



AGENDA

BOARD OF SUPERVISORS, COUNTY OF MONO STATE OF CALIFORNIA

Regular Meetings: The First, Second, and Third Tuesday of each month. Location of meeting is specified just below.

MEETING LOCATION Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517

Regular Meeting November 12, 2014

TELECONFERENCE LOCATIONS: 1) First and Second Meetings of Each Month: Mammoth Lakes CAO Conference Room, 3rd Floor Sierra Center Mall, 452 Old Mammoth Road, Mammoth Lakes, California, 93546; 2) Third Meeting of Each Month: Mono County Courthouse, 278 Main, 2nd Floor Board Chambers, Bridgeport, CA 93517. Board Members may participate from a teleconference location. Note: Members of the public may attend the open-session portion of the meeting from a teleconference location, and may address the board during any one of the opportunities provided on the agenda under Opportunity for the Public to Address the Board.

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 932-5534. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130).

Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517), and in the County Offices located in Minaret Mall, 2nd Floor (437 Old Mammoth Road, Mammoth Lakes CA 93546). Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517). **ON THE WEB:** You can view the upcoming agenda at www.monocounty.ca.gov . If you would like to receive an automatic copy of this agenda by email, please send your request to Bob Musil, Clerk of the Board: bmusil@mono.ca.gov .

UNLESS OTHERWISE SPECIFIED BY TIME, ITEMS SCHEDULED FOR EITHER THE MORNING OR AFTERNOON SESSIONS WILL BE HEARD ACCORDING TO AVAILABLE TIME AND PRESENCE OF INTERESTED PERSONS. PUBLIC MAY COMMENT ON AGENDA ITEMS AT THE TIME THE ITEM IS HEARD.

9:00 AM Call meeting to Order

Pledge of Allegiance

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board.
(Speakers may be limited in speaking time dependent upon the press of business)

and number of persons wishing to address the Board.)

2. **APPROVAL OF MINUTES**

A. **Board Minutes**

Departments: Clerk of the Board

Approve minutes of the Regular Meeting held on November 4, 2014.

3. **PRESENTATIONS - NONE**

4. **BOARD MEMBER REPORTS**

The Board may, if time permits, take Board Reports at any time during the meeting and not at a specific time.

5. **COUNTY ADMINISTRATIVE OFFICE**

CAO Report regarding Board Assignments

Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

6. **DEPARTMENT/COMMISSION REPORTS**

7. **CONSENT AGENDA**

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

A. **Reducing Racial and Ethnic Disparity Grant**

Departments: Probation

Proposed resolution regarding Reducing Racial and Ethnic Disparity Grant.

Recommended Action: Adopt proposed Resolution R14-___, a resolution of the Mono County Board of Supervisors agreeing to participate in the enhanced racial and ethnic disparity grant project.

Fiscal Impact:

There is no impact to the General Fund. The grant is for \$150,000 per each year for three years.

B. **Employment Agreement with Sarah Messerlian in Position of Risk Manager**

Departments: County Administrator's Office

Proposed resolution approving an employment agreement with Sarah Messerlian as Risk Manager, and prescribing the compensation, appointment and conditions of said employment.

Recommended Action: Approve Resolution #R_____, approving an employment agreement with Sarah Messerlian and prescribing the compensation, appointment, and conditions of said employment. Authorize the Board Chair to execute said agreement on behalf of the County.

Fiscal Impact:

The cost of this position for the remainder of FY 2014-2015 (November 1, 2014 to June 30, 2015) is approximately \$61,156 of which \$40,800 is salary; \$8,754 is the employer portion of PERS, and \$11,602 is the cost of the benefits and is included in the approved FY 2014-2015 Budget.

Total cost for a full fiscal year (2014-2015) would be \$92,531 of which \$61,200 is annual salary; \$13,132 is the employer portion of PERS, and \$18,200 is the cost of the benefits. The total cost of the contract over the entire three year term would be approximately \$277,600.

C. Emergency Medical Care Committee (EMCC) Appointment and Membership

Departments: Health Department

Resolution adding EMS Manager as a membership position on the EMCC, as recommended by the EMCC. Re-appointment of the five members who are currently serving as members of the EMCC, and appointment of Rob DeForrest, EMS Manager, to serve in the newly-added membership position.

Recommended Action:

1. Re-appoint Alex Tomaier, Dr. R. Johnson, Lynda Salcido, Rosemary Sachs and Lori Baitx to the Mono County EMCC for terms of two years.
2. Approve proposed resolution adding the Mono County EMS Manager as a new membership position on the EMCC, as recommended and approved by the EMCC at its last meeting.
3. Appoint Rob DeForrest, the Mono County EMS Manager, to the EMCC for a term of two years.

Fiscal Impact: No fiscal impact to the general fund.

D. Hiring Freeze Variance - Vacancy in Roads Division of Public Works

Departments: Public Works - Road and Facilities

Due to a promotion of a Maintenance Worker to Maintenance Supervisor in Road Area 4/5 (Walker/Bridgeport), Public Works (PW) has followed the Mono County protocol to fill the vacancy created by the promotion. The vacancy is full-time in Walker and would require an in-county recruitment first for Public Works Maintenance Worker employees and if no requests to transfer were received then the position would be advertised out-of-county.

Recommended Action: Authorize Public Works Director, in consultation with Human Resources, to recruit in-county to fill an existing vacancy in Road Area 4/5

(Bridgeport/Walker). If no requests are received in-county then recruit out-of-county to fill same vacancy. Provide any desired direction to staff.

Fiscal Impact: The total cost for the remainder of fiscal year 14/15 for a MW II is \$37,150 and a full fiscal year is \$55,726 of which \$36,456 is salary. The total cost for remainder of fiscal year 14/15 for a MW III is \$38,382 and a full fiscal year is \$57,574 of which \$38,304 is salary.

E. Potential Lease Of Communication Site

Departments: Sheriff / County Counsel

Request to sub-lease County property interest at the Sweetwater Communications Site for use as a communications site.

Recommended Action: Authorize CAO to offer for sub-lease County property interest at the Sweetwater Communications Site for use as a communications site in compliance with County Code chapter 3.05.030. Authorize CAO to negotiate and potentially enter into lease with the party making the most beneficial offer as determined by the CAO.

Fiscal Impact: Potential increase in revenue if a new sub-lease is entered into.

F. Appointments in Lieu of Election

Departments: Clerk of the Board

Pursuant to Elections Cods 10515, if the number of candidates for a director of a special district does not exceed the number of vacancies of that district, the Clerk shall request the supervising authority to appoint to the offices the person or persons who have filed declarations of candidacy. These terms will expire in November 2018.

Recommended Action: Appoint the following individuals who filed a Declaration of Candidacy for Special Districts in Mono County but were not required to be on the ballot of the General Election.to the following districts: Robert Dunn to Antelope Fire; Jim Jeude, Dan Love and Jason Bullington to Bridgeport Fire; Charlene L. Waldriff to Chalfant Valley Fire; Kimberly Willingham and Paul McCahon to June Lake Fire; Shanda Duro to Lee Vining Fire; John Rutkowski and Sharon Shaw to Long Valley Fire; Brent Peterson and Breton Bihler to Mammoth Lakes Fire; Mark Daniel and Judith Pena to Paradise Fire; Glenn Inouye and Brent Miller to Wheeler Crest Fire; Tom Strazdin to Lee Vining PUD; Dennis Domaille and Gordon Alpers to Mammoth Community Water District; Holly Gallagher, Patricia Corto and Joan Stern to Birchim Community Services District; Rick Phelps, Cynthia Adamson and Garrett Higerd to Hilton Creek Community Services; Patricia Socha to Mammoth Lakes Community Services; Ray Tompauskas and Glenn Inouye to Wheeler Crest Community Services; Ryan Wood and Lynda Salcido to the Southern Mono Healthcare District; Carol Ann Mitchell, Marion Dunn and Richard Directors A and B for Tri-Valley Groundwater Management.

Fiscal Impact: None.

G. Paramedic MOU Amendment

Departments: Finance/County Counsel/CAO

Proposed resolution R14-___ A Resolution of the Mono County Board of Supervisors Adopting and Approving the First Amendment to the 2014-2017 Memorandum of Understanding Between the County and the Mono County Paramedic Rescue Association.

Recommended Action: Approve the attached Amendment to the Paramedic MOU and the related Resolution.

Fiscal Impact: None

H. October 2014 Treasury Transaction Report

Departments: Finance

Treasury Transactions for the month of October 2014

Recommended Action: Approve the Treasury Transaction Report for the month of October 2014

Fiscal Impact: None

8. CORRESPONDENCE RECEIVED (INFORMATIONAL)

All items listed are located in the Office of the Clerk of the Board, and are available for review.

A. Yannatta Correspondence

Departments: Clerk of the Board

Letter to James Yannatta dated October 30, 2014 (copied to the Mono County Board of Supervisors) regarding Eastern Sierra Waterways Project and potential Boating and Waterways boat tax grant funding.

B. Senator Hannah-Beth Jackson

Departments: Clerk of the Board

Correspondence from Senator Jackson, dated October 30, 2014 regarding legislation that creates a convenient and environmentally responsible home-generated prescription drug disposal program.

9. REGULAR AGENDA - MORNING

A. Inyo-Mono Veterans Services Annual Update

Departments: Veterans Services

15 minutes (10 minute presentation; 5 minute discussion)

(Yvette Mason) - Presentation by Yvette Mason regarding Veterans Services in Inyo and Mono Counties.

Recommended Action: None (informational only). Provide any desired direction to staff.

Fiscal Impact: There is no Fiscal Impact from this item.

B. Workforce Education Services Agreement

Departments: Social Services

10 minutes (5 minute presentation; 5 minute discussion)

(Kathy Peterson) - Proposed contract with Mono County Office of Education pertaining to Workforce Education Services.

Recommended Action: Approve Agreement with Mono County Office of Education for the provision of workforce education services and authorize the Director of Social Services to execute said Agreement. Provide any desired direction to staff.

Fiscal Impact: The total cost of the Agreement is not-to-exceed \$40,000.00 in FY 2014-15 (8 month contract), and not-to-exceed \$70,533.00 annually for each subsequent year that the Agreement remains in effect. The Agreement will renew annually up to five times, unless terminated by either the Contractor or the County. There is no cost to the General Fund; the cost for the Agreement is reimbursed by the State through the Department of Social Services claiming process. The cost of the FY 2014-15 Agreement is included in the DSS approved budget.

C. Yosemite Sierra Visitors Bureau

Departments: Board of Supervisors

20 minutes (10 minute presentation; 10 minute discussion)

Discussion about correspondence dated October 24, 2014 from the Yosemite Sierra Visitors Bureau to Superintendent Don Neubacher, stating their opposition to the proposed Yosemite rate increase. In this letter, they ask that the Board join them in opposing this increase in this depressed economy. The deadline to submit comments is November 20, 2014. This item is being requested by Supervisor Larry Johnston.

Recommended Action: Informational; provide direction to staff on potential comments to submit.

Fiscal Impact: None at this time.

D. Inyo Forest Motorized Transportation System Modification Scoping Comments

Departments: Community Development Department

20 minutes (10 minute presentation; 10 minute discussion)

Inyo Forest Motorized Transportation System Modification Scoping Comments.

Recommended Action: Authorize Chairman's signature on comment letter.

Fiscal Impact: No impact.

E. Investment Policy and Delegation of Authority to Invest

Departments: Finance

20 minutes (10 minute presentation; 10 minute discussion)

(Leslie Chapman) - Updated Statement of Investment Policy

Recommended Action: Review, discuss and approve the investment policy as presented or amended.

Fiscal Impact: None

10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

11. CLOSED SESSION

A. Closed Session--Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph, John Vallejo, Leslie Chapman, and Jim Leddy. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

B. Closed Session - Conference with Legal Counsel

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Subdivision (a) of Government Code section 54956.9. Name of case: Worker's compensation case of R. Bone. (WCAB Case No. ADJ8292904.)

C. Closed Session - Anticipated Litigation

Departments: Public Works; Solid Waste Division

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9. Number of potential cases: One.

1& REGULAR AGENDA AFTERNOON- NONE

ADJOURN



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT Board Minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Approve minutes of the Regular Meeting held on November 4, 2014.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
***PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING***

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[11-4-14 draft](#)

History

Time	Who	Approval
11/6/2014 2:08 PM	County Administrative Office	Yes
11/6/2014 2:24 PM	County Counsel	Yes
11/6/2014 2:07 PM	Finance	Yes



**MEETING MINUTES
BOARD OF SUPERVISORS, COUNTY OF MONO
STATE OF CALIFORNIA**

Regular Meetings: The First, Second, and Third Tuesday of each month. Location of meeting is specified just below.

MEETING LOCATION Board Chambers, 2nd Fl., County Courthouse, 278 Main St.,
Bridgeport, CA 93517

**Regular Meeting
November 4, 2014**

9:00 AM Meeting Called to Order by Chairman Johnston.

*Supervisors present: Alpers, Fesko, Hunt, Johnston and Stump.
Supervisor absent: None.*

*Break: 10:16 a.m.
Reconvene: 10:27 a.m.
Adjourn: 1:23 p.m.*

Pledge of led by Supervisor Alpers.

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Jim Ouimet (Mammoth Dog Sled Team):

- Here regarding the National Forest Service proposal to changes.
- Concerned with Smoky Bear Flats changes; went over areas of concern. Worried about additional barricades there for safety reasons.
- He has until November 15th to get his written changes in to the Forest Service.
- Wanted Board to be aware; asked for support in any way.

2. APPROVAL OF MINUTES

A. Board Minutes

Departments: Clerk of the Board

Action: Approve minutes of the Regular Meeting held on October 21, 2016, as corrected.

Hunt moved; Fesko seconded

Vote: 5 yes; 0 no

M14-207

Supervisor Fesko:

- On page 3 of draft minutes, his Board report should read... "Took personal time off and went to see daughter and grandchildren after they were out of the country for the last four months in Sweden. Looking forward to spending more time when time permits as they will be moving to Sweden permanently in April or May".
- On page 12 of draft minutes, under the Conservation Easement item, he'd like his comments to read:
 - Originally the 75 acres for aquaculture was not part of the conversation easement, but the County was forced to add it after we started down this road. In addition, there are artificial limits such as pumped water that the County was dictated to have in the Conservation easement. This easement just ends up causing yet another party to dictate what the County can and cannot do with the People's land. It is because of these and many other points that he will not be voting for this easement. If anyone wants more detail please contact him directly.

Supervisor Stump:

- On page 3 of draft minutes, under his board report, third bullet point, after Brett McCurry, should add, "for their efforts to get encroachment permit issued for Verizon to initiate repair work in Paradise to get their basic phone issues addressed."

B. Board Minutes

Departments: Clerk of the Board

Action: Approve minutes of the Special Meeting held on October 21, 2014.

Stump moved; Alpers seconded

Vote: 5 yes; 0 no

M14-208

3. PRESENTATIONS

A. Resolution Honoring Tom Hallenbeck

Departments: Board of Supervisors

(Jim Leddy) - Proposed resolution honoring Tom Hallenbeck for his years of service to the people of the Eastern Sierra. This item is being sponsored by Supervisor Alpers.

Action: Adopt proposed resolution.

Hunt moved; Fesko seconded

Vote: 5 yes; 0 no

M14-209

Supervisor Alpers:

- Read resolution out loud.

B. Resolution Honoring Ted Schade for His Years of Service as Executive Director of the Great Basin Unified Air Pollution Control District

Departments: Board of Supervisors

Proposed resolution honoring Ted Schade for his years of service to the community. Resolution if adopted will be presented at November 7th Great Basin Board Meeting. Sponsored by Chairman Larry K. Johnston and

Supervisor Byng Hunt.

Action: Adopt proposed resolution.

Hunt moved; Fesko seconded

Vote: 5 yes; 0 no

M14-210

Supervisor Johnston:

- Read resolution out loud.

C. Resolution of Appreciation for Nate Greenberg

Departments: CAO

(Jim Leddy) - Proposed resolution of Appreciation for Nate Greenberg for his support and assistance with the Digital 395 project.

Action: Adopt proposed resolution.

Hunt moved; Fesko seconded

Vote: 5 yes; 0 no

M14-211

Supervisor Stump:

- Read resolution out loud.

4. BOARD MEMBER REPORTS

Supervisor Alpers:

- 10/23 – June Lake Fireman’s Appreciation Dinner – smashing success, sold 175 tickets. Raised over \$4,100 for the June Lake Fire Department. He won Stephanie Morgan’s Coconut Crème pie. Thanked Stacie Klemm for the certificates she produced; Jim Leddy for attending the dinner and for his loyalty to the County; and Al and Patti Heinrich organized the whole thing. Donations and sponsors included: Tiger Bar, June Lake General Store, and the June Lake Women’s Club.
- Was just made aware of a non-match grant program through the division of Boating and Waterways. Geared toward rural counties, approximately \$1 million per year becoming available. Would focus on having handicapped access facilities installed around fishing lakes in relation to docks and marinas. He requested more information; wants on board agenda to draw attention to it
- Shout out to Jeff Walters, Brett McCurry and road crew in Lee Vining. They responded to one of his constituents (Bayliss) and within 48 hours they were out grading the road to prepare for visitors.

Supervisor Fesko:

- 10/22 – Mono County Development Meeting in June Lake.
- 10/25 – 10/26 attended 4th annual ATC ride to Virginia City.
- 10/28 – volunteered and worked on Construction project at Catholic Church in Coleville.
- 11/3 – attended LTC.
- Encouraged everyone to get out and vote.
- Will be meeting with Cathy Paskins from AT&T’s government and Community Relations Department in Mono and Inyo Counties to discuss plans by AT&T for Mono County.

Supervisor Hunt:

- 10/22 – attended Mono County Tourism Film Commission meeting in June Lake: discussed funding sources for small businesses; EDD Strategic Plan reviewed and will be presented to the board soon. Bylaws discussed, considering a name change to more accurately reflect what they do. Discussed ways to spend the \$20,000 given to them by the Board.
- 10/23 – Attended Community Corrections Partnership Meeting at the Superior Court in Mammoth; interesting presentations developing over last month or so; one big thing:

Transition House on Davison Street – plans in place to put house back into use. Will get a report in next couple months asking for Board support.

- Attended Behavioral Health Advisory Board Meeting; low attendance, need recruitment.
- Last Thursday attended Collaborative Planning Team meeting in Larry Johnston's place. Mentioned various agencies that are involved in this. Byng was recognized for participating on this team.

Supervisor Johnston:

- Attended ARC meetings.
- Attended LTC meeting; there is a new interim Cal Trans Director.
- Watching what will happen today at the Inyo County Board regarding Great Basin.
- 10/31 – participated in the annual Trails Halloween extravaganza.
- Thanked Supervisor Hunt for attending CPT meeting.

Supervisor Stump:

- Thanked fellow board members for going to Chalfant on October 21st, his constituents appreciated the meeting. Thanked Bob Musil and Clerk's office and Stacy Corless for attending as well.
- 10/28 – attended CSA #1 Board meeting – they wish to express appreciation for quality of work going into bathroom facility at park. They are impressed with quality and size.
- 10/31 – potluck with Halloween costumes in South County – enjoyable event.
- 10/25 – Auggie Hess, reached his 100th birthday, he attended birthday party. He's still extremely viable and has written a book.
- 11/1 – Marie Chalmers passed away. Attended Memorial Service.
- 11/3 – attended LTC meeting; reviewed Transportation Plan, there are still items being added and worked on;
- 11/3 – had meeting with Deanna Dulen confirming board support for what she's working on.
- 10/31 – thanked Social Services and Behavioral Health for putting on another Benton event.

5. COUNTY ADMINISTRATIVE OFFICE

CAO Report regarding Board Assignments

Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

Jim Leddy:

- Annual Conference of CAO's in Carmel. Also thanked Supervisor Alpers and Stacie Klemm for work on Fireman's Appreciation dinner.
- ADA Task Force meeting – going through and working on projects.
- Gary Myers – continuing discussions about clinic: hoping to bring something to board in 90 days.
- He attended Halloween party; great event.
- Thanked Chairman Johnston for having best Haunted House in the Trails.
- Completed employee survey on commute; sat down with John Helm yesterday. Looking to possibly rebuild services.
- Policy items: generator issue for servers in Mammoth, one in Bridgeport not currently in use, Joe has found a location for it and it will help with server backup. Cal Trans/CHP – potential closing of SR 108 to truck traffic; will bring something to board in December or January. Supervisor Stump asked that Highway 6 be addressed at that time.
- Spoke of Stacie being cross-trained as clerk of the board. Supervisor Alpers: all in favor of cross training and using resources.
- Thanked election team for stepping in and doing a great job.
- Spoke about potential future June Lake agenda items; cancelled November 12, 2014 Special Meeting; looking to have evening meeting at a later time. No date yet.

6. DEPARTMENT/COMMISSION REPORTS

Joe Blanchard:

- Gave update on Chalfant weed issue.

Nathan Reade (Ag Commissioner):

- Recently attended training: Ground water issues discussed, Agricultural Weeds also an issue.
- 11/14 – dedication of new building at 3:30 p.m.
- 11/14 – in Sacramento they are having hearing sessions regarding GRAP (grazing program). Supervisor Alpers: would like to be kept updated/informed on this issue.

Vianey White:

- Cemetery Update; maps are near completion; scheduled to meet next month. Report back here first or go to RPACS? It's only the fee portion that hasn't been addressed in the community.
- Supervisor Stump: he'd like to have this expedited.
- Supervisor Johnston: how about just notify RPAC's of Board meeting.
- General consensus: bring back to board.

7. CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

A. Recruitment and Hiring of an Investigator I Position

Departments: District Attorney

To Authorize the District Attorney to begin recruitment and hiring efforts to fill an Investigator I position due to the vacancy left by the promotion of Frank Smith to the Chief Position.

Action: Approval of requested recruitment and hiring.

Hunt moved; Stump seconded

Vote: 5 yes; 0 no

M14-212

Pulled by Supervisor Fesko:

- Asked District Attorney for explanation.
- How long will process be?

Tim Kendall, D.A.:

- Explained the ramifications of not filling this position, including losing grant funding.
- Not filling position will result in revenue loss; plus he really needs this position filled. His office is quickly falling behind having this vacancy. One investigator cannot handle all the work.
- Probably won't be filled until January or February.

B. Reappointment of Resource Conservation District Board Members

Departments: Board of Supervisors

The Mono County Resource Conservation District's Board has endorsed the reappointment of three existing members to its Board. These are four year terms and will expire November 4, 2018. The Board has requested that the Mono County Board of Supervisors approve these appointments. This item is being sponsored by Supervisor Fesko.

Action: Appoint Ilene Mandelbaum, Marcus Bunn and Dwain Chichester to the Mono County Resource Conservation District. These are four year terms and will expire on November 4, 2018.

Fesko moved; Hunt seconded

Vote: 5 yes; 0 no

M14-213

Supervisor Johnston:

- Wants to make sure that these are open recruitments; not just recommendations from Board itself.

C. Approve Recruitment of FTS III or IV in Finance Department

Departments: Finance

Request authorization to fill one full-time Fiscal & Technical Services III or IV position in the Finance Department.

Action: Authorize the Finance Director to recruit and fill an FTS III or IV position to be shared between the Auditor/Controller and Treasurer/Tax Collector's departments.

Fesko moved; Stump seconded

Vote: 5 yes; 0 no

M14-214

Pulled by Supervisor Fesko:

- Appreciates her staff stepping up; asked if there was sufficient money in budget.

Leslie Chapman:

- Explained vacancies currently in Finance and Tax Collector's office; creating a lot of pressure in her office.
- She's asking for one position that both offices can share.

D. Request to Cancel the November 18, 2014 Board of Supervisors Meeting

Departments: CAO

Request from the County Administrator asking the Board of Supervisors to approve cancelling the November 18, 2014 Board of Supervisors meeting in order to allow Board members to attend the California State Association of Counties Annual Conference.

Action: Approve cancelling the November 18th Board of Supervisors meeting in order to allow Board members to attend the California State Association of Counties Annual Conference.

Fesko moved; Hunt seconded

Vote: 5 yes; 0 no

M14-215

E. Trindel Board Appointment

Departments: County Administrative Office

Authorize appointment of Mono County representatives to the Trindel Insurance Fund Board of Directors and the CSAC-EIA Board of Directors effective November 4, 2014, as required by the JPA's already in place.

Action: Authorize appointment of Mono County representatives to the Trindel Insurance Fund Board of Directors and the CSAC-EIA Board of Directors effective November 4, 2014; the County Administrative Officer, Board Member and the Risk Manager, Alternate Board Member.

Fesko moved; Hunt seconded

Vote: 5 yes; 0 no

M14-216

F. Kings View Contract for Telepsychiatric Services

Departments: Behavioral Health

(Robin Roberts) - Proposed contract with Kings View Corporation for the purpose of providing teleconferencing modality (Tele-Psychiatry).

Action: 1. Approve County entry into proposed contract and authorize Robin Roberts to execute said contract on behalf of the County. 2. Authorize Robin Roberts, in consultation with County Counsel, to approve and execute minor amendments to the contract from time to time as may be necessary to adjust the number of service hours, provided the total budgeted amount is not exceeded. 3. Amend MCBH 2014/15 budget as follows: Increase Operating Transfers In from the Mental Health Services Act fund by \$14,000, increase Contract Services by \$70,000 and decrease Salaries and Benefits by \$34,000 (4/5ths vote required).

Fesko moved; Hunt seconded

Vote: 5 yes; 0 no

M14-217

8. CORRESPONDENCE RECEIVED (INFORMATIONAL)

All items listed are located in the Office of the Clerk of the Board, and are available for review.

A. Department of California Highway Patrol

Departments: Clerk of the Board

Information from the CHP dated October 13, 2015 regarding incident at U.S. Highway 395, north of State Route 270 that occurred on October 10, 2014. The information includes a Hazardous Materials Incident Report.

Supervisor Stump:

- In relation to truck traffic and Hwy 108 issue

The Board acknowledged receipt of the correspondence.

9. REGULAR AGENDA - MORNING

A. Quarterly Investment Report & Monthly Transaction Report

Departments: Finance

(Leslie Chapman) - Treasury Status Report for the quarter ended September 30, 2014 and Monthly Transaction Report for the month ended September 30, 2014.

Action: None.

Leslie Chapman:

- Introduced item, gave brief description of figures.
- Went over various tables submitted with item.
- Regarding Investment Policy coming next week: she needs some flexibility to fill three year gaps.
- Will be getting together with committee; asking for feedback.
- Town council will be voting on next meeting who may be on our Finance Oversight Committee.
- General Board comments.

B. Device Registration Fees

Departments: Agricultural Commissioner

(Nathan D. Reade, Agricultural Commissioner) - In regards to weights and measures inspections, and pursuant to California Business and Professions Code 12240, this workshop is to explain the authority to charge device registration fees, current rates of cost reimbursement, and seek to gather input from the Board.

Action: None.

Nathan Reade:

Powerpoint: Device Registration Fee Workshop

- Workshop Overview
- Device Registration Fees
- County Ordinances
- Weights & Measures Testing Costs (2014 estimated)
- Main Influences on Cost Recovery
- Jurisdiction Size and Cost
- Our Rate vs. B&P 12240 - expires 12/31/2015
- Options for the Future
- Range of Options
- Jurisdiction Size and Cost

Supervisor Johnston:

- Any way to collaborate with Kern?
- Leans toward the 50% target and recovery cost.

Supervisor Hunt:

- We should parallel what's coming out of Inyo.
- We need to recover what we can for our services but need to be cautious and review often.

Supervisor Stump:

- Needs to be a gradual step increase in fees.

Supervisor Alpers:

- Agrees with Inyo's approach.

Supervisor Fesko:

- In favor of annual review with incremental increases.

Marshall Rudolph:

- Fee increase would be handled like other fee increases with a notice in paper.
- We currently have a practice of reviewing fees annually; it would be easy to roll these fees into this annual practice.

C. CSAC Appointments for 2014-2015

Departments: Clerk of the Board

Selection from the Board of Supervisors of a member and alternate to serve on the California State Association of Counties (CSAC) Board of Directions for 2015.

Action: Elect Supervisor Johnston to serve on the CSAC Board of Directors for the 2015 Association year beginning November 18, 2014.

Stump moved; Alpers seconded

Vote: 5 yes; 0 no

M14-218

Action: Elect Supervisor Fesko to serve as the Alternate on the CSAC Board of Directors for the 2015 Association year beginning November 18, 2014.

Alpers moved; Hunt seconded

Vote: 5 yes; 0; no

M14-219

Jim Leddy:

- Explained the need to appoint Board member and Alternate for upcoming year.
- Can be readdressed after January when the new supervisor is on board.

Supervisor Hunt:

- Maybe put onto the list for January appointments?

D. Crowley Lake Ball Park Water Agreement

Departments: Public Works/Facilities

(Joe Blanchard) - Proposed contract with Mountain Meadows Mutual Water Company pertaining to provision of potable water to the Crowley Lake Ball Field.

Action: None.

Supervisor Stump:

- Has a conflict; stepped out for this item.

Joe Blanchard:

- Asking for county fee waiver in relation to potable water to the Crowley Lake Ball Field.
- Gave details about request in front of the Board today.
- This project is requesting a drinking fountain.
- Becomes a maintenance issue if we do it ourselves as opposed to using their water.

Louis Molina:

- To his knowledge, we've never waived this type of fee. May be viewed unfavorably.
- Brought up using the CSA.
- The uranium issue is a chronic health issue; many years of drinking this long-term would be a problem.

Supervisor Johnston:

- Asked about uranium threshold.
- Is it a requirement to have a drinking fountain at a ballfield?
- He'd rather not waive annual fee. He thinks they're asking too much. It's a negotiation, maybe we can go back and offer an alternative.
- We shouldn't waive inspection fee.

