



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 May 12, 2020

TELECONFERENCE INFORMATION:

As authorized by Governor Newsom's Executive Order, N-29-20, dated March 17, 2020, the meeting will be held via teleconferencing with members of the Board attending from separate remote locations. This altered format is in observance of recommendations by local officials that precautions be taken, including social distancing, to address the threat of COVID-19.

Important Notice to the Public Regarding COVID-19

Based on guidance from the California Department of Public Health and the California Governor's Officer, in order to minimize the spread of the COVID-19 virus, please note the following:

1. There is no physical location of the meeting open to the public. You are strongly encouraged to observe the live stream of the Board of Supervisors meetings at http://monocounty.granicus.com/MediaPlayer.php?publish_id=8c4d8d56-9aa6-4b8a-ace3-1fbaaecbf14a
2. If you wish to make either a general public comment or a comment on a specific agenda item prior to the meeting or as the item is being heard, please submit your comment, limited to 250 words or less, to the Deputy Clerk of the Board Scheereen Dedman at sdedman@mono.ca.gov. Every effort will be made to read your comment, but comments longer than 250 words may not be read, or may be summarized by the Clerk, due to time limitations. All comments will be made a part of the record.

Board Members will participate from a teleconference location.

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact Shannon Kendall, Clerk of the Board, at (760) 932-5533. 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).

ON THE WEB: You can view the upcoming agenda at <http://monocounty.ca.gov>. If you would like to receive an automatic copy of this agenda by email, please subscribe to the Board of Supervisors Agendas on our website at <http://monocounty.ca.gov/bos>.

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. (The clerk will read comments received via email at this time.)

2. RECOGNITIONS - NONE

3. COUNTY ADMINISTRATIVE OFFICE

CAO Report regarding Board Assignments

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

4. DEPARTMENT/COMMISSION REPORTS

5. 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. Appointment of Elin Ljung to the Mono Basin RPAC

Departments: Community Development

(Bentley Regehr) - Consider appointment of a new member to the Mono Basin Regional Planning Advisory Committee (RPAC).

Recommended Action: Appoint Elin Ljung to a two-year term on the Mono Basin RPAC, expiring December 31, 2022, as recommended by Supervisor Gardner.

Fiscal Impact: None.

B. Ratification of First Amendment and Approval of Second Amendment to Civic Center Furniture Purchase Agreement

Departments: County Counsel's Office

Approval and ratification of the County Administrative Officer's execution of First Amendment to the Mono County Civic Center Furniture Purchase Agreement; and approval of Second Amendment to the Mono County Civic Center Furniture Purchase Agreement.

Recommended Action: 1. Review, approve, and ratify the County Administrative Officer's execution of the First Amendment; direct the Clerk to prepare a minute order of the approval and ratification of the First Amendment and to send minute order to staff; 2. Review, approve, and authorize the County Administrative Officer to execute the Second Amendment; and 3. Provide any desired direction to staff.

Fiscal Impact: Total fiscal impact is \$9,508 (\$4,128 from General Fund and

\$5,380 from non-General fund). There is no fiscal impact associated with the approval and ratification of the First Amendment. Approval of the Second Amendment will result in the above fiscal impact, which is the amount of the state sales tax overlooked when previously calculating the total amount of the Original Agreement to purchase furniture for the Mono County Civic Center.

C. Resolution Authorizing Use of Facsimile, Electronic, and Digital Signature of Chairperson of Board of Supervisors

Departments: County Counsel

Resolution and Board Policy authorizing and establishing requirements for the use of the facsimile, electronic, and digital signature of the Chairperson of the Board of Supervisors.

Recommended Action: Approve resolution and board policy.

Fiscal Impact: None.

6. CORRESPONDENCE RECEIVED - NONE

Direction may be given to staff regarding, and/or the Board may discuss, any item of correspondence listed on the agenda.

7. REGULAR AGENDA - MORNING

A. Fee Waiver for Modification to Operation Permit 19-003/Tioga Green

Departments: Community Development

15 minutes

(Bentley Regehr) - Consider adoption of proposed resolution waiving fees associated with modification to Operation Permit 19-003 for commercial cannabis retail business located in Lee Vining.

Recommended Action: Consider and potentially adopt proposed resolution waiving fees associated with modification to Operation Permit 19-003 for commercial cannabis retail business located in Lee Vining. Provide any additional direction to staff.

Fiscal Impact: The processing of a modification to an Operation Permit requires a \$495 deposit, plus an additional \$99 per every hour of staff time beyond five hours. This resolution proposes to waive all fees associated with processing the modification application.

B. Tioga Green Cannabis Operation Permit Modification

Departments: Community Development

30 minutes

(Bentley Regehr) - Modification to Cannabis Operation Permit 19-003/Tioga Green to expand permitted signage and review lighting compliance.

Recommended Action: 1. Find that the project qualifies as a Categorical Exemption under CEQA guideline 15303 and file a Notice of Exemption. 2. Make the findings contained in the staff report, including those under MCC 5.60, and approve modification to Cannabis Operation Permit 19-003 subject to the conditions as recommended or with desired modifications. 3. Direct staff to enforce the conditions of Use Permit 19-006, including removal or disconnection of the lamp posts in the center of the parking lot and verification of an operational timer on the parking lot lights. Provide any additional direction to staff.

Fiscal Impact: None.

C. California Child and Family Services Review (C-CFSR)

Departments: Social Services and Probation

15 minutes (5 minute presentation, 10 minute discussion)

(Michelle Raust, Social Services; Jazmin Barkley, Probation) - Presentation by Michelle Raust (Department of Social Services) and Jazmin Barkley (Probation Department) regarding the finalization of the 2018-2023 California Child and Family Services Review System Improvement Plan and request for Board of Supervisors approval.

Recommended Action: Approve and authorize the Chair to sign the Mono County 2018-2023 California Child and Family Services Review (C-CFSR)'s System Improvement Plan.

Fiscal Impact: None.

D. Civic Center Update

Departments: Public Works and IT

20 minutes

(Tony Dublino, Director of Public Works; Nate Greenberg, IT Director) - Weekly update on the County's Civic Center project at 1290 Tavern Road, and efforts to transition from other Mammoth locations into the Civic Center as of June 1, 2020.

Recommended Action: None; Informational only.

Fiscal Impact: None.

E. Proposed Ordinance Amending Mono County Code Section 1.12.010 - Enforcement of Public Health Officer Orders and Directives

Departments: County Counsel; Code Enforcement

10 minutes

(Anne Frievalt) - Proposed Urgency Ordinance Amending Chapter 1.12, Section 1.12.010 of the Mono County Code, Pertaining to Enforcement of Public Health Officer Orders and Directives.

Recommended Action: Adopt proposed urgency ordinance.

Fiscal Impact: None.

F. Management (Unrepresented/At-Will) Employee and Officer Benefits and Compensation

Departments: CAO

15 minutes (5 minute presentation; 10 minute discussion)

(Bob Lawton, Acting CAO) - (1) Proposed resolution adopting amended Policy Regarding Benefits of Management-Level Officers and Employees to implement a 400-hour cap on vacation accrual; authorize the one-time purchase of accrued hours in excess of that cap; modify the County's contribution to health insurance effective January 1, 2021; eliminate obsolete language; update out-of-date language; remove provisions related to travel and refer instead to the County's recently adopted Per Diem and Travel Policy; and make additional clarifying (non-substantive) changes. (2) Proposed resolution foregoing cost of living adjustments (COLAs) for management (at-will) employees for 2019 and 2020, implementing 2% COLA and a 4% "off-salary-schedule" payment for 2021, authorizing the use of 2020 merit leave in 2021, and setting forth conditions for implementation of 2% COLAs in 2022 and 2023.

Recommended Action: Read summary of recommendation (below Fiscal Impact). Adopt proposed resolutions. Provide any desired direction to staff.

Fiscal Impact: The proposed resolutions increase at-will (and selected elected officials') compensation by \$292,686 in calendar year 2021, offset with healthcare savings of \$306,216, for a net savings of \$13,530. Projected net savings in 2022 and 2023 are estimated at \$122,711 and \$38,527, respectively. Summary of Recommendation (to be read by the Chair): The recommendation is to make the following changes with respect to the salary and benefits of the County's unrepresented (at-will and elected) employees: (1) implement a 400-hour cap on vacation accrual; (2) authorize the one-time purchase of accrued vacation hours in excess of that cap; (3) modify the County's contribution to health insurance effective January 1, 2021 to provide for County payment of 95% of the cost of PERS Select medical insurance or 80% of the cost of PERS Choice medical insurance; (4) forego cost of living adjustments for 2019 and 2020; (5) implement a 2% COLA and a 4% "off-salary-schedule" payment for 2021; (6) authorize the use of 2020 merit leave in 2021; and (7) implement 2% COLAs in 2022 and 2023 if specified financial conditions are met.

G. Employment Agreement - Joe Blanchard, Facilities Superintendent

Departments: Human Resources, Public Works

5 minutes

(Dave Butters, Human Resources Director; Tony Dublino, Public Works Director)
- Proposed resolution approving a contract with Joe Blanchard as Facilities

Superintendent and prescribing the compensation, appointment and conditions of said employment.

Recommended Action: Announce Fiscal Impact. Approve Resolution #R20-___, approving a contract with Joe Blanchard as Facilities Superintendent and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

Fiscal Impact: The cost for this position for the remainder of FY 2019-2020 (May 12 to June 30th) is approximately \$22,533 of which \$13,424 is salary and \$9,133 is the cost of the benefits and is included in the approved budget. Total cost for a full fiscal year (2020-2021) would be \$168,027 of which \$99,996 is annual salary and \$68,031 is the cost of the benefits.

H. Employment Agreement - Garrett Higerd, County Engineer

Departments: Human Resources, Public Works

5 minutes

(Dave Butters, Human Resources Director; Tony Dublino, Public Works Director) - Proposed resolution approving a contract with Garret Higerd as County Engineer and prescribing the compensation, appointment and conditions of said employment.

Recommended Action: Announce Fiscal Impact. Approve Resolution #R20-___, approving a contract with Garret Higerd as County Engineer and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

Fiscal Impact: The cost for this position for the remainder of FY 2019-2020 (May 12 to June 30th) is approximately \$27,638 of which \$16,918 is salary and \$10,720 is the cost of the benefits and is included in the approved budget. The cost for this position for an entire fiscal year (2020-2021) is approximately \$205,878 of which \$126,024 is salary and \$79,854 is the cost of the benefits.

I. Employment Agreement -- Shannon Kendall, Clerk, Recorder, Registrar, Clerk of the Board

Departments: Human Resources, CAO

5 minutes

(Dave Butters, Human Resources Director; Bob Lawton, Acting CAO) - Proposed resolution approving a contract with Shannon Kendall as Clerk/Recorder/Registrar and Clerk of the Board and prescribing the compensation, appointment and conditions of said employment.

Recommended Action: Announce Fiscal Impact. Approve Resolution #R20-___, approving a contract with Shannon Kendall as Clerk, Recorder, Registrar, Clerk of the Board and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

Fiscal Impact: The cost for this position for the remainder of FY 2019-2020 (May 12 to June 30th) is approximately \$25,682 of which \$15,573 is salary and \$10,109 is the cost of benefits and is included in the approved budget. The cost for this position for an entire fiscal year (2020-2021) is approximately \$191,307 of which \$116,004 is salary and \$75,303 is the cost of benefits.

8. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (The clerk will read comments received via email at this time.)

9. CLOSED SESSION

A. Closed Session - Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Bob Lawton, Stacey Simon, Dave Butters, Janet Dutcher, and Anne Frievalt. 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). Unrepresented employees: All.

B. Closed Session - Public Employment

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: Acting County Administrative Officer.

C. Closed Session - Existing Litigation

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: United States et al. v. Walker River Irrigation Dist. et al., U.S. District Court of Nevada Case No. 3:73-CV-00127-MMD-WGC.

THE AFTERNOON SESSION WILL RECONVENE NO EARLIER THAN 1:00 P.M.

10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (The clerk will read comments received via email at this time.)

11. REGULAR AGENDA - AFTERNOON

A. County Special Events and the Effect of Covid-19 Directives

15 minutes

(Tony Dublino, Director of Public Works) - Receive presentation on upcoming Special Events within the County, and discuss options for the best approach for implementation, provided COVID-19 directives currently in place.

Recommended Action: Consider options and provide direction to staff.

Fiscal Impact: None.

B. Scheduling of COVID-19 Board Items

Departments: Board of Supervisors

15 Minutes

Discussion of the scheduling of COVID-19 agenda items before the Board.

Recommended Action: Consider and provide direction to staff regarding the scheduling of COVID-19 agenda items. Options include, but are not limited to: (1) reserving Tuesday's regular meetings for non-COVID-19 items and holding special meetings on another day of the week devoted solely to COVID-19; (2) scheduling COVID-19 items for Tuesday's regular agenda, and holding special meetings on another day of the week to hear some or all non-COVID-19 items; and (3) scheduling all items for Tuesday's regular meetings.

Fiscal Impact: None.

12. BOARD MEMBER REPORTS

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

ADJOURN



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

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: Community Development

TIME REQUIRED

**PERSONS
APPEARING
BEFORE THE
BOARD**

Bentley Regehr

SUBJECT Appointment of Elin Ljung to the
Mono Basin RPAC

AGENDA DESCRIPTION:

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

Consider appointment of a new member to the Mono Basin Regional Planning Advisory Committee (RPAC).

RECOMMENDED ACTION:

Appoint Elin Ljung to a two-year term on the Mono Basin RPAC, expiring December 31, 2022, as recommended by Supervisor Gardner.

FISCAL IMPACT:

None.

CONTACT NAME: Bentley Regehr

PHONE/EMAIL: 760-924-4602 / bregehr@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
staff report
Elin Ljung Mono Basin RPAC member application

History

Time	Who	Approval
5/7/2020 4:15 PM	County Administrative Office	Yes
5/1/2020 3:30 PM	County Counsel	Yes

5/7/2020 1:17 PM

Finance

Yes

Mono County Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

Planning Division

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

May 12, 2020

TO: Honorable Mono County Board of Supervisors
FROM: Bentley Regehr, Planning Analyst, for Bob Gardner, District 3 Supervisor
RE: Mono Basin Regional Planning Advisory Committee

RECOMENDATION

Appoint Elin Ljung to a two-year term on the Mono Basin RPAC, expiring Dec. 31, 2022, as recommended by Supervisor Gardner.

FISCAL IMPACT

None.

DISCUSSION

The Mono Basin Regional Advisory Committee (RPAC) may consist of up to 15 members and eight seats are currently vacant. Supervisor Gardner recommends appointing Elin Ljung to her first two-year term to fill one of the currently vacant seats. The application for the proposed member is attached and includes a statement of community interests. With the seat filled, the Mono Basin RPAC will consist of 8 members. Terms last for two years and are staggered to facilitate smooth transitions. The following summarizes the status of appointments and membership:

Proposed appointment for term expiring Dec. 31, 2022:

1. Elin Ljung

Existing Members

	Term Expires
2. Chris Lizza	12-31-20
3. Ilene Mandelbaum	12-31-20
4. Bartshe Miller	12-31-20
5. Kristie Nelson	12-31-20
6. Lisa Cutting (Vice Chair)	12-31-21
7. Duncan King (Chair)	12-31-21
8. Oscar Lujano	12-31-21

If you have questions regarding this matter, please contact Bentley Regehr at 760.924.4602 or Supervisor Gardner.

This staff report has been reviewed by the Community Development Director.

ATTACHMENTS:

- Application for Elin Ljung

Regional Planning Advisory Committees

P.O. Box 347
Mammoth Lakes, CA 93546
760-924-1800 phone, 924-1801 fax
commdev@mono.ca.gov

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

MEMBERSHIP APPLICATION

This application is for membership in the following RPAC (choose one):

- | | |
|--|--|
| <input type="checkbox"/> Antelope Valley | <input type="checkbox"/> June Lake CAC (Citizens Advisory Committee) |
| <input type="checkbox"/> Benton/Hammil | <input type="checkbox"/> Long Valley |
| <input type="checkbox"/> Bridgeport Valley | <input checked="" type="checkbox"/> Mono Basin |
| <input type="checkbox"/> Chalfant Valley | <input type="checkbox"/> Swall Meadows |

Name Elin Ljung

Address "Confidential"

City/State/Zip Lee Vining, CA 93541

Phone (day) "Confidential" Phone (eve.) "Confidential"

Email "Confidential"

Occupation/Business Communications Coordinator at the Mono Lake Committee

Special interests or concerns about the community:

Developing affordable housing to meet the community's true need; managing recreation/visitation pressures;
wildfire concerns; carrying out the Mono Basin Community Plan; discouraging inappropriate development
projects; ensuring all community members can contribute and all community voices can be heard.

Signature  Date April 8, 2020



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: County Counsel's Office

TIME REQUIRED

SUBJECT Ratification of First Amendment and
Approval of Second Amendment to
Civic Center Furniture Purchase
Agreement

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Approval and ratification of the County Administrative Officer's execution of First Amendment to the Mono County Civic Center Furniture Purchase Agreement; and approval of Second Amendment to the Mono County Civic Center Furniture Purchase Agreement.

RECOMMENDED ACTION:

1. Review, approve, and ratify the County Administrative Officer's execution of the First Amendment; direct the Clerk to prepare a minute order of the approval and ratification of the First Amendment and to send minute order to staff; 2. Review, approve, and authorize the County Administrative Officer to execute the Second Amendment; and 3. Provide any desired direction to staff.

FISCAL IMPACT:

Total fiscal impact is \$9,508 (\$4,128 from General Fund and \$5,380 from non-General fund). There is no fiscal impact associated with the approval and ratification of the First Amendment. Approval of the Second Amendment will result in the above fiscal impact, which is the amount of the state sales tax overlooked when previously calculating the total amount of the Original Agreement to purchase furniture for the Mono County Civic Center.

CONTACT NAME: Jason Canger

PHONE/EMAIL: (760) 924-1712 / jcanger@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report
<input type="checkbox"/> First Amendment

History

Time	Who	Approval
5/7/2020 4:18 PM	County Administrative Office	Yes
5/6/2020 9:52 AM	County Counsel	Yes
5/7/2020 1:31 PM	Finance	Yes

County Counsel
Stacey Simon

Assistant County Counsels
Anne M. Larsen
Christian E. Milovich

Deputy County Counsel
Jason Canger

**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

Paralegal
Jenny Lucas

TO: Mono County Board of Supervisors
FROM: Jason Canger, Deputy County Counsel
DATE: May 12, 2020
RE: STAFF REPORT – Ratification of First Amendment and Approval of Second Amendment to Civic Center Furniture Purchase Agreement

Description

Board of Supervisors’ ratification of the County Administrative Officer’s execution of a First Amendment to the Mono County Civic Center Furniture Purchase Agreement to add Office Environments, Inc. as a party and make other related changes (“First Amendment”); and Board of Supervisors approval of Second Amendment to the Mono County Civic Center Furniture Purchase Agreement.

Recommended Actions

1. Review, approve, and ratify the County Administrative Officer’s execution of the First Amendment; direct the Clerk to prepare a minute order of the approval and ratification of the First Amendment and to send minute order to staff;
2. Review, approve, and authorize the County Administrative Officer to execute the Second Amendment; and
3. Provide any desired direction to staff.

Fiscal Impact

Total fiscal impact is \$9,508.09 (\$4,128.04 from General Fund and \$5,380.05 from Non-General fund). There is no fiscal impact associated with the approval and ratification of the First Amendment. Approval of the Second Amendment will result in the above fiscal impact, which is the amount of the state sales tax overlooked when previously calculating the total amount of the Original Agreement to purchase furniture for the Mono County Civic Center (“Civic Center”).

Discussion

Background. At its March 10, 2020 meeting, the Board delegated to the County Administrative Officer the authority to execute an agreement between the County and Reno Business Interiors, Inc. (“RBI”) for the purchase of new furniture for the Mono County Civic Center and the performance of related moving and furniture assembly services (“Original Agreement”). At the time of the Board’s delegation, the total amount of the purchase and services was unknown because the selection and ordering of furniture had not yet been completed. Accordingly, in order to ensure furniture was timely ordered for

Mono County Board of Supervisors

RE: STAFF REPORT – Ratification of First Amendment and Approval of Second Amendment to
Civic Center Furniture Purchase Agreement

May 12, 2020

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the Civic Center, the Board delegated to the County Administrative Officer the authority to enter into an agreement with a “not to exceed” limit of \$900,000.00. In addition to not knowing the total cost of the furniture purchase, RBI had not selected a contractor or consultant to perform necessary moving and assembly services related to furnishing the Mono County Civic Center. However, following execution of the Original Agreement, RBI finalized all furniture purchase orders and selected Office Environments, Inc. (“Office Environments”) to perform the related moving and assembly services, and thereafter determined the total amount of the Original Agreement to be \$897,655.06.

First Amendment. The purpose of the First Amendment is to add Office Environments, Inc. (“Office Environments”) to the Original Agreement as a contracting party. This was necessary to allow the County to make payment directly to RBI and Office Environments so as to eliminate the administrative burden to RBI of withholding California state sales taxes from Office Environments for the performance of furniture assembly services. Both RBI and Office Environments requested this change. However, at the time of the request, Office Environments was also requesting that the County make a deposit payment of approximately half of the amount of the moving and assembly services to be performed prior to May 4, the then-anticipated date that Office Environments would start moving furniture from the Sierra Center Mall to the Civic Center. Given the amount of the Original Agreement (approximately \$900,000.00), staff ordinarily would have brought the First Amendment to the Board for approval – even if it did not include an adjustment to the contract limit. However, because Office Environment’s request came at a time between Board meetings, was necessary to ensure moving start on May 4 according to the then-established schedule, and did not involve any increase to the “Not to Exceed” limit of the Original Agreement, staff decided to have the County Administrative Officer execute the First Amendment and seek the Board’s ratification of that execution at its next available meeting on May 5. Accordingly, the First Amendment was executed by the parties on or about April 29, 2020. Again, the First Amendment did not adjust in any way the “Not to Exceed” limit of the Original Agreement (i.e., \$900,000.00). As explained above, its primary purpose and change was add Office Environments as party to the Original Agreement to allow the County to make payments directly so that RBI could avoid the administrative burden of withholding state sales taxes from payments to Office Environments for the performance of assembly services.

Second Amendment. After execution of the First Amendment, it was discovered that state sales tax on the furniture assembly services to be performed by Office Environments had not been included in the \$897,655.06 total amount to be charged to the County under the Original Agreement. The amount of those taxes is \$9,508.09. Accordingly, the Second Amendment deletes the \$900,000 “Not to Exceed” limit of the Original Agreement and replaces it with a new contract limit of \$907,163.15, which is \$7,163.15 over the \$900,000.00 “Not to Exceed” limit of the Original Agreement.

If you have any questions regarding the First Amendment or Second Amendment, this staff report, or anything related to this matter, please contact Deputy County Counsel Jason Canger at (760) 924-1712 or jcanger@mono.ca.gov.

**AGREEMENT AND FIRST AMENDMENT TO AGREEMENT FOR
THE PURCHASE OF FURNITURE AND RELATED SERVICES
BETWEEN THE COUNTY OF MONO AND RENO BUSINESS
INTERIORS, INC., FOR THE PURPOSE OF ADDING OFFICE
ENVIRONMENTS, INC. AS A PARTY AND MAKING RELATED
CHANGES**

This AGREEMENT AND FIRST AMENDMENT TO AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO, RENO BUSINESS INTERIORS, INC., AND OFFICE ENVIRONMENTS, INC. (this "First Amendment") is made and entered into by and between the County of Mono, a political subdivision of the State of California (the "County"); Reno Business Interiors, Inc., a Nevada corporation of Reno, Nevada ("RBI"); and Office Environments, Inc., a California corporation of Santa Ana, California ("Office Environments"), for the purposes of amending the AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO AND RENO BUSINESS INTERIORS, INC. [Mono County Contract No. 20-000108] ("Original Agreement").

RECITALS

A. Hereinafter, County, RBI, and Office Environments may be referred to individually as a "Party" and collectively as the "Parties".

B. On or about March 13, 2020, the County and RBI entered into the Original Agreement for the purchase certain furniture and for the performance of certain moving and assembly services related to the furnishing of the Mono County Civic Center ("Civic Center") in Mammoth Lakes, California. The Original Agreement is attached hereto as Exhibit A and incorporated herein by this reference.

C. More specifically, the Original Agreement provided that the County would authorize RBI, according to individual "Proposals" to be issued by the County, to purchase furniture and provide related moving and assembly services pursuant to certain nationwide contracts administered by Omnia Partners, Public Sector, Inc., a Delaware corporation of Franklin, Tennessee; specifically, (i) the agreement for furniture and related products and services, entered into on or about February 24, 2015, by and between the HON Company, LLC and Region 4 Education Service Center [TCPN Contract No. R142208], including all amendments, attachments, and exhibits thereto; (ii) the agreement for furniture and related products and services, entered into on or about February 24, 2015, by and between OFS Brands Holdings, Inc. and Region 4 Education Service Center [TCPN Contract No. R142213], including all amendments, attachments, and exhibits thereto; and (iii) the AGREEMENT TO PROVIDE FURNITURE, INSTALLATION, AND RELATED PRODUCTS AND SERVICES, entered into on or about January 1, 2020, by and between Haworth, Inc. and the City of Charlotte [Charlotte

Contract No. 2020000606], including all amendments, attachments, and exhibits thereto (collectively, the “Omnia Nationwide Agreements”).

D. The Original Agreement envisions a contractual arrangement wherein RBI would pay a contractor or consultant to perform any moving and assembly services requested and paid for by the County.

E. After execution of the Original Agreement, pursuant to the Omnia Nationwide Agreements, RBI secured Office Environments to perform moving and assembly services related to the County’s move to the Civic Center and the assembly of any new furniture ordered by RBI for the County’s use at the Civic Center.

F. California law requires the County to withhold state income taxes from monies paid to non-California entities performing work or services within California. California law does not require the County to withhold state income taxes from monies paid to California entities performing work or services within California.

G. None of the space planning and furniture design and selection services performed for the County by RBI were or are being performed in California. All of the moving and assembly services to be performed by Office Environments will be performed in California. Therefore, in order to comply with California law, under the Original Agreement, County would be required to withhold from RBI, and RBI would be required to withhold from Office Environments, California state income taxes from any payment made for the moving and assembly services performed for the County at the Civic Center.

H. In order to avoid the administrative burden of withholding California state income taxes from payments made to Office Environments for the performance of moving and assembly services for the County at the Civic Center, RBI and Office Environments requested that the County make payment directly to Office Environments for the performance of moving and assembly services at the Civic Center.

I. In order for the County to make payment directly to Office Environments for the performance of moving and assembly services at the Civic Center, the Original Agreement must be amended to make Office Environments a contracting party to the Original Agreement.

J. In light of the foregoing, the Parties wish to enter into this First Amendment to amend and restate the Original Agreement so that the County may make payments directly to Office Environments for the performance of moving and assembly services at the Civic Center.

NOW THEREFORE, in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, intending to be legally bound hereby, and with reference to the above Recitals, the Parties agree as follows:

1. Notwithstanding anything contained in the Original Agreement to the contrary, the Original Agreement is amended and restated, as otherwise provided in this First Amendment, as being entered into by and between the County of Mono, California, Reno Business Interiors, Inc.; and Office Environments, Inc.

2. In light of Paragraph 1, Office Environments acknowledges and agrees to be bound by the Original Agreement, as if it were an originally contracting party thereto, including but not limited to the "Not to Exceed" limit and all of the terms and conditions set forth in Attachment A thereto.

3. The County will make payment directly to RBI for the performance of any space planning and furniture design and selection services as well as for the purchase of any furniture ordered by RBI pursuant to the Omnia Nationwide Agreements on behalf of the County for the Civic Center, as specified in Exhibit B, which is attached hereto and incorporated herein by this reference.

4. The County will make payment directly to Office Environments, and no payment shall be owing or made by the County to RBI, for the performance of furniture moving and assembly services at the Civic Center, including any deposit that may be required, as specified in Exhibit B.

5. The County will not withhold California state income taxes from any payment made to either RBI or Office Environments.

6. All other provisions of the Original Agreement not herein amended or modified shall remain in full force and effect.

7. This First Amendment may be executed in counterparts (including facsimile and/or electronic transmission), each of which shall be deemed an original and all of which shall constitute one and the same written instrument.

IN WITNESS of the foregoing, the Parties have executed this First Amendment through their duly authorized representatives as of the last date provided below.

[CONTINUED ON NEXT PAGE]

COUNTY OF MONO:

By: Robert C Lawton
Robert Lawton
Acting County Administrative Officer
Date: Apr 29, 2020

APPROVED AS TO FORM:

Jason Langer
Jason Langer (Apr 27, 2020)
Mono County Counsel's Office

APPROVED BY RISK MANAGEMENT

Jacob Sloane
Jacob Sloane (Apr 27, 2020)
Mono County Risk Management

RENO BUSINESS INTERIORS, INC.:

By: Stephanie Van Woert
Stephanie Van Woert (Apr 27, 2020)
Stephanie Van Woert

OFFICE ENVIRONMENTS, INC.:

By: Judy Angell
Judy Angell

EXHIBIT A



AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO AND RENO BUSINESS INTERIORS, INC.

Contractor Name:	Reno Business Interiors, Inc.	Contract No.:	20-000108
Contractor Address:	427 Ridge Street, Suite D Reno, NV 89501 PHONE: (775) 786-2700 FAX: (775) 786-2772	Vendor No.:	_____
		Account No.:	_____
		Not to Exceed:	<u>\$900,000.00</u>

DESCRIPTION/DETAIL OF FURNITURE AND SERVICES

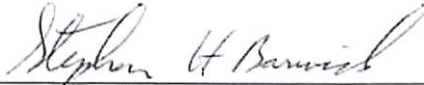
Upon authorization to proceed, which shall be made in writing by the Mono County Purchasing Agent upon individual "Proposals" to be submitted to the County by the Contractor, purchase the furniture (and associated materials) and provide the services described in the Proposal(s) for the prices set forth therein and in accordance with the terms of: (i) this Agreement; (ii) the agreement for furniture and related products and services, entered into on or about February 24, 2015, by and between the HON Company, LLC and Region 4 Education Service Center [TCPN Contract No. R142208], including all amendments, attachments, and exhibits thereto; (iii) the agreement for furniture and related products and services, entered into on or about February 24, 2015, by and between OFS Brands Holdings, Inc. and Region 4 Education Service Center [TCPN Contract No. R142213], including all amendments, attachments, and exhibits thereto; and (iv) the AGREEMENT TO PROVIDE FURNITURE, INSTALLATION, AND RELATED PRODUCTS AND SERVICES, entered into on or about January 1, 2020, by and between Haworth, Inc. and the City of Charlotte [Charlotte Contract No. 2020000606], including all amendments, attachments, and exhibits thereto (all of which are collectively incorporated herein by this reference).

Individual Proposal(s) shall list the item(s) and services to be provided, the cost for said item(s) and services, and the dates upon which they will be provided, and shall not be effective unless and until signed by the Mono County Purchasing Agent.


[CONTINUED ON NEXT PAGE]

EXHIBIT A

By signature of its Purchasing Agent below, the County of Mono, a political subdivision of the State of California, agrees to pay the Contractor named above for the furniture and services described in this Agreement and those documents referenced herein.



Steve Barwick
Mono County Purchasing Agent



Date

Send Proposals To: Mono County Purchasing Agent
Attn: Steve Barwick
P.O. Box 696
Bridgeport, CA 93517
PHONE: (760) 932-5410
EMAIL: sbarwick@mono.ca.gov

Send Invoices To: Mono County Finance Department
Attn: Janet Dutcher, Director
P.O. Box 556
Bridgeport, CA 93517
PHONE: (760) 932-5490
EMAIL: jdutcher@mono.ca.gov

Accepted: 

Reno Business Interiors, Inc.



Date

EXHIBIT A

ATTACHMENT A

TERMS AND CONDITIONS APPLICABLE TO THE AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO AND RENO BUSINESS INTERIORS, INC.

Notwithstanding anything to the contrary contained in (i) the agreement for furniture and related products and services, entered into on or about February 24, 2015, by and between the HON Company, LLC and Region 4 Education Service Center [TCPN Contract No. R142208], including all amendments, attachments, and exhibits thereto; (ii) the agreement for furniture and related products and services, entered into on or about February 24, 2015, by and between OFS Brands Holdings, Inc. and Region 4 Education Service Center [TCPN Contract No. R142213], including all amendments, attachments, and exhibits thereto; or (iii) the AGREEMENT TO PROVIDE FURNITURE, INSTALLATION, AND RELATED PRODUCTS AND SERVICES, entered into on or about January 1, 2020, by and between Haworth, Inc. and the City of Charlotte [Charlotte Contract No. 2020000606], including all amendments, attachments, and exhibits thereto, the AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO AND RENO BUSINESS INTERIORS, INC. [Mono County Contract No. 20-000108], dated on or about March 13, 2020 (the "Agreement"), is subject to the following terms and conditions:

1. Incorporation of Attachment. This Attachment A is incorporated into and made a part of the Agreement as if fully set forth therein.

2. Proposals. All "Proposals" submitted by Reno Business Interiors, Inc. ("Contractor") and approved in writing by the Mono County Purchasing Agent pursuant to the Agreement are incorporated into and made a part of the Agreement as if fully set forth therein.

3. Project Completion. All furniture must be purchased, delivered, and assembled in place by September 30, 2020, after which the Agreement shall be void.

4. Required Documentation. Contractor and any subcontractor providing or performing services related to the delivery or assembly of furniture purchased pursuant to the Agreement within Mono County, California are required to obtain a Mono County business license from and provide to the County an Internal Revenue Service Form W-9 Form. Forms are available on the Mono County website or from the Mono County Tax Collector – PHONE: (760) 932-5408.

5. No Securing or Affixation of Furniture. All orders or purchases made by the County of Mono ("County") pursuant to the Agreement (including any individual Proposal(s)) shall be limited to furniture and items that require only assembly and are not required to be secured or affixed to any wall or floor in order to be functional and operative. Nothing in the Agreement shall be, or shall be considered, treated, or construed as, an order for or purchase of any furniture or item that requires it to be secured or affixed to any wall or floor. No contractor or consultant (including any subcontractor or consultant thereof) shall perform or provide any service or work to secure or affix any furniture or related item to any wall or floor of the Mono County Civic Center.

6. Payment of Prevailing Wages. Contractors and consultants (including subcontractors and subconsultants thereof) performing services pursuant to the Agreement (including any individual Proposal(s)) are advised that some or all of the services and work to be performed or provided to the County pursuant to the Agreement (including any individual Proposal(s)) may constitute a "public work" as defined

EXHIBIT A

in California Labor Code section 1720(a)(1). Accordingly, contractors and consultants (including subcontractors and subconsultants thereof) performing such services and work pursuant to the Agreement (including any individual Proposal(s)) shall pay to all workers employed in the performance of such services and work not less than the general prevailing rate of per diem wages for regular, holiday, and overtime work. The general prevailing rates of per diem wages have been determined by the Director of the California Department of Industrial Relations ("DIR"); copies of the Director's determinations are on file at the Mono County Public Works Department, 74 North School Street, Bridgeport, CA 93517, and are available upon request. In addition, for services constituting a public work, contractors and consultants (including subcontractors and subconsultants thereof) performing such services and work must be registered with the DIR and are subject to compliance monitoring and enforcement by the DIR.

7. Workers' Compensation Insurance. Contractor and any subcontractor providing or performing services related to the delivery or assembly of furniture purchased pursuant to the Agreement shall provide Statutory Workers' Compensation insurance coverage and Employer's Liability coverage for not less than One Million and NO/100 Dollars (\$1,000,000.00) per occurrence for all employees engaged in services or operations under the Agreement. Any insurance policy limits in excess of the specified minimum limits and coverage shall be made available to the County as an additional insured. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the County for all work performed by Contractor, its employees, agents, and subcontractors.

8. Commercial General Liability Insurance.

8.1 Coverage and Limits. Contractor and any subcontractor providing or performing services related to the delivery or assembly of furniture purchased pursuant to the Agreement shall procure and maintain, during the term of the Agreement, a policy of Comprehensive General Liability Insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services provided pursuant to the Agreement and the results of those services by Contractor and any subcontractor thereof, their agents, representatives, employees, or affiliates (including but not limited to operations, products and completed operations, property damage, bodily injury (including death) and personal and advertising injury). Such policy shall provide limits of not less than One Million and NO/100 Dollars (\$1,000,000.00) per claim. If a general aggregate limit applies, either the general aggregate limit shall apply separately, or the general aggregate limit shall be twice the required occurrence limit of the same provision or performance of such services.

8.2 Exclusions and Provider Requirements. Insurance policies shall not exclude or except from coverage any of the services and work required to be performed by Contractor or any subcontractor providing or performing services related to the delivery or assembly of furniture purchased pursuant to the Agreement. The required polic(ies) 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 the County: (1) certificates of insurance evidencing the coverage required; (2) an additional insured endorsement for general liability applying to the County, its agents, officers and employees made on ISO form CG 20 10 11 85, or providing equivalent coverage; 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.

8.3 Primary Coverage. For any claim made related to the Agreement or work and/or services performed or provided pursuant to the Agreement, insurance coverage of Contractor and any subcontractor providing or performing services related to the delivery or assembly of furniture purchased pursuant to the Agreement shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as with respect to the County, its officers, officials, employees, and volunteers. Any insurance or self-

EXHIBIT A

insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of any insurance of Contractor's and of any subcontractor's that provides or performs services related to the delivery or assembly of furniture purchased pursuant to the Agreement, and further shall not contribute with them.

8.4 Deductible, Self-Insured Retentions, and Excess Coverage. Any deductibles or self-insured retentions must be declared and approved by the County. If possible, insurers of Contractor and any subcontractor providing or performing services related to the delivery or assembly of furniture purchased pursuant to the Agreement shall reduce or eliminate such deductibles or self-insured retentions with respect to the County, its officials, officers, employees, and volunteers; or Contractor or any subcontractor providing or performing services related to the delivery or assembly of furniture purchased pursuant to the Agreement shall provide evidence satisfactory to the 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 the County as an additional insured.

8.5 Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance (including Workers' Compensation) meeting all the requirements stated herein and that the County is an additional insured on insurance required of subcontractors.

9. Indemnification. Contractor shall defend (with counsel acceptable to County), indemnify, and hold harmless County, its agents, officers, employees and volunteers from and against any and all claims, liability, and other costs, including litigation costs and attorney's fees, arising out of or resulting from acts or omissions of Contractor, or Contractor's agents, officers, employees, or subcontractors, or any person for whose acts or omission any of them may be liable, in the provision of furniture and the performance of services under the Agreement.

EXHIBIT B

AGREEMENT AND FIRST AMENDMENT TO AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO AND RENO BUSINESS INTERIORS, INC., FOR THE PURPOSE OF ADDING OFFICE ENVIRONMENTS, INC. AS A PARTY AND MAKING RELATED CHANGES

Pursuant to the AGREEMENT AND FIRST AMENDMENT TO AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO AND RENO BUSINESS INTERIORS, INC., FOR THE PURPOSE OF ADDING OFFICE ENVIRONMENTS, INC. AS A PARTY AND MAKING RELATED CHANGES (the "Agreement"), the County shall make the following payments to Reno Business Interiors, Inc. ("RBI") and Office Environments, Inc. ("Office Environments"):

1. Payments to Reno Business Interiors, Inc. Subject to the terms and conditions of the Agreement and the "not to exceed" limits included in this Section 1, the County shall make the following payments directly to RBI within 30 days of the County receiving an itemized statement or invoice from RBI for the following expenses:

1.1 The purchase and delivery of new furniture (inclusive of all tax) pursuant to the Omnia Nationwide Agreements for County departments to be relocated to the Civic Center not to exceed \$725,175.00; and

1.2 The performance of space planning, design, and project management services related to selection and purchase of new furniture for County departments to be located in the Civic Center not to exceed \$23,800.00.

2. Payments to Office Environments, Inc. Subject to the terms and conditions of the Agreement and the "not to exceed" limits included in this Section 2, the County shall make the following payments directly to Office Environments, according to the times and schedules provided in this Section 2, for the following expenses:

2.1 Upon the County receiving a statement or invoice from Office Environments, a deposit in the amount of fifty percent (50%) of the estimated total expense for the performance of the services described in this Section 2 (the "Deposit") not exceed \$74,345.00 to be paid on or before May 4, 2020;

2.2 Within 30 days of the County receiving an itemized statement or invoice from Office Environments, the performance of services related to moving the existing furniture of County departments from the County's current office spaces in Mammoth Lakes, California to the Civic Center reduced by the amount of the Deposit covering the expense for these services not exceed \$37,170.00; and

2.3 Within 30 days of the County receiving an itemized statement or invoice from Office Environments, the performance of services related to assembling the new furniture purchased pursuant to the Omnia Nationwide Agreements for County departments to be relocated to the Civic Center reduced by the amount of the Deposit covering the expense for these services not exceed \$37,170.00.

RENO BUSINESS INTERIORS, INC.
INSURANCE CERTIFICATES AND MATERIALS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RAI Insurance Richied & Associates, Inc. 10425 Double R Blvd Reno NV 89521	CONTACT NAME: Joannie Kennedy PHONE (A/C, No, Ext): (775) 786-2731 E-MAIL ADDRESS: jkennedy@rai-insurance.com FAX (A/C, No): (775) 786-1308																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Nevada Capital Insurance</td> <td>11165</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nevada Capital Insurance	11165	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Reno Business Interiors, Inc. 427 Ridge St Ste D Reno NV 89501-1738																					


COVERAGES **CERTIFICATE NUMBER:** CL1941511673 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			13-BOP-4-1590104	05/01/2019	05/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Tenants Liability \$ 100,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			13-BAA-4-1590104	05/01/2019	05/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 500,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						COMBINED SINGLE LIMIT EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance
There is a 10 day notice of cancellation for non payment of premium and a 30 day notice of cancellation for all other

CERTIFICATE HOLDER Mono County Civic Center 1290 Tavern Road Mammoth Lakes, CA 93546	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER L/P Insurance Services, LLC 300 East 2nd Street Suite 1300 Reno, NV 89501	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Teresa Sweet</td> </tr> <tr> <td>PHONE (A/C, No, Ext): (775) 996-6000</td> <td>FAX (A/C, No): (775) 473-9288</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: teresa.sweet@lpins.net</td> </tr> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> </tr> <tr> <td>INSURER A: Markel Insurance Co</td> <td style="text-align: right;">NAIC # 38970F</td> </tr> <tr> <td colspan="2">INSURER B:</td> </tr> <tr> <td colspan="2">INSURER C:</td> </tr> <tr> <td colspan="2">INSURER D:</td> </tr> <tr> <td colspan="2">INSURER E:</td> </tr> <tr> <td colspan="2">INSURER F:</td> </tr> </table>	CONTACT NAME: Teresa Sweet		PHONE (A/C, No, Ext): (775) 996-6000	FAX (A/C, No): (775) 473-9288	E-MAIL ADDRESS: teresa.sweet@lpins.net		INSURER(S) AFFORDING COVERAGE		INSURER A: Markel Insurance Co	NAIC # 38970F	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:																					
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED RENO BUSINESS, INTERIORS INC. 427 RIDGE ST. Suite D RENO, NV 89501-1760																					

COVERAGES **CERTIFICATE NUMBER:** 20-21 WCO **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> Y <input type="checkbox"/> N	N/A	MWC0088460-05	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Mono County Civic Center 1290 Tavern Road Mammoth Lakes, CA 93546	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <hr/> AUTHORIZED REPRESENTATIVE
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OFFICE ENVIRONMENTS, INC.
INSURANCE CERTIFICATES AND MATERIALS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/25/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 760-471-1468 Beissel & Cobb Insurance Svcs P.O. Box 131238 Carlsbad, CA 92013-1238 Alan Lee Cobb	CONTACT NAME: Certificates PHONE (A/C, No, Ext): 760-471-1468 FAX (A/C, No): 760-683-6492 E-MAIL ADDRESS: Service@BandCIns.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Ohio Security Insurance Co		24082
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
 Office Environments Inc. d/b/a
 Express Office Environments
 1800 E. Garry Ave., Suite#215
 Santa Ana, CA 92705

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	BKS56558669	06/04/2019	06/04/2020	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMPIOP AGG \$ 1,000,000
							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	BAS56545715	06/01/2019	06/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: All Operations
 Mono County Civic Center, their agents, representatives, employees and affiliates and all contractually required parties are named additional insured.

CERTIFICATE HOLDER

CANCELLATION

MONOCIV Mono County Civic Center 1290 Tavern Road Mammoth Lakes, CA 93546	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER	ONE STOP INSURANCE AGENCY, INC 322 W KATELLA AVE SUITE 5A ORANGE, CA 92867 License #: 0C02868	CONTACT NAME: ONE STOP INSURANCE AGENCY PHONE (A/C, No, Ext): 949-574-9262 FAX (A/C, No): (949)270-7399 E-MAIL ADDRESS: AMBERSABY@YAHOO.COM
		INSURER(S) AFFORDING COVERAGE NAIC #
INSURED	PREMIUM FURNITURE INSTALLATION INC PO BOX 2813 CHINO HILLS, CA 91709	INSURER A: Penn-Star Insurance Company 10673
		INSURER B: MARKEL INSURANCE COMPANY 38970
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

COVERAGES CERTIFICATE NUMBER: 95949766-147332 REVISION NUMBER: 48

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPV0020022	03/23/2020	03/23/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	MWC0114942-03	07/31/2019	07/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER \$ 1,000,000 E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CERTIFICATE HOLDER NAMED AS AN ADDITIONAL INSURED ONLY AS THEIR INTEREST MAY APPEAR.

