



Legislation Text

File #: 20-378, Version: 1

Memorandum

Date: May 5, 2020
To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors
From: Todd Metcalf, Behavioral Health Services Administrator
Subject: Approve Corrected Late Travel Claim for Crisis Supervisor in the Amount of \$763.63 and Authorize the Auditor-Controller to process payment.

Executive Summary:

On September 12, 2019, Crisis Supervisor Melissa Mathis was called to perform an emergency psychiatric evaluation on a LPS conservatee at Metro State Hospital in Norwalk, California. Ms. Mathis completed her initial travel expense claim in December of 2019 and was approved by your Board in February, 2020; however an error was discovered and she has since resubmitted it. She was unaware of the timeliness of the travel expense reimbursement protocol.

If not budgeted, fill in the blanks below only:

Estimated Cost: \$0.00 Amount Budgeted: \$763.63 Additional Requested: \$0.00 Future Annual Cost: \$0.00

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

- Well-being of Residents
- Economic Development
- Community Collaboration
- Public Safety
- Disaster Recovery
- Business Process Efficiency
- Infrastructure
- County Workforce
- Clear Lake
- Not applicable
- Technology Upgrades*
- Revenue Generation*
- 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 Corrected Late Travel Claim for Crisis Supervisor in the Amount of \$763.63 and Authorize the Auditor-Controller to process payment.