



Legislation Text

File #: 24-539, Version: 1

Memorandum

Date: May 6, 2024

To: The Honorable Lake County Board of Supervisors

From: Wendy Mondfrans, Chief Probation Officer

Subject: Approve Request to Close the Probation Department on Thursday, July 25, 2024, from 11:30 a.m. - 5 p.m. for All-Staff Training

Executive Summary:

I respectfully request the Board's approval to close the Probation Department to the public on July 25, 2024, from 11:30 a.m. to 5:00 p.m. for All-Staff Training.

While closed, the Probation Department will engage in training and team building activities for all Probation employees.

The Chief Probation Officer and Department management staff will remain on call during these times to respond as needed to emergent situations.

Your approval of these requests will enhance Department operations and morale.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ 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+\\$!26+Procedures+Manual/Ch4_2021v2.pdf](http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+$!26+Procedures+Manual/Ch4_2021v2.pdf)>-Compliant (describe process undertaken in "Executive Summary")

☐ 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+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)

☐ Other (Please describe in Executive Summary)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☐ Not applicable

☐ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☐ Infrastructure

☒ County Workforce

☐ Community Collaboration

☒ Business Process Efficiency

☐ Clear Lake

Recommended Action:

Approve Request to Close the Probation Department on Thursday, July 25, 2024, from 11:30 a.m. to 5 p.m. for All-Staff Training