CERTIFICATE HOLDER MONO COUNTY CIVIC CENTER 1290 TAVERN ROAD MAMMOTH LAKES, CA 93546	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  (MMZ)

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First Amendment to Mono County Civic Center Furniture Agreement

Final Audit Report

2020-04-29

Created:	2020-04-27
By:	Jason Canger (jcanger@mono.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAULKJErrIrHCN2uWvXAgtLxxyzQ4yfrp2

"First Amendment to Mono County Civic Center Furniture Agreement" History

-  Document created by Jason Canger (jcanger@mono.ca.gov)
2020-04-27 - 3:55:26 PM GMT- IP address: 162.252.88.209
-  Document e-signed by Jason Canger (jcanger@mono.ca.gov)
Signature Date: 2020-04-27 - 3:58:48 PM GMT - Time Source: server- IP address: 162.252.88.209
-  Document emailed to Jacob Sloane (jsloane@mono.ca.gov) for signature
2020-04-27 - 3:58:50 PM GMT
-  Email viewed by Jacob Sloane (jsloane@mono.ca.gov)
2020-04-27 - 4:42:43 PM GMT- IP address: 107.15.206.139
-  Document e-signed by Jacob Sloane (jsloane@mono.ca.gov)
Signature Date: 2020-04-27 - 4:42:58 PM GMT - Time Source: server- IP address: 107.15.206.139
-  Document emailed to Stephanie Van Woert (stephanie@renobusinessinteriors.com) for signature
2020-04-27 - 4:43:00 PM GMT
-  Email viewed by Stephanie Van Woert (stephanie@renobusinessinteriors.com)
2020-04-27 - 4:45:05 PM GMT- IP address: 75.140.42.22
-  Document e-signed by Stephanie Van Woert (stephanie@renobusinessinteriors.com)
Signature Date: 2020-04-27 - 4:45:27 PM GMT - Time Source: server- IP address: 75.140.42.22
-  Document emailed to Judy Angell (judy@expressofficeenviro.com) for signature
2020-04-27 - 4:45:29 PM GMT
-  Email viewed by Judy Angell (judy@expressofficeenviro.com)
2020-04-27 - 5:13:21 PM GMT- IP address: 174.193.137.149



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Adobe Sign

 Email viewed by Judy Angell (judy@expressofficeenviro.com)

2020-04-28 - 0:15:15 AM GMT- IP address: 174.193.137.149

 Document e-signed by Judy Angell (judy@expressofficeenviro.com)


Signature Date: 2020-04-28 - 5:25:54 PM GMT - Time Source: server- IP address: 104.182.220.119

 Document emailed to Robert Lawton (rlawton@mono.ca.gov) for signature

2020-04-28 - 5:25:56 PM GMT

 Email viewed by Robert Lawton (rlawton@mono.ca.gov)

2020-04-29 - 5:57:13 PM GMT- IP address: 162.252.88.209

 Document e-signed by Robert Lawton (rlawton@mono.ca.gov)

Signature Date: 2020-04-29 - 5:57:39 PM GMT - Time Source: server- IP address: 162.252.88.209

 Signed document emailed to Stephanie Van Woert (stephanie@renobusinessinteriors.com), Robert Lawton (rlawton@mono.ca.gov), Jacob Sloane (jsloane@mono.ca.gov), Gerald Frank (gfrank@mono.ca.gov), and 2 more

2020-04-29 - 5:57:39 PM GMT



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**AGREEMENT AND SECOND AMENDMENT TO AGREEMENT FOR
THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN
THE COUNTY OF MONO, RENO BUSINESS INTERIORS, INC., AND
OFFICE ENVIRONMENTS, INC.**

This AGREEMENT AND SECOND AMENDMENT TO AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO, RENO BUSINESS INTERIORS, INC., AND OFFICE ENVIRONMENTS, INC. (this "Second Amendment") is made and entered into by and between the County of Mono, a political subdivision of the State of California (the "County"); Reno Business Interiors, Inc., a Nevada corporation of Reno, Nevada ("RBI"); and Office Environments, Inc., a California corporation of Santa Ana, California ("Office Environments"), for the purpose of amending the AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO AND RENO BUSINESS INTERIORS, INC. [Mono County Contract No. 20-000108] ("Original Agreement") and the AGREEMENT AND FIRST AMENDMENT TO AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO AND RENO BUSINESS INTERIORS, INC., FOR THE PURPOSE OF ADDING OFFICE ENVIRONMENTS, INC. AS A PARTY AND MAKING RELATED CHANGES ("First Amendment").

RECITALS

A. Hereinafter, County, RBI, and Office Environments may be referred to individually as a "Party" and collectively as the "Parties".

B. On or about March 13, 2020, the County and RBI entered into the Original Agreement for the purchase certain furniture and for the performance of certain moving and furniture assembly services related to the furnishing of the Mono County Civic Center in Mammoth Lakes, California ("Civic Center").

C. The Original Agreement did not include Office Environments as a contracting party, but it envisioned RBI making payment to a contractor or consultant to be selected to perform the moving and furniture assembly services related to furnishing the Civic Center. After execution of the Original Agreement, RBI selected Office Environments to perform the moving and furniture assembly services.

D. California law requires the County to withhold state income taxes from monies paid to non-California entities performing work and services within California. However, California law does not require the County to withhold state income taxes from monies paid to California entities performing work or services within California.

E. None of the services to be performed and performed by RBI will be or have been performed in California. Therefore, California law does not require the County to withhold taxes from payments made to RBI pursuant to the Original Agreement. However, all of the furniture assembly services to be performed by Office Environments pursuant to the Original Agreement will be performed in California. Therefore, in order to comply with California law, RBI would have been required to withhold state income taxes from payment it would have made to Office Environments for the performance of furniture assembly services. In order to avoid the administrative burden of withholding state income taxes from payments made to Office Environments, RBI and Office Environments requested that the County make payments directly to RBI and Office Environments for the purchase of furniture and performance of related services.

F. Accordingly, on or about April 29, 2020, the Parties entered into the First Amendment to make Office Environments a party to the Original Agreement and to provide that the County make payment directly to RBI and Office Environments. The Mono County Administrative Officer's execution of the First Amendment was ratified by the Mono County Board of Supervisors at its regular meeting on May 12, 2020.

G. Following execution of the First Amendment, it was discovered that the cost estimate used to prepare the Original Agreement, including but not limited to the total "Not to Exceed" limit thereof, did not account for the tax to be paid on the furniture assembly services to be performed by Office Environments. The amount of that tax is \$9,508.09, which is \$7,163.15 more than the "not to exceed" limit included in the Original Agreement.

H. In light of the foregoing, the Parties wish to enter into this Second Amendment to amend the Original Agreement and the First Amendment to replace all of the "not to exceed" limits thereof with a specific total contract limit and specific amounts to be paid to each RBI and Office Environments for the purchase of furniture for the Civic Center and performance of related services.

NOW THEREFORE, in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, intending to be legally bound hereby, and with reference to the above Recitals, the Parties agree as follows:

1. The Original Agreement and the First Amendment are incorporated into this Second Amendment as if fully set forth herein.

2. The "Not to Exceed" limit specified on Page 1 of the Original Agreement is deleted in its entirety and replaced with a "Contract Limit" of \$907,163.15.

3. Exhibit B of the First Amendment is deleted in its entirety and replaced with Exhibit C attached hereto and incorporated herein by this reference.

4. All other provisions of the Original Agreement and the First Amendment not herein amended or modified shall remain in full force and effect.

5. This Second Amendment may be executed in counterparts (including facsimile and/or electronic transmission), each of which shall be deemed an original and all of which shall constitute one and the same written instrument.

IN WITNESS of the foregoing, the Parties have executed this Second Amendment through their duly authorized representatives as of the last date provided below.

COUNTY OF MONO:

APPROVED AS TO FORM:

By: _____
Robert Lawton
Acting County Administrative Officer


Jason Canger (May 5, 2020)

Mono County Counsel's Office

Date: _____

APPROVED BY RISK MANAGEMENT


Jacob Sloane (May 5, 2020)

Mono County Risk Management

RENO BUSINESS INTERIORS, INC.:

By: 
Stephanie Van Woert (May 5, 2020)

Stephanie Van Woert

OFFICE ENVIRONMENTS, INC.:

By: 

Judy Angell

EXHIBIT C

AGREEMENT AND SECOND AMENDMENT TO AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO, RENO BUSINESS INTERIORS, INC., AND OFFICE ENVIRONMENTS, INC.

Pursuant to the terms and conditions of the AGREEMENT AND SECOND AMENDMENT TO AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO, RENO BUSINESS INTERIORS, INC., AND OFFICE ENVIRONMENTS, INC. (the "Second Amendment"), the County of Mono ("County") shall make the following payments to Reno Business Interiors, Inc. ("RBI") and Office Environments, Inc. ("Office Environments") subject to the terms and conditions of the AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO AND RENO BUSINESS INTERIORS, INC. [Mono County Contract No. 20-000108] ("Original Agreement"), as modified by the AGREEMENT AND FIRST AMENDMENT TO AGREEMENT FOR THE PURCHASE OF FURNITURE AND RELATED SERVICES BETWEEN THE COUNTY OF MONO AND RENO BUSINESS INTERIORS, INC., FOR THE PURPOSE OF ADDING OFFICE ENVIRONMENTS, INC. AS A PARTY AND MAKING RELATED CHANGES ("First Amendment"):

1. Payments to Reno Business Interiors, Inc. The County shall make the following payments directly to RBI within 30 days of the County receiving from RBI an itemized statement(s) or invoice(s) from RBI for the following expenses:

1.1 Seven Hundred Twenty-Five Thousand One Hundred Seventy and 6/100 Dollars (\$725,170.06) for the purchase (inclusive of all tax) and delivery of new furniture for the Mono County Civic Center ("Civic Center"); and

1.2 Twenty-Three Thousand Eight Hundred and NO/100 Dollars (\$23,800.00) for the performance of space planning, design, and project management services related to furnishing the Civic Center.

2. Payments to Office Environments, Inc. The County shall make the following payments directly to Office Environments, according to the times and schedules provided in this Section 2, for the following expenses:

2.1 Upon the County receiving a statement or invoice from Office Environments, a deposit in the amount Seventy-Four Thousand Three Hundred Forty-Five and NO/100 Dollars (\$74,345.00) for the performance of the services otherwise described in this Section 2 (the "Deposit") to be paid on or before May 11, 2020;

2.2 Within 30 days of the County receiving an itemized statement(s) or invoice(s) from Office Environments, Thirteen Thousand and NO/100 Dollars (\$13,000.00) for the performance of moving services related to furnishing the Civic Center; and

2.3 Within 30 days of the County receiving an itemized statement(s) or invoice(s) from Office Environments, Seventy Thousand Eight Hundred Forty-Eight and 9/100 Dollars (\$70,848.09) (inclusive of all tax) for the performance of furniture assembly services related to the furnishing of the Civic Center.



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

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: County Counsel

TIME REQUIRED

SUBJECT Resolution Authorizing Use of
Facsimile, Electronic, and Digital
Signature of Chairperson of Board of
Supervisors

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Resolution and Board Policy authorizing and establishing requirements for the use of the facsimile, electronic, and digital signature of the Chairperson of the Board of Supervisors.

RECOMMENDED ACTION:

Approve resolution and board policy.

FISCAL IMPACT:

None.

CONTACT NAME: Jason Canger

PHONE/EMAIL: (760) 924-1712 / jcanger@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report
<input type="checkbox"/> Resolution
<input type="checkbox"/> Board Policy

History

Time	Who	Approval
5/7/2020 4:18 PM	County Administrative Office	Yes

5/6/2020 6:20 PM

County Counsel

Yes

5/7/2020 1:17 PM

Finance

Yes

County Counsel
Stacey Simon

Assistant County Counsels
Anne M. Larsen
Christian E. Milovich

Deputy County Counsel
Jason Canger

**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

Paralegal
Jenny Lucas

TO: Mono County Board of Supervisors
FROM: Jason Canger, Deputy County Counsel
DATE: March 12, 2020
RE: STAFF REPORT – Resolution Authorizing Use of Facsimile, Electronic, and Digital Signature of Chairperson of Board of Supervisors

Description

Resolution and board policy authorizing and establishing requirements on the use of the facsimile, electronic, and digital signature of the chairperson of the Board of Supervisors.

Recommended Action

Approve resolution and board policy; provide any desired direction to staff.

Fiscal Impact

None.

Discussion

The Government Code provides that county boards of supervisors may by resolution authorize the use of the facsimile signature of the chairperson of the board in order to execute or otherwise complete all papers, documents, or instruments, including all resolutions, orders, ordinances, contracts, minutes, notices, deeds, leases, papers, and records of the board, and that those papers, documents, and instruments executed or completed with a facsimile signature of the chairperson shall have the same force and effect as though personally signed by the chairperson. (Gov. Code § 25103.) In addition to the Government Code, the Uniform Electronic Transaction Act (“UETA”), as set forth in the Civil Code, authorizes the use of electronic and digital signatures for several types of transactions and contracts among parties in California, including counties and other political subdivisions of the State of California, subject to specified limitations. (Civ. Code § 1633.1 et seq.)

Adoption of the attached resolution would accomplish two goals related to the use of the facsimile, electronic, and digital signatures of the Chairperson of the Board. First, it would satisfy the requirements of Government Code section 25103 necessary to authorize the Chairperson to execute or complete all papers, documents, or instruments with his/her facsimile signature. Second, it would adopt Board Policy A-1: Authorization of Use of Facsimile,

Mono County Board of Supervisors

RE: STAFF REPORT – Resolution Authorizing Use of Facsimile, Electronic, and Digital
Signature of Chairperson of Board of Supervisors

May 12, 2020

Page 2 of 2

Electronic, and Digital Signatures (“Board Policy A-1”), which would set forth the Board’s policy for the use of not only the Chairperson’s facsimile signature but also the use of the Chairperson’s electronic and digital signature for the execution and completion contracts and other transactions. By adopting Board Policy A-1, the resolution would impose certain requirements and restrictions on the use of the Chairperson’s facsimile, electronic, and digital signature consistent with the UETA. The resolution and Board Policy A-1 will not change the County’s existing practices for approving and executing papers, documents, and instruments, including the County’s purchasing agent statute which authorizes the County Administrative Office to execute agreements for goods and services up to specified amounts. However, the resolution is necessary to ensure that current practices are consistent with California law. Adoption of the resolution will provide the Board and staff greater flexibility to timely and legally act and react during the emergency created by the coronavirus.

If you have any questions or would like to discuss this item or the resolution, please contact Deputy County Counsel Jason Canger at (760) 924-1712 or jcanger@mono.ca.gov.



R20 – __

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
AUTHORIZING THE FACSIMILE SIGNATURE OF THE
CHAIRPERSON OF THE MONO COUNTY BOARD OF SUPERVISORS**

WHEREAS, Section 25103 of the Government Code provides that the Board of Supervisors may authorize the use of a facsimile signature of the Chairperson of the Board acting in any capacity where the Board sits as the governing body, agency, or entity on all papers, documents, or instruments requiring the signature of the Chairperson of the Board, including all resolutions, orders, ordinances, contracts, minutes, notices, deeds, leases, papers, and records of the Board except that the original copy thereof, or the copy thereof filed in the office of the clerk of the board, shall bear the personal signature of the chairperson or shall have been delivered to him or her; and

WHEREAS, those papers, documents, or instruments bearing the facsimile signature of the Chairperson of the Board shall be accorded the same force and effect as though personally signed by the Chairperson; and

WHEREAS, there is the need of the Board of Supervisors and in the Office of the Clerk of the Board of Supervisors to use a facsimile signature of the Chairperson of the Board on all papers, documents, or instruments, including all resolutions, orders, ordinances, contracts, minutes, notices, deeds, leases, papers, and records of the Board; and

WHEREAS, the Board desires to establish a policy for its use of facsimile, electronic, and digital signatures for the execution of all papers, documents, or instruments, including all resolutions, orders, ordinances, contracts, minutes, notices, deeds, leases, papers, and records consistent with the authorized provided herein.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES AS FOLLOWS:

SECTION ONE: The Chairperson of the Board acting in any capacity where the Board sits as the governing body, agency, or entity is authorized to use a facsimile of his/her signature to execute or otherwise complete all papers, documents, or instruments requiring the signature of the Chairperson of the Board, including all resolutions, orders, ordinances, contracts, minutes,

1 notices, deeds, leases, papers, and records of the Board, to the fullest extent permitted by Section
2 25103 of the Government Code.

3 **SECTION TWO:** Board Policy A-1: Authorization of Use of Facsimile, Electronic, and
4 Digital Signatures (“Board Policy A-1”), attached hereto and incorporated herein by this
5 reference, is hereby adopted. The use of facsimile, electronic, and digital signatures of the
6 Chairperson of the Board pursuant to Section One shall, in all instances, hereinafter be done or
7 made in accordance with the requirements of Board Policy A-1.

8 **SECTION THREE:** The Clerk and any Deputy Clerk of the Board, consistent with the
9 requirements of Board Policy A-1, are authorized to keep, maintain, and use a facsimile,
10 electronic, or digital signature of the Chairperson of the Board.

11 **SECTION FOUR:** The authorization provided herein to the Chairperson of the Board as
12 well as the Clerk and the Deputy Clerk of the Board is effective January 1, 2020 and shall remain
13 in effect until such authorization is revoked or otherwise changed by a duly adopted resolution of
14 the Board.

15 **PASSED, APPROVED and ADOPTED** this 12th day of May, 2020, by the following
16 vote, to wit:

17 **AYES:**

18 **NOES:**

19 **ABSENT:**

20 **ABSTAIN:**

21
22
23
24 _____
25 Stacy Corless, Chair
26 Mono County Board of Supervisors

27 **ATTEST:**

APPROVED AS TO FORM:

28
29
30 _____
31 Clerk of the Board



MONO COUNTY BOARD OF SUPERVISORS

BOARD POLICY NO. A-1:

AUTHORIZATION OF USE FACSIMILE, ELECTRONIC, AND DIGITAL SIGNATURES

- I. POLICY. The Board of Supervisors recognizes that, due to the availability of certain technology, communications, agreements, and other documents are frequently composed and executed within an electronic system. In order to utilize the available technologies to improve County efficiencies, the Board of Supervisors hereby establishes the following procedures for the use of facsimile, electronic, and digital signatures:

- II. USE OF FACSIMILE SIGNATURES. Consistent with any resolution duly adopted by the Board of Supervisors pursuant to Section 25103 of the California Government Code, the use of a facsimile signature of the Chairperson of the Board is authorized for use on all copies of resolutions, orders, ordinances, letters, contracts, minutes, and records of this Board, upon which the Chairperson has been authorized, empowered, or instructed to sign by order or resolution of the Board, or as otherwise authorized by ordinance or statute. The Chairperson may delegate the affixing of his/her facsimile signature to the Clerk of the Board of Supervisors or his/her duly qualified deputies, by executing a document approved as to form by the County Counsel, reciting the delegation and setting forth what shall be considered his/her signature.

- III. USE OF ELECTRONIC AND DIGITAL SIGNATURES.
 - A. Definitions.
 - (i) “Electronic Signature” means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. The Uniform Electronic Transaction Act (“UETA”) authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. (Cal. Civ. Code §1633.1-1633.17.)

 - (ii) “Digital Signature” means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. For purposes of this section, a digital

signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

- B. Further Discussion of Electronic and Digital Signatures. The UETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency, when both parties agree to its use. (Cal. Civ. Code Section 1633.1 – 1633.17.) The electronic signature must be supported by evidence that the signature is the act of the intended person. An agreement executed with an electronic signature has the same legal enforceability as a wet signature, subject to documents that are exempt.

A digital signature is a type of electronic signature with strict security requirements that may be used to execute certain written communications and agreements with the County if it satisfies the requirements of Cal. Gov. Code Section 16.5, et. seq. and Title 2, division 7 Chapter 10 of the California Code of Regulations (2 C.C.R. §§ 22000 – 22005). The signatures must be (1) unique to the person using it; (2) capable of verification; (3) under the sole control of the person using it; and (4) must be linked to the data in such a way that if the data is changed the signature will be invalidated.

- C. Procedures for Use of Electronic or Digital Signatures.

- (i) System Approval. The system used for the creation of the electronic signature must be approved by the Mono County Information Technology Department and otherwise be in accordance with California law. For purposes of express agreements and contracts between the County a third-party, when the parties to an agreement desire to use electronic signatures for executing the agreement, a term shall be included in the agreement or contract to memorialize the use of electronic signatures for the execution of the agreement or contract. Absent such terms in an agreement or contract, the agreement or contract must be executed with the wet signatures of the parties.
- (ii) Submission for Approval and Execution. Once the electronic agreement or contract is complete and has been digitally signed by the duly authorized representative(s) of the other party(ies), it may be submitted for execution by the Board of Supervisors, or the individual who has the delegated authority to bind the County for that type of agreement or contract.
- (iii) Retention. The executed electronic agreement or contract must be maintained within a County approved secure retention process. The secure method of retention of the final agreement or contract must lock

the document so as to prevent any changes to the final executed agreement or contract.

- (iv) Change or Error In Electronic Record. If a change is needed or an error is being corrected within the electronic record of the fully executed agreement or contract, that change or correction will comply with the requirements of Cal. Civ. Code Section 1633.10 or will be addressed through an amendment to the agreement or contract.

- D. Exemptions. Electronic signatures may not be used in all situations. Documents that may not be executed or otherwise completed using electronic signatures include, but are not limited to, (1) the enactment or adoption of laws or ordinances governing the creation and execution of wills, codicils, or testamentary trusts; (2) certain transactions governed by the Uniform Commercial Code; (3) laws requiring specifically that identifiable text or disclosures in a record or portion of a record be separately signed, including initialed, from the record; and (4) certain transactions governed by the Business and Professions Code. (Cal. Civ. Code Section 1633.3.) A list of documents that may not be signed with an electronic or digital signature pursuant to the UETA, and thus is prohibited to be executed with electronic or digital signature per this Board Policy A-1, is specified in Attachment I (List of Excluded Documents and Instruments), which is incorporated herein by this reference.

**ATTACHMENT 1
TO
BOARD POLICY NO. A-1:
AUTHORIZATION OF USE FACSIMILE, ELECTRONIC, AND DIGITAL SIGNATURES**

LIST OF EXCLUDED DOCUMENTS AND INSTRUMENTS

1. Documents/Instruments Excluded Pursuant to the Civil Code.
 - a. Creation and execution of wills, codicils, or testamentary trusts. (Civ. Code § 1633.3(b)(1).)
 - b. Documentation required for the foreclosure of a mortgage or deed of trust. (Civ. Code §§ 2924b, 2924c, 2924f, 2924i, 2924j, 2924.3, 2937.)
 - c. When a law requires that specifically identifiable text or disclosures must be signed or initialed separately. (Civ. Code § 1633.3(b)(4).)
 - d. Requests to obtain medical information. (Civ. Code § 56.11.)
 - e. Genetic test results. (Civ. Code § 56.17.)
 - f. Notices related to the Mobile home Residency Law. (Civ. Code § 798.14.)
 - g. Notice of blanket encumbrance on real property. (Civ. Code § 1133.)
 - h. Statement of defects in a transfer of real property. (Civ. Code § 1134.)
 - i. Cancellation or rescission of a home solicitation contract or offer. (Civ. Code §§ 1689.6, 1689.7, 1689.13.)
 - j. Home equity sales contracts. (Civ. Code § 1695.)
 - k. Debit or credit obligations. (Civ. Code § 1720.)
 - l. Consumer credit reporting agency documents. (Civ. Code §§ 1785.15, 1789.14, 1789.16, 1793.23.)
 - m. Retail installment contracts. (Civil Code § 1801 et seq.)
 - n. Notices for sales from non-payment of judgement or unclaimed property. (Civ. Code §§ 1861.24, 1862.5.)
 - o. Loans. (Civ. Code §§ 1917.712, 1917.713.)
 - p. Rental applications with credit reports and notices. (Civ. Code §§ 1950.6, 1983.)
 - q. Liens on vehicles. (Civ. Code § 3017.5.)
 - r. Common interest developments. (Civ. Code § 4000.)
 - s. Commercial and industrial common interest developments. (Civ. Code § 6500.)

2. Documents/Instruments Excluded Pursuant to the Uniform Commercial Code.

Generally, documents and instruments described in Divisions 1, 3, 4, 5, 8, 9, and 11 of the Uniform Commercial Code.

 - a. Transactions subject the General Provisions, Division 1 of the UCC commencing with Section 1101.
 - b. Negotiable Instruments subject to Division 3 of the UCC commencing with Section 3101.
 - c. Bank Deposits and Collections subject to Division 4 of the UCC commencing with Section 4101.

- d. Letters of Credit subject to Division 5 of the UCC commencing with Section 5101.
 - e. Investment Securities subject to Division 8 of the UCC commencing with Section 8101.
 - f. Secured Transactions subject to Division 9 of the UCC commencing with Section 9101.
 - g. Funds Transfers subject to Division 11 of the UCC commencing with Section 11101.
3. Telephone solicitation (Bus. & Prof. Code § 17511.5.)
 4. Financial Code
 - a. Certain provisions of premium finance agreements/right to cancel. (Fin. Code § 18608 (b).)
 - b. Liens on moto vehicles and disposition of repossessed vehicles. (Fin. Code §22328.)
 5. Health Care Service Plan documents. (H&S Code §§ 1358.15, 1365, 1368.01, 1368.1, 1371, 18035.5.)
 6. Individual and group disability policies. (Ins. Code § 786.)
 7. Termination of utility service for nonpayment. (P.U.C. §§ 779.1, 10009.1, 10010.1, 12823.1, 16482.1.)
 8. Brokering agreements for manufacturers, transporters, and dealers of vehicles. (Veh. Code § 11738.)
 9. Any notice that is required to be sent when obtaining possession of real property. (C.C.P. § 1162.)



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

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: Community Development

TIME REQUIRED 15 minutes

PERSONS APPEARING BEFORE THE BOARD Bentley Regehr

SUBJECT Fee Waiver for Modification to Operation Permit 19-003/Tioga Green

AGENDA DESCRIPTION:

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

Consider adoption of proposed resolution waiving fees associated with modification to Operation Permit 19-003 for commercial cannabis retail business located in Lee Vining.

RECOMMENDED ACTION:

Consider and potentially adopt proposed resolution waiving fees associated with modification to Operation Permit 19-003 for commercial cannabis retail business located in Lee Vining. Provide any additional direction to staff.

FISCAL IMPACT:

The processing of a modification to an Operation Permit requires a \$495 deposit, plus an additional \$99 per every hour of staff time beyond five hours. This resolution proposes to waive all fees associated with processing the modification application.

CONTACT NAME: Bentley Regehr

PHONE/EMAIL: 760-924-4602 / bregehr@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Resolution

History

Time

Who

Approval

5/7/2020 4:17 PM	County Administrative Office	Yes
5/2/2020 12:51 PM	County Counsel	Yes
5/7/2020 1:23 PM	Finance	Yes

Mono County Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

May 12, 2020

TO: Honorable Board of Supervisors

FROM: Bentley Regehr, Planning Analyst

RE: Fee Waiver for Modification to Operation Permit 19-003/Tioga Green

RECOMMENDATION

1. Adopt Resolution 20-__ with any desired modifications.
2. Provide any additional direction to staff.

FISCAL IMPACT

The processing of a modification to an Operation Permit requires a \$495 deposit, plus an additional \$99 per every hour of staff time beyond five hours. This resolution proposes to waive all fees associated with processing the modification application.

BACKGROUND

The Mono County Planning Commission approved Use Permit 19-006 for the cannabis business on May 16, 2019, including a sign plan detailing dimensions, locations, colors and materials, and text. On July 16, 2019, the Mono County Board of Supervisors amended the proposed conditions of Operation Permit 19-003 prior to approval to reduce signage in order to limit visibility of the cannabis business. On March 10, 2020, Tioga Green suggested to the Board that presumably due to a lack of informative and visible signage at the retail site, numerous minors and other uninformed citizens were mistaking the building for a non-cannabis related business and entering the premises. Citing a risk to public health and safety, Tioga Green requested a modification of Operation Permit 19-003 to allow for expansion of signage at the site, as well as a waiver of the fees associated with the modification.

DISCUSSION

The submitted modification is consistent with the conditions and sign plan approved through Use Permit 19-006. The Board may find and determine that a fee waiver is appropriate in this instance because the modification sought is necessary due to a requirement imposed by the Board. Board approval shall be based on the finding that increased signage would promote the public health and safety by better informing the public of the nature of the business and, in particular, minors who are not allowed in or on the premises, and without such modifications there would continue to be a threat to the public health and safety.

This staff report has been reviewed by the Community Development Director.

ATTACHMENT
Resolution 20-__



R20-__

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS
WAIVING OPERATION PERMIT MODIFICATION FEES FOR
TIOGA GREEN FOR MODIFYING THE APPROVED
SIGN PLAN UNDER OPERATION PERMIT 19-003**

WHEREAS, Tioga Green is a cannabis retail shop located in Lee Vining California; and

WHEREAS, pursuant to applicable state and local laws and regulations only persons 18 years of age and older are allowed in a medical cannabis shop and 21 years of age and older in a retail cannabis shop; and

WHEREAS, on May 16, 2019, the Mono County Planning Commission approved Use Permit 19-006 for the cannabis business, including a sign plan detailing dimensions, locations, colors and materials, and text; and

WHEREAS, on July 16, 2019, the Mono County Board of Supervisors amended the proposed conditions of Operation Permit 19-003 prior to approval to reduce signage in order to limit visibility of the cannabis business; and

WHEREAS, on March 10, 2020, Tioga Green informed the Board that due to a lack of informative and visible signage at the retail site, numerous minors and other uninformed citizens were mistaking the building for a non-cannabis related business and entering the premises and therefore posing a risk to public health and safety; and

WHEREAS, due to this concern, Tioga Green requested a modification of Operation Permit 19-003 to allow for expansion of signage at the site, as well as a waiver of the fees associated with the modification; and

WHEREAS, on March 10, 2020, in response to the request for additional signage, the Mono County Board of Supervisors directed staff to process the operation permit modification; and,

WHEREAS, Tioga Green submitted an operation permit modification application detailing the proposed expansion of signage; and,

WHEREAS, the proposed modification is consistent with the approved sign plan under Use Permit 19-006; and

WHEREAS, the Board finds and determines that a fee waiver is appropriate in this instance because the modification sought is necessary due to a requirement imposed by this Board and because any Board approval of such modification would be based on the Board's finding that increased signage would promote the public health and safety by better informing

1 the public of the nature of the business and in particular minors who are not allowed in or on the
2 premises and without such modifications there would continue to be a threat to the public health
and safety; and

3 **NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County
4 of Mono that:

- 5 1. The recitals set forth above are hereby adopted as findings of the Board.
6
7 2. The application fees associated with the operation permit modification to allow for
8 additional signs on the premises of Tioga Green will be waived. Efforts will be taken
9 by Community Development staff to ensure that fees are waived only for this
specified purpose and only for the site in question.

10 **PASSED, APPROVED and ADOPTED** this 12th day of May, 2020, by the following
vote, to wit:

11 **AYES:**

12 **NOES:**

13 **ABSENT:**

14 **ABSTAIN:**

15
16
17
18
19 Stacy Corless, Chair
Mono County Board of Supervisors

20
21 **ATTEST:**

APPROVED AS TO FORM:

22
23 Clerk of the Board

County Counsel



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

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: Community Development

TIME REQUIRED 30 minutes

PERSONS APPEARING BEFORE THE BOARD Bentley Regehr

SUBJECT Tioga Green Cannabis Operation Permit Modification

AGENDA DESCRIPTION:

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

Modification to Cannabis Operation Permit 19-003/Tioga Green to expand permitted signage and review lighting compliance.

RECOMMENDED ACTION:

1. Find that the project qualifies as a Categorical Exemption under CEQA guideline 15303 and file a Notice of Exemption.
2. Make the findings contained in the staff report, including those under MCC 5.60, and approve modification to Cannabis Operation Permit 19-003 subject to the conditions as recommended or with desired modifications.
3. Direct staff to enforce the conditions of Use Permit 19-006, including removal or disconnection of the lamp posts in the center of the parking lot and verification of an operational timer on the parking lot lights. Provide any additional direction to staff.

FISCAL IMPACT:

None.

CONTACT NAME: Bentley Regehr

PHONE/EMAIL: 7609244602 / bregehr@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
staff report & Atchmnt 1
2 Operation Permit 19-003 Staff Report
3 Use Permit 19-006 Staff Report

History

Time	Who	Approval
5/7/2020 4:18 PM	County Administrative Office	Yes
5/7/2020 4:42 PM	County Counsel	Yes
5/7/2020 1:22 PM	Finance	Yes

Mono County Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
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PO Box 8
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www.monocounty.ca.gov

May 12, 2020

TO: Honorable Board of Supervisors

FROM: Bentley Regehr, Planning Analyst

RE: Operation Permit 19-003A/Tioga Green – Modification #1

RECOMMENDATION

1. Find that the project qualifies as a Categorical Exemption under CEQA guideline 15303 and file a Notice of Exemption.
2. Make the findings contained in the staff report, including those under MCC 5.60, and approve modification to Cannabis Operation Permit 19-003 subject to the conditions as recommended or with desired modifications.
3. Direct staff to enforce the conditions of Use Permit 19-006, including removal or disconnection of the lamp posts in the center of the parking lot and verification of an operational timer on the parking lot lights.
4. Provide any additional direction to staff.

FISCAL IMPACT

None.

BACKGROUND

On May 16, 2019, the Planning Commission approved Use Permit 19-006 for a retail cannabis business at 51005 Highway 395 in Lee Vining (APN 021-080-022). The Use Permit was approved with the following condition (“Condition 8”):

Signage shall reflect the dimensions and design shown in the staff report. One attached sign and one freestanding sign is permitted.

The use permit allowed for one attached sign and one freestanding sign, as stated in the staff report (Attachment 1 – Use Permit 19-006 staff report). The attached sign could be up to 25-square feet. The freestanding sign was approved as a “V-sign” where each half of the “V” could be up to 25-square feet.

The project was then brought to the Board of Supervisors on July 9, 2019, for approval under Operation Permit 19-003. Members of the public and the Board expressed concerns over potential negative impacts associated with the visibility of a cannabis retail operation along Main Street in Lee Vining. The July 9 meeting was adjourned to July 16 to provide the applicants time to engage community members in finding a compromise. Operation Permit 19-003 was

ultimately approved at the July 16 meeting, with modifications to the sign plan. Modifications included the elimination of the freestanding “V-sign” along Highway 395 and the reduction of the attached sign from 25-square feet to 12-square feet.

DISCUSSION

Since approval of Operation Permit 19-003, the applicant has reported issues with business visibility and families and youth on the property presumably due to poor signage that does not adequately identify Tioga Green as a cannabis retailer. To address these concerns, the applicant has requested a modification to the Operation Permit to allow a proposed sign plan that is substantially similar to the original sign plan approved by the Planning Commission in Use Permit 19-006, but with different copy. The sign plan would include replacing the 12-square-foot attached sign on the building with a 25-square-foot sign and adding a freestanding V-sign along Highway 395. The V-sign would be 25 square feet on each face, with a maximum height of 10’. Chapter 7 allows one freestanding sign of up to one square foot per three lineal feet of street frontage (Land Use Element, 07.030). This equates to up to 95 square feet for the freestanding sign, well below the proposed 25 square feet (area is calculated based on largest face, per 07.040).

All signs will have the same design (Figure 1). The design would maintain the same materials, colors, and general aesthetic of the sign permitted under the existing Operation Permit (see Figure 2 for existing sign). The new sign would add the word “cannabis” to help identify the business. Gooseneck lighting, similar to the existing lighting for the attached sign, would be used for the freestanding sign. All lighting will be compliant with Chapter 23, Dark Sky Regulations.



Figure 1: Proposed sign design for the attached sign and freestanding sign. All signs will be 25-square feet.



Figure 2: Existing sign (12-square feet).

The Board also has discretion to address other concerns related to the project, such as lighting. Anecdotal community comments have been received about bright lighting on the site but no formal complaints have been filed; however, compliance with the approved lighting plan (Attachment 3) and dark sky regulations is required under Use Permit 19-006.

1. Lighting must be substantially compliant with the lighting plan: The lighting plan only shows parking lot lighting on the perimeter of the parking lot, but there are two lamp posts in the center of the parking lot. In enforcing compliance with the use permit under this modification request, the County could require the two lamp posts in the center of the parking lot to be removed or disconnected. On other properties, disconnecting lights has often resulted in future reconnection and continued use as no further permitting through the County is required.
2. Page 3 of the lighting plan states that parking lot lights must be turned off one hour after the close of business. Maximum hours of operation, as permitted by Operation Permit 19-003, is 9am to 9pm. It has been noted that parking lot lights have been observed to be on after 10 pm.
3. Anecdotal community comment has also been received about decorative lighting strings on the property. General Plan Land Use Element Chapter 23.040.A.1. allows for seasonal lighting with bulbs of less than 15 watts and Chapter 23.050.E. states that all unshielded lights must be under 10 watts. The project currently has green string lighting, however staff has been unable to verify the wattage of the light bulbs. If the County has a desire to restrict the operation of the project to reduce visibility, requirements more restrictive than Chapter 23 (Dark Sky Regulations) could be imposed to prohibit seasonal light strings and/or displays.

The Board has the authority to be more restrictive than the use permit in regulating on site operations, and should provide direction about enforcement and/or modifications of lighting restrictions. The recommendations are to 1) require the two extra lamp posts in the center of the parking lot be removed, 2) require verification of the installation of a timer on the parking lot lights, 3) add an Operations Permit condition prohibiting seasonal lighting displays.

COMPLIANCE WITH MCC 5.60

Please see Attachment 1 for full analysis of the original approved operating plan, including inventory control, employee procedures, waste management, security, and detailed business plan.

Findings under MCC 5.60.080(C) must be made for the proposed changes and are found below.

Analysis & Findings – MCC 5.60.080(C)

Upon completion of staff review and internal processing, the Director shall set the matter for decision by the Approval Authority, which shall receive and consider the input and recommendations of the Sheriff, staff, the applicant and any interested persons and, thereafter, may issue the cannabis operation permit if the following findings are made:

1. *The commercial cannabis activity, as proposed, will comply with the requirements of state law and regulation, the Mono County General Plan, the Mono County Code and this Chapter.*

The sign modification is consistent with all applicable state and local laws and regulations. The enforcement of the lighting issues would bring the applicant's operations into compliance with local regulations and if additional restrictions are imposed, the applicant would need to demonstrate compliance prior to continued operation. No other aspects of the applicant's operation has changed, and the previous components were deemed to be in compliance when the original Operations Permit was approved.

2. *The property has all necessary land use entitlements as required by the Mono County General Plan or is legally exempt from such requirements.*

The sign modification is consistent with the Use Permit approved by the Planning Commission on May 16, 2019. The lighting issues are either enforcement of or further restrictions on the lighting approved under the use permit.

3. *The applicant has demonstrated to the satisfaction of the Approval Authority that the operation, its owners and the applicant have the ability to comply with state law and regulation, the Mono County General Plan, the Mono County Code and this Chapter.*

With modifications to demonstrate compliance with the lighting plan and any further lighting restrictions imposed, the applicant has demonstrated the ability to comply with state law and regulation, the Mono County General Plan, and the Mono County Code. The application has been circulated for multi-departmental review and has received approval from departments including, but not limited to, Community Development, Public Health, Finance, and the Sheriff's Office. Application materials were reviewed, and additional questions of the project were communicated to the applicant for further clarification which was provided by the applicant and included in this report.

4. *No applicant or owner has been convicted of a felony or a drug related misdemeanor*

reclassified under Section 1170.18 of the California Penal Code (Proposition 47) within the past ten (10) years, unless the Approval Authority determines that such conviction is not substantially related to the qualifications, functions or duties of the person or activity and/or there is adequate evidence of rehabilitation of the person. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.

The applicant or owner has not been convicted of a felony or a drug related misdemeanor within the past ten (10) years. The applicant has completed a Live Scan and it has been determined that no significant crimes have been committed.

5. *The Approval Authority determines that issuance of the permit is in the best interests of the community, the County, and its citizens and visitors, based on the following:*

1) *The experience and qualifications of the applicant and any persons involved in the management of the proposed cannabis business;*

The applicant has a strong background in the cannabis business, with over fifteen years of experience in the industry. The applicant is a current and long-time resident of Mono County.

2) *Whether there are specific and articulable positive or negative impacts on the surrounding community or adjacent properties from the proposed cannabis business;*

The business is located at least 1400' from all sensitive receptors, including schools, parks, libraries, and community centers. The site is on the southern terminus of the Lee Vining Commercial Core and is surrounded by Southern California Edison land on all sides.

The business provides economic diversity to the Mono Basin area.

Public comment received at the May 2019 Planning Commission meeting highlighted concerns regarding safety and community cohesion. Multiple comments were made stating that children often walk the street in front of the proposed location.

The modification would promote public health and safety by allowing for additional signs to inform the public of the nature of the business. In particular, the signage would help inform minors who are not allowed in or on the premises.

The enforcement of the lighting plan and potential further restrictions would address compliance issues and anecdotal community comments received about lighting.

- 3) *The adequacy and feasibility of business, operations, security, waste management, odor control, and other plans or measures submitted by the applicant;*

As a retail business, the application adequately addresses the feasibility of business, operations, security, waste management, and odor control. The applicant has expressed commitment to selling product to only legal consumers through a detailed and robust security plan. The limited retail space has sufficient security elements to prevent crime and unanticipated nuisances.

Odor control and waste management will be very limited. Consumption is prohibited on-site, and retail products will arrive at the location prepackaged. Waste materials will be in the form of packaging and non-cannabis containing waste. Any cannabis or cannabis products that are found to be defective will be returned to the licensed Distributor.

- 4) *Whether granting the permit will result in an undesirable overconcentration of the cannabis industry in a limited number of persons or in a limited geographic area within the County;*

One small cannabis cultivation operation is approved in northern Mono Basin off State Route 167. No other cannabis-related businesses exist in the townsite are of Lee Vining at this time, and this is an existing business. The nearest operating cannabis retail business is in June Lake.

- 5) *Environmental impacts/benefits of the cannabis business such as waste handling, recycling, water treatment and supply, use of renewable energy or other resources, etc.; and*

No environmental impacts are anticipated from the proposed business.

- 6) *Economic impacts to the community and the County such as the number and quality of jobs created, and/or other economic contributions made by the proposed operation.*

The proposed business is expected to generate three permanent and nine seasonal jobs for area residents. The proposed business will generate positions for security and retail associates. The retail employees will be of high quality; background checks will be completed for employees and employees will receive specific training for the job.

The proposed business will generate an incremental increase in sales and cannabis taxes.

The project qualifies for a categorical exemption from the provisions of CEQA as the project is considered a Class 3 – Conversion of Small Structure (CEQA Guidelines, 15303). A Class 3 exemption consists of construction and location of limited number of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. Class 3 categorical exemptions specifically include stores, motels, offices, restaurants or similar structures not involving the use of significant amounts of hazardous substances, and not exceeding 2,500 square feet in floor area. The project modification proposes no expansion to the building footprint or modifications to the exterior of the structure.

This staff report has been reviewed by the Community Development Director.

ATTACHMENTS

1. Conditions of Approval for Cannabis Operation Permit 19-003A
2. July 16, 2019, Operation Permit 19-003 staff report
3. Use Permit 19-006 staff report

Attachment #1 – Operations Permit 19-003A Conditions

Conditions of Approval Cannabis Operation Permit 19-003A/Tioga Green

Conditions 1-14 remain the same as the original approved Operation Permit 19-003. Condition 15 has been modified to update approved signage. Condition 16 has been added to ensure compliance with lighting. The modifications are shown in red.

1. The operation shall comply with all County department regulations including, but not limited to, the Mono County Sheriff's Department, Public Health Department, Environmental Health Department, Public Works Department, Community Development Department, and Treasure - Tax Collector's Office.
2. The operation shall comply with all rules and regulations established in Mono County Code, the Mono County General Plan, and all applicable state laws.
3. This permit is nontransferable and shall terminate upon expiration or subsequent termination, or change in property ownership, or when more than fifty percent of the corporate stock, partnership interest or other business interest is transferred.
4. This permit is only valid when a Use Permit exists for the property. This permit shall become invalid if the Use Permit for the property is revoked.
5. The applicant shall provide well service provider's documentation that the water well is in good working condition and that it can provide an adequate water supply to serve the needs of this business.
6. The applicant shall contact Mono County Environmental Health to schedule an inspection of the well and appurtenances, and to collect a water sample for bacteriological analysis.
7. Prior to commencing operation, the applicant shall obtain a state cannabis retail license, Mono County Business License, and Mono County Tax Certificate.
8. Hours of operation shall begin no earlier than 9:00 am and end no later than 9:00 pm.
9. The applicant must provide proof of the state-issued license when available.
10. The County, its agents, and employees may seek verification of the information contained in this permit and the associated application.
11. The business shall be subject to an annual inspection performed to ensure compliance with County Code 5.60.120. Failure to pass the annual inspection prior to the August 31 may result in denial of the renewal application.
12. The operation shall operate only in accordance with the application and all corresponding plans reviewed and approved by the County.

13. This permit shall expire August 31, 2020 (unless renewed or revoked in accordance with Mono County Code Chapter 5.60).
14. Renewal/modifications must be received by August 1 accompanied by the required renewal/modification fee. If any of the documentation and information supplied by the applicant pursuant to Section 5.60.070 has changed or will change since the grant of this permit, the applicant shall submit updated information and documentation with the application for renewal and shall provide such other information as the Director may require. If an applicant fails to submit the renewal form and all associated fees thirty (30) days before August 31, the applicant will be required to submit a new application under section 5.60.070.
15. The project is permitted the following signage under modification 19-003A, consistent with Use Permit 19-006: one freestanding V-sign along the Highway 395 frontage not exceeding 10' in height or 25 square feet in area for either face; one attached sign not exceeding 25 square feet. The design, materials, colors, and location must be substantially in compliance with the proposed sign design in this staff report.
16. Lighting shall be in compliance with the lighting plan approved under Use Permit 19-006 and Chapter 23, Dark Sky Regulations. This includes the location and number of light poles in the parking lot and hours for lighting. Lighting, except lights on the building used for security purposes, shall be turned off no more than one hour after the close of business. Decorative light strings are prohibited.

Mono County Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

Planning Division

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

Date: July 16, 2019

To: **Honorable Mono County Board of Supervisors**

From: Bentley Regehr, Planning Analyst

Re: **Update: Cannabis Operation Permit 19-003/Tioga Green Cannabis Retail**

RECOMMENDATION

1. Find that the project qualifies as a Categorical Exemption under CEQA guideline 15303 and file a Notice of Exemption.
2. Make the findings contained in the staff report and approve Cannabis Operation Permit 19-003 subject to the conditions as recommended or with desired modifications.

FISCAL IMPACT

The proposed project will generate an incremental increase in sales and cannabis taxes.

BACKGROUND

In November 2016, California voters approved the Adult Use of Marijuana Act (Proposition 64) to legalize adult use of marijuana (in addition to medical uses that were legalized in 1996). Every precinct in Mono County passed Proposition 64 with margins over the 50% majority from 1.4% in the Bridgeport area to approximately 30% in the Mono Basin, June Lake, and Wheeler Crest areas.¹ The state's legalization of adult use marijuana presented local jurisdictions such as Mono County with several choices for regulating the new industry: 1) ban cannabis activities in whole or part; 2) adopt local regulations for cannabis activities; or 3) remain silent and defer to state laws and regulations.

Mono County conducted a community-based planning effort for feedback on the most- appropriate regulatory approach and, ultimately, to develop policies and regulations for legalized cannabis activities. In 2017, the following 12 Regional Planning Advisory Committee (RPAC) meetings and outreach sessions were conducted: two in Antelope Valley, three in Bridgeport, one in June Lake, two in the Mono Basin, two in Long Valley, and two in Tri-Valley. Three workshops were held with the Planning Commission, and feedback from the Commission and RPACs were incorporated into the development of the policies. Concurrently, the Cannabis Joint Committee, which is comprised of 10 County departments/divisions, reviewed the policies and public feedback, and provided additional input that was incorporated as policies were developed.

At a formally noticed public hearing in October 2017, the Commission recommended General Plan policies pertaining to cannabis activities for adoption by the Board. The Board of Supervisors held five workshops throughout 2017, including one with the Town of Mammoth Lakes and one specific to cannabis taxation, to consider the public feedback received through RPAC, Planning Commission, and Joint Committee discussions, and provide direction to staff. In December 2017, the Board held a public hearing adopting the General Plan policies recommended by the Planning Commission.

