATION SYSTEM SPECIALIST III	79	\$79,159.00	\$96,218.00	1
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY SPECIALIST I	75	\$73,148.00	\$88,912.00	1
INFORMATION TECHNOLOGY	GEOGRAPHIC INFORMATION SYSTEM ANALYST	70	\$64,652.00	\$78,586.00	1
12					
EMS	CHIEF OF EMERGENCY MEDICAL SERVICES	17	\$115,242.00	\$140,077.00	1
EMS	FISCAL & ADMINISTRATIVE SERVICES OFFICER I	76	\$73,507.00	\$89,348.00	1
EMS	PARAMEDIC STATION CAPTAIN	58	\$63,859.00	\$77,621.00	4
EMS	PARAMEDIC TRAINING OFFICER	56	\$61,090.00	\$74,256.00	1
EMS	PARAMEDIC II	54	\$55,536.00	\$67,505.00	15
EMS	EMERGENCY MEDICAL TECHNICIAN	40	\$45,501.00	\$47,776.00	4

Mono County Position Allocation List, FY 2022-23

Department	Position Title	Grade/ Range	Min Annual Base Salary 2022 Pay Matrix	Max Annual Base Salary 2022 Pay Matrix	FTE
26					
PROBATION	CHIEF PROBATION OFFICER	19	\$127,054.00	\$154,435.00	1
PROBATION	FISCAL & ADMINISTRATIVE SERVICES OFFICER II	79	\$79,159.00	\$96,218.00	1
PROBATION	DEPUTY PROBATION OFFICER V	67	\$72,915.00	\$88,629.00	2
PROBATION	DEPUTY PROBATION OFFICER IV	63	\$67,379.00	\$81,899.00	2
PROBATION	BEHAVIORAL HEALTH SERVICES COORDINATOR I	62	\$52,023.00	\$63,234.00	1
PROBATION	PROBATION AIDE II	51	\$49,118.00	\$59,703.00	1
PROBATION	DEPUTY PROBATION OFFICER III	59	\$48,308.00	\$58,719.00	5
13					
PUBLIC HEALTH	DIRECTOR OF PUBLIC HEALTH	18	\$121,004.00	\$147,081.00	1
PUBLIC HEALTH	ENVIRONMENTAL HEALTH MANAGER	13	\$94,809.00	\$115,242.00	1
PUBLIC HEALTH	EPIDEMIOLOGIST (LIMITED TERM 11/17/2022)	82	\$85,246.00	\$103,616.00	1
PUBLIC HEALTH	HEALTH PROGRAM MANAGER/PUBLIC HEALTH NURSE (1 Limited Term)	82	\$85,246.00	\$103,616.00	4
PUBLIC HEALTH	FISCAL & ADMINISTRATIVE SERVICES OFFICER II	79	\$79,159.00	\$96,218.00	1
PUBLIC HEALTH	DEPUTY DIRECTOR OF PUBLIC HEALTH (Limited Term 7/31/2023)	13		\$93,768.00	1
PUBLIC HEALTH	EMERGENCY PREPAREDNESS MANAGER	75	\$71,714.00	\$87,169.00	1
PUBLIC HEALTH	WIC PROGRAM DIRECTOR/REGISTERED DIETICIAN	75	\$71,714.00	\$87,169.00	1
PUBLIC HEALTH	COMMUNITY HEALTH PROGRAM COORDINATOR I/II	70/75	\$63,385.00	\$87,169.00	1
PUBLIC HEALTH	ENVIRONMENTAL HEALTH SPECIALIST III	74	\$69,965.00	\$85,043.00	3
PUBLIC HEALTH	FISCAL TECHNICAL SPECIALIST IV (1 Limited Term Ending June 30, 2023)	63	\$54,390.00	\$66,111.00	5
PUBLIC HEALTH	COMMUNITY HEALTH OUTREACH SPECIALIST (2 Limited Term 6/30/2023)	63	\$53,323.00	\$64,815.00	3
PUBLIC HEALTH	COVID CASE INVESTIGATORS (TEMP THROUGH 7/31/23)	53	\$ 41,656.00	\$50,633.00	2
PUBLIC HEALTH	PUBLIC HEALTH OFFICER (Part Time)	n/a	\$105.00/hr.		0.50
