

## Memorandum

Date: August 18, 2021

To: The Honorable Lake County Board of Supervisors

From: Todd Metcalf, Director Behavioral Health Services

Subject: Approve Late Travel Claim for Mental Health Case Manager in the Amount of \$200.07 and Authorize the Auditor-Controller to Process Payment

### Executive Summary:

Due to technical difficulties in the electronic signing of Ms. Calderon's Travel Expense Claim form for May 2021, processing was delayed resulting in this late submission of the claim.

#### If not budgeted, fill in the blanks below only:

Estimated Cost: \$200.07 Amount Budgeted: \$200.07 Additional Requested: N/A Future Annual Cost: N/A

#### Consistency with Vision 2028 (check all that apply):

☐ Not applicable

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development               | <input type="checkbox"/> Infrastructure              | <input type="checkbox"/> County Workforce                            |
| <input type="checkbox"/> Community Collaboration            | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                                  |

### Recommended Action:

Approve Late Travel Claim for Laura Calderon, Mental Health Case Manager, in the Amount of \$200.07 and Authorize the Auditor-Controller to Process Payment.