¹ To be clear, the margin represents the amount over and above the 50% +1 threshold required for passage of the proposition.

Following the adoption of guiding policies, specific regulations for both the General Plan and Mono County Code were developed through another community-based planning effort. The RPACs again held a total of 12 meetings where cannabis regulations were discussed: two in Antelope Valley, three in Bridgeport, two in the Mono Basin, one in June Lake, two in Long Valley, and two in the Tri-Valley. The Planning Commission also again held three workshops to both incorporate RPAC feedback into the regulations and provide additional input and direction to staff, and the staff-level Cannabis Joint Committee provided additional feedback.

The Planning Commission made a recommendation to the Board to adopt new regulations in March 2018. Prior to considering the recommendation, the Board of Supervisors heard two minor updates and held four discussions on cannabis taxation, in addition to three workshops on cannabis regulations where specific policy issues were considered. The Board adopted the new General Plan and Mono County Code regulations at a formal public hearing on April 17, 2018.

In addition to the structured public engagement process above, the public is always welcome to directly contact Community Development Department staff and Mono County Supervisors via phone or email, or to schedule an in-person meeting to share comments, concerns, and input. Attendance at public meetings and speaking in public is not necessary in order to provide feedback.

DISCUSSION

Cannabis Operation Permit 19-006/Tioga Green, is for an adult-use cannabis retail operation located at 51005 Highway 395 (APN 021-080-022) in Lee Vining, CA. The project was granted a Conditional Use Permit at the May 16, 2019, Planning Commission meeting, thereby satisfying MCC 5.60.040(C). The Operation Permit was brought to the July 9, 2019, Board of Supervisors meeting for approval. After discussion of the project, the Board opted to continue the item at the July 16 meeting, allowing a week for the applicant and concerned community members to meet on potential issues. Changes resulting from discussions will be presented at the July 16 meeting.

Information presented at the July 9 meeting is included as attachments, including the staff report. The July 9 staff report contains required findings and conditions of approval.

Please contact Bentley Regehr (760-924-4602, bregehr@mono.ca.gov) with questions. This staff report has been reviewed by the Community Development Department Director.

ATTACHMENTS

1. Operation Permit 19-003 staff report – July 9
2. Use Permit 19-006 staff report, including CEQA 15303 analysis.
3. Public Comment letters (updated to include all letters received by July 9)
4. Tioga Green Packet – submitted by applicant

Mono County Community Development Department

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

Planning Division

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Bridgeport, CA 93517
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www.monocounty.ca.gov

Approved version – modifications by the Planning Commission and applicant after publication of agenda packet in red.

May 16, 2019

To: Mono County Planning Commission
From: Bentley Regehr, Planning Analyst
Re: Use Permit 19-006 / Tioga Green Cannabis Retail

Recommendation

It is recommended the Planning Commission take the following actions:

1. Revoke Use Permit 34-06-05 for a drive-through restaurant;
2. Find that the project qualifies as a Categorical Exemption under CEQA guideline 15303 and instruct staff to file a Notice of Exemption;
3. Make the required findings as contained in the project staff report; and
4. Approve Use Permit 19-006 subject to Conditions of Approval.

Project Overview

The project proposes to convert an existing vacant 690-square foot building into a commercial cannabis retail use. The proposal is located at 51005 Highway 395 south of the Lee Vining commercial core and gains access from Utility Road. Modifications to the property include interior remodeling of the existing structure, the addition of a storage shed, new signage, and paving and lighting for the parking area.

All applications for commercial cannabis activity must be approved through a Conditional Use Permit (CUP) process. A CUP for retail cannabis must demonstrate adequate plans for site control, setbacks, odor control, signage, visual screening, lighting, parking, and noise.

The parcel was previously approved for a drive-through restaurant via Use Permit 34-06-05. All conditions and approvals related to Use Permit 34-06-05 are to be revoked with the approval of Use Permit 19-006.

The project qualifies for a Class 3 CEQA exemption (CEQA Guidelines, 15303), as it involves the conversion of a small structure without expansion of the building footprint.

Project Setting

The project is located at 51005 Highway 395 (APN 021-080-022) in Lee Vining. The majority of parcels along the Highway 395 corridor through Lee Vining are designated commercial. The land immediately surrounding the parcel is owned by Southern California Edison, including the power facility directly across Highway 395. The nearest residential land use designation is over 2,000 feet away. Access to the business is gained off Utility Road.

Figure 1: Location of parcel, 51005 Highway 395, Lee Vining



Parcel location highlighted in blue

Figure 2: Project location and surrounding land use designations

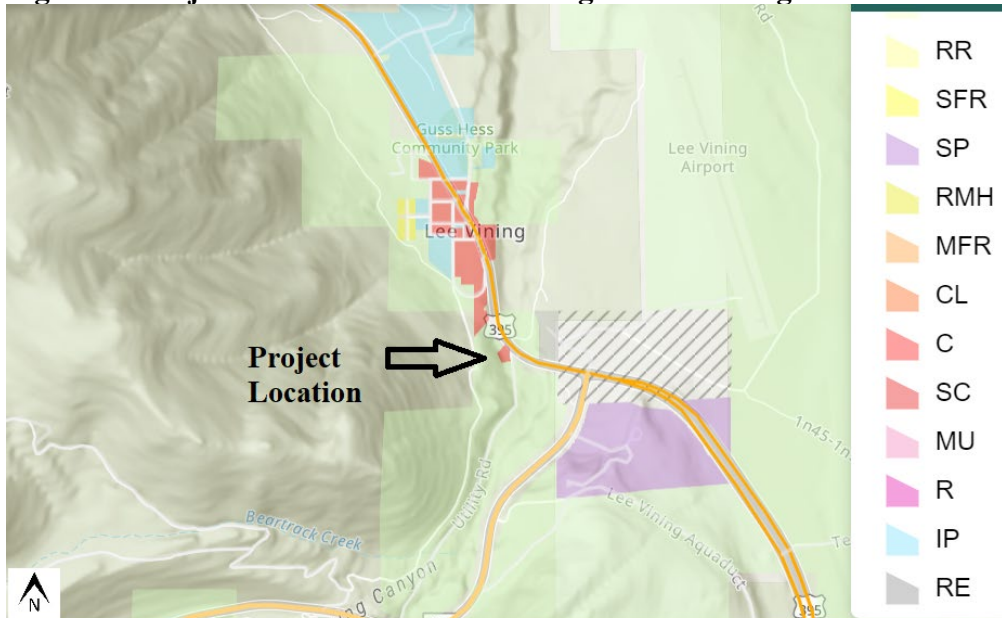


Figure 3: Existing structure, looking south



Figure 4: Project site, viewed from Hwy 395 North

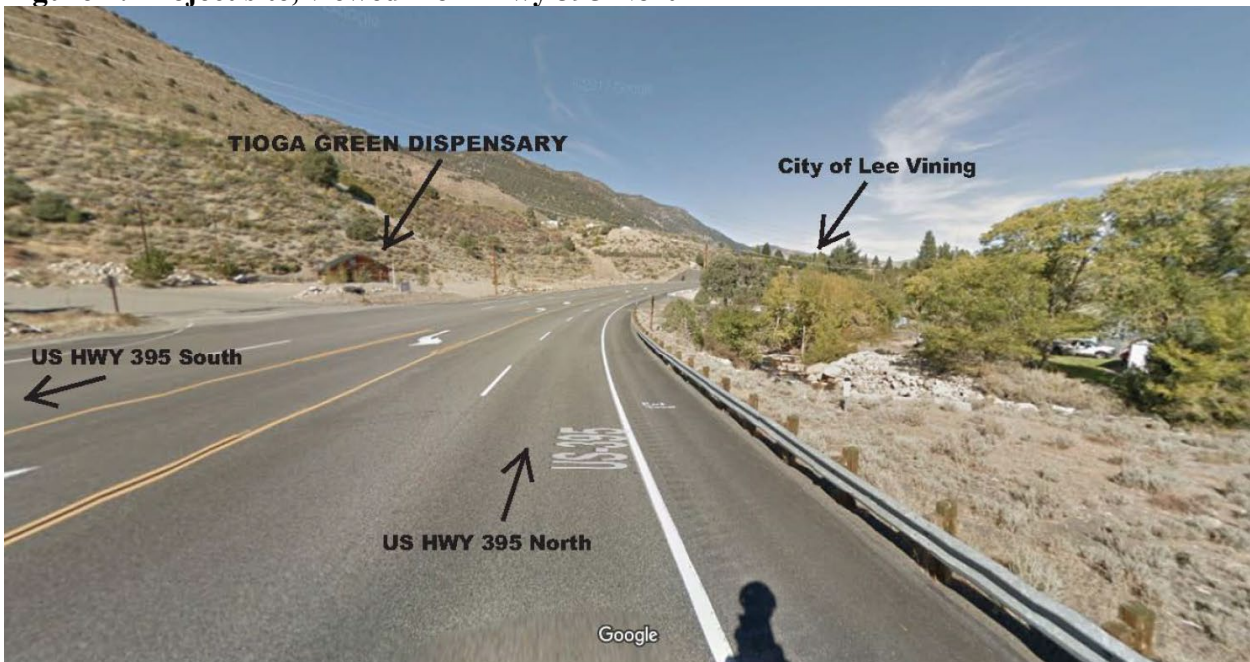


Figure 5: Project site, as viewed from Hwy 395 South



General Plan Consistency

The General Plan Land Use Designation for this property is Commercial (C). According to the Mono County General Plan, “the ‘C’ designation is intended to provide for a wide range of uses and service for the resident and visitor including retail, business and professional uses and services in community areas...” Permitted uses subject to a use permit under the Commercial land use designation include retail trade, services, and business services. The proposed development is also consistent with Mono Basin Community Plan policies contained in the Mono County General Plan Land Use Element.

Mono County Land Use Element, Countywide Land Use Policies

Objective 1.L: Provide for commercial cannabis activities in Mono County in a way that protects public health, safety, and welfare while also taking advantage of new business and economic development activities.

Policy 1.L.3: Avoid, reduce, and prevent potential issues specific to commercial cannabis activities that may adversely affect communities.

Policy 1.L.4: In recognition of the potential economic benefits of this new industry, encourage the responsible establishment and operation of commercial cannabis activities.

The Use Permit and Operation Permit processes evaluate and attempt to reduce potential issues specific to cannabis. A responsible cannabis establishment has the potential to enhance and diversify the Lee Vining economy.

Objective D: Provide for commercial development to serve both residents and visitors.

Policy 1: Concentrate commercial development within existing communities.

Action 1.1: Designate a sufficient amount of commercial land within communities to serve the needs of residents and visitors.

The proposal provides a commercial operation unique to the Mono Basin planning area that serves both residents and visitors. The project is located within close proximity to the Lee Vining commercial core.

Mono Basin Community Plan

Goal 2: Grow a sustainable local economy with diverse job opportunities that offers year-round employment and wages that reflect the cost of living in the area.

Objective A: Plan for a diversified, sustainable economy.

Policy 1: Achieve a more-diversified economy and employment base consistent with the small-town, rural nature of the Mono Basin.

Objective C: Diversify the existing economic base and employment opportunities to achieve a more sustainable economy.

Policy 2: Encourage and support new business development and entrepreneurial efforts that contribute to a mix of uses and services, and a wider range of employment opportunities.

Policy 5: Support the revitalization of Main Street.

Action 5.2: Explore options for encouraging and facilitating the use of vacant commercial space for new businesses.

Policy 7: Encourage businesses and services to remain open year round

The proposal takes advantage of an existing vacant commercial space along the Lee Vining Main Street corridor. The project contributes to a more diverse economy for the Mono Basin and offers additional year-round employment.

Use Permit Findings

In accordance with Mono County General Plan, Chapter 32, Processing-Use Permits, the Planning Commission may issue a Use Permit after making certain findings.

Section 32.010, Required Findings:

1. *All applicable provisions of the Mono County General Plan are complied with, and the site of the proposed use is adequate in size and shape to accommodate the use and to accommodate all yards, walls and fences, parking, loading, landscaping and other required features because:*
 - a) Cannabis retail is permitted in commercial designations, subject to Use Permit under Chapter 13, Cannabis Regulations.

- b) Adequate site area exists for the proposed use. The project proposes no physical expansion of the main structure and the addition of a 10' x 10' shed does not restrict use of the property. The shed meets all setback requirements.
 - c) The site provides adequate parking. The retail area requires one space for every 200 square feet of gross leasable area and warehouse space requires one space for every 1,000 square feet of gross floor area. The retail area does not exceed 400 square feet and storage does not exceed 1,000 square feet, meaning at least three spaces and a loading area is required. As shown on the site plan (see Attachment 1), the project proposes **four spaces**, including **one** ADA space, and a loading area. Improvements to the existing parking area include paving, lighting, and the addition of a curb-feature to ensure all stormwater drains to the on-site detention basin.
 - d) The location of the proposed project is consistent with the Mono Basin Community Plan's intent of concentrating resident- and visitor-oriented services in close proximity to the Lee Vining commercial core.
2. *The site for the proposed use related to streets and highways is adequate in width and type to carry the quantity and kind of traffic generated by the proposed use because:*
- a) The parcel is accessed by Utility Road and is adequate for the kind of traffic generated by the proposed use. Parking is sufficient for employees and visitors.
 - b) All construction will occur within the parcel boundaries and will not interfere with the Highway 395 right of way.
3. *The proposed use will not be detrimental to the public welfare or injurious to property or improvements in the area in which the property is located because:*
- a) The proposed use is not expected to cause significant environmental impacts. There will be no expansion of the existing building. Paving and the addition of a storage shed will occur on previously disturbed areas.
 - b) The proposed project is a conforming use according to the Mono County General Plan's Land Use Element. The use permit process provides the public the opportunity to comment on the proposal. Public noticing was provided in The Mammoth Times and The Sheet (see attachment 2) and mailed to property owners within 300 feet of the site. No comments have been received.
4. *The proposed use is consistent with the map and text of the Mono County General Plan because:*
- a) Retail cannabis operations are permitted in commercial land use designations, given they meet the criteria set forth by Chapter 13, MCC 5.60, and state licensing.
 - b) The project is located within the Mono Basin Planning Area. The Mono Basin Community Plan encourages providing a wide range of commercial uses and services for residents and visitors. The project provides an unfilled service for residents and visitors of Lee Vining.

Compliance with Mono County General Plan Chapter 13, Cannabis Regulations

In addition to General Plan policies and regulations, commercial cannabis activities shall comply with Chapter 13. The following general standards and requirements apply to all commercial cannabis activities permitted in the county:

13.070.C. Site control

No commercial cannabis activity shall be allowed within six hundred (600) feet of schools providing instruction to kindergarten or any grades 1 through 12, day care or youth centers, parks, ballfields, playgrounds, libraries, community centers, and licensed child care facilities.

None of the above-mentioned facilities are located within 600 feet of the site. Lee Vining Elementary is approximately 1,400 feet from the project site. Lee Vining High School, Library, and Community Center are all at least 3,000 feet from the site.

Figure 6: 600 ft. radius around project location



13.070.D. Setbacks

All commercial cannabis activities shall meet existing setbacks established in General Plan Chapter 4 – Land Use Designations and 4.120 Yards and Setbacks.

The structure currently meets setback standards for commercial designations (10' front, 5' rear, 0' side) and the proposal does not include expansion of the building footprint (see attachment 1: site plan). The proposed storage shed also meets setback standards.

Freestanding signs will, at a minimum, meet the five-foot required setback. Sign setbacks will likely be greater to accommodate snow removal services.

13.070.E. Odor control

An odor mitigation plan is required to demonstrate that odors generated by the commercial cannabis activity shall not unreasonably impact adjacent properties and uses, or that odor mitigation measures are not applicable due to lack of cannabis-related odor generation, location or siting, design features, or other factors.

The project is for retail only with no associated growing operation. The store will only sell pre-packaged products from licensed distributors. Consumption of products, including smoking or use of vaporized concentrated products is prohibited on-site. Odor mitigation measures are not applicable due to lack of cannabis-related odor generation.

13.070.F. Signage

A Sign Plan shall be required to demonstrate compliance with General Plan Land Development Regulations, Chapter 4.190 Signs, and Chapter 7 Signs.

The project proposes the addition of **two** signs – one attached to the building and **one** freestanding at the property line located along Highway 395. **All signs will be 25 square feet, be constructed out of wood, and have the same design (Figure 9).** All signs will not contain any depictions of cannabis. Attached signs may occupy one square foot for each two lineal feet of business frontage upon which the sign is located (General Plan, 07.030.A.). With a business frontage of 190 feet, the building is allowed as sign of up to 95 square feet.

~~The freestanding sign will be located at the northeast and southeast corners of the parcel along Highway 395.~~ Freestanding signs may occupy one square foot for every three lineal feet of street frontage (General Plan, 07.030.C.), meaning the area of the freestanding sign may not exceed 95 square feet. Also, in accordance with 07.030.C., the sign will not exceed 20 feet in height and will have a minimum setback of five feet.

Figure 7: Proposed location of freestanding signs. To be revised to reflect single sign allowance. Planning Commission authorized staff to approve final location.



Figure 8: Location and approximate size of proposed attached sign.



Figure 9: Proposed sign design. All three signs are 25 square feet each and have the same design.



13.070.G. Visual screening

All Cannabis, Cannabis Products and Cannabis Accessories shall be screened from view from a public right of way to the best of the Permittee's ability.

The proposal states that the interior layout will not allow for any cannabis products to be visible from the street and no cannabis products will be placed in the existing display window.

13.070.H. Lighting

All commercial cannabis activities shall comply with General Plan Land Use Element Chapter 23 – Dark Sky Regulations regardless of activity type or Premise location.

Lighting for Tioga Green will conform with Chapter 23, Dark Sky Regulations. The project will install directional lighting with shielding for signage, walkways, and the building exterior.

Lighting is shown in the attached site plan (Attachment 1).

13.070.I. Parking

A Parking Plan depicting availability and requirements for parking shall be submitted. The Plan shall demonstrate the provision of adequate on-site parking for all employees and allow for loading and unloading.

The site provides adequate parking (see Attachment 1: Site Plan). The retail area requires one space for every 200 square feet of gross leasable area and warehouse space requires one space for every 1,000 square feet of gross floor area. The retail area does not exceed 400 square feet and storage does not exceed 1,000 square feet, meaning at least three spaces and a loading area is required. The project proposes **four spaces**, including **one** ADA space, and a loading area.

Improvements to the existing parking area include paving, lighting, and the addition of a curb-feature to ensure all stormwater drains to the on-site detention basin.

13.070.J. Noise

Noise generation shall comply with the Mono County General Plan Noise Element and Mono County Code, Chapter 10.16.

The project is not expected to generate noise beyond that of similar commercial operations in the Lee Vining commercial core.

Environmental Review

The project qualifies for a categorical exemption from the provisions of CEQA as the project is considered a Class 3 – Conversion of Small Structure (CEQA Guidelines, 15303). A Class 3 exemption consists of construction and location of limited number of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. Class 3 categorical exemptions specifically include stores, motels, offices, restaurants or similar structures not involving the use of significant amounts of hazardous substances, and not exceeding 2,500 square feet in floor area. The project proposes no expansion to the building footprint or modifications to the exterior of the structure. The retail use is consistent with current and historical uses for the property.

Attachments

Attachment 1 – Site Plan

Attachment 2 – Noticing

MONO COUNTY

Planning Division

DRAFT NOTICE OF DECISION & USE PERMIT

USE PERMIT: 19-006

APPLICANT: Cory Zila

ASSESSOR PARCEL NUMBER: 021-080-022

PROJECT TITLE: Tioga Green Cannabis Retail

PROJECT LOCATION: 51005 Highway 395, Lee Vining, CA

CONDITIONS OF APPROVAL

See attached Conditions of Approval

ANY AFFECTED PERSON, INCLUDING THE APPLICANT, NOT SATISFIED WITH THE DECISION OF THE COMMISSION, MAY WITHIN TEN (10) DAYS OF THE EFFECTIVE DATE OF THE DECISION, SUBMIT AN APPEAL IN WRITING TO THE MONO COUNTY BOARD OF SUPERVISORS.

THE APPEAL SHALL INCLUDE THE APPELLANT'S INTEREST IN THE SUBJECT PROPERTY, THE DECISION OR ACTION APPEALED, SPECIFIC REASONS WHY THE APPELLANT BELIEVES THE DECISION APPEALED SHOULD NOT BE UPHeld AND SHALL BE ACCOMPANIED BY THE APPROPRIATE FILING FEE.

DATE OF DECISION/USE PERMIT APPROVAL: May 16, 2019

EFFECTIVE DATE USE PERMIT: May 27, 2019

This Use Permit shall become null and void in the event of failure to exercise the rights of the permit within one (1) year from the date of approval unless an extension is applied for at least 60 days prior to the expiration date.

Ongoing compliance with the above conditions is mandatory. Failure to comply constitutes grounds for revocation and the institution of proceedings to enjoin the subject use.

MONO COUNTY PLANNING COMMISSION

DATED: May 16, 2019

cc: X Applicant
X Public Works
X Building
X Compliance

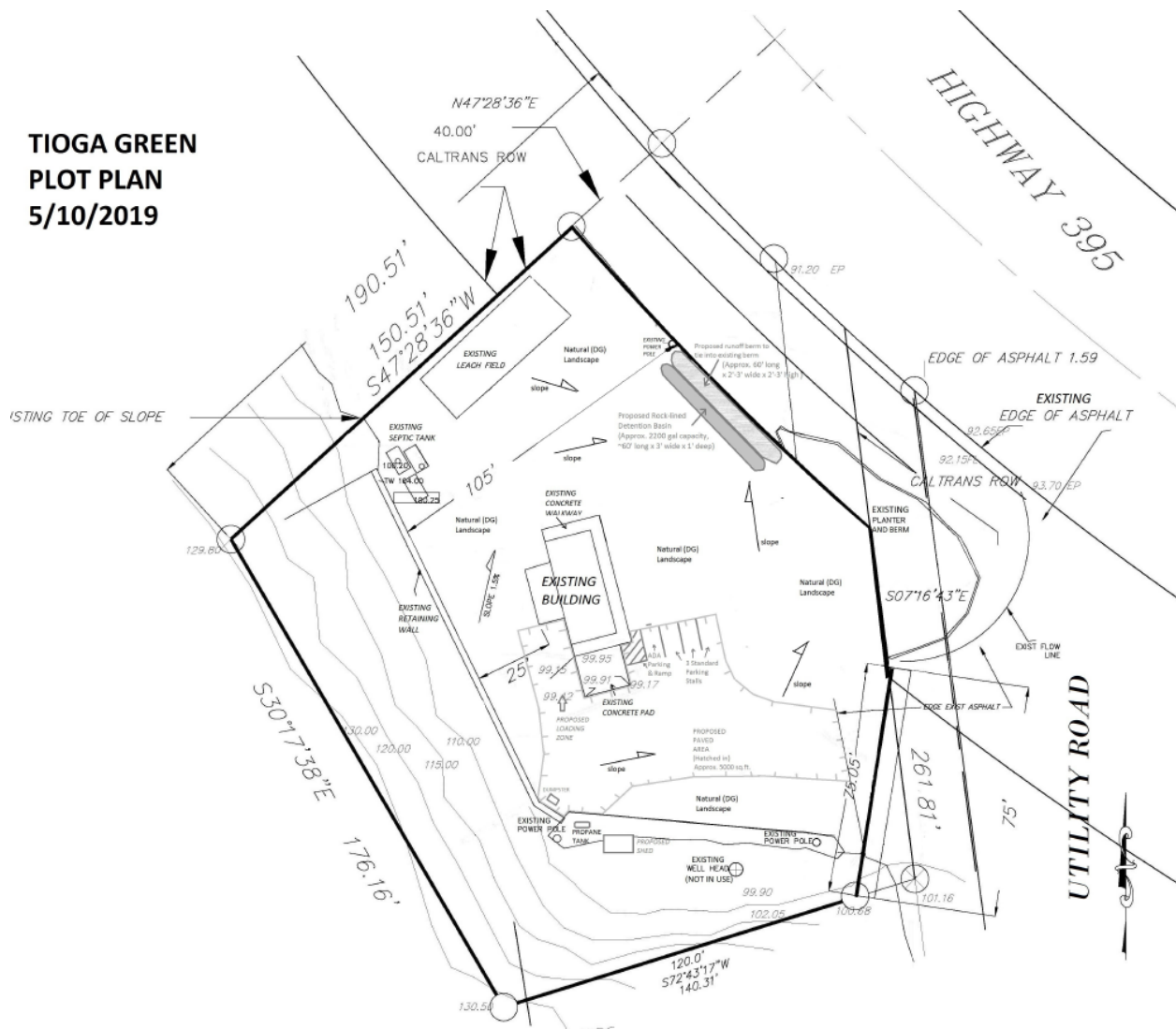
Conditions of Approval:
Use Permit 19-006/Tioga Green Cannabis Retail

- 1) All development shall meet requirements of the Mono County General Plan, Mono County Code, and project conditions.
- 2) Project shall comply with Chapter 13, Cannabis Regulations.
- 3) Project shall obtain a Mono County Operation Permit prior to use.
- 4) The project shall be in substantial compliance with the site plan as shown on Attachment 1 found in the staff report.
- 5) Construction for the project shall be contained within the boundaries of the parcel. All construction activities within the Highway 395 right-of-way must obtain an encroachment permit from Caltrans.
- 6) A curb or similar feature shall border the paved parking area to ensure all stormwater drains to the on-site detention basin.
- 7) **The freestanding sign** shall have a setback exceeding the five foot minimum standard in order to accommodate snow removal services.
- 8) **Signage shall reflect the dimensions and design shown in the staff report. One attached sign and one freestanding sign is permitted.**
- 9) Exterior of the building and accessory shed shall follow Mono County Design Guidelines, including the use of earth tones and non-reflective materials.
- 10) Project shall provide at least three 10x20' parking spaces and a loading area.
- 11) All exterior lighting shall be shielded and directed downward to comply with Chapter 23, Dark Sky Regulations.
- 12) On-site consumption of cannabis products is prohibited.
- 13) There shall be no expansion of cannabis uses without approval from the Mono County Planning Commission.
- 14) Applicant shall obtain operation permit, cannabis state license, business license, and all other required approvals prior to operation.
- 15) Project is required to comply with any requirements of the Lee Vining Fire Protection District. The applicant shall provide a "will serve" letter from the Lee Vining Fire Protection District indicating the FPD will provide service to the project.
- 16) **Project is required to comply with any requirements of the Lee Vining Public Utility District. Applicant shall gain approval for service through the PUD and the Local Agency Formation Commission (LAFCO) prior to approval of a Mono County Cannabis Operation Permit.**
- 17) Project shall comply with all Mono County Building Division, Public Works, and Environmental Health requirements.
- 18) Project shall comply with all conditions in Use Permit 19-006. Use Permit 34-06-05 is revoked.

19) If any of these conditions are violated, this permit and all rights hereunder may be revoked in accordance with Section 32.080 of the Mono County General Plan, Land Development Regulations.

Attachment 1 – Site Plan

**TIOGA GREEN
PLOT PLAN
5/10/2019**



Attachment 2 - Noticing

MONO COUNTY
PLANNING COMMISSION

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
www.monocounty.ca.gov

Date: April 30, 2019
To: The Sheet
From: CD Ritter
Re: Legal Notice for the **May 4** issue.
Invoice: Cara Isaac, PO Box 347, Mammoth Lakes, CA 93546

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that Mono County Planning Commission will conduct a public hearing **May 16, 2019**, at Board of Supervisors Chambers, Mono County Courthouse, Bridgeport, CA, to consider the following: **10:10 a.m. CONDITIONAL USE PERMIT 19-002/Walker River Farms:** Proposal for a cannabis microbusiness on an Agriculture (AG-10) parcel located at 1129 Larson Lane, Coleville (APN 002-110-021). The cannabis canopy will be roughly 8,600 square feet. The entire operation consists of four buildings (20x64 feet each). Microbusiness activities include cultivation, distribution, and non-storefront retail. A CEQA 15183 exemption is proposed. **10:30 a.m. CONDITIONAL USE PERMIT 19-006/Tioga Green & REVOCATION OF CONDITIONAL USE PERMIT 34-06-05/Hebert:** Conversion of an existing vacant 690-square foot commercial building into cannabis retail and revocation of the existing use permit for a drive-through restaurant. The proposal is located at 51005 Highway 395 (APN 021-080-022) south of Lee Vining commercial core and gains access from Utility Road. Modifications to the property include interior remodel of existing structure, addition of storage shed, new signage, and paving and lighting for parking area. A Class 3 CEQA exemption is proposed. Land use designation is commercial (C). **10:50 a.m. VARIANCE & USE PERMIT/3D Housing Development:** Conditional Use Permit 18-017 proposes a five-unit housing project on the corner of Howard Avenue and Bruce Street in the community of June Lake. Each unit is approximately 800 square feet. Variance 18-001 is a request for a zero setback from the top of a bank/water course for two units and a portion of the parking area. The watercourse runs along the eastern portion of the project site. The parcel is 0.43 acres in size (APN 015-103-022) and has a land use designation of Multi-Family Residential High (MFR-H). A CEQA exemption 15183 is proposed. Project files are available for public review at the Community Development Department offices in Bridgeport and Mammoth Lakes. INTERESTED PERSONS may appear before the Planning Commission to present testimony or, prior to or at the hearing, file written correspondence with: Secretary to the Planning Commission, PO Box 347, Mammoth Lakes, CA 93546. If you challenge the proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to Secretary to the Planning Commission at, or prior to, the public hearing.

###



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: Social Services and Probation

TIME REQUIRED 15 minutes (5 minute presentation,
10 minute discussion)

**PERSONS
APPEARING
BEFORE THE
BOARD**

Michelle Raust, Social Services;
Jazmin Barkley, Probation

SUBJECT California Child and Family Services
Review (C-CFSR)

AGENDA DESCRIPTION:

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

Presentation by Michelle Raust (Department of Social Services) and Jazmin Barkley (Probation Department) regarding the finalization of the 2018-2023 California Child and Family Services Review System Improvement Plan and request for Board of Supervisors approval.

RECOMMENDED ACTION:

Approve and authorize the Chair to sign the Mono County 2018-2023 California Child and Family Services Review (C-CFSR)'s System Improvement Plan.

FISCAL IMPACT:

None.

CONTACT NAME: Michelle Raust

PHONE/EMAIL: 760-924-1758 / mraust@mono.ca.gov

SEND COPIES TO:

Michelle Raust, Mono County Department of Social
Services, and

Jazmin Barkley, Mono County Probation Department

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

- [Staff Report re: System Improvement Plan](#)
- [C-CFSR Community Self-Assessment](#)
- [C-CFSR Community Self-Assessment Signature Sheet](#)

[C-CFSR System Improvement Plan 2018-2023](#)

[SIP Signature Sheet for Supervisors to sign](#)

History

Time	Who	Approval
5/7/2020 4:16 PM	County Administrative Office	Yes
5/1/2020 3:36 PM	County Counsel	Yes
5/7/2020 1:37 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

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MAMMOTH LAKES OFFICE
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To: Mono County Board of Supervisors

From: Michelle Raust, Program Manager, Department of Social Services
Jazmin Barkley, Probation Department

Date: May 12, 2020

Re: California Child and Family Services Review (C-CFSR)
Adoption of the 2018-2023 System Improvement Plan (SIP)

Recommended Action

Approve & Sign Mono County's 2018-2023 California Child and Family Services Review (C-CFSR)'s System Improvement Plan.

Fiscal Impact

None

Discussion

The California Child and Family Services Review (C-CFSR) System was formed as a result of the passage of the Child Welfare System Improvement and Accountability Act (AB 636) in 2001 and modeled after the Federal CFSR. It was designed to improve outcomes for children in the child welfare system, including probation youth who are placed in foster care, while holding county and state agencies accountable for the outcomes achieved.

This statewide accountability system includes: The completion of a County Self-Assessment (CSA) every five years (including a Peer Review), the development of a five-year SIP, annual submission of a SIP Progress Report by the county to the State, and continuous monitoring of SIP strategies, child welfare data, and outcome measures.

The C-CFSR is a cyclical process which begins with the identification and analysis of the current system, implementation of solutions, and an ongoing evaluation and revision of those solutions for continuous improvement:



MONO COUNTY'S 2018

COMMUNITY SELF-ASSESSMENT (CSA)

At the conclusion of the 2012-2017 cycle, Mono County, in partnership with the Northern Training Academy at UC Davis, embarked upon its CSA. The CSA was completed by engaging the following community partners through stakeholder forums, focus groups, and individual consultations:

Child Welfare Administrators, Supervisors, and Social Workers

Chief Probation Officer, Probation Placement Supervisor, and Probation Officers

Foster Youth (current and former)

Parents/Consumers who are reflective of the CWS population

Resource (Foster) Families

Public Health Department Director and Foster Care Nurse

Mono County Behavioral Health Director, Clinicians, and Case Managers, including Substance Abuse Disorder Staff

Mono County Office of Education Superintendent

Mammoth Unified and Eastern Sierra Unified School District Superintendents and Teachers

Child Abuse Prevention Council (CAPC) / Children's Trust Fund Commission Coordinator

Juvenile Court Judge

Juvenile Court Public Defenders

Tribal Representatives

Court Appointed Special Advocates (CASA)

California Department of Social Services (CDSS), Adoptions, Field Office Supervisor and Social Worker

CDSS Outcomes & Accountability Section, Program Analyst

Wild Iris Domestic Violence Prevention Provider, Director and Counselors

Mono County District Attorney and Investigator

Marine Base (Mountain Warfare Training Center) Family Advocacy Program Clinician

Toiyabe Indian Health Project, Family Services staff

IMACA, Director of Child Care Services

First 5 Mono County Home Visiting staff

Kern Regional Center Supervising Case Manager

Local Law Enforcement Officers

Stakeholder Forums:

May 17, 2018: Mono County Stakeholder meeting

May 16, 2018: Focus groups for biological parents of children in foster care, foster parents, and former foster youth

May 21, 2018: Focus group for tribal members of the Utu Utu Gwaitu Tribe of the Benton Reservation

Peer Review: May 15 – 16, 2018

The 3-day Peer Review was conducted in Mammoth Lakes, CA. Peer Reviewers included:

4 Child Welfare Social Workers from Inyo, Mariposa, Calaveras, and Alpine Counties, and

2 Probation Officers from El Dorado and Inyo Counties

Over the course of three days, the Peer Reviewers examined actual Case Files and interviewed Social Workers and Probation Officers. Peers use a standardized Peer Review tool designed to extrapolate qualitative data about local practices and outcomes. The Peer Reviewers provided feedback and suggestions at the end of the Peer Review and also engaged with Mono County staff to share successful efforts on best/promising practices across the different counties.

MONO COUNTY'S 2018-2023

SYSTEM IMPROVEMENT PLAN (SIP)

The SIP is the operational agreement between the CDSS and the county. A new SIP is developed every five years and is approved by the county Board of Supervisors (BOS).

The SIP provides an outline for how the county will improve their system of care for children and families, based upon the outcomes of the Community Self-Assessment described above.

The SIP identifies how programs and services funded by programs administered by the Office of Child Abuse Prevention (OCAP) will address priority needs.

Priority Outcome Measures for 2018-2023:

The charts beginning on page 25 of the System Improvement Plan describe the specific goals, strategies, and action steps for each of these priorities.

Service Array and Resource Development (Child Welfare): Enhance practices and strategies that result in more children/youth having permanent homes, stable placements, and connections to communities, culture and important adults.

Strategy 1: Provide additional support to families of origin by beginning the use of Family/Parent Partners.

Strategy 2: Increase CWS Social Worker capacity to coordinate and facilitate Child and Family Teams (CFT).

Quality Assurance System (Child Welfare): The county will evaluate ongoing practice, policies, and procedures, in order to ensure quality services are planned and provided to children receiving services.

Strategy 1: Improve the quality of casework practice to better assess and support children, families and parents (including biological parents or resource parents) by developing caseworker tools/job aids, policies and procedures for specific interventions.

Strategy 2: Fully implement evidence-based screenings such as Child and Adolescent Needs and Strengths Assessment (CANS) and Structured Decision-Making (SDM) to increase engagement of youth and families.

Foster and Adoptive Parent Licensing, Recruitment, and Retention (Child Welfare): Enhance practices and strategies that result in more children/youth having permanent homes, stable placements, and connections to communities, culture and important adults.

Strategy 1: Recruit, approve, and retain Resource Families (RF) who reflect the geographic, ethnic and racial diversity of children in the County for whom resource homes are needed.

Permanency in 12 Months from Entering Foster Care (Probation):

Strategy 1: Measure the number of cases with family finding efforts throughout the case.

Strategy 2: Measure the number of youths who had a CANS assessment completed within 60 days of entering foster care.

In conclusion, each county's Board of Supervisors is required to take action every five years to approve the county System Improvement Plan. Mono County's 2018-2023 SIP was approved in the fall of 2019 by the Office of Child Abuse and Prevention (OCAP) and on February 25, 2020 by the California Department of Social Services. The next five-year Community Self-Assessment for Mono County will occur during the 2022-2023 fiscal year.

California - Child and Family Services Review

County Self-Assessment



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Introduction

The Mono County Department of Social Services (MCDSS) and the Mono County Probation Department (MCPD) have completed this County Self-Assessment (CSA) in accordance with the provision of the Child Welfare Outcome and Accountability System, referred to as the California Child and Family Services Review (C-CFSR). The Mono CSA is one piece of a larger continuous quality improvement process which relies on both qualitative and quantitative data to guide Social Services and Probation in planning for program enhancements. The C-CFSR was established by the California's Child Welfare System Improvement and Accountability Act (AB 636). As required by AB 636, Mono County must regularly analyze, in collaboration with key community stakeholders (e.g., parents, youth in foster care, public agency personnel, staff from community-based organizations, foster parents and relatives caring for youth in foster care) through a structured format its performance on specific child welfare and probation outcomes.

State and Federal outcomes are measured, for children involved in child welfare out of home placement, including those served by probation, using quantitative data collected by the statewide child welfare database Child Welfare Services / Case Management System (CWS/CMS). In addition to analyzing the outcome indicators the Department of Social Services and Probation must review systematic and community factors that correspond to the federal review. Areas needing improvement are incorporated into a five-year System Improvement Plan (SIP), which is also developed in partnership with community stakeholders and partners. The SIP must both be approved by the Mono County Board of Supervisors and submitted to the State.

In addition, the Mono County Self-Assessment includes plans for the expenditure of federal and state funds for the Promoting Safe and Stable Families (PSSF), Child Abuse Prevention, Intervention and Treatment (CAPIT) and Community Based Child Abuse Prevention (CBCAP). Mono County's last County Self-Assessment was completed in 2013 and was the basis

for the most recent SIP goals and strategies. Planning for the current CSA was built upon the progress that was made during the past five years and related to the SIP to improve collaboration and increase resources for families in our County despite limited resources and the challenges that face California small rural counties. The commitment of staff in both child welfare and probation and the support of our community partners has been vital to our progress and will continue to be the foundation of our capacity to protect children from abuse in Mono County and strengthen families.

A stakeholder meeting was conducted on May 17, 2018 from 9:00am to 12:00pm at the Snow Creek Athletic Club in Mammoth Lakes. Participants were given a presentation on the demographics and outcome data for Mono County and a brief overview of the day's event schedule. Small focus groups were conducted within the meeting on a range of pertinent topics: Permanency, Reentry, Well-Being and Transitional Age Youth, Recurrence of Maltreatment and a variety of global questions interrelated to child welfare.

Two sets of focus groups occurred over the course of two hours during the peer review on day one. One set of biological parents and X child welfare supervisors were interviewed in these two focus groups. Findings from the stakeholder event and focus groups have been summarized and summaries are placed throughout the report in relevant analyses of each of these topics.

- a Probation Parents: 4; children's ages – 16 & 18**
- b CWS Parents: 3; children's ages – 10months, 5, 6 and 24 years old**
- c Foster Parents: 2; children's ages – 3 & 5 years old**

C-CFSR Planning Team & Core Representatives

C-CFSR TEAM

As per AB 636, Mono County Department of Social Services, Probation and the CDSS partnered together to plan, conduct and implement the Mono County Self-Assessment. The core planning team included the 1) Social Services Director, Program Manager, and Supervisor, 2) Probation Chief and Supervisor, 3) consultants with the CDSS Outcomes and Accountability Bureau and the Office of Child Abuse and Prevention, and 4) staff from the University of California, Davis, Northern California Training Academy who were contracted to serve as consultants, facilitators and event coordinators.

CORE REPRESENTATIVES

Mono County sought participation of key community stakeholders as part of the county self-assessment to discuss demographics, regional needs and resources, and individual areas of focus related to outcomes for children and families. This was accomplished via two key activities, 1) a Mono County Stakeholder meeting was convened on May 17, 2018 and 2) focus groups were coordinated for biological parents of children in foster care and foster parents (May 16, 2018), youth (unfortunately no youth participated), child welfare leadership (May 16, 2018) and tribal leadership of the Utu Utu Gwaitu Tribe of the Benton Reservation (May 21, 2018). UC Davis facilitated the stakeholder meeting as well as the focus groups with the exception of the tribal focus group which CDSS facilitated. A summary of findings from the stakeholder meeting and focus groups are presented throughout the content of the assessment.

All of the required core participants contributed to the Mono County Self-Assessment, along with a significant number of other recommended participants.

The following attended the Stakeholder Meeting on May 17, 2018.

1. Michelle Raust, Program Manager, Mono County CWS
2. Kathy Peterson, Director, Mono County CWS
3. Krista Cooper, Supervisor, Mono County CWS
4. Sandra Villalpando, Social Worker, Mono County CWS
5. Mitchell Cyr, Social Worker, Mono County CWS
6. Raymond Gaffney, Social Worker, Mono County CWS
7. Pedro Figueroa, Social Services Aid, Mono County CWS

8. Holly Simpson, CDSS State Adoptions
9. Carmen Sastre, CDSS State Adoptions
10. Jazmin Barkley, Supervisor, Mono County Probation
11. Salvador Montanez, WRAP Coordinator, Mono County Behavioral Health
12. Sandra Pearce, Director, Mono County Public Health
13. Robin Roberts, Director, Mono County Behavior Health
14. Trina Tobey, Director, Wild Iris (DV services, parenting, SART, supervised visits, etc)
15. Stacey Adler, Superintendent, Mono County Office of Education
16. Didi Tergesen, CAPC Coordinator, Mono County Office of Education
17. Chris Callinan, Investigator, Mono County District Attorney
18. Gerald Mohun, Attorney/Public Defender
19. Anna Jones, Marine Base (Mountain Warfare Training Center) Family Advocacy Program
20. Arlene Brown, Toiyabe Indian Health
21. Queenie Bernard, IMACA, Director of Child Care Services
22. Shelby Stockdale, Public Health Nurse/Foster Care Nurse, Mono County Public Health
23. Lara Walker, First 5 Mono County Home Visiting
24. Orlando Mejia, Juvenile Probation Officer
25. Andrea Conetto, Kern Regional Center
26. Jeanne Sassin, Lee Vining Principal / ESUSD
27. Heather Edwall, RFA parent
28. Angela Lewis, Evaluation Coordinator, Toiyabe Indian Health Project—Family Services

THE CSA PLANNING PROCESS

To manage the overall CSA process, the planning committee instituted regular meetings with the core representatives and their technical assistance and supporting staff. These meetings focused on overall progress, logistics, milestones, and deadlines to ensure that the entire initiative remained on track. This committee was responsible for the planning of the Mono County Peer Review, Stakeholder Meeting, focus groups and writing of the CSA report.

Demographic Profile

GENERAL COUNTY DEMOGRAPHICS

Located in the east central portion of California, Mono County encompasses 3,048.98 square miles which includes National forests, such as Yosemite National Park, lakes for fishing, trails for hiking or biking and beautiful mountains. As of July 1, 2017, Mono County has a total estimated population of 14,168 individuals, with 19.1% of those individuals under age 18. The county has a population per square mile of 4.7. Racial and ethnic data breakdowns are provided in the tables below. The following tables illustrate these demographics based on U.S. Census data as of July 1, 2017 (V2017).¹

Mono County has a lower percentage of families living below the poverty line (compared to California averages). Mono County also has a relatively low unemployment rate. Limited family supports, and services is the main regional problem facing Mono County. In particular, services in outlying communities such as Coleville/Walker and Benton are very sparse. Complicating the sparsity of services is the very limited public transit system serving the eastern sierra. Access to specialized (or even the most basic) services requires long drives to more urban areas. Transportation issues are noted throughout the report (see pg. 62).

Table 1: Mono County Estimated Population, by Race, 2017

Race	Est. Number	Percent
White, alone	12,907	91.1%
Black African American, alone	113	0.8%
American Indian or Alaska Native, alone	411	0.3%
Asian, alone	255	0.2%
Native Hawaiian or Pacific Islander, alone	113	0.8%
Two or More Races	368	0.3%

¹ U.S. Census Bureau: State and County QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits. Accessed April 30, 2018 at <https://www.census.gov/quickfacts/fact/table/monocountycalifornia/PST045217#qf-headnote-a>

Hispanic or Latino	3,925	2.7%
White, not Hispanic or Latino	9,252	65.3%
Total	14,168	

Source: U.S. Census Bureau, State and County Quick Facts, July 1, 2017 (V2017).

According to the US Census in 2017 of the 14,168 residents of Mono County, approximately 5.0% are children under the age of 5 and 19.1% are children under the age of 18.

Table 2: Mono County Population under Age 20 by Race/Ethnicity, 2017²

Race/Ethnicity	Number	Percent
White, alone	1,593	48.6%
Hispanic or Latino	1,475	45.0%
Native American, alone	51	1.6%
Asian/Pacific Islander (P.I.), alone	33	1.0%
Black, alone	4	0.1%
Two or More Races, alone	120	3.7%
Total	3,276	100.0%

According to these US Census Bureau data, 25.9% of persons aged 5 years or older speak a language other than English at home. Additional data that stratify which languages are spoken by whom are not currently available. In reviewing ethnicity data between 2013 – 2017, it appears that the ethnic/racial composition of youth in Mono has remained fairly static. Therefore changes in CPS/Probation youth are not related to changes in Mono County’s demographics.

Table 3: Additional County Demographic Information, 2016

Category	Information ³
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² Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 4/30/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: <http://cssr.berkeley.edu/ucb_childwelfare>

³ All figures represented in the dollars of their listed years with no adjustments for inflation

Median Income ⁴	The latest available census data indicates that the median household income was \$58,937 in 2016; This dropped slightly from \$61,184 in 2010
Unemployment Data ⁵	The unemployment rate was 3.7% in February 2018, down approximately 43% from 2013 (8.6%)
Poverty Rate ⁴	As of 2016 census data, 11.5% of people in Mono County lived below the federal poverty line; There was only a 0.3% increase from the 2007-2011 poverty rate (11.2%)
Average Housing Costs ⁴	The median value of owner-occupied housing units in 2016 was \$286,100, with the median monthly mortgage payment at \$1,925 and the median gross rent at \$1,107
Homelessness Data ⁶	There were 92 homeless individuals in the Continuum of Care (CoC) which include Alpine, Inyo and Mono Counties (CA-530), based on the latest survey data (CoC HUD, 2017). 11 of these individuals were children under the age of 18. Homeless rates were not available in the last CSA cycle.
Federally Recognized Tribes	Mono County has two Federally recognized tribes, the Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation and the Bridgeport Indian Colony

Mono County has two federally recognized tribes: Bridgeport Indian Colony and the Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation. Social Services for these Reservations are handled by Toiyabe Indian Health Project (TIHP). Toiyabe Family Services provides professional therapeutic counseling combined with prevention strategies and counseling interventions with a strong emphasis on cultural and traditional activities. Other annual activities include Safe Talk Training, the Walk for Life suicide prevention event, and Pine Nut Camp. MCDSS works cooperatively with TIHP on a case by case basis to ensure coordination of services. Access to TIHP services for families on the Benton Paiute Reservation, in particular, can be challenging due to the 35-mile distance from the reservation to Bishop where TIHP is located. Public transportation is limited in this part of the county.