PUBLIC HEALTH	PUBLIC HEALTH NURSING PROFESSIONAL (Part Time)	n/a	\$48.84/hr.		0.10
PUBLIC HEALTH	COVID SCREENER-BILINGUAL (Limited Term Ending July 31, 2023 Full Time)	53	\$ 42,489.00	\$51,646.00	1
PUBLIC HEALTH	PUBLIC HEALTH EQUITY OFFICER (Limited Term May 31, 2023)	11	85,995	\$104,527.00	1
PUBLIC HEALTH	DIRECTOR OF PUBLIC HEALTH NURSING	86	95,977	\$116,661.00	1
PUBLIC HEALTH	COVID RESPONSE TEAM UTILITY (2 Limited Term Ending 7/31/2023 & 06/30/2023)	70	64,652	\$78,586.00	3
31.6					
PUBLIC WORKS	DIRECTOR OF PUBLIC WORKS	20	\$133,406.00	\$162,156.00	1
PUBLIC WORKS	ADMINISTRATIVE SERVICES SPECIALIST	69	\$63,076.00	\$76,669.00	1
PUBLIC WORKS-ENGINEERING	COUNTY ENGINEER	15	\$104,527.00	\$127,054.00	1
PUBLIC WORKS-ENGINEERING	ASSOCIATE ENGINEER I	84	\$91,352.00	\$111,039.00	2
PUBLIC WORKS-ENGINEERING	ENGINEER TECHNICIAN III	74	\$71,364.00	\$86,744.00	1
PUBLIC WORKS-ENGINEERING	PUBLIC WORKS PROJECT MANAGER	9	\$78,000.00	\$94,809.00	1
PUBLIC WORKS-ENGINEERING	EASTERN SIERRA REREATIONL COORDINATOR	9	\$78,000.00	\$94,809.00	1
PUBLIC WORKS-ENGINEERING	EASTERN SIERRA RECREATION SEASONAL (2 x part time)	51	\$19.44	\$22.51	1
PUBLIC WORKS-PARKS/FACILITIES	PARKS & FACILITIES SUPERINTENDENT	11	\$85,995.00	\$104,527.00	1
PUBLIC WORKS-PARKS/FACILITIES	PARKS & FACILITIES SUPERVISOR	73	\$69,624.00	\$84,628.00	1
PUBLIC WORKS-PARKS/FACILITIES	MAINTENANCE CRAFTSWORKER	63	\$54,390.00	\$66,111.00	2
PUBLIC WORKS-PARKS/FACILITIES	MAINTENANCE LEADWORKER	63	\$54,390.00	\$66,111.00	2
PUBLIC WORKS-PARKS/FACILITIES	MAINTENANCE WORK ORDER TECHNICIAN	61	\$51,769.00	\$62,926.00	1
PUBLIC WORKS-PARKS/FACILITIES	MAINTENANCE WORKER III	59	\$49,275.00	\$59,894.00	3
PUBLIC WORKS-PARKS/FACILITIES	MAINTENANCE WORKER II	55	\$44,640.00	\$54,261.00	1
PUBLIC WORKS-PARKS/FACILITIES	LEAD CUSTODIAN	51	\$40,442.00	\$49,157.00	1
PUBLIC WORKS-PARKS/FACILITIES	CUSTODIAN III	43/47	\$33,193.00	\$44,534.00	2
PUBLIC WORKS-ROAD DEPT	ROAD OPERATIONS SUPERINTENDENT & FLEET SUPERINTENDENT	14	\$99,550.00	\$121,004.00	1
PUBLIC WORKS-ROAD DEPT	FLEET MAINTENANCE MANAGER	76	\$74,977.00	\$91,135.00	1
PUBLIC WORKS-ROAD DEPT	LEAD EQUIPMENT MECHANIC	72	\$67,926.00	\$82,564.00	1
PUBLIC WORKS-ROAD DEPT	EQUIPMENT MECHANIC II (Motor Pool)	64	\$55,750.00	\$67,764.00	1
PUBLIC WORKS-ROAD DEPT	EQUIPMENT MECHANIC III (Motor Pool)	68	\$61,537.00	\$74,799.00	2
PUBLIC WORKS-ROAD DEPT	ROAD SUPERVISOR	67	\$60,036.00	\$72,974.00	4
PUBLIC WORKS-ROAD DEPT	EQUIPMENT MECHANIC II (Roads)	64	\$55,750.00	\$67,764.00	1
PUBLIC WORKS-ROAD DEPT	EQUIPMENT MECHANIC III (Roads)	68	\$61,537.00	\$74,799.00	1