Supervisor Fesko:

- We waive fees all the time; this would be a forever waiver.
- If CSA has the funds, he feels that's a good option. He thinks the Board should go ahead and let CSA to this; they don't really need anything from us.
- Asked for further clarification on what is being waived.

Supervisor Alpers:

- Feels this is too vague; there has to be a way to come up with a percentage.

Garrett Higerd:

- Changes annual fee that county pays to \$1509

Marshall Rudolph:

- They don't have to provide this water at all; it's outside their normal jurisdiction.
- When a fee is waived, that cost of the fee is paid by the county itself or some other fund.
- We don't have a deal to approve at this time. Will have to be redone and addressed later.

Christy Milovich:

- In order to negotiate, we need to be very specific.

E. Authorization to Re-Bid for the Mountain Gate Phase 2 Fishing Access Project

Departments: Public Works

(Vianey White) - This project consists of constructing a pedestrian path, ADA parking and access, installation of picnic tables, timber fishing platform, amphitheater, river access, PAR course, and landscaping at the Mountain Gate property located off Highway 395, ½ miles south of Walker.

Action: Approve bid package, including the project manual, project plans, and Addendum to Negative Declaration for the Mountain Gate Fishing Access (Phase 2) Project. Authorize the Public Works Department to advertise an Invitation for Bids and to issue the project for bid.

Fesko moved; Hunt seconded

Vote: 5 yes; 0 no

M14-220

Vianey White:

- Explained item and briefly discussed previous history of this project.
- Asking for Board to approve new bid package, explained changes in this bid package.
- We've reduced specs enough that the county could do base work itself.

Supervisor Fesko:

- This has taken a long time to get to this point.
- Doesn't want to see all the work go to waste.

Supervisor Stump:

- Do we have a plan "B" if we don't receive a bid again?

F. Bridgeport Thermal Biomass Project

Departments: Solid Waste, Parks and Facilities

(Wendy Sugimura) - Presentation regarding a potential project to remove and replace the current, outdated, and inefficient propane boiler at the Bridgeport County Road Shop and Parks/Facilities building with a new 2.5 MMBtu/hour or less thermal biomass boiler system.

Action: Direct staff to proceed with the Sierra Nevada Conservancy grant application; authorize staff to prepare bid documents and direct staff to track time spent on project.

Johnston moved; Alpers seconded

Vote: 5 yes; 0 no

M14-221

Wendy Sugimura:

- Explained that this is complicated issue; will do her best to clearly explain.
- This does reflect about five years of data; there are different pieces to the conversation.

- Gave history of the evolution of this project. There are a wide variety of interests at every level of government.
- There is a grant application to proceed with; went through Feasibility Analysis; discussed project.
- Is here to determine commitment by county and what the benefits are to the county.
- Solid Waste staffing and Community Development staffing issues. Discussion about Solid Waste funding available. This project will require a lot of commitment; it will go out to bid, but staff will end up very involved; board needs to understand the staff commitment required.
- Danna Stroud on hand to answer questions about the Sierra Nevada Conservancy grant.

Supervisor Hunt:

- Explained his involvement with the Sierra Nevada Conservancy but doesn't feel he has any conflicts and can still participate.
- Our enthusiasm for this project needs to be on the table.

Supervisor Fesko:

- Are we going to be generating enough wood through our landfill on a consistent basis?
- Where does money come from to fund a potential part time employee?

Supervisor Stump:

- Questions about sustainability.
- He has a concern about the staff capacity issues; we're already short staffed in many departments. Doesn't want to get into this and have major personnel needs.
- \$100,000 set aside for recycling issues: he's concerned that we're diverting money from one important issue to another although he does see the direct benefit to the county in some ways and a disservice to others.
- What are time constraints for this grant?
- Would like more specificity on how \$100,000 Solid Waste money will be spent.

Supervisor Johnston:

- Supervisor Stump's question: how much is out there and available?
- This study is very conservative; question is: is it economically feasible for us to proceed?
- Asked about propane cost and overhead and maintenance costs; why not included in analysis?
- Feels we could proceed to bid point and then make other decisions at that point. This type of project could also be a way to build morale.

Supervisor Alpers:

- Sometimes excitement level overrides the logistics of doing such a big project. Are there any other models in California to compare it to?

Tony Dublino:

- Discussion about wood availability.
- Solid Waste already chips wood waste; they are already behind a little but he doesn't feel a new person is needed. Change will be in how we accept it, what we are doing at the gate. Certain waste one way, certain waste another.
- Operationally down the line, we're not really taking on a new task but rather doing an old task differently.
- He thought only some of the \$100,000 recycling money should go to this, not all of it.

Joe Blanchard:

- This is a significant project that will require appropriate staffing. It's doable but there are maintenance considerations, etc.
- It would cost too much from outside person – it would go out to bid but the county would decide to do it.
- His staff does want to do it, especially if there's a longer timeline to complete it.

Stacey Simon:

- Bidding is legally required but the board can find by 4/5ths vote to do in house if it finds

it's more economical than doing the work with outside labor.

- We always reserve the right to reject all bids and not proceed with the process.

Danna Stroud:

- Explained perimeters of grant and funding available.
- You'd have three years from time grant is executed to complete project.

Leslie Chapman:

- Item #2 is already authorized as a line item on the budget.

10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No one spoke.

11. CLOSED SESSION

There was nothing to report out of closed session.

A. Closed Session--Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph, John Vallejo, Leslie Chapman, and Jim Leddy. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

B. Closed Session - Performance Evaluation

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: County Counsel.

C. Conference with Real Property Negotiators

CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Government Code section 54956.8. Property: Pumice Valley Landfill Site. Agency negotiators: Tony Dublino/Jim Leddy and Stacey Simon. Negotiating parties: LADWP. Under negotiation: Price and terms.

12. REGULAR AGENDA AFTERNOON- NONE

ADJOURN: 1:23 p.m.

ATTEST

LARRY K. JOHNSTON
CHAIRMAN

SHANNON KENDALL
ASSISTANT CLERK OF THE BOARD



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Probation

TIME REQUIRED

SUBJECT Reducing Racial and Ethnic Disparity
Grant

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed resolution regarding Reducing Racial and Ethnic Disparity Grant.

RECOMMENDED ACTION:

Adopt proposed Resolution R14-__, a resolution of the Mono County Board of Supervisors agreeing to participate in the enhanced racial and ethnic disparity grant project.

FISCAL IMPACT:

There is no impact to the General Fund. The grant is for \$150,000 per each year for three years.

CONTACT NAME: Karin Humiston

PHONE/EMAIL: 760 932-5572 / khumiston@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:
Karin Humiston

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Cover Sheet](#)
- [RED Grant](#)
- [RED Resolution](#)

History

Time	Who	Approval
11/5/2014 10:14 AM	County Administrative Office	Yes
11/3/2014 10:06 AM	County Counsel	Yes
11/4/2014 4:16 PM	Finance	Yes

Racial and Ethnic Disparity Grant

Department: Probation

Mono County justice partners recognize that while we effort to provide unbiased, objective assessments and supervision, an ethnic disparity exists. Mono County justice partners and community members would benefit from the expert consultant and systems approach to address racial and ethnic disparities and identify Detention Alternatives. Mono County is prepared to identify values, cultural change and policy and procedure in alignment with goals of the RED grant to reduce disparity. The Board of State and Community Corrections has approved a grant for three years.

Recommended Action: Approve County entry into proposed grant agreement with the BSCC and authorize Karin Humiston to execute said grant on behalf of the County. Provide any desired direction to staff.

Fiscal Impact: None to Mono County General Fund. The grant is for \$150,000 per year for three years.

REDUCING RACIAL AND ETHNIC DISPARITY (R.E.D.) GRANT*

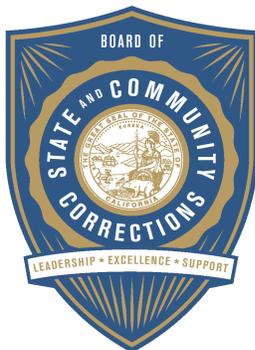
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May 2014

Eligible Applicants: Juvenile Probation Departments as the implementing agency on behalf of their county

- > Counties previously awarded Enhanced DMC-TAP grant funds or counties who have had an active local DMC/R.E.D. initiative for over 18 months are **not eligible** to apply for this funding
- > Applications due to the BSCC by 5:00 P.M. on **July 14, 2014**.

*Formally the Enhanced Disproportionate Minority Contact (DMC) Technical Assistance Project (TAP) Grant



BOARD OF STATE AND COMMUNITY CORRECTIONS

600 Bercut Drive, Sacramento, CA 95811
916.445.5073 **PHONE**
916.327.3317 **FAX**
bscc.ca.gov

Leadership



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BACKGROUND INFORMATION

The Juvenile Justice and Delinquency Prevention Act of 2002 reauthorized the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to administer the Title II Formula Grants program, which supports state and local delinquency prevention/intervention efforts and juvenile justice system improvements. Congress appropriates funds and OJJDP awards them to states on the basis of their proportionate population under age 18.

To receive a Formula Grants award, states must comply with four core requirements of federal law. One of these requirements is that states must demonstrate a good faith effort to address racial and ethnic disproportionality. Racial and ethnic disproportionality refers to unequal treatment of youth of color involved with the juvenile justice system that results in disparate outcomes for similarly situated youth. This phenomenon may also be referred to as disproportionate minority contact or DMC. For additional information regarding the Juvenile Justice and Delinquency Prevention Act and corresponding mandates including DMC: <http://www.ojjdp.gov/dmc/index.html>

Changing demographics requires we be agile when attempting to ‘address’ the issue of disparity across youth serving systems. People of color are no longer minorities in many places in the United States. Further, it is possible to have proportionate numbers of youth of color in both the general and detention populations, but still have disparity in decision making.¹

California, as one of the most diverse states in the nation, embraces the array of populations we serve and attempts to accurately reflect the issue(s) of disparity of youth of color in contact with the juvenile justice system as a mechanism to bolster awareness, leadership and transparency. To that end, the DMC Initiative will now be titled “Reducing racial and ethnic disparity” or R.E.D. for short.

Guided by the Board of State and Community (BSCC) State Advisory Committee on Juvenile Justice and Delinquency Prevention’s R.E.D. Subcommittee (<http://bscc.ca.gov/programs-and-services/red/>), using a multi-faceted approach of direct service, education, and support, California has worked to ensure the reduction of the overrepresentation of youth of color coming into contact with the juvenile justice system as a priority - with the ultimate goal being a fair and equitable justice system. Toward that end, R.E.D. has grown to a statewide initiative and follows three tracks: direct service, education/awareness, and support through both resources and advocacy.

The ultimate goal of this work is to eliminate racial and ethnic disparities across the juvenile justice continuum. For this solicitation, the goals and the objectives are comprised of several prioritized themes. These themes include the emphasis on community engagement as a lynchpin to improved outcomes, the intersection between the reduction of implicit bias and the data-driven decision-making; and lastly, applying principles that focus on enhancing correctional practices while still allowing for innovation.

Although the probation department is the lead agency for project administration and oversight, it is imperative that the engagement, collaboration, and commitment of community stakeholders begin at the onset of Phase 1. Successful partnerships will allow for greater involvement in necessary assessments, data-mining and defining work plans during each grant phase.

The R.E.D. Grant goal is to: **reduce** the number of boys and girls of color in contact with the juvenile justice system and **reduce** implicit bias in policies, practice, and decision-making. To successfully accomplish this, agencies must:

- 1-Actively collaborate with education, child welfare, law enforcement, mental health, and other systems that intersect with the juvenile justice system to reduce the connections;

¹ W. Haywood Burns Institute

2-Actively engage community in the development and implementation of the strategies and partnerships to reduce disparities to reduce the number of youth;

3-Utilize evidence-based principles, and innovative, promising approaches that focus on effectiveness, efficiency and equity (e.g., culturally competent and gender-responsive programming) toward the reduction of disparity; and

4-Evaluate and refine internal structures and policies that disparately impact boys and girls of color.

ECONOMY OF SCALE

While recognizing that systems' improvement efforts allow for little variation in cost per youth in terms of financial support, the R.E.D. Committee has given careful consideration regarding its fiduciary responsibilities associated with the federal Title II monies and the needs of small, medium and large jurisdictions. To that end, requests for funding amounts have been determined by the juvenile population within each county²:

- large counties (juvenile population of 300,000 or more) may apply for up to \$250,000;
- medium counties (juvenile populations of 80,000 to 299,999) may apply for up to \$200,000; and
- small counties (juvenile population of 79,000 or fewer) may apply for up to \$150,000.

Appendix A of this RFP provides the county-size breakdown based on its juvenile population the applicant must use in determining their request for grant award funding and proposed budget (Section I, Subsection C and Section VII, respectively).

DEFINITIONS

Community Engagement:

Community engagement is a process involving the participation of members of a community in assessing, planning, implementing, and evaluating solutions to problems that affect them.

- ∇ As such, it entails early and ongoing engagement activities that involve interpersonal trust, communication, and collaboration.

Community engagement acknowledges the importance of having the family and communities of youth most affected by the juvenile justice system working in partnership with juvenile justice system staff and community-based organizations throughout the reform process if measurable sustainable reductions in disparities are to occur. This engagement should include parents, guardians, and other family members of justice-involved youth, community leaders, victims, and system-involved youth. The community engagement process can be illustrated by:

- shared decision-making;
- sharing of data;
- shared planning process; and,
- transparency.

² Source: 2010 Census Summary File 1, Table PCT12 by Age (0-17), California and Counties, Department of Finance (DOF)

Partners Play Different Roles in the Process:

- n **Traditional** non-government community leaders (e.g., faith-based leaders, community-based organizations)
Tend to see the big picture; understand the importance of compromise; are capable of leveraging own power to keep things moving; often have respect for system stakeholders
- n **Service providers**
Can serve as alternatives to detention/system involvement; often have community and system connections; however may not be in a position to push too hard for change
- n **Advocacy groups**
Possess specific knowledge and expertise of local policy, practice and legislative issues; can assist in providing strategies
- n **Grassroots Organizations**
Are focused on the community and the individual needs of their members; they lean toward the people involved rather than the efficiency of the system; in addition to raising urgency; they often highlight issues that are seen beyond the scope of traditional reform
- n **Consumers- Youth and Parents**
As people who have directly experience the system, the discussion of reform is very personal and often painful; they may raise the level of intensity within the meeting or the process; they are often motivated by the need to see some concrete changes to the system.³

Evidence-Based Practices (EBP), Approaches and Strategies:

The utilization of evidence-based principles and innovative, promising approaches that focus on effectiveness, efficiency, and equity (e.g., culturally competent and gender-responsive programming) have demonstrated success toward the reduction of disparity. It places an emphasis on achieving measurable outcomes and making sure services provided and resources used are effective.

Successful implementation of EBP includes:

- organizational development to create and sustain a culture accepting of best practices and evidence-based approaches, including a commitment to initial and ongoing professional development and training;
- use of validated risk/needs assessment tools;
- data collection and analysis;
- use of programs and practices known to produce positive criminal justice outcomes
- quality assurance assessments to ensure program/principle fidelity
- performance management to improve programs and policies
- a “systems change approach” to develop collaborations so tasks, functions and sub-units work effectively together and not at cross-purposes, and,
- a focus on sustainability.

³ Juvenile Detention Alternatives Initiative (JDAI)

Implicit Bias:

This is defined as biases all individuals carry without awareness or conscious direction. “Even the most well-meaning, youth-oriented professionals can discriminate in subtle-yet-consequential ways – ways that significantly impact the lives of children, families, and individuals in public agency settings. These hidden biases can be expressed, quite unintentionally, through language, attitude, and actions. When used by those in positions of decision-making power, these expressions – however slight – can influence the interpretation and application of policies, procedures, and the law, and contribute to ongoing racial disparity.”⁴

PROJECT DESCRIPTION

It is well established that youth of color are significantly overrepresented in the juvenile justice system in California. For example, in 2011 Black youth were four times as likely to be arrested as White youth; nearly seven times more likely to be securely detained and six times as likely to be committed to a correctional facility. Likewise, Latino youth are nearly twice as likely to be detained and securely detained and are almost 3 times as likely to be committed to a correctional facility. These disparities are the result of numerous inter-related factors, some of which exist within the structures of current juvenile justice policies and practices and some of which are influenced by unconscious and implicit biases.

Multistep Plan: Along with engaging community to assist in reducing disparities within the system, we must also look at how existing structures within the justice system contribute to disparities. Juvenile justice system stakeholders must examine whether current policies and practices are a factor that, intentionally or not, contributes to higher numbers of youth of color becoming involved in—or penetrating more deeply into—the juvenile justice system. Additionally, research is clear that indicates that implicit biases impact justice decision making. According to Mahzarin Banaji⁵, one of the Harvard researchers who studies implicit bias, most people judge according to unconscious stereotypes and attitudes or implicit prejudice. Decision-making in all youth-serving systems is highly susceptible to bias.

To that end, it is imperative that the efforts to reduce disparity address both the system and the individual.

Federal Title II Formula Grant funds are available for counties selected to participate in the R.E.D. grant; funding will be awarded annually (as federal funds are available) for up to four (4) years. This competitive opportunity requires broad system reform and supports probation departments in understanding and identifying disparities and identifying partners within their communities, and is designed to equip these agencies with the tools and resources needed to provide leadership in developing and/or strengthening community-based R.E.D. activities.

To that end, organizations must prioritize funding to obtain the specific expertise to effectively reduce racial and ethnic disparities. This requires a very specific skill set, education and expertise. The funding is meant to support the blending of data-driven decision making with the implicit bias framework; understanding that changing the dynamic of racial disparity requires both system reform and individual/staff behavior change. It is anticipated the majority of grant funds for the R.E.D. initiative will be allocated to that end. Should you need technical assistance identifying the expertise required for this grant, please contact the R.E.D./DMC analyst Rakesh Sharma at: 916-322-8443| rakesh.sharma@bscc.ca.gov.

⁴ Dr. Cameron Wedding - Moving Beyond the Influence of Hidden Biases

⁵ Mahzarin R. Banaji – Blind Spot

The expert consultant(s) is vital to ensure a successful R.E.D. initiative; their crucial work is two-fold and is based upon lessons learned:

- Data driven decision-making and structural bias
- Individual decision-making and implicit bias

Data driven decision-making and structural bias expert consultant requirements should, at a minimum, include the following:

- > Demonstrated effectiveness in conducting training(s) specific to reducing racial and ethnic disparity and structural racism within governmental agencies serving youth;
- > An understanding of California's juvenile justice delinquency, dependency, and education systems' policies and practices;
- > Demonstrated effectiveness in facilitating cross-agency collaboration and working partnerships;
- > Demonstrated effectiveness in facilitating community-engagement; and,
- > Demonstrated effectiveness in data analysis as it related to racial and ethnic disparity.

Individual decision-making and implicit bias expert consultant requirements should, at a minimum, include the following:

- > Demonstrated knowledge of implicit bias and corresponding implications;
- > Demonstrated effectiveness in conducting training(s) specific to reducing racial and ethnic disparity through implicit bias training;
- > Demonstrated understanding of California's juvenile justice delinquency, dependency, and education systems' policies and practices;
- > Demonstrated effectiveness in the ability to design and develop curriculum for the purposes of training; and,
- > Demonstrated experience working to address racial disparity in the youth serving system disciplines and organizations.

Phase 1 – Assessment

The purpose of the first phase is to assist counties in a thorough evaluation of the local jurisdiction's overall commitment and capacity to effectively address racial and ethnic disparities (with probation departments taking the role as lead agency). The assessment should include an evaluation of the following internal and external factors that impact a local jurisdiction's "readiness" to positively impact racial and ethnic disparities in its system:

- Purpose of detention and detention utilization;
- Relevant and impacted youth and families of color previously involved with the juvenile justice system;
- Community engagement and collaboration;
- System stakeholders' engagement and collaboration;
- Current juvenile justice policies and practices, and,
- Data collection and analysis capacity. Data items include but not limited to:
 - Number and percent of program & non-program staff trained;
 - Number of hours of program staff training provided;
 - Number of data improvements projects implemented;
 - Number of local agencies reporting improved data collections systems;
 - Number and percent of non-program personnel with increased knowledge of R.E.D.;
 - Number and percent of program staff with increased knowledge of R.E.D.; and,
 - Number of minority staff hired.

Phase 1 should be considered similar to what is commonly thought of as a ‘planning grant’ whereby future funding is contingent upon the outcome of the assessment and compliance with grant requirements. Phase 1 should also identify the individual who will be the R.E.D. Project Coordinator (see Appendix B, R.E.D. Project Coordinator Description).

Grant Period: One (1) year beginning October 1, 2014.

Grant Award: Up to the amounts defined in Appendix A for county size will be awarded to counties selected to participate in this phase through the competitive Request for Proposals (RFP) process.

Phases 2, 3 and 4 will all be based upon the assessment outcomes and should be viewed not as timeframes but benchmarks for success. Each phase will include the following components:

- Implicit Bias and Understanding Disparities
- Data Capacity
- Community Engagement and Partnerships
- Policies and Practices: “Best Practice in reducing R.E.D.”
- Collaboration (County-Government agencies and Community)
- Governance Structure/Leadership

Phase 2 - R.E.D. Infrastructure and Education

The purpose of the second phase is to assist counties in establishing or strengthening the foundation for a R.E.D. initiative. Grant funds are earmarked for identified infrastructure needs within the probation department and pertinent collaborative partners (e.g., R.E.D. staff and/or resources needed to implement/improve data collection and analysis efforts), and for contracting with expert consultants to conduct probation staff training sessions both individually and structurally as well as the engagement of other county youth-serving agencies (e.g., Education, Social Services, Child Welfare, Mental Health, Courts) in these trainings.

Grant Period: One (1) year

Grant Award: A minimum of grantee’s Phase 1 funding amount may be awarded to each county selected to participate in this phase through the RFP process.

Phase 3 – Community Engagement (i.e., relationships with families and community partners)

The purpose of this phase is to support the education of stakeholders (e.g., community, families, youth, law enforcement, judges, district attorneys, public defenders, youth/community serving agencies, commissions and juvenile justice councils) about the probation department’s R.E.D. efforts and to engage all stakeholders in the development of a comprehensive, county-specific, long-term R.E.D. reduction plan. Grant funds are earmarked for contracting with expert consultants to facilitate stakeholder collaboration and assist in developing reduction strategies. Funds are also available for continued support of R.E.D. staff within the probation department, appropriate system partners, community partners and advocates including families of system-involved youth.

Grant Period: One (1) year

Grant Award: A minimum of grantee’s Phase 2 funding amount may be awarded to each county that completes Phases 1 and 2 and submits an application (non-competitive) for third phase funding-provided funds are made available, the grantee continues to show progress with the R.E.D. initiative, and is in compliance with grant requirements.

Phase 4 - Implementation of R.E.D. Reduction Plan

The purpose of this phase is to support implementation and monitoring of the R.E.D. plan developed in Phase 3. Grant funds are earmarked for specific activities outlined in the reduction plan (e.g., implementation of a risk assessment tool, implementation or expansion of prevention and/or diversion programs for at-risk youth, training and sustainability efforts, etc). Grant funds are also earmarked for contracting with expert consultants to facilitate stakeholder collaboration with implementing reduction strategies within the county. In addition, funds are available for continued support of R.E.D. staff within the probation department, appropriate system partners, community partners and advocates including families of system-involved youth.

Grant Period: One (1) year

Grant Award: A minimum of grantee's Phase 3 funding amount may be awarded to each county that completes Phases 1, 2, and 3, submits an application (non-competitive) for the fourth and final phase of funding- provided funds are made available, and the grantee continues to show progress with the R.E.D. initiative, and is in compliance with grant requirements.

The activities outlined in this RFP for each phase of the R.E.D. grant may be modified, as warranted, in the grantee's contract with the BSCC.

GRANT REQUIREMENTS AND RFP PROCESS

GRANT REQUIREMENTS

Eligibility: States may only award Formula Grant funds to units of local government. Therefore, while the purpose of the R.E.D. Project is to assist counties in system-wide reform, counties interested in applying for R.E.D. funding must designate the juvenile probation department as the implementing agency on the grant application. Counties previously awarded Enhanced DMC-TAP grant funds or counties who have had an active local DMC/R.E.D. initiative for over 18 months are **not eligible** to apply for this funding.

Economy of Scale: Requests for funding amounts have been determined for this RFP (see Appendix A for youth population breakouts). Applicants may apply for funding as stated below:

- large counties may apply for up to \$250,000
- medium counties may apply for up to \$200,000
- small counties may apply for up to \$150,000

Board of Supervisors' Letter of Intent and Resolution: A Letter of Intent from the county's Board of Supervisors' must be submitted to the BSCC as part of the grant application by the application due date (July 14, 2014). The Letter of Intent must state that if funds are awarded, the Board of Supervisors' resolution - which addresses specific grant-related issues (see Appendix C, Sample Board of Supervisors' Resolution) - must be submitted by the start of the grant (October 1, 2014). If a resolution is not received by the October 1, 2014 start date, funding may not be granted.

Letters of Support/Memorandum of Understanding (MOU): As part of the necessary commitment to community collaboration and justice system partners that must occur at the onset of this grant for the R.E.D. initiative to be successful, applicants must engage a wide range of stakeholders. To demonstrate a level of commitment from a multiple disciplines, applicants must submit Letters of Support or an MOU from relevant juvenile justice stakeholders including but not limited to:

- § Chief of Probation
- § Presiding Juvenile Court Judge

- § Law Enforcement
- § District Attorneys
- § Public Defenders
- § Social Services
- § Mental Health
- § School Districts
- § Youth/Community Serving Agencies
- § Commissions and Juvenile Justice Councils

Letters and/or MOUs due as part of the grant application should include a description of the agencies commitment to (1) participate in local R.E.D. Committee meetings, (2) share of data, (3) contribute resources and (4) be open to policy and practice change within their respective departments to demonstrate their commitment. Additionally, by the end of Phase 1 (September 30, 2015), a R.E.D. Committee must be established and made up of the above key stakeholders or their designees along with any other pertinent and relevant partners identified by the applicant, including **at least one youth and one family member** having been involved with the juvenile justice system.

Data Collection/Progress Reports: Grantees must have the ability to collect the specified output and outcome data on federally required performance measures and submit these data to the BSCC in quarterly progress reports (see Appendix D, R.E.D. Performance Measures). The performance measures may change for the second, third and/or fourth phases of the grant project. Sharing key aggregate data with the R.E.D. Committee and relevant juvenile justice stakeholders is critical for the success of county racial and ethnic reduction efforts.

Invoices: Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. Grantees must submit invoices to the BSCC on a quarterly basis, within 45 days following the end of the reporting period via the on-line process. Grantees must maintain adequate supporting documentation for all costs claimed on invoices for reimbursement.

For additional information, refer to the BSCC’s Grant Administration and Audit Guide at: <http://www.bscc.ca.gov/programs-and-services/cpp/resources> under the Publications heading.

Audit: Grantees must submit an audit of expenditures (either grant-specific or as part of a City/County single audit) within 120 days of the end of each 12-month grant period. Reasonable and necessary extensions to the timeframe may be granted if requested.

RFP PROCESS

Proposal Submission: **Proposals must be received at the BSCC office in Sacramento no later than 5:00 PM on July 14, 2014.** Applicants must submit one original and three copies of the proposal (i.e., grant application, Board of Supervisors’ Letter of Intent and Letters of Support/MOUs). Proposals may be mailed or hand delivered to the attention of:

Shalinee Hunter, R.E.D. Coordinator
Board of State and Community Corrections
600 Bercut Drive
Sacramento, CA 95811

Technical Compliance Review: BSCC staff will review each proposal to determine if it meets the RFP requirements. In order to avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions, applicants will have an opportunity to respond to deficiencies identified during this review process, which will take place July 15-18, 2014, and to make **non-substantive** changes that bring the proposal into technical compliance.

Proposal Evaluation: An independent panel of juvenile justice practitioners and R.E.D. experts will evaluate the merits of the proposals in accordance with specified rating criteria (see Appendix E, Proposal Rating Criteria).

Proposals must receive a minimum of 150 points (i.e., 50% of the 300 total possible points) in the combined raters' averaged scores to be considered for funding.

The panel will develop funding recommendations for consideration by the BSCC Board, which will make final grant award decisions at its September 11, 2014 meeting. Applicants will be notified in writing of the panel's funding recommendations.

GRANTEE BRIEFING SESSION

BSCC staff will conduct a briefing session in October at the BSCC in the Conference Room at 660 Bercut Drive, Sacramento, 95811. The purpose of this **mandatory** session is to review the contract process, on-line invoicing and budget modification systems, data collection and reporting requirements, as well as other grant management and monitoring activities.

KEY DATES

May 17, 2014	BSCC issues RFP
July 14, 2014	Proposals due to the BSCC by 5 P.M.
July 15-18, 2014	Technical Review of proposals completed
July 22-23, 2014	Proposal evaluation by R.E.D. review committee
September 11, 2014	BSCC Board makes grant awards
October 1, 2014	Grant period for Phase 1 begins
October 2014 (Date TBD)	Grantee Briefing Session

CONTACT INFORMATION

Questions about R.E.D., R.E.D. Goals and/or this RFP process should be directed to the Shalinee Hunter, R.E.D. Coordinator, at 916-322-8081 or shalinee.hunter@bscc.ca.gov.

APPLICATION INSTRUCTIONS

Download/save the RFP document to your computer, complete the application per section instructions and print one (1) full copy for original signature in Section I, Item G (per instructions below); make three (3) copies of the original document. The original, the three (3) copies and Board of Supervisors' Letter of Intent and Letters of Support/MOUs must be submitted to the BSCC as previously specified.