⁴ U.S. Census Bureau: State and County QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits. Accessed April 30, 2018 at <https://www.census.gov/quickfacts/fact/table/monocountycalifornia/POP815216#viewtop6>

⁵ United States Department of Labor, Bureau of Labor Statistics: Local Areal Unemployment Statistics. Accessed April 30, 2018 at <https://data.bls.gov/map/MapToolServlet>

⁶ HUD Exchange. HUD 2016 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations. Accessed April 30, 2018 at https://www.hudexchange.info/resource/reportmanagement/published/CoC_PopSub_CoC_CA-530-2017_CA_2017.pdf

CHILD MALTREATMENT INDICATORS

The following tables provide demographic information on children who were the subjects of referrals (i.e. suspected child abuse reports. These data come from the California Department of Social Services quarterly reports available from the UC Berkeley Center for Social Services Research, <http://cssr.berkeley.edu/cwscmsreports> unless otherwise noted.

Table 4: Child Maltreatment Indicators

Category	Information
Number of Low-Birth Weight Newborns ⁷	LNE (Low Number Event) refers to data that have been suppressed because there were fewer than 20 low-birthweight births.
Number of Children Born to Teen Parents ⁸	LNE (Low Number Event) refers to data that have been suppressed because there were fewer than 20 teen births.
Family Structure ⁹	Female-Headed Households – LNE Male-Headed Households - LNE Married Couple (Opposite Sex) - LNE Unmarried Couple (Opposite Sex) - LNE Unmarried or Married Same-Sex Couple – LNE Other Households (includes children living alone or with nonrelatives) – LNE Note: LNE (Low Number Event) refers to estimates that have been suppressed because the margin of error was greater than 5 percentage points.
Housing Costs & Availability ¹⁰	The median value of owner-occupied housing units in 2016 was \$286,100, (a significant drop from 2007-2011 at \$428,600, following state- and nationwide trends during the last recession) with the median monthly mortgage payment at \$1,925 and the median gross rent at \$1,107. The owner-occupied rate is 55.2%. As of July 1, 2016, there were 14,053 housing units in Mono County.

2-1-1 Monthly Call Averages¹¹ Mono County does not have a 2-1-1 service.

⁷ Kidsdata.org, accessed April 30, 2018 at <http://www.kidsdata.org/topic/301/lowbirthweight/table#fmt=91&loc=352&tf=73&sortColumnId=0&sortType=asc>

⁸ Kidsdata.org, accessed April 30, 2018 at <http://www.kidsdata.org/topic/314/teenbirths/table#fmt=850&loc=352&tf=73&sortColumnId=0&sortType=asc>

⁹ Kidsdata.org, accessed April 30, 2018. <http://www.kidsdata.org/topic/301/lowbirthweight/table#fmt=91&loc=352&tf=73&sortColumnId=0&sortType=asc>

¹⁰ United States Census Bureau, QuickFacts, Mono County, California. Accessed April 30, 2018 at <https://www.census.gov/quickfacts/fact/table/monocountycalifornia/PST045216>

¹¹ 2-1-1. Accessed April 30, 2018 at <http://www.211.org/search?zip=&city=BRIDGEPORT&state=CA>

Substance Abuse Data ¹²	The reported rate of opioid overdose hospitalizations in 2016 was zero cases per 100,000 people (age-adjusted in 2016).
Mental Health Data ¹³	120 adults received Specialty Mental Health Services in FY 2015-2016 compared to 48 adults in FY 2012-2013.
Child Fatalities & Near Fatalities ¹⁴	There were no Child Fatalities or Near Fatalities resulting from Abuse and/or Neglect.
Children with Disabilities ¹⁵	52 kids or 1.8% of the children in Mono County have a major disability, compared with 3.1% for the state as a whole
Rate of Law Enforcement Calls for Domestic Violence ¹⁶	Mono County law enforcement received 118 calls for domestic violence, of which 11.8% (14) involved a weapon. Calls for domestic violence have significantly increased over the past 10 years (63.5%) with a low of 75 calls in 2007. However, calls involving a weapon have stayed relatively the same for the past 10 years (low of 4 in 2008 and high of 16 in 2009).
Rate of Emergency Room Visits for Child Victims of Avoidable Injuries ¹⁷	LNE (Low Number Event) refers to data that have been suppressed because there were fewer than

Explanatory Notes for Participation and Caseload Demographic Tables

UC Berkeley counts unduplicated numbers of children, so if a child is on multiple referrals during the year, they are only counted once during the year.

Table 5: Children with Maltreatment Referrals by Age, Mono County, January 1, 2017 to December 31, 2017¹⁸

Age Group	Children w/ Allegations	Total Child Population	Incidence per 1,000 Children
Under 1	24	135	177.8
1 -2	17	287	59.2

¹² California Opioid Overdose Surveillance Dashboard, Mono County Dashboard, retrieved 9-20-18 from <https://discovery.cdph.ca.gov/CDIC/ODdash/>

¹³ Performance Outcomes Adult Specialty Mental Health Services Report Date August, 2017. Accessed April 30, 2018 at [http://www.dhcs.ca.gov/services/MH/Documents/Performance%20Dashboard%20\(adult%20reports\)/2017_Adult_Reports_Non_ADA/POS_Adult_Report_Mono.pdf](http://www.dhcs.ca.gov/services/MH/Documents/Performance%20Dashboard%20(adult%20reports)/2017_Adult_Reports_Non_ADA/POS_Adult_Report_Mono.pdf)

¹⁴ <https://www.kidsdata.org/topic/660/childdeaths-age-cause/table>

¹⁵ Kidsdata.org, Children with Major Disabilities, by City, School District and County (Regions of 10,000 Residents or More). Accessed April 30, 2018 at <http://www.kidsdata.org/topic/770/special-needs-major-disabilities10/table#fmt=1178&loc=2,352&tf=94&sortColumnId=1&sortType=desc>

¹⁶ Open Justice, Domestic Violence Related Calls for Assistance, Mono County 2007-2016. Accessed April 30, 2018 at <https://openjustice.doj.ca.gov/crime-statistics/domestic-violence>

¹⁷

¹⁸ Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 4/30/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: http://cssr.berkeley.edu/ucb_childwelfare

3 - 5	39	411	94.9
6 - 10	45	823	54.7
11 - 15	49	866	56.6
16-17	8	314	25.5
Total	182	2,836	64.2

Table 6: Children with Maltreatment Referrals by Ethnicity, Mono County, January 1, 2017-December 31, 2017¹⁹

Ethnic Group	Children with Referrals	Total Child Population	Rate per 1,000 Children
Black	2	2	1000.0
White	52	1,378	37.7
Latino	40	1,291	31.0
Asian/Pacific Islander	0	25	0.0
Native American	8	41	195.1
Missing / Multiracial	0	99	0.0
Total	182	2,836	64.2

¹⁹ Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 4/30/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: <http://cssr.berkeley.edu/ucb_childwelfare>

CHILD WELFARE AND PROBATION POPULATION

Mono County has seen a small increase in referrals and substantiations from 2012 to 2017 (see Table 9).

Table 9: Mono County Trends in Population, Referrals, Substantiations, Entrance and Rates of Out of Home Care

Category	2012	2012 Rate,1000	2017	2017 Rate/1,000	CA 2017 Rate/1,000
Child Population	2,931	-	2,836	-	-
# Children in referrals	150	51.2	182	64.2	54.1
# Children in Substantiated Referrals	15	5.1	24	8.1	7.5
Children Entering Out-of-Home Care	1	0.3	0	0	3.0
Children in Out-of-Home Care ²⁰	4	1.4	4	1.8	5.8

Table 10: Mono County Trends in Allegation Type

Allegation Type	2012 Count	2012 Percent	2017 Count	2017 Percent
Sexual Abuse	23	15.3%	12	6.6%
Physical Abuse	33	22.0%	54	29.7%
Severe Neglect	13	8.7%	2	1.1%
General Neglect	54	36.0%	80	44.0%
Exploitation	-	-	-	-
Emotional Abuse	22	14.7%	34	18.7%
Caretaker Absence/Incapacity	1	0.7%	-	-

²⁰ Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 4/30/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: http://cssr.berkeley.edu/ucb_childwelfare. Point in Time July 1, 2012 and July 1, 2017.

At Risk, Sibling Abused	4	2.7%	-
Total	150	100%	182

Table 7: Children in Out-of-Home Care by Age, Mono County, on July 1, 2017²¹

Age Group	Count In Care*	Total Child Population
Under 1	0	135
1 - 2	1	287
3 - 5	2	411
6 - 10	1	823
11 - 15	0	866
16-17	0	314
Total	4	2,836

*Rates or percentages are not displayed due to counts being less than 10.

Table 8: Children in Out-of-Home Care by Race / Ethnicity, Mono County, As of July 1, 2017²²

Ethnic Group	Count In Care*	Total Child Population
Black	0	0
White	1	1,378
Hispanic	0	1,291
Asian/Pacific Islander	0	25
Native American	3	41
Multi-Race	0	99
Total	4	2,836

*Rates are not displayed due to counts being less than 10.

²¹ Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 4/30/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: http://cssr.berkeley.edu/ucb_childwelfare.

²² Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 4/30/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: http://cssr.berkeley.edu/ucb_childwelfare

Mono County's sample size of youth in out-of-home (foster) care is too small to extrapolate trends related to ethnic and/or cultural disparities of foster youth. Mono County consistently has well under 10 foster youth at any given time in out-of-home care. The entry of just one sibling set into foster care skews percentages in such a dramatic manner that it makes charts and graphs (which are based upon percentages) ineffective as a way to extrapolate trends. What is true is that youth of all ethnic populations (White, Latino, black, and Native American) have been represented in out-of-home placement, at one time or another, over the past decade, depending upon the year. Mono County will see one or two sibling sets from any given ethnic group in foster care at a time, or none, depending upon the year.

Data from referrals (i.e. suspected child abuse reports) is a somewhat improved source for extrapolating trends in Mono County's population impacted by child abuse and neglect. Mono County has a sample size of approximately 10 – 20 suspected child abuse reports per month. Reviewing data from child abuse investigations (over time) reveals trends that may be worth examination. For example, over a five-year period from 2013 to 2017, Native American and White youth experienced substantiated child abuse incidents at a somewhat higher rate than their overall population rate. Latino youth, on the other hand, consistently experienced a slightly lower rate of child abuse than their population rate. An exception to that was during the year of 2016 in which 0% of Native American youth were the subject of a substantiated child abuse report.

Toiyabe Indian Health Services, located in Bishop, California, serves Native American youth who reside in Benton, CA. This programs services all tribal members and their families within the Eastern Sierra.

Table 11: Children in Child Welfare with Reentries by Age, Mono County, October 1, 2014 to September 31, 2015²³

Age Group	In Care	Children with First Reentry	Children with Subsequent Reentry
Under 1	0	0	0
1 - 2	1	0	0
3 - 5	0	0	0
6 - 10	0	0	0
11 - 15	0	0	0
16-17	0	0	0
Total	1	1	0

Table 12: Children in Child Welfare with Reentries by Ethnicity, Mono County, October 2014-September 2015²⁴

Ethnic Group	In Care	Children with First Reentry	Children with Subsequent Reentry
Black	0	0	0
White	1	0	0
Hispanic	0	0	0
Asian/Pacific Islander	0	0	0
Native American	0	0	0
Missing	0	0	0
Total	1	0	0

Table 13: Children in Probation with Reentries by Age, Mono County, October 2014-September 2015²⁵

Age Group	In Care	Children with First Reentry	Children with Subsequent Reentry
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²³ Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 5/4/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: http://cssr.berkeley.edu/ucb_childwelfare.

²⁴ Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 5/4/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: http://cssr.berkeley.edu/ucb_childwelfare.

²⁵ Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 5/4/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: http://cssr.berkeley.edu/ucb_childwelfare.

Under 1	0	0	0
1 - 2	0	0	0
3 - 5	0	0	0
6 - 10	0	0	0
11 - 15	1	0	0
16-17	0	0	0
Total	1	0	0

Table 14: Children in Probation with Reentries by Ethnicity, Mono County, October 2014-September 2015²⁶

Ethnic Group	In Care	Children with First Reentry	Children with Subsequent Reentry
Black	0	0	0
White	1	0	0
Hispanic	0	0	0
Asian/Pacific Islander	0	0	0
Native American	0	0	0
Missing	0	0	0
Total	0	0	0

Table 15: Children with Open Service Component, April 1, 2018²⁷

Service Component Type	Court-Ordered	Voluntary	Missing	Total
Emergency Response	-	-	5	5
No Placement FM	5	2	-	7
Post-Placement FM	-	-	-	-

²⁶ Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 5/4/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: http://cssr.berkeley.edu/ucb_childwelfare.

²⁷ Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 7/31/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: http://cssr.berkeley.edu/ucb_childwelfare.

Family Reunification	1	-	-	1
Permanent Placement	1	-	-	1
Supportive Transition	1	-	-	1
Total	8	2	5	12

Public Agency Characteristics

POLITICAL JURISDICTIONS

Mono County was incorporated in 1861. It is a rural county in Central California located on the eastern side of the Sierra bordered by Alpine County to the north; the state of Nevada to the East; Inyo County to the South; and Mariposa, Tuolumne, and Fresno Counties to the west.

Board of Supervisors

The Mono County Board of Supervisors consists of representatives from five districts. Board meetings are held on the first, second, and third Tuesday of each month.

Board members are:

District 1: Jennifer Halferty

District 2: Fred Stump

District 3: Bob Gardner

District 4: John Peters

District 5: Stacy Corless

Federally Recognized Tribes within Mono County

Mono County has two federally recognized tribes: Bridgeport Indian Colony and the Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation. Social Services for these Reservations are handled by Toiyabe Indian Health Project (TIHP). Toiyabe Family Services provides professional therapeutic counseling combined with prevention strategies and counseling interventions with a strong emphasis on cultural and traditional activities. Other annual activities include Safe Talk Training, the Walk for Life suicide prevention event, and Pine Nut Camp. MCDSS works cooperatively with TIHP on a case by case basis to ensure coordination of services. Access to TIHP services for families on the Benton Paiute Reservation, in particular, can be challenging due to the 35 mile distance from the reservation to Bishop where TIHP is located. Public transportation is limited in this part of the county.

School Districts

Mono County has two school districts: Eastern Sierra Unified School District (ESUSD) and Mammoth Unified School District (MUSD). The Mono County Office of Education (MCOE) provides services that support the districts including continuation and alternative schools, support with curriculum and instruction, and the School Attendance Review Board (SARB). The Mono County Office of Education employs a foster youth liaison whose role is to provide on-site support and coordinated services to foster youth students in coordination with social workers and probation officers.

Mono County schools are one of the largest sources of child abuse referrals. School districts require and provide annual on-line Mandated Reporter training for their staff. Additionally, the MCDSS staff and Mono County Child Abuse Prevention Council (CAPC) provide in-person Mandated Reporter trainings to school staff. Overall, MCDSS has a positive and collaborative working relationship with the school district superintendents, principals, administrators, teachers and other staff. Direct communication between Mono County CWS management and school staff or leadership is commonplace. Mono County Social Services and Juvenile Probation are members of the School Attendance Review Board (SARB). Additionally, the MCOE foster youth liaison routinely attends the Multi-Disciplinary Team (MDT) which meets twice per month.

Law enforcement agencies

There are three law enforcement agencies in Mono County: Mono County Sheriff's Department, Mammoth Lakes Police Department, and the Mono County District Attorney's Office. Social Services and the Probation Department work well with all three agencies. Law enforcement agencies are members of the SARB (referenced above) and MDT (as needed).

Additionally, the Marine Corp Mountain Warfare Training Center (MCMWTC) located in the northern part of Mono County, has a separate law enforcement entity called the Provost Marshal's Office (PMO). The PMO holds jurisdiction over federal military land in Mono County, including Marine Base housing in Coleville where many families with children reside. During the prior 5-year SIP review period, an extensive Memorandum of Agreement was drafted by Mono

County CWS and the MCMWTC to establish protocols to ensure effective responses and interventions for Marine families.

Superior Courts

There are two Mono County Superior Court Judges. Court is held on Mondays in Mammoth Lakes and Tuesdays in Bridgeport. Child welfare matters are generally heard on alternating Mondays of each month in the Mammoth Lakes Courthouse. Juvenile probation matters are generally heard on alternating Mondays in Mammoth Lakes and alternating Tuesdays in Bridgeport. Court-reporters are not routinely available five days per week. When time-sensitive detention hearings are required, however, the Court will make special accommodations to schedule dependency proceedings on other days of the week. Probation and Social Services both have offices located within walking distance of each courthouse. MCDSS and Probation staff have strong working relationships with court staff and judges.

Cities

The Mono County seat is Bridgeport, located centrally on Highway 395. The largest community is Mammoth Lakes in southern Mono County. Other towns and concentrations of population in the county are Benton, Chalfant, Hammil Valley, Lee Vining, June Lake, Crowley Lake, Swall Meadows, Tom's Place, Walker, Coleville, and Topaz Lake.

Health Services

The Public Health Department provides services that support the health and safety of Mono County residents including immunizations, HIV and other sexually transmitted diseases programs, communicable disease prevention and surveillance, tuberculosis program, health promotion, emergency preparedness, California Children's Services (CCS), Child Health and Disability Prevention Program (CHDP), Women Infant and Children (WIC), services for women and children, safety programs. The Public Health Department works closely with CWS to provide Foster Care Nurse Services for all foster youth.

COUNTY CHILD WELFARE AND PROBATION INFRASTRUCTURE

Child Welfare Infrastructure

Mono County Department of Social Services has 32 positions and four current vacancies. Nine positions are allocated to CWS with shared duties in Adult Protective Services, In Home Supportive Services, Senior Services and Probate Conservatorship case management. In other words, social workers are not solely dedicated to child welfare, but carry a mixed caseload across programs.

Each social worker is responsible for all CWS functions, carries a vertical caseload which includes Emergency Response (ER), On-Call Services, Family Reunification (FR), Family Maintenance (FM), Permanent Placement (PP), AB 12 Extended Foster Care, Wraparound and Resource Family Approval. In addition, social workers prepare court reports and appear in court, conduct Structured Analysis Family Evaluation (SAFE) assessments and reports, supervise parent and child visitation as needed, facilitate/coordinate Child, Family Team (CFT) meetings and are responsible for data entry into the Child Welfare Services/Case Management System (CWS/CMS), and the Case Management, Information and Payrolling System (CMIPS II). CWS is fully staffed and staffing characteristics do not impact data entry. A social service aide and vocational assistant are assigned to CWS/APS/IHSS for supportive clerical duties, data entry duties in CWS/CMS, intake of suspected reports of child and adult neglect/abuse, transporting of children and families, providing youth advocacy, representing CWS in the Racial and Ethnic Disparity Task force and assisting in the Senior Services programs, which includes home delivered meals re-assessments and other clerical support for the Senior Services Program in the southern areas of the county. Staff members also participate in outreach activities that include; Community Social Gatherings in Benton, Lee Vining and Walker areas, and participate in Resource Family Recruitment. As of 2/16/2018, the current Mono County caseload size by service program is as follows:

- Emergency Response – 14
- Family Reunification – 1
- Family Maintenance – 8
- Permanent Placement – 1
- Non-Minor Dependent – 1

Cases and investigations are assigned to staff based upon staff skill-level, caseload, and language needs. More complex cases are generally assigned to higher level social workers.

Investigations are generally assigned based upon a rotation (so that the distribution of work is relatively balanced between staff). Exceptions to the method of assigning based upon a rotation are made when a staff person is immersed in a time-sensitive task that requires uninterrupted attention (i.e. Detention, immediate investigation, Court-report deadline).

Currently the composition of CWS includes one program manager, one social worker supervisor I, two social worker IIs, one social worker III, one social worker IV, one social service aide and one vocational assistant. There is a budgeted, but currently vacant, social worker position which may be filled at the social worker I through IV level. The program manager has a Master's in Social Work (MSW). Two social workers are enrolled in the education Title IV-E Master's program to obtain a MSW. The social worker supervisor will be successfully obtaining a Master's of Public Administration in June 2018. There are currently two bilingual staff members (one social worker and the social services aide) among the CWS staff, and a total of nine bilingual staff members within the Department of Social Services.

Turnover among the CWS staff has been low over the past several years. The newest member of the staff has been with CWS for one-and-a-half years, while the most senior CWS staff member has been with CWS for approximately six years.

The supervisor oversees the CWS workforce and reports to the Child and Adult Services program manager. Supervision duties include assisting with court report writing, court representation, joint investigations, training/coaching within the office and in the field, facilitating RED Team process, providing Safety Organized Practice (SOP) group supervision, facilitating and coordinating Child Family Team (CFT) meetings and any other support needed to adhere to the regulatory duties and timelines for CWS, APS, and IHSS. In addition, the supervisor attends the Student Attendance Review Board (SARB), facilitates the Multi-Disciplinary Team meetings, participates in CCR/Wraparound meetings, and is responsible for other juvenile dependency programs, such as ILP. The supervisor's responsibilities include general supervisory functions such as supervising staff within general child welfare functions, adult protection services functions, IHSS functions, the WRAP process, and conservatorship casework. Currently the supervisor does not carry a caseload as the Department is fully staffed.

The supervisor continues to provide supervisory assistance with more difficult cases and investigations.

Job duties for the Child and Adult Services program manager include oversight of long-term strategies and goals, tracking and monitoring outcomes, and implementing local and State-level initiatives and mandates. Daily activities involve reviewing ACL's and correspondence from the State, collaborating with community partners and stakeholders, updating and implementing internal policies and procedures, and managing the overall operations of the child welfare division including personnel issues. The program manager serves as a back-up to the supervisor during times the supervisor is out-of-the office. The program manager and supervisor share on-call duties throughout the year ensuring that a supervisor/manager provides back-up for social worker staff on-call at all times.

Staffing has a significant impact on operations, practice and outcomes in Mono County. With only four social workers, if just one social worker goes out on leave, or resigns, the workforce is reduced by 25%. Historically, staffing shortages in Mono County have resulted in significant delays in data-entry specifically because other tasks get prioritized (such as responding to investigations and managing casework). Data-entry delays create long-term problems for monitoring outcomes, however, and can misconstrue data that is made available to the public. There are serious consequences to data-entry delays. The addition of a second support staff in the past fiscal year will mitigate some risk of data-entry delays in the future as there will be more support available to social workers. Staffing issues also create a burden for the supervisor who, during times of staffing shortages, must invest more time and attention into hiring and training new staff and/or carrying a caseload to cover staffing gaps.

Social workers for Mono County are recruited through a centralized personnel system called Merit Systems Services. Positions are listed on-line at <http://www.mss.ca.gov>, in the local newspaper, and on the Mono County website at www.monocounty.ca.gov for a two to three-week period. Candidates are interviewed by the social services supervisor I, program manager and a social worker, along with one or two other members of the Social Services Department or Probation. When selecting candidates, the team evaluates an individual's qualifications, experiences and likelihood of interconnecting and fitting in with the existing team, along with

their apparent desire to work in isolated Mono County, travel long distances in inclement weather, transport children and adults, perform duties within all the CWS and APS functions, and work under demanding and time sensitive situations.

The remoteness of the county and the high cost of living have made recruitment to Mono County challenging. Mono County social workers are required to possess a combination of college credits and employment experience. The educational background of current social workers includes two MSWs (program manager and social worker IV- Title IV-E); Master's Degree in Public Administration and Bachelor's Degree in Community Health Education (Supervisor), Child Development (social worker III); Psychology (social worker II), and Criminal Justice (social worker III). Monthly salary for the social worker supervisor I ranges from \$ 5,258 - \$6,391; social worker III's earn \$3,722-\$4,523 per month; social worker I/II's range from \$3,056 - \$4,099 per month; social service aide \$2,837 - \$3,448 and, vocational assistants earn \$2,634- \$3,201 per month.

Five CWS staff members are White/non-Hispanic and three are White/Hispanic. Two of the staff members are bilingual (Spanish/English speaking). With two full-time, bilingual staff, the CWS division meets the needs of the Spanish-speaking population in Mono County. Mono County is approximately 28% Hispanic/Latino with some of these residents being monolingual and/or fluent in only Spanish. Ideally, we would have a second bilingual social worker.

The Adult and Children's Services program manager has 14 years of experience in health and human services, the CWS supervisor I has almost 18 years of experience in social work (adult and children's services), the social worker IV has 6 years of experience, the social worker III and II have almost 3 years, the other social worker II has one year of experience, the social service aide has three years of experience and the vocational assistant has six months experience. The current supervisor-to-worker ratio is 1:6.

There are currently no bargaining unit issues in Mono County as staff belong to a union which is a closed shop. The union has not been involved in either worker unit assignment or case assignment.

Probation Infrastructure

Mono County Probation has a total of ten employees. When a position becomes available, the position is posted on the Mono County Human Resources website at www.monocounty.ca.gov for a two to three-week period. Interviews are conducted by a panel of our allied agencies, which may include CWS, district attorney's office, court staff, public defenders, behavioral health, and law enforcement. When selecting a candidate, the probation department mirrors CWS selection process as discussed above. The department is composed of a chief probation officer, two deputy probation officer supervisors, four deputy probation officer IIIs (DPO), an administrative services specialist, a juvenile probation assistant and program coordinator, and a probation aide. The chief probation officer position is required to have a bachelor's degree; however, the current chief probation officer has a doctoral degree. The yearly salary for this position is \$112,680. The administrative services specialist is not required to have an advanced degree and the yearly pay range is from \$55,500 to \$67,464. The probation aide II is not required to and does not have an advanced degree. The annual pay range for this position is from \$41,856 to \$49,668. The juvenile probation assistant and program coordinator are not required to have an advanced degree; however, the person who is currently in this position does is attending college. The annual pay range is from \$55,500 to \$67,464.

To become an entry level probation officer, the applicant must have a bachelor's degree. However, the probation department does not have an entry level probation officer, rather has four probation officer III's, this is the advanced working level and lead direction class for the probation officer series. Incumbents have responsibility for providing lead direction and coordinating training programs for other staff. They perform the most technical and complex probation casework, as well as the full range of probation assignments. Supervisors provide administrative support for the chief probation officer and provide coverage in the chief's absence. The deputy probation officer III's pay range is \$4,250 to \$5,166 per month. All four of the deputy probation officer III's have bachelor's degrees. The deputy probation officer III juvenile officer has a master's degree. In addition to the probation officer IIIs, Mono County Probation has two supervisors. This is the highest level in the deputy probation officer class series. Incumbents are expected to perform the most complex professional probation work

with minimal direction and supervision. This class is distinguished from deputy probation officer III by the fact that incumbents exercise full supervisory responsibilities over assigned staff and programs, as well as perform the full scope of professional probation case work in either adult or juvenile probation. The incumbents in this classification provide special staff assistance to the chief probation officer. The supervisors' have a pay range of \$4,691 to \$5,703 per month. Both supervisors have a bachelor's degree and the deputy probation officer IV juvenile supervisor has a master's degree.

The chief probation officer handles all managerial and administrative duties of the department. In addition, the chief probation officer oversees the juvenile traffic citations caseload. The deputy probation officer IV adult supervisor oversees supervisory responsibilities regarding the adult caseloads, Interstate Compact Offender Tracking System (ICOTS) caseload, and any additional duties assigned by the chief probation officer when necessary. The deputy probation officer IV juvenile supervisor handles all supervisory responsibilities involving juvenile matters, carries an adult drug and Spanish speaking caseload, and additional duties assigned by the chief probation officer. A deputy probation officer III carries an adult property and person crime caseload. Another deputy probation officer III carries the adult banked (low risk) caseload and is the court liaison/officer. A deputy probation officer III carries an adult post-release community supervision, high risk, and drug court caseload. Lastly, the deputy probation officer III Juvenile Officer carries the entire juvenile caseload which includes placement, Wraparound, diversion/informal, AB 12 extended foster care, SARB, high risk intensive supervision and other duties as assigned. The administrative services specialists handles all financial matters, oversees grants, payroll, etc., and all other functions regarding the internal infrastructure of the probation department. The probation aide II carries a Deferred Entry of Judgement (PC1000) caseload and assists the Chief with juvenile traffic citations data entry. The juvenile probation assistant and program coordinator carry an inter-county transfer caseload (1203.9 PC), is the Drug Court coordinator, and the Racial and Ethnic Disparity grant coordinator. Cases are assigned according to the type of caseload each probation officer supervises and risk level. In addition, for the adult officers, cases are referred by the Court and for juvenile officer cases are referred by law enforcement, the Court, or by the Student Attendance Review Board (SARB).

The probation officer's caseloads range from 10 to 50 probationers at a time. The current supervisor-to-probation officer ratio is 1:2. In general Mono County has a low retention rate due to its remoteness, and the discrepancy between the high cost of living and pay. However, the Probation Department's retention rate is high as the Probation Department has managed to retain the same ten employees for the last five years thus, making the Probation Department fully staffed with no turnover or vacancies in the past five years.

Mono County Probation has a diverse staff. There are two probation officers that are White/Hispanic and eight who are White/non-Hispanic. Two probation officers are bilingual who speak fluent Spanish and one of those officers is certified to write and translate English to Spanish. The population that Mono County Probation interacts with is primarily White/non-Hispanic and White/Hispanic. Therefore, having bilingual officers helps ease communication with non-English speakers

Mono County Probation is part of the International Union of Operating Engineers, Stationary Local 39 Deputy Probation Officers Unit (DPOU). There have been no issues that need to be addressed.

FINANCIAL/MATERIAL RESOURCES

The county's CWS budget is funded by both federal and state allocations, including but not limited to Title IV-E, Title XIX, and CWS Outcome and Improvement Project (CWSOIP). In addition, CBCAP funds, CAPIT funds, Children's Trust Funds, and PSSF funds are leveraged to increase available services. The county also uses several small state allocations associated with implementation of the statewide Continuum of Care (CCR) Reform. Under CCR, many functions related to foster care that were previously conducted by the state have shifted to the county, such as the licensing of foster care homes (now called Resource Family homes). The Foster Parent Recruitment, Retention and Support funds are one such allocation the county relies upon to help recruit additional Resource Family approved homes to ensure the availability of geographically and demographically diverse community-based care for at-risk youth.

Child Abuse Prevention, Intervention, and Treatment (CAPIT) funds are used to support the Parenting Partners Home Visiting Program for families with children aged zero through five,

with an open child welfare case as well as at-risk families, through First 5 Mono County. CAPIT funds are also contracted to Wild Iris Family Crises and Counseling Center to provide Family Partner Services, Supervised Visitation, Respite Care, Mental Health services, and Advocacy/Public Awareness. With CAPIT funding, families in Mono County receive services which would not be available otherwise. These services assist families in resolving parenting issues and prevent further involvement in CWS.

Community Based Child Abuse Prevention Program (CBCAP) funds support a contract with the Mono County Office of Education for the coordination of the Mono County Child Abuse Prevention Council and child abuse prevention and awareness activities. A small portion of CBCAP funds also goes to support the First 5 Home Visiting program for services to families without an open child welfare case. Mono County Social Services CWS staff use Promoting Safe and Stable Families (PSSF) funding for the Family Safety and Stability program, providing services in Family Preservation; Family Support; Time-Limited Family Reunification; and Adoption, Promotion and Support.

Mono County Social Services CWS staff use Promoting Safe and Stable Families (PSSF) funding for the Family Safety and Stability program, providing services in Family Preservation; Family Support; Time-Limited Family Reunification; and Adoption, Promotion and Support. County Children's Trust Funds are minimal but have been spent creatively on county-wide prevention efforts over the past five years. Expenditures are overseen by the Child Abuse Prevention Council (CAPC), which is also the County Children's Trust Fund Commission. Funds are collected from birth certificate fees and license plate fees. CBCAP funds are used to backfill the CCTF to the amount of \$20,000 annually, therefore, Mono County selects activities for the CCTF that are also simultaneously in compliance with CBCAP funding guidelines. Please see section on the Children's Trust Fund for more detailed information on services provided.

Independent Living Program funds are used for ILP services for CWS and Probation foster youth. Mono County provides monetary incentives of for youth who successfully complete identified goals and milestones, such as graduation, obtaining employment, and opening a savings account. ILP funds are also used for clothing and work-related expenses, on-line driver's

license classes, and school related expenses. Mono County has underutilized ILP funding; this is an area for future development.

CHILD WELFARE/PROBATION OPERATED SERVICES

Juvenile Hall

There is no juvenile hall in Mono County. However, there is a contract in place with El Dorado Probation Department to use their facility in the event a youth needs to be detained. El Dorado Juvenile Hall provides an array of rehabilitative services to help the juvenile function acceptably in the community. The juvenile hall provides family reunification services in which a minor is committed to the juvenile hall for 120 days and the minor and their family participate in individual, group, and family counseling coupled with structured temporary home releases. The main goal of family reunification services is to reunify the minor with their family by preserving family ties, improving communication, developing better interpersonal relationships and reinforcing positive family values. The juvenile hall has a Substance Abuse Turnaround Education Program (STEP), which requires a 60-day commitment to Juvenile Hall in which the juvenile attends four (4) groups per week and individual meetings as needed. The program provides intervention and prevention services to minors in the early to middle stages of alcohol or drug abuse, or chemical dependency. STEP is a psycho-educational group program addressing a wide variety of subjects and introduces the minors to the concept of recovery and 12 step programs. In addition, the El Dorado juvenile hall has a recreation program or exercise program, an anger management program, a diet and nutrition program, and they provide mental health services, education services and medical health services.

County Operated Shelter

There is no county operated shelter in Mono County. Emergency placements are conducted as per WIC 309 or by using currently approved RFA homes.

County Licensing

Mono County does not license foster family homes, nor does the State, following the passage of AB 403 (Continuum of Care Reform). Mono County staff are trained to approve relatives and community members to be Resource Family Approved (RFA) homes.

County Adoptions

The CDSS Adoptions District Office located in the City of Fresno provides adoptions services including RFA psycho-social assessments (as needed when there may be staffing issues and/or conflict-of-interests with Mono County social worker staff doing this component of RFA for a particular family), paperwork finalization, and payment determinations through a contract with Mono County Social Services.

OTHER COUNTY PROGRAMS

CalWORKS

CWS and Probation are co-located in the same building as our CalWORKS program. Co-location improves accessibility of services for recipients of CWS and Probation. Often social workers will do a “warm hand off” walking clients to the appropriate office to assist clients in making an appointment to assess eligibility for CalWORKS. This contributes to the process of Continuum of Care, as there is a reduction in gaps in services and a continuity of care being provided when there is a transition between services that are utilized.

Public Health

Public health services are provided by the Mono County Health Department for residents of Mono County. Health Department programs are listed earlier in this document within the section on Public Agency Characteristics. Public Health services are not co-located. The foster care nurse routinely attends MDT meetings, serving as a liaison between health services and CWS and Probation. Public Health is located across the street from the probation and child welfare offices. This provides a continuum of care, reducing the gaps in service delivery for families within CWS and Probation.

Mental Health/Alcohol and Drug Treatment

Mono County Behavioral Health (MCBH) provides behavioral health and alcohol and drug treatment services and are co-located in the same building as probation and child welfare. Co-location improves accessibility for CWS and probation clients who are eligible for support. CWS enjoys a strong working relationship with MCBH management, supervisors, and staff. All

children who are removed from care are screened using the Child and Adolescent Needs and Strengths (CANS) tool and referred to MCBH for assessment and treatment. MCBH and CWS staff have received training regarding implementation of the CANS tool. As of the writing of this report, several MCBH have completed and/or begun the on-line certification process through the Praed Foundation. As per State policy, the CANS tool will be completed by the Child and Family Team, but will be formally entered and completed by the certified staff person. Outcomes from the CANS will inform case plans, treatment plans, and placement decisions. Social workers coordinate closely with therapists on shared cases, with the opportunity for weekly scheduled contact. In addition, MCBH and CWS collaborate to provide Katie A. services to all children who meet the subclass requirements. Child and Family Team meetings are facilitated by a CWS social worker, with participation by the therapist, the child and family, foster family, other service providers, and informal support people. CWS meets regularly with BH staff to collaborate on Katie A. implementation and services and Wrap Program case management.

Often social workers will do a “warm hand off” with MCBH staff to ensure follow-through and minimize extra steps for clients to access services. MCBH are standing members of the MDT and meet routinely with CWS and Probation staff to ensure appropriate exchange of information and coordination of services.

Mono County Probation collaborates with the Behavioral Health Department to treat mutual clients for outpatient substance abuse issues. The Behavioral Health Department has two alcohol and drug counselors, and both have worked with probation youth to develop skills that will help keep juveniles sober.

Probation refers juveniles with mental health issues to the Mono County Behavioral Health Department. Juveniles receive services such as individual counseling, family counseling, among other services that the therapist deems appropriate. These services are local and located within the communities of the children and families being served, contributing to the Continuum of Care and reducing the gaps in service delivery for families.

Other Programs

Mono County Social Services, Behavioral Health and Probation collaborate to provide Wraparound services for youth at risk for out of home placement. The Wraparound program is intended to shift the service delivery focus to a needs-driven, strengths-based approach. It is a definable way of partnering with families to provide intensive services to children and families with complex needs using a team approach. It is intended as an alternative to residential (group home) care and will continue to be an important strategy under Continuum of Care Reform.

Mono County Wraparound provides services for youth and families such as counseling, case management, and services to meet student educational needs. The Wraparound team identifies needs of the family such as the need for a parent partner, respite care, supervised visitation, parenting education and co-parenting education, and refers the family for these services as offered through Wild Iris and funded via CAPIT funds. The family may also be referred for home visiting through the First 5 Parenting Partners home visiting program, also funded, in part, by CAPIT and CBCAP funds. The Wraparound Team goes to great lengths identify and provide families with services needed.

One need identified by Probation is a need for AOD programs such as Alcoholics Anonymous, and a trauma counselor for youth.

State and Federally Mandated Child Welfare/Probation Initiatives

Mono County is a very large county geographically, but has a small population base and one of the smallest CWS and probation caseloads in California. As such, Mono County does not always have the staffing or population-base to implement all initiatives at a large scale. When it comes to mandatory initiatives, such as Continuum of Care Reform and Mono County is in-compliance. But with less than 5 children in foster care at most times, Mono County does not have enough demand to create and sustain certain specialized components of CCR. For example, there are no STRTP's or therapeutic foster homes in Mono County at this time, which means that youth who need a higher-level care are at higher risk of out-of-county placements. Another example is Independent Living Program services (ILP). While Mono County is in-compliance providing ILP, with only one or two eligible youth at any given time, there are not

enough participants to justify the creation of a group-based ILP program or to dedicate a full-time staff to ILP, however, there is a staff person designated to provide individual ILP services for each participant. Or, with respect to Commercially and Sexually Exploited Children (CSEC) – Mono County has no CSEC youth on its caseload. While it would be inefficient to create an entire program for CSEC youth, Mono County is committed to the initiative and has “opted in” to create a prevention program with partner agencies so that the community is competent in identifying and responding to victims of CSEC.

In such a rural area, staff must be generalist practitioners and are trained in a wide breadth of programs. Social Workers are cross trained in programs that include Child Welfare, Adult Protective Services, and In Home Supportive Services, which all have cross over skills. They do not, however, specialize in any one specific program. As such, Mono County’s model of service-delivery is very individualized, and the County must be creative in meeting the needs of individuals who have unique needs.

Mono County has adopted Safety Organized Practices (SOP) to improve the quality of engagement with families and improve outcomes for youth. While not mandatory, SOP has become a key practice approach across California, and one in which Mono County CWS staff have received significant training and is practiced by all Social Workers and staff. Mono County’s CPS/APS supervisor was recently recognized by the Northern Training Academy as a “Distinguished SOP Practitioner.”

Continuum of Care Reform

Mono County Child Welfare and Probation are actively engaged in the implementation of AB 403, Continuum of Care Reform (CCR). As such, the County has created a CCR Partnership Team that includes Department Heads and Managers from Mono County CWS, Probation and MCBH. Meetings are held every-other-month. CCR initiatives that are discussed are: RFA, Foster Parent Recruitment Retention and Support (FRRS), Specialty Mental Health Services, Child and Family Teaming (CFT), Interagency Placement Committee (IPC), and Wraparound services. As a commitment to each department’s commitment to the CCR initiative/mandate, the

Departments are forming an interagency MOU to solidify roles, responsibilities, and procedures.

Mono County is actively engaging in CFT and in the process of integrating the CANS assessment within the CFT process.

AB 12/Extended Foster Care

The goal of extended foster care is to assist foster youth in maintaining a safety net of support while experiencing independence in a secure and supervised living environment. The extended time as a non-minor dependent (NMD) can assist the youth in becoming better prepared for successful transition into adulthood and self-sufficiency through education and employment training. CWS provides foster youth within the child welfare system with information on the Extended Foster Care program, what it means and what it can provide, along with what commitments the youth needs to make in order to stay in the program. CWS youth are coached about the program during the months leading up to their seventeenth birthday. CWS provides an Independent Living Program meeting monthly, where information is provided to and discussed with participants in the Extended Foster Care Program. As the number of foster youth in the county is very small, we are able to personalize the dissemination of information and provision of services to each individual, as appropriate. In addition, information can be discussed with youth and they can ask questions at their monthly face-to-face meetings with their social worker.

Katie A V Bonata

Mono County Behavioral Health and Social Services continue to implement Katie A. by providing required behavioral health services to children in out of home placement. Intensive Care Coordination (ICC) is provided to eligible youth, ensuring a higher level of behavioral health services. For youth that are at high-risk of out-of-home placement, Mono County has two Wraparound “slots” available. The Wraparound Team screens all referrals to Wraparound to determine when lower-level interventions (such as SOP, CFT or ICC) might meet the family’s needs.

Board of Supervisors (BOS) Designated Commission, Board of Bodies

See Appendix 1 and Appendix 2 for the Mono County government and the Mono County Department of Social Services organizational charts.

THE BOS-DESIGNATED PUBLIC AGENCY

The Mono County Department of Social Services (MCDSS) is the BOS-designated public agency to administer CAPIT, CBCAP, and PSSF funds. MCDSS has contracts with three key community-based partners (Wild Iris, First 5 Mono County, and Mono County Office of Education). Staff in the Child Welfare Services Division of MCDSS monitor CAPIT/CBCAP subcontractors, and ensures program and fiscal compliance. In collaboration with the subcontractors, CWS staff collects data, evaluates programs and outcomes, and completes and submits annual reports for all programs funded by CAPIT and CBCAP. PSSF funds are directly administered by MCDSS.

CHILD ABUSE PREVENTION COUNCIL (CAPC)

The Mono County Child Abuse Prevention Council (CAPC) was established in November, 2001. The Mono County CAPC is an independent organization within Mono County government (as opposed to a nonprofit). The MCDSS contracts with the Mono County Office of Education (MCOE) to coordinate the CAPC. The MCOE facilitates quarterly CAPC meetings, preparing agendas and minutes; complying with the Brown Act and Roberts Rules of Order; acting as the point of contact for the Council and the public; participating in community implementation efforts of Strengthening Families Protective Factors Framework; encouraging and supporting community efforts to prevent and respond to child abuse; coordinating activities and processes with Mono County Department of Social Services and other community organizations as necessary and mandated per funding source; and maintaining membership and contact information, council calendar and other pertinent information. The CAPC also educates the public and policymakers about child abuse, works to improve the coordination of countywide

child abuse prevention services, and builds capacity and collaboration among agencies serving children and families.

COUNTY CHILDREN’S TRUST FUND COMMISSION, BOARD OR COUNCIL

The Mono County BOS has designated the CAPC to oversee the County’s Children’s Trust Fund (CCTF). The direct service providers are all members of the CAPC and they report at quarterly meetings on activities and progress with their programs funded by the CAPC. They also provide written reports to MCDSS formatted to conform to the annual CAPIT/CBCAP state-required report on numbers served, services provided, and challenges and successes. Information regarding the programs, services, and funding is available at the CAPC meetings and via the MCDSS office. The CAPC Coordinator makes presentations to the Mono County BOS regarding CAPC activities. Information on the CAPC, including meeting agendas and sponsored activities, is published on the official Mono County website, under Boards and Commissions.

Since Mono receives less than \$20,000 in child birth certificates fees, Mono County receives CBCAP funds to bring the CCTF up to \$20,000. The funds deposited into the CCTF through CBCAP must adhere to CBCAP requirements. CCTF funding has been used in a variety of ways over the past five years, as follows:

- Funding for coordination and leadership of the Mono County Child Abuse Prevention Council
- Dental Exams: Provided funding to assist with providing free dental exams in Mono County
- Strengthening Families: Funded local training for community members and county staff, sent Mono County staff to Strengthening Families trainings in Sacramento, Strengthening Families displays around the county, County-wide Bookmark Contest “What I love most about my family”- 10 bookmarks selected and available at all library branches.
- Protective Factors: Funded local training in “Mapping the Protective Factors”
- Car Seat Safety: Purchased car seats for IMACA and Child Passenger Safety Check events, and funded Car Seat Tech Training
- CAPC Conference in Sacramento (2013-14)- attended by CAPC Coordinator
- Cultural Awareness Training: provided to 23 Mono County staff and residents
- North Star Counseling Center: Funded this community-based counseling service including Spanish language support for parents and parenting resources

- Mandated Reporter Trainings: Funded CAPC Coordinator and MCBH Case Manager attendance at Train-the-Trainer Conference, ongoing Mandated Reporter Trainings provided by CAPC Coordinator
- Trauma-informed training for CAPC Coordinator
- Love and Logic Parenting: Funded this five week Strengthening Families Displays at Mono County Library Branches with books purchased for CAPC with CAPC Bookplates inside
- CAP Month events: Film screening of “Resilience” to the public, and to key stakeholder
- Mono County Community Resource Guide in English and Spanish: Created and distributed to schools, agencies, and libraries

PSSF COLLABORATIVE

The Mono County CAPC is the local collaborative body for the Promoting Safe and Stable Families (PSSF) program. DSS recently assumed oversight of and administration of PSSF funds, as opposed to contracting with Wild Iris to do so as was the arrangement in prior years. Because Mono County’s PSSF allocation is so small (\$10,000) and administration of the fund with its various spending restrictions is tedious, this has streamlined the management of PSSF funds. CWS staff have found creative interventions to support families under the four categories (family preservation, community-based family support services, time-limited family reunification, and adoption promotion and support services). MCDSS reports to CAPC at quarterly meetings about PSSF interventions and solicits CAPC input. Interventions include funding for concrete supports and services that are unmet by other community services or natural supports. PSSF funds are used for CWS families in addition to other families and children throughout the county who may be at-risk of child neglect or abuse. Probation does not use PSSF funds.

