



Legislation Text

File #: 24-244, Version: 1

Memorandum

Date: March 12, 2024

To: The Honorable Lake County Board of Supervisors

From: Susan Parker, County Administrative Officer
Jenavive Herrington, Auditor-Controller/County Clerk

Subject: Consideration of Revisions to the Employee Appreciation and Team Building Policy

Executive Summary:

The current Employee Appreciation and Team Building Policy was initially adopted by the Board of Supervisors in 2007 and portions of the policy have been updated throughout the years, most recently in 2018.

The Administrative and Auditor-Controller offices have worked with County Departments to address necessary updates to the Employee Appreciation and Team Building Policy. The revised policy adds accommodations for departments with a widespread workforce or active teleworkers, reduces the burden on department heads, and provides a \$5 increase in per employee allocation.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$5,500.00

Amount Budgeted: Additional Requested: Future Annual Cost:

Purchasing Considerations (check all that apply):

☒ Not applicable

- ☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <<http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies%2B%24!26%2BProcedures%2B%20Compliant%20describe%20process%20undertaken%20in%20Executive%20Summary>>
- ☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)
- ☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet%2BForms/Information%2BTechnology/AdvPlan.pdf>> (*"Yes," if checked*)
- ☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028

<<http://www.lakecountycalifornia.gov/Government/Directory/Administration/Visioning/Vision2028.htm>> (check

all that apply): ☐ Not applicable

- | | | |
|--|--|--|
| <input 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 checked="" type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Consideration and approval of revisions to the Employee Appreciation and Team Building Policy.