SECTION I: APPLICANT INFORMATION (Items A-G)

- A. **Applicant Agency:** Only units of local government may be awarded federal Formula Grant Program funds. Since this project focuses on probation, the eligible unit of local government is the county. Complete the required information (including federal identification number) for the county submitting the proposal.
- B. **Summary of Proposal:** Provide a brief description (3-4 sentences) of the county's proposal for using grant funds requested in Phase 1 of the Project.
- C. **Amount of Funds Requested:** The amount of grant funds requested for Phase 1; request may not exceed the limits set in Appendix A for applying county.
- D. **Implementing Agency:** Federal law allows a county to designate an agency to implement the project. For this grant, the implementing agency is the probation department. Complete the required sections.
- E. **Day-to-Day Contact Person:** Provide the required information for the individual with whom BSCC staff would work on a daily basis during the grant period.
- F. **Designated Financial Officer:** Provide the required information for the individual who would approve invoices before the county submits them to the BSCC and be responsible for the overall fiscal management of the grant. Reimbursement checks are mailed to the Designated Financial Officer.
- G. **Applicant's Agreement:** The person authorized by the County Board of Supervisors to sign for the unit of local government must read the assurances in this section, then sign and date the application. Typically, this would be the Chief Probation Officer.

SECTIONS II – VIII

The instructions for each of these sections are outlined in the application. Section II (Initial Data Analysis and Issue Identification), Section III (Description of Infrastructure Needs), Section IV (Community Engagement), Section V (Expert Consultant Selection and Work Plan), Section VI (Leadership Activities) and Section VII (Proposed Budget) require narratives. Please be concise as sections have set response page limits which will be part of the technical compliance review.

* * * * *

If you experience "technical difficulties" with the application form or have any questions about the information requested, please contact:

Shalinee Hunter, R.E.D. Coordinator, at 916-322-8081 (shalinee.hunter@bscc.ca.gov) or
Rakesh Sharma, R.E.D. Program Analyst at 916-322-8443 (rakesh.sharma@bscc.ca.gov).



BOARD OF STATE AND COMMUNITY CORRECTIONS FEDERAL FORMULA GRANTS PROGRAM REDUCING RACIAL AND ETHNIC DISPARITIES

SECTION I: APPLICANT INFORMATION

A. UNIT OF LOCAL GOVERNMENT CFDA #16.540

COUNTY Mono	ADMINISTRATIVE OFFICER Karin Humiston	FEDERAL EMPLOYER ID NUMBER 95-6005661
MAILING ADDRESS P.O. Box 596	CITY Bridgeport	STATE CA
		ZIP CODE 93517

B. SUMMARY OF PROPOSAL C. FUNDS REQUESTED

Mono County justice partners recognize that while we effort to provide unbiased, objective assessments and supervision, an ethnic disparity exists. Mono County justice partners and community members would benefit from the expert consultant and systems approach to address racial and ethnic disparities and identify Detention Alternatives. Mono County is prepared to identify values, cultural change and policy and procedure in alignment with goals of the RED grant to reduce disparity.

D. IMPLEMENTING AGENCY

PROBATION DEPARTMENT Mono County Probation Services	CHIEF PROBATION OFFICER Karin Humiston
NAME AND TITLE OF PROJECT DIRECTOR Karin Humiston	TELEPHONE NUMBER (760) 932-5572
STREET ADDRESS 57 Bryant St	FAX NUMBER (760) 932-5571
CITY Bridgeport	STATE CA
	ZIP CODE 93517
	E-MAIL ADDRESS khumiston@mono.ca.gov

E. DAY-TO-DAY CONTACT PERSON

NAME AND TITLE Karin Humiston	TELEPHONE NUMBER (760) 932-5572
STREET ADDRESS 57 Bryant St	FAX NUMBER (760) 932-5571
CITY Bridgeport	STATE CA
	ZIP CODE 93517
	E-MAIL ADDRESS khumiston@mono.ca.gov

F. DESIGNATED FINANCIAL OFFICER

NAME AND TITLE Karin Humiston	TELEPHONE NUMBER (760) 932-5572
STREET ADDRESS 57 Bryant St	FAX NUMBER (760) 932-5571
CITY Bridgeport	STATE CA
	ZIP CODE 93517
	E-MAIL ADDRESS khumiston@mono.ca.gov

G. APPLICANT AGREEMENT

By signing this application, the applicant assures that it will abide by the laws, policies and procedures governing this funding.

NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY TO SIGN)

Dr. Karin Humiston, Chief of Probation, Mono County

APPLICANT'S SIGNATURE	DATE

SECTION II: INITIAL DATA ANALYSIS AND ISSUE IDENTIFICATION

Data Analysis

Provide the R.E.D.-related data requested in the following tables. Use the data sources and/or definitions outlined below each table.

Table 1: County Juvenile Hall-Rated Capacity (RC)

> Report the name of each Juvenile Hall in the county and its corresponding Rated Capacity (RC).

	Name	RC
Juvenile Hall:	Inyo County Juvenile Hall	16
Juvenile Hall:		
Juvenile Hall:		

Table 2: Critical Juvenile Justice Decision Making- Percentage Breakout by Race/Ethnicity and Gender

Data for year: 2013

	Total	White	%	Black	%	Hispanic	%	Asian	%	Pacific Islander	%	Native American	%	Other	%
Youth Population (Age 10-17)	1390	970	69.7	4	.28	321	23.1	8	.57	0	0	44	3.2	43	3.15
Arrests	111	36	32.4	3	2.7	69	62.2	1	.9	0	0	2	1.8	0	0
Juvenile Hall Bookings	11	2	18.5	2	18.5	3	36	0	0	0	0	3	27	0	0
In-custody Holds for Detention Hearings	12	2	17	2	17	4	33	0	0	0	0	4	33	0	0
Petitions-Filed	37	13	34	1	1.5	22	58	1	1.5	0	0	2	5	0	0
Petitions-Sustained	37	13	34	1	1.5	22	58	1	1.5	0	0	2	5	0	0
Institutional Commitments	3	0	0	0	0	2	66.5	0	0	0	0	1	33.5	0	0

Table 2: In the above table, report the number and percentage of county youth, age 10-17, by race/ethnicity. The California Department of Finance (DOF) publishes population projections by county, age and ethnicity on their website at:

http://www.dof.ca.gov/research/demographic/state_census_data_center/products-services/documents/age-sex-Race.xls.

The DOF projection spreadsheets list data for youth aged 10-14 and 15-17; combine/sum the totals for these age groups for reporting above. For the Other category in the above table, combine numbers for “Some Other Race” and “Multi-race” categories found within the DOF projection spreadsheet. (DOF source is from the U.S. Census Bureau, Census 2000 of Population and Housing.)

In addition, for each decision-making category, report the number of events for the identified year (a continuous 12 month period within the last 3 years), not the number of individual youth, as a single youth may have multiple events over the course of one year. For percentages (race/ethnicity variable divided by the corresponding category total times 100), round to the nearest whole number.

- § Arrests: Report the total number of juvenile arrests made by local law enforcement officers, the corresponding totals by race/ethnicity and percentages for the identified year.
- § Juvenile Hall Bookings: Report the total number of bookings into the juvenile hall(s), the corresponding totals by race/ethnicity and percentages for the identified year.
- § In-custody Holds for Detention Hearings: Report the total number of juveniles held in-custody awaiting detention hearings (pre-disposition), the corresponding totals by race/ethnicity and percentages for the identified year.
- § Petitions- Filed: Report the total number of petitions that were filed by the District Attorney, the corresponding totals by race/ethnicity and percentages for the identified year.
- § Petitions- Sustained: Report the total number of petitions that were sustained, the corresponding totals by race/ethnicity and percentages for the identified year.
- § Institutional Commitments: Report the total number of juveniles committed to a juvenile detention facility (juvenile hall or camp) by the Court (post-disposition), the corresponding totals by race/ethnicity and percentages for the identified year.

Issue Identification

Using the data provided in this section and any additional data deemed pertinent, identify and discuss potential issues related to race/ethnicity disparity and disproportionality (R.E.D.) in the county, particularly those of interest and/or concern to the probation department.

The data provided in Table 2 indicates a disparity in arrests. Hispanic youth represent 23.1% of total Mono County youth. In comparison of arrests, Hispanic youth represent 62.2% of arrests. Further, at each of the decision-making events and specifically detention, more Hispanics and Native Americans have contact with detention and spend more time detained compared to other ethnicities. In review of the amount of time spent in detention for 2013, we learned that cumulatively, Caucasian youth spent 34 days, Black youth spent 15 days, Hispanic youth spent 452 days and Native American youth 349 days. For 2013, Caucasian youth were housed in detention for an average of 17 days. Black youth were housed for an average of 5 days, Native American youth were detained for an average of 75 days and finally, Hispanic youth were detained for an average of 138 days. While the data from DOF was helpful in ascertaining ethnicity for 10-17 year olds, it has risen dramatically as indicated by this year's school demographics in the Mono's largest

community, Mammoth Lakes Unified Schools. Currently 50% of the High School and 70% of the Elementary School is Hispanic. In the year 2000, according to the U.S. Census, the Hispanic population was 17.7% of the overall population. Currently, according to DOF, 27% of the Mono County population is Hispanic. Given the school percentage of Hispanic youth; however, we believe the population of 10-17 year olds is much higher than the DOF and 2012 Census populations.

According to the OJJDP, the Relative Rate Index (RRI) will indicate areas that require additional investigation. The RRI is used to point to areas for more intensive examination, and to serve as an ongoing set of 'vital signs' or 'early warning system' for the management of the juvenile justice system. The RRI is gained through the division of rate of events (e.g., arrests) (numerator) divided by rate of events for the largest population (in this case, white youth) (denominator). A rate of 1 would suggest the rate of the event occurs equally between two ethnicities/races. In using the RRI, we learned that Hispanic youth have a higher than 1 RRI for the following events: arrest (1.92), juvenile hall bookings (1.95), in-custody holds for detention hearings (1.94), petitions filed (1.71) and petitions sustained (1.71). Native American youth have a RRI of 1.46 for juvenile hall bookings and 1.94 for in-custody holds for detention hearings.

Mono County would benefit by addressing the disparity between ethnicities with youth through both individual decision-making and implicit bias and data-driven decision-making and structural bias through community collaboration and the assistance of an expert consultant. There is a clear need to develop a plan to strengthen and analyze data collection. Further, using the soon to be installed and implemented case management software, Mono County will be able to make data-driven decisions given our ability to formulate specific repeatable queries with downloads in a format to analyze data. Also as part of Evidence Based Practices To Improve Public Safety (EBT-TIPS), the statistical software SPSS has been purchased to allow for predictive and relational analysis. Finally, in an effort to cross communicate amongst law enforcement agencies, the courts and probation, each will be able to digitally access each other's critical information. The RED grant will also allow to better access data collection in other juvenile justice partner's departments and to collaboratively establish important variables for design and collection. .

SECTION III: DESCRIPTION OF INFRASTRUCTURE NEEDS

Identify the staffing and other infrastructure resources needed by the probation department to establish/strengthen the foundation for a R.E.D. reduction effort. For R.E.D. project staffing, it is mandatory the project assign a senior probation staff as R.E.D. Coordinator, whose R.E.D. responsibilities and duties are described in Appendix B. Staffing may also include additional full and/or part-time support staff (e.g., information technology specialists, office technicians/assistants) for the project. Other resources may include computers and software programs. **This section can be no more than 5 pages in length.**

Mono County's goal is to reduce racial and ethnic disparities (RED) in the Juvenile Justice Continuum. We understand that RED is not about establishing additional activities but to evaluate individual and system values, evaluate and explore paradigms with the intent of cultural change and to affect change through repeatable systems such as policy and procedures (or other repeatable written doctrine). While Mono County is comparatively a smaller county than others within California, our county experiences a great influx of pass-through traffic with well over a million visitors each year (e.g., 35,000 visitors in just one weekend during ski season in Mammoth Lakes). Mono County is the eastern entrance to Yosemite through Tioga Pass with the most visitors participating in hiking. Mono County is also home to two Paiute Indian Reservations (Bridgeport Paiute Indian Colony and Benton Paiute Reservation).

Mono County Justice partners collaborate through the Community Correctional Partnership (CCP) and the Juvenile Justice Coordinating Council (JJCC). The CCP and JJCC share the same members who collaborate closely to achieve goals. Those members in the CCP/JJCC will participate in the RED strategic collaboration along with other members of our community (e.g., faith-based, Paiute reservations, youth and families, Ski Resort, Marine Corps Base, etc.). All members have agreed to participate with several committing to the RED Strategic Team. Two RED Team members will travel to the NeON Learning Community in Harlem, New York. The Chief Probation Officer has participated in RED activities in another state as a coordinator and recognizes that the time demand is significant. It is therefore recommended that a position be established that will act as a program assistant to the RED strategic collaboration.

Mono County Probation Services (MCPS) employs a comprehensive juvenile justice program. As outlined within the Center for Juvenile Justice Reform, Mono subscribes to the Therapeutic Treatment Philosophy. Mono belongs to a multi-county consortium for assessments to include risk, need and treatment planning and detention risk assessment. Along with risk and needs, Mono Probation Officers, in this fiscal year, will be providing the following services as indicated by their needs assessment: Anger Replacement Therapy, Moral Reconciliation Therapy (in partnership with Behavioral Health) and Girls Circle, a gender specific process using a cognitive behavioral platform. Restoration services for reparation of victims and pro-social interactive journaling and groups are also provided by Mono

Probation Services. In short, Mono County Probation Services (MCPS hereafter) employs many evidence-based practices (EBP). However, simply providing services does not make a viable system.

In order to negotiate sustainable change in an organization, four steps are considered: diagnosis – organization identifies problems that may interfere with its effectiveness and assess the causes; action planning – strategic interventions for addressing diagnosed problems are designed; intervention – actual change steps are identified, defined and sequenced, progress monitored, and stakeholder commitment is cultivated; and evaluation – assess planned change through the implementation and documenting its impact. These processes are parallel to the RED approach. Organizational Development is a constantly evolving process. It is the field of research, theory, and practice dedicated to expanding the knowledge and effectiveness of people to accomplish continuing success to organizational change and performance. Implementation of organizational development and philosophy shifts such as Evidence Based Practices (EBP) is not something to start and stop – it is a process for a lifetime and with any process, the supports and reinforcements must be present along with the philosophical change.

The RED collaboration comes at a strategic time for Mono County. MCPS will be receiving a superior case management system (CMS) in July 2014 with querying capability through the California Evidence-Based Practices to Improve Public Safety (EBP-TIPS) grant. This will allow for more data-driven decisions to be made with confidence with the culled data. Also through this grant, in order to provide evidence based practices, an integrated management system must be in place in order for change to be sustained. Leadership courses for all justice partners and probation have been provided this year with sustaining change as one of our goals. Integrated Management will continue throughout FY 14/15, FY15/16 and FY16/17. Mono County Probation Services also purchased SPSS statistical analysis software (Statistical Product and Service Solutions-IBM) through the EBT-TIPS grants so data could be more effectively analyzed as opposed to a review of descriptive statistics. Planning for outcomes will ensure program fidelity by identified measurable objectives.

MCPS is requesting a RED Program Assistant position. The RED Program Assistant would work closely with the RED Coordinator and the Lead Juvenile Probation Officer. The Program Assistant would attend all planning sessions, meetings, coordinate with other agencies, and advocate for Mono County RED goals, youth, community and innovation. The specific duties of the RED Program Assistant would be: coordinate the work plan, record and document the short/long term goals for local RED reduction, acquire and collect RED data for analysis, act as a local liaison for stakeholders, be a part of the system-wide RED reduction plan, coordinate the ongoing review and assessment of existing juvenile justice programs and policies with regard to RED objectives, draft policy and procedure in concert with probation staff, prepare quarterly progress reports to the BSCC, oversee, coordinate and monitor the implementation of each step in the RED plan, engage community stakeholders and advocates, communicate progress of the RED reduction activities to community stakeholders and provide vigilant advocacy and seek

improvement and innovation in RED. The salary of the part-time Program Assistant is \$2908/mo and 39,294 in benefits. The RED Program Assistant would require IT support of a laptop and compatible software (\$1,200). RED is community based and supported. In light of the work with the community and the need for public information, training and communication, \$2047 is being requested to provide materials, brochures and other office products. Because of the work with the community, RED committee, public information, and importance of communication, to provide materials, brochures and other office products for the committee and community.

In 2010, in an effort to enhance communication and trust with the Hispanic community, the Mammoth Lakes Police Department and the Court created a Town Hall Meeting to bridge gaps and open dialogue through the Hispanic Advisory Committee. In partnership with local law enforcement agencies (e.g., County Sheriff, California Highway Patrol and Local Police Department) the court participates in a community forum every six months for the county's Spanish-speaking population. Representatives from the court, local governmental entities, Mexican Consulate and local law enforcement give bilingual presentations on topics of interest to the County's Spanish-speaking population, such as immigration law, the criminal justice process, civil liberties and public entitlements. Members of the Spanish-speaking community attending the forums are able to ask questions of the presenters in an anonymous manner. The Hispanic forums provide the court and other local governmental entities a direct access to the Spanish-speaking community of the county. The forums also act as a means of direct access for the Spanish-speaking community to local government entities and the court. These forums help to dispel misinformation and build trust between the Hispanic community, the court, and local governmental entities. In communication with Chief Dan Watson, Police Chief of Mammoth Lakes PD, with the implementation of RED, we would encourage individuals from this forum to participate in the RED meetings. To support the Hispanic Council's effort as a promising practice and with RED staff, the Courts, community and probation will continue to support and participate in this Council.

The Postive Youth Justice Initiative and Learning Community at Harlem New York, a model program, will be toured and visited by two RED Strategic Team members. For one employee \$147 per diem, \$884 in Hotel, \$160 in ground transportation and \$892 in air fare is \$2083. The second employee \$111 per diem, \$704 in Hotel, \$160 in ground transportation and \$503 in air fare is \$1478. This trip occurred in October 2014.

In 2010, a report to the Annie E. Casey (Lesnick, et. al., 2010) discussed the results of a longitudinal analysis of third-grade students and their educational outcomes. The study was not predictive nor causative. Correlational evidence indicated that students who were at and/or above grade level in third grade graduate and attend college at higher rates than their peers who were below grade level in third grade. They also found that the proportion of students who are below grade level is highest for male students, for African American students and for students who ever spent time in the foster care system.

Learning to read is an important foundational skill and is strongly related to opportunities for academic and vocational success. Mono County Raising a Reader program through the First 5 Commission has been working at improving reading scores for youth. The program; however, needs additional bilingual books and bags to ensure the program reaches targeted youth needing assistance. Due to minimum funding available from this grant, the Juvenile Justice Coordinating Council will funding is provided to ensure this educational and community system can provide a foundation of bi-lingual materials, the JJCC will fund from Juvenile Activities. Youth in the Raising a Reader Program will be followed in a longitudinal study with a comparative analysis by ethnicity.

In order to meet the RED goals, expert consultants will be selected with the preparation of contracts with identified goals. Two consultants will be selected: one for implicit bias training (Dr. Rita Cameron-Wedding) and for the data-driven decision-making (Dr. James Bell, Haywood-Burns Institute). The implicit bias training will be completed during the beginning of Phase I and II. The data-driven decision-making process beginning also in Phase I and continuing through the remainder of the phases.

SECTION IV: COMMUNITY ENGAGEMENT

Community Engagement is a priority in reducing disparity. Describe the department's level of engagement in reducing racial and ethnic disparity. Include experience, if any, in working with communities of color that may be disproportionately impacted by the justice system. In addition, describe the department's current level AND type of community engagement and collaboration, system stakeholders' engagement and collaboration, and any local champions that may have been involved with the department on this issue. Lastly, describe how your current efforts are going to be enhanced as a result of this funding opportunity. **This section can be no more than 2 pages in length.**

Chief of Probation Karin Humiston has worked with the Haywood Burns Institute (CA) while employed with the Superior Court of Arizona, County of Cochise. She was appointed as the Disproportionate Minority Contact (DMC) coordinator whilst working as the juvenile detention administrator. The Cochise DMC engaged justice partners but also traditional community leaders, service providers, advocacy groups, grassroots organizations and youth and parents. It is the intent to engage the same groups of individuals in Mono County.

Chief Humiston is also an Industrial and Organizational Psychologist and Clinician with a focus in organizational development. She has re-organized probation, added positions, reduced caseloads and created teams to more effectively address the needs of offenders in a rural area. She has created leadership positions so probation officers can learn and practice leadership skills, motivation and performance through collaboration. Chief Humiston is familiar with Community Change having been involved in several paradigm shifts in Arizona and California (e.g. AB109). Understanding and supporting change with the essential elements of learning and change is critical for community sustained transformation.

Several evidence-based practices (EBP) and strategies seen within the MCPS are promising approaches that focus on effectiveness, efficiency and equity are culturally competent and gender-responsive programming (e.g., Girls Groups, Spanish Speaking cognitive behavioral approaches, Moral Reconation Therapy, etc.). As mentioned, Chief Humiston contracted with a subject matter expert and educator to provide "sustaining change" in organizational development and leadership training for probation and county/justice partners. MCPS uses validated risk/needs assessment tools through a consortium. Mono County Probation Services (MCPS) uses programs and practices to encourage culturally relevant (e.g., Graduated Incentives, etc.) positive reinforcers for youth however we can improve in this area. Our programs are evaluated by static measurement through Youth Offender Block Grant (YOBG), EBP-TIPS and the juvenile justice grants. Performance management is on-going in probation. Creating the systems to sustain self-improvement and evaluation takes patience and experience - two traits probation staff are still developing. Mono probation staff are learning and practicing systems evaluations and problem-solving and are doing well internalizing the philosophical change.

Finally, Chief Humiston worked closely with communities racially and ethnically disproportionately impacted by the justice system also in Arizona. Cochise County incorporates two ports of entry. The minority "Hispanic" falls into several categories. A 'caste system' was prevalent amongst Hispanics in border communities. Not only was there implicit bias within the justice system, there was open contempt amongst Hispanics for specific sects or groups of Hispanics depending on their skin colour, birth place, employment, and immigration status. This same bias was also reflected in juvenile justice DMC events (e.g., Detention Assessment, etc.). Further, federal organizations such as Immigration and Naturalization, Border Patrol and Customs Enforcement also played a significant role in the racial and ethnic disparity affecting the Hispanic population - U.S. citizens or undocumented.

MCPS works collaborates with other justice partners through the CCP and the Juvenile Justice Coordinating Council (JJCC). Decisions made by the CCP are shared and cooperative. Recently, the CCP provided an overview of the work of the CCP involving offenders residing in our community to the Board of Supervisors (BOS). All Board members commented on the easy communication between members of the CCP and the interconnectiveness of the members when discussing a common project. One Board member participates on the CCP. MCPS also strives to work with other county members through organizational development as in the case of the EBT-TIPS grant leadership courses which were opened to all justice partners with the entire probation team participating in the change environment activities.

MCPS collaborates with many organizations outside of the county sphere such as education, service providers (two exist: Wild Iris for domestic violence and Toiyabe Antelope Health Clinic for counseling), Mammoth Ski Resort, Community Arts Program, and the Paiute Tribes. Recently, an important community service in north county was opened again through the Paiute Bridgeport Indian Colony - Antelope Valley Center (Toiyabe Indian Health Clinic), outside of Walker. Because this area has many Native youth and few youth programs, MCPS entered into an agreement with Mono County Arts Council to provide classes at no charge for youth in that area for summer and fall arts and music programs (MCPS funded and collaborated North County programs for youth). Further, Antelope Toiyabe will be providing much needed behavioral health (Masters Level Clinician) to both adults and youth. One of our goals is to provide meaningful and supportive programs for youth and more specifically, minority youth.

Mono County is excited to participate in the RED grant as the expert consultant would assist us immeasurably in effecting sustainable change. Mono County's Presiding Judge, Hon. Stan Eller, champions all causes related to youth. Judge Eller and Hector Gonzales, Court Administrator/ Chief Executive Officer, a local champion of the Hispanic Community, strongly supports the RED grant and remain very active in the Hispanic Advisory Council. Judge Eller is aware of the disparate racial and ethnic events within the system and welcomes the expert consultants to assist our county in pursuing our goal.

SECTION V: EXPERT CONSULTANT SELECTION AND WORK PLAN

Describe the process and criteria that will be used to select and contract with the required expert consultants for the purpose of assisting department staff in understanding and reducing racial disparity within the system. Outline a preliminary work plan the applicant and consultants will undertake together to achieve the goals of the grant. The implicit bias trainings should be considered the mechanism for initiating engagement and buy-in from departmental staff and employed outward to include stakeholders at pertinent points throughout the grant; however for planning purposes, a minimum of 4 implicit bias trainings is required for Phase 1 and 2. **This section can be no more than 10 pages in length.**

Selection Process/Criteria

Mono prioritized funding to obtain the expertise to effectively reduce racial and ethnic disparities. The funding is meant to support the blending of the data-driven decision-making with the implicit bias framework; understanding that changing the dynamic of racial disparity requires both system reform and individual/staff behavior change. Mono County requested the list of approved expert consultants from BSCC and identified Haywood Burns Institute. Chief Humiston worked with the Haywood Burns Institute in Arizona and was very pleased with their philosophical approach and communication with DMC team members. Dr. Rita Cameron-Wedding, a noted expert in the field, was also contacted to provide training in implicit bias.

The process and criteria for expert consultants is as follows:

The consultants must be competent in data-driven decision-making and structural bias and individual decision-making and implicit bias. The experts must be able to have demonstrated competency, understanding and knowledge of those areas.

Data-driven decision-making and structural bias expert consultant requirements should, at a minimum, include the following:

1. Demonstrated effectiveness in conducting training(s) specific to reducing racial and ethnic disparity and structural racism within governmental agencies serving youth;
2. An understanding of California's juvenile justice delinquency, dependency, and education system's policies and practices;
3. Demonstrated effectiveness in facilitating cross-agency collaboration and working partnerships;
4. Demonstrated effectiveness in facilitating community engagement; and,
5. Demonstrated effectiveness in data analysis as it related to racial and ethnic disparity.

Individual decision-making and implicit bias expert consultant requirements should, at a minimum, include the following:

1. Demonstrated knowledge of implicit bias and corresponding implications;
2. Demonstrated effectiveness in conducting training(s) specific to reducing racial and ethnic disparity through implicit bias training;
3. Demonstrated understanding of California's juvenile justice delinquency, dependency, and education system's policies and practices;
4. Demonstrated effectiveness in the ability to design and develop curriculum for the purposes of training; and,
5. Demonstrated experience working to address racial disparity in the youth serving system disciplines and organizations.

Both expert consultant's Curricula Vitae and description of programs were evaluated and found to meet the above. Contracts reiterating competency, understanding and knowledge of area of RED will be included. The implicit bias expert will assist in identifying four trainings in implicit bias for the committee and those identified stakeholders to attend. The implicit bias training will be Phase 1 and 2. The implicit bias expert's first session will kick off the process thereby engaging all participants.

Once the announcement is made in November 2014, the RED Coordinator will contact the expert consultants for preparation of Contracts and Agreements. Once approved, our county will then move forward with the assistance of the expert consultants.

Work Plan

The four phases will be implemented by fiscal year 2017/2018: (1) Assessment, (2) RED Infrastructure and Education, (3) Community Engagement and (4) Implementation of RED Reduction Plan. The contract will outline the goals for the Assessment Phase which is considered a planning grant. Further, two (2) trainings in implicit bias will be scheduled for the first year (Phase 1) and two training sessions for Phase II.

The contract for the consultant will be devised in concert with County Counsel and Experts in relation to RED grant requirements, RED philosophy, EBP and Best Practices, and enacted.

Phase I will entail a thorough evaluation of the local jurisdiction's overall commitment and capacity to effectively address racial and ethnic disparities (Readiness Assessment Consultation). The assessment will include an evaluation of the following internal and external factors (to include Appendix D) that

impact a local jurisdiction's "readiness" to positively impact racial and ethnic disparities in its system (GOAL):

1. Purpose of detention;
2. Relevant and impacted youth and families of colour previously involved with the juvenile justice system;
3. Community engagement and collaboration;
4. System stakeholder's engagement and collaboration;
5. Current juvenile justice policies and practices; and,
6. Data collection and analysis capacity. Data items include:
 - i. number and percent of program and non-program staff trained
 - ii. number of hours of program staff training provided;
 - iii. number of data improvements projects implemented;
 - iv. number of local agencies reporting improved data collections systems;
 - v. number and percent of non-program personnel with increased knowledge of RED;
 - vi. number and percent of program staff with increased knowledge of RED; and,
 - vii. number of minority staff hired.

Given that future funding is contingent upon the outcome of the assessment and compliance with grant requirements, it will be critical to enlist the assistance of the expert consultant in data management, report presentation and compliance, and communicating in a non-blaming manner (to avert defensiveness) (GOAL).

Phase I begins with the kickoff of the first RED Team gathering (GOAL). The grant, goals and objectives, expectations and training dates will be discussed. Public information will be added to the objectives and goals so as to communicate the RED Team's work through a web site (end of Phase II). Implicit bias training (four within Phase I and II) will be critical at the first meeting to develop 'buy-in' (GOAL).

Regarding Implicit Bias, Chief Humiston learned from her experience with DMC in Arizona that some RED members became defensive with some feeling offended by the implicit bias training. Chief Humiston would recommend participants take the Harvard Implicit Bias test online before attending the

first training. The Implicit Association Test (IAT) measures unconscious bias. By their own assessment, RED members will discover their assessment of implicit bias thereby starting the training with insight from an objective measurement (GOAL).