Systemic Factors

MANAGEMENT INFORMATION SYSTEMS

Child Welfare Services/Case Management System (CWS/CMS)

Mono County social workers are required to use the Child Welfare Services/Case Management System (CWS/CMS) to record information about their clients; all case file

information must be entered into the statewide CWS/CMS system. After collecting data in CWS/CMS, CDSS, in turn, contracts with University of California at Berkeley's Center for Social Services Research (CSSR) to produce summary reports on all relevant outcome measures according to the standards required for Mono County's System Improvement Plan (SIP).

As noted previously, timely data-entry was a problem in the past when the CWS division was not fully-staffed. At the time of writing this report, this problem has been resolved. There are a few areas that could be better utilized, particularly related to documentation of specialized interventions, such as Child and Family Teaming and other assessments for children. All new CWS staff attend a weeklong training in CWS/CMS as soon as they are hired. Overall, staff are competent in utilizing the database.

Mono County Probation is required to use CWS/CMS to input placement cases information, such as monthly contacts. Otherwise, Mono County Probation uses the department's case management system, Homeland Justice Systems Inc. Smart Framework to enter contacts and all other juvenile caseload information. There are no barriers to utilization as the department uses this system every day.

SafeMeasures

Mono County CWS uses the SafeMeasures tool as a supplement to the CSSR data published by UC Berkeley. SafeMeasures is an on-demand data information tool that is used by the child and adult services program manager and supervisor to examine specific targeted information regarding investigations, cases, well-being measures for children in placement, and social worker performance, without having to wait for the CSSR quarterly statistical data. On a monthly basis, the Mono County CWS social worker supervisor and/or program manager review SafeMeasures data. The review gives supervisors and managers useful information including, but not limited to:

- Timely visits by social workers;
- Compliance for timely responses to investigations;
- Recurrence of maltreatment;
- Referral dispositions; and
- Case closure information.

SafeMeasures is an effective tool for supervision and is also being used at higher rates by social workers to help them track and meet goals related to investigations and/or cases. The SafeMeasures pie charts and graphs communicate trends and statistics in an easy-to-use, visual manner.

CASE REVIEW SYSTEM

Court Structure/Relationship

Mono County Superior Court has two full-time judges who hear all cases including civil, criminal, juvenile, and probate. CWS is represented in court by county counsel attorneys. There are four local, private attorneys who hold contracts to serve as part-time public defenders and represent parents and children in Juvenile Court. Mono County Probation appears in court alongside the district attorney's office when a juvenile is appearing before the Court on a delinquency matter. The agencies have positive working relationships with the court clerks, judges, and private attorneys. Additionally, most Mono County foster youth are appointed CASA volunteers to advocate for youth and help navigate the legal process. Wild Iris is the local organization responsible for recruiting, training, and assigning CASA volunteers. The local CASA program serves both Inyo and Mono Counties. While it can sometimes be challenging to recruit enough volunteers to keep up with local demand, the program is reliable and has a reputation in Mono County for working collaboratively with CWS and legal partners and delivering quality services to youth.

One of the most notable strengths of Mono County's Court structure and relationships is the individualized approach that each court-involved family receives. Because Mono County's Court handles a small number of dependency and wardship cases, the judges, social workers/probation officers, CASA volunteers, supervisors, and court staff can contact one another easily and problem-solve without general barriers. The low volume of cases can at times pose a challenge in the sense that Court and agency staff are not immersed in dependency or wardship cases all the time due to handling such a wide scope of duties and practices each day. Therefore, it can be difficult and unrealistic to develop expertise on all

aspects of dependency and wardships amongst all partners. Fortunately, Court and agency partners generally have a strong commitment to collaboration.

Notices for hearings are done in writing for caregivers and tribes. For detention hearings, due to the fact that a petition is filed within 48 hours of a child being placed in protective custody, and the detention hearing is held on the following court business day, most detention hearing notices are done either in-person, by telephone, or hand-delivered in writing. For all other hearings, Notices for Review Hearings are sent first class mail or hand delivered, and they are not sent more than 30 days in advance. Mono County Probation follows a similar timeline. When a youth is detained at the juvenile hall for a misdemeanor, the youth must have a detention hearing within 48 hours. If a youth is detained on a felony crime, the youth must have a detention hearing within 72 hours. Similar to child welfare, the probation officer notifies parents, attorneys, district attorney's office, and the Court via in person, via email, mail, or on the phone, whichever method is suitable for that particular child's case.

Mono County CWS is in compliance with timelines for holding hearings for youth in foster care. At each court hearing, the next hearing is scheduled while in open session to ensure that timelines are reviewed by attorneys and the judge. The same is true for Probation.

At least once during every 5-year SIP cycle, Mono County undergoes a Title IV-E review by the Judicial Council of California. The most recent of those reviews was held in November, 2017. The review included CWS and probation managers/supervisors, leadership, county counsel, and judges. The review was followed-up by a written report. A total of seven dependency cases were reviewed and three juvenile probation cases.

Also as part of Mono County's continuous quality improvement, a county staff analyst position was trained to conduct qualitative case reviews using the Federal Onsite Review Instrument (OSRI). One case was reviewed per quarter. The process involved extensive review of social worker case notes and interviews of social worker staff and family members. In early 2017, the case reviewer position for Mono County was vacated. Presently, there is not a replacement, due to lack of available staff. In recognizing that many counties across the state

have struggled to train and maintain case reviewer staff, the State is working to contract with counties to provide this function, including Mono County.

CWS Case planning

Mono County utilizes various strategies to engage families and partner agencies in case planning, including visitation planning. The County meets the requirements for written case plans within 60 calendar days of in-person investigations and/or the initial removal of the child from the home. In addition to the engagement and teaming strategies noted in the previous section, Structured Decision Making (SDM) tools and the Child and Adolescent Needs and Strengths (CANS) assessment tool are used to inform case plans. SDM is used in all CWS interventions. The CANS assessment tool is used to screen youth for Katie A services and (effective July 1, 2018) for all youth in placement. The CANS tool will be completed with input from the Child and Family Team, and therefore, it will be yet another input to guide case plans. In addition, the Probation Department will refer youth who are involved with either the Mono County Behavioral Health Department or with CW to have a CANS assessment done in order to assist in further case planning.

Child-parent visitation is arranged by the social worker in collaboration with the family and caregiver. Additionally, the Social Services uses CAPIT funds to contract with Wild Iris whose staff are trained in monitoring child-parent visitation. Along with support from the child's CFT, visitation logistics are often a team effort. Court-orders for visitation often allow some discretion on the part of the agency to expand visits between court hearings so that CWS can be responsive to the bonding needs and progress made in parenting skills and safety.

Social workers inform parents of their rights and responsibility to engage in the development of their case plan from the moment a case is opened. A CFT is held in which the parent attends in order to decide upon the case plan goals. When signed, the social worker notes this in CWS-CMS. Caregiver needs are also addressed in Court case plans. Caregivers contribute by meeting with the social worker and/or attending the CFT. In recent years, Foster Parent Recruitment, Retention, and Support (FPRRS) funds have been available to assist caregivers with concrete needs.

SOP is an embedded practice approach in Mono County and has greatly influenced the case plans conceived over the past few years. Mono County has shifted away from service-based language to behavior-based language in case plans. Professional services are still valued as much as ever, and incorporated in case plans, but services are viewed in the context of supporting specific behavior-changes (so that safety will be achieved), as opposed to a mandatory requirement or consequence. If a client should refuse to participate in the development of their case plan or sign it, the department would create a case plan based upon the social worker's professional assessment and document the reason for the parent's refusal to sign. It is rare this happens.

For a small community, Mono County has several excellent community resources and services to support parents and youth in positive behavior-change. CWS, Juvenile Probation, MCBH and RFA caregivers have all received training in trauma-informed interventions and care. Mono County CAPC is working with agencies and schools to deliver more trainings and expand capacity around trauma-informed interventions. For example, the film, "Resilience" was purchased by Mono County to be viewed to targeted community members or agency staff.

For dependency cases, case plans are updated every six months at a minimum. For non-court cases, case plans are usually updated at three or six-month increments. Parents are asked to sign releases of information agreements early in the case, so that social workers can consult with service-providers in order to gather information about progress towards behavior-change and the clients' ability to benefit from services.

Probation Case Plan Development

Mono County Probation follows Title IVE Federal and State mandates, which serves as county policy. Upon adjudication and during intake, the juvenile probation officer administers the Positive Achievement Change Tool (PACT) assessment. The PACT identifies a youth's overall level of risk to reoffend, criminogenic needs which include dynamic factors, and strengths. Information from the PACT is used to inform case planning, including helping to make recommendations for probation supervision levels and to determine which treatment goals and interventions are most appropriate for that youth. Generally, the assessment is administered

every six months; however, when the youth commits another crime or has multiple probation violations, the assessment will be re-administered. This provides the officer with updated information to add or modify to the case plan.

Because of the small case load sizes of youth in out-of-home placement, probation staff are able to create case plans individually and do not have a formal process; typically done in conjunction with the Wraparound Team and CFTs. During the CFTs, visitation is also addressed and planned with the family. The probation officer discusses the case plan with parents, the child, and provides a copy to the Court. Probation openly discusses information and case-planning in the CFT with the parents and the team. The case plan is based on the type of crime committed, drug and alcohol history, social history, ability of the family to make changes, and the results of the PACT. The probation officer then refers the youth and family to community resources to address the identified needs. The probation officer maintains an open dialogue between the youth, the family, and the agencies to ensure compliance and that the goals in the case plan are being met. Review Hearings before the Mono County Juvenile Court are another form of auditing to ensure that the youth is receiving adequate treatment through the case plan. If the case plan needs to be changed, a CFT meeting is held with the family and all treatment service providers to discuss the best case plan for the child. Probation addresses the needs of caregivers in the case plan. The needs are addressed in the CFT or during the monthly contact with the probation officer. Title VI-E mandates that the probation officer visits the minor in placement at least once per month; therefore the juvenile officer adjusts their schedule to meet this requirement. The officer also discusses the caregiver's ability to visit and if needed, assists with gas cards or phone contacts.

CWS Internal Case Review Systems

Mono County has several internal systems in place to review cases:

- 1- Case consultation framework (see Appendix 3): Through Safety Organized Practices (SOP) coaching and training provided by the Northern Training Academy, Mono County has adopted the Case Consultation Framework to review cases throughout the spectrum of a CPS intervention. The framework is used:

- a. When a Suspected Child Abuse Report (SCAR) is received by Mono County to determine response during RED Team.
- b. As a model for supervision (including individual and group supervision)
- c. As a model for Child and Family Teaming
- d. To drive the case-planning process

The framework involves a teaming process. By transferring decision-making processes away from an individual to a diverse team, this enhances the overall consistency for interventions in Mono County. The framework provides a structure in the midst of emergencies and complex situations that improve the quality of decision-making and documentation of internal process.

- 2- Wraparound Management Team and Wraparound Group Supervision: Probation and CWS cases that are involved in the Wraparound process, undergo frequent reviews. On a weekly basis, the Core Wraparound Team meets with the director of Mono County Behavioral Health and the child welfare supervisor. During this time, Wraparound facilitators and case managers from child welfare and probation receive clinical oversight and supervision about their interventions and the overall status of each case. Every-other-month, the Wraparound management team meets to review cases from more of an administrative perspective. Both of these review processes problem-solve around cases that involve youth that are at high risk of out-of-home placement.
- 3- MDT: The Multi-Disciplinary Team meets to discuss child welfare and juvenile probation cases twice per month Wednesday mornings. During MDT, families with multiple agency partners are reviewed from a multi-disciplinary perspective. The intent of MDT reviews are to share information between partner agencies so that interventions are coordinated and effective for families.
- 4- Interagency Placement Committee (IPC): Mono County formed an IPC following the passage of AB 403, Continuum of Care Reform. CCR prompted CWS, Juvenile Probation, and Behavioral Health Departments to coordinate more rigorously around youth who are at risk of group-home level care or out-of-county placements. The IPC involves Department Heads, managers, supervisors, the case-carrying social worker, and family

members if able. The IPC reviews cases from the perspective of placement. The IPC assesses the needs of youth and whether or not local resources and placement options can meet the needs of the youth. The IPC ensures that all guidelines for placements into Short Term Residential Treatment Programs (STRTPs) are followed.

- 5- Child and Family Teams (CFT): Cases are reviewed with families during CFT meetings. In Mono County, CFT's are used frequently for prevention interventions before cases enter the Juvenile Court system. CFT's are a review mechanism that includes both the family and agency voices in a collaborative structure. CFT's are used both early on (during the investigation of a SCAR) and at the end of cases. For probation cases, CFT's are used at any given point of the youth's probation grant when the need has been identified. At each step, the CFT drives decisions around placement, case planning, or to determine when an investigation or case should be "promoted" or closed.
- 6- Weekly Individual Supervision: Cases are reviewed weekly between individual social workers and their supervisor. On a monthly basis, or more if needed, staff will select targeted cases for group supervision; an internal process for CWS staff to gather more perspectives and share ideas for complex cases.

Dual Jurisdiction Youth

Mono County does not currently have any dual jurisdiction youth. Mono County, does, however, have a protocol in place which was signed in 2013 to address dual status youth in accordance with WIC 241.1. First and foremost, when a youth enters both the child welfare and probation systems, the two departments including the DA and county counsel will meet to discuss what the best course of action will be for the minor (i.e. to be served by one agency only, or to become a dual status youth). In the latter case, one agency is designated as the "lead agency" in terms of case management.

FOSTER AND ADOPTIVE PARENT LICENSING, RECRUITMENT AND RETENTION

Mono County currently has five RFA homes. There are no designated "emergency shelter" homes. Several current RFA homes have expressed willing to care for children on a short term and/or emergency basis. Over the years, Mono and Inyo Counties have placed youth in one another's county foster homes (now RFA) due to the close proximity between towns

along the borders of the two counties. This collaboration has allowed youth in placement to remain in their home region.

There are no FFA's serving Mono County (nor the eastern sierra region of California). With the shift to RFA in January, 2017, Mono County assumed all responsibilities for recruiting, approving, and retaining RFA homes. A contract with the Fresno State Adoptions remains in effect, but Mono County social worker staff now conduct all permanency assessments (also known as the psycho-social or adoptions home study). CWS staff maintain contact with the adoptions liaison in developing concurrent plans, which are created with each Case Plan.

Support services for caregivers are provided by the County and other agencies/organizations, such as Wild Iris, Toiyabe Indian Health Services and First 5. In 2016, Foster Care Recruitment, Retention and Support (FPRRS) funds were made available to counties in order to help remove barriers for caregivers to become approved homes and to maintain children in care over time. Example of supports provided have been: tangible/concrete resources to repair or fix home environment, childcare expenses, transportation expenses, extracurricular activity expenses, culturally appropriate activity expenses, such as school dances, sporting events, family movie nights, family bowling nights and clothing for children. Additionally, OCAP funded parenting, support, and counseling services through Wild Iris are available to support caregivers. Lastly, in the absence of FFA's serving the eastern sierra, CWS social workers allocate time to provide direct support and time to caregivers as a matter of course in their case management duties. The county evaluates its RFA recruitment and retention efforts in annual reporting to the State of FPRRS activity. RFA approval processes are monitored by the CCR partnership team at a local level. The County recently purchased services through Binti Foster Care Software to ensure fidelity to the RFA approval process, and to provide enhanced access and ease of use for prospective foster parents.

RFA duties are divided amongst CWS social worker and program analyst staff; there is not a designated RFA and/or Placement unit, due to the small number of youth in out-of-home care. Mono County staff are well-trained in performing approvals for RFA. The Adult and Children's Services Program Manager, who is the Custodian of Records for foster placements, is responsible for criminal background clearances.

There are no group homes, STRTP's, or Intensive Services Foster Care (ISFC) placements in Mono County. Therefore, youth who require high-levels of care and treatment are typically placed out-of-county, unless intensive Wraparound services can successfully maintain them in-home and within the community. Mono County is committed to fulfilling the vision of CCR and is working hard to develop more local resources for hard-to-place youth. The CCR Partnership Team, comprised of Department Heads and Managers from each placing agency (Juvenile Probation and DSS) and Mono County Behavioral Health (MCBH), meets every-other-month. The partnership routinely discusses strategies for increasing local placement and treatment options for youth who have a high level of needs.

RFA recruitment efforts include quarterly RFA gatherings (for current and prospective homes), outreach to community-based and service groups, outreach at community events and celebrations, individual targeted outreach, partnership meetings with local tribes, and periodic media campaigns and/or articles in the local papers.

Mono County, with a small population base of approximately 14,000, has very few youth in foster care; less than 10 at any given time and sometimes fewer than 5. The low rate is also attributed to Mono County's commitment to front-end, preventative interventions, such as SOP, CFT, voluntary family maintenance cases, and family findings. Engaging extended family and natural supports who may later become relative and/or NREFM placement options helps reduce the rate of placements in non-related foster/RFA homes.

Placement of Native American children is handled on an individual basis and in collaboration with the ICWA representative at the tribe and family. The ICWA representative is consulted on all placement issues concerning Native American children. In the case of the Benton Utu Utu Gwaitu Paiute Tribe, some youth on the reservation do not meet blood-quantum for tribal enrollment. In those cases, so long as the youth and family identify as part of the Native American culture, Mono County makes sure to engage tribal members who are connected to the children regardless of enrollment status. The ICWA representative, or other tribal representative connected to the family, is invited to Child and Family Team meetings, and may also be included in MDT's, when Native families are involved with, or at-risk of involvement with CWS. There are currently no Native American RFA homes. Recruitment

efforts continue to be made. In late 2017, the first Native American family submitted an application for RFA.

The issue of facilitating timely adoptive or permanent placements for “waiting children” has not been an issue in Mono County. With so few youths in placement, there are no “waiting children.” All youth in placement have viable concurrent plans and typically reach permanency within reasonable timelines following termination of parental rights.

STAFF, CAREGIVER AND SERVICE PROVIDER TRAINING

Child Welfare

Mono County Social Services receives Title IVE training, including core training for new social workers and supervisors from UC Davis, Northern California Training Academy. A common challenge faced by Mono County professionals is long distances between Mammoth Lakes and Bridgeport from training centers. Most training requires an almost six-hour drive for staff, one way. In addition UC Davis has done a commendable job offering many trainings locally. Mono, Inyo, and Alpine Counties coordinate to hold regional trainings to include all eastern sierra county staff. Local community-based agencies, school staff, and partner agencies are routinely invited to trainings hosted by Mono County and the Northern Training Academy. This includes Mono County’s two key subcontractors (Wild Iris and First 5 Mono County) who deliver services under the CBCAP and CAPIT funds. A staff analyst at Mono County DSS coordinates and tracks training for CWS staff. Ongoing staff training needs are routinely discussed during staff meetings. See Appendix 4 for 2016 – 2017 training records.

All new CWS social worker staff comply with Core training requirements. Mono County has four social worker positions. Due to the distance from UC Davis, completion of Core Phase II requirements has taken longer than expected for some staff; and online training modules has been helpful when in-person training was not feasible. Common Core 3.0 may be easier for social workers to complete as all trainings will be taught in specific modules with less customization. In fact, the most recently hired social worker recently completed the Core 3.0. The social worker supervisor serves as the field advisor for any staff enrolled in Core 3.0 training. All probation staff attended a Core Training and a PC 832 class within the first year of

being hired. In addition to the regular probation core, the juvenile officer attends a placement core and the juvenile supervisor attends a supervisor core training. The juvenile officer and juvenile supervisor are required to have 40 hours of Standards and Training for Corrections (STC) training hours. The training that both the juvenile officer and juvenile supervisor attend is relevant to delinquency or dependency trends in the juvenile justice system. Mono County Probation relies on the Chief Probation Officers of California (CPOC) and any incoming ACL/ACN's to determine what training is relevant and necessary.

Social worker skill acquisition and development are measured internally by the supervisor through both weekly individual supervision and regular observation of social workers in the field. The CWS supervisor monitors social worker training needs by using SafeMeasures to track outcome measures and compliance and by direct-observation of social workers in the field. At all levels of the department (social workers, assistants, supervisors, and managers) staff competency is monitored through county performance evaluations. Goals and objectives are generally set and reviewed annually; more routinely if necessary.

Peer education is a part of the CWS staff culture, where more experienced staff often join newer staff in the field and provide basic coaching. Group supervision using the Consultation Framework and SOP fundamentals provides a mechanism for all staff, new and experienced, to engage in ongoing peer-learning. And lastly, coaching has become an added layer of staff-education and ongoing skill development in recent years. The current CWS supervisor has received coaching training and ongoing refreshers from the Northern Training Academy's designated coach for Mono.

Trauma-informed education has become thematic throughout social worker education. The potential traumatic impacts of CWS intervention in addition to maltreatment in the home are themes commonly discussed in supervision, RED team staffing, and group supervision. Cultural issues are also addressed in a systematic way through RED teams; each new SCAR that is made to Mono County is assessed through the Consultation Framework which includes a section for cultural issues. Cultural themes may include race or ethnicity, geographical culture, behavioral culture, tribal affiliation and culture, military culture, and so much more. Lastly, CWS management staff has begun participating in the California Core Practice Model (CPM) regional

Learning Sessions and Development Circles with leadership from other counties. The CPM is intended to integrate core practice behaviors throughout CWS systems (recruitment, training, supervision, quality improvement and outcomes tracking) such that systems reflect the same values that drive interventions with families and children.

Resource Families receive training primarily through “Foster Parent College,” an online training resource. This tool has been a great asset in Mono County which lacks alternate training options for foster parents. RFA families are also invited to participate in trainings that are offered to social worker staff when the topics align with the RFA training needs. Additionally, Mono County has a small library of resources including DVD’s and books that may be used for RFA families. Training for RFA families is guided by the RFA Written Directives and includes an onsite orientation to introduce RFA homes to local CWS practices. In recent years, Foster Parent Recruitment, Retention and Support (FPRRS) funds were used to pay for Foster Parent College and other RFA training requirements such as First Aid/CPR.

The Mono County Child Abuse Prevention Council (CAPC) also supports service provider education by arranging community-based trainings and disseminating information to the public about community protective factors and child abuse prevention. A detailed list of CAPC activities is included in the Financial/Material Resources section earlier in the report. Additionally, CWS staff provide mandated reporter and RFA trainings and in-services to our community partners throughout the year. In 2016-2017 trainings were provided by CWS staff quarterly to Wild Iris, individual school districts, and the First 5 Mono County Home Visiting program.

Probation

Currently, probation does not provide training.

AGENCY COLLABORATION

Mono County Social Services and Probation collaborate with each other and other agencies to provide a comprehensive network of services and support for families and children in numerous ways, including, but not limited to: MDT, SB 163 Wraparound Services, CAPC, School Attendance Resource Board (SARB), Sexual Abuse Review Team (SART), the Foster Youth

Services Coordinating Program (FYSCP) and the CCR Partnership Team. Stakeholder input is captured in meeting minutes for follow up between meetings.

Per the CSA Stakeholder meeting, Mono County Social Services has many strengths including a strong family-focused culture where family success is prioritized. Because the child welfare department has multiple cross-disciplinary responsibilities, their broad scope of knowledge is respected and valued. The county works well in collaboration with Public Health, First 5 Mono County, Behavioral Health, and law enforcement by including officers in RED teams and MDT. Family voices are included in decision-making during inter-agency collaboration, particularly with Behavioral Health. Stakeholders indicate that the most influential programs that lead to positive outcomes are the quality of relationships between all of the service programs as well as collaboration during CFT meetings.

Child Welfare and Probation collaborate directly about placement and the delivery of services for specific foster youth in placement by way of the MDT and Wrap Group Supervision in particular.

MDT

During MDT meetings, information may be shared under MDT protocols. MCBH is also a key partner at MDT. Clients who meet eligibility for Katie A mental health services such as Intensive Care Coordination (ICC) are often discussed at MDT.

Wraparound

Mono County Wraparound services are a collaborative effort between: MCBH, CWS, Probation, and Public Health (as appropriate). Mono County is staffed to facilitate two Wraparound interventions at a time. With approval from leadership, more Wraparound families may be approved, but staffing issues would first need to be evaluated to ensure adequate resources and model fidelity.

The Wraparound meeting is considered a type of child and family team meeting, with each family involved in deciding who will be invited to attend. The meeting is generally attended by the child and his or her family, extended relatives and natural supports, the

Wraparound coordinator, a representative from the referring agency (CWS, Probation, or Behavioral Health), relevant service providers, parent partners, and others identified by the core wrap team or family as helpful or supportive. During the early stages of a Wraparound intervention, eliciting “natural supports” can be challenging. Natural supports, however, are a key component to maintaining positive change over time, especially once the involvement of agency support ends. Reaching out to partner and community agencies is important to identify natural supports who may fill a unique “need” in the family. This requires engagement with community partners. Another challenge has been finding parent partners. This issue has been addressed by way of an updated Scope of Work with Wild Iris to expand CAPIT-funded services to provide what Mono County is calling “Family Partners” (implying that a partner can be for a youth or a parent).

Group supervision takes place weekly and consists of the core Wraparound Team (staff who directly deliver Wraparound coordination and facilitation and direct supervisor staff). The Wraparound coordinator, is a key member of this team, an employee of MCBH, overseeing model fidelity. The Director of Mono County Behavioral Health provides clinical support at Group Supervision.

The Wraparound Management Team consists of leadership (directors, supervisors and managers) from each agency. The Management Team is responsible for overseeing the administrative aspects of Wraparound, including the budget and local policies. The Management Team screens all incoming referrals to the Wraparound program also evaluates programmatic challenges, hot topics related to current cases, and overall model fidelity as needed.

Child Abuse Prevention Council (CAPC)

CAPC is a collaboration of public agency representatives, community partners, and parents which provides a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases. CAPC promotes public awareness of the abuse and neglect of children and resources for intervention and treatment. CAPC encourages and facilitates training of professionals in the detection,

treatment, and prevention of child abuse and neglect and recommends improvements in services to families and victims. Finally, CAPC facilitates community support for child abuse and neglect programs, and as noted earlier in this report under Financial Resources, CAPC oversees the expenditure of County Children’s Trust Funds.

Presently, both CWS and Probation have one staff member each who are standing members of CAPC. CAPC meets quarterly. CWS and Probation provide updates regarding current departmental activities, as well as status of the CAPIT/CBCAP/PSSF funding and contracted activities. The CWS supervisor answers questions and provides input on the effectiveness of activities contracted via the Office of Child Abuse Prevention (OCAP) funds.

School Attendance Review Board (SARB)

CWS and Juvenile Probation are each standing members of the SARB Board. CWS staff offer input and intervention when child abuse and or neglect issues are connected to school-attendance issues.

Sexual Abuse Review Team (SART)

SART meets once per quarter and is facilitated by Wild Iris (the regional agency that serves victims of domestic violence). Meetings are a regional collaborative involving both Inyo and Mono County District Attorney Offices, CWS, Probation, and hospital staff. Due to the remote nature of the Eastern Sierra’s there are presently no medical staff trained to conduct forensic exams for minors. The counties transport youth to the Jamison Center in Bakersfield. While the Jamison Center is a highly experienced facility, the long transport for children and families can be problematic for both evidentiary reasons and also contribute to secondary trauma for child victims. SART discusses strategies for this and other related issues. The Supervising probation officer is looking to attend this meeting in the future.

Foster Youth Services Coordinating Program (FYSCP) Advisory Council

The FYSCP Coordinator at Mono County Office of Education facilitates this quarterly collaborative. The Advisory team provides input and guidance to the FYSCP Coordinator on educational issues for foster youth in Mono County schools. Most recently, the team advised on

a school transportation MOU that was drafted by the Coordinator and signed by each school district, the County Office of Education, Probation and CWS. The plan outlines strategies to ensure that youth who are removed from their homes and placed in a foster home may remain in their school-of-origin, even if this requires extensive transportation plans on behalf of public agencies, as per Welfare and Institutions (W&I) Code §10601 and Education Code Section 49069.5. On a case-by-base bases, the FYSCP also attends MDT in order to exchange information and collaborate with partner agencies on educational needs for foster youth. The FYSCP liaison works collaboratively with CWS and Probation to ensure that school records for foster youth are transferred in a timely manner.

CCR Partnership Team

As noted previously under State and Federally Mandated Initiatives, Mono County created a CCR Partnership Team. This committee is comprised of the three primary agencies responsible for the placement and delivery of services to foster youth: CWS, Probation and MCBH. The team oversees, evaluates, and plans local CCR implementation including: RFA, Foster Parent Recruitment Retention and Support (FPRRS), Specialty Mental Health Services, Child and Family Teaming (CFT), Interagency Placement Committee (IPC), and Wraparound services. Meetings are held every-other-month in conjunction with the Wrap Management Team, as the two committees involve the same persons.

Tribes

Mono County has two federally recognized tribes: Bridgeport Indian Colony and the Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation. Services for these Reservations are primarily provided by Toiyabe Indian Health Project (TIHP). TIHP provides behavioral health, youth prevention, and substance abuse treatment services, as well as medical, dental, and optical services. CWS works cooperatively with TIHP on a case-by-case basis to ensure coordination of services. Access to TIHP services for families on the Benton Paiute Reservation and the Bridgeport Colony can be challenging due to the over 30 -mile distance from the reservation/Colony to where TIHP is located in Bishop and Walker Public transportation is limited throughout the county. Lastly, tribal leadership changes frequently.

CWS and tribal representatives evaluate and assess progress for Native American children during Child and Family Team meetings, MDT, or individual contacts between the social workers and tribal members/relatives.

Because the development of trusting relationships is imperative to effective collaboration with tribes, ongoing outreach is more important than ever. CWS staff attend monthly “social” events in Benton as much as possible. Tribes are invited to engage in mutually beneficial trainings offered by DSS or the Northern Training Academy. These and other outreach efforts help build relations so that problem-solving during crises is easier.

Multi Agency Council (MAC)

Both Probation and Social Services regularly participate in the MAC meetings. MAC is a forum for Mono County community leaders to collaborate with one another and their networks to identify problems and initiate community environmental, social, and agency solutions regarding issues in Mono County. Ideas for activities and programs to improve and/or support children and families in Mono County are a frequent topic of discussion and action.

Additional agencies that collaborate with child welfare and probation to provide services to families

Data sharing (for the purposes of improving service-delivery to shared populations) takes place routinely in each of the above collaborative without using identifying names or information about clients. Data informs planning for improving community resources for high-risk families and those at risk. In some cases, sharing information about specific clients is necessary to ensure the safety of clients or determine appropriate services and supports. In these cases, releases of information are signed by clients and/or information is exchanged under specific standing agreements and MOU’s between agencies. For example, MDT partners sign an agreement and protocol before discussing information about shared clients. An Information Sharing MOU is being finalized between the Mono County Office of Education and MCDSS in order for the two parties to exchange specific educational information related to foster youth.

Coordination with local law enforcement agencies is overall positive. Social workers often ask for law enforcement assistance on welfare checks or detentions. In reverse, law enforcement routinely asks for social worker responses when law enforcement calls involve children who appear to be abused or neglected. The Mono County Investigative Unit (MCIU), described in the beginning of this report, allow for a coordinated and integrated response between the Sheriff's, Police, and District Attorney's offices. As of the writing of this report, the MCIU has been suspended. Periodically, management from CWS and law enforcement will meet to discuss new initiatives or issues.

Mono County Law Enforcement Agencies (District Attorney's Office, Mono County Sheriff Office, and Mammoth Lakes Police Department) and CWS have all signed onto a revised team protocol to ensure the needs of all agencies regarding drug endangered children are maximally addressed with minimal re-victimization of the child. A collaborative commitment and team approach to this concern allows for better treatment of the child victim and prosecution of the offending adult. The team approach also allows for a more comprehensive assessment of the need for placement of the child outside the home to ensure his/her safety.

Mono County collaborates with Kern Regional Center to assess and deliver services to developmentally delayed clients. Social workers have a close working relationship with the regional contact at Kern Regional Center.

Faith-based organization are partners in several ways. One local church has allocated a small monthly budget to assist social services clients in ways that traditional, public funding sources may not be able to. For example, they recently provided gas vouchers and food for a teen mother having a high-risk pregnancy who needed to stay in Davis, CA (nearly six hours from home) for several weeks. At times, faith-based organizations may be partners as natural supports for families who need day-to-day encouragement and support.

There are no family resource centers FFA's, STRTPS or group homes in Mono County. Per the stakeholder meeting, the top identified challenge was with consistent and timely coordination with partners. Identified barriers to collaboration include confusing funding streams that are not aligned with the department's processes or work culture, a need for early

intervention, and fragmented messaging with schools and teachers regarding mandated reporting responsibilities (i.e. human trafficking, STD's, etc.). Stakeholders offered improvements such as groups that meet regarding early intervention and/or prevention efforts, collaborating with children more by including them on trainings, discussing family background, offering partner training on drugs or safety assessments, utilize the school resource staff with child allegations at school, and acquiring CSEC funding from state for Wild Iris to provide highway outreach. Their top recommendation includes offering Children's Service Council quarterly and adding a CSEC awareness training beyond the scope of child welfare to include law enforcement, Caltrans, chamber of commerce, and agricultural inspection staff.

SERVICE ARRAY

Considering its small population and rural demographics, Mono County has a significant array of services and supports along the continuum of prevention. Mono County lacks highly specialized resources (such as clinicians who practice PCIT, or other specialized modalities), or resources that are particularly staff-intensive, such as group-homes and Intensive Services Foster Care. However, overall, there is a foundation of supports in place to address the most common types of problems associated with child maltreatment. During the Mono County Stakeholder meeting, stakeholders indicated the top strength of the county it's diversity of services despite its small size. They say the ratio of service providers to families is wonderful. The most prevalent theme regarding barriers to positive child outcomes such as wellbeing and reunification was transportation and access to services in rural areas.

Waitlists for services do not generally exist in Mono County. There are certain, highly specialized interventions (such as Wraparound) that have limited availability. The bigger problem for Mono County residents is the sheer lack of certain specialized services or the lack of access to services due to the rural demographics and limited public transit. The services that exist, however, do not generally have waitlists.

Mono County CWS prioritizes family preservation and family maintenance services, even though they are not mandatory. In other words, there are many occasions when safety threats may not rise to the level of detention and Juvenile Court intervention. But, there are enough risk factors in place and often patterns or repeated behaviors that are likely to culminate in

serious harm if not mitigated. About 75% of Mono County’s interventions are “front-end” before families enter into the Court Dependency system. In addition to facilitating assessments, Child and Family Teaming, and safety organized practices, social worker interventions often rely upon referrals to specialized services outside MCDSS. Examples include counseling, therapy, parenting and home-visiting services. Community providers include Wild Iris, MCBH, First 5 and Toiyabe Indian Health Services. These services are explained in more detail in the upcoming section. Service-providers must be equipped to meet the needs of Spanish-speaking families in Mono County who comprise approximately 28% of the population. Most agencies employ bilingual staff and interpretation services. In addition to language-needs, some Latino/Hispanic families face instability due to immigration status which can be a barrier to accessing services. Outreach efforts to Latino community groups (such as El Foro Latino) are a key strategy to reducing fears or stigma about public/community services.

Permanency

When children cannot be maintained in their homes and are removed and placed into foster care, Mono County follows the legal timelines for reunification. For a child under the age of three years old (or a sibling set that includes a child under the age of three), reunification services typically do not exceed six months. For older children above the age of three, reunification services typically do not exceed twelve months. There must be a compelling reason for these timelines to be exceeded and there must be evidence to show there is a reasonable likelihood the parent will be able to safely reunify with the child in order for this timeframe to be extended. While MCDSS may recommend more reunification services, ultimately the Juvenile Court Judge makes this order. Once reunification services end, a 366.26 hearing is held during which termination of parental rights (TPR) are ordered and adoption becomes a possible avenue for permanency. If there is an alternate permanent plan, such as Tribal Customary Adoption or legal guardian with a long-term caregiver, then parental rights are not terminated. Mono County assesses each case individually and takes into account the best interests of the child when making the decision to recommend termination of parental rights. Mono County Social Services understands adoption is the most permanent legal option for children and strives for that outcome whenever possible for children who do not reunify;

however, cultural or demographic characteristics sometimes requires more flexibility than offered by adoption and parental rights are not terminated. In either circumstance, an analysis of those decisions are made with input from the Child and Family Team and documented in case notes and Court reports.

For children ages 0-5, there are no specialized services for locating permanent families. Because of Mono County's small size, staff make individualized efforts to find relatives and other natural connections for young children through Child and Family Teaming and genogram mapping in order to find placements that are appropriate for children and minimize trauma.

When youth are removed from home due to unmitigated safety threats, social workers rely upon these same community and agency services to link with families. When reunification is not possible, concurrent plans are relied upon and relatives, NREFM's or other RFA families are engaged around permanency plans. Even at this "back end" stage of permanency planning, long-term and permanent placements require support and interventions in order to successfully maintain youth in their homes. Below are descriptions of the services in Mono County that support prevention, family preservation, family reunification, and permanency for youth:

Child Abuse Prevention, Intervention, and Treatment (CAPIT) and Community Based Child Abuse Prevention (CBCAP) funding

As noted previously in this report, MCDSS awards contracts to three key community partners to deliver services to at-risk families and foster youth (First 5, Wild Iris and Mono County Office of Education). The First 5 Mono County Commission delivers a countywide home visiting program to families throughout Mono County with children ages prenatal through 6 identified as high risk. The program provides services in English and Spanish using research and evidenced-based interventions and materials that:

- Focus on implementing positive parenting practices;
- Works with families to address family specific issues;
- Provides information on child safety and identifies crisis issues, and
- Provides information, support, and community referral, in collaboration with the family, working to reduce family stressors, at risk behavior, and family crisis.

Stakeholders indicate that First 5 Services have challenges keeping families engaged, indicating that the fact that they are voluntary and not mandatory may play a factor in this challenge.

Wild Iris provides Parenting and Co-Parenting classes, Family Partner Services, supervised visitation, respite care, Mental Health Services referrals, and advocacy/public awareness of child abuse prevention. The parenting program provides culturally competent and appropriate services to address child behavior and discipline issues as well as to increase parental confidence. Group classes are typically structured in a six (6) week series using several evidence-based curricula, such as “Active Parenting Now” and “Triple P.” The focus of Co-Parenting classes is to reduce conflict between parents who are typically separated or divorced, thereby minimizing harm to children who are impacted by this conflict. The Co-Parenting Class typically consists of an eight (8) week series using the curriculum “Cooperative Parenting and Divorce.” Parenting education may also be conducted in the home to families in out-lying areas of the counties without means of transportation, or where there are not enough parents to form an official “class” or group. In this way, parenting is individualized and tailored to the unique family needs. Stakeholders also reflected upon the utility of Wild Iris, praising the program where support staff are provided for parent court visits, adequate peer programs, but also indicating that families must have a child enrolled in a local school to receive support. Stakeholders indicated Wild Iris and First 5 are just two of the most effective prevention services offered in Mono County.

The Mono County Office of Education provides coordination of the Child Abuse Prevention Council and a variety of other child abuse prevention services and supports mentioned previously in this report.

Mental Health Services

Wild Iris also allocates some CAPIT funds for the provision of mental health services when families have no other insurance or payment source to access necessary family therapy and counseling. Wild Iris services specifically meet the needs of the more underserved populations in Mono County. For example, they have a staff-person uniquely dedicated to reaching geographically isolated communities and doing prevention/outreach efforts. Finally,

Wild Iris administers the use of CBCAP funds for public education campaigns related to child abuse prevention/awareness and mandated reporting including radio and newspaper advertising using.

Stakeholders indicate that there is a counseling center at the local high school that offers free counseling to both parents and children, which is particularly useful for probation youth.

Domestic Violence

Wild Iris is the local area expert on domestic violence prevention and intervention. In addition to the services mentioned under CBCAP and CAPIT, Wild Iris provides 24-7 crisis intervention to survivors of domestic violence, individual counseling, case management, restraining order information and assistance, support groups and self-help groups including art therapy. Support groups provide a vehicle for education, training, mutual aid and parents' support, reduction of isolation, and coordination of community services. Services are offered to various cultural and ethnic groups in the community. Numerous staff at Wild Iris are bilingual.

Mono County social workers routinely partner with Wild Iris and refer families to Wild Iris. Referrals are made anytime emotional or physical abuse are related to domestic violence.

Food and Shelter

Mono County DSS provides emergency food, shelter, rent, and utility assistance through the Emergency Food and Shelter Program (EFSP). These services are available to the community. Service providers such as Mental Health, Public Health, Wild Iris, and IMACA refer their clients when they have an emergency requiring food, rent, or utility assistance. IMACA also runs a food commodities program distributing free food throughout Mono County and, per the stakeholder group, offers help with firewood for warmth in the winter, and assistance in paying utilities.

Family Safety and Stability Assistance

As mentioned earlier in the report, PSSF funds administered by DSS are limited, but they can fill gaps and provide unique supports to promote Family Preservation, Family Support,

Time-Limited Family Reunification, and Adoption Promotion and Support. Funds can be used on concrete supports or services such as individual and family counseling. IMACA also offers assistance with childcare.

Foster Care Nursing

The Mono County Public Health foster care nurse provides medical case management services for children who are Mono County dependents or wards. The nurse coordinates with social workers, probation officers, medical providers, substitute caregivers, and biological parents to ensure timely routine medical and dental exams and follow up on specialized referrals, treatment, medication, or emergency services. Mono County Health is an important collaborator with the Department of Social Services. In addition to case management for foster youth, public health nurses (PHNs), per an agreement between the Health Department and DSS, may accompany social workers in the field to help evaluate health issues during high-risk investigations. In addition to the PHN's medical expertise, clients are generally receptive to PHN's and any guidance or advice they provide.

Services for Native American Families

In addition to all of the previous mentioned services and agency services, Toiyabe Indian Health Project (TIHP) serves the Native American community. TIHP is a consortium of seven tribes and two Native American communities in Mono and Inyo Counties. TIHP provides a variety of services for Native Americans including: medical and dental services, drug and alcohol treatment programs including inpatient treatment for adults and youth, a mental health program including individual, family, and group therapy, and prevention and outreach services. CWS and TIHP have worked collaboratively with Native American clients on a case by case basis. Because of the very rural and geographic isolation of the tribes they are at risk of being underserved by traditional service-systems.

Independent Living Program (ILP) Services

CWS social workers provide ILP services for age-eligible Probation and CWS youth and NMD's. Due to the limited number of youth receiving ILP services at any given time, ILP groups are rarely possible. As a result, ILP services are delivered in an individualized manner. Staff

provide resources, training materials, or one-on-one coaching regarding topics such as: money management skills, job searching and readiness, housing, counseling, and aftercare services such as housing and employment. Housing continues to be a problem in Mono County for ILP youth. There are no transitional housing programs for youth. For emancipating youth, the focus is on applications for extended Medi-Cal benefits, assistance through the Workforce Innovation and Opportunities Act Employment and Training Services, and assurance that foster youth have original records (birth certificates, social security card, immunization card/ records, medical history, doctor's names and prescriptions, a copy of high school diploma, and prescriptions). Mono County DSS maintains a resource library (DVDs, video, books) with independent living skills information for foster youth. On-line resources such as i-foster are also great resources for ILP youth. One or two child welfare staff typically attend the annual TAY conference in Sacramento to learn about services and topics related to ILP.

IMACA Community Connection for Children

IMACA offers a variety of child care services such as Headstart Pre-school in Mammoth Lakes and Coleville, subsidized child care programs, various community events and training, and a resource library. Bi-lingual services are provided. Stakeholders indicate that IMACA funding is one of the most effective prevention services offered in Mono County.

Probation Youth, Transitional Youth and Youth Wellbeing

The stakeholder group found the following organizations to be particularly helpful for older youth: Club House Live, through Mono County Behavioral Health, offers an after-school lounge and activities for teens. Lighthouse Church offers ancillary services and offers a place for teens to spend their time after school. Young Life youth group, an older youth group Sierra High School is the local continuation school and there is an additional counseling center on the high school campus which is free to students. Stakeholders reported that probation officers are very attentive and offer individualized services that are intensive. Services for youth such as the Toiyabe Youth Development Program, Ski PE, school workshops, Little League and AYSO soccer were all highlighted as available for child wellbeing. Barriers for youth access to wellbeing

services include transportation difficulties, lack of knowledge about services and lack of engagement by undocumented immigrants due to fear of deportation.

Stakeholders expressed the need for more activities for youth of all ages, and also a need for parent partners, youth partners, youth mentors and medical specialists for youth. The best recommendation from the stakeholder group regarding youth is for more community involvement specific to the Hispanic community. Another strong theme was the need for parent-modeling – a mentor showing youth about successful adult practices like attending college and raising families when their own parents cannot model these things themselves.

Youth with Disabilities

Kern Regional Center provides services for individuals with developmental disabilities, including case management services. Mono County agencies including CWS and Behavioral Health work collaboratively with Kern Regional case managers to provide services for clients with developmental disabilities. Kern Regional Center serves clients in Kern, Inyo, and Mono Counties.

After age three, the Mono County Office of Education provides services for youth with developmental disabilities. Stakeholders indicated there are challenges with access to these services after age three. Stakeholders also described there are services such as Early Start, First 5, and Great Steps Ahead. These programs offer services in both English and Spanish.

County Children’s Trust Fund

These funds are overseen by the Child Abuse Prevention Council (CAPC), which is also the County Children’s Trust Fund Commission and are geared toward county-wide prevention efforts. A detailed description of the interventions and programs funded by CCTF is described under the “Financial/Material Resources” section on page 32 of this report.

ICWA

The Indian Child Welfare Act mandates that ICWA eligible children involved in dependency action are identified and that the tribe is notified of all dependency actions. In Mono County, families are queried about Indian ancestry the moment a child comes into the

foster care system. There are no designated ICWA staff due to Mono County's small caseload and staff size. The social worker is responsible for interviewing family members about Indian heritage, documenting all results, and, when applicable, providing notification and ongoing contact with affiliated tribes to determine ICWA eligibility.

Social workers consult with tribes, pursue ICWA placement requirements, and make recommendations that take into account the tribe's input. Social workers also communicate with tribes to discuss parent's progress in family reunification cases and seek approval for placements. Notices for Court hearings are sent according to welfare and institutions code regulations to tribes in advance of all hearings. Social worker staff work hard to ensure that culturally relevant activities are made accessible to Native-American children in out-of-home care. ICWA training is offered to all social workers as part of CORE training.

Multi-Ethnic Placement Act

Mono County actively recruits and welcomes Resource Family Approved homes that reflect the cultures and ethnicities children in Mono County. Mono County does not deny or delay RFA applications based upon race, color or national origin, nor does the County refuse or delay the placement of a child in a foster home due race, color or national origin. There are no children currently awaiting placement in Mono County. Whenever possible, however, Mono County places children with family members.

