



Legislation Text

File #: 20-317, Version: 1

Memorandum

Date: April 14, 2020

To: Lake County Board of Supervisors

From: Todd Metcalf, B.S., Behavioral Health Services Administrator

Subject: Approve Late Travel Claim for Mental Health Services Act (MHSA) Team Leader Carrie Manning in the amount of \$216.81 and authorize the Auditor-Controller to process payment.

Executive Summary: From November 17, 2019, through November 21, 2019, MHSA Team Leader Carrie Manning travelled to Las Vegas for Teen Mental Health First Aid training as a requirement of a departmental grant award. Ms. Manning completed her initial travel expense claim in December of 2019, but an error was discovered and she had to resubmit it. She was unaware of the timeliness of the travel expense reimbursement protocol.

Therefore, I am requesting consideration of travel reimbursement for Ms. Manning in the amount of \$216.81.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$0 Amount Budgeted: N/A Additional Requested: N/A Future Annual Cost: N/A

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?
When was purchase last rebid?
Reason for request to waive bid?

Recommended Action: Approve Late Travel Claim for Mental Health Services Act (MHSA) Team Leader Carrie Manning in the amount of \$216.81 and authorize the Auditor-Controller to process payment.