The assessment of disparities will be in assistance with the expert consultants. A full county assessment of disparities designed to highlight subtle issues that may impact RED will be conducted (GOAL). The assessment will include identifying strengths, weaknesses, assets and challenges which may affect our county's ability to engage in an effective racial and ethnic disparities (RED) reduction initiative. The Organizational Readiness to Change Assessment (ORCA) is an excellent instrument that measures strength of the evidence for the proposed change/innovation; quality of the organizational context to support the practice change; and organizational capacity to facilitate the change.

The assessment conducted with the expert consultant is designed to identify key factors driving RED as well as system strengths and weaknesses. Further, it provides recommendations for changes in policy, practice and programming that can reduce unnecessary or inappropriate detention and RED. The assessment components will include:

Key Stakeholder Interviews: A team of expert consultant staff will conduct interviews (GOAL) of key decision-makers and other stakeholders in order to begin understanding the particular roles, policies and practices of all relevant juvenile justice agencies and youth serving entities in the jurisdiction;

Key Stakeholder Survey: The expert consultant team will develop and administer an online survey (GOAL) regarding racial and ethnic disparities with a broad range of key juvenile justice and community stakeholders;

System Analysis: Prior to the on-site interviews, the expert consult team will request several key documents that provide context for juvenile justice system operations in the county (GOAL);

Findings and Recommendations: Upon concluding the stakeholder interviews, survey and system analysis, the expert consultant team will issue a report of recommendations and findings. The report would be issued in hard copy, and expert consultants would conduct an onsite debriefing (GOALS) of the findings. The recommendations would serve as a blueprint for moving forward in Phase II of the RED grant.

The expert consultant for data-driven decisions will provide trainings (GOAL) with key stakeholders regarding the key components of RED.

During Phase I and II, the RED coordinator will be provided technical assistance in training and strategic thinking for the local, onsite coordinator of the RED work. At the conclusion of Phase I a report will be prepared, in conjunction with the report of recommendations, incorporating the outcome of the assessment and compliance with grant requirements (GOAL).

SECTION VI: LEADERSHIP ACTIVITIES

R.E.D. leadership is essential for the success of ensuring a fair and equitable justice system for all youth. Describe activities to be undertaken by the applicant's Chief of Probation and management team for Phase I and II of the project (see Appendix F, R.E.D. Strategic Leadership) and the nexus between these identified activities and goals of the grant. **This section can be no more than 4 pages in length.**

Mono County Probation Services (MCPS) organizational structure is as follows: Chief of Probation, Deputy Probation Officer III (leads) – 2, Deputy Probation Officer II – 4, Probation Aide, and Fiscal Technician IV. There is one supervisor, the chief of probation, and no managers.

The Chief of Probation (COP) is responsible for inspiring a shared vision of ensuring that overrepresentation of youth of colour coming into contact with the juvenile justice system is given value and importance. The COP also links RED with probation service values, goals, vision and mission. It is a concept that must be shared not only by each and every probation employee but also justice partners and the community. It affects not only youth in the justice system but also education. As recently as March 22, 2014, a report was released by the U.S. Department of Education that even pre-school and elementary students are suspended and disciplined disproportionately by ethnicity. It is a disparity, it would seem, that touches youth at several different life events to include dependency.

The COP can inspire a shared vision by communicating the importance of RED goals during management, administrative and local meetings. It is also a time to share facts and educate others unfamiliar with RED. During the upcoming probation services strategic planning sessions in both probation and the Juvenile Justice Coordinating Council, RED goals will be incorporated into a unified strategy. Along with continued education, the COP will release White Papers to the public, justice partners and post on the probation services website. Regarding the latter, the community would be encouraged to submit comments, opinions and suggestions through a communication portal. The RED coordinator will be the COP so as to ensure the message is communicated as to the import of the department's goals.

The COP shall provide a safe environment for critical analysis and discussion. By sharing probation data through the new case management system, probation shall model open communication by supporting data collection at key decision points and within agencies. "Data" shall always be at the forefront of dialogue and the importance of consistent, transparent and true data.

The COP will be at all RED committee meetings along with the Lead Juvenile DPO and the RED Program Assistant.

The COP will be involved with planning in all trainings, strategically planning with the committee the most relevant and assistive continuing education. The emphasis will be on organizational development,

system change, values paradigms, data collection, research and analysis. The COP will also attend trainings along with supporting ongoing RED training for staff. While developing RED curriculum, it is always an opportunity to reinforce RED strategic goals and the multi-system impact of RED.

RED is a systemic and organizational strategy necessitating the presence of all levels of the organization's involvement. Line staff of each organization are encouraged to participate in RED committees and/or subcommittees. As RED is integrated into our visionary goals, all staff will be encouraged to share insights, innovations, and suggestions. In situations of change, it is likely to be embraced if line staff contribute to developing the change. Innovation and solution groups will be encouraged for solving large and moderate change (and even small far-reaching change). Flattening the organization involves systems alignments. Organizational written directives will be reviewed and re-written by all staff. Understanding how to analyze, prepare and research objective clear and logical procedures is critical to employee organizational commitment and professional development. For department heads, organization development and paradigm shifts will be discussed and training planned.

Perhaps just as important as driving RED through the organization and collaborating with stakeholders, is the solicitation of support of the community and advocates. Just as the Mammoth Lakes Hispanic Council was a grassroots platform for discussion and change, so will RED need to be. Parents, guardians and family members of justice involved youth, victims and system involved youth will be encouraged to participate. A Hispanic parent and youth have volunteered to participate with the RED Committee. This youth is no longer court involved however as part of his individualized plan, is now attending college locally with the assistance of AB 12. Both Social Services and Probation funded his first semester collaboratively while awaiting the AB 12 process. The youth's mother has been very involved with the youth and his brother who is not a United States citizen. Again, with Social Services, both agencies submitted requests for the youth's brother to receive assistance in placement. He too wishes to attend college once he completes High School. As a result of this contact, we believe that the youth and his mother will make very insightful members of our team. Other families, including foster parents, have been invited to join.

Other non-governmental organizations such as community leaders, faith-based leaders and advocacy groups are invited to participate. Those entities already participating in CCP and the JJCC represent education, child welfare, law enforcement, behavioral health and social services have already committed to involvement. Clearly, all are invited to participate in RED to include state and federal agencies (Department of Public Safety, U.S. Forest Service, Game and Fish, etc.).

SECTION VII: PROPOSED BUDGET

- A. BUDGET LINE ITEM TOTALS:** Complete the following table for the grant funds being requested in Phase 1 (up to amount limits delineated in Appendix A). While recognizing that counties may use different line items in the budget process, these are the ones used by the BSCC on its invoices. Please check your calculations as figures in the table do not auto-calculate.

Proposed Budget Line Items	Grant Funds
Salaries and Benefits	\$74,190
Services and Supplies	\$2,047
Professional Services	\$68000
CBO Contracts	\$0
Indirect Costs (may not exceed 10% of grant award)	\$0
Fixed Assets/Equipment	\$1200
Other	\$4563
Total	\$150,000

- B. BUDGET LINE ITEM DETAILS:** Provide sufficient detail in each category to explain how the grant funds will be used. In the “Other” category, funds should be budgeted for travel purposes for one mandatory project director’s meeting (to be held in Sacramento) as well as setting aside funds for possible R.E.D. education travel.

1. SALARIES AND BENEFITS (e.g., number of staff, classification, salary and benefits)

Program Assistant Position (FTSI) to assist RED Coordinator, 51 classification, (\$2908/mo and \$3274.5/mo benefits)

2. SERVICES AND SUPPLIES (e.g., office supplies and training costs)

\$2,047 office/paper supplies

10 reams/box (5 boxes) at \$30/box = \$150

Ink Cartridges for color 4 pack plus 1 black @ 303 and 66 respectively = \$369

Notebooks @ \$3.00 x25 = \$75

Folders for Notebooks at 6.77 ea x 25 = \$169

A-87 cost of .06/page with estimate of 20416 pages = \$1225

Cartridge for copy machine = \$59

3. PROFESSIONAL SERVICES: (e.g., contract with an expert consultant)

\$60,000 data-driven expert consultant-Haywood Burns Institute

\$8,000 implicit bias training (\$2000/day) Dr. Rita Cameron-Wedding

4. COMMUNITY-BASED ORGANIZATIONS (e.g., contract with a CBO for expert consultant services)

NA

5. INDIRECT COSTS: Indicate percentage and methodology for calculation. This total may not exceed 10% of the grant funds.

NA

6. FIXED ASSETS (e.g., computers and other office equipment necessary to perform project activities)

Computer/software \$1200

Lenovo Thinkpad Helix @\$1000

Software = \$200

7. OTHER (e.g., travel expenses)

Training and Travel \$4563

\$500 for BSCC training

\$4063 for New York Harlem trip, Two employees leaving from different airports (hotel, flights, per diem) \$2084 and \$1479

SECTION VIII: PROPOSED TIMELINE

Provide a timeline for activities that will be undertaken in Phase 1 of the project (e.g., recruiting and hiring staff, selecting and contracting with an expert consultant, analyzing data, conducting training sessions, etc.).

Activity	Timeframe
Create RED Program Assistant (Red PA) Announcement	July 1, 2014
RED RFP Due	July 14, 2014
Submission of RED Grant and RED PA to Board of Supervisors	August 4, 2014
Case Management System (CMS) conversion, migration, training, and setup. Along with other Juvenile reports for the state and local use, all variables listed in RED Grant Activities will be placed in report format.	August 5, 2014
Announcement of RED Grant approval/denial advise RED partners	September 11, 2014
Announcement of RED Program Assistant Position	September 14, 2014
Meet with expert consultants; discuss RED Phase 1 Readiness; discuss elements of Contract/Agreement; Recommend Havard's Implicit Association Test	September 15, 2014
Application due date for RED Program Assistant	September 30, 2014
Grant Period Begins	October 1, 2014
Interview for RED Program Assistant and Selection	October 15, 2014
Required BSCC Training	October 2014
Appointment of RED Program Assistant-Begin date	November 3, 2014
Expert Consultant Contracts Finalized through County Counsel	November 30, 2014
Quarterly Report Due	January 15, 2015
RED TEAM KICKOFF (pending availability of consultants) evaluations of Mono County's overall commitment and capacity to effectively address racial/ethnic disparities to be planned with expert consultant and later, en banc, with RED committee, work on development of vision and mission as well as long/short goals for RED reduction	January 2015
Implicit Bias Training #1 and Community Meeting	January 2015
Data RED Subcommittee meeting working on data collection;	February 2015

collect key documents for consultants	
RED Coordinator, Committee meet with expert consultant and develops plan to engage and interview stakeholders (Stakeholders Survey) and community engagement plan	February 2015
RED Programs Subcommittee engages for review and assessment of existing juvenile justice programs and policies RE: RED (Readiness Assessment)	February 2015
RED Committee Meeting; Assign Web Subcommittee	March 2015
Quarterly Report Due	April 2015
Submit Application to Georgetown, Washington D.C.	April 2015
Data RED Subcommittee begins work on evaluation strategy that measures RED performance outcome (Federal measurements); RED Committee Meeting	April 2015
RED Committee Meeting/Implicit Bias Training #2	April 2015
RED PA updates website and Hispanic Council of progress of RED committee	May 2015
Apply for Phase II/ Prepare/submit Quarterly Report; RED Committee Meeting	May 2015
Pursue RED DAY for Public Information	May 2015
Quarterly Report Due; consultants prepare and submit findings and recommendations report based on stakeholder's survey, interviews and analysis; consultant will provide on site briefing	June 15, 2015
Report to BSCC including findings of consultants and recommendations and the RED team's blueprint in moving forward and grant required data	July 15, 2015

APPENDIX A
ECONOMY OF SCALE - FUNDING REQUEST

Requests for funding amounts have been determined for this solicitation by utilizing the juvenile population numbers within each county, based on the most recent Census available(2010) from the California Department of Finance; therefore, in determining their budget for grant funds, applicants may only request up to the funding limits provided below:

- large counties (juvenile population of 300,000 or more) may apply for up to \$250,000;
- medium counties (juvenile populations of 80,000 to 299,999) may apply for up to \$200,000; and
- small counties (juvenile population of 79,000 or fewer) may apply for up to \$150,000.

The following 8 large counties may request up to \$250,000 in grant funds for their proposed budget:

<u>County</u>	<u>Juvenile Population (0-17)</u>	<u>County</u>	<u>Juvenile Population (0-17)</u>
Los Angeles County	2,402,208	San Bernardino County	594,588
Orange County	736,659	Santa Clara County	429,545
San Diego County	724,168	Sacramento County	363,053
Riverside County	620,108	Alameda County	340,621

The following 15 medium counties may request up to \$200,000 in grant funds for their proposed budget:

<u>County</u>	<u>Juvenile Population (0-17)</u>	<u>County</u>	<u>Juvenile Population (0-17)</u>
Fresno County	277,507	Monterey County	111,013
Contra Costa County	260,505	San Francisco County	107,524
Kern County	254,081	Sonoma County	106,471
Ventura County	211,915	Solano County	101,535
San Joaquin County	200,724	Santa Barbara County	98,047
San Mateo County	159,772	Placer County	85,085
Stanislaus County	147,158	Merced County	80,698
Tulare County	144,124		

The following 35 small counties may request up to \$150,000 in grant funds for their proposed budget:

<u>County</u>	<u>Juvenile Population (0-17)</u>	<u>County</u>	<u>Juvenile Population (0-17)</u>
Santa Cruz County	55,418	Lake County	13,672
Marin County	52,214	Tuolumne County	9,682
Imperial County	51,098	Siskiyou County	9,325
San Luis Obispo County	50,841	Calaveras County	8,943
Butte County	46,168	Glenn County	7,865
Yolo County	45,631	Colusa County	6,410
Madera County	42,849	Amador County	6,393
Kings County	42,548	Lassen County	6,293
El Dorado County	41,175	Del Norte County	6,138
Shasta County	39,652	Inyo County	3,900
Napa County	31,486	Plumas County	3,601
Humboldt County	27,061	Mariposa County	3,242
Sutter County	26,112	Mono County	2,979
Yuba County	20,990	Trinity County	2,520
Mendocino County	19,461	Modoc County	2,124
Nevada County	19,106	Sierra County	552
Tehama County	16,160	Alpine County	256
San Benito County	16,066		

Source: 2010 Census Summary File 1, Table PCT12 by Age (0-17), California and Counties, Department of Finance (DOF)

APPENDIX B

R.E.D. PROJECT COORDINATOR DESCRIPTION

Purpose:

As a requirement of the R.E.D. Grant Program, the individual identified as Project Coordinator will be responsible for directing the county's efforts to reduce the overrepresentation of youth of color coming into contact with the juvenile justice system as outlined in the county's Request for Proposal. In years past, this individual had, at a minimum, one-quarter time of their position allocated to this assignment.

Responsibilities include, but are not limited to:

- Learn about the concept of R.E.D. and its contributing factors.
- Secure a contract with R.E.D. expert consultants.
- Strategically coordinate the work plan amongst the department and the required consultants.
- Oversee the hiring and responsibilities of necessary R.E.D. project staff.
- With the R.E.D. committee, guide the development of a vision and mission as well as short/long term goals for local R.E.D. reduction.
- Direct and coordinate the implementation or improvement of R.E.D. data collection and analysis.
- Work with the R.E.D. expert consultants to implement the work plan (e.g. collection and analysis of relevant R.E.D. data, coordination of stakeholder information, etc.).
- Act as local liaison for stakeholders.
- Engage stakeholders in the development of a system-wide R.E.D. reduction plan.
- Coordinate, in conjunction with the R.E.D. Committee, the ongoing review and assessment of existing juvenile justice programs and policies with regards to reducing racial and ethnic disparities.
- Prepare quarterly progress reports to the BSCC.
- Coordinate the development and implementation of an evaluation strategy that measures R.E.D. performance outcome measures.
- Oversee, coordinate, and monitor the implementation of each step in the county's R.E.D. reduction plan.
- Engage community stakeholders and families/advocates in the R.E.D. reduction process.
- Communicate progress of the R.E.D. reduction activities to community stakeholders.
- Provide vigilant advocacy – seek opportunities for improvement on this issue.

APPENDIX C
SAMPLE BOARD OF SUPERVISORS' RESOLUTION

By the start of the grant, counties must submit a resolution from the Board of Supervisors that includes, at a minimum, the assurances outlined in the following sample.

WHEREAS the (*insert name of applicant county*) desires to participate in the Enhanced R.E.D. Grant Project supported by federal Formula Grant funds and administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the (*insert title of designated official*) is authorized on behalf of the Board of Supervisors to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the county agrees to abide by the statutes and regulations governing the federal Formula Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the Board of Supervisors of (*insert name of county*) in a meeting thereof held on (*insert date*) by the following:

Ayes:

Notes:

Absent:

Signature: _____

Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____

Date: _____

Typed Name and Title: _____

**APPENDIX D
R.E.D. PERFORMANCE MEASURES**

FEDERALLY REQUIRED OUTPUT PERFORMANCE MEASURES

#	Output Measure	Objective	Definition	Reporting Format
1	Formula grants allocated or awarded for R.E.D. at the State or local levels	Increase organizational/system capacity	The amount of funds in whole dollars that are allocated at the state level for the R.E.D. Coordinator and awarded for R.E.D. at the state and local levels during the reporting period. Program records are the preferred data source.	Dollars allocated and awarded for R.E.D.
2	Number and percent of program staff trained	Increase organizational/system capacity	The number and percent of program staff who are trained on R.E.D.-related issues such as improving staff's understanding of cultural differences, cultural context, cultural diversity, cultural awareness, bias, multicultural workplaces, etc. during the reporting period	A. Number of staff who participated in training B. Total number of staff C. Percent (A/B)
3	Number of hours of program staff training provided	Increase organizational/system capacity	The number of R.E.D.-related training hours provided to program staff during the reporting period of the program. Training includes in-house and external trainings, conducted and available to staff.	Number of R.E.D.-related hours of training provided to staff
4	Number of data improvement projects implemented	Improve planning and development	The number of data improvement projects funded at the state or local levels specifically to improve the quality and completeness of R.E.D. data.	Number of projects funded during the reporting period

FEDERALLY REQUIRED OUTCOME PERFORMANCE MEASURES

#	Outcome Measure	Objective	Definition	Reporting Format
1	Number of local agencies reporting improved data collections systems	Improve system effectiveness	The number of local-level agencies that show improved data collection systems as evidenced by an ability to collect data by race; collect data by race with increased accuracy and consistency; report timely data collection and submission, etc. during the reporting period. Data improvement project files are the preferred data source.	Number of improved local-level data collection systems during the reporting period.
2	Number and percent of non-program personnel with increased knowledge of program area	Increase program support	The number of non-program personnel, such as representatives from law enforcement, courts, referral agencies, or community members who gained a greater knowledge of R.E.D. and R.E.D.-related topics through trainings or other formal learning opportunities. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of non-program personnel trained during the reporting period who report increased knowledge B. Number of non-program personnel trained during the reporting period and returning surveys C. Percent (A/B)

#	Outcome Measure	Objective	Definition	Reporting Format
3	Number and percent of program staff with increased knowledge of program area	Increase program support	The number of program staff who gained a greater knowledge of R.E.D. and R.E.D.-related topics through trainings or other formal learning opportunities. Appropriate for any program whose staff received program-related training. Training does not need to have been given by the program. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of program staff trained during the reporting period who report increased knowledge B. Number of program staff trained during the reporting period and returning surveys C. Percent (A/B)
4	Number of minority staff hired	Improve system effectiveness	The number of staff of a specific minority group hired during the reporting period.	The number of minority staff hired

Racial Categories and Definitions⁶

- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American:** A person having origins in any of the black racial groups of Africa.
- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.
- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

⁶ Federal Register Vol. 62, No. 210, Thursday, October 30, 1997 via the DMC Technical Assistance Manual, Fourth Edition, July 2009

**APPENDIX E
PROPOSAL RATING CRITERIA**

Proposals must receive a minimum of 150 points (i.e., 50% of the 300 total possible points) in the combined raters' averaged scores to be considered for funding.

Merit Review Rating Factors	Maximum Points
Initial Data Analysis and Issue Identification (Section II): The proposal clearly demonstrates an understanding of the importance of addressing R.E.D. through the identification and discussion of potential R.E.D. issues in the jurisdiction. The proposal addresses the need to implement, or develop a plan to strengthen, data collection and analysis processes.	50
Description of Infrastructure Needs (Section III): The proposal makes a clear and compelling argument for the need for requested staff positions and/or other resources to establish or strengthen the foundation of a R.E.D. reduction effort.	40
Community Engagement (Section IV): The proposal clearly describes the commitment to engage in reducing racial and ethnic disparity. Included is experience, if any, in working with communities of color that may be disproportionately impacted by the justice system. The applicant has described the department's commitment and/or plan of community engagement and collaboration, system stakeholders' engagement and collaboration, and any local champions that may have been involved with the department on this issue.	70
Expert Consultant Selection and Work Plan (Section V): The proposal clearly describes the process and criteria the applicant will use to contract with a expert consults. The work plan defines goals to be achieved by the program, including strategies for providing implicit bias training.	50
Leadership Activities (Section VI): The proposal outlines a preliminary work plan that addresses the Chief of Probation's roles and responsibilities as well as key management staff in relation to R.E.D. leadership and goals of the grant. This includes submittals of Letters of Support and/or MOUs from collaborating partners as defined in the grant requirements. The narrative provided demonstrates previous commitment in collaboration with non-government stakeholders, community partners, and advocates.	70
Proposed Budget (Section VII): The proposed budget is reasonable and appropriate given the nature and scope of project activities.	10
Proposed Timeline (Section VIII): The proposed timeline for activities is realistic given the nature and scope of the project.	10
Maximum Points Available	300

APPENDIX F

R.E.D. STRATEGIC LEADERSHIP

R.E.D. leadership within each county is essential for the success of ensuring that the overrepresentation of youth of color coming into contact with the juvenile justice system is given priority attention, especially within the Probation Department and Juvenile Courts. The items outlined below are suggested considerations for a framework and/or foundation to guide and advance the R.E.D. initiative within the county.

I. Inspire a shared vision

- Communicate R.E.D. import to all levels of staff
- Link to Department Values
- Provide “paper” showing support and clarifying purpose (memo, email, R.E.D. fact sheet, etc.)
- Support a designated R.E.D. Coordinator position

II. Provide a safe environment for critical analysis

- Support data collection at key decision points
- Sharing of data between agencies
- Encourage dialogue

III. Support R.E.D. committee meetings

- Attend meetings or establish communication strategy for briefings

IV. Introduce/Attend R.E.D. trainings

- Reinforce the R.E.D. message
- Support ongoing R.E.D. training for staff

V. Engage all levels of department

- Include line staff on the R.E.D. committee
- Ask for support from staff as changes are recommended or implemented
- Align systems

VI. Seek out resources/advocates that will reinforce the R.E.D. message

- Collaboration with stakeholders
 - Community including parents, guardians, and other family members of justice-involved youth, victims, and system-involved youth.
 - Non-Government Organizations including community leaders, faith-based leaders and advocacy groups
 - Local Systems including education, child welfare, law enforcement, mental health, and other systems that intersect with the juvenile justice system
 - State Agencies
 - Federal Agencies



**RESOLUTION NO. R14-
BOARD OF SUPERVISORS, COUNTY OF MONO
A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS AGREEING TO
PARTICIPATE IN THE ENHANCED RACIAL AND ETHNIC DISPARITY GRANT PROJECT**

WHEREAS, Mono County desires to participate in the Enhanced RED Grant project supported by federal Formula Grant funds and administered by the Board of State and Community Corrections (hereafter referred to as BSCC); and

WHEREAS, that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body; and

WHEREAS, the county agrees to abide by the statutes and regulations given the federal Formula Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the BSCC.

NOW, THEREFORE, BE IT RESOLVED that the Chief of Probation is authorized on behalf of the Board of Supervisors to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

APPROVED AND ADOPTED this 12th day of November, 2014, by the following vote of the Board of Supervisors, County of Mono:

AYES :

NOES :

ABSENT :

ABSTAIN :

**LARRY K. JOHNSTON, CHAIRMAN
BOARD OF SUPERVISORS
COUNTY OF MONO**

ATTEST:

APPROVED AS TO FORM:

**SHANNON KENDALL
ASSISTANT CLERK OF THE BOARD**

**MARSHALL RUDOLPH
COUNTY COUNSEL**



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: County Administrator's Office

TIME REQUIRED

SUBJECT Employment Agreement with Sarah
Messerlian in Position of Risk
Manager

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed resolution approving an employment agreement with Sarah Messerlian as Risk Manager, and prescribing the compensation, appointment and conditions of said employment.

RECOMMENDED ACTION:

Approve Resolution #R_____, approving an employment agreement with Sarah Messerlian and prescribing the compensation, appointment, and conditions of said employment. Authorize the Board Chair to execute said agreement on behalf of the County.

FISCAL IMPACT:

The cost of this position for the remainder of FY 2014-2015 (November 1, 2014 to June 30, 2015) is approximately \$61,156 of which \$40,800 is salary; \$8,754 is the employer portion of PERS, and \$11,602 is the cost of the benefits and is included in the approved FY 2014-2015 Budget.

Total cost for a full fiscal year (2014-2015) would be \$92,531 of which \$61,200 is annual salary; \$13,132 is the employer portion of PERS, and \$18,200 is the cost of the benefits. The total cost of the contract over the entire three year term would be approximately \$277,600.

CONTACT NAME: Jim Leddy

PHONE/EMAIL: (760) 932-5414 / jleddy@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Messerlian Risk Manager Contract Cover Memo](#)
- [Messerlian resolution](#)
- [At Will Contract](#)

History

Time	Who	Approval
11/5/2014 10:15 AM	County Administrative Office	Yes
11/3/2014 10:32 AM	County Counsel	Yes
11/4/2014 4:36 PM	Finance	Yes



COUNTY OF MONO – *County Administrative Office*
P.O. BOX 696, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5412 ☐ FAX (760) 932-5411

Jim Leddy
County Administrative Officer
760.932.5414

To: Honorable Board of Supervisors
From: Jim Leddy, County Administrator
Date: November 12, 2014

Subject: Employment Agreement of Sarah Messerlian as Risk Manager.

Recommendation: Approve the Employment Agreement of Sarah Messerlian as Risk Manager, at a salary of \$5,100 per month for a term of three years effective from November 1, 2014 to November 11, 2017.

Background: On September 16th, 2014, the Board adopted the final FY 2014-2015 Budget. The County Administrator's Office as part of the Budget adoption downsized and re-organized to capture long term savings from the departure of the Human Resources Generalist staff person and to ensure provision of critical Risk Management and Human Resource functions with the departure of the Human Resources Director/Risk Manager.

The reorganization eliminated the Human Resources Generalist position and distributed those duties among two remaining staff; split the Human Resources Director/Risk Manager into two lower cost positions to maintain the smaller staff size and cost savings. Should the Board proceed with the appointment of Ms. Messerlian as Risk Manager; the CAO will launch a recruitment for the remaining unfilled allocated position, Human Resources Manager/Deputy County Administrator.

The annual savings for the reorganized CAO office is estimated at approximately \$64,000 in lower salary costs annually with the new configuration as compared with the 2013-2014 CAO office structure.

Discussion: CAO Office Manager Sarah Messerlian has been functioning extensively in the Risk Management functions of the office and has been overseeing the insurance programs including the County's membership in Trindel for several years. Ms. Messerlian has in depth understanding and expertise of Mono County's Risk Management issues. It is recommended that the Board adopt the employment agreement to place Ms. Messerlian in the position of Risk Manager.

Fiscal Impact: The cost of this position for the remainder of FY 2014-2015 (November 1, 2014 to June 30, 2015) is approximately \$61,156 of which \$40,800 is salary; \$8,754 is the employer portion of PERS, and \$11,602 is the cost of the benefits and is included in the approved FY 2014-2015 Budget.

Total cost for a full fiscal year (2014-2015) would be \$92,531 of which \$61,200 is annual salary; \$13,132 is the employer portion of PERS, and \$18,200 is the cost of the benefits. The total cost of the contract over the entire three year term would be approximately \$277,600.

For questions, please contact me at (760) 932-5414 or jleddy@mono.ca.gov



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RESOLUTION NO. R14-

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS APPROVING AN
EMPLOYMENT AGREEMENT WITH SARAH MESSERLIAN
AND PRESCRIBING THE COMPENSATION, APPOINTMENT,
AND CONDITIONS OF SAID EMPLOYMENT**

WHEREAS, the Mono County Board of Supervisors has the authority under Section 25300 of the Government Code to prescribe the compensation, appointment, and conditions of employment of County employees;

NOW, THEREFORE, BE IT RESOLVED by the Mono County Board of Supervisors, that the Agreement re Employment of Sarah Messerlian, a copy of which is attached hereto as an exhibit and incorporated herein by this reference as though fully set forth, is hereby approved and the compensation, appointment, and other terms and conditions of employment set forth in that Agreement are hereby prescribed and shall govern the employment of Sarah Messerlian. The Chairman of the Board of Supervisors shall execute said Agreement on behalf of the County.

PASSED AND ADOPTED this ____ day of _____, 2014, by the following vote:

AYES :
NOES :
ABSTAIN :
ABSENT :

ATTEST: _____
Clerk of the Board

Larry K. Johnston, Chairman
Board of Supervisors

APPROVED AS TO FORM:

COUNTY COUNSEL

AGREEMENT RE EMPLOYMENT OF SARAH MESSERLIAN

This Agreement is entered into this 1st day of November, 2014, by and between Sarah Messerlian and the County of Mono.