Significant Gaps in Services

Most gaps in services are the result of Mono's rural demographic and small population base. For example, in an even slightly larger county, an entire CWS staff person (or unit, for a larger county) might be dedicated to a specialized program area (i.e. ILP, CSEC, or RFA). In Mono County, all programs are divided amongst a very small staff. Stakeholders also reflected upon the issue of inadequate staffing of services. Where this can be a strength (services are individualized and tailored case-by-case), it can also create a deficiency in specialization or subject-matter expertise. Or, if a parent in Family Reunification has a specific mental health condition requiring a particular form of therapeutic treatment, for example, it is unlikely there will be a provider in Mono County. The closest urban center is Reno (3 hours to the north). It is

not plausible to send clients that far to receive specialized services. As for foster youth, at this point in time Mono County has no Intensive Services Foster Care homes, which places high-needs youth at greater risk of out-of-county STRTP placements. There are also gaps in RFA home availability in certain regions of the county (i.e. Benton and June Lake/Lee Vining). As for older youth and NMD's, aftercare services (such as affordable, or transitional housing programs) are lacking.

Accessing services can be a challenge for families. There is a good public transit system in Mono County, but for families who live in rural areas, bus service may only depart once or twice per day to and from larger population centers. As a result, service-providers must travel to outlying areas to deliver services. Stakeholders indicate this as well, particularly for limited access to child/adolescent psychiatry, concerns with transportation, childcare for families, respite care, intensive outpatient and inpatient substance abuse treatment, and post-partum depression services. In fact, of all the comments given during the stakeholder meeting, the top challenge noted was getting services to rural communities, particularly in the winter. Social services aides spend a considerable amount of time driving clients who lack alternate transportation options. Due to harsh winter conditions in the eastern sierra, there may be interruptions or delays in service delivery at times. Because Mammoth Lakes is the largest population center in the county, a considerable amount of planning goes into serving outlying regions and staying connected to these communities by way of outreach efforts including monthly "community socials" hosted by MCBH and attended by community and agency members.

In order to improve access to specialty mental health services, Inyo and Mono Counties' Behavioral Health Departments have put policies into place to assist residents in one another's counties who may reside closer to the border of their non-resident county. The northern and eastern regions of the county border the State of Nevada. While some families are nearer to the Nevada border, there can be barriers to accessing Nevada-based services due to California-based insurance.

Staffing issues can be problematic due to the small sizes of agencies and organizations; when a key staff person vacates a position, there may not be a replacement right away. There have not been any discontinued services or programs in recent years.

Stakeholders believe services are difficult to deliver with hard-to-engage parents. Also, they discussed the difficulty in getting access to disability services after age three, when services are delivered through the Mono County Office of Education. Other gaps identified by the stakeholder group include transportation services, childcare assistance (other than reliance on family support), quality affordable housing, and challenges the homeless population or families with severe housing instability, undocumented immigrants who avoid contact with government authorities, poor internet connectivity and lack of emergency housing. Lastly, although there are bilingual services available, stakeholders describe that there may not be enough bilingual staff to meet the current demand. The top recommendation from the stakeholder group is a request for a central location to assist undocumented families where they are safe from reporting agents.

QUALITY ASSURANCE SYSTEM

It is the expectation that all Federal and State civil regulations and laws pertaining to child welfare services be upheld by Mono County Department of Social Services staff, including social workers and supervisors. Mono County CWS monitors the quality and consistency of services being provided to children in several ways:

Judicial Council Review

Approximately every three years (1-2 times during every 5-year SIP cycle), Mono County undergoes a Title IV-E review by the Judicial Council of California. The most recent of those reviews was held in November, 2017. The review includes CWS and probation managers/supervisors, department leadership, county counsel, and judges. The reviews are followed-up with detailed written reports including findings and recommendations. In the November, 2017 review, a total of seven dependency cases were reviewed and three juvenile probation cases. Mono County finds the Judicial Council Reviews to be invaluable to our internal quality improvement. Having outside experts who have reviewed cases from

throughout the State, and who have that broader perspective, gives Mono County assurance that our local standard of practice is on par with that of other counties. Some specific recommendations for quality improvement following the November, 2017 review were: Adding more specific details to TILCP and TILP's, improving documentation for family finding efforts, and strategies to ensure timeliness for Title IV-E findings even when there are legitimate reasons for continuances.

Child and Family Services Reviews

As part of Mono County's continuous quality improvement, a county staff analyst position was trained to conduct qualitative case reviews using the Federal Onsite Review Instrument (OSRI). One case was reviewed per quarter. The process involved extensive review of social worker case notes and interviews of social worker staff and family members. In early 2017, the case reviewer position for Mono County was vacated. Presently, there is not a replacement, due to lack of available staff. In recognizing that many counties across the state have struggled to train and maintain case reviewer staff, the State is working to contract with counties to provide this function, including Mono County.

CAPIT/CBCAP/PSSF

Each contractor tracks service participation, outcomes and/or client satisfaction and provides this data to the Social Services Department via quarterly reports. The information is communicated via tables, graphs, charts, narrative, and sample forms. Providers comment on any difficulties encountered in achieving desired participation and outcomes and suggest programmatic corrections to address difficulties. Outcomes are evaluated using a combination of pre- and post-tests, client satisfaction surveys, and participant self-report. Anecdotal feedback and information about home visiting services, parenting classes, and other interventions are also collected by service providers and used to inform program changes and other necessary adjustments to ensure services are appropriate, timely, culturally relevant, and reaching the target populations.

The Social Services staff services analyst, fiscal manager, social workers, program manager, supervisor and director work together to identify and discuss issues regarding

contractors. Contractors submits quarterly expenditure reports within 15 days of the end of the billing quarter. The staff services analyst is responsible for tracking invoices between the service provider and the county and ensuring their timeliness. The department director reviews the reports to determine the provision and quality of services funded by CAPIT/CBCAP/PSSF is satisfactory, and that service providers are expending CAPIT/CBCAP/PSSF funds on allowable services and populations. These reports are then approved for payment.

The social worker supervisor, analyst or other staff member represents the department at CAPC meetings and informs CAPC of any issues or concerns regarding contracted providers. The contracted services providers also attend CAPC meetings. A year end summary of services and outcomes is reviewed with our Child Abuse Prevention Council (CAPC). These discussions include feedback regarding services and suggestions from the CAPC.

An example where outcome data informed changes in service delivery is as follows: Data from recent years revealed a recurring unmet need in the form of mentors and parent partners. After several planning meetings were held to discuss this need, the current scope of work with contractor, Wild Iris, included a new service component for “Family Partner” services that will use current Wild Iris staff to provide mentorship to parents or youth who need day-to-day support while navigating public system interventions.

California Child Welfare Indicators Project (UC Berkeley Data)

Mono County reviews outcome measures that are uploaded quarterly on the Center for Social Services Research (CSSR) website. CSSR data is fundamental to driving system improvement plans and monitoring progress on long-term goals. Because Mono County’s population is so small, however, staff at CSSR have cautioned Mono County about using data to glean information about universal trends. The very small sample size causes skewed spikes and declines based upon the outcomes of just one or two youth. As a result, this form of data is often less relevant to Mono County, then the kinds of qualitative data which emerges from peer reviews or federal case review processes. That being said, some outcome measures (even if they only involve a few youth) may point to service gaps or delays that we would otherwise not be alert to.

Vertical Case Management, Continuous Qualitative Data from Social Workers, and the Structured Decision Making (SDM) Tool

One of the most important ways that Mono County CWS evaluates services is through continuous qualitative feedback from social workers who have direct observation about behavior changes amongst their clients. A unique advantage of quality assurance in a very small county, is that social workers manage vertical caseloads, carrying cases from the “front” to “back” end. As a result, information obtained about safety and risk in the early stages of a CWS intervention does not get lost or distorted along the continuum of the intervention. Cases are not passed from one social worker to the next, or from one specialized unit to the next. The assigned social worker establishes a steady, consistent link with the family. The social worker becomes the observer and documenter of outcomes in real time.

When a social worker observes that an intervention strategy or service is not producing the desired behavior changes (to ensure safety/prevent recurrent maltreatment), the social worker can respond readily within the context of the entire case and framework. The social worker can work from the Case Consultation Framework to see what factors or influences are changing the outcomes. Vertical case management allows for rapport and trust to build between the social worker and the family; something that takes time, and something that research shows to be a significant factor for outcomes.

In order to mitigate potential biases that may form on the part of the same person over time, group supervision is integrated periodically. When the assessment and decision-making is shifted from the individual to group-level, a diversity of perspectives helps to promote a department wide standard of practice.

In tandem with vertical case management, the social worker and supervisor review SDM tools ongoing throughout the continuum of each case to monitor the progression of Safety Threats and Risk Factors over time. The structured approach of using SDM in combination with the social worker’s direct observations and expertise in a vertical case management model creates a culture of continuous quality improvement within the CWS Department.

Laws and Regulations

Each year, the department purchased several copies of the annually updated Juvenile Laws and Rules Welfare and Institutions Code. The WIC is referenced along with Division 31 Regulations routinely by the program manager, supervisor, and social worker staff. Prior to all court hearings, county counsel meets with the case-carrying social worker and supervisor to review the legal framework for the particular hearing. Court reports are also reviewed and commented by county counsel in advance of court report filings.

Lastly, all incoming ACL's related to CWS are reviewed by the program manager, filed, and documented with follow-up steps. Follow up steps may include all-staff emails related to new regulations, training at weekly staff meetings, and updating existing internal procedures. Adherence to reviewing ACL's ensures that new initiatives are captured in local protocols and planning (i.e. guidelines to monitor and approve the administration of psychotropic meds, or administering the CANS assessment within the Child and Family Teaming process).

Wraparound Management Team & Wraparound Group Supervision

Probation and child welfare cases that are involved in the Wraparound process, undergo frequent reviews. On a weekly basis, the "Core Wraparound Team" meets with the Director of Mono County Behavioral Health and the social services supervisor. During this time, Wraparound facilitators and case managers from CWS and probation receive clinical oversight and supervision about their interventions and the overall status of each case. Every-other-month, the Wraparound Management Team meets to review cases from more of an administrative perspective. Both of these review processes problem-solve around cases that involve youth that are at high risk of out-of-home placement. Finally, progress notes and data are entered into a shared data system called SharePoint, which helps capture Wraparound specific data that may not otherwise be captured in routine CWS case notes.

Monitoring Family Engagement and Child Well-Being

Mono County is in-compliance with new legislative changes that require Child and Family Team Meetings in order to address placement decisions, the child's mental health screening (CANS), and case planning. When a CFT meeting is completed, the meeting is entered into the Case Management notebook in the CWS-CMS database. When the CANS and/or Katie A

assessments are completed, those dates are also captured in the Case Management notebook in the CWS/CMS database. The parent's participation in developing the case plan is documented in CWS/CMS after the parent has reviewed and signed the case plan.

Identification of a child's mental health and trauma needs (including psychiatric evaluation and monitoring administration of prescription medications when applicable) begins with the CANS assessment or Katie A protocols. Mono County makes a referral to Mono County Behavioral Health with information about the child. From here, MCBH collaborates with social services and the CFT to conduct a comprehensive assessment of the child's mental health needs.

Assessing and monitoring a child's physical & educational needs takes place immediately upon opening a case plan. The social worker is responsible for filing the JV-220. The foster care nurse from Mono County Public Health is responsible for monitoring the child's psychotropic medications. The foster care nurse maintains routine communication with the child's medical providers and the social worker. The social worker is responsible for communications with the child and foster parent/RFA caregiver on issues pertaining to medication compliance. The social worker and foster care nurse review the status of psychotropic medications during MDT meetings which are held twice per month or more frequently if needed. The CWS Supervisor and county counsel ensure that the JV-220 is timely.

The foster care nurse from Mono County Public Health opens a file for each new foster child and tracks medical and dental appointments. The foster care nurse attends Multi-Disciplinary Team (MDT) meetings twice per month to exchange information with CWS about the child's physical and medical needs. The social worker updates the child's Health and Education Passport (HEP) accordingly by entering information in the case management notebook in CWS-CMS. Educational needs are monitored closely by the Foster Youth Liaison at Mono County Office of Education who tracks the child's educational credits and other educational information in the California Longitudinal Pupil Achievement Data System (CALPADS) database. Children with special developmental needs are referred to Kern Regional Center for assessment. Assessment dates and outcomes are recorded in the CWS-CMS database.

Concurrent planning begins immediately and is normally recorded for the first time in the social worker's Dispositional Court Report. Concurrent plans often involve relatives. Mono County is committed first and foremost to family preservation and reunification efforts. Along the way, however, family finding efforts are made in order to maintain a child's connection to relatives, strengthen the child's support network, and engage in concurrent planning in the event that reunification or family maintenance efforts ultimately fail. For relatives, kin, and NREFM's who live out of the area, phone and web-based visits are arranged by the social worker and documented in CWS-CMS. The parent, child and CFT are directly engaged in Concurrent Planning efforts. Timelines for reunification and permanency are communicated to parents at the Detention hearing but reinforced by the social worker at each step of the way (during CFT's, monthly contacts while reviewing progress on case plans, and at all Court hearings). For older youth, Transitional Independent Living Plans begin at the age of 14 and continue until case closure. TILP's are updated every six months and documented in the CWS-CMS database.

Because Mono County has so few foster youth, we do not have issues with prioritizing service delivery or assessments. We normally deal with one case at a time entering the Dependency system and each case gets a high level of attention and time. As such we do not have a prioritization system based upon age, need, and so forth.

Mono County Probation is also committed to ensuring compliance with all child welfare and Social Services expectations in the oversight of probation youth. Probation uses evidenced based practices to ensure youth are receiving the "dose" of treatment and care necessary for their compliance with treatment goals and terms and conditions of probation through validated risk/needs assessment. The juvenile officer case manages the youth. This position also inputs information in CWS/CMS. The juvenile officer then reviews the data and reports any disparity to the juvenile supervisor. The next audit occurs quarterly where the juvenile supervisor reviews the quarter for the youth's adherence to goals and treatment plan, juvenile officer's compliance, contact frequency, Smart (case management) entry, and transition strategies.

Critical Incident Review Process

Mono County submits quarterly data reports regarding fatalities and near fatalities to the Critical Incident Oversight & Support Unit at CDSS. That data is later returned to the county in the form of the SOC 826 which is reviewed and reconciled by the program manager quarterly. Mono County CWS also participates on the Inyo-Mono Death Review Team which is coordinated by Mono County Public Health. The Death Review Team is held regionally in collaboration with Inyo County. Team members include representatives from the offices of the district attorney, public health, child welfare, sheriff, police and Wild Iris from each county. Meetings are held on an as-needed basis only. In the event of a child fatality involving a CWS client, Mono County would triage the incident and provide the following response:

- Coordinate with EAP for supports for staff;
- Coordinate with MCBH or local, private therapists for supports for children, families and caregivers;
- Arrange for a case review / staffing involving all parties involved with the deceased minor during the time the minor was under the jurisdiction of Mono County;
- Review with county counsel and staff legal ramifications, protections, and next steps for public servants who are connected with child fatalities;
- Comply with all components of WIC 10850.4 if there was reasonable suspicion the child fatality was the result of abuse or neglect (this will be overseen by the Custodian of Records, the CWS Program Manager).

National Resource Center (NRC) Training and Technical Assistance

Mono County does not receive technical assistance from the NCR.

Peer Review Results

FOCUS AREA & METHODOLOGY

The Mono County Peer Review was conducted in Mammoth Lakes, California, May 15 – 16, 2018. Four child welfare social workers from four counties (Inyo, Mariposa, Calaveras, Alpine) and two probation officers from two counties (El Dorado and Inyo) participated as peer reviewers. The Peer Review process is used in California as an avenue for each county’s child welfare and probation to conduct an in-depth qualitative analysis on one specific focus area, or outcome measure. This process requires both agencies to conduct a quantitative analysis of each state report outcome measure and, in partnership with the California Department of Social Services, select the outcome measure which requires a closer look. Mono County Child Protective Services elected to examine recurrence within 12 months, specifically measure S2. Peer counties were selected to conduct the review based on a review of data statewide showing counties which consistently perform well on the selected outcome measures.

The Peer Review opened on the morning of May 15, 2018 with introductions and a training which included an overview of the C-CFSR, a description of Mono County, identification of the outcome area which would be the focus of the review, and a discussion of County performance and progress towards these outcomes. Participating were California Department of Social Services consultants, Northern Training Academy staff (facilitators for the review), and child welfare and probation staff and administrators. The presentation was followed by training on the interview process and tools for the peer reviewers.

During the three-day review, a total of eight interview sessions were conducted; six of which were child welfare cases and two probation. Cases were selected for which the peer review planning team believed would elucidate both strengths and challenges existing in the system which contribute to the county performance on the appropriate outcome measure. The CDSS State Consultant for Mono County reviewed a total of 15 cases to select for the Peer Review. CDSS consulted with the CPS Supervisor and Program Manager before the final 6 cases were selected for the Peer Review. The selection was based solely on the presence of recurrent maltreatment data and had nothing to do with age, ethnicity, race, county region, or allegation type.

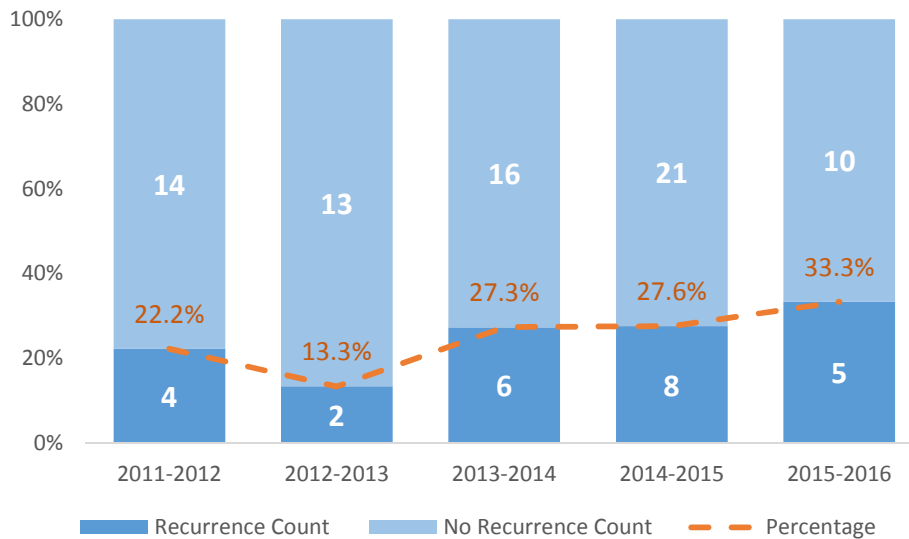
The California Department of Social Services provided standardized tools for use during the Peer Review which were based on a review of the literature for best practices relating to each focus area. Once the cases were identified, social workers and probation officers who were the primary practitioners on the case were notified and given the appropriate interview tool to review so they could prepare. A total of five social workers, a program manager who stepped in as the alternative for a social worker who was on vacation, and two probation officers were interviewed.

Following the completion of interviews peers were provided time to debrief, during which they analyzed the interview information to identify common themes regarding strengths and challenges of the Mono County child welfare and probation systems. They were also asked to provide recommendations for improvement. The summary of these themes are outlined in the Summary of Findings section that follows.

Child Welfare Focus Area

Mono County Social Services focused on recurrence of maltreatment for several reasons. First, out of all outcome measures against which they are rated, recurrence of maltreatment has been consistently below national standards for the past five years. While the national standard is that no more than 9.1% of children should experience recurrence of maltreatment, Mono County is typically above 20%. However, it is important to note that Mono County has very small numbers of children represented in this data and the quantitative data should not be reviewed as a stand-alone measure of performance. In fact, if a sibling set of 2 or more has an episode of recurrence it is likely to make their data appear to fall short of the national standard. Second, Mono County chose to focus on recurrence as they place a high priority on front-end prevention and early intervention practices and wanted to identify strengths and challenges and to gain insight on how to impact the rate of recurrence.

Figure 2: Mono County Recurrence of Maltreatment, October to September Interval Years



Probation Focus Area

Mono County Probation chose to focus the peer review on permanency within twelve months (P1).

Strengths

Peer reviewers identified several best practices utilized by Mono County Child Welfare Services which impacts recurrence, both systemically and individually.

- Staff consistently utilize the Review, Evaluate and Direct (RED) Team meeting to determine investigation priority
- Staff consistently utilize Safety Organized Practices tools and strategies, particularly around client engagement and there is consistent use of safety plans, genograms and natural supports in case planning.
- Social workers demonstrate familiarity with Structured Decision Making (SDM) tools and reassessments
- Staff consistently use CFTs / teaming with families
- Staff carry a mixed caseload and are knowledgeable about the range of CWS intervention (investigation, voluntary case management, and Court intervention)
- Mono County practices vertical case management such that they have one child/one social worker for the totality of the case allowing for rapport to build between staff and clients during the course of CWS intervention

Peers identified several systemic staffing and organizational strengths:

- Social workers are well-trained and highly competent
- Social workers have developed a work culture that emphasizes family engagement
- Social workers advocate to keep families together by going above and beyond
- Staff are well attuned to cultural sensitivity and responsiveness to Native American and Hispanic families
- Of the six CWS staff in Mono County, two are fully bilingual
- Staff facilitate strong community engagement by attending community socials and partnerships

Challenges

Peer reviewers identified specific challenges Mono County CWS faces in regard to recurrence of maltreatment.

Case Planning and Safety Planning challenges include:

- Peers indicated case plans and Safety Plans should be more behaviorally-based. For the county, this includes identifying the support network and the specific duties/roles for each of their natural supports (support network should know what their role is in the safety plan). While this was raised as a challenge during the Peer Review process, in 2017 Child Welfare started using behaviorally-based case plans, created by social workers on a regular basis. Files reviewed in this peer review were prior to this change in practice.
- Some peer reviewers felt that some social workers rely upon the use of services to meet the needs of the families who enter the system (either voluntarily or court ordered). Peer reviewers felt strongly that services alone do not result in safety, and that the use of behaviorally-based case plans would be an improvement in this arena. While this was raised as a challenge during the Peer Review process, in 2017 Child Welfare started using behaviorally-based case plans, and routine Child and Family Teaming on a regular basis, shifting away from relying solely upon services. Files reviewed in this peer review were prior to this change in practice.
- Reviewers expressed concern that Mono County social workers were “working harder than the parents.” While a strength of Mono County is their small size and ability to work closely with families, peers would like to see more accountability placed on families to do their part. This also includes potentially giving families “too much” time to find success with Voluntary Family Maintenance.
- Staff face challenges with family-finding specifically when clients do not wish for CWS to engage their family members in their case planning or safety planning team meetings. Some peer reviewers suggested strategies to engage known family members even if the clients expressed that they did not want them to participate. Navigating these complex relationships between biological parents and their extended relatives can be difficult.

- There are challenges with working with families that lack accountability (Mono County Child Welfare often utilizes voluntary family maintenance as a first step rather than court ordered family maintenance and as a result the social workers do not have the ability to hold families as accountable for their participation as they would in a court ordered plan).

General Challenges:

- Peer reviewers believed that some staff had not completed Core training; Mono County is unclear how they came to this conclusion as staff are fully in compliance with training requirements. Due to the long travel distance from the Northern Training Academy, it took longer than expected for some social workers to complete the advanced level of CORE training (CORE II). But, again, all Mono County social workers completed CORE I timely, and CORE II over the course of their first several years of employment.
- SDM tools: Peer reviewers noted that SDM tools were utilized on the “front end” at intake and during the investigation, but could be better utilized during open cases even when the case is a “voluntary” or non-Court case. This will require increased Supervisor oversight.
- Social workers are assigned child welfare cases, adult protective services case, in-home support services and conservatorship cases. While there are many strengths to this model, the challenge is ensuring the social workers have enough specialized knowledge in each area.
- Although there are benefits to mixed caseloads, staff still are challenged with handling the complexities across case types. Staff are challenged with ‘wearing too many hats’

Recommendations

Peer reviewers were asked to detail promising practices used by their counties regarding recurrence of maltreatment and made potential recommendations as follows:

- Improve the organization/process for making assignments of new referrals in RED team
- Create universal authorization (release of information shared for all departments)
- Develop strategies to encourage more tribal involvement. Because the tribes in Mono County are very small, Native American parents who are the subjects of child welfare investigations often tell social workers they do not want their tribe to be involved during investigations or open cases. Parents are often worried about their privacy and staff are inclined to respect the voice of the parent. Social workers, under ICWA, are, however required to engage tribes as soon as possible during child welfare investigations.
- Advance family finding efforts: Presently Mono County initiates family findings during the RED process (at intake) and throughout the CFT process. Mono County has a high success rate placing youth with relatives when taken into out-of-home care. Peer reviewers recommend increasing engagement with family members on other aspects of case planning.
- Develop strategies so that employees wear fewer “hats”

- Create, develop and implement policies and procedures outlining detention

Mono County Detailed Analysis of Child Welfare Cases

In addition to the Peer Review, Mono County conducted an analysis of all Child Welfare cases with recurrence of maltreatment, including case status and demographics, for the last three year period, April 1, 2014 through March 31, 2017. The data for this analysis was drawn from the CWS/CMS system and SafeMeasures. There were a total of 19 recurrence episodes (19 children) and a total of 14 families impacted (four sibling sets). Of these 19 children, six lived in the town Mammoth Lakes, and 13 lived outside of Mammoth Lakes, the more rural and less accessible parts of the county. The majority of these cases were identified at the first substantiation as neglect (12), six were emotional abuse (all for domestic violence) and there was one case of physical abuse (with a child over 10 years of age).

Table 10: Case Status at First Substantiation of Child Abuse or Neglect

<i>First Substantiation</i>				
	Voluntary FM	Court Ordered FM	No Services	Other
Children	11	2	4	2

As noted in the above table, at the first substantiation, 11 of the 19 occurrences opened a voluntary family maintenance case plan, one case was referred to mandatory services through the military base, one case moved from a pre-existing voluntary family maintenance case to a court ordered family maintenance, one petition was filed for court family maintenance and the family was referred to Wraparound services, and in four cases no services were provided (three of these children were in a sibling set which had DV and the parent left the residence to keep the children protected, thus meeting minimum safety requirements).

Table 11: Case Status at Second Substantiation of Child Abuse or Neglect (Recurrence of Maltreatment)

<i>Second Substantiation</i>				
	Voluntary FM	Court Ordered FM	Detention	Other
Children	4	3	8	4

And finally, at the second occurrence, or substantiation, eight of the 19 children were removed from the offending parent and placed in foster care or with a relative, four continued with voluntary family maintenance, three were court ordered for family maintenance services, three were given a safety plan (DV and substance abuse issues) and one had moved out of county.

This in-depth study of every case of recurrence in Mono County in the past three years has yielded some interesting pieces of information: 68% of recurrence cases occurred outside of the town of Mammoth Lakes; these substantiations occurred in outlying, lower-population-density areas. Social workers work from Mammoth Lakes and the outlying areas represented in these cases of recurrence are as far as a two hour drive from the office. Also, 18 of these cases were substantiated either for neglect (12) or emotional abuse (8) versus physical abuse, and 12 of these 18 included domestic violence amongst the parents or caregivers as one of the main presenting safety risks. Substance abuse was also predominant in these cases, with 12 of the 18 cases having some form of alcohol or other drug abuse associated.

This case-by-case analysis revealed several key points:

- There have been no instances of recurrence involving Severe Neglect, Physical Abuse, or Sexual Abuse.
- In almost all of Mono County’s recurrence episodes the Department’s intervention was promoted after the second substantiated investigation (i.e. from no intervention to an open case, from a VFM to a Court case, or from a FM case to a detention).
- The majority of recurrence episodes involved general neglect issues and exposure of children to domestic violence occurring between parents/caregivers.

Summary of Findings - Juvenile Probation Services

Mono County Probation chose to focus the peer review on permanency within twelve months (P1).

Strengths

Mono County Probation utilizes several innovative best practices:

- Probation officers practice mixed caseloads
- Staff use Child and Family Team Meetings

Reviewers highlighted many strengths in how Mono County Probation engages families in the case planning and delivery of services:

- Officers include family and child voices and choices in placement and case planning
- Staff seek community and natural supports, such as identifying mentors, based on child's strengths and interests
- Mono County Wraparound is effective and supportive
- Probation officers are diligent in helping the child and are invested in the case
- Probation officers tailor placement to youth's needs
- Probation officers set goals and provide incentives in reaching them
- Probation officers facilitate future-oriented planning with appropriate rewards and incentives

Challenges

Peer reviewers identified specific challenges Mono County Probation faces in regards to permanency in 12 months, which include:

- Staff face challenges with family-finding
- Staff struggle with incorporating mental health assessments into recommendations, case planning and supervision
- Although there are benefits to mixed caseloads, staff still are challenged with handling the complexities across case types.
- The county's rural locations has limitations including limited placement resources
- There are challenges with working with families that lack accountability with counseling
- There are challenges with not having enough staff

Recommendations

Peer reviewers were asked to make recommendations to improve outcomes for Mono County Probation regarding permanency in 12 months. Recommendations identified during the peer review included:

- Consider using mental health assessments to inform the early stages of case management
- Family finding efforts

Outcome Data Measures

This section describes both federal and state outcome measure performance for both Mono County Child Welfare and Probation Departments. There are currently seven federal outcome measures and additional statewide measures that each county in California must track and analyze. Because of the very small numbers of children involved in the child welfare system in Mono County, it is difficult to make assumptions about data trends or significance of the data. As such, most of the measures described in this section will have little analysis.

Table 16: Overall ranking of Mono County Child Welfare Federal Outcome Measure Performance (interval year October 2016 to September 2017 when available)

Statewide Data Outcomes and Measures	National Standard	Mono County	Ranking in the state (out of 58 counties)
Measures for Safety Outcome 1			
3-S1 Maltreatment in Foster care	No more than 8.50 victimizations per 100,000 days in care	No Children Meet Criteria	N/A
3-S2 Recurrence of Maltreatment	No more than 9.1%	33.3% (3 families with siblings)	58th out of all 58 counties
Statewide Data Measures for Permanency Outcome 1			
3-P1 Permanency in 12 Months for Children Entering foster care (July 1, 2015 to June 30, 2016)	At or above 40.5%	No Children Meet Criteria	N/A
3-P2 Permanency in 12 Months for Children in foster care 12 to 23 Months	At or above 43.6%	100% (5 cases)	1 st out of the 57 counties for which outcome data on this measure are available.
3-P3 Permanency in 12 Months for Children in foster care 24 Months or More	At or above 30.3%	No Children Meet Criteria	N/A
3-P4 Re-Entry to foster care in 12 Months (July 1, 2014 to June 30, 2015)	No higher than 8.3%	No Children Meet Criteria	N/A
3-P5 Placement Stability	No more than 4.12 moves per 1,000 days in Foster care	No Children Meet Criteria	N/A
Entries to Care	California state average (no national standard): 3.4 entries per 1,000 children in the state	0.4 per 1,000 children	2 nd out of the 58 counties for which outcome data on this measure are available.

CFSR3: SAFETY PERFORMANCE AREA 1: MALTREATMENT IN FOSTER CARE (3-S1)

This is a Federal/CWS Outcome Measure that reports the rate of victimization per day for all children in foster care in Mono County. This measure assesses the degree to which children in child welfare approved placements are abused or neglected.

Methodology

The denominator is the total number of days children were placed in foster care at the end of a 12-month period. Records with an incident date occurring outside of the removal episode are excluded, even if report dates fall within the episode. For days to be included in this count, the foster care episode must be eight or more days in length. The denominator only counts days in foster care for children younger than 18 years. For youth who start out as 17 years of age and turn 18 during the period, days in foster care beyond 18 years of age are not included in the count.

The numerator is the total number of substantiated or indicated reports of maltreatment (by any perpetrator) during a foster care episode within the same 12-month period.

Performance

Performance for this measure is the numerator divided by the denominator and multiplied by 100,000. This rate is expressed in terms of 100,000 days for ease of interpretation. Rates reported for this measure, in this report, differ slightly from federal rates reported by the Children's Bureau due to limitations when constructing the NCANDS and AFCARS files.

National Standard

The national standard for this measure is performance less than or equal to 8.50 substantiated incidents per 100,000 total days in Foster care.

Child Welfare Data and Analysis

Table 17: Maltreatment in Foster Care

<i>Interval: October to September</i>				
12-13	13-14	14-15	15-16	16-17
No Children Meet Criteria		50.63 (1 child)	No Children Meet Criteria	

As noted in Table 13, there have been no children maltreated in foster care in the past three years. From October to September, 2014 – 2015 there was an instance of 1 child who was a victim of maltreatment in foster care.

Probation Data and Analysis

No children meet the analysis criteria within the past five years (no children were maltreated in foster care).

CFSR3: SAFETY PERFORMANCE AREA 2: RECURRENCE OF MALTREATMENT (3-S2)

This is a Federal/CWS Outcomes Measure that reports the percent of children who were victims of a second substantiated maltreatment allegation within a 12-month period. This measure assesses the degree to which Mono County effectively addresses maltreatment in order to prevent further incidents.

Methodology

The denominator is the number of children with at least one substantiated maltreatment allegation. The numerator is the number of children with another substantiated maltreatment allegation within 12 months of their initial report. Subsequent reports of maltreatment within 14 days are not counted as recurrent maltreatment. Youth who are age 18 or more are excluded from the calculation of this measure.

Performance

Performance for this measure is the numerator divided by the denominator, expressed as a percent.

National Standard

The national standard for this measure is performance less than or equal to 9.1%.

Child Welfare Data and Analysis

Mono County shows a high percentage of recurrence. Due to the small sample size, however, a qualitative examination was necessary in order to get an accurate understanding and determine if any trends exist. A case-by-case analysis revealed several key points:

- There have been no instances of recurrence involving Severe Neglect, Physical Abuse, or Sexual Abuse.
- In almost all of Mono County's recurrence episodes the Department's intervention was promoted after the second substantiated investigation (i.e. from no intervention to an open case, from a VFM to a Court case, or from a FM case to a detention).

- The majority of recurrence episodes involved general neglect issues and exposure of children to domestic violence which occurred between parents/caregivers.

For a full review of child welfare performance in recurrence of maltreatment please see Peer Review Results on pages 74-76.

Probation Data and Analysis

There is no data for this measure for Mono County Probation.

CFSR3: PERMANENCY PERFORMANCE AREA 1: PERMANENCY IN 12 MONTHS FOR CHILDREN ENTERING FOSTER CARE (3-P1)

This is a Federal/CWS Outcomes Measure that reports the percent of children in foster care who discharged to permanency within a 12-month period. Permanency is described as a child living in a safe and permanent home, outside of foster care. This measure emphasizes the need for CWS to reunify or place children in other permanent homes within 12 months from removal.

Methodology

The denominator is the number of children who enter foster care in a 12-month period. Children who are in foster care for less than 8 days are excluded. Children who enter foster care at age 18 or more are excluded. For children with multiple episodes during the same 12-month period, this measure only evaluates the first episode within the period.

The numerator is the number of children in the denominator who discharged to permanency within 12 months of entering foster care. For the purposes of this measure, permanency includes exit status of 'reunified', 'adopted' or 'guardianship'. Children with a current placement of 'trial home visit' are included in the count of children reunified if that visit lasted at least 30 days, its start date fell within 11 months of the latest removal date, and it was the final placement before the child was discharged from foster care to reunification.

Performance

Performance for this measure is the numerator divided by denominator and expressed as a percent.

National Standard

The national standard for this measure is performance greater than or equal to 40.5%.

Child Welfare Data and Analysis

Table 18: Permanency in 12 Months

<i>Interval: October to September</i>					
<i>Measure</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Achieved Permanency	No Children Meet Criteria	1	0	1	0
Total Children		1	1	6	1
% Permanency		100%	0%	16.67%	0%

Because of the very small numbers of children measured in this statistic, it is difficult to make assertions about trends in the data. As noted, the interval between 2014 and 2015 saw a significant increase in children represented in this outcome measure. The six children represented three families. One child was an older youth in foster care who was on-track to emancipate.

The other two families involved two young sibling sets; a sibling set of two and a sibling set of three. In the first case, the adoption process took longer- than-expected due to continuances in superior court hearings, primarily. The continuances were requested by the public defenders for reasons including having time to communicate with their clients, and so forth. In the second case, the birth parent appealed the Department’s decision to terminate parental rights. The appeal process took many months to conclude, during which time State Adoptions was unable to finalize the adoption.

From a permanency standpoint, the children in both of these cases were placed in their concurrent, permanent homes well within the 12-month timeframe. In fact, in both cases the permanent, concurrent homes were identified early-on in the reunification process; by the time Family Reunification services ended the children did not undergo any placement changes.

Even though the legal adoption process took longer than 12 months (which negatively impacted statistics for the 2014-2015 year) these two sibling sets did in fact achieve permanency within a reasonable timeframe and enjoyed stability throughout the reunification process and until which time Juvenile Court proceedings concluded.

During the CSA Stakeholder Meeting on May 17, 2018, stakeholders were asked to provide input on the strengths and challenges facing child welfare in regard to re-entry and reunification. Stakeholders identified the following as best practices on the part of Mono County Social Services.

- Social workers are able to provide great support to the families, but are setting stronger boundaries with families such that the families are required to demonstrate independence from the agency.
- Safety Organized Practice has been a positive addition, when following SOP practices and strategies social workers are watching for behavior change in parents vs. service compliance. MCDSS social workers are striving to tailor case plans to each individual family. Social workers are also working to build trust with families and report that this trust allows the family reunification process to be a more successful experience.
- There are strong relationships between staff of different agencies and programs within Mono County; the willingness to work together.
- Family meetings such as Team Decision Making /Child and Family Teams help facilitate successful reunification.

Stakeholders identified the following barriers in successfully reunifying children:

- Many families live far distances from resources and services – transportation and the time to facilitate transportation is profound.
- The system struggles with parents who do not participate in services; engaging difficult to engage parents can be challenging.

Stakeholders identified the top needs of children and families in Mono County during the reunification process as having: 1) enough resources to support the behavioral changes, 2) a support network available to support them and 3) having community support. And finally, recommendations for MCDSS include ensuring social workers feel valued and respected; allowing for greater access to services in the remote parts of the county, and potentially recruiting contract drivers for transportation outside of Mammoth Lakes.

Probation Data and Analysis

Table 19: Permanency in 12 Months (Probation)

<i>Interval: October to September</i>					
<i>Measure</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
Achieved Permanency	0	No Children Meet Criteria		1	1
Total Children	2			1	1
% Permanency	0%			100%	100%

As noted there was only one child in each of the past two years who met the criteria for this outcome measure and both achieved permanency within 12 months.

CFSR3: PERMANENCY PERFORMANCE AREA 2: PERMANENCY IN 12 MONTHS FOR CHILDREN IN FOSTER CARE 12-23 MONTHS (3-P2)

This is a Federal/CWS Outcomes Measure that reports the percent of children discharged to permanency who were in foster care for 12 – 23 months. This measure emphasizes the need for CWS to reunify or place children in other permanent homes within 12 months from removal.

Methodology

The denominator consists of the number of children in Foster care on the first day of the 12-month period who had been in Foster care (in that episode) between 12 and 23 months. Children age 18 or more on the first day of the 12-month period are excluded. The numerator includes those children with a placement episode termination date that occurred within 12 months of the first day of the 12-month period, and a placement episode termination reason coded as exited to reunification with parents or primary caretakers, exited to guardianship, or exited to adoption. The category, 'exited to non-permanency', includes those who exited care before 12 months, but not to one of the permanent exit types that make up the numerator. The category 'Still in Care' is those children and youth who remained in care at the end of 12 months.

Performance

Performance for this measure is numerator divided by denominator and expressed as a percent.

National Standard

The national standard for this measure is performance greater than or equal to equal to 43.6%.

Child Welfare Data and Analysis

Table 20: Permanency in 12 Months for Children in Foster Care 12-23 Months (3-P2)

<i>Interval: October to September</i>					
<i>Measure</i>	<i>2012-2013</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2016-2017</i>
Exited to adoption	0	No Children Meet Criteria			5
Total	1				5
% Permanency	0%				100%

As noted in the table, five children exited to permanency in the interval 2016 – 2017. These five children represent five of the six children who entered the prior interval year. These five children comprised two separate cases; two sibling sets. All exited to adoption.

Probation Data and Analysis

Table 21: Permanency in 12 Months for Children in Foster Care 12-23 Months (3-P2, Probation)

<i>Interval: October to September</i>					
<i>Measure</i>	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Achieved Permanency	No Children Meet Criteria	0	No Children Meet Criteria		
Total Children		1			
% Permanency		0%			

There have been no children in probation out of home placement for longer than 12 months since 2013.

CFSR3: PERMANENCY PERFORMANCE AREA 3: PERMANENCY IN 12 MONTHS FOR CHILDREN IN FOSTER CARE 24 MONTHS OR MORE (3-P3)

This is a Federal/CWS Outcomes Measure that reports the percent of children discharged to permanency after 24 or more months in care. This measure emphasizes the need for CWS to continue to achieve permanency for children who have been in foster care for 2 or more years.

Methodology

The denominator consists of the number of children in Foster care on the first day of the 12-month period who had been in Foster care (in that episode) more than 24 months. Children age 18 or more on the first day of the 12-month period are excluded. The numerator includes those children with a placement episode termination date that occurred within 12 months of the first day of the 12-month period, and a placement episode termination reason coded as exited to reunification with parents or primary caretakers, exited to guardianship, or exited to adoption. The category, 'Exited to non-permanency', includes those children who exited care before 12 months, but not to one of the permanent exit types that make up the numerator. The category 'Still in Care' reports children and youth who remained in care at the end of 12 months.

Performance

Numerator divided by denominator and expressed as a percentage.

National Standard

The national standard for this measure is performance greater than or equal to 30.3%. For details, please see Risk Adjustment and National Standards.

Child Welfare Data and Analysis

Table 22: Permanency in 12 months for children in Foster care 24 months or more (3-P3)

<i>Measure</i>	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Achieved Permanency	0	0	0	No Children Meet Criteria	
Total Children	1	3	2		
% Permanency	0%	0%	0%		

Mono County Child Welfare has not had a child in out of home placement for longer than 24 months since 2015. In past years, there were several older foster youth who did not achieve permanency within 24 months. In those cases, Mono County struggled with placement and concurrent planning. There was an insufficient number of foster homes in Mono County and none which provided specialized treatment (which some of the youth required). Youth were placed out-of-county and there were not enough transitional services in Mono County to create successful transitions back to Mono County. The Wraparound program was available, but the culture and training around child and family teaming and SOP was relatively underdeveloped. In recent years, especially with the adoption of CCR- including State funding for more rigorous foster parent/RFA recruitment- Mono County now has more RFA homes. Overall, the County is experiencing more success keeping higher-risk youth in the community.

Probation Data

No children meet the analysis criteria within the past five years.

CFSR3: PERMANENCY PERFORMANCE AREA 4: RE-ENTRY TO FOSTER CARE (3-P4)

This is a Federal/CWS measure that reports the percent of children who discharge to permanency and then re-enter foster care within a 12-month period. This measure can be used to understand reunification in terms of safety, appropriateness and sufficient supports in order to prevent subsequent maltreatment and re-entry.

Methodology

The denominator is the number of children who entered foster care and discharged to reunification or guardianship. Children in foster care for less than 8 days or who enter or exit foster care at age 18 or older are excluded.

The numerator is the number of children in the denominator who re-entered foster care within 12 months of their discharge to reunification or guardianship. Only the first re-entry into foster care is selected for children who re-enter multiple times.

Performance

Performance is calculated by numerator divided by denominator and expressed as a percent.

National Standard

The national standard for this measure is performance less than or equal to 8.5%.

Child Welfare Data and Analysis

Table 23: Re-entry to Foster Care

<i>Interval: October to September</i>					
<i>Measure</i>	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Reentries	No Children In Care		1	No Children In Care	0
Total Children			1		1
% Reentries			100%		0%

Child welfare has not had a child re-enter foster care since 2013. Please see analysis of Permanency 1 (reunification within 12 months for an overview of strengths and challenges facing successful reunification and re-entry). In the last case of re-entry, the child reunified with a parent in another county and the case was transferred. Mono County had little oversight during Family Maintenance. This raises an important challenge with respect to the coordination

of services and oversight between counties. In general, Mono County’s practice is to keep a Court-ordered Family Maintenance plan open for six months to a year after children are reunified.

Probation Data and Analysis

Table 24: Re-entry to Foster Care

<i>Interval: October to September</i>					
<i>Measure</i>	2011-2012	2012-2013	2012-2013	2013-2014	2014-2015
Reentries	No Children In Care				0
Total Children					1
% Reentries					0%

Probation has not had a child re-enter out of home placement in the past 5 years of study.

CFSR3: PERMANENCY PERFORMANCE AREA 5: PLACEMENT STABILITY (MOVES PER 1,000 DAYS) (3-P5)

This is the rate of placement moves for all children who enter Foster care within a 12-month period. This measure addresses placement stability as a critical component of permanency and the well-being of children in Foster care.

Methodology

The denominator is the total number of days in foster care. Days in foster care for children who enter over the age of 18 and episodes less than 8 days are excluded. Days in care are cumulative across episodes that are reported in the same year. Days in care for children over 18 years are not counted.

The numerator is the total number of placement moves. Removal from the home/initial placement in foster care is not counted as a move, but all subsequent moves are included. Entries to care and exits from care, including exits to trial home visits, runaway episodes, and respite care, are not counted as moves.

Performance

Performance for this measure is the numerator divided by the denominator, expressed as a rate per 1,000 days. The rate is multiplied by 1,000 to produce a whole number to ease in interpretation. A decrease in the rate per 1,000 days indicates an improvement in performance.

National Standard

The national standard for this measure is performance less than or equal to 4.2 per 1,000. For details, please see Risk Adjustment and National Standards.

Child Welfare Data and Analysis

Table 25: Placement Stability

<i>Interval: October to September</i>					
<i>Measure</i>	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Rate of Placement Changes	0	76.92 (2 moves)	0.68 (1 move)	0	No Children Meet Criteria

No children have had a placement move since 2015, at which time a sibling set of two was moved from one approved relative home to another approved relative home and then back again when the first relative home was prepared for a permanent placement. With such a small number of youth in placement, the placement changes for this one sibling set inflated the 100,000 days (indicator).

Probation Data and Analysis

Table 26: Placement Stability

<i>Interval: October to September</i>					
<i>Measure</i>	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Days of Care	No Children Meet Criteria		146	159	213
Number of Placement Moves			0	0	0
Move Rate			0.00	0.00	0.00

There have been no placement moves within the past five years.

2B PERCENT OF CHILD ABUSE/NEGLECT REFERRALS WITH A TIMELY RESPONSE

This is a statewide measure that reports the percent of referrals that receive a timely response by a caseworker.

Methodology

These reports provide the percentage of child abuse and neglect referrals that require, and then receive, an in-person investigation within the specified time frame. There are two

reports, one for immediate response, and the other for 10-day response. Referrals entered as requiring a 3, 5, or 10-day response are included in the 10-day response type. The denominator is count data and the number of immediate referrals as well as referrals designated 3, 5, or 10-day response type.

10-day response are included in the 10-day response type. The denominator is count data and the number of immediate referrals as well as referrals designated 3, 5, or 10 the performance measure is numerator divided by denominator and expressed as a percentage.

