



## Legislation Text

File #: 23-126, Version: 1

### 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](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](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.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

☒ Not applicable

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Infrastructure              | <input type="checkbox"/> County Workforce                            |
| <input type="checkbox"/> Community Collaboration | <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.