I. RECITALS

The County currently employs Ms. Messerlian as an Office Manager in the County Administrative Office. The County now wishes to employ Ms. Messerlian as the County's Risk Manager on a full-time basis on the terms and conditions set forth in this Agreement. Ms. Messerlian wishes to accept employment with the County on said terms and conditions.

II. AGREEMENT

1. The term of this Agreement shall be November 1, 2014, until October 31, 2017, unless earlier terminated by either party in accordance with this Agreement. The County shall notify Ms. Messerlian in writing no later than May 1, 2017, whether it intends to negotiate a renewal of this Agreement. In the event the County fails to provide such notice, Ms. Messerlian shall notify the County in writing of its breach of this provision of the Agreement and County shall be allowed 30 days from the receipt of that notice to cure the breach. If the County cures the breach and notifies Ms. Messerlian that it does not intend to negotiate a renewal of the Agreement, then this Agreement shall terminate six months after said notification and no additional compensation or damages shall be owing to Ms. Messerlian as a result of the cured breach. If County does not cure the breach, then the Agreement shall automatically renew for another three years on the same terms in effect at the time of renewal.
2. Commencing November 1, 2014, Ms. Messerlian shall be employed by Mono County as Risk Manager, serving at the will and pleasure of the County Administrator in accordance with the terms and conditions of this Agreement. Ms. Messerlian accepts such employment. The County Administrator shall be deemed the "appointing authority" for all purposes with respect to Ms. Messerlian's employment.
3. Effective November 1, 2014, Ms. Messerlian's salary shall be \$5,100.00 per month. Ms. Messerlian understands that she is responsible for paying the employee's share of any retirement contributions owed to the Public Employees Retirement System (PERS) with respect to her employment for the County. The Board may unilaterally increase Ms. Messerlian's compensation in its discretion at any time while this Agreement is in effect. Should a wage increase be granted

under the MOU with Local 39, applicable to Mono County Public Employees (MCPE), it is agreed that this Agreement will be reopened for discussion and potential re-negotiation with respect Ms. Messerlian's salary. During such negotiations the County shall consider and discuss the issue of increased compensation with Ms. Messerlian in good faith, but the County's decision whether or not to grant such additional compensation shall be final and non-appealable.

4. Ms. Messerlian shall earn and accrue vacation and sick leave in accordance with the County's Management Benefits Policy and in accordance with any applicable County Code provisions not in conflict with said Policy. Also pursuant to said Policy, in recognition of the fact that her employment will be exempt from the payment of overtime or compensatory time-off under the Fair Labor Standards Act, she shall be entitled to 80 hours of merit leave (aka administrative leave) during each year of service under this Agreement. Ms. Messerlian understands that said merit leave does not accrue from one calendar year to the next; rather, it must be used by December 31st of each calendar year in which it is provided or it is lost. (Note: Due to the November 1st effective date of Ms. Messerlian's position change, her merit leave shall be prorated to 13 hours for 2014.)
5. To the extent deemed appropriate by the County Administrator, the County shall pay the professional dues, subscriptions, and other educational expenses necessary for Ms. Messerlian's full participation in applicable professional associations, or for her continued professional growth and for the good of the County.
6. To the extent not inconsistent with the foregoing or any other provision of this Agreement, Ms. Messerlian shall be entitled to the same general benefits provided by the County to other management-level employees, as described more fully in the County's Management Benefits Policy. Such benefits include but are not limited to CalPERS retirement benefits (currently 2.7% at 55 for Ms. Messerlian), CalPERS medical insurance, County dental and vision coverage, and life insurance. Any and all references in this Agreement to the County's Management Benefits Policy shall mean the "Policy Regarding Benefits of Management-level Officers and Employees," adopted by Resolution R14-54 of the Mono County Board of Supervisors, as the same may be amended from time to time and unilaterally implemented by the County.
7. Ms. Messerlian understands and agrees that her receipt of compensation or benefits of any kind under this Agreement or under any applicable County Code provision or policy – including but not limited to salary, insurance coverage, and paid holidays or leaves – is expressly contingent on her actual and regular rendering of personal services to the County or, in the event of any absence,

upon her proper use of any accrued leave. Should Ms. Messerlian cease rendering such services during this Agreement and be absent from work without any accrued leave to cover said absence, then she shall cease earning or receiving any additional compensation or benefits until such time as she returns to work and resumes rendering personal services; provided, however, that the County shall provide any compensation or benefits mandated by state or federal law. Furthermore, should Ms. Messerlian's regular schedule ever be reduced to less than full-time employment, on a temporary or permanent basis, then all compensation and benefits provided by this Agreement or any applicable County policies shall be reduced on a pro-rata basis, except for those benefits that the County does not generally pro-rate for its other part-time employees (e.g., medical insurance).

8. Consistent with the "at will" nature of Ms. Messerlian's employment, the County Administrator may terminate Ms. Messerlian's employment at any time during this agreement, without cause. In that event, this Agreement shall automatically terminate concurrently with the effective date of the termination. Ms. Messerlian understands and acknowledges that as an "at will" employee, she will not have permanent status nor will her employment be governed by the County Personnel System (Mono County Code Chapter 2.68) except to the extent that System is ever modified to apply expressly to at-will employees. Among other things, she will have no property interest in her employment, no right to be terminated or disciplined only for just cause, and no right to appeal, challenge, or otherwise be heard regarding any such termination or other disciplinary action the County Administrator may, in his discretion, take during Ms. Messerlian's employment. As Ms. Messerlian currently holds the position of Office Manager in good standing, and has performed well in that role, in the event of termination of this Agreement without cause prior to November 1, 2015, Ms. Messerlian shall be reappointed to her position as Office Manager. In addition, even if no such termination occurs prior to November 1, 2015, Ms. Messerlian shall have the independent right prior to that date to terminate this Agreement and be reappointed to her former position as Office Manager. In the event of any termination for cause prior to November 1, 2015, or any termination with or without cause after November 1, 2015, Ms. Messerlian will not be entitled to resume her former County employment or be placed in any other County Employment.
9. In the event that such a termination without cause occurs after November 1, 2015, Ms. Messerlian shall receive as severance pay a lump sum equal to six months' salary or, to the extent that fewer than six full calendar months remain (as of that effective date) before this Agreement would have expired, Ms. Messerlian shall instead receive a lesser amount equal to any remaining salary payments she would have received before expiration of the Agreement had she

not been terminated. Notwithstanding the foregoing, Ms. Messerlian shall receive severance pay equal to six months' salary in the event that termination occurs after the County has notified Ms. Messerlian that it intends to negotiate a renewal of this Agreement but before this Agreement expires. In no event shall the parties' failure or inability to arrive at mutually acceptable terms of a renewed agreement trigger the payment of severance pay. Note: for purposes of severance pay, "salary" refers only to base compensation (i.e., it does not include any other compensation, including but not limited to any temporary performance or merit pay).

10. Notwithstanding the foregoing, Ms. Messerlian shall not be entitled to any severance pay in the event that the County Administrator has grounds to discipline her on or about the time he gives her notice of termination. For purposes of this provision, grounds for discipline include but are not limited to those specified in Section 2.68.230 of the County Code or any successor Code provision, as the same may be amended from time to time. Ms. Messerlian shall also not be entitled to any severance pay in the event that she becomes unable to perform the essential functions of her position (with or without reasonable accommodations) and her employment is duly terminated for such non-disciplinary reasons.
11. Ms. Messerlian may resign her employment with the County at any time. Her resignation shall be deemed effective when tendered, and this agreement shall automatically terminate on that same date, unless otherwise mutually agreed to in writing by the parties. Ms. Messerlian shall not be entitled to any severance pay or additional compensation of any kind after the effective date of such resignation.
12. This Agreement constitutes the entire agreement of the parties with respect to the employment of Sarah Messerlian. Consistent with Ms. Messerlian's uninterrupted employment status, this Agreement shall have no effect on any sick leave or vacation time that Ms. Messerlian may have accrued as of the effective date of this Agreement nor on her original date of hire or total years of service as a County employee, to the extent the same may be relevant in determining such accruals or Ms. Messerlian's date of eligibility for or vesting of any non-salary benefits or for any other purpose.
13. The parties agree that the Board of Supervisors' approval of this Agreement on behalf of the County is a legislative act and that through this agreement, the Board of Supervisors is carrying out its responsibility and authority under Section 25300 of the Government Code to set the terms and conditions of County employment. It is not the parties' intent to alter in any way the fundamental statutory (non-contractual) nature of Ms. Messerlian's employment with the

County nor to give rise to any future contractual remedies for breach of this Agreement or of an implied covenant of good faith and fair dealing. Rather, the parties intend that Ms. Messerlian's sole remedy in response to any failure by the County to comply with this Agreement shall be traditional mandamus.

14. Ms. Messerlian acknowledges that this Agreement is executed voluntarily by her, without duress or undue influence on the part or on behalf of the County. Ms. Messerlian further acknowledges that she has participated in the negotiation and preparation of this Agreement and has had the opportunity to be represented by counsel with respect to such negotiation and preparation or does hereby knowingly waive her right to do so, and that she is fully aware of the contents of this Agreement and of its legal effect. Thus, any ambiguities in this Agreement shall not be resolved in favor of or against either party.

III. EXECUTION:

This Agreement shall be deemed executed as of November 1, 2014.

SARAH MESSERLIAN

THE COUNTY OF MONO

By: Larry K. Johnston, Chairman
Board of Supervisors

APPROVED AS TO FORM:

MARSHALL RUDOLPH



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Health Department

TIME REQUIRED

SUBJECT Emergency Medical Care Committee
(EMCC) Appointment and
Membership

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Resolution adding EMS Manager as a membership position on the EMCC, as recommended by the EMCC. Re-appointment of the five members who are currently serving as members of the EMCC, and appointment of Rob DeForrest, EMS Manager, to serve in the newly-added membership position.

RECOMMENDED ACTION:

1. Re-appoint Alex Tomaier, Dr. R. Johnson, Lynda Salcido, Rosemary Sachs and Lori Baitx to the Mono County EMCC for terms of two years. 2. Approve proposed resolution adding the Mono County EMS Manager as a new membership position on the EMCC, as recommended and approved by the EMCC at its last meeting. 3. Appoint Rob DeForrest, the Mono County EMS Manager, to the EMCC for a term of two years.

FISCAL IMPACT:

No fiscal impact to the general fund.

CONTACT NAME: Lynda Salcido

PHONE/EMAIL: 760-924-1842 / lsalcido@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

Lynda Salcido, Public Health/EMS Director

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

- [Staff Report](#)
- [Proposed Resolution](#)
- [Previously approved resolution](#)

History

Time	Who	Approval
11/5/2014 10:16 AM	County Administrative Office	Yes
11/5/2014 10:42 AM	County Counsel	Yes
11/4/2014 4:09 PM	Finance	Yes

COUNTY of MONO

HEALTH DEPARTMENT

P.O. BOX 3329

MAMMOTH LAKES, CA 93546

Public Health (760) 924-1830

Fax (760) 924-1831

Environmental Health (760) 924-1800

Fax (760) 924 1801



To: Board of Supervisors

From: Lynda Salcido, Public Health/EMS Director

Date: November 12, 2014

Re: Emergency Medical Care Committee (EMCC) Appointments and Membership

Recommendation

1. Re-appoint Alex Tomaier, Dr. R. Johnson, Lynda Salcido, Rosemary Sachs and Lori Baitx to the Mono County EMCC for terms of two years.
2. Approve proposed resolution adding the Mono County EMS Manager as a new membership position on the EMCC, as recommended and approved by the EMCC at its last meeting.
3. Appoint Rob DeForrest, the Mono County EMS Manager, to the EMCC for a term of two years.

Fiscal Impact

No impact to the general fund.

Discussion

California Health and Safety Code Sections 1797.270 and 1797.272 authorize the County to establish an emergency medical care committee (EMCC), to prescribe the membership of that EMCC, and to appoint its members.

The EMCC has been operating in Mono County since at least the early 1990s. Its current membership, as set forth in Resolution R12-18, includes the Mono County Health Officer, a representative of the Mono County Paramedic Program, a representative of the Mono County Fire Chief's Association, the Mammoth Hospital Paramedic Liaison Nurse and the Mammoth Hospital EMS Director. It is now proposed to add the position of

Mono County EMS Manager, as approved by the EMCC at its last meeting, to the Committee.

It is recommended that the Board re-appoint the five members, as outlined above, who are currently serving as members of the EMCC for an term of two years, and that the Board approve the proposed resolution, adding the Mono County EMS Manager as a standing (or “ex officio”) member of this committee. Because the position of EMS Manager would serve ex officio (as do the Health Officer and the Mammoth Hospital Paramedic Liaison Nurse and EMS Director), no appointment is arguably required. However, consistent with the other positions, it is recommended that your Board additionally appoint Rob DeForrest, the current EMS Manager, to the Committee. The appointment would be for a term of two years.

If you have any questions regarding this item prior to your meeting, Lynda Salcido at 760-924-1842.

Enclosures:

1. Proposed Resolution
2. Resolution R12-18



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RESOLUTION NO. R14-__

**RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS CREATING AN ADDITIONAL
MEMBERSHIP POSITION ON THE
MONO COUNTY EMERGENCY MEDICAL CARE COMMITTEE**

WHEREAS, California Health and Safety Code sections 1797.270 et seq. authorize the Board of Supervisors to establish an emergency medical care committee (EMCC) to advise it regarding the provision of emergency medical services within the County; and

WHEREAS, where an EMCC is established, the Board of Supervisors must also prescribe its membership and appoint its members; and

WHEREAS, the Mono County EMCC is currently comprised of five members appointed by the Board and representing the five membership positions prescribed by the Board in its Resolution R12-18; and

WHEREAS, at the recommendation of the Mono County EMCC, the Board of Supervisors wishes to add a sixth membership position to the EMCC; and

NOW, THEREFORE, the Board of Supervisors of the County of Mono **RESOLVES** as follows:

SECTION ONE: The Mono County EMS Manager shall be added as a membership position on the Mono County Emergency Medical Care Committee.

SECTION TWO: This Resolution supplements but does not supersede or replace Resolution R12-18, which shall continue in full force and effect, and as supplemented hereby.

PASSED, APPROVED and ADOPTED this ____ day of _____, 2014, by the following vote, to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Larry K. Johnston, Chairman
Mono County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board

COUNTY COUNSEL



RESOLUTION NO. R12-18

RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS CONFIRMING THE ESTABLISHMENT AND MEMBERSHIP OF THE MONO COUNTY EMERGENCY MEDICAL CARE COMMITTEE

WHEREAS, California Health and Safety Code sections 1797.270 et seq. authorize the Board of Supervisors to establish an emergency medical care committee (EMCC) to advise it regarding the provision of emergency medical services within the County; and

WHEREAS, where an EMCC is established, the Board of Supervisors must also prescribe its membership; and

WHEREAS, an EMCC has been in existence in Mono County since the early 1990s (the Mono County EMCC); and

WHEREAS, the Board of Supervisors wishes to confirm/ratify the establishment of the Mono County EMCC and prescribe its membership, pursuant to sections 1797.270 et seq.;

NOW, THEREFORE, the Board of Supervisors of the County of Mono RESOLVES as follows:

SECTION ONE: The establishment of the Mono County EMCC pursuant to section 1797.270 of the California Health and Safety Code is hereby confirmed and ratified.

SECTION TWO: The following membership of the Mono County EMCC is hereby ratified and confirmed:

- A. One member representing the Mono County Fire Chiefs' Association;
B. One member representing Mono County Paramedic Program management;
C. The Mono County Health Officer;
D. The Mammoth Hospital Paramedic Liaison Nurse;
E. The Mammoth Hospital EMS Director.

SECTION THREE: Members of the Mono County EMCC shall be appointed by the Board of Supervisors for terms of up to two years and shall serve at the will and pleasure of the appointing authority.

PASSED, APPROVED and ADOPTED this 21st day of February, 2012, by the following vote, to wit:

AYES: Supervisors Bauer, Hansen, Hazard, Hunt and Johnston.
NOES: None.
ABSENT: None.
ABSTAIN: None.

[Handwritten signature of Vikki Magee-Bauer]

Vikki Magee-Bauer, Chair
Mono County Board of Supervisors

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ATTEST:


LYNDA ROBERTS, Clerk

APPROVED AS TO FORM:


COUNTY COUNSEL



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Public Works - Road and Facilities

TIME REQUIRED

SUBJECT Hiring Freeze Variance - Vacancy in
Roads Division of Public Works

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Due to a promotion of a Maintenance Worker to Maintenance Supervisor in Road Area 4/5 (Walker/Bridgeport), Public Works (PW) has followed the Mono County protocol to fill the vacancy created by the promotion. The vacancy is full-time in Walker and would require an in-county recruitment first for Public Works Maintenance Worker employees and if no requests to transfer were received then the position would be advertised out-of-county.

RECOMMENDED ACTION:

Authorize Public Works Director, in consultation with Human Resources, to recruit in-county to fill an existing vacancy in Road Area 4/5 (Bridgeport/Walker). If no requests are received in-county then recruit out-of-county to fill same vacancy. Provide any desired direction to staff.

FISCAL IMPACT:

The total cost for the remainder of fiscal year 14/15 for a MW II is \$37,150 and a full fiscal year is \$55,726 of which \$36,456 is salary. The total cost for remainder of fiscal year 14/15 for a MW III is \$38,382 and a full fiscal year is \$57,574 of which \$38,304 is salary.

CONTACT NAME: Jeff Walters

PHONE/EMAIL: 760.932.5459 / jwalters@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

[Staff Report](#)

History

Time	Who	Approval
10/28/2014 8:01 AM	County Administrative Office	Yes
11/3/2014 9:51 AM	County Counsel	Yes
11/4/2014 4:02 PM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: November 12, 2014
To: Honorable Chair and Members of the Board of Supervisors
From: Jeff Walters, Public Works Director
Subject: Hiring Freeze Variance – Maintenance Worker II-III Vacancy in Road Area 4/5

Recommended Action:

Authorize Public Works Director, in consultation with Human Resources, to recruit in-county to fill an existing Maintenance Worker II-III vacancy in Road Area 4/5 (Walker/Bridgeport). If no requests are received in-county then advertise out-of-county to fill same vacancy. Provide any desired direction to staff.

Fiscal Impact:

The funding source for this position is full-time out of the Road Fund. The position was budgeted in the FY14/15 approved Mono County Road Fund.

The total cost for the remainder of fiscal year 14/15 for a MW II is \$37,150 and a full fiscal year is \$55,726 of which \$36,456 is salary. The total cost for remainder of fiscal year 14/15 for a MW III is \$38,382 and a full fiscal year is \$57,574 of which \$38,304 is salary.

Discussion:

Due to a promotion of a Maintenance Worker III, Cory Gonzales, to Public Works Maintenance Supervisor in Road Area 4/5 there exists a vacancy for a Maintenance Worker II-III in Road Area 4/5. Public Works (PW) has followed the Mono County Public Employees MOU protocol to fill that vacancy.

Road Area 4/5 is responsible for supervising staff that maintain over 172 miles of roadways in and around Antelope Valley, Bridgeport, Twin Lakes and Virginia Lakes areas.

During summer months this employee will work with the other staff in Road Area 4/5 and maintain over 43 miles of paved and 129 miles of dirt roads. During winter 41 miles of snow removal and 26 miles of spring opening snow removal are under their responsibility.

This position is critical in ensuring day-to-day operations of road maintenance and snow removal operations in and around Antelope Valley, Bridgeport, Twin Lakes and Virginia Lakes areas.

If this position is not filled it will require additional help from other districts (when possible) during winter and summer for snow removal, traffic control, road maintenance and other tasks. One fewer snow removal operator directly results in slower response times and a reduction in level of service to constituents. If this position is not filled there will be a single Maintenance Worker assigned to the Antelope Valley area.

If you have any questions regarding this item, please contact Jeff Walters at 932-5459.

Respectfully submitted,



Jeff Walters
Public Works Director/Director of Road Operations and Fleet Services



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Sheriff / County Counsel

TIME REQUIRED

SUBJECT Potential Lease Of Communication Site

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Request to sub-lease County property interest at the Sweetwater Communications Site for use as a communications site.

RECOMMENDED ACTION:

Authorize CAO to offer for sub-lease County property interest at the Sweetwater Communications Site for use as a communications site in compliance with County Code chapter 3.05.030. Authorize CAO to negotiate and potentially enter into lease with the party making the most beneficial offer as determined by the CAO.

FISCAL IMPACT:

Potential increase in revenue if a new sub-lease is entered into.

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report](#)

History

Time

Who

Approval

11/5/2014 10:16 AM	County Administrative Office	Yes
11/3/2014 12:16 PM	County Counsel	Yes
11/4/2014 4:40 PM	Finance	Yes

County Counsel
Marshall Rudolph

Assistant County Counsel
Stacey Simon

Deputy County Counsel
John-Carl Vallejo

**OFFICE OF THE
COUNTY COUNSEL**

Mono County
South County Offices
P.O. BOX 2415

MAMMOTH LAKES, CALIFORNIA 93546

Telephone
760-924-1700
Facsimile
760-924-1701

Legal Assistant
Jennifer Senior

TO: Board of Supervisors
FROM: John-Carl Vallejo
DATE: 11/12/2014
RE: Potential Sub-Lease of Sweetwater Communications Site

Recommendation:

Direct staff to offer to the public a sub-lease for the Lease of the Sweetwater Communications Site (1500 Lobdell Lake Road) for no more than \$10,000 per month, for a duration not exceeding 10 years, for a purpose as determined by the Board. The recommended purpose is for a communications site tower. Authorize CAO to negotiate and potentially enter into lease with the party making the most beneficial offer as determined by the CAO, after achieving compliance with Mono County Code Section 3.05.030. Provide any additional desired direction to staff.

Fiscal/Mandates Impact:

None at this time. A lease may have a slight positive impact to County revenues.

Discussion:

As the Board may be aware, the County currently leases to AT&T (through its subsidiaries and agents) a portion of its real property interest located on the Sweetwater Communications Site via holdover lease. AT&T expressed interest in renewing the lease. However, the recommended action must occur before we are able to enter into a long-term lease with a private entity for use of that site.

If you have any questions regarding this item, please call me at 760.924.1712.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT Appointments in Lieu of Election

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Pursuant to Elections Cods 10515, if the number of candidates for a director of a special district does not exceed the number of vacancies of that district, the Clerk shall request the supervising authority to appoint to the offices the person or persons who have filed declarations of candidacy. These terms will expire in November 2018.

RECOMMENDED ACTION:

Appoint the following individuals who filed a Declaration of Candidacy for Special Districts in Mono County but were not required to be on the ballot of the General Election.to the following districts: Robert Dunn to Antelope Fire; Jim Jeude, Dan Love and Jason Bullington to Bridgeport Fire; Charlene L. Waldriff to Chalfant Valley Fire; Kimberly Willingham and Paul McCahon to June Lake Fire; Shanda Duro to Lee Vining Fire; John Rutkowski and Sharon Shaw to Long Valley Fire; Brent Peterson and Breton Bihler to Mammoth Lakes Fire; Mark Daniel and Judith Pena to Paradise Fire; Glenn Inouye and Brent Miller to Wheeler Crest Fire; Tom Strazdin to Lee Vining PUD; Dennis Domaille and Gordon Alpers to Mammoth Community Water District; Holly Gallagher, Patricia Corto and Joan Stern to Birchim Community Services District; Rick Phelps, Cynthia Adamson and Garrett Higerd to Hilton Creek Community Services; Patricia Socha to Mammoth Lakes Community Services; Ray Tompauskas and Glenn Inouye to Wheeler Crest Community Services; Ryan Wood and Lynda Salcido to the Southern Mono Healthcare District; Carol Ann Mitchell, Marion Dunn and Richard Directors A and B for Tri-Valley Groundwater Management.

FISCAL IMPACT:

None.

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report and List](#)

History

Time	Who	Approval
11/5/2014 10:13 AM	County Administrative Office	Yes
11/5/2014 10:35 AM	County Counsel	Yes
11/4/2014 4:42 PM	Finance	Yes



COUNTY OF MONO

*County Clerk ♦ Registrar ♦ Recorder
Clerk of the Board of Supervisors*

*Bob Musil
County Clerk ♦ Registrar ♦ Recorder
Clerk of the Board of Supervisors*

*Shannon Kendall
Assistant County Clerk ♦ Registrar ♦ Recorder
Assistant Clerk of the Board of Supervisors*

October 29, 2014

To: Mono County Board of Supervisors

From: Renn Nolan, Acting Registrar of Voters

Re: Appointments in Lieu of Election
Mono County Special Districts

Recommendation:

Make appointments of persons who filed a Declaration of Candidacy for Special Districts in Mono County but were not required to be on the ballot of the General Election.

Fiscal Impact:
None

Discussion:

Pursuant to Elections Code 10515 if the number of candidates for a director of a special district does not exceed the number of vacancies of that district, the Clerk shall request the supervising authority to appoint to the offices the person or persons who have filed declarations of candidacy. If no person has filed a declaration of candidacy for an office the supervising authority shall appoint a person to the office who is qualified on the date when the election would have been held. All persons appointed shall qualify and take office and serve exactly as if elected at a general district election for the office.

Candidates recommended for appointment are attached.



COUNTY OF MONO

County Clerk ♦ Registrar ♦ Recorder
Clerk of the Board of Supervisors

Bob Musil
County Clerk ♦ Registrar ♦ Recorder
Clerk of the Board of Supervisors

Shannon Kendall
Assistant County Clerk ♦ Registrar ♦ Recorder
Assistant Clerk of the Board of Supervisors

APPOINTMENTS IN LIEU OF ELECTION MONO COUNTY SPECIAL DISTRICTS

<u>SPECIAL DISTRICT</u>	<u>VACANCIES</u>	<u>NAME OF CANDIDATE</u>
Antelope Fire Protection District	2	Robert Dunn
Bridgeport Fire Protection District	3	Jim Juede; Dan Love; Jason Bullington
Chalfant Valley Fire District	2	Charlene L. Waldriff
June Lake Fire Protection District	2	Kimberly Willingham; Paul McCahon
Lee Vining Fire Protection District	1	Shanda Duro
Long Valley Fire Protection District	2	John Rutkowski; Sharon Shaw
Mammoth Lakes Fire Protection	2	Brent Peterson; Breton Bihler
Mammoth Mosquito Abatement	3	No candidates
Mono City Fire Protection District	2	No candidates
Paradise Fire Protection District	3	Mark Daniel; Judith Pena
Wheeler Crest Fire Protection	2	Glenn Inouye; Brent Miller
White Mountain Fire Protection	2	No candidates
Bridgeport Public Utility District	2	No candidates
Lee Vining Public Utility District	2	Tom Strazdin
Antelope Valley Water District	2	No candidates
Mammoth Community Water District	2	Dennis Domaille; Gordon Alpers
Birchim Community Services District	3	Holly Gallagher; Patricia Corto; Joan Stern
Hilton Creek Community Services	3	Rick Phelps; Cynthia Adamson; Garrett Higerd
Mammoth Lakes Community Services	1	Patricia Socha
Wheeler Crest Community Services	2	Ray Tompauskas; Glenn Inouye
Southern Mono Healthcare District	2	Ryan Wood; Lynda Salcido
Tri-Valley Groundwater Management	2	Carol Ann Mitchell; Marion Dunn
	Director A	
Tri-Valley Groundwater Management	1	Richard Moss
	Director B	



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Finance/County Counsel/CAO

TIME REQUIRED

SUBJECT Paramedic MOU Amendment

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed resolution R14-___ A Resolution of the Mono County Board of Supervisors Adopting and Approving the First Amendment to the 2014-2017 Memorandum of Understanding Between the County and the Mono County Paramedic Rescue Association.

RECOMMENDED ACTION:

Approve the attached Amendment to the Paramedic MOU and the related Resolution.

FISCAL IMPACT:

None

CONTACT NAME: Leslie Chapman/John Vallejo

PHONE/EMAIL: 760-932-5494 / lchapman@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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- [Paramedic MOU Amendment Staff Report](#)
- [Paramedic MOU Amendment](#)
- [Paramedic MOU Amendment Resolution](#)

History

Time	Who	Approval
11/6/2014 11:10 AM	County Administrative Office	Yes
11/6/2014 1:39 PM	County Counsel	Yes
11/5/2014 2:46 PM	Finance	Yes



DEPARTMENT OF FINANCE

COUNTY OF MONO

Rosemary Glazier
Assistant Finance Director
Treasurer-Tax Collector

Leslie L. Chapman, CPA
Finance Director

Roberta Reed
Assistant Finance Director
Auditor-Controller

P.O. Box 495
Bridgeport, California 93517
(760) 932-5480
Fax (760) 932-5481

P.O. Box 556
Bridgeport, California 93517
(760) 932-5490
Fax (760) 932-5491

To: Honorable Board of Supervisors

From: Leslie Chapman

Date: November 12, 2014

Subject:

Amendment to the Paramedic MOU and related resolution.

Recommendation:

1. Approve the First Amendment to Memorandum of Understanding Between the County and the Paramedic Rescue Association
2. Approve Resolution No. R14-___, A Resolution of the Mono County Board of Supervisors Adopting and Approving the First Amendment to the 2014-2017 Memorandum of Understanding Between the County and the Mono County Paramedic Rescue Association

Background:

This amendment and resolution is necessary to provide “clean up” language to the Holiday Pay section of the recently adopted Paramedic MOU to reflect current practices in a way that is acceptable to PERS. The problem is with the definition of base pay in the MOU and the remedy is to remove the stated definition and reference Government Code Section 20636.

This will result in no change in how we pay holiday pay or how we report to PERS.