Child Welfare Data and Analysis

Table 27: Child Abuse/Neglect Cases with No Timely Response (Immediate)

<i>Interval: October to December</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
No Timely Response (immediate)	0	0	0	0	0
Total Cases	10	9	2	0	6

Table 28: Child Abuse/Neglect Cases with No Timely Response (10-day)

<i>Interval: October to December</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
No Timely Response (10-Day)	1	0	0	1	0
Total Cases	19	17	23	18	20

For immediate response type, all children received a timely response. For 10-day response types, only one child in 2013 and one child in 2016 received no timely response. Mono County screens all CPS reports through the R.E.D. team process. During R.E.D. Team, the staff and supervisor identify the response timeframe clearly. With a relatively small caseload, it is manageable to track follow-through in a very small office.

Probation Data

There is no data for this measure for Mono County Probation.

2F TIMELY CASEWORKER VISITS WITH CHILDREN

Of the children in Foster care for an entire specific month, what percentage of children

received an in-person visit from a child welfare worker during that month? What percentage of these in-person visits occurred at the child’s residence?

Methodology

The first aspect of this measure determines the percentage of children in care who received timely in-person social worker visits (see Table 10 and Table 11). The second aspect of this measure determines the percent of children received a caseworker visit within their out-of-home placement and residence.

To be included in this measure, children must be under the age of eighteen and in care for the entire calendar month. Age is calculated at the beginning of the specified time period. Children who are not court dependents and placed with non-relative legal guardians are not included.

Child Welfare Data and Analysis

Table 29: Timely Monthly Caseworker Visits (out of home)

<i>Month of October</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Percent Timely Monthly Caseworker Visits (out of home)	100%	100%	100%	100%	100%
Total Cases	4	2	6	6	1

Table 30: Timely Monthly Caseworker Visits (in residence)

<i>Month of October</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Percent Timely Monthly Caseworker Visits (in residence)	75%	100%	100%	100%	0%
Total Cases	4	2	6	6	1

As noted in the above table, all children received timely monthly caseworker visits, both in their residence and outside of their home. Mono County has very few social workers and a small caseload. Therefore, monitoring and supervising the completion of monthly visits is manageable.

Probation Data and Analysis

Table 31: Timely Monthly Caseworker Visits (out of home)

<i>Month of October</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Percent Timely Monthly Caseworker Visits (in residence)	100%	-	100%	-	100%
Total Cases	2	0	1	0	2
<i>Month of October</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Percent Timely Monthly Caseworker Visits (in residence)	100%	-	100%	-	100%
Total Cases	2	0	1	0	2

Table 32: Timely Monthly Caseworker Visits (in residence)

Probation has been timely in all cases for both out of home and in residence visits for the past five year. In 2017 there were two children in placement, and in 2013 and 2015 there was one child, in the other two years there were no children in placement.

2S TIMELY CASEWORKER VISITS WITH CHILDREN RECEIVING IN-HOME SERVICES

Of the children receiving in-home services, this measure reports that percentage of children who received an in-person visit from a child welfare worker in the child’s residence during a given month.

Methodology

This measure considers each month separately, but summarizes the data for a 12-month period. There are three numbers to be determined. The first is the number of children receiving in-home services who were required to have an in-person contact. The second is the number and percent of children in the first measure who had at least one in-person contact during the month. The final part of this measure is the number and percent of

children who were receiving in-home services, had at least one in-person contact during the month where at least one of the in-person contacts occurred in the child’s residence.

Performance

These are count data that are divided by the total and the result is presented as a percent.

Child Welfare Data and Analysis

Table 33: Timely Monthly Caseworker Visits for In-Home Services

<i>Month of October</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Percent Timely Monthly Caseworker Visits for in-Home Services	100%	96.2%	71.4%	100%	100%
Total Cases	10	26	14	1	10

Table 34: Timely Monthly Caseworker Visits for In-Home Services (in-residence)

<i>Month of October</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Percent Timely Monthly Caseworker Visits for in-Home Services (in residence)	90%	64%	70%	0%	100%
Total Cases	10	26	14	1	10

As noted in both tables Mono County is 100% successful in meeting this outcome measure. In recent years, CWS has successfully addressed staffing issues by filling all vacant Social Worker positions and creating a Program Manager position to oversee CWS and APS services, where before there was none. Improving staffing issues has, in combination with the relatively small caseloads, allowed social workers to stay current in their face-to-face contacts with families. Data-entry backlog was a problem historically in Mono County and that issue has been largely mitigated by the increased oversight at a management level and improved staffing. Lastly, the other contributing factor to timely contacts is that social workers fulfill numerous roles with families putting them into more frequent contact with families. For example, services normally provided by FFA’s in larger counties, are provided by Social Workers in Mono County. Social Workers often transport children, monitor visitation, and provide direct support and guidance

to foster parents. Normally, social workers see families more than once per month in the course of case management, problem-solving, and crisis-management.

Probation Data

There is no data for this measure for Mono County Probation.

4A SIBLINGS PLACED TOGETHER IN FOSTER CARE

Of the children placed in care, this measure reports the percent of children placed with all of their siblings. This measure is reported from point-in-time data. (There is no federal or state standard at this time for this measure).

Methodology

This measure reports on a “point of time” instead of a period of time. Sibling groups are identified at the County level, not the state level. A sibling group with size – 1 signifies a single child with no known siblings. When children are not in an active out of home placement, the last known placement home is used to determine whether siblings were placed together.

Performance

These data are presented strictly as count data. For each year the total number of children in Foster care at the July point-in-time date is 100% and that total is written above the bar. The bar is divided into three groups, children who are not placed with any siblings, children placed with some siblings and children placed with all siblings.

Child Welfare Data

Table 35: Sibling Placement

<i>Interval: October to September</i>					
<i>Measure</i>	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Percentage of Instances Where Siblings Are Placed All Together	50%	100%	100%	100%	N/A
Total Cases	4	2	5	5	0

Over the past five years, Mono County has been successful in keeping sibling sets placed together with rare, short-term exceptions.

Probation Data

There is no data for this measure for Mono County Probation.

4B LEAST RESTRICTIVE PLACEMENT (ENTRIES FIRST PLACEMENT)

For children making their first entry into foster care, this measure reports the percentage of those children placed in the least restrictive environment. Currently, there is no federal or state standard at this time for this measure.

Methodology

These reports are derived from a longitudinal database and provide information on placements for the time interval identified.

Performance

This is count data represented as percent of the whole.

Child Welfare Data and Analysis

Table 36: Least Restrictive Placements (first placement)

<i>Interval: October to September</i>					
<i>Measure</i>	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Relative/NFREM	1	1	6	0	1
Foster	-	-	1	1	-
Total Cases	1	1	7	1	1

The majority of children are placed with relatives or NFREM placements. Two of 11 cases were placed in foster care within the past five years. Mono County is largely succeeding in placing children with family members.

Probation Data and Analysis

Table 37: Least Restrictive Placements (first placement)

<i>Interval: October to September</i>					
<i>Measure</i>	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017

Group	-	-	1	1	2
Total Cases	0	0	1	1	2

All three cases within the past five years were placed in a group setting. This follows typical patterns of probation placement in California as family and foster placements are limited for youth who are older with a history of difficult challenges.

4B LEAST RESTRICTIVE PLACEMENT (POINT IN TIME)

This measure reports the percent of children placed in the least restrictive environment. This is a point-in-time measure.

Methodology

Includes all children who have an open placement episode in the CWS/CMS system (excluding children who have an agency type of “Mental Health,” “Private Adoption,” or “KinGAP” on a user-specified count day (e.g., January 1, April 1, July 1, October 1) and year.

Child Welfare Data and Analysis

Table 38: Children Placed in Least Restrictive Placement (Point in Time)

<i>Point in Time: October 1</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Relative/NFREM	1	-	2	5	-
Foster	-	-	4	1	1
Group	1	1	-	-	-
Guardian – Dependent	2	2	-	-	-
Other	1	-	-	-	1
Total Cases	5	3	6	6	2

Mono County begins the process of least restrictive placement with any potential relative that lives within close proximity that would also support family reunification services and visitations. The placements within foster care are local homes that promoted reasonable services and quality visitation for the parents. Mono County Child Welfare practice includes initiating family

finding efforts from the initiation of the case to place children with relatives as soon as possible, as needed.

Probation Data and Analysis

Table 39: Children Placed in Least Restrictive Placement (Point in Time)

<i>Point in Time: October 1</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Group	4	-	1	1	2
Total Cases	4	-	1	1	2

All cases within the past five years were placed in a group setting. This follows typical patterns of probation placement in California as family and foster placements are limited for youth who are older with a history of difficult challenges.

4E ICWA & MULTI-ETHNIC PLACEMENT STATUS

This is a federal measure that reports the number of children in foster care who are ICWA eligible who have been placed with relatives, non-relative American Indian substitute care providers (SCP's), non-relative and non-American Indian SCP's, and in group homes. For this measure, data are taken at a point-in-time.

Methodology

These reports examine the point in time placement status of two overlapping groups of children: Indian Child Welfare Act eligible children [4E(1)] and children with primary or secondary (multi) ethnicity of American Indian [4E(2)]. Placement status takes placement type, child relationship to substitute care provider, and substitute care provider ethnicity into account. The resulting placement status categories are placements with relatives; with non-relative, Indian substitute care providers; with non-relative, non-Indian substitute care providers; with non-relative substitute care providers with ethnicity missing in CWS/CMS; in group homes (ethnicity cannot be determined); and in other placements.

Children with a primary ethnicity of American Indian often have other reported secondary ethnicities. Children with a secondary ethnicity of American Indian always have another reported primary ethnicity and may have other reported secondary ethnicities. The two groups are described as overlapping because many children with a primary or secondary

ethnicity of American Indian are not eligible for the Indian Child Welfare Act. Not all children eligible for the Indian Child Welfare Act are reported to have a primary or secondary ethnicity of American Indian.

Performance

These are count data taken at an October point-in-time.

Child Welfare Data and Analysis

Table 40: ICWA Eligible or Multi-Ethnic Children Placed with Relatives

<i>Month of October</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Placed with Relatives	No Children Meet Criteria			3	No Children Meet Criteria
Non-Relatives (ethnicity missing)			3		
Total			3	3	

Of the children who meet ICWA criteria, all three were placed with relatives in 2016. In 2015, all three were placed with non-relatives where the ethnicity of the caregivers was missing.

Probation Data and Analysis

Table 41: Placement Status of ICWA or Multi-Ethnic Children

<i>Month of October</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Placed in Group Home	2	No Children Meet Criteria			
Total	2				

No children met criteria since 2013. In that year, all two children were placed into group homes.

WELL BEING OUTCOME MEASURES

The below state-wide outcome measures provide some information about the access children and youth have to health-related services. In addition to the below information, please see section titled “Probation Youth, Transitional Youth and Youth Well-being” under Systemic Factors for stakeholder feedback regarding strengths and challenges facing Mono County in efforts to work with transitional aged youth with a focus on well-being.

5A (1) USE OF PSYCHOTROPIC MEDICATION AMONG YOUTH IN FOSTER CARE

Displays the number of children with a Medi-Cal paid claim for psychotropic medication, the number of children in Foster care in the period, and the derived percentage of children in Foster care at some time during a 12-month period with a paid claim for medication and a concurrent placement in Foster care.

Methodology

The denominator for this measure is the count of children in Foster care for 30 days of more, in Child Welfare Department, Probation, State Adoptions, and Indian Child Welfare supervised care. To be counted in the denominator, children must be under the age of 18 years old at the beginning of the reporting period. Excluded from the denominator are children who are placed in California but under the jurisdiction of another state or placed with non-dependent legal guardians or placed in non-Foster care placements.

The numerator for this measure is the children in the denominator who had one or more claims for a psychotropic medication and a concurrent open Foster care episode during the 12-month period of measurement.

Performance

This measure is computed by dividing the numerator by denominator and expressing the result as a percent.

Child Welfare Data

Table 42: Children on Psychotropic Medication

<i>Interval: October to September</i>					
<i>Measure</i>	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Children on Psychotropic Medication	-	-	-	0	0
Total Cases	-	-	-	9	9

Of the children in foster care during quarter three (October to September) of in the past five years, one child had a claim for psychotropic medication. After a brief trial period, it was determined that medications would not be continued. One Non-Minor Dependent was prescribed a psychotropic medication while incarcerated. Neither of these episodes were captured on the CWS-CMS database.

Probation Data

There is no data for this measure for Mono County Probation.

5B (1) RATE OF TIMELY HEALTH EXAMS

This report provides the percentage of children meeting the schedule for Child Health and Disability Prevention (CHDP) and Division 31 medical and dental exams.

Methodology

Children in open out-of-home placements are counted in this measure. Children that are excluded are children in placement for less than thirty-one days, children residing outside of California and non-child welfare placements.

Child Welfare Data and Analysis

Table 43: Children Receiving Timely Medical Exams

<i>Interval: October to December</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Timely Medical Exam	33.3%	100%	60%	66.6%	100%
Total Children	3	1	5	6	1

Six out of sixteen children in out-of-home placements did not receive a timely medical exam during the past five years. Delays in data-entry into CWS-CMS account for these statistics. Court reports reflect that children received timely medical care. Data-entry issues will need to be addressed as there is not a dedicated foster care nurse in Mono County who enters data.

Probation Data

There is no data for this measure for Mono County Probation

5B (2) RATE OF TIMELY DENTAL EXAMS

Of the children in Foster care during a specific time period, what percentage of children have received a dental exam?

Methodology

All children in out-of-home placements are counted in this measure. Children that are excluded are children in placement for less than 31 days, children residing outside of California, and non-child welfare placements.

Child Welfare Data and Analysis

Table 44: Percentage of Children Receiving Timely Dental Exams

<i>Interval: October to December</i>					
<i>Measure</i>	2013	2014	2015	2016	2017
Timely Dental Exam	0%	0%	20%	66.6%	0%
Total Children	3	1	5	6	1

The majority of children (eleven out of sixteen) did not receive a timely dental exam within the past five years. Again, Court reports reflect that children received timely medical care. Data-entry gaps in CWS-CMS appear to account for these statistics. Mono County does not have a dedicated foster care nurse who enters data, and social workers need more oversight and monitoring on this issue so they do not forget to enter medical and dental data.

Probation Data

There is no data for this measure for Mono County Probation

5F PSYCHOTROPIC MEDICATIONS

Of the children in foster care during a specific time period, this measure reports the percentage of children who have a court order or parental consent authorized the use of receive psychotropic medication?

Child Welfare Data

Of the children in foster care during quarter three (October to September) of in the past five years, no children have a court order or parental consent authorized the use of receive psychotropic medication.

Probation Data

There is no data for this measure for Mono County Probation

6B INDIVIDUALIZED EDUCATION PLAN

Of the children in Foster care during a specific time period, what percentage of children have ever had an Individualized Education Plan (IEP)?

Methodology

This report provides the number of children under age nineteen in out-of-home placements who have ever had an IEP.

Child Welfare Data

No children in care for the past four years have had an Individual Education Plan. This may be because data was not entered. More work is going into identifying the issue.

Probation Data

There is no data for this measure for Mono County Probation

8A OUTCOMES FOR YOUTH EXITING FOSTER CARE AGE 18 OR OLDER

Child Welfare Data

There is no data for quarter 3 within the past five years for this measure.

Probation Data

There is no data for quarter 3 within the past five years for this measure.

The parenting and family partnering services funded by CAPIT have had a limited impact in the community. Implementation challenges include the inability to provide “tailored” interventions, such as parent partnering and other types of interventions such as home based services. The County is in the process of expanding our capacity internally to provide parenting to child welfare-involved families including a “partnering” component for activities of daily living, in addition to a curriculum-based intervention.

The services provided through the First 5 Mono County Home Visiting program (funded by CAPIT/CBCAP) reach a large number of families with children zero through five throughout the county and appear to have an impact on child abuse prevention through the delivery of early childhood development.

First 5 Mono County Evaluation Report for the Fiscal Year of 2016-17 indicates that the home visiting program has a positive impact on child abuse prevention. The report indicates that the program achieved outcomes through improved parental knowledge, understanding

and engagement in promoting their children’s development, physical and mental health needs, increased access to healthcare services, as well as improved screening and intervention for developmental delays, disabilities and other special needs for children ages 0-5. As a result of the home visiting program, families have more information about parenting and child development. Home Visitors screened 75 children (44% of children enrolled in Home Visiting). Of the 75 children screened, 33 were identified as having a delay or concern (44%).

According to the Parenting Partners Exit Survey, there was a demonstration of increased skill reported in the following areas:

- Ability to meet their child’s emotional and social needs.
- Increase understanding of child development needs and parenting responses.
- Ability to use positive discipline for child.
- Ability to make home safe for child.
- Ability to deal with stresses of parenting and life in general.

First 5 services are home-based for children under the age of 5. These services will continue to be coordinated through social worker staff and First 5 staff through a referral process.

Summary of Findings

Mono County Child Welfare

Upon completion of the analysis conducted through the CSA process, Mono County Child Welfare gained a deeper insight as to program strengths and areas to strengthen, which will be developed in the five-year System Improvement Plan. Mono County Child Welfare focused on the area of Recurrence of Maltreatment (CFSR Measure S2), as they continue to place a high priority on front-end prevention and early intervention practices and wanted to identify strengths and challenges and to gain insight on how to decrease the rate of recurrence.

During this assessment process, a common theme related to the populations that were at greatest risk of maltreatment included a disproportionality of children residing in the outer most rural and impoverished areas of Mono County. As such, Native American children who predominantly reside in outlying parts of the county on the reservation, have more contact with the child welfare system. The reservation in Benton is particularly isolated from supportive services and its tribal leadership has experienced many changes in recent years. Because of the very small numbers of children involved in the child welfare system in Mono County, it is difficult to make assumptions about data trends or significance of the data.

Mono County Child Welfare has many strengths to build upon to continue to improve outcomes. Through the Peer Review process there were many strengths within the Child Welfare System that were recognized. In summary, there was consistent utilization of RED Team process to determine investigation priority and response strategies, as well as consistent use of Safety Organized Practice (SOP) tools at key decision points, case planning and family engagement. Another strength indicated was the implementation of the Child and Family Team (CFT) teaming process with families and collaborative partners to develop family-centered, needs-driven case plans and intervention. Staff have demonstrated their ability to engage with families, advocate for family needs and develop rapport. Mono County has a vertical case management approach in which the same social worker is generally assigned to the same family from start to finish (i.e. Investigation through permanency, or to the end of the investigation or case). The consistency of staff for children and families allows rapport and trust to be established which ultimately improves the quality of case-planning and follow-through. Finally, several systemic strengths were recognized including staff being well-trained, competent, able to engage families, culturally sensitive, and responsive to Native American and Hispanic families.

There are areas to strengthen and challenges to address regarding recurrence of maltreatment in the Mono County Child Welfare System. Some of the strategies that were identified in order to further reduce future maltreatment include:

- Consistent development of behavior-based case plans that are less service-driven and developed through the CFT process with the incorporation of the CANS assessment tool.
- Increasing the number of support network participants through family findings, and incorporate them into the family network within the CFT process to develop stronger safety supports and safety plans to increase safety and reduce risk of future harm.
- Build more accountability with families within the Voluntary Services case plan to prevent the social worker from “working harder than the parents” and ensure the family clearly understands the safety goal(s).
- Addressing the ongoing need to ensure language barriers are being addressed adequately and that interpretation options continue to be available. Given that 40% of the County’s age 20-and-under population are Latino, there is a need to ensure that there are services and bilingual capacity to engage families effectively.
- Address the unusually large breadth of responsibilities Mono County social workers have (APS, CPS, IHSS, and Conservatorship Case Management) and how that may impact overall quality of work. There are challenges to manage all the complexities of the diverse caseload and to ensure that social workers can effectively manage those complexities.
- Continue to collaborate within the Department and outside the Department with community partners to strengthen interventions with Native American communities, and rural/outlying communities.

The Outcome Data Measures and data trends referenced above indicated potential promising trends. From the data pull, there were no instances of recurrence that involved Severe Neglect, Physical Abuse, or Sexual Abuse. In the year prior to this data pull (2013-2014) three minors experienced two recurrences. Since then, no child has had more than one recurrence. In almost all Mono County’s recurrence situations, the Department’s intervention

was promoted after the second substantiated investigation (i.e. from no intervention to an open case, from a VFM to a Court case, or from a FM case to a Detention).

Other trends from the Outcome Data measures from the 3-Year Period: April 1, 2014 – March 31, 2017, indicated that thirteen of the nineteen children that did experience recurrence of maltreatment were five years of age or younger. Of the recurrence cases that occurred, more than half were outside of the town of Mammoth Lakes in impoverish, isolated, rural areas. Social workers work from Mammoth Lakes and the outlying areas represented in these cases of recurrence are as far as a two-hour drive from the office. Eighteen of these cases were substantiated either for neglect (12) or emotional abuse (8), and 12 of these 18 had domestic violence as one of the main presenting safety risks. Substance abuse was also a predominant complicating factor amongst these cases, as 12 of the 18 cases had some form of alcohol or other drug abuse associated with the family.

Mono County Child Welfare will incorporate the overall progress identified and lessons learned through the CSA process into the development of next steps and goals.

Goals/Next Steps:

1. Prevent recurrence of maltreatment through stronger case-closure strategies by implementing procedures to incorporate the CFT process and SOP strategies that identify safety and belonging, and a natural support network at end of each case, with the consistent utilization of the SDM Risk Reassessment tool to assess the need to continue Family Maintenance services.
 - a. Increase family engagement related to natural support networks for children, even when parents are uncomfortable with extended supports (CFT, Family Findings).
2. Develop strategies to better serve and engage the outlying communities to address the disproportionality of recurrences of maltreatment in those areas.

- a. Early identification of families that may have Native American Ancestry and incorporation of ICWA regulations through initiation of engagement of tribal representation and involvement early in the investigation process; yet doing so in a way which respects the needs of some Native American parents to protect their privacy and information within the context of very small tribal communities.
 - b. Continue to represent the Department during community socials and outreach events in outlying areas of the County to promote early and on-going engagement with key community partners and stakeholders, including the identification of community members who may serve as mentors or partners to youth or parents in navigating the child welfare system.
 - c. Increase the number of Native American RFA homes and/or RFA homes in the towns where Indian reservations are located (Benton and Bridgeport)
3. Improve systemic processes to improve overall consistency of services to reduce recurrence of maltreatment.
- a. Develop and finalize policies and procedures for Detentions, Placement, and On-Call.
 - b. Develop templates for case plans and guidelines for Court reports that ensure the use of best practices and SOP
 - c. Streamline the exchange of information between families and services/support programs by developing a universal release form that can be utilized across agencies and other programs.
 - d. Assess the ability and appropriateness of social workers having more specialized caseloads.
 - e. Continue to recruit more RFA homes throughout the county, including an ISFC home to reduce the likelihood of out-of-county placements.

- f. Improve timely and complete data-entry requirements in CWS/CMS related to Wellness Outcome Measures (i.e. dental and medical exams, IEP's, psychotropic meds).

Mono County Probation

Upon the completion of the county self-assessment peer review Mono Probation gained insight into our strengths and weaknesses. Mono Probation was assessed on the CWS Outcomes System Measures P1 which addresses permanency. This P1 outcome measures the percentage of youth discharged from placement or foster care to permanency within twelve months. The assessment revealed that Probation consistently met this outcome. One of the most important ways that Probation successfully met this measure was by collaboratively working with the county's departments through the process of the Child and Family Team (CFT) meetings and Wraparound. Since Probation adopted and implemented the practice to use CFT's and Wraparound, the peer review identified that the families' voice and choice are empowered, and the probation officers have been encouraged to strategize and tailor case plans to keep probation youth in the community.

The peer review recognized that Probation has been able to function well with the limited resources the county has to offer, with only one juvenile officer, and a juvenile supervisor as a backup. Nevertheless, the peer review identified that having one officer handle the entire juvenile mixed caseload is not beneficial to the youth Mono County serves because of the complexities of each case and the time each case requires. The peer review identified that the challenges of family finding, incorporating mental health assessments in the case planning, and keeping families accountable with counseling services can be improved with the increased involvement and supervision of the juvenile officer. In the same analysis, the peer review acknowledged that the juvenile officer has spread himself too thin.

Mono Probation has gained insight on what the community believes will improve youth services. Therefore, moving forward the organization will follow steps to increase family findings through further training in family engagement, develop a procedure to ensure youths

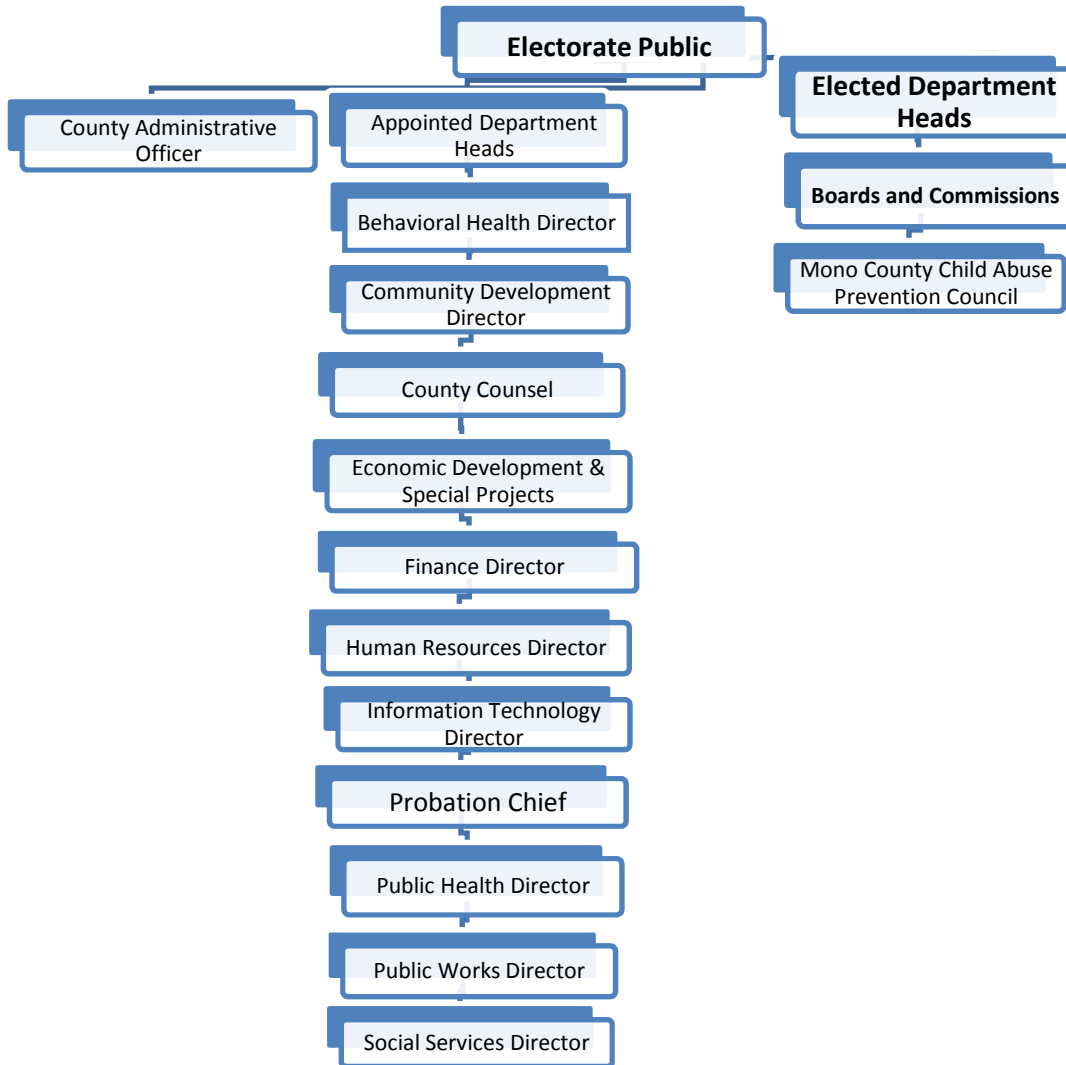
undergo a psychological evaluation or CANS assessment and incorporate those findings in the case plan, and strengthen the transition from placement/foster care back to permanency.

GOALS

1. Steps to increase family findings
 - a. Training on how to engage families for both the juvenile officer and juvenile supervisor.
 - b. Specific training on how to engage minority families and resource families for both juvenile officer and juvenile supervisor.
2. Develop a procedure to ensure each youth in CCR has a psychological evaluation or a CANS assessment done prior to disposition.
3. Strengthen transitional services for youth in permanency within 12 months or less.

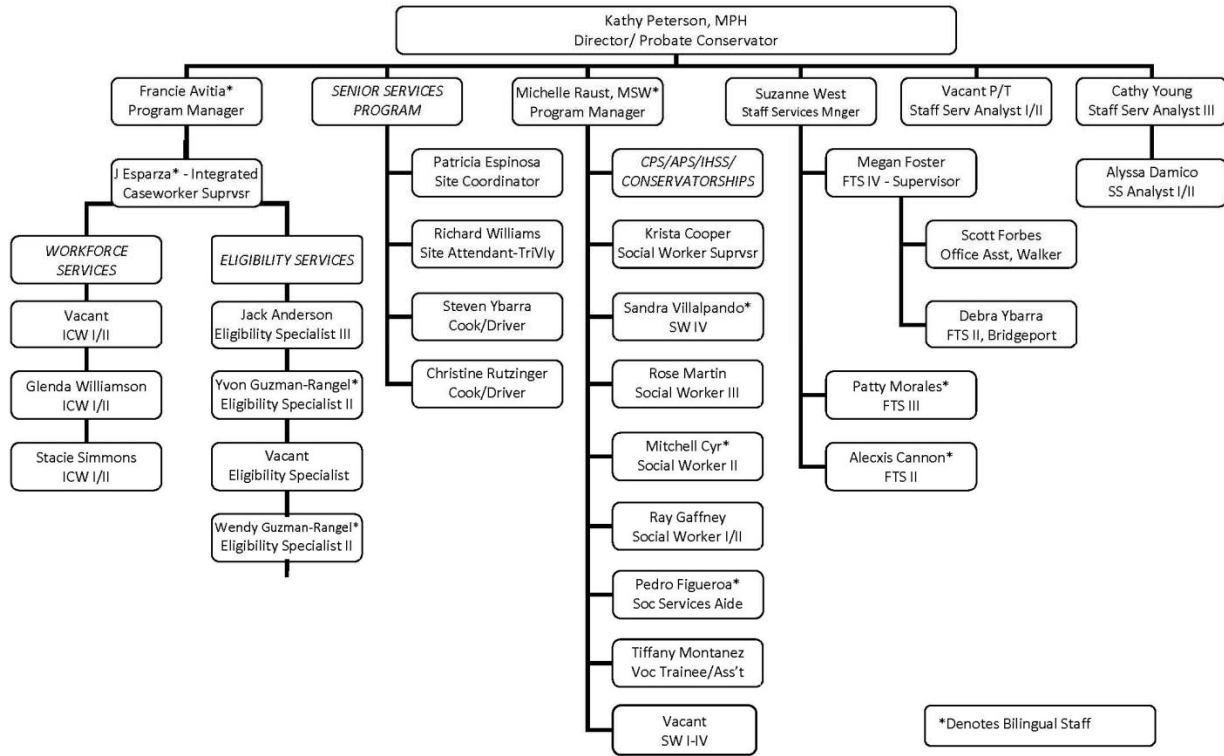
Appendices

Appendix 1: Mono County Government Organizational Chart

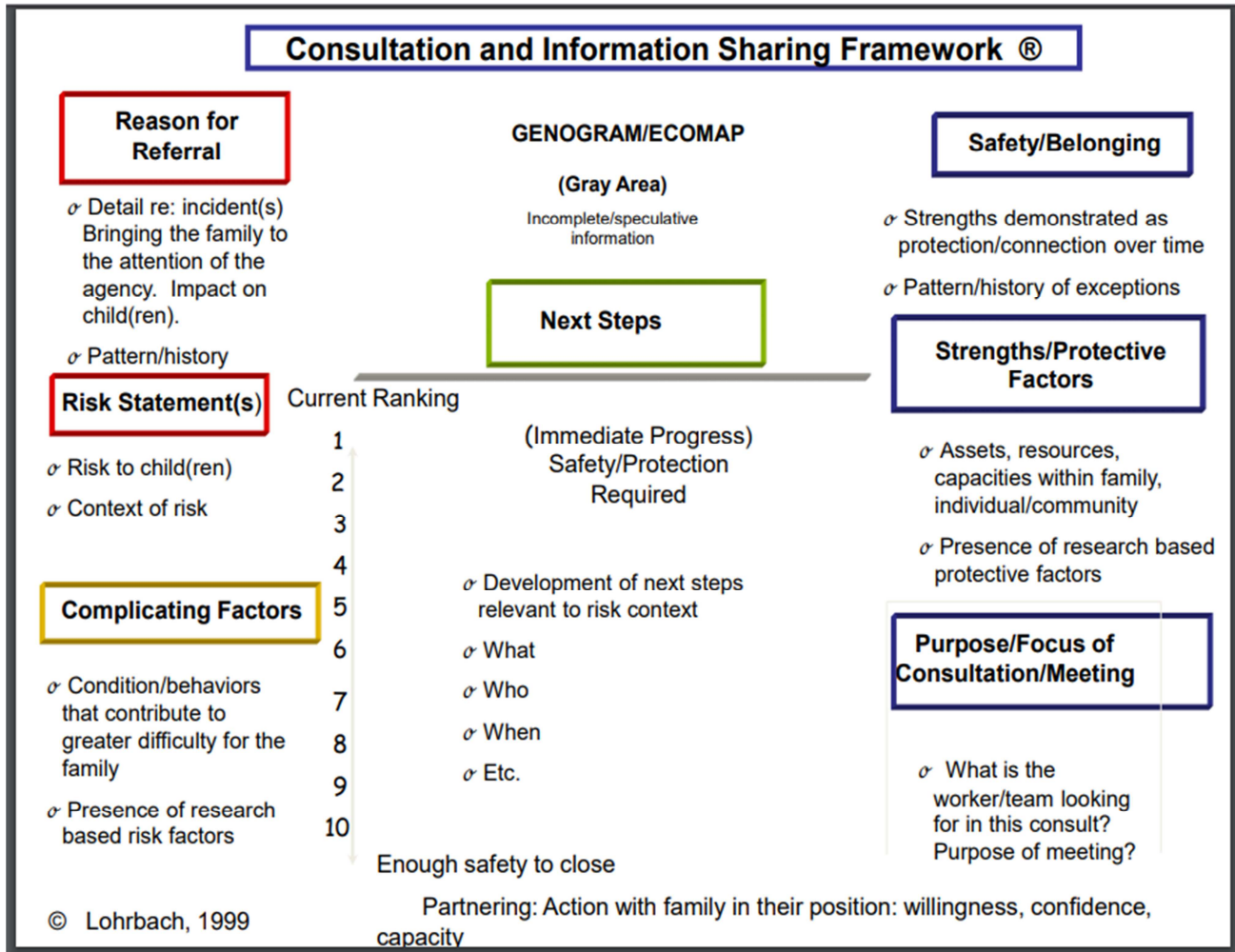


Appendix 2: Mono County Department of Social Services Organization Chart

Mono County Social Services



Appendix 3: Consultation and Information Sharing Framework



Appendix 4: Training Records for 2016 - 2017

2016/2017 Ongoing Trainings

Inservice Outservice University	Type	Begin Date	Ending Date	Title
U	SS	7/19/2016	7/19/2016	Coaching UC Davis Peggi Cooney
O	SS	8/4/2016	8/4/2016	Medi-Cal Fraud & Elder Abuse on Thursday, August 4th, from 2-3 p.m.
U	SS	8/9/2016	8/11/2016	IHSS COMPREHENSIVE ASSESSMENT CONCEPTS (CAC)
U	SS	8/9/2016	8/9/2016	MCBH WRAP
O	SS	9/12/2016	9/15/2016	PA/PG/PC Fall Conference
U	SS	9/20/2016	9/21/2016	UC Davis Coaching with Peggi Cooney
U	SS	9/28/2016	9/28/2016	AB-12 Extended Foster Care
U	SS	10/18/2016	10/18/2016	Field Advisor and the Field Guide: Getting to Know the Roles and Activities
U	SS	10/19/2016	11/1/2016	Ethics in Social Work - Online
U	SS	11/2/2016	11/3/2016	Recognizing Drug Abuse in the Home: A Survival Guide
U	SS	11/9/2016	11/22/2016	Social Work Organizational Strategies - Online
U	SS	11/9/2016	11/9/2016	Coaching UC Davis Peggi Cooney
O	SS	11/10/2016	11/10/2016	RFA Process
U	SS	11/16/2016	11/16/2016	Core 3.0 roles and responsibilities for Field Advisors
O	SS	11/23/2016	11/23/2016	CCR Partnership Meeting
U	SS	11/23/2016	12/2/2016	CWS/CMS for New Users
U	SS	12/19/2016	6/23/2017	Collaboration in APS Work eLearning
U	SS	12/19/2016	6/23/2017	APS Worker Safety eLearning
U	SS	12/19/2016	6/23/2017	APS Case Documentation and Report Writing eLearning
U	SS	12/19/2016	6/23/2017	Substance Abuse and Mature Populations eLearning
U	SS	12/21/2016	6/23/2017	Elder Sexual Abuse eLearning
U	SS	12/21/2016	6/23/2017	Mental Health and APS eLearning
U	SS	12/21/2016	6/23/2017	Physical and Developmental Disabilities eLearning
U	SS	12/21/2016	6/23/2017	Power of Attorney Abuses eLearning
U	SS	12/21/2016	6/23/2017	Reverse Mortgage Abuse eLearning
U	SS	12/21/2016	6/23/2017	Deed Theft and Foreclosure Rescue Scams eLearning
U	SS	12/21/2016	6/23/2017	Adult Protective Services Overview eLearning
U	SS	12/21/2016	6/23/2017	The APS Intake Interview eLearning
U	SS	12/21/2016	6/23/2017	Interviewing Skills for APS Workers eLearning

UC Davis Social Worker Course History - Phase II Trainings

Updated 4/20/18
 * Mandated Trainings

Subject Area	Qualifying Courses	Hire: 4/16/12 Completion Due 4/2014 Sandra Dates Completed	Hire:1/23/15 Completion Due 1/2017 Rose Dates Completed	Hire:9/8/15 Completion Due 9/2017 Mitchell Dates Completed	Hire: 10/24/16 Completion Due 10/2018 Raymond Dates Completed	Pedro Dates Completed	Michelle Dates Completed	Krista Dates Completed	Next Training Dates (w/openings)
Core Phase II - Phase II courses have statewide standardized competencies and objectives in 14 subject areas									
New employees must complete Phase II Line Worker Common Core within their first 24 months from the date of hire (MPP 14-611.12)									
Court Procedures & Documentation for Use in the Legal System (2 Days)	Court Procedures	3/28/2016	3/28/2016	3/28/2016	Will be covered in CORE 3	3/28/2016	3/28/2016	N/A	10/17/17 - 10 18/17 Davis COMPLETE
Education Needs (1 Day)	1) Placement and 2)Monitoring and Adapting (need both)	Enrolled in eLearning Placement & monitoring and adapting 2/27/18-6/30/18	2/27/18 - 6/30/18 Online	Enrolled in eLearning Placement & monitoring and adapting 2/27/18-6/30/18	Will be covered in CORE 3	8/28/2015	2 hours	N/A	Enrolled in eLearning Placement & monitoring and adapting 2/27/18-6/30/18
Family Violence (2 Days)	Family Violence	3/28/2017	3/28/2017	3/28/2017	3/28/2017	3/28/2017	N/A	3/28/2017	COMPLETE
Health Issues for Children - (1/2 Day) Online Only	Placement (Placement class from education needs section meets both requirements per Tamara McCalip)	9/17/14 - 9/30/14	11/15/17 - 11/28/17 Online	Enrolled eLearning Placement 2/27/18-6/30/18	Will be covered in CORE 3	N/A	N/A	N/A	Enrolled eLearning Placement 2/27/18-6/30/18
ICWA - (1 Day) Class or Online	Indian Child Welfare Act - Classroom AND Online	8/20/14 - 9/2/14	2/27/18 - 6/30/18 Online	Enrolled Online 2/27/18 - 6/30/18 classroom portion will be scheduled in Mammoth June 2018	5/1/2017	N/A	N/A	N/A	Enrolled Online 2/27/18 - 6/30/18 classroom portion will be scheduled in Mammoth June 2018
Interviewing (2 Days)	Foundational Intermediate Interviewing Skills for Social Workers	6/5/2017	6/5/2017	6/5/2017	6/5/2017	6/5/2017	N/A	6/5/2017	COMPLETE

UC Davis Social Worker Course History Ongoing Trainings

Updated 7/17/17

* Mandated Trainings

Subject Area	Qualifying Courses	4/16/12 Sandra Dates Completed	HRS	1/23/15 Rose Dates Completed	HRS	9/8/15 Mitchell Dates Completed	HRS	Pedro Dates Completed	HRS	10/24/16 Raymond Dates Completed	HRS	Michelle Dates Completed	HRS	Krista Dates Completed	HRS
Continuing workers are required to complete 40 hours of ongoing training within 24 months of completing Core, and every 24 period that follows: (MPP 14-611.5)															
CWS/CMS New User Trainings															
CWS/CMS	For New Users	6/18/12 - 6/22/12		6/18/2012 - 6/22/12		10/12/15 - 10/16/15		7/20/15 - 7/24/15		11/28/16 - 12/2/16		N/A		N/A	
Mandated Trainings															
CSEC	* CSEC 101 Awareness Module	5/4/2016		7/6/2016		7/6/2016		N/A		10/31/2016		**		10/20/2016	
CSEC	* CSEC 102 Awareness Module (for supervisors)	N/A		N/A		N/A		N/A		N/A		**		**	
IHSS Trainings															
IHSS	IHSS 101	11/1/2012 12/8/15 - 12/10/15		9/4/2014		10/27/15 - 10/29/15									
IHSS	IHSS CAC														
APS Trainings															
APS	Medical Issues in Adult Services - Mono	4/26/2016		4/26/2016		4/26/2016		4/26/2016				4/26/2016			
APS	Creative Interventions with the Older Adults - Inyo					4/28/2016		4/28/2016				4/28/2016			
APS	Aging and Mental Health - Inyo	4/27/2016				4/28/2016		4/28/2016							
APS	Conservatorship	5/26/2016				5/26/2016						5/26/2016			
Eligibility Trainings															
Eligibility	Motivational Interviewing							8/19/2015							
Eligibility	Foster Care 101	5/25/2016						5/24/2016							
In County & Other Trainings															
Subject Area	Qualifying Courses	4/16/12 Sandra Dates Completed		1/23/15 Rose Dates Completed		9/8/15 Mitchell Dates Completed		Pedro Dates Completed		Raymond Dates Completed		Michelle Dates Completed		Krista Dates Completed	
CWS/CMS	Safety Planning											3/16/2012			
CWS/CMS	SOP Coaching P.Cooney	4/11/12 - 4/12/12		4/11/12 - 4/12/12		4/11/12 - 4/12/12		4/11/12 - 4/12/12				4/11/12 - 4/12/12			
CWS/CMS	Foster Care Eligibility - Online	6/15/2012													
CWS/CMS	Systems Change to Address Children's Exposure to Violence 1145SA047- Webinar	6/18/2012													

UC Davis Social Worker Course History

Updated 7/17/17

* Mandated Trainings



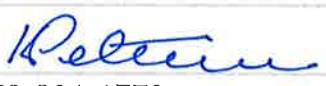
Subject Area	Qualifying Courses	Hire: 4/16/12 Completion Due 4/2013 Sandra Dates Completed	Hire: 1/23/15 Completion Due 1/2016 Rose Dates Completed	Hire: 9/8/15 Completion Due 9/2016 Mitchell Dates Completed	Pedro Dates Completed	Hire: 10/24/16 Completion Due 10/2017 Raymond Dates Completed	Michelle Dates Completed	Krista Dates Completed	Next Training Dates (w/openings)
New employees must complete Phase I Line Worker Common Core within their first 12 months from date of hire (MPP 14-611.11)									
Core for Social Workers									

UC Davis Social Worker Training Choices 2016-17

Core Phase II - Phase II courses have statewide standardized competencies and objectives in 14 subject areas and must be completed by the end of the second year of employment.								
Subject Area	Qualifying Courses	4/16/12 Sandra Dates Completed		1/23/15 Rose Dates Completed		9/8/15 Mitchell Dates Completed	Next Training Dates	
Court Procedures & Documentation for Use in the Legal System (2 Days)	Court Procedures	3/28/2016		3/28/2016		3/28/2016	N/A	
Education Needs (1 Day)	Educational Advocacy				8		Eureka 8/17/16, Anderson 10/19/16	
Family Violence (2 Days)	Family Violence				3		Nothing scheduled at this time	
Health Issues for Children - (1/2 Day) Online Only	Health Care Needs of Children and Youth in the CWS System (1/2 day) - Online Only	9/17/14 - 9/30/14					9/7/16, 12/7/16 & 3/8/17	
ICWA - (1 Day) Class or Online	Indian Child Welfare Act - Classroom or Online	8/20/14 - 9/2/14			7		Nothing scheduled at this time	
Interviewing (2 Days)	Foundational Intermediate Interviewing Skills for Social Workers		5				Nothing scheduled at this time	
Interviewing - County Training	Forensic Interviewing	3/9/2016	1	3/9/2016	1	3/9/2016	1	N/A
Interviewing (2 Days)	Interviewing Children and Special Populations							Davis 9/7/16
Interviewing (2 Days)	Motivational Interviewing to Facilitate Family Change		2					Anderson 7/21/16, Davis 1/12/17, Eureka 4/13/17
Mental Health (1 Day)	Introduction to Mental Health: Child Welfare Case Management Informed by the DSM 5		3		5		3	Nothing scheduled at this time
MEPA - (1/2 Day) Online	Multiethnic Placement Act (MEPA) - Online	8/13/14 - 8/26/14						Nothing scheduled at this time
Multicultural Environment (1 Day)	Cultural Humility							Nothing scheduled at this time
Multicultural Environment (1 Day)	Introduction to Disproportionality							Nothing scheduled at this time
Sexual Abuse (1 Day)	Advanced Issues in Chronic Child Neglect		4		1		4	Nothing scheduled at this time
Sexual Abuse (1 Day)	Child Maltreatment Identification, Part II: Child Sexual Abuse				6		2	Eureka 10/12/16, Davis 3/7/17
Stress and Time Management - (1/2 Day) Class or Online	Secondary Traumatic Stress and the Child Welfare Professional							Nothing scheduled at this time
Stress and Time Management - (1/2 Day) Class or Online	Social Work Organizational Strategies - Online	1/16/13 - 1/29/13						Nothing scheduled at this time.

