



Legislation Text

File #: 24-50, Version: 1

Memorandum

Date: January 9, 2024
To: The Honorable Lake County Board of Supervisors
From: Rob Howe, Sheriff/Coroner
Subject: Approve late travel claims for the period 7/30/2023-8/2/2023 and 7/23/2023-7/28/2023 for Correctional Deputy Sara Vierra

Executive Summary: Correctional Deputy Sara Vierra was mandated to attend 832PC Firearms and Arrest and Control classes as part of her job requirements. Upon her return, she submitted travel claims for these trainings. As the department was still working its way through the new travel policy, these claims did not contain each of the documents required for processing. As such, the claims were returned to the jail facility from the administrative office. Several weeks later, the employee inquired about the status of payment. It was not until that time it was determined that the claims had not been processed. Due to no fault of either party, these claims are now over 60 days old.

Your Boards' approval is requested so that these claims can be processed and the employee reimbursed for training costs. STC (Standards and Training for Corrections) costs are paid by the State and there is no cost to the county.

If not budgeted, fill in the blanks below only:

Estimated Cost: 484.00 Amount Budgeted: 35,000 Additional Requested: Future Annual Cost:

Purchasing Considerations (check all that apply):

Not applicable

- Fully Article X.
and/or Consultant Selection Policy
Section 2-38
For Technology Purchases: Vetted and Supported by the Technology Governance Committee
Other (Please describe in Executive Summary)

Consistency with Vision 2028

(check all that apply):

- Well-being of Residents
Economic Development
Community Collaboration
Not applicable
Public Safety
Infrastructure
Business Process Efficiency
Disaster Prevention, Preparedness, Recovery
County Workforce
Clear Lake

Recommended Action: Approve late travel claims for the period 7/30/2023-8/2/2023 and

7/23/2023-7/28/2023 for Correctional Deputy Sara Vierra