Fiscal Impact:

None

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY AND THE
MONO COUNTY PARAMEDIC RESCUE ASSOCIATION

This Agreement, between the County of Mono and the Mono County Paramedic Rescue Association modifies portions of the Memorandum of Understanding (MOU) in effect from August 1, 2014, through July 31, 2017. In order to correct an oversight in the original MOU language, the parties have agreed to amend Article 28 to the MOU to read as follows:

- “ARTICLE 28. HOLIDAY PAY

Permanent employees will receive eight percent (8%) of the sum of said employees’ range and step and special compensation wages as defined by Government Code Section 20636 excluding any uniform allowance and this holiday pay itself.”

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized representatives, have executed this First Amendment with the intent that it be effective for the period herein specified.

LARRY K. JOHNSTON, CHAIRMAN
Mono County Board of Supervisors

KEVIN SMITH, PRESIDENT
Mono County Paramedic Rescue Association

APPROVED AS TO FORM:

APPROVED AS TO FORM:

MARSHALL RUDOLPH
COUNTY COUNSEL

MICHAEL MCGILL
ASSOCIATION NEGOTIATOR



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Finance

TIME REQUIRED

SUBJECT October 2014 Treasury Transaction
Report

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Treasury Transactions for the month of October 2014

RECOMMENDED ACTION:

Approve the Treasury Transaction Report for the month of October 2014

FISCAL IMPACT:

None

CONTACT NAME: Joanne K. Werthwein

PHONE/EMAIL: (760)932-5487 / jwerthwein@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Treasury Transaction Report for October 2014](#)

History

Time	Who	Approval
11/6/2014 1:09 PM	County Administrative Office	Yes
11/6/2014 1:37 PM	County Counsel	Yes
11/6/2014 11:20 AM	Finance	Yes



Mono County Transaction Summary by Action All Portfolios

Begin Date: 9/30/2014, End Date: 10/31/2014

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Buy Transactions									
Deposit	10/15/2014	LAIF6000Q	1,750,000.00	Local Agency Investment Fund LGIP-Quarterly	100.00	1,750,000.00	0.00	0.00	1,750,000.00
Deposit	10/17/2014	LAIF6000Q	1,000,000.00	Local Agency Investment Fund LGIP-Quarterly	100.00	1,000,000.00	0.00	0.00	1,000,000.00
Deposit	10/17/2014	OAKVALLEY0670	167.83	Oak Valley Bank Cash	100.00	167.83	0.00	0.00	167.83
Deposit	10/21/2014	LAIF6000Q	1,400,000.00	Local Agency Investment Fund LGIP-Quarterly	100.00	1,400,000.00	0.00	0.00	1,400,000.00
Deposit	10/31/2014	OAKVALLEY0670	1,156.18	Oak Valley Bank Cash	100.00	1,156.18	0.00	0.00	1,156.18
Deposit	10/31/2014	OAKVALLEY0670	12,998,109.04	Oak Valley Bank Cash	100.00	12,998,109.04	0.00	0.00	12,998,109.04
		Subtotal	17,149,433.05			17,149,433.05	0.00		17,149,433.05
Total Buy Transactions									
			17,149,433.05			17,149,433.05	0.00		17,149,433.05
Interest/Dividends									
Interest	10/1/2014	376087CZ3	0.00	Gilroy Unified School CA 3.96 4/1/2015		0.00	9,603.00	0.00	9,603.00
Interest	10/1/2014	94974BET3	0.00	Wells Fargo 3.75 10/1/2014		0.00	9,375.00	0.00	9,375.00
Interest	10/2/2014	36962G6W9	0.00	General Electric Cap Corp 1.625 4/2/2018		0.00	4,062.50	0.00	4,062.50
Interest	10/10/2014	38143AL37	0.00	Goldman Sachs Bank 0.95 4/10/2015		0.00	1,190.75	0.00	1,190.75
Interest	10/11/2014	02587DLG1	0.00	American Express 1 7/13/2015		0.00	1,253.42	0.00	1,253.42
Interest	10/11/2014	84603M2Z8	0.00	Sovereign Bank 0.75 10/14/2014		0.00	940.07	0.00	940.07
Interest	10/12/2014	36160XWZ9	0.00	GE Capital Bank, UT 0.9 4/13/2015		0.00	1,128.08	0.00	1,128.08
Interest	10/14/2014	84603M2Z8	0.00	Sovereign Bank 0.75 10/14/2014		0.00	15.41	0.00	15.41
Interest	10/17/2014	OAKVALLEY0670	0.00	Oak Valley Bank Cash		0.00	167.83	0.00	167.83
Interest	10/21/2014	33764JPM1	0.00	First Bank Puerto Rico 0.9 11/23/2015		0.00	184.93	0.00	184.93
Interest	10/24/2014	795450QA6	0.00	Sallie Mae Bank, UT 1.05 10/26/2015		0.00	1,316.10	0.00	1,316.10
Interest	10/31/2014	OAKVALLEY0670	0.00	Oak Valley Bank Cash		0.00	1,156.18	0.00	1,156.18
		Subtotal	0.00			0.00	30,393.27		30,393.27
Total Interest/Dividends									
			0.00			0.00	30,393.27		30,393.27
Sell Transactions									
Matured	10/1/2014	94974BET3	500,000.00	Wells Fargo 3.75 10/1/2014	0.00	500,000.00	0.00	0.00	500,000.00
Matured	10/14/2014	84603M2Z8	250,000.00	Sovereign Bank 0.75 10/14/2014	0.00	250,000.00	0.00	0.00	250,000.00
		Subtotal	750,000.00			750,000.00	0.00		750,000.00



Mono County Transaction Summary by Action All Portfolios

Begin Date: 9/30/2014, End Date: 10/31/2014

Action	Settlement Date	CUSIP	Face Amount / Shares	Description	Purchase Price	Principal	Interest / Dividends	YTM @ Cost	Total
Withdraw	10/1/2014	LAIF6000Q	1,000,000.00	Local Agency Investment Fund LGIP- Quarterly	0.00	1,000,000.00	0.00	0.00	1,000,000.00
Withdraw	10/31/2014	OAKVALLEY0670	13,036,152.68	Oak Valley Bank Cash	0.00	13,036,152.68	0.00	0.00	13,036,152.68
Subtotal			14,036,152.68			14,036,152.68	0.00		14,036,152.68
Total Sell Transactions			14,786,152.68			14,786,152.68	0.00		14,786,152.68



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Clerk of the Board

TIME REQUIRED

**PERSONS
APPEARING
BEFORE THE
BOARD**

SUBJECT Yannatta Correspondence

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Letter to James Yannatta dated October 30, 2014 (copied to the Mono County Board of Supervisors) regarding Eastern Sierra Waterways Project and potential Boating and Waterways boat tax grant funding.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Yannatta Letter](#)

History

Time

Who

Approval

11/4/2014 3:29 PM

Clerk of the Board

Yes

October 30, 2014



Mr. James Yannatta
Aqueduct Manager
Los Angeles Department of Water and Power
300 Mandich St.
Bishop, Ca 93514

Subject: Eastern Sierra Waterways Project

A representative from the State's Boating and Waterways Commission, Mr. Randy Short, has brought to my attention the availability of boat tax grant funding that is available to the Eastern Sierra for the installation of boat launching and or kayak facilities. There is presently little or no safe access, in our area, to water sports activity for the physically impaired, the elderly or our wounded warriors.

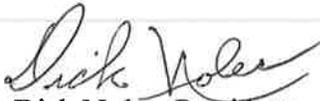
Inyo County was briefed on the State grant program and immediately started the process to install boat launching facilities at Mill Pond and Diaz Lake. Mono County was contacted and joined their Wounded Warrior organization, in Mammoth Lake, to make a priority list for boat launching facilities. June Lake was their first choice. U. S. Forest Supervisor, Mr. Ed Armenta, was given an overview of the potential recreation benefits and immediately contacted Inyo and Mono County representatives to join them in their efforts.

Over the past several years I have had the pleasure of working with LADWP employees in an on going effort to rehabilitate warm water fishing and water fowl habitat in a number of ponds east of Bishop. The last of these ponds is scheduled for rehab this winter. Work continues with the Bishop Lions Club to provide handicapped access to fishing platforms as each pond is completed. Prefab work has already begun for Sanders Pond.

It is my understanding that the Los Angeles Department of Water and Power has contacted the State on this issue. We have the opportunity to provide a whole new

recreation choice for many of our citizens whose opportunities have been extremely limited accessing water related recreation. Your consideration in joining Inyo and Mono Counties, and the U.S.F.S., in making the Eastern Sierra and the Owens Valley a recreation destination for these citizens, who would benefit from this unique opportunity, would be greatly appreciated.

Sincerely,



Dick Noles, President

Advocates for access to Public Lands (AAPL)

cc: Randy Short
Ed Armenta, U.S.F.S, Bishop
Inyo County Board of Supervisors
Mono County board of Supervisors



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Clerk of the Board

TIME REQUIRED

SUBJECT Senator Hannah-Beth Jackson

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Correspondence from Senator Jackson, dated October 30, 2014 regarding legislation that creates a convenient and environmentally responsible home-generated prescription drug disposal program.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: skendall@mono.ca.gov / skendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Jackson Ltr](#)

History

Time	Who	Approval
11/6/2014 12:28 PM	Clerk of the Board	Yes

CAPITOL OFFICE
STATE CAPITOL, ROOM 2032
SACRAMENTO, CA 95814
TEL 916 651-4019
FAX 916 651-4919

SANTA BARBARA COUNTY OFFICE
222 E. CARRILLO STREET
SUITE 309
SANTA BARBARA, CA 93101
TEL 805-965-0862
FAX 805-965-0701

VENTURA COUNTY OFFICE
300 E. ESPLANADE DRIVE
SUITE 430
OXNARD, CA 93036
TEL 805-988-1940
FAX 805-988-1945

California State Legislature

SENATOR
HANNAH-BETH JACKSON
NINETEENTH SENATE DISTRICT



CHAIR
SENATE JUDICIARY
JOINT LEGISLATIVE COMMITTEE
ON EMERGENCY MANAGEMENT
VICE CHAIR
CALIFORNIA LEGISLATIVE
WOMEN'S CAUCUS
COMMITTEES
BUDGET & FISCAL REVIEW
ENVIRONMENTAL QUALITY
ELECTIONS & CONSTITUTIONAL
AMENDMENTS
NATURAL RESOURCES & WATER
JOINT COMMITTEES
FAIRS, ALLOCATION
& CLASSIFICATION
LEGISLATIVE AUDIT

October 30, 2014

Mono County Board Of Supervisors
PO Box 715
Bridgeport CA 93517-0715



Dear Board Members:

Over the last two years, I have worked with numerous stakeholders to develop legislation that would create a convenient and environmentally responsible home-generated prescription drug disposal program. These efforts included my hosting several large stakeholder meetings, working with legislative consultants, and meeting with hundreds of individuals with an interest in the safe handling and disposal of unused medications. During that time, I introduced two bills, SB 727 (2013) and SB 1014 (2014) in response to the feedback I received to help decrease the supply of unused prescription drugs in homes across California. Due to the current legislative climate, moving forward with these programs was unsuccessful.

I am now respectfully requesting your participation and help to move this critical issue forward in our state. Adopting a county ordinance similar to Alameda County's Safe Drug Disposal ordinance will help California residents prevent prescription drug abuse, address their disposal needs now, and increase support for a statewide solution.

The Alameda County Board of Supervisors unanimously adopted the first Safe Medication Disposal Ordinance in the country in July 2012. Pharmaceutical manufacturers with medications being sold or distributed in Alameda County must participate in and fund a program to collect and dispose of unwanted drugs. The ordinance was challenged by Pharmaceutical Research and Manufacturers of America, Generic Pharmaceutical Association, and Biotechnology Industry Organization on the basis that the ordinance violates the dormant Commerce Clause for interstate commerce and discriminates against out-of-county producers. In August 2013, the U.S. District Court upheld the ordinance, as did the Ninth U.S. Circuit Court of Appeals in September 2014.

Alameda County's ordinance may be found here:
http://www.acgov.org/aceh/safedisposal/documents/SDD_Ordinance.pdf.



I encourage you to consider introducing a similar ordinance in your county to demonstrate your support for, and commitment to, addressing this problem. A preponderance of evidence points to the need for action:

- The National Drug Control Strategy of 2014 lists providing safe medicine take-back as one of four key interventions to prevent prescription drug abuse.
- In October 2013, the DEA's seventh National Take-Back Day collected 324 tons of expired and unwanted medications across the nation. Since the inception of National Take-Back Day in 2010, it has resulted in the disposal of more than 3.4 million pounds of unused medications.
- In 2010, CalRecycle identified 297 take-back programs in California including one-time take-back events, continuous take-back programs, and mail-back programs. The majority of these programs are funded and run by local governments.
- 70% of Americans are taking at least one prescription medication.
- Studies estimate between 10 – 33% of medications go unused.
- Poisoning is one of the fastest rising causes of accidental death among older adults, particularly from overdoses of prescription drugs and over-the-counter medications.
- A 2013 study by The Partnership at Drugfree.org found that one in four teens had intentionally misused a prescription drug in their lifetime — a 33% increase from five years ago.
- According to the National Institute on Drug Abuse, accidental overdose deaths from prescription opiates have quadrupled since 1999 and now outnumber those from heroin and cocaine combined.
- Flushing expired or unused medications down the toilet can add to the pharmaceuticals in our streams and drinking water and is extremely costly, if not impossible, to eradicate.
-

Until a cohesive statewide strategy is established, the most effective way to help prevent the risk of accidental poisoning and abuse of unused medications in your county is to increase disposal options through the adoption of an ordinance. I hope you will give this important public safety and environmental issue your most serious consideration.

Sincerely,



HANNAH-BETH JACKSON
Senator, 19th District

HBJ: lb

FACT SHEET ON HOW TO DRAFT PHARMACEUTICAL STEWARDSHIP ORDINANCES

(Revised 10/29/2014)

This fact sheet is intended to be used as a tool for anyone considering a producer responsibility ordinance for household pharmaceuticals. It summarizes key elements of the two existing pharmaceutical ordinances that have passed in the U.S. for Alameda County California and King County Washington. In addition, it includes San Francisco's new ordinance that was introduced October 21, 2014. The consensus is that the best ordinance to start with is San Francisco's which was the most recently introduced and was based on the best of both Alameda and King County ordinances.

Questions to ask and have policy leadership answer before going to Counsel to draft an Ordinance:

1. What medications must be accepted by the program? (OTC, vitamins, controlled)?
2. Will producers pay 100% of the program hard costs?
3. Will it include convenience requirements?
4. Will it require a producer funded and managed public education/outreach program?
5. Will pharmacies be required to (1) host bins, and/or (2) advertise the program?
6. Will it allow producers to charge the cost to the consumer visibly or be internalized in price?
7. Will it require producers to pay fees to reimburse for public agency oversight costs?
8. Will it allow the public agency to assess a penalty/fine for failure to comply, and if so what?

Comparison of Ordinances by the Counties of Alameda, King and San Francisco:

Question	Alameda County Safe Medication Disposal Ordinance Adopted 7/24/12	King County Secure Medicine Return Ordinance Adopted 6/20/13	San Francisco Safe Drug Disposal Ordinance Introduced 10/21/14
Are over-the-counter medications covered?	No	Yes	Yes
Are vitamins/ supplements covered?	No	No	No
Are controlled substances covered?	Yes, partially, special provisions for how controlled are handled.	Yes	Yes
Will producers pay 100% of the program hard costs?	Yes	No – The County funds collection bins up to maximum of 400 bins.	Yes

Will it have convenience standards, and if so what?	No , but an explanation of how the system will be convenient and adequate to serve the needs of residents is required in the plan.	Yes – Every retail pharmacy and law enforcement office that volunteers must be included in the system. If a jurisdiction does not have at least 1 site plus one additional site for every 30,000 population, then producers must also provide periodic collection events or mail-back services, or some combination.	Yes – Every Supervisorial District must have at least 5 drop-off sites geographically distributed to provide reasonably convenient & equitable access. If this cannot be achieved due to lack of drop-off sites, periodic collection events and/or mail-back services shall be provided.
Will it require a public education/outreach program?	Yes	Yes	Yes
Will pharmacies be required to (1) host bins, or (2) advertise the program?	No	No , all potential collectors will participate voluntarily.	No , the separate Safe Drug Disposal Information ordinance requires pharmacies to display ads for the collection program.
Will it allow producers to charge visible fees?	No	No	No
Will it provide oversight fees to reimburse costs incurred by the public agency?	Yes	Yes	Yes
Allows the public agency to assess a penalty/ fine?	Yes , max. penalty of \$1,000/day.	Yes , max. penalty of \$2,000/ day.	Yes , \$50-\$500 per day fines/up to 6 mo. jail

Ordinance Lead Attorney and Technical Staff by Jurisdiction:

Alameda County, CA:

Kathleen Pacheco, Senior Deputy County Counsel - Ph: 510-272-6700 kathleen.pacheco@acgov.org

Bill Pollock, Hazardous Waste Manager - Ph: 510-670-6460 bill.pollock@acgov.org

King County, WA:

Amy Eiden, Deputy Prosecuting Attorney - Ph: 206-477-1082 amy.eiden@kingcounty.gov

Taylor Watson, Program Implementation Manager - Ph: 206-263-3072 taylor.watson@kingcounty.gov

San Francisco, CA:

Joshua S. White, Deputy City Attorney - Ph: 415-554-4661 Joshua.White@sfgov.org

Maggie Johnson, Residential Toxics Reduction Coordinator - Ph: 415-355-5006
margaret.johnson@sfgov.org



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Veterans Services

TIME REQUIRED 15 minutes (10 minute presentation; 5 minute discussion) **PERSONS APPEARING BEFORE THE BOARD** Yvette Mason

SUBJECT Inyo-Mono Veterans Services Annual Update

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Presentation by Yvette Mason regarding Veterans Services in Inyo and Mono Counties.

RECOMMENDED ACTION:

None (informational only). Provide any desired direction to staff.

FISCAL IMPACT:

There is no Fiscal Impact from this item.

CONTACT NAME: Yvette Mason

PHONE/EMAIL: (760) 873-7850 / ymason@inyocounty.us

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR
**PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Veterans Services 2014 Annual Update Cover memo](#)
- [Veterans Services office PowerPoint](#)

History

Time

Who

Approval

10/20/2014 8:49 AM	County Administrative Office	Yes
11/3/2014 9:52 AM	County Counsel	Yes
10/30/2014 2:45 PM	Finance	Yes



COUNTY OF MONO – *County Administrative Office*
P.O. BOX 696, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5412 ☐ FAX (760) 932-5411

Jim Leddy
County Administrative Officer
760.932.5414

To: Honorable Board of Supervisors
From: Yvette Mason, Veterans Service Representative for Inyo & Mono Counties
Date: November 12, 2014

Subject:

Presentation from the Veterans Services Officer of Inyo and Mono County on current services provided to veterans, their dependents & surviving spouses.

Recommendation:

Receive presentation on Veterans Services from Yvette Mason, County Veterans Services Officer for the Inyo-Mono Veterans Service Office.

Background: The mission of Veterans Services is to provide professional services for military veterans and their dependents as well as their survivors – who may be entitled to benefits from the United States Department of Veterans Affairs, the State of California, and other agencies as applicable.

The County Veterans Service Office was established to serve the veteran population of Inyo and Mono Counties which is located at 207 W. South Street in Bishop, CA 93514. If clients are unsure of where to find help, need aid to get started, or are just unsure of your entitled benefits, they can obtain assistance by calling the County Veterans Service Office at 760-873-7850.

An accredited Veterans Service Representative will assist the client or direct the client to the appropriate resource. The Veterans Service Office provides outreach services if veterans, their dependents and survivors cannot come to the office because of a disability.

Appearance before the Board of Supervisors will convey an overall understanding of services currently provided to the veteran community to connect veteran clients with any and all benefits they may be entitled to. The office aggressively assists in obtaining benefits from the federal, state and local agencies administering programs for veterans, and provides advocacy to the veterans' community regarding entitlement rights to federal, state and local benefits programs.

These benefits include but are not limited to:

Services offered through the Veterans office:

- Comprehensive benefits counseling
- Claims preparation and submission
- Claims follow-up to ensure final decisions
- Initiate and develop appeals when appropriate
- Networking and advocacy with federal, state and local agencies

Assistance offered in filing for the following benefits:

- Compensation (service-related injuries or disease)
- Re-open compensation claim for increase or re-evaluation

- Dependency and Indemnity Compensation for survivors (based upon service-connected disability or death)
- Non-Service-Connected Pension (for war era veterans only)
- Death pension (for survivors of wartime era veterans only)
- Admission to the State Veterans Homes of California (California Department of Veterans Affairs)
- Request for military records and decorations
- Discharge upgrade and correction of military records
- Vocational Rehabilitation
- VA home loan guarantee eligibility
- Education benefits (VA)
- Disability life insurance and waiver of premiums
- Payment of proceeds of VA life insurance
- Burial benefits (VA)
- Medical care/dental care at VA facilities
- Cal-Vet Loans
- Approving agency for the State College Tuition Fee Waiver program for dependents of eligible veterans
- Assist veterans and their survivors for placement in long-term care facility

Information and referral for the following:

- Public Assistance
- Veterans Affairs Medical Care
- Military Installations Retired Activities Office
- Homeless issues
- Certification of discharge papers (DD-214) for filing claims with the VA

Fiscal Impact:

There is no Fiscal impact from receiving this presentation.

For questions, please contact Yvette Mason at (760) 873-7850 or at ymason@inyocounty.us



Veteran Services

Counties of Inyo-Mono

14/15 ANNUAL UPDATE

Overview of Veteran Services

Trained

- Local, state and federal levels
- Accredited with several National Veteran Service Organizations
- Accredited with State Department of Veteran Affairs

Accountable

- Bi-annual audits by State
- County Auditor/Controller reviews

Funding

- County General Fund Expense



Provide

- Outreach and advocacy to veterans, dependents and survivors
- Comprehensive benefit counseling
- Claims development, preparation & submission
- Case Management
- Networking with Federal, State and Local Agencies
- Information & Referral

Benefit Assistance for

- Federal
- State
- Local
- Community Services

**** Effective Fiscal Year 14/15 ****

CALVET combined Inyo-Mono as a single county office

AB 101 One Time Funding

for expansion of service offerings and producing new outreach materials

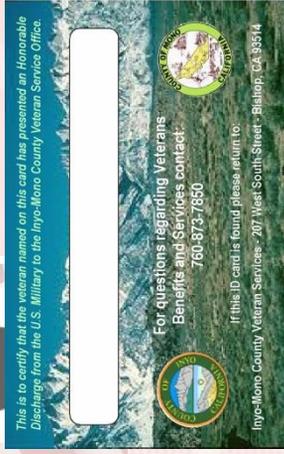


Veteran identification Card System

To replace DD-214 for identification purposes

Veteran preference

Discounts



Outreach Materials

Updated Brochure

Tent w/VSO Banners

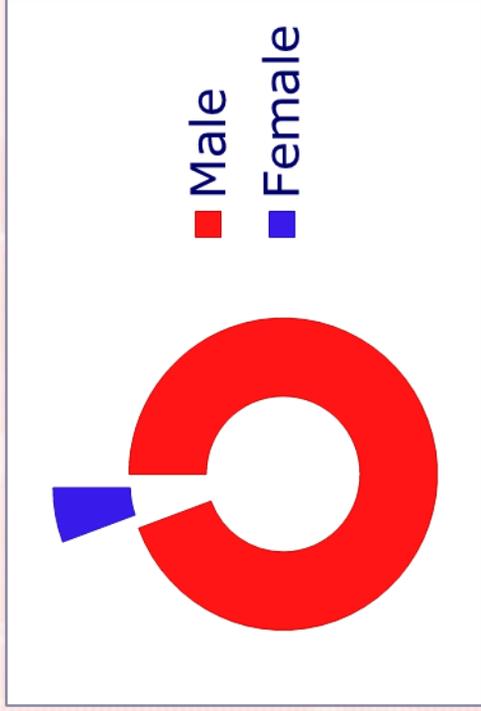
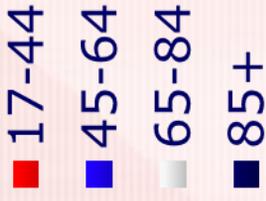
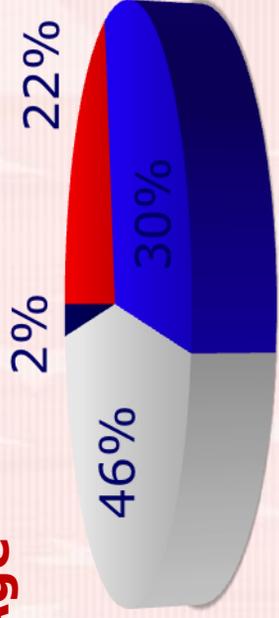
Table Top Displays

White Noise Machines

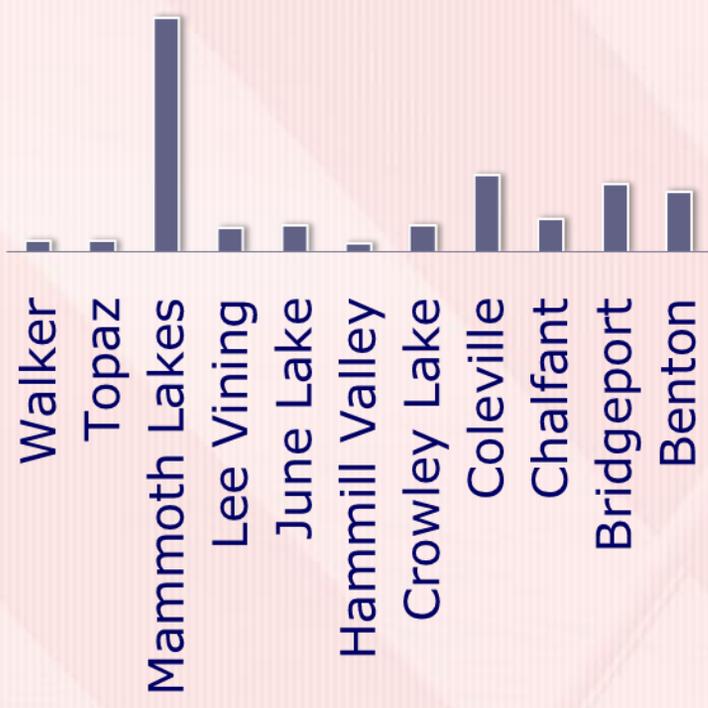
To provide confidentiality and protect client's privacy for office and outreach

Veteran Population

By Age



By City



Contact Information/Questions?

207 W. South St.- Bishop, CA 93514

760-873-7850

760-872-1610 Fax

icvso@inyocounty.us





OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Social Services

TIME REQUIRED 10 minutes (5 minute presentation; 5 minute discussion)

**PERSONS
APPEARING
BEFORE THE
BOARD**

Kathy Peterson

SUBJECT Workforce Education Services Agreement

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed contract with Mono County Office of Education pertaining to Workforce Education Services.

RECOMMENDED ACTION:

Approve Agreement with Mono County Office of Education for the provision of workforce education services and authorize the Director of Social Services to execute said Agreement. Provide any desired direction to staff.

FISCAL IMPACT:

The total cost of the Agreement is not-to-exceed \$40,000.00 in FY 2014-15 (8 month contract), and not-to-exceed \$70,533.00 annually for each subsequent year that the Agreement remains in effect. The Agreement will renew annually up to five times, unless terminated by the either the Contractor or the County. There is no cost to the General Fund; the cost for the Agreement is reimbursed by the State through the Department of Social Services claiming process. The cost of the FY 2014-15 Agreement is included in the DSS approved budget.

CONTACT NAME: Kathy Peterson, Social Services

PHONE/EMAIL: 760-924-1763 / kpeterson@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
**PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:
Kathy Peterson, DSS

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report](#)

[Agreement](#)

History

Time	Who	Approval
11/5/2014 10:14 AM	County Administrative Office	Yes
11/3/2014 5:36 PM	County Counsel	Yes
11/4/2014 4:15 PM	Finance	Yes



Office of the ... DEPARTMENT OF SOCIAL SERVICES

C O U N T Y O F M O N O

P. O. Box 2969 • Mammoth Lakes • California 93546

KATHRYN PETERSON, MPH
Director

BRIDGEPORT OFFICE
(760) 932-5600
FAX (760) 932-5287

MAMMOTH LAKES OFFICE
(760) 924-1770
FAX (760) 924-5431



To: Mono County Board of Supervisors

From: Kathy Peterson, Social Services Director *KP*

Date: November 3, 2014

Re: Mono County Office of Education, Workforce Education Services Agreement

Recommended Action:

Approve Agreement with Mono County Office of Education for the provision of workforce education services and authorize the Director of Social Services to execute said Agreement.

Fiscal Impact:

The total cost of the Agreement is not-to-exceed \$40,000.00 in FY 2014-15 (8 month contract), and not-to-exceed \$70,533.00 annually for each subsequent year that the Agreement remains in effect. The Agreement will renew annually for up to five years, unless terminated by either the Contractor or the County.

There is no cost to the General Fund; the cost for the Agreement is reimbursed by the State through the Department of Social Services claiming process. The cost of the FY 2014-15 Agreement is included in the DSS approved budget.

Discussion:

The California Work Opportunity and Responsibility to Kids (CalWORKs) program is a time-limited cash aid program for families with children. It is designed to provide temporary assistance for basic needs (shelter, food and clothing) when one or both parents is absent, disabled, deceased or unemployed. The program establishes work requirements and provides a broad spectrum of Welfare-to-Work services that help motivate, support and prepare families and individuals receiving public assistance to achieve self-sufficiency through employment.