California – Child and Family Services Review Signature Sheet

For submittal of: CSA SIP Progress Report

County	Mono
SIP Period Dates	October 2018- September 2023
Outcome Data Period	October 2016- September 2017 CSA Baseline
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Signature*	
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County Chief Probation Officer	
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Signature*	
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Mail the original Signature Sheet to:

*Signatures must be in blue ink

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California - Child and Family Services Review

System Improvement Plan

October 1, 2018 to September 30, 2023



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Introduction

The California Department of Social Services (CDSS) California-Child and Family Services Review (C-CFSR) process was created to include child protective services, foster care, adoption, family preservation, family support, and independent living.¹ The purpose of the C-CFSR is to significantly strengthen the accountability system used in California to monitor and assess the quality of services provided on behalf of children who experience maltreatment.²

Another purpose of this five-year System Improvement Plan (SIP) is to establish an operational agreement between CDSS, Mono County Child Welfare Services (CWS), and Probation delineating how the county will improve the system of care for children and families.³ This process values the principle that preventing child abuse and supporting families is a cost-effective strategy for protecting children, nurturing families, and maximizing the quality of life for California's residents⁴.

The 2018 Mono County Self-Assessment (CSA) C-CFSR planning team, stakeholders group, and peer review participants identified the priority needs and outcome improvement goals for this SIP. Throughout this five-year process, Mono County CWS and Probation will work in collaboration with their community and prevention partners to analyze strengths and needs from prevention through the continuum of care, including reviews of the current levels of performance, procedural and systemic practices, and available resources to maximize services to children and families in Mono County.

The C-CFSR team collaborates with the Office of Child Abuse Prevention (OCAP) to ensure the continuous improvement of services provided to children receiving Title IV-B and Title IV-E child welfare funded services. The SIP outcome measures, systemic factors, and strategies will be integrated with OCAP programs: Intervention and Treatment (CAPIT), Community Based Child Abuse Prevention (CBCAP), and Promoting Safe and Stable Families (PSSF) funding and programs.

¹ Welfare and Institutions Code sections 10605,10605.1, and 10605.2; Government Code Section 30026.5

² All County Information Notice I-16-12

³ California-Child and Family Services Review 12/21/12 v.8, p. 45

⁴ <http://calswec.berkeley.edu/peer-quality-case-review>

The SIP is an obligation to implement specific measurable improvements and is not intended to be Mono County's comprehensive child welfare plan. The SIP includes a coordinated service provision plan for how Mono County will utilize prevention, early intervention and treatment funds (CAPIT/CBCAP/PSSF) to strengthen and preserve families, and to help children find permanent families when they are unable to return to their families of origin. The SIP is a flexible approach to planning for system change and may be adjusted to address ongoing barriers and challenges to completing strategies. The SIP is updated as necessary, but at least annually, to identify any changes that are made to the plan, to document completed activities and to describe Mono County's successes and barriers in reaching performance goals.

C-CFSR TEAM

As per AB 636, Mono County Department of Social Services, Probation and the CDSS partnered together to plan, conduct and implement the Mono County Self-Assessment and System Improvement Plan. The core planning team included the 1) social services director, program manager, and supervisor, 2) probation chief and supervisor, 3) consultants with the CDSS Outcomes and Accountability Consultant and the Office of Child Abuse and Prevention, and 4) staff from the University of California, Davis, Northern California Training Academy who were contracted to serve as consultants, facilitators and event coordinators.

CORE REPRESENTATIVES

As part of the CSA, Mono County sought participation of key community stakeholders to discuss demographics, regional needs and resources, and individual areas of focus related to outcomes for children and families. This was accomplished through several activities including a Mono County stakeholder meeting, a focus group with the leadership of the Utu Utu Gwaitu Tribe of the Benton Reservation, and several focus groups with biological parents (both child welfare and probation), foster parents and one child welfare supervisor. Findings from the stakeholder meeting and focus groups are placed throughout the report. UC Davis facilitated the stakeholder meeting as well as the focus groups with the exception of the tribal focus group

which CDSS facilitated. Participants were given a presentation on the demographics and outcome data for Mono County and a brief overview of the day's event schedule. Small focus groups were conducted within the meeting on a range of pertinent topics: permanency, reentry, wellbeing and transitional age youth, recurrence of maltreatment and a variety of global questions interrelated to child welfare.

All of the required core participants contributed to the Mono CSA, along with a significant number of other recommended participants. The following attended the stakeholder meeting on May 17, 2018:

1. Michelle Raust, Program Manager, Mono County CWS
2. Kathy Peterson, Director, Mono County CWS
3. Krista Cooper, Supervisor, Mono County CWS
4. Sandra Villalpando, Social Worker, Mono County CWS
5. Mitchell Cyr, Social Worker, Mono County CWS
6. Raymond Gaffney, Social Worker, Mono County CWS
7. Pedro Figueroa, Social Services Aid, Mono County CWS
8. Holly Simpson, CDSS State Adoptions
9. Carmen Sastre, CDSS State Adoptions
10. Jazmin Barkley, Supervisor, Mono County Probation
11. Salvador Montanez, WRAP Coordinator, Mono County Behavioral Health
12. Sandra Pearce, Director, Mono County Public Health
13. Robin Roberts, Director, Mono County Behavior Health
14. Trina Tobey, Director, Wild Iris (DV services, parenting, SART, supervised visits, etc.)
15. Stacey Adler, Superintendent, Mono County Office of Education
16. Didi Tergesen, CAPC Coordinator, Mono County Office of Education
17. Chris Callinan, Investigator, Mono County District Attorney
18. Gerald Mohun, Attorney/Public Defender
19. Anna Jones, Marine Base (Mountain Warfare Training Center) Family Advocacy Program
20. Arlene Brown, Toiyabe Indian Health
21. Queenie Bernard, IMACA, Director of Child Care Services
22. Shelby Stockdale, Public Health Nurse/Foster Care Nurse, Mono County Public Health

- 23. Lara Walker, First 5 Mono County Home Visiting
- 24. Orlando Mejia, Juvenile Probation Officer
- 25. Andrea Conetto, Kern Regional Center
- 26. Jeanne Sassin, Lee Vining Principal / ESUSD
- 27. Heather Edwall, RFA parent
- 28. Angela Lewis, Evaluation Coordinator, Toiyabe Indian Health Project—Family Services

Overall Performance of Outcome Data Measures: Child Welfare

Outcome data measures were extracted from the Center for Social Services Research, School of Social Services, U.C. Berkeley website,⁵ (Q3 2017).

The following outcome data measures were found to be performing at or ahead of the established state and/or federal thresholds for child welfare. Note that most of the federal outcomes have no data for the selected quarter:

Table 1: Child Welfare Performing at or Ahead of National Standard

Statewide Data Outcomes and Measures	National Standard	County
<i>3-S1 Maltreatment in Foster care</i>	No more than 8.50 victimizations per 100,000 days in care	No Children Meet Criteria
<i>3-P1 Permanency in 12 Months for Children Entering foster care</i>	At or above 40.5%	No Children Meet Criteria
<i>3-P2 Permanency in 12 Months for Children in foster care 12 to 23 Months</i>	At or above 43.6%	100% (5 cases)
<i>3-P3 Permanency in 12 Months for Children in foster care 24 Months or More</i>	At or above 30.3%	No Children Meet Criteria
<i>3-P4 Re-Entry to foster care in 12 Months</i>	No higher than 8.3%	No Children Meet Criteria
<i>3-P5 Placement Stability</i>	No more than 4.12 moves per 1,000 days in Foster care	No Children Meet Criteria

The following outcome data measures were found to be performing behind the established state and/or federal thresholds for child welfare:

⁵ Webster, D., Lee, S., Dawson, W., Magruder, J., Exel, M., Cuccaro-Alamin, S., Putnam-Hornstein, E., Wiegmann, W., Saika, G., Eyre, M., Chambers, J., Min, S., Randhawa, P., Sandoval, A., Yee, H., Tran, M., Benton, C., White, J., & Lee, H. (2018). *CCWIP reports*. Retrieved 5/3/2018, from University of California at Berkeley California Child Welfare Indicators Project website. URL: <http://cssr.berkeley.edu/ucb_childwelfare>

Table 2: Child Welfare Performing Behind National Standard

Statewide Data Outcomes and Measures	National Standard	County
3-S2 Recurrence of Maltreatment	No more than 9.1%	33.3% (3 families with siblings)

Overall Performance of Outcome Data Measures: Probation

The following outcome data measures were found to be performing at or ahead of the established state and/or federal thresholds for probation:

Table 3: Probation Performing at or Ahead of National Standard

Statewide Data Outcomes and Measures	National Standard	County
3-S1 Maltreatment in foster care	No more than 8.50 victimizations per 100,000 days in care	No children meet criteria
3-S2 Recurrence of maltreatment	No more than 9.1%	No children meet criteria
3-P1 Permanency in 12 months for children entering foster care	At or above 40.5%	100% (1 youth in care)
3-P2 Permanency in 12 months for children in foster care 12 to 23 months	At or above 43.6%	No children meet criteria
3-P3 Permanency in 12 Months for Children in foster care 24 months or more	At or above 30.3%	No children meet criteria
3-P4 Re-entry to foster care in 12 months	No higher than 8.3%	0% (1 youth in care)
3-P5 Placement stability	No more than 4.12 moves per 1,000 days in foster care	No moves (213 days of care)

PRIORITIZATION OF OUTCOMES

Child Welfare Services

Mono County CWS developed five strategies for the 2018-2023 SIP, all consistent with the needs identified in the CSA. Mono County selected strategies that address the following systemic factors: Service Array and Development, Quality Assurance System, and Foster and Adoptive Parent Licensing, Recruitment, and Retention. These systemic factors were prioritized over other systemic factors and outcome measures as they were identified as the highest needs through the CSA process. The results of Mono County’s CSA suggested that attention should be

placed on improving internal procedures and practices, specifically those that involve family-engagement and accountability and quality assurance improvements to advance social work practice. Mono County has chosen to address systemic measures in its 2018-2023 SIP which directly target and impact key outcome measures, such as placement stability, and recurrence of maltreatment.

The CSA process included an examination of both outcome data and qualitative trends. Recurrence of maltreatment was examined throughout the CSA because data showed that Mono County was performing behind at 33.3% for Q3 2017, which is higher than the national standard of 9.1%. Through qualitative examination, it was found that most of the recurrence of maltreatment in Mono County involves exposure to domestic violence and/or general neglect and occurs more frequently in less-densely populated areas of the county. This may be an indicator there is a resource/service gap in rural areas. Mono County is a geographically large, mostly rural county, with several small and isolated communities. Because of its small population, Mono County does not boast of having many community services and/or resources which are able to offer prevention or early intervention services to children and families at risk of experiencing child abuse and neglect. Internal practices have been identified to improve the provision of services to all families in Mono County. For this SIP, the county has addressed this gap by proposing a feasibility assessment of a new position: a blended family/parent partner. The purpose of a family/parent partner position is to increase engagement with families in all parts of the county, particularly those areas in which services are not geographically accessible. Action steps also include implementation and evaluation of the success of the position.

The addition of a community-based family/parent partner is intended to improve relationships between public agencies and under-represented community members, as discussed in the CSA (most commonly, Latino and Native American). Throughout the CSA, the Native American population was identified as a vulnerable population, in part due to the location of tribal land in Mono County, which places Native American youth in very remote, isolated areas. As for the Latino community, 40% of the county's age 20-and-under population are Latino, creating a demand for services that are culturally appropriate, and at times, delivered in Spanish where parents may be monolingual.

Addressing these issues from the standpoint of service and resource development will improve outcomes for youth from under-represented backgrounds, such as Native American and Latino youth. Finally, preventing recurrent maltreatment will also be addressed by way of quality assurance strategies related to social worker practice and use of safety/risk assessment tools.

Mono County does not have a pattern of recurrent maltreatment when it comes to physical abuse, sexual abuse and severe neglect. When these serious issues arise, Mono County is quick to intervene on behalf of children and prioritize safety over family maintenance to ensure child safety. Other outcome measures related to safety, permanency, and wellbeing were examined. Data shows that Mono County does not underperform according to national/statewide standards.

Due to the tiny caseload in Mono County, data is dramatically skewed with the entry or exit of just one child in any given cohort. Identifying trends in child welfare requires case-by-case qualitative reviews. Peer reviewers, for example, provided suggestions related to case plans (i.e. ensuring that support networks and families are more involved in the case planning process). Reviewers further suggested that Mono County's propensity to focus on preventative interventions (prior to removing children from their homes) should include more accountability for parents where Court oversight is not present.

As a result of these recommendations, and other results from the CSA, SIP strategies have been developed to address quality assurance tactics such as creating social worker tools, increasing the consistent use of existing tools such as CANS and SDM, and improving social worker engagement skills specifically related to Child and Family Teaming (CFT).

Two of Mono County's five SIP strategies for CWS will leverage CAPIT/CBCAP/PSSF funds, as follows:

1. Provide additional support to families of origin by beginning the use of Family/Parent Partner.
2. Increase CWS Social Worker capacity to coordinate and facilitate Child and Family Teams (CFT).

Each of these strategies fall under the systemic factor of "Service Array and Resource Development."

Mono County's rationale for selecting these two strategies is aimed directly at the problem residents face by sheer result of living in a rural area. As documented in the CSA, populations that were at greatest risk of maltreatment, for example, included children residing in the outer most rural and impoverished areas of Mono County. As such, Native American children (who predominantly reside in outlying parts of the county on the reservation) have more contact with the child welfare system.

Safety Organized Practices (SOP) has made a positive impact upon social worker practice and the engagement of support networks. However, more needs to be done to address the underlying lack of resources that even the best SOP practitioners cannot solve without tackling the resource issues directly. Through the CFT process and utilization of SOP, and with the development of a family/parent partner, social workers will be more capable of identifying natural support networks and engaging families, specifically in the most isolated areas. Social workers will continue to increase engagement of youth and families within the five-year plan. In addition, with coaching support, social workers will be able to practice facilitating CFTs independently and build strong engagement skills with families.

Because of the very small numbers of children involved in the child welfare system in Mono County, it is difficult to make assumptions about data trends or the significance of data, as one or two families exiting or entering can skew data in either direction. Mono County believes that enhanced capacity to engage support networks and minimize family isolation will keep recurrent maltreatment rates low and improve permanency outcomes for youth who are removed from their homes (i.e. permanency connections with adults). The following is a description of the action steps that CWS has identified for each strategy outlined for each target improvement goal.

Systemic Factor: Service Array and Resource Development

Strategy 1: Provide additional support to families of origin by beginning the use of Family/Parent Partners.

Action Steps:

- Develop implementation/recruitment materials and plan for family/parent partner position.
- Hire a family/parent partner.
- Family/Parent Partner will complete at least two trainings that support the position, to enhance family engagement and participation in CFTs. Trainings will include topics including, but not limited to: HIPAA, Harm Reduction methods and treatment techniques, Strength-Based Services, Safety Organized Practices, Child and Family Teaming, Wraparound, and Cultural Competency. Training requirements will depend upon the level of experience and education the new staff person has upon hire. But, at a minimum, the Family/Parent Partner will receive at least 16 hours of training within their first year of training, and 8-16 hours of training ongoingly after the first year of employment to stay abreast of emerging trends and best practice.
- Family/Parent Partner will engage with key community partners and stakeholders, including those located in Mono County's most rural regions by:
 - § Attending community and cultural events throughout the county (health and wellness fairs, town hall meetings, and MDT meetings).
 - § Attending the "Benton Community Social" and engage with tribal members from the Benton Paiute tribe at least quarterly. The Benton Social is a collaborative gathering hosted by Mono County Behavioral Health in partnership with the Benton Paiute tribe. The majority of CPS reports received in Mono County concerning Native American youth, involve the Benton tribe.
- Monitor the participation rate of the Family/Parent Partner and the number of family members and natural supports who are engaging in the CFT process.

Evaluation Methods:

- Monitor the participation rate of the Family/Parent Partner in CFTs.
- Monitor the number of family members and/or natural supports who are engaging in the CFT process.

Strategy 2: Increase CWS social worker capacity to coordinate and facilitate Child and Family Teams (CFT). The county predicts implementing a strong CFT supported

by family/parent partner will improve a family's social support network, reduce isolation, and therefore, improve safety. Integration of SOP into social worker practice was identified in the previous SIP cycle, however, with a very different intention than in this current SIP. In the 2013-2018 SIP, Mono County's SOP strategy focused on foundational training for all SW staff so that SW staff would implement SOP into their practice. That was achieved. CFT was not a component of the 2013-2018 strategy. The purpose of this new strategy for the 2018 - 2023 SIP is to enhance CFT facilitation (now mandatory for all CWS cases involving youth removed from their homes) by incorporating SOP foundational components. CFT facilitation is widely understood to be a more advanced skill in the field of child welfare. SOP coaching is one method that will provide feedback to enhance facilitation skills and family engagement in the complex CFT process. Although CFT implementation began January 2017, typically the supervisor or program manager facilitate CFTs. The current strategy addresses the need to increase SW capacity, so that more CFTs can be implemented more frequently as is needed to continue family engagement and increase placement stability.

Action Steps:

- Assign SW staff as lead facilitators while the supervisor, program manager, and SOP coach from Northern Regional Training Academy (NRTA) provide coaching and feedback to strengthen facilitation skills.
- Identify training needs to further enhance facilitation skills and practice.
- Provide ongoing CFT training to SW Staff and collaborative partners.

Evaluation Methods:

- Monitor to the fidelity set forth in ACL 16-84, which includes adherence to the required timeframes for CFT implementation, participation rates and frequency.
- Monitoring of the quality of CFT will be implemented through coaching and provide additional support and training as identified.
- Monitor the quality of CFT implementation and identification of any further training needs using a CFT monitoring tool.
- Monitor the number of times social workers facilitate the CFTs process.

- Incorporate delta (+/-) at the end of each CFT to document family's feedback in the CFT process.

Systemic Factor: Quality Assurance System

The target goal identified is to enhance practices and strategies that result in more children/youth having permanent homes, stable placements and connections to communities, culture and important adults. The results of Mono County's CSA suggested that attention should be placed on improving internal procedures and practices, specifically those that involve family-engagement and accountability and quality assurance improvements to advance social work practice. The two strategies will improve Quality Assurance systems to better enhance caseworker practice and increase family supports. This was identified in the most recent CSA as a need, as there are no finalized tools/job aids and written procedures per Division 31 regulations specific to the needs of Mono County social worker practice. Mono County has utilized Policies and Procedures from numerous sources such as the State, larger counties, and those developed internally. But, a more comprehensive, local, resource that covers all CWS areas of practice and which is readily accessible and user-friendly to social workers and supervisor will improve internal efficiency.

With the selection of CANS by the State to be used uniformly throughout California to assess family strengths and needs, implementation of CANS will be a priority for the next 5-year SIP, as identified in strategy 2. Prior to CANS, Mono County used a Katie A screening tool (to assess children for mental health needs) and also used (and will continue to use) SDM tools to assess safety and risk. The Family Strengths and Needs SDM tool has not traditionally been used frequently in Mono County, because Safety Organized Practices, MDT, RED teams, and CFT's have been successful strategies towards identifying family strengths and needs. Completion rates for the Safety Assessment tool has been high in recent years (over 90% in 2018 according to SafeMeasures data), but the tool is often completed late (over half the time). The Risk Assessment tool is completed at a rate of 50% - 85% (according to 2018 SafeMeasures data). CANS will enhance the process and will be used to identify specific needs that can be supported in case planning and teaming processes to help prioritize interventions towards improving safety outcomes for children within Mono County. The action steps to utilize the screening tools, CANS and SDM were chosen, as specific risk factors are identified and needs for the

family are identified through the assessment process through interactive engagement of families. Timely completion of SDM® Risk Assessments could provide additional information for the CANS assessment and improve coordination of needs for families and improve outcomes.

Strategy 1: improve the quality of casework practice to better assess and support children, families and both bio parents and foster (resource) parents.

Action Steps:

- Develop caseworker tools/job aids and policies and procedures for: detention, placement, on-call, case/investigation documentation templates, and an Independent Living Program (ILP).
- Implement and train staff on the developed caseworker tools/job aids and policies and procedures for: detention, placement, on-call, case/investigation documentation templates, and an Independent Living Program (ILP).
- Monitor implementation of tools/job aids through case reviews and supervision.

Evaluation Methods:

- Through case reviews to monitor if there is an increase consistent use of tools/job aids throughout the life of the case.

Strategy 2: Fully implement evidence-based screenings such as CANS and SDM to increase engagement of youth and families.

Action Steps:

- Create CANS Implementation protocol in collaboration with Mono County Behavioral Health.
 - § Identify strategies to engage family members in the CANS process.
 - § Develop a CFT process and agenda templates in coordination with MCBH to include CANS assessment as part of the CFT.
 - § Track outcome data (related to safety, risk, and needs) over the course of a CPS intervention by using the CANS tool.

- Evaluate timely completion rate of SDM Risk Assessment® tool prior to closing an investigation by implementing monthly monitoring of data completion through SafeMeasures® and communication between supervisor and social worker.
- Train and certify CWS Social Worker staff in CANS assessment and implementation.

Evaluation Methods:

- Monitor completion rate of SDM Risk Assessment® tools.
- Monitor consistent implementation of the CANS assessment for each case.
- Track CANS and SDM outcome data over the course of a CPS intervention to assess how areas of need, safety and risk change over time.

Systemic Factor: Foster and Adoptive Parent Licensing, Recruitment, and Retention

The target goal identified is to enhance practices and strategies that result in more children/youth having permanent homes, stable placements, and connections to communities, culture and important adults. There is one strategy identified for this goal which is: Recruit, approve, and retain Resource Families (RF) who reflect the geographic, ethnic and racial diversity of children in the County for whom resource homes are needed. This strategy was chosen, as there was an identified need through the CSA process that there is a challenge in keeping children within their communities, as well as a challenge to keep stable placements within the county, especially in outlying communities. Mono County has 11 open beds in Resource Family Approved homes with no foster youth waiting for placement. These available beds are located only in two regions of Mono County (the towns of Mammoth Lakes and Coleville) with no available resource family homes in the outlying areas of Benton/Chalfant or June Lake/Lee Vining/Bridgeport areas. There are some, but limited, RF options available for youth needing high levels of care. By increasing the number of RF homes, through licensing, recruitment and retention, more children can be placed with within their community and maintain the connections to their family, school, culture and connected adults.

Action Steps:

- Implement at least four engagement activities per year for current RF families to promote retention, networking, training and support for current RF homes. The

geographic location of RF outreach events will be determined based upon input from RF families themselves. To date, gatherings that occur in central locations of the County have been successful in terms of attendance, as are locations that allow for family activities to take place during the winter. Locations of gatherings will depend upon recruitment needs, and input from RF families.

Evaluation Methods:

- Evaluate and monitor the participation rates of the RF engagement activities and the number of retained RF homes.
- Monitor the number of approved and retained RF homes within the five years' timeframe of the SIP.

Roles of Other Partners in Achieving Goals

Mono County Behavioral Health (MCBH) and Probation will be the key partners involved in achieving these new goals. MCBH already has several staff trained and certified to complete CANS assessments and facilitate CFT's (both of which should be done in tandem, according to CDSS guidance). Implementation protocols for both new goals will be established by way of the CCR Partnership Committee which is comprised of managers from each of these departments, including DSS. Agency collaboration will be imperative towards the county's ability to achieve positive outcomes for children and families by way of these new strategies. In addition, the family partner position/role will also involve important collaboration across partnerships in MCBH and Probation, as this position would be working under all three entities to meet the needs of the families identified. Ongoing supervision, monitoring and feedback to the team will be essential to ensure the position is meeting the overall goals of the SIP plan.

Educational and Training Needs to Achieve Goals

Technical assistance will be needed namely from the Northern Training Academy who is deeply involved in CANS and CFT implementation. Additionally, this will be Mono County's first time using the family/parent partner and cultural broker model and will seek technical assistance from Wraparound coaches and trainers or experts in other counties.

Probation

Mono County Probation developed two strategies for the 2018-2023 Systems Improvement Plan. The strategies were identified by the CSA which address the following systemic factors: Staff and Provider Training, and Service Array and Resource Development. The County's CSA recommended that Probation should focus on family findings and continued permanency within twelve months which would target the placement stability key outcome measure.

Although Probation's data reflects that performance is on par with the national standard, the self-assessment process revealed that probation cases would benefit from having more family finding efforts made on each case that was reviewed.

The following is a description of the action steps that Probation has identified for each strategy outlined for each target improvement goal.

Systemic Factor: Staff and Provider Training and Service Array and Resource Development

Strategy 1: Measure the number of cases with family finding efforts throughout the case.

Action Steps:

- Require staff to attend trainings geared towards the development of family findings. These trainings will help probation staff to thoroughly understand the importance of family finding efforts and how it correlates with the placement permanency and stability of youth in the community. In addition, the probation officers will learn skills to elicit this information and implement in the youth's case.
- Create a family finding form to be filled out during intake. This form will function as a family tree to inform the probation officer of the youth's support system within the community or within their own family.
- Have the chief of probation approve the family finding form and adopt the form to be filled out during intake. This will allow the chief of probation to be involved in the family finding process.
- Develop a training process to inform the juvenile probation officers on how to fill out the family finding form. It is imperative that all juvenile probation officers understand how to fill out a family finding form and that it is done consistently across the board to ensure each youth has the same opportunity to have family

finding efforts documented.

Evaluation Methods:

- Implement a procedure in which each juvenile probation officer shall complete a Family Finding form for each youth during intake and every 90-days. This procedure will ensure that officers are accountable and that every youth has had the opportunity to explore family finding efforts.
- Audit cases to confirm each probation youth has a Family Finding form in their case file.

Strategy 2: Measure the number of youths who had a CANS assessment completed within 60 days of entering foster care.

Action Steps:

- Train staff on understanding the CANS assessment in the youth's case plan. Although Probation has not been mandated to conduct the CANS assessment, understanding what the purpose and the language in CANS is imperative when working collaboratively on a youth's case.
- Develop a process to ensure each foster youth has a CANS assessment within 60 days of placement. Since youth placed in foster care are mandated to have a Child and Family Team meeting where a case plan is developed, a CANS assessment is critical to drive the planning process.
- During the 60-day CFT meeting, share with the team the top three domains the CANS administrator recommends must be addressed in the case plan. This will help the CFT team focus on the needs of the youth and family.

Evaluation Methods:

- Audit cases to confirm each probation foster youth has had a CANS assessment within 60 days of entering foster care.

SIP Narrative

PRIORITIZATION OF DIRECT SERVICE NEEDS

Two of Mono County's five SIP strategies will leverage CAPIT/CBCAP/PSSF funds, as follows:

1. Provide additional support of families of origin by beginning the use of a parent/family partner
2. Increase CWS Social Worker capacity to coordinate and facilitate Child and Family Teams (CFT)

Mono County's rationale for the selecting these two strategies is aimed directly at the problem residents face by sheer result of living in a rural area. As documented in the CSA, populations that were at greatest risk of maltreatment, for example, included children residing in the outer most rural and impoverished areas of Mono County. As such, Native American children (who predominantly reside in outlying parts of the county on the reservation) have more contact with the child welfare system.

Safety Organized Practices (SOP) had made a positive impact upon social worker practice and the engagement of support networks. However more needs to be done to address the underlying lack of resources that even the best SOP practitioners cannot solve without tackling the underlying resource issues directly.

Information on Evidence-Based/Evidence-Informed Strategies or Programs

The Cultural Broker Program⁶ is designed to raise and address concerns related to disproportionality and disparities that exist in the child welfare system, as well as concerns that involve issues of fairness and equity. Its mission is "Supporting the Power of Families to Strengthen Communities." The core belief that drives the work is that every family regardless of race, ethnic background, or economic status will be empowered to develop their own strengths and capacities. The Cultural Broker Program provides brokering, advocacy, and support to families who are involved or who are at risk of involvement with the child welfare system. The

⁶ <https://www.cebc4cw.org/program/cultural-broker-program/>

Cultural Broker Program uses the model approach, Cultural Broker Paraprofessional; An Agency and Community Partnership©, with child welfare agencies to ensure that their practice approaches with families from diverse populations are culturally congruent and specific to their unmet needs. Through partnerships the program has developed with the community and the child welfare agency, cultural interpretations are provided to decrease the likelihood of cultural misunderstandings. This model will inform the implementation of a Parent/Family Partner.

Child Family Teams (CFTs) are an integral part of the Safety Organized Practice Framework. Safety-organized practices are child welfare approaches focused on the safety of the child within the family system. The SOP methodology is informed by a variety of best- and evidence-informed practices, including group supervision, Signs of Safety, Motivational Interviewing, and solution-focused treatment. Safety-organized practice brings a common language and framework for enhanced critical thinking and judgment on the part of all involved with a family in the pursuit of a balanced, complete picture of child welfare issues.⁷⁷

The CAPIT/CBCAP/PSSF Service Provision Plan

An Expenditure Workbook for the CAPIT/CBCAP/PSSF service provision has been attached to this report. The workbook identifies how funds will be expended for programs/services/activities within Mono County that are allowable under each funding source for the five-year period.

CAPIT/CBCAP/PSSF Program and Evaluation Description

The templates for the CAPIT/CBCAP/PSSF are attached to this report. These templates were designed to describe the programs selected and the program evaluation needed to ensure compliance with state and federal requirements. The templates are included for the following programs/services/activities:

1. Parents as Teachers Home Visiting Program – Mono County First 5
2. Mono County Child Abuse Prevention Council Coordination (MCCAPC)
3. Family/Parent Partner – Case Manager I
4. Promoting Safe and Stable Families

⁷⁷ https://humanservices.ucdavis.edu/sites/default/files/142198_1.pdf

Child Welfare/Probation Placement Initiatives

CANS, CFT, and RFA are examples of Initiatives that Mono County is implementing and addressing in its SIP. Safety Organized Practices (SOP), while not directly addressed in the 2018-2023 SIP is an ongoing initiative that has already been implemented in Mono County (and was addressed in Mono's prior SIP). SOP has achieved a foothold in Mono County's daily practice. As part of ongoing "maintenance," however, the 2018-2023 SIP includes a strategy directly aimed at expanding the capacity for support networks (a key component of SOP) by way of the proposed Parent/Family Partner and Cultural Broker roles. Additionally, a SIP strategy has been developed to enhance CFT processes, which is another foundational component of SOP.

Continuum of Care (CCR) reform through AB 403 is another placement initiative for both CWS and Probation in which the SIP has an identified goal, strategy and action items that promotes the implementation of the CCR initiatives. The CCR initiatives include RFA, Foster Parent Recruitment Retention and Support (FPRRS), Specialty Mental Health Services, Child and Family Teaming (CFT), Interagency Placement Committee (IPC), and Wraparound services. These are integrated within the SIP strategies specifically for recruitment and retention of RF homes within the county and in Mono's most rural isolated areas.

Evaluation

Program Outcomes and Measurement

The addition of a Parent/Family Partner and community-based Cultural Brokers, in addition to enhanced capacity of social workers to facilitate CFT's, will result in increased family participation in planning for child safety, expanded support networks, and increasing engagement with very rural communities in Mono County to identify natural supports who can play a practical role in the day-to-day safety of children.

Mono County will use the CANS assessment and SDM as the primary tools for measuring progress over time. When looking at the CANS scores in areas where Parent/Family Partner are assigned to assist, we will track how the scores change over time. The Risk and Safety Assessments can be used to measure changes in family functioning before and after the introduction of a Parent/Family Partner or before and after the engagement of a CFT.

Outcomes describe the results of your program and can be identified by: We would expect recurrence of maltreatment to decrease as a result of these new interventions. We

would also expect placement stability to remain at or above the national standard. The idea is that a strong CFT supported by Parent/Family Partners and Cultural Brokers will improve a family's social support network, reduce isolation, and therefore, improve safety.

Quality Assurance (QA) Monitoring: The service delivery method will be monitored by way of routine performance evaluations using the Merit Systems Parent Partner job description and volunteer description created for the Cultural Brokers. Progress towards achieving the desired outcomes will be measured by way of tracking the CANS assessment. For example, when looking at the CANS scores in areas where Parent/Family Partner and Cultural Brokers are assigned to assist, we will track how the scores change over time. Lastly, the CFT will provide routine evaluation on the progress made by the Parent/Family Partner and Cultural Brokers. The successfulness of CFT facilitation will be measured by utilizing existing tools made available by the Northern Training Academy to track the fidelity of CFT's and also by client evaluations. Further, coaches and supervisors will offer ongoing feedback and training to CFT facilitators.

Client Satisfaction

Client satisfaction feedback will be utilized to assess any changes that need to be made to improve outcomes and engagement. In addition, feedback could also be used to monitor social worker practice and implementation of best practices and tools/job aids that have been created through this process. Client satisfaction will be collected at the end of each CFT and throughout the life of the case by making available tools to clients to record their experience engaging with staff.

Child Welfare/Probation Placement Initiatives

CSEC

Mono County opted into the one-time funding for CSEC for the 2018-2019 fiscal year. CSEC outreach and education has begun and has targeted law enforcement, schools, tribes, community-based organizations, local businesses (specifically hotel/motel owners), social workers, and Probation staff throughout the county. As a next step, Mono County will develop a working protocol to identify and intervene with victims of CSEC. Because Mono County does

not currently have any identified CSEC victims on its child welfare and/or Probation caseloads, Mono County is focusing on education and prevention knowing that it is located in a high-risk part of California for trafficking activity (along the major interstate of highway 395 between Los Angeles and Reno). Mono County contracted with the PROTECT/3Strands organization to do targeted outreach to stakeholder groups.

CCR and RFA

Mono County Child Welfare and Probation continue to implement AB 403, Continuum of Care Reform (CCR). As such, Mono County has created a CCR Partnership Team that includes Department Heads and Managers from Mono County CWS, Probation and MCBH. Meetings are held at least quarterly and more often as needed. CCR initiatives that are discussed are: RFA, Foster Parent Recruitment Retention and Support (FPRRS), Specialty Mental Health Services, Child and Family Teaming (CFT), Interagency Placement Committee (IPC), and Wraparound services. In order to solidify each department's commitment to CCR, the departments have created an interagency MOU to solidify roles, responsibilities, and procedures. Additionally, Mono County is working on local protocols for CANS implementation, including integration of the CANS assessment within the CFT process. Finally, the CCR Partnership Team is assessing the feasibility of hiring a parent partner that could serve all three departments and support the vision of keeping youth placed in the community with more support.

Pathways to Mental Health (Katie A.)

Mono County Behavioral Health and Social Services continue to implement Katie A., by providing required behavioral health services to children in out of home placement. Recent implementation of CANS by MCBH services has streamlined the identification of family and child needs. Intensive Care Coordination (ICC) is provided to eligible youth, ensuring a higher level of behavioral health services and case management. For youth that are at high-risk of out-of-home placement, Mono County has two Wraparound "slots" available. The Wraparound Team screens all referrals to Wraparound to determine when lower-level interventions (such as SOP, CFT or ICC) might meet the family's needs.

AB 12- Extended Foster Care

Currently, Mono County has no youth who meet the criteria for AB12 Extended Foster Care. However, staff have experience serving AB 12 clients and remain trained and ready to serve them in the future. The goal of extended foster care is to assist former foster youth in maintaining a safety net of support while experiencing independence in a secure and supervised living environment. The extended time as a non-minor dependent (NMD) can assist the youth in becoming better prepared for successful transition into adulthood and self-sufficiency through education and employment training. CWS provides foster youth within the child welfare system with information on the Extended Foster Care program, what it means and what it can provide, along with what commitments the youth needs to make in order to stay in the program. CWS youth are coached about the program during the months leading up to their seventeenth birthday. CWS continues to provide Independent Living Program services to those who meet age requirement. As the number of foster youths in the county is very small, staff are able to personalize and individualize services to each individual, as appropriate.

Federal Case Review

Effective July 1, 2019, CDSS will assume the role of federal case reviews for Mono County. Historically, as part of Mono County's continuous quality improvement, a county staff analyst position was trained to conduct qualitative case reviews using the Federal Onsite Review Instrument (OSRI). One case was reviewed per quarter. The process involved extensive review of social worker case notes and interviews of social worker staff and family members. In early 2017, the case reviewer position for Mono County was vacated. Mono County was unable to locate an alternate case reviewer as all staff with child welfare history were needed in the field as social workers. In recognizing that many counties across the state have struggled to train and maintain case reviewer staff, the State decided to contract with some counties to provide this function, including Mono Count

5 – YEAR SIP CHART – CHILD WELFARE

Priority Outcome Measure or Systemic Factor: Service Array and Resource Development: The County utilizes an array of services to both assist in the assessment of child and family strengths and needs and to actively serve or address the identified needs of families and children in an effort to create safe home environments, enable children to remain safely with their parents when reasonable, and help children in foster and adoptive placements achieve permanency.

National Standard: N/A

CSA Baseline Performance:

- 0% of Family/Parent Partner participation in CFTs with Mono County families.
- 0% of community partners are trained to participate in CFTs.
- 10% of Social Workers facilitate CFTs.
- 10% of client satisfaction and feedback is completed for all CFTs implemented.

Target Improvement Goal: Enhance practices and strategies that result in more children/youth having permanent homes, stable placements, and connections to communities, culture and important adults.

- Mono County will recruit one Parent/Family Partner by year 2 (2020).
- Social workers will facilitate CFTs for 50% of the cases by year 3 (2021).
- Client satisfaction and feedback will be completed for at least 50% of all CFTs implemented by year 3 (2021), 65% by year 4 (2022) and 85% by year 5 (2023).
- Mono County CWS placement stability will remain at/above the national standard (two or fewer placement settings; CSFR C4.1 and 4.2) by end of year three, four and five.
- Mono County recurrence of maltreatment rate (3-S2) will continue to improve from the CSA Baseline data (2016/2017) and will remain at/below the national level by years three, four and five (2021, 2022 and 2023).

Strategy 1: Provide additional support to families of origin by beginning the use of Family/Parent Partners.	<input checked="" type="checkbox"/> CAPIT	Applicable Outcome Measure(s) and/or Systemic Factor(s): <i>Service Array and Resource Development</i>	
	<input type="checkbox"/> CBCAP		
	<input type="checkbox"/> PSSF	<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	
	<input type="checkbox"/> N/A		
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
A. Develop implementation/recruitment materials and plan for family/parent partner position.	May 2019	January 2020	CWS Program Manager, CWS Supervisor, MCBH Director, CWS Director, Probation Chief
B. Hire a family/parent partner.	January 2020	October 2020	CWS Program Manager, CWS Supervisor, MCBH Director, CWS Director, Probation Chief
C. Family/Parent Partner will complete at least two trainings (minimum of 16 hours total training within the first year of hire) that support the position, to enhance family engagement and participation in CFTs.	February 2020	October 2021	Parent/Family Partner
D. Family/Parent Partner will engage with key community partners and stakeholders, including those located in Mono County's most rural regions, by: - Attending community and cultural events throughout the county (health and wellness fairs, town hall meetings, and MDT meetings).	July 2020	September 2023	Program Manager, Supervisor, and Staff

- Attending the “Benton Community Social” and engage with tribal members from the Benton Paiute tribe at least quarterly.			
E. Monitor the participation rate of the Family/Parent Partner and the number of family members and natural supports who are engaging in the CFT process.	January 2021	September 2023	Program Manager, Supervisor, and Staff

Strategy 2: Increase CWS Social Worker capacity to coordinate and facilitate Child and Family Teams (CFT).	<input type="checkbox"/> CAPIT	Applicable Outcome Measure(s) and/or Systemic Factor(s): <i>Service Array and Resource Development</i>	
	<input type="checkbox"/> CBCAP		
	<input type="checkbox"/> PSSF	<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	
	<input checked="" type="checkbox"/> N/A		
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
A. Assign SW Staff as lead facilitators while the Supervisor, Program Manager, or NRTA Coach provides SOP coaching and feedback to strengthen facilitation skills.	July 2019	Ongoing	CWS Supervisor, CWS Program Manager
B. Identify training needs to further enhance facilitation skills and practice.	July 2019	Ongoing	CWS Supervisor, CWS Program Manager
C. Utilize NRTA and supervisory staff to provide ongoing CFT training to SW Staff and collaborative partners.	July 2019	Ongoing	CWS Supervisor, CWS Program Manager
D. Monitor to the fidelity set forth in ACL 16-84, which includes adherence to the required timeframes for CFT	October 2019	Ongoing	CWS Supervisor, CWS Program Manager

<p>Priority Outcome Measure or Systemic Factor: Quality Assurance System: The county will evaluate ongoing practice, policies, and implementation, participation rates and frequency. In order to ensure quality services are planned and provided to children receiving services via child welfare and probation placement including those funded with CAPIT/CBCAP/PSSF. The assessment of the county's current quality assurance system will be implemented through coaching and provide additional support and training as identified.</p>			
<p>E. Client satisfaction (+/-) will be collected after each CFT. Participants will be given an opportunity to share with staff what worked about the CFT process and what</p>	<p>January 2020</p>	<p>Ongoing</p>	<p>Social Workers who are training in CFT, Supervisors, and Program Manager</p>
<p>CSA Baseline Performance: Improved internal practices have been identified to improve the provision of services to all families in aspects of the CFT process could be improved in the future. Feedback will be collected and compiled. Data will inform programmatic improvements and areas for improved supervision, training, and coaching for facilitators.</p>			

Mono County.

- 0 % of Social Workers are certified in CANS assessment tool.
- In October 2018, timely completion rate of SDM Safety and Risk Completion at Referral Closure was 50% timely.
- There are no caseworker templates/tools for: Detention, Placement, On-Call, Case/investigation Documentation Templates, and Independent Living Program (ILP).

Target Improvement Goal: Enhance practices and strategies that result in more children/youth having permanent homes, stable placements, and connections to communities, culture and important adults.

- 100% of Social Workers will be certified in CANS assessment tool by year 2 (2020).
- 100% Social Workers will be trained in new policies and procedures by year 3 (2021).
- By end of year 3, (2021), all Social Workers will implement the developed job aid/tools at least 90% throughout the duration of the case.
- Timely SDM Safety and Risk Completion at Referral Closure will improve by 10% year 3, 15% year 4 and 20% year 5.

Strategy 1: Improve the quality of casework practice to better assess and support children, families and parents (including biological parents or resource parents).	<input type="checkbox"/> CAPIT	Applicable Outcome Measure(s) and/or Systemic Factor(s): <i>Quality Assurance System</i>	
	<input type="checkbox"/> CBCAP		
	<input type="checkbox"/> PSSF	<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	
	<input checked="" type="checkbox"/> N/A		
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
A. Develop caseworker tools/job aids and policies and procedures for: Detention, Placement, and On-Call. Implement and train staff on the new tools/job aids and policies and procedures.	October 2018	October 2020	CWS Supervisor, CWS Program Manager
B. Develop caseworker tools/job aids and policies and procedures for: Case/investigation Documentation Templates, and Dependency Court Procedures. Implement and train staff on the new tools/job aids and policies and procedures.	October 2020	October 2021	CWS Supervisor, CWS Program Manager
C. Develop caseworker tools/job aids and policies and procedures for: Independent Living Program (ILP). Implement and train staff on the new tools/job aids and policies and procedures.	October 2021	October 2022	CWS Supervisor, CWS Program Manager
D. Monitor implementation of tools/job aids through case reviews and supervision.	October 2021	October 2023	CWS Supervisor, CWS Program Manager

<p>Strategy 2: Fully implement evidence-based screenings such as CANS and SDM to increase engagement of youth and families.</p>	<input type="checkbox"/> CAPIT <input type="checkbox"/> CBCAP <input type="checkbox"/> PSSF <input checked="" type="checkbox"/> N/A	Applicable Outcome Measure(s) and/or Systemic Factor(s): <i>Quality Assurance System</i>	
Action Steps:		Completion Date:	Person Responsible:
A. Create CANS Implementation protocol in collaboration with Mono County Behavioral Health which will include guidance on how to engage the CFT in completion of the CANS assessment.	September 2019	October 2020	CWS Program Manager, CWS Supervisor, MCBH Director, MCBH Case Manager
B. Track CANS data over the course of a CPS intervention to see how needs, safety, and risk change over time.	October 2019	September 2023	CWS Program Manager, CWS Supervisor, MCBH Case Manager
C. Train and certify CWS Social Worker staff in CANS assessment and implementation.	October 2019	October 2020	CWS Program Manager, CWS Supervisor/CWS Staff
D. Evaluate timely completion rates of SDM Safety and Risk Assessment® tools prior to closing investigations and cases by implementing monthly monitoring of data completion through SafeMeasures® and communication between supervisor and social worker.	October 2018	October 2020 and ongoing	CWS Supervisor, Program Manager

Priority Outcome Measure or Systemic Factor: Foster and Adoptive Parent Licensing, Recruitment, and Retention: The County currently has a Resource Family Approval, Recruitment, and Retention system in place to promote the Continuum of Care Reform through recruitment and retention of high-quality resource families for the placement of children.

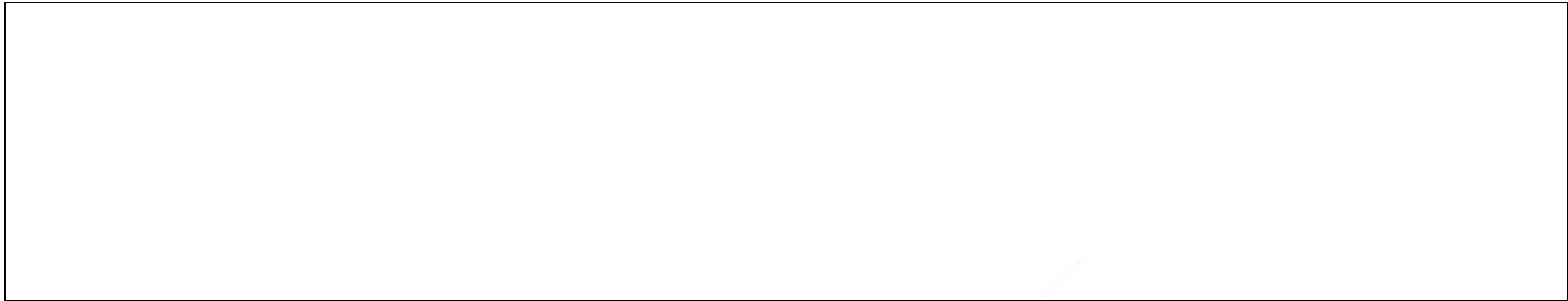
National Standard: N/A

CSA Baseline Performance:

- In October 2018, Mono County retained five RF homes.
- In October 2018, there were 0 RF homes that were approved in the Benton/Chalfant area, as well as the June Lake/Lee Vining/Bridgeport area.

Target Improvement Goals: Enhance practices and strategies that result in more children/youth having permanent homes, stable placements, and connections to communities, culture and important adults.

- Mono County will retain at least six RF homes by end of year five, 2023.
- Mono County will recruit at least one new RF home by year three (2021), four (2022) and five (2023).
- Mono County will approve at least one new RF home in the Benton/Chalfant area by year five (2023).
- Mono County will approve at least one new RF home in the June Lake/Lee Vining/Bridgeport area by year five (2023).



Strategy 1: Recruit, approve, and retain Resource Families (RF) who reflect the geographic, ethnic and racial diversity of children in the County for whom resource homes are needed.	<input type="checkbox"/> CAPIT	Applicable Outcome Measure(s) and/or Systemic Factor(s): <i>Foster and Adoptive Parent Licensing, Recruitment, and Retention</i>	
	<input type="checkbox"/> CBCAP		
	<input type="checkbox"/> PSSF		
	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
A. Implement at least four engagement activities per year for current