



Legislation Details (With Text)

File #: 23-126 **Version:** 1 **Name:**
Type: Action Item **Status:** Agenda Ready
File created: 2/1/2023 **In control:** BOARD OF SUPERVISORS
On agenda: 2/14/2023 **Final action:**
Title: Approve Late Travel Claim for Health Services staff Carol Morgan in the Amount of \$339.87
Sponsors: Health Services
Indexes:
Code sections:
Attachments: 1. C. Morgan Travel Claim

Date	Ver.	Action By	Action	Result
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Memorandum

Date: February 14, 2023
To: The Honorable Lake County Board of Supervisors
From: Casey Moreno, Health Services Administrative Manager
Subject: Approve Late Travel Expense Claim for Public Health Nurse Carol Morgan in the Amount of \$339.87

Executive Summary:

Public Health Nurse Carol Morgan attended a training with American Psychiatric Nurses Association in Long Beach, California from October 18, 2022 to October 23, 2022. This training was essential to Carol's position and included trainings specific to psychiatric-mental health nursing.

Due to a miscommunication at the department level and the timing of the Winter break, the deadline for claim submittal was missed. To avoid this issue in the future, a training has been sent to all Health Services staff explaining the county requirements on travel claims.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$339.87 Amount Budgeted: \$339.87 Additional Requested: none Future Annual Cost: none

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>-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)
<<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):

- | | | |
|--|--|--|
| <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 Expense Claim for Public Health Nurse Carol Morgan in the Amount of \$339.87.