The Department of Social Services (DSS) offers the CalWORKS program to eligible residents throughout Mono County. DSS provides eligible applicants with case management, supportive services, and certain employment services, however there exists a need to expand and enhance training services to better prepare clients and others in the community to seek employment.

The Mono County Office of Education (MCOE) is a natural partner to help meet this need, as they have a long history of serving students, schools and communities by providing and supporting educational programs. Rather than creating duplicate capacity within the DSS, MCOE will apply its existing expertise in adult education and use its countywide infrastructure as training sites to offer the needed services.

In consultation with DSS and other public and private partners, MCOE will develop and implement a Workforce Education program that helps Welfare to Work participants learn or improve upon basic job-seeking skills, understand employer expectations, and learn life skills needed to move toward self sufficiency.

As part of a larger Workforce Services initiative in development by DSS and its partners, DSS will assist participants in the Workforce Education program with gaining job experience and job placement.

CalWORKS funding will be used to fund this Agreement. In addition, MCOE will contribute over \$10,000 annually in in-kind services and funds.

**AGREEMENT BETWEEN COUNTY OF MONO
AND MONO COUNTY OFFICE OF EDUCATION
FOR THE PROVISION OF WORKFORCE EDUCATION SERVICES**

EXHIBIT A

INTRODUCTION

WHEREAS, the County of Mono (hereinafter referred to as “County”) may have the need for the Workforce Education services of Mono County Office of Education of Mammoth Lakes, California (hereinafter referred to as “Contractor”), and in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. **SCOPE OF WORK.**

The Contractor shall furnish to the County, upon its request, those services and work set forth in Attachment A, attached hereto and by reference incorporated herein. Requests by the County to the Contractor to perform under this Agreement will be made by Kathryn Peterson, whose title is Director of the Mono County Department of Social Services. Requests to the Contractor for work or services to be performed under this Agreement will be based upon the County's need for such services. The County makes no guarantee or warranty, of any nature, that any minimum level or amount of services or work will be requested of the Contractor by the County under this Agreement. By this Agreement the County incurs no obligation or requirement to request from Contractor the performance of any services or work at all, even if the County should have some need for such services or work during the term of this Agreement.

Services and work provided by the Contractor at the County's request under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state, and county laws, ordinances, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those that are referred to in this Agreement.

2. **TERM.**

The term of this Agreement shall be from November 1, 2014, to June 30, 2015, at which time it shall renew automatically for another one-year term, and it shall automatically renew again each subsequent year thereafter up to a maximum of five times (i.e., until June 30, 2020), unless sooner terminated by the parties in the manner specified herein.

3. **CONSIDERATION.**

A. **Compensation.** County shall pay Contractor in accordance with the Schedule of Fees (set forth as Attachment B) for the services and work described in Attachment A that are performed by Contractor at County's request.

B. **Travel and Per Diem.** Contractor will not be paid or reimbursed for travel expenses or per diem that Contractor incurs in providing services and work requested by the County under this Agreement, unless otherwise provided for in Attachment B.

C. **No Additional Consideration.** Except as expressly provided in this Agreement, Contractor shall not be entitled to, nor receive, from County, any additional consideration, compensation, salary, wages, or other type of remuneration for services rendered under this Agreement. Specifically, Contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, retirement benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.

D. Limit upon amount payable under Agreement. The total sum of all payments made by the County to Contractor for services and work performed under this Agreement shall not exceed **\$40,000.00 in Fiscal Year 2014-15 (November 1, 2014 through June 30, 2015), and thereafter, shall not exceed \$70,533.00 per fiscal year for each subsequent fiscal year that this Agreement remains in effect** (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed that is in excess of the contract limit.

E. Billing and Payment. Contractor shall submit an invoice with a monitoring report, as defined in the Scope of Work, to the County on a quarterly basis. Quarterly invoices and required reporting shall be due from Contractor on **October 15, January 15, April 15, and July 10** of each year that this Agreement is in effect. **Please note the earlier than usual due date for the month of July.** This billing and payment provision shall renew automatically for another one-year term, and it shall renew again each subsequent year thereafter, unless sooner terminated by the parties in the manner specified herein. The obligation to provide invoices and receipts shall survive the contract expiration date.

Upon finding that Contractor has satisfactorily completed the work and performed the services called for in the Scope of Work, the County shall make payment to Contractor within 30 days of its receipt of the invoice and monitoring report. Should the County determine that services or work have not been completed or performed as called for in the Scope of Work and/or should Contractor produce an incorrect invoice or monitoring report, the County shall withhold payment until the services and work are satisfactorily completed and performed and accepted by the County and/or the invoice or monitoring report is corrected and resubmitted.

F. Federal and State Taxes.

(1) Except as provided in subparagraph (2) below, County will not withhold any federal or state income taxes or social security from any payments made by County to Contractor under the terms and conditions of this Agreement.

(2) County shall withhold California state income taxes from payments made under this Agreement to non-California resident independent contractors when it is anticipated that total annual payments to Contractor under this Agreement will exceed one thousand four hundred ninety-nine dollars (\$1,499.00).

(3) Except as set forth above, County has no obligation to withhold any taxes or payments from sums paid by County to Contractor under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. County has no responsibility or liability for payment of Contractor's taxes or assessments.

(4) The total amounts paid by County to Contractor, and taxes withheld from payments to non-California residents, if any, will be reported annually to the Internal Revenue Service and the California State Franchise Tax Board.

4. WORK SCHEDULE.

Contractor's obligation is to perform, in a timely manner, those services and work identified in Attachment A that are requested by the County. It is understood by Contractor that the performance of these services and work will require a varied schedule. Contractor, in arranging his/her schedule, will coordinate

with County to ensure that all services and work requested by County under this Agreement will be performed within the time frame set forth by County.

5. **REQUIRED LICENSES, CERTIFICATES, AND PERMITS.**

Any licenses, certificates, or permits required by the federal, state, county, or municipal governments, for Contractor to provide the services and work described in Attachment A must be procured by Contractor and be valid at the time Contractor enters into this Agreement. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to the County. Contractor will provide County, upon execution of this Agreement, with evidence of current and valid licenses, certificates and permits that are required to perform the services identified in Attachment A. Where there is a dispute between Contractor and County as to what licenses, certificates, and permits are required to perform the services identified in Attachment A, County reserves the right to make such determinations for purposes of this Agreement.

6. **OFFICE SPACE, SUPPLIES, EQUIPMENT, ETC.**

The Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, support services and telephone service as is necessary for Contractor to provide the services identified in Attachment A to this Agreement. County is not obligated to reimburse or pay Contractor for any expense or cost incurred by Contractor in procuring or maintaining such items. Responsibility for the costs and expenses incurred by Contractor in providing and maintaining such items is the sole responsibility and obligation of Contractor.

7. **COUNTY PROPERTY.**

A. Personal Property of County. Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, uniforms, vehicles, reference materials, furniture, appliances, etc. provided to Contractor by County pursuant to this Agreement is, and at the termination of this Agreement remains, the sole and exclusive property of the County. Contractor will use reasonable care to protect, safeguard and maintain such items while they are in Contractor's possession. Contractor will be financially responsible for any loss or damage to such items, partial or total, that is the result of Contractor's negligence.

B. Products of Contractor's Work and Services. Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, processes, photographs, slides, videotapes, computer programs, computer disks, computer tapes, memory chips, soundtracks, audio recordings, films, audio-visual presentations, exhibits, reports, studies, works of art, inventions, patents, trademarks, copyrights, or intellectual properties of any kind that are created, produced, assembled, compiled by, or are the result, product, or manifestation of, Contractor's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the County. At the termination of the Agreement, Contractor will convey possession and title to all such properties to County.

8. **WORKERS' COMPENSATION.**

Contractor shall provide Statutory Workers' Compensation insurance coverage and Employer's Liability coverage for not less than \$1 million (\$1,000,000.00) per occurrence for all employees engaged in services or operations under this Agreement. Any insurance policy limits in excess of the specified minimum limits and coverage shall be made available to County as an additional insured.

9. **INSURANCE.**

- A. General Liability. Contractor shall procure and maintain, during the entire term of this Agreement, a policy of Comprehensive General Liability Insurance which covers all the work and services to be performed by Contractor under this Agreement, including operations, products and completed operations, as applicable. Such policy shall provide limits of not less than \$1,000,000.00 combined single limit (CSL) per occurrence. Such policy will not exclude or except from coverage any of the services and work required to be performed by Contractor under this Agreement. The required policy of insurance shall be issued by an insurer authorized to sell such insurance by the State of California, and have at least a “Best’s” policyholder’s rating of “A” or “A+ ”. Prior to commencing any work under this agreement, Contractor shall provide County: 1) a certificate of insurance evidencing the coverage required; (2) an additional insured endorsement applying to the County of Mono, its agents, officers and employees; and 3) a notice of cancellation or change of coverage endorsement indicating that the policy will not be modified, terminated, or canceled without thirty (30) days written notice to the County.

- B. Business Vehicle. If Contractor utilizes a motor vehicle in performing any of the work or services identified in Attachment A (Scope of Work), Contractor shall procure and maintain in force throughout the duration of this Agreement, a business auto liability insurance policy with minimum coverage levels of \$300,000.00 per occurrence, combined single limit for bodily injury liability and property damage liability. The coverage shall include all Contractor owned vehicles and all hired and non-owned vehicles used in performing under this Agreement.

- C. Deductible, Self-Insured Retentions, and Excess Coverage. Any deductibles or self-insured retentions must be declared and approved by Mono County. If possible, the Insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to Mono County, its officials, officers, employees, and volunteers; or the Contractor shall provide evidence satisfactory to Mono County guaranteeing payment of losses and related investigations, claim administration, and defense expenses. Any insurance policy limits in excess of the specified minimum limits and coverage shall be made available to County as an additional insured.

- D. Subcontractors. Contractor shall include all subcontractors as insureds under its policies and shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements herein for Contractor.

10. STATUS OF CONTRACTOR.

All acts of Contractor, his/her agents, officers, and employees, relating to the performance of this Agreement, shall be performed by independent contractors, and not as agents, officers, or employees of the County. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of, or exercise any right or power vested in, the County, except as expressly provided by law or set forth in Attachment A. No agent, officer, or employee of the County is to be considered an employee of Contractor. It is understood by both Contractor and County that this Agreement shall not, under any circumstances, be construed to create an employer-employee relationship or a joint venture. As an independent contractor:

- A. Contractor shall determine the method, details, and means of performing the work and services to be provided by Contractor under this Agreement.

B. Contractor shall be responsible to County only for the requirements and results specified in this Agreement, and except as expressly provided in this Agreement, shall not be subjected to County's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement.

C. Contractor, its agents, officers and employees are, and at all times during the term of this Agreement shall represent and conduct themselves as, independent contractors, and not employees of County.

11. DEFENSE AND INDEMNIFICATION.

Contractor shall defend, indemnify, and hold harmless County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from or in connection with, the performance of this Agreement by Contractor, or Contractor's agents, officers, or employees. Contractor's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, damage or destruction to tangible or intangible property, including the loss of use. Contractor's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other costs that are caused in whole or in part by any act or omission of the Contractor, its agents, employees, supplier, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

Contractor's obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Contractor to procure and maintain a policy of insurance and shall survive any termination or expiration of this Agreement.

12. RECORDS AND AUDIT.

A. Records. Contractor shall prepare and maintain all records required by the various provisions of this Agreement, federal, state, county, municipal, ordinances, regulations, and directions. Contractor shall maintain these records for a minimum of four (4) years from the termination or completion of this Agreement. Contractor may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, micrographs, or other authentic reproduction of such records.

B. Inspections and Audits. Any authorized representative of County shall have access to any books, documents, papers, records, including, but not limited to, financial records of Contractor, that County determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by Contractor. Further, County has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.

13. NONDISCRIMINATION.

During the performance of this Agreement, Contractor, its agents, officers, and employees shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Contractor and its agents, officers, and employees shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act.

14. TERMINATION.

This Agreement may be terminated by County without cause, and at will, for any reason by giving to Contractor thirty (30) days written notice of such intent to terminate. Contractor may terminate this Agreement without cause, and at will, for any reason whatsoever by giving to County thirty (30) days written notice of such intent to terminate.

15. ASSIGNMENT.

This is an agreement for the personal services of Contractor. County has relied upon the skills, knowledge, experience, and training of Contractor as an inducement to enter into this Agreement. Contractor shall not assign this Agreement, or any part of it, without the express written consent of the County. Further, Contractor shall not assign any moneys due or to become due under this Agreement without the prior written consent of the County.

16. DEFAULT.

If the Contractor abandons the work, or fails to proceed with the work and services requested by the County in a timely manner, or fails in any way as required to conduct the work and services as required by the County, the County may declare the Contractor in default and terminate this Agreement upon five (5) days written notice to Contractor. Upon such termination by default, County will pay to Contractor all amounts owing to Contractor for services and work satisfactorily performed to the date of termination.

17. WAIVER OF DEFAULT.

Waiver of any default by either party to this Agreement shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph 23 below.

18. CONFIDENTIALITY.

Contractor agrees to comply with various provisions of the federal, state, and county laws, regulations, and ordinances providing that information and records kept, maintained, or accessible by Contractor in the course of providing services and work under this Agreement, shall be privileged, restricted, or confidential. Contractor agrees to keep confidential, all such privileged, restricted or confidential information and records obtained in the course of providing the work and services under this Agreement. Disclosure of such information or records shall be made by Contractor only with the express written consent of the County.

19. CONFLICTS.

Contractor agrees that he/she has no interest, and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the work and services under this Agreement. Contractor agrees to complete and file a conflict-of-interest statement.

20. POST-AGREEMENT COVENANT.

Contractor agrees not to use any confidential, protected, or privileged information that is gained from the County in the course of providing services and work under this Agreement, for any personal benefit, gain, or enhancement. Further, Contractor agrees for a period of two (2) years after the termination of this Agreement, not to seek or accept any employment with any entity, association, corporation, or person who, during the term of this Agreement, has had an adverse or conflicting interest with the County, or who has been an adverse party in litigation with the County, and concerning such, Contractor by virtue of this Agreement has gained access to the County's confidential, privileged, protected, or proprietary information.

21. SEVERABILITY.

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or county statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

22. FUNDING LIMITATION.

The ability of the County to enter into this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, County has the option to terminate, reduce, or modify this Agreement, or any of its terms within ten (10) days of notifying Contractor of the termination, reduction, or modification of available funding. Any reduction or modification of this Agreement effective pursuant to this provision must comply with the requirements of paragraph 23.

23. AMENDMENT.

This Agreement may be modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form, and executed with the same formalities as this Agreement, and attached to the original Agreement to maintain continuity.

24. NOTICE.

Any notice, communication, amendments, additions or deletions to this Agreement, including change of address of any party during the term of this Agreement, which Contractor or County shall be required, or may desire to make, shall be in writing and may be personally served, or sent by prepaid first-class mail to the respective parties as follows:

County of Mono:

Mono County Department of Social Services
ATTN: Kathy Peterson, Director
PO Box 2969
Mammoth Lakes, CA 93546

Contractor:

Mono County Office of Education
ATTN: Stacey Adler, County Superintendent of Schools
PO Box 130
Mammoth Lakes, CA 93546

25. ENTIRE AGREEMENT.

This Agreement contains the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term or provision hereof may be changed, waived, discharged, or terminated, unless executed in writing by the parties hereto.

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS
THIS _____ DAY OF _____, _____.

COUNTY OF MONO

CONTRACTOR

By: _____
Kathryn Peterson, Director
Mono County Social Services

By: _____
Stacey Adler, PhD
Mono County Superintendent of Schools

Dated: _____

Dated: _____

APPROVED AS TO FORM:

County Counsel

APPROVED BY RISK MANAGEMENT:

ATTACHMENT A

AGREEMENT BETWEEN COUNTY OF MONO AND MONO COUNTY OFFICE OF EDUCATION FOR THE PROVISION OF WORKFORCE EDUCATION SERVICES

TERM:

FROM: November 1, 2014 TO: June 30, 2015
(with automatic annual renewals through June 30, 2020 unless terminated)

SCOPE OF WORK:

The following Scope of Work specifies the Workforce Education Services the Mono County Office of Education (MCOE) shall provide to participants and/or sanctioned individuals who remain eligible for services pursuant to Sections 42-711.512 and 82-812.68 of the California Department of Social Services Manual of Policies and Procedures, hereinafter called "Participants", to assist them in maintaining and/or returning to work or to required Welfare to Work program activities. MCOE may also allow general community members to attend services offered to Participants, contingent upon space available.

Coordination and facilitation of the Workforce Education Program shall include the following:

Department of Social Services (DSS) agrees to:

1. Provide funding for a Workforce Education Coordinator/Instructor hired by MCOE.
2. Provide funding for materials as needed for Workforce Education Services.
3. Consult with MCOE staff to ensure continuity and effectiveness of education services within the Workforce Education program.
4. Assist with outreach and enrollment of Participants in education services.
5. Establish and maintain an effective referral system for Participants in need of Workforce Education services.
6. Develop a case management tracking system for Participants who have been referred to the Workforce Education program.

Mono County Office of Education (MCOE) agrees to:

1. Provide technical assistance and consultation for DSS staff regarding Workforce Education Services.
2. Provide Workforce Education Services for Participants in a culturally relevant manner. These services will include, but not be limited to:
 - a. Hire and supervise a Workforce Education Coordinator/Instructor to coordinate and provide instruction in the selected Workforce Education Services.
 - b. Develop, in consultation with DSS, Workforce Education curriculum and course sequence to be delivered.

- c. Promote Workforce Education Services using a variety of outreach methods throughout the county, including electronic media, print media, and in-person presentations.
 - d. Consult and interact with DSS staff to ensure continuity and effectiveness of services.
 - e. Provide a certificate of completion to all Participants who have completed the designated Workforce Education Program.
 - f. Provide input to DSS for the development of Welfare to Work case plans for each CalWORKS Participant served under this Agreement.
 - g. Collect Time and Attendance for each Participant served under this Agreement on a monthly basis.
3. Provide a mutually agreed upon curriculum of “Workforce Education” courses for Participants which includes, but is not limited to the following parameters:
- a. Classes shall provide Participants with knowledge and skills to assist them in maintaining and/or returning to work or to required Welfare to Work program activities.
 - b. Course offerings shall be responsive to Participants’ needs.
 - i. MCOE shall solicit feedback from Participants including, but not limited to, providing Workshop Evaluation Forms, in a mutually agreed upon format, to all Workshop Participants.
 - ii. MCOE shall update curriculum periodically by incorporating Participant feedback and up-to-date best practices.
 - iii. Facilitator shall adapt to the particular needs of each session.
 - iv. Instructor shall make appropriate referrals to Social Services and other County services, outside agencies, and specialized services.
 - c. Course design shall be grounded in principles of adult learning, including but not limited to the following:
 - i. Instructor shall create an environment that encourages active participation from Participants.
 - ii. Instructor shall engage in a process of inquiry, analysis and decision-making with Participants rather than solely transmitting knowledge.
 - iii. Instructor shall use varied visuals, activities and instructional aids.
 - d. Workshop length shall vary depending upon subject being taught, and Participant needs.
 - e. Classes shall be offered in, but not be limited to, the following areas: Mammoth area, Bridgeport area, Walker/Coleville area. Workshop offerings will in part be based on Participant demand.
 - f. Scheduled workshop sessions may be cancelled if no Participants have been registered for that workshop, or if they have cancelled.
 - i. MCOE shall notify the DSS point-of-contact by 12:00 pm the day before a scheduled workshop is cancelled

- ii. MCOE shall plan for staff coverage to assure classes are not cancelled because of staffing issues
- 4. MCOE shall provide outreach to community members, agencies, and potential Welfare to Work Participants regarding Workforce Services for job seekers, behavioral health services, and other Social services. May include, but is not limited to, presentations to service clubs such as Rotary; Chamber of Commerce; Board of Supervisors; Cerro Coso Community College; high schools, etc.
- 5. Provide child care services for Participants who are enrolled in courses.
- 6. Provide information to DSS Staff regarding a Participant's schedule and progress.
- 7. MCOE shall submit a monthly report, including back up documentation indicating Participant's name*, service type, date of service and time, in a mutually agreed upon format to DSS Staff by the 18th of the month following the month of service which shall include, but is not limited to, the following information:

**If a Participant revokes the Release of Information that allows the sharing of their name, they may not be served under this Contract.*

- a. Workshop name, location, duration, curriculum, and handouts used,
- b. Name of Participants,
- c. Number and Type of referrals provided to Participants for job seeker services, counseling, and other referrals,
- d. Number of Participants who have completed the Workforce Education program and received a Certificate,
- e. Service delivery challenges encountered and solutions to barriers, and suggestions for adjusting services to meet needs.

Discuss any referral recommendations with the DSS Staff. Complete a Release of Information if services are requested.

F. MONITORING REPORTS

- 1. Reports will cover three (3) month periods and shall be provided to DSS in a mutually agreed upon format. MCOE shall submit a monitoring report along with an invoice and accompanying financial report to the County on a quarterly basis. Quarterly invoices and required reporting shall be due from Contractor on **October 15, January 15, April 15, and July 10**, of each year this Agreement is in effect. **Please note the earlier than usual due date for the month of July.**

ATTACHMENT B

**AGREEMENT BETWEEN COUNTY OF MONO
AND MONO COUNTY OFFICE OF EDUCATION
FOR THE PROVISION OF WORKFORCE EDUCATION SERVICES**

TERM:

FROM: November 1, 2014 TO: June 30, 2015
(with automatic annual renewals through June 30, 2020 unless terminated)

MCOE shall submit quarterly invoices and financial reports including expenditures and allocation of expenditures. **Line Item changes:** MCOE may exceed budgeted amounts between line items as warranted to accommodate needed program adjustments without first receiving County approval. However MCOE must provide written justification for any line item change exceeding 30%. Written justification should be included in detail on the quarterly financial report.

*The total sum of all payments made by the County to MCOE for services and work performed under this Agreement shall not exceed **\$40,000.00 in Fiscal Year 2014-15 (ending June 30, 2015), and thereafter, shall not exceed \$70,533.00 per fiscal year for each subsequent fiscal year that this Agreement remains in effect.**

A. Annual MCOE Workforce Education Budget*

Personnel	% FTE		Requested Budget	In-Kind	Total
Salary - Workforce Education Coordinator/Instructor	80%	\$46,714	\$ 46,714	\$ -	\$ 46,714
Benefits - Workforce Education Coordinator/Instructor	80%	\$10,560	\$ 10,560	\$ -	\$ 10,560
Program Administration	10%	\$5,200	\$ 5,200	\$ -	\$ 5,200
Total Personnel			\$ 62,474	\$ -	\$ 62,474
Operating Expense			Requested Budget	In-Kind	Total
General Operating Expenses			\$ -	\$ 10,000	\$ 10,000
Curriculum			\$ 1,000	\$ -	\$ 1,000
Travel: Staff travel, all related expenses			\$ 1,500	\$ -	\$ 1,500
Media (advertising; outreach)			\$ 1,200	\$ -	\$ 1,200
Cost to provide Child Care for Participants			\$ 1,000	\$ -	\$ 1,000
In-Direct (5%)			\$ 3,359	\$ -	\$ 3,359
Total Operating Expenses			\$ 8,059	\$ 10,000	\$ 18,059
			Approved Budget Amount	Total In-Kind	TOTAL Budget
TOTAL All EXPENSES			\$ 70,533	\$ 10,000	\$ 80,533



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Board of Supervisors

TIME REQUIRED 20 minutes (10 minute presentation;
10 minute discussion)

**PERSONS
APPEARING
BEFORE THE
BOARD**

SUBJECT Yosemite Sierra Visitors Bureau

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Discussion about correspondence dated October 24, 2014 from the Yosemite Sierra Visitors Bureau to Superintendent Don Neubacher, stating their opposition to the proposed Yosemite rate increase. In this letter, they ask that the Board join them in opposing this increase in this depressed economy. The deadline to submit comments is November 20, 2014. This item is being requested by Supervisor Larry Johnston.

RECOMMENDED ACTION:

Informational; provide direction to staff on potential comments to submit.

FISCAL IMPACT:

None at this time.

CONTACT NAME: Shannon Kendall

PHONE/EMAIL: x5533 / skendall@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Yosemite Letter](#)

[Yosemite Fee backup](#)

History

Time	Who	Approval
11/4/2014 3:30 PM	County Administrative Office	Yes
11/4/2014 3:30 PM	County Counsel	Yes
11/4/2014 3:30 PM	Finance	Yes



40637 Highway 41 Oakhurst CA 93644

Phone: 559-683-4636 / Fax: 559-683-5697

www.YosemiteThisYear.com ~ Rhonda@YosemiteThisYear.com

October 24, 2014

Superintendent Don Neubacher
Proposed Fee Increase
P.O. Box 577
Yosemite, CA 95389

Dear Superintendent Neubacher,

We are writing in response to the proposed Entrance Fee and Campground Fee Increase for Yosemite National Park. Although increases never come at a good time, this one is especially disturbing due to the following reasons:

1. Yosemite visitor stats on the NPS website show that Yosemite visitation has yet to recover since the 1997 increase:

Park visitors: 3,996,017 in 2012; 4,098,648 in 2011; 4 million in 2010; 3.88 million in 2009; 3.6 million in 2008; 3.6 million in 2007; 3.4 million in 2006; and 3.4 million in 2005 (Visitation to the park peaked in 1996 with 4,190,557 visitors.)

2. Our Bureau has been working with Yosemite NPS staff for the past 3 years to help alleviate traffic in Yosemite Valley and the high traffic areas during the busy summer weekends. One of the ways to do this is to promote off-season visitation which targets California's Central Valley residents. Unemployment Rate in the Central Valley is currently 9.7%. Therefore a 50% rate increase is not in support of your own directive to encourage off-season visitation.
3. Yosemite has been working on getting more Hispanic visitation. The US Unemployment Rate for the Hispanic population is 10.5%. A 50% rate increase is not going to accomplish this goal.

4. The gateway communities are coming off of four years of disasters which have affected tourism:
 - a. 2011 water related deaths
 - b. 2012 Hantavirus
 - c. 2013 Rim Fire and Government Shutdown
 - d. 2014 fires

5. NPS just released a notice that Mariposa Grove will have a hard closure for 18 months. This will negatively affect visitation, especially in the south gate. To increase entrance fees and decrease one of the most desired attractions in the park does not make sense.

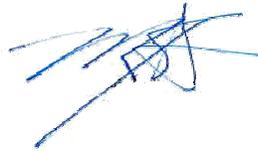
6. We have just come off of all the negative publicity with the Merced River Plan. We have been working on rebuilding the public perception and trust of the National Park Service in Yosemite and have made great strides over the last year with the combined park and community efforts for the Yosemite Grant 150th Anniversary.

In a down economy, working smartly and proper budget control would be the preferable business practice, not a 50% increase in rate for people to enjoy our national parks. We respectfully ask you to reconsider the proposed Entrance Fee and Campground Fee Increases.

Sincerely,



Rhonda Salisbury
Chief Executive Officer



Max Stauffer
President

cc:

Senator Feinstein
Congressman McClintock
Congressman Costa
Congressman Denham
Regional Director NPS
Secretary of the Interior
Board of Supervisors Madera County
Board of Supervisors Mariposa County
Board of Supervisors Tuolumne County
Board of Supervisors Mono County



40637 Highway 41 Oakhurst CA 93644

Phone: 559-683-4636 / Fax: 559-683-5697

www.YosemiteThisYear.com ~ Rhonda@YosemiteThisYear.com

October 24, 2014

Superintendent Don Neubacher
Proposed Fee Increase
P.O. Box 577
Yosemite, CA 95389

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In a down economy, working smartly and proper budget control would be the preferable business practice, not a 50% increase in rate for people to enjoy our national parks. We respectfully ask you to reconsider the proposed Entrance Fee and Campground Fee Increases.

Sincerely,



Rhonda Salisbury
Chief Executive Officer



Max Stauffer
President

cc:

Senator Feinstein
Congressman McClintock
Congressman Costa
Congressman Denham
Regional Director NPS
Secretary of the Interior
Board of Supervisors Madera County
Board of Supervisors Mariposa County
Board of Supervisors Tuolumne County
Board of Supervisors Mono County



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Community Development Department

TIME REQUIRED 20 minutes (10 minute presentation;
10 minute discussion)

**PERSONS
APPEARING
BEFORE THE
BOARD**

SUBJECT Inyo Forest Motorized Transportation
System Modification Scoping
Comments

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Inyo Forest Motorized Transportation System Modification Scoping Comments.

RECOMMENDED ACTION:

Authorize Chairman's signature on comment letter.

FISCAL IMPACT:

No impact.

CONTACT NAME: Scott Burns

PHONE/EMAIL: 924.1807 / sburns@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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- [staff report](#)
- [Comment Letter](#)
- [Attachment](#)

History

Time	Who	Approval
11/5/2014 10:15 AM	County Administrative Office	Yes
11/5/2014 10:35 AM	County Counsel	Yes
11/5/2014 11:32 AM	Finance	Yes

Mono County Community Development Department

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
www.monocounty.ca.gov

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

November 11, 2014

TO: Honorable Chair and Members of the Board of Supervisors
FROM: Scott Burns, Community Development Director
RE: North Zone "Motorized Transportation System Modifications" Scoping Comments

RECOMMENDATION

Authorize Chairman's signature on comment letter.

FISCAL IMPACT

No fiscal impact.

DISCUSSION

The Inyo National Forest is inviting comments during a 30 day scoping period on proposed changes to the motorized trail and road network on the Mammoth and Mono Lake ranger districts. As the attached scoping announcement from District Ranger Jon Regelbrugge indicates, the proposed action would result in the addition of approximately 10 miles of roads and trails while removing 4.5 miles of routes in the area generally extending north from the vicinity of Mammoth Lakes to Mono Lake.

