



Legislation Text

File #: 24-480, Version: 1

Memorandum

Date: May 14, 2024

To: The Honorable Lake County Board of Supervisors

From: Crystal Markytan, Director, Social Services; Executive Director, Area Agency on Aging (AAA)

Subject: Approve late travel claims for August-December 2023 and January 2024 for Long-Term Care Ombudsman Volunteer, Heather Hurn

Executive Summary:

Long-Term Care Ombudsman volunteer Heather Hurn provides Ombudsman duties in response to resident requests at a long-term care facility in Ukiah. Our staff has struggled to secure timely mileage reimbursement claims as volunteer activities have recently resumed post-pandemic and this volunteer is not able to complete documents electronically. The delay between creating a claim, receiving signed documents, returning for corrections, and receiving back to our office along with staff struggles to implement the new travel policy has led to late submission of these travel claims.

We now have an authorization from the Auditor-Recorder's office to use a 90-day preapproval for this volunteer due to the responsive nature of her duties. Additionally, we have a new, full-time Ombudsman Program Coordinator who can meet with the volunteer in-person to complete and receive travel claims. We do not anticipate any further late travel claims for this volunteer.

Your Board's approval is requested so that these claims can be processed, and the volunteer reimbursed for mileage. Mileage reimbursement costs for Ombudsman volunteers are paid by the Long-term Care Ombudsman trust and there is no cost to the county.

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.lakecountycalifornia.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input checked="" type="checkbox"/> Not applicable | |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Approve late travel claims for August-December 2023 and January 2024 for Long-Term Care Ombudsman Volunteer, Heather Hurn.