Mono County Position Allocation List, FY 2022-23

Department	Position Title	Grade/ Range	Min Annual Base Salary 2022 Pay Matrix	Max Annual Base Salary 2022 Pay Matrix	FTE
PUBLIC WORKS-ROAD DEPT	INVENTORY AND PURCHASING TECHNICIAN	61	\$51,769.00	\$62,926.00	1
PUBLIC WORKS-ROAD DEPT	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	2
PUBLIC WORKS-ROAD DEPT	MAINTENANCE WORKER III	59	\$49,275.00	\$59,894.00	11
PUBLIC WORKS-ROAD DEPT	MAINTENANCE WORKER II	55	\$44,640.00	\$54,261.00	2
PUBLIC WORKS-SOLID WASTE	SOLID WASTE SUPERINTENDENT	9	\$78,000.00	\$94,809.00	1
PUBLIC WORKS-SOLID WASTE	SOLID WASTE SUPERVISOR	73	\$69,624.00	\$84,628.00	1
PUBLIC WORKS-SOLID WASTE	SOLID WASTE EQUIPMENT OPERATOR	61	\$51,769.00	\$62,926.00	2
PUBLIC WORKS-SOLID WASTE	FISCAL TECHNICAL SPECIALIST III	59	\$49,275.00	\$59,894.00	1
PUBLIC WORKS-SOLID WASTE	SOLID WASTE MAINTENANCE WORKER	59	\$49,275.00	\$59,894.00	3
					59
SHERIFF	SHERIFF-CORONER	21	\$140,077.00	\$170,264.00	1
SHERIFF	UNDERSHERIFF	19	\$127,054.00	\$154,434.00	1
SHERIFF	LIEUTENANT I/II	n/a		\$146,085.93	2
SHERIFF	SERGEANT	60	\$89,880.00	\$109,260.00	4
SHERIFF	FISCAL & ADMINISTRATIVE SERVICES OFFICER II	79	\$80,742.00	\$98,143.00	1
SHERIFF	DEPUTY SHERIFF I/II	50/54	\$70,212.00	\$94,212.00	18
SHERIFF	PUBLIC INFORMATION OFFICER/ADMIN	69	\$63,076.00	\$76,669.00	1
SHERIFF	RECORDS MANAGER	61	\$51,769.00	\$62,926.00	1
SHERIFF	COURT SCREENER II (Retired Annuitant)	n/a	\$38.50/hr.		1
SHERIFF	COURT SCREENER I	n/a	\$27.50/hr.		9
SHERIFF - JAIL	CORRECTIONAL SERGEANT I	58	\$67,452.00	\$81,996.00	2
SHERIFF - JAIL	CORRECTIONAL SERGEANT II	63	\$70,825.00	\$86,096.00	1
SHERIFF - JAIL	CORRECTIONAL DEPUTY I/II	47/49	\$48,108.00	\$61,440.00	17
SHERIFF - JAIL	FOOD SERVICE MANAGER	51	\$40,442.00	\$49,157.00	1
SHERIFF - JAIL	COOK (CORRECTIONAL)	45	\$34,873.00	\$42,388.00	1
					61
SOCIAL SERVICES	DIRECTOR OF SOCIAL SERVICES	18	\$121,004.00	\$147,081.00	1
SOCIAL SERVICES	CHILD AND ADULT SERVICES MANAGER	14	\$99,550.00	\$121,004.00	1
SOCIAL SERVICES	ADMIN & FISCAL PROGRAM MANAGER	82	\$86,950.00	\$105,689.00	1
SOCIAL SERVICES	ELIBILITY / WORKFORCE PROGRAM MANAGER	82	\$86,950.00	\$105,689.00	1
SOCIAL SERVICES	SOCIAL WORKER SUPERVISOR II	79	\$80,742.00	\$98,143.00	2
SOCIAL SERVICES	SUPERVISING STAFF SERVICES ANALYST	78	\$78,773.00	\$95,749.00	1
SOCIAL SERVICES	STAFF SERVICES ANALYST III	74	\$71,364.00	\$86,744.00	2
SOCIAL SERVICES	SUPERVISING INTEGRATED CASE WORKER	72	\$67,926.00	\$82,564.00	1
SOCIAL SERVICES	SOCIAL WORKER I/II	63	\$54,390.00	\$66,111.00	2
SOCIAL SERVICES	SOCIAL WORKER IV	71	\$66,269.00	\$80,550.00	2
SOCIAL SERVICES	INTEGRATED CASE WORKER I/II	64	\$55,750.00	\$67,764.00	3
SOCIAL SERVICES	ELIGIBILITY SPECIALIST TRAINEE/I/II	59	\$49,275.00	\$59,894.00	4
SOCIAL SERVICES	ELIGIBILITY SPECIALIST III	63	\$54,390.00	\$66,111.00	1
SOCIAL SERVICES	FISCAL TECHNICAL SPECIALIST IV	63	\$54,390.00	\$66,111.00	1
SOCIAL SERVICES	FISCAL TECHNICAL SPECIALIST III	59	\$49,275.00	\$59,894.00	1
SOCIAL SERVICES	FISCAL TECHNICAL SPECIALIST II	55	\$44,640.00	\$54,261.00	2
SOCIAL SERVICES	FISCAL TECHNICAL SPECIALIST I	51	\$40,442.00	\$49,157.00	1
SOCIAL SERVICES	SOCIAL SERVICES AIDE	55	\$44,640.00	\$54,261.00	3
SOCIAL SERVICES	SENIOR SERVICES SUPERVISOR	63	\$54,390.00	\$66,111.00	1
SOCIAL SERVICES	SENIOR SERVICES COOK/DRIVER	45	\$34,873.00	\$42,388.00	3
					34
				Total of Totals:	350.85



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

TIME REQUIRED

SUBJECT Closed Session - Labor Negotiations

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Bob Lawton, Stacey Simon, Janet Dutcher, John Craig, Patty Francisco, and Oliver Yee. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39 - majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Correctional Deputy Sheriffs' Association. Unrepresented employees: All.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p>No Attachments Available</p>
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History

Time	Who	Approval
9/7/2022 11:57 AM	County Counsel	Yes
8/29/2022 1:12 PM	Finance	Yes
9/9/2022 11:11 AM	County Administrative Office	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE September 13, 2022

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT Closed Session - Exposure to
Litigation

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time

Who

Approval