The attached comment letter has been drafted to request that existing recreational permittees, such as the dog sled operation at Smoky Bear Flat, be allowed to continue operation. The letter also discusses consistency with County policy and suggests that additional comments may be provided by applicable Regional Planning Advisory Committees.

Please call Scott Burns at 924-1807 if you have any questions concerning this matter.

ATTACHMENT

Comment Letter
Scoping Announcement



Larry Johnston ~ District One Fred Stump ~ District Two Tim Alpers ~ District Three
Tim Fesko ~ District Four Byng Hunt ~ District Five

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517

(760) 932-5538 • FAX (760) 932-5531

Bob Musil, Clerk of the Board

November 11, 2014

Marty Hornick, Project Manager
351 Pacu Lane
Suite 200
Bishop, CA 93514

RE: North Zone "Motorized Transportation System Modifications" Scoping Comments

Dear Mr. Hornick,

Thank you for the opportunity to comment on the proposed changes to the motorized trail and road network on the Mammoth and Mono Lake ranger districts. The overview presentation of the proposed Motorized Transportation System Modifications at the October 30 Mono County Collaborative Planning Team (CPT) by District Recreation Officer Jon Kazmierski was particularly informative and appreciated. We understand that the proposed changes are intended to respond to public concerns raised since the 2009 travel management decision and in so doing, improve recreational, tribal and permitted use access; address safety concerns; and improve resource conditions in the area generally extending north from the vicinity of Mammoth Lakes to Mono Lake. In total, the proposed action would result in the addition of approximately 10 miles of roads and trails while removing 4.5 miles of routes.

As shared at the CPT, there is concern that existing recreational permittees, such as the dog sled operation at Smoky Bear Flat, be allowed to continue operation. In responding to the concern, the offer to work with such permittees to ensure continued safe operation and avoidance of impediments such as barricades is appreciated. The County is particularly interested in retaining the region's ability to continue offering a range of recreational activities, including dog sledding, to our residents and visitors.

Upon initial review of the Proposed Action Descriptions, we find that the proposed action is generally consistent with Mono County policy, as contained in the Mono County General Plan and Regional Transportation Plan. Mono County goals call for a transportation and circulation system that provides access to the County's community, economic, and recreational resources while protecting and enhancing environmental resources. County implementing policies promote projects that improve both the transportation system and the surrounding community and/or natural environment. The proposed action description is helpful in understanding the intent of the proposed system modifications, which generally appear consistent with County goals.

We understand that although the October 15, 2014, scoping notice requests comments by November 15, 2014, input will be considered at any point in the planning process. This is helpful, for we intend to share the proposed changes with applicable Regional Planning Advisory Committees (RPACs) for any additional thoughts.

Your consideration of these comments is appreciated. Please contact Scott Burns at 760.924.1807 if you have any questions concerning this matter.

Sincerely,

Larry K. Johnston
Chairman

File Code: 1950/7700

Date: October 15, 2014

Dear Interested Citizen

The Mammoth and Mono Lake Ranger Districts of the Inyo National Forest are initiating the environmental analysis for changes to the motorized trail and road network on the two Districts. The North Zone "Motorized Transportation System Modifications" project proposes to add approximately 10 miles of roads and trails and remove 4.5 miles of routes in various locations – mainly between Mammoth Lakes and Lee Vining. The purpose of the project is to improve important recreational, tribal and permitted use access and address safety concerns, while improving resource conditions. An overview map of the project areas is attached.

The complete proposed action with detailed project area maps is available on the Inyo National Forest website at www.fs.fed.us/nepa/fs-usda-pop.php/?project=44720. Hard copies can be obtained at Mammoth Lakes Visitor Center at 2510 Hwy 203 in Mammoth Lakes, or Inyo National Forest Supervisors Office at 351 Pacu Lane in Bishop, CA. You can also request a copy of the proposed action by contacting Jon Kazmierski (contact information below).

The proposed action is currently available for a 30 day scoping period. We invite your comments regarding issues, opportunities, concerns, and suggestions for the proposed project. While your input will be considered at any point in the planning process, your comments will be most helpful if received by November 15, 2014. We anticipate releasing a Draft Environmental Assessment for this project in late spring of 2015, providing additional opportunities for your input during a formal comment period prior to a final decision in mid-summer 2015.

This project is subject to objection pursuant to 36 CFR 218, Subparts A and B. Only those who submit timely project-specific written comments during a public comment period, including this scoping period, are eligible to file an objection. Individuals or representatives of an entity submitting comments must sign the comments or verify identity upon request.

Please send your comments to project manager, Marty Hornick at 351 Pacu Ln, Suite 200, Bishop, CA, 93514 or mhornick@fs.fed.us, 760-873-2461. Marty will be out of office until October 29. Until then, please direct questions about this project to Jon Kazmierski, District Recreation Officer at 760-924-5503 or jkazmierski@fs.fed.us.

Sincerely,

/s/ JON C. REGELBRUGGE
District Ranger





OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Finance

TIME REQUIRED 20 minutes (10 minute presentation;
10 minute discussion)

**PERSONS
APPEARING
BEFORE THE
BOARD**

Leslie Chapman

SUBJECT Investment Policy and Delegation of
Authority to Invest

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Updated Statement of Investment Policy

RECOMMENDED ACTION:

Review, discuss and approve the investment policy as presented or amended.

FISCAL IMPACT:

None

CONTACT NAME: Leslie Chapman

PHONE/EMAIL: 760-932-5494 / lchapman@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Staff Report - Investment Policy](#)
- [Investment Policy](#)
- [Government Code Section 27133](#)

History

Time	Who	Approval
11/5/2014 10:17 AM	County Administrative Office	Yes
11/5/2014 11:20 AM	County Counsel	Yes
11/4/2014 3:59 PM	Finance	Yes



DEPARTMENT OF FINANCE

COUNTY OF MONO

Rosemary Glazier
Assistant Finance Director
Treasurer-Tax Collector

Leslie L. Chapman, CPA
Finance Director

Roberta Reed
Assistant Finance Director
Auditor-Controller

P.O. Box 495
Bridgeport, California 93517
(760) 932-5480
Fax (760) 932-5481

P.O. Box 556
Bridgeport, California 93517
(760) 932-5490
Fax (760) 932-5491

To: Honorable Board of Supervisors

From: Leslie Chapman

Date: November 4, 2014

Subject:

Updated Statement of Investment Policy

Recommendation:

1. Approve the Mono County Statement of Investment Policy as presented or amended including the delegation of investment authority to invest as described on Page 2, Section 3 of the policy.

Background:

The attached Statement of Investment Policy as presented is a compilation of the County's existing policy, the Government Finance Officers Association Best Practices and sample policy and portions of various Counties' policies that we liked. We also referenced the California Debt and Investment Advisory Commission's publication "Local Agency Investment Guidelines," which can be found at <http://www.treasurer.ca.gov/cdiac/LAIG/guideline.pdf>. In order to make it more user friendly, we added two appendices; the "Table of Authorized Investments and Limits" and the glossary of common investment terms.

Government Code Section 27133 states, "In any county that establishes a county treasury oversight committee pursuant to this article, the county treasurer shall annually prepare an investment policy that will be reviewed and monitored by the county treasury oversight committee." This section goes on to list what is required to be included in that policy and this list is attached to assist in your review of the policy.

Imbedded in this policy on page 2, section 3 is the delegation of authority to invest. According to Government Code Section 53607, "The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year."

Our objective is to provide a comprehensive and useful working document so questions and comments are welcome.

Fiscal Impact:

None

MONO COUNTY STATEMENT OF INVESTMENT POLICY



November 12, 2014

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COUNTY OF MONO
INVESTMENT POLICY

I. Introduction

The intent of the Investment Policy of the County of Mono is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the County's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the County's funds. The guidelines are intended to be broad enough to allow the Director of Finance to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

The investment program shall be operated in conformance with Government Code §53601, et seq. which provides legal authorization for the investment and deposit of funds of local agencies.

III. Scope

The policy applies to activities of the County with regard to investing the financial assets of all funds. In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the State of California.

Note that any excluded funds such as the Other Post Employment Benefit Trust Fund are covered by separate policies.

Except for funds in certain restricted and special funds, the County commingles its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

IV. General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. **Safety** – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal will be to mitigate the credit risk and interest rate risk.
2. **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. **Yield** – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints of safety and liquidity needs.

V. Standards of Care

1. **Prudence** – The standard to be used by the Director of Finance/Investment Officer shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. The Finance Director acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The “prudent person” standard states that,

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. **Ethics and Conflicts of Interest** – Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the County.

3. **Delegation of Authority and Responsibilities**

Governing Body – The Board of Supervisors (Board) will retain ultimate fiduciary responsibility for the portfolio. The Board will receive monthly and quarterly reports, designate investment officers and annually review the investment policy making any necessary changes by adoption.

Delegation of Authority – Pursuant to Government Code §53607, authority to invest or reinvest, or to sell or exchange securities so purchased, may be delegated for a one year period; thereafter, the County Finance Director shall assume full responsibility for those transactions until the delegation of authority is revoked or expires.

Responsibility for the operation of the investment program is hereby delegated to the Finance Director who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Investment Policy.

All participants in the investment process shall seek to act responsibly as custodians of the public trust.

Treasury Oversight Committee – A County Treasury Oversight Committee has been established in accordance with §27130 et seq. of the Government

Code to promote public interest by involving depositors in the management of their funds. The Treasury Oversight Committee shall:

- A. Review and monitor the Investment Policy,
- B. Annually review the investments made by the County Treasury,
- C. Cause an annual audit to be conducted to determine the County Treasury's compliance with Government Code §27130 et seq., and
- D. Meet on other matters as necessary.

By statute, the County Treasury Oversight Committee has no authority to direct individual investment decisions, select individual investment advisors, brokers, or dealers, or to impinge on the day-to-day operations of the County Treasury.

Committee members may not accept any honoraria, gifts or gratuities from advisors, brokers, dealers, bankers, or other persons with whom the County Treasury conducts business, which are in excess of the limits imposed by State Law, or by the Fair Political Practices Commission.

Investment Advisor – The County may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with the entity's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

VI. Authorized Financial Institutions, Depositories and Broker/Dealers

1. Financial institutions and depositories authorized to provide investment services and security broker/dealers will be selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under both Government Code §53601.5 and Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).
2. All financial institutions and broker/dealers who desire to become qualified for investment transactions shall meet the requirements of Government Code §53601.5 and, in addition, must supply the following as deemed appropriate by the Finance Director.
 - A. Audited financial statements demonstrating compliance with the state and federal capital adequacy guidelines.
 - B. Proof of Financial Industry Regulation Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties).
 - C. Proof of California state registration.
 - D. Certification of having read and understood and agreeing to comply with the County's investment policy.
 - E. Evidence of adequate insurance coverage meeting any applicable requirements of State law and otherwise deemed adequate by the Finance Director.

3. An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the Finance Director.

VII. Safekeeping and Custody

1. **Delivery vs. Payment** – All trades, where applicable, will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
2. **Safekeeping** – Pursuant to Government Code §53608, , the Board delegates to the Finance Director its authority to deposit securities for safekeeping. Securities will be held by a third-party custodian meeting the requirements of Government Code §53608 or other applicable law and selected by the Finance Director. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70)
3. **Internal Controls** – The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of the control should not exceed the benefits likely to be derived and that the valuation of costs and benefits requires estimates and judgments by management. The internal controls shall address the following points at a minimum:
 - A. Control of collusion,
 - B. Separation of transaction authority from accounting and recordkeeping,
 - C. Custodial safekeeping,
 - D. Avoidance of physical delivery securities,
 - E. Clear delegation of authority to subordinate staff members,
 - F. Written confirmation of transactions for investments and wire transfers,
 - G. Dual authorization of wire transfers,
 - H. Development of a wire transfer agreement with the lead bank and third-party custodian,
 - I. Staff training, and
 - J. Review, maintenance and monitoring of security procedures both manual and automated.

VIII. Authorized Investments

1. **Investment Types** – All investments shall be made in accordance with §53600 et seq. of the California Government Code and as described within this Investment Policy and summarized in Appendix A. Permitted investments under this policy shall include:

- A. **United States Treasury notes, bonds bills, or certificates of indebtedness**, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. §53601(b)
- There is no limitation as to the percentage of the portfolio that can be invested in this category.*
- B. **Federal Agency or United States Government-Sponsored Enterprise Obligations, Participations, or other Instruments**, including those issued by or fully guaranteed as to principal and interest by Federal agencies or United States government-sponsored enterprises §53601(f) such as Fannie Mae and Freddie Mac.
- There is no limitation as to the percentage of the portfolio that can be invested in this category.*
- C. **State of California Notes & Bonds** registered state warrants or treasury notes of California including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- There is no limitation as to the percentage of the portfolio that can be invested in this category.*
- D. **Notes and Bonds of Other 49 States** registered treasury notes or bonds of any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of that state.
- There is no limitation as to the percentage of the portfolio that can be invested in this category.*
- E. **Negotiable Certificates of Deposit (NCDs)** issued by a nationally or state chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank.
- No more than 30% of the portfolio may be invested in NCDs*
- F. **Banker's acceptances**, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank.
- May not exceed 180 days to maturity or be more than 40% of the market value of the portfolio and no more than 30% of the County's moneys may be invested in banker's acceptances in the same bank.*
- G. **Commercial paper** of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO) such as Standard & Poor's or Moody's.
- Must have a maximum maturity of 270 days or less, no more than 25% of the portfolio may be invested in eligible commercial paper and no more than 10% may be invested in any one issuer's commercial paper.*
- H. **Medium-term notes** include corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States

or by depository institutions licensed by the United States or any state and operating within the United States and rated "A" or better by an NRSRO.

May not exceed 30% of the portfolio may be invested in medium-term notes.

- I. **Reverse repurchase agreements** whose underlying purchased securities consist of the aforementioned instruments, subject to all the conditions set forth in Government Code §53601(j)(3).

May not exceed 20% of the base value of the portfolio and no agreement may exceed 92 days.

- J. **Money market mutual funds** – shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment company Act of 1940 (15 U.S.C. §80a-1 et sec.

No more than 20% of the portfolio may be invested in money market funds.

- K. **Local Agency Investment Fund** – established by the State Treasurer for the benefit of local agencies.

No more than \$50 million may be invested in LAIF (LAIF rules)

- L. **California Asset Management Program (CAMP)**. Shares in a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code of the State of California which invests exclusively in investments permitted by §53601 of the Government Code as it may be amended.

No more than \$15 million may be invested (10% of the CAMP Pool - \$150 million as of 8/5/2014)

- M. **Commercial or Savings Bank, Savings and Loan or Credit Union** may be used to invest surplus funds up to 30% of the portfolio pursuant to §§56301.8 and 53635.8 of the Government Code.

No more than 10% can be invested in any one institution.

- N. **Bonds, notes, warrants or other evidences of indebtedness** of a local agency within the State of California, including local agencies formed within Mono County.

May not exceed 5 years to maturity.

2. **Collateralization** – Where allowed by state law, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit. Repurchase agreements will be collateralized at 102 percent.

IX. Investment Parameters

1. **Mitigating Credit Risk in the portfolio** – Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The County shall mitigate credit risk by adopting the following:

- a. **Diversification** – The investments will be diversified by
 - i. Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
 - ii. Limiting investment in securities that have higher credit risks,
 - iii. Investing in securities with varying maturities, and
 - iv. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time subsequent to the purchase of a particular issuer or investment type. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

- b. **Mitigating market risk in the portfolio** – Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The County recognizes that, over time, longer-term/core portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The County shall mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. The County further recognizes that certain types of securities, including variable rate securities, securities with principal pay downs prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The County, therefore, adopts the following strategies to control and mitigate market risk:
 - i. The County shall maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements,
 - ii. The maximum percent of callable securities in the portfolio shall be 15%,
 - iii. The maximum stated final maturity of individual securities in the portfolio shall be five years, except as otherwise stated in this policy,
 - iv. Liquidity funds will be held in LAIF, CAMP or money market instruments maturing one year and shorter,
 - v. Longer term/Core funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the

portfolio will have maturities between 1 day and 5 years and will be only invested in higher quality and liquid securities.

X. Reporting

1. The Finance Director shall provide quarterly investment reports to the Board of Supervisors and The Treasury Oversight Committee within 30 days following the end of the quarter covered by the report. These reports shall include the following investment information as required by Government Code §53646(b):
 - a. The type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and moneys held in the County Treasury,
 - b. Market value as of the date of the report and the source of this valuation,
 - c. The weighted average maturity of the investments within the Treasury,
 - d. Distribution by type of investment,
 - e. A description of all the County's funds and investments that are under the management of contracted parties,
 - f. A statement of compliance of the portfolio to this Statement of Investment Policy or manner in which the portfolio is not in compliance, and
 - g. A statement denoting the ability of the County to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.
2. The Treasury Oversight committee shall cause an annual audit to be conducted to determine the county treasury's compliance with Chapter 5, Article 6 (§27130-§27137) of the Government Code and this Statement of Investment Policy.

XI. Investment Pool Costs and Earnings Distribution

Costs directly related to the operation and management of the investment pool shall be deducted quarterly directly from net interest earnings prior to the distribution of interest earnings for the quarter. Pool costs include, but are not limited to, staff time, investment tracking costs, brokerage costs, and treasury pool audit costs.

Interest earnings shall be allocated quarterly according to each fund's average daily cash balances as a percentage of the total investment pool. Earnings shall be the net of received interest, amortized premiums, accreted discounts and profit or loss on the sale of trade of a security attributable to the quarter being apportioned, plus adjustments from prior quarters. The interest shall be apportioned as of the last day of the quarter and added to each participating fund's balance in the pooled investment fund.

XII. Withdrawal Requests

Any entity that seeks to withdraw funds for the purpose of investing or depositing those funds outside the county treasury pool, shall first submit the request for withdrawal to the Finance Director who shall evaluate the effect of the proposed withdrawal on the stability and predictability of the investments in the county treasury. Prior to approval, the Finance Director shall find that the proposed withdrawal will not adversely affect the interests of the other depositors in the pool (GC§27136). If it is necessary to liquidate securities, all losses occurring from the sale of a security prior to its maturity shall be borne by the entity wishing to withdraw funds.

XIII. Terms and Conditions for Outside Investors

Outside local agencies, where the County Finance Director does not serve as the agency's treasurer, may invest in the as permitted by Government Code Section 53684. Deposits are subject to the consent of the County Finance Director. The local agency legislative body must approve the county investment pool as an authorized investment. If the County Finance Director deems appropriate, the deposits may be returned at any time.

XIV. Policy Review

This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal liquidity, rate of return and its relevance to current law and financial and economic trends.

SUMMARY OF INVESTMENT LIMITATIONS

Investment Type	Government Code Reference	Limit ¹ Per Investment Type(s)	Limit ¹ Per Institution	Minimum ² Ratings	Maximum ² Allowable Maturity
United States Treasuries	§53601 (b & f)	None	None	None	5 years
United States Federal Agencies & Government-Sponsored Enterprises	§53601 (b & f)	None	None	None	5 years
State of California Notes & Bonds	§53601 (c) & 53601 (e)	None	None	None	5 years
Notes & Bonds of Other 49 States	§53601 (e)	None	None	None	5 years
California Local Agency Debt	§53601 (a), (c) & (e)	None	None	None	5 years
Medium-Term Notes	§53601 (k)	30%	None	A	5 years
Negotiable Certificates of Deposit	§53601 (i)	30%	None	N/A	5 years
Bankers Acceptances	§53601 (g)	40%	30%	A-1	180 days
Commercial Paper	§53601 (h) & 53635 (a)	25%	10%	A-1 (short) A (long)	270 days
Reverse Repurchase Agreements	§53601 (j)	20%	None	Primary Dealer	92 days
Local Agency Investment Fund (LAIF)	§16429.1 & 53601(p)	N/A	N/A	N/A	N/A
California Asset Management Program (CAMP)	§16429.1 & 53601(p)	N/A	N/A	N/A	N/A
Money Market Mutual Funds	§53601 (k)&(p), & 6509.7	20%	10%	AAA	N/A
Commercial or Savings Bank, Savings and Loan or Credit Union	§53601.8 & 53635.8	30%	10%	N/A	N/A

¹ Based on total of surplus funds at the time the investment decision is made.

² At the time of purchase.

GLOSSARY

Accrued Interest – Interest that has accumulated but has not yet been paid from the most recent interest payment date or issue date to a certain date.

Amortization – The reduction of debt through regular payment of principal scheduled to complete repayment by maturity. Usually the payment of interest is incorporated to compensate the lender over the life of the debt.

Bankers' Acceptance – A time bill of exchange drawn on and accepted by a commercial bank to finance the exchange of goods. When a bank “accepts” such a bill, the time draft becomes, in effect, a predated, certified check payable to the bearer at some future specified date. Little risk is involved for the investor because the commercial bank assumes primary liability once the draft is accepted.

Basis point – One basis point is equal to 1/100 of 1%. For example, if interest rates increase from 4.25% to 4.5%, the difference is referred to as a 25-basis-point increase.

Book Value – The value of a security as carried in the records of an investor. Generally, this is the initial outlay for the investment and may be net or gross of expenses such as trading costs, services charges, etc.

Bond – A debt investment in which an investor loans money to an entity (corporate or governmental) that borrows the funds for a defined period of time at a fixed interest rate. Bonds are used by companies, municipalities, states and U.S. and foreign governments to finance a variety of projects and activities.

Broker/Dealer – Any person engaged in the business of effecting transactions in securities in this state for the account of others or for his/her own account. Broker/Dealer also includes a person engaged in the regular business of issuing or guaranteeing options with regard to securities not of his/her own issue.

Commercial Paper – Short-term, unsecured promissory note issued in either registered or bearer form and usually backed by a line of credit with a bank. Maturities do not exceed 270 days and generally average 30 – 45 days.

Coupon Rate – The interest rate stated on a bond when it is issued. The coupon is typically paid semi-annually.

Current Yield – The annual income (interest or dividends) divided by the current price of the security. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

CUSIP Numbers – An acronym for Committee on Uniform Security Identification Procedures, CUSIP numbers are identification numbers assigned to each maturity of a security issue and usually printed on the face of each individual security in the issue. The CUSIP numbers are intended to facilitate identification and clearance of securities.

Debt Instrument – An instrument or promissory note which evidences and documents the terms of the loaning of funds from one party to another. Typically, the instrument contains the loan date, the maturity date, the repayment provisions, and the interest rate of the borrowing.

Default – The failure to pay debt obligations as agreed in the terms of the debt

Discount – The condition of the price of a bond that is lower than par. The discount equals the difference between the price paid for a security and the security's par value.

Earnings Apportionment – The quarterly interest distribution to the Pool participants.

Fair Value – The amount at which an investment could be exchanged in a current transaction between willing parties, other than a forced or liquidation sale.

Fannie Mae (FNMA, Federal National Mortgage Association) – A government-sponsored enterprise (GSE) that was created in 1938 to expand the flow of mortgage money by creating a secondary mortgage market. Fannie Mae is a publicly traded company which operates under a congressional charter that directs Fannie Mae to channel its efforts into increasing the availability and affordability of homeownership for low-, moderate-, and middle-income Americans.

Federal Government Agency – Debt issued by government sponsored entities (GSE) to facilitate various types of lending. For example, the Federal Farm Credit Bank provides funds to farmers and FNMA provides funds to the real estate mortgage markets.

Freddie Mac (FHLMC, Federal Home Loan Mortgage Corp.) – A stockholder owned government sponsored enterprise (GSE) chartered by Congress in 1970 to keep money flowing to mortgage lenders in support of homeownership and rental housing for middle-income Americans. The FHLMC purchases, guarantees and securitizes mortgages to form mortgage-backed securities. The mortgage-backed securities that it issues tend to be very liquid and carry a credit rating close to that of U.S. Treasuries.

Government-Sponsored Enterprise (GSE) – Privately held corporations with public purposes created by the U.S. Congress to reduce the cost of capital for the certain borrowing sectors of the economy. Members of these sectors include students, farmers and homeowners.

Local Agency Investment Fund (LAIF) – The State of California investment pool in which money of local agencies is pooled as a method for managing and investing local funds.

Market Value – The price at which a security is trading and could presumably be purchased or sold.

Maturity – The date upon which the principal of a security becomes due and payable to the holder.

Money Market Mutual Fund – A mutual fund with investments directed in short-term money market instruments only, which can be withdrawn daily without penalty

Par Value – The face value of a bond. Par value is important for a bond or fixed-income instrument because it determines its maturity value as well as the dollar value of coupon payments.

Premium – The condition of the price of a bond that is higher than par. The premium equals the difference between the price paid for a security and the security's par value.

Principal – The face amount of a security not taking into account discounts or premiums. The amount borrowed or the amount still owed on a loan, separate from interest.

Repurchase Agreement (Repo) – A form of short-term borrowing for dealers in government securities. The dealer sells the government securities to investors, usually on an overnight basis, and buys them back the following day. For the party selling the security (and agreeing to repurchase it in the future) it is a repo; for the party on the other end of the transaction, (buying the security and agreeing to sell in the future) it is a reverse repurchase agreement.

Reverse Repurchase Agreement – The purchase of securities with the agreement to sell them at a higher price at a specific future date.

Registered Warrants – A “promise to pay” with interest, that is issued by the State of California when there is not enough cash to meet all of the State's payment obligations.

Settlement Date – The date on which the purchase or sale of securities is executed. For example, in a purchase transaction, the day the securities are physically delivered or wired to the buyer in exchange for cash is the settlement date.

Trade Date – The date and time corresponding to an investor's commitment to buy or sell a security.

U.S. Treasury Obligation – Direct obligations of the United States Treasury whose payment is guaranteed by the United States of America.

Weighted Average Maturity (WAM) - The weighted average of the time until all securities in a portfolio mature.

GOVERNMENT CODE - GOV

TITLE 3. GOVERNMENT OF COUNTIES [23000 - 33205] (*Title 3 added by Stats. 1947, Ch. 424.*)

DIVISION 2. OFFICERS [24000 - 28085] (*Division 2 added by Stats. 1947, Ch. 424.*)

PART 3. OTHER OFFICERS [26500 - 27758] (*Part 3 added by Stats. 1947, Ch. 424.*)

CHAPTER 5. County Treasurer [27000 - 27137] (*Chapter 5 added by Stats. 1947, Ch. 424.*)

ARTICLE 6. County Treasury Oversight Committees [27130 - 27137] (*Article 6 added by Stats. 1995, Ch. 784, Sec. 10.*)

²⁷¹³³. In any county that establishes a county treasury oversight committee pursuant to this article, the county treasurer shall annually prepare an investment policy that will be reviewed and monitored by the county treasury oversight committee. The investment policy shall include all of the following:

- (a) A list of securities or other instruments in which the county treasury may invest, according to law, including the maximum allowable percentage by type of security.
- (b) The maximum term of any security purchased by the county treasury.
- (c) The criteria for selecting security brokers and dealers from, to, or through whom the county treasury may purchase or sell securities or other instruments. The criteria shall prohibit the selection of any broker, brokerage, dealer, or securities firm that has, within any consecutive 48-month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, to the local treasurer, any member of the governing board of the local agency, or any candidate for those offices.
- (d) Limits on the receipt of honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other persons with whom the county treasury conducts business by any member of the county treasury oversight committee. These limits may be in addition to the limits set by a committee member's own agency, by state law, or by the Fair Political Practices Commission.
- (e) A requirement that the county treasurer provide the county treasury oversight committee with an investment report as required by the board of supervisors.
- (f) The manner of calculating and apportioning the costs, authorized by Section 27013, of investing, depositing, banking, auditing, reporting, or otherwise handling or managing funds.
- (g) The terms and conditions under which local agencies and other entities that are not required to deposit their funds in the county treasury may deposit funds for investment purposes.
- (h) Criteria for considering requests to withdraw funds from the county treasury, pursuant to Section 27136. The criteria shall include an assessment of the effect of a proposed withdrawal on the stability and predictability of the investments in the county treasury.

(Added by Stats. 1995, Ch. 784, Sec. 10. Effective January 1, 1996.)



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

TIME REQUIRED

SUBJECT Closed Session--Human Resources

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph, John Vallejo, Leslie Chapman, and Jim Leddy. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt).
Unrepresented employees: All.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time

Who

Approval

10/28/2014 8:01 AM	County Administrative Office	Yes
11/3/2014 9:53 AM	County Counsel	Yes
10/29/2014 5:18 PM	Finance	Yes



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OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

TIME REQUIRED

SUBJECT Closed Session - Conference with
Legal Counsel

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Subdivision (a) of Government Code section 54956.9. Name of case: Worker's compensation case of R. Bone. (WCAB Case No. ADJ8292904.)

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

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YES NO

ATTACHMENTS:

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No Attachments Available

History

Time	Who	Approval
11/5/2014 10:13 AM	County Administrative Office	Yes
11/3/2014 10:54 AM	County Counsel	Yes
11/4/2014 4:38 PM	Finance	Yes



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE November 12, 2014

Departments: Public Works; Solid Waste Division

TIME REQUIRED

**PERSONS
APPEARING
BEFORE THE
BOARD**

SUBJECT Closed Session - Anticipated Litigation

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9. Number of potential cases: One.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Tony Dublino

PHONE/EMAIL: 760 932 5453 /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
***PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING***

SEND COPIES TO:

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YES NO

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History

Time	Who	Approval
11/6/2014 11:10 AM	County Administrative Office	Yes
11/6/2014 1:36 PM	County Counsel	Yes
11/6/2014 11:05 AM	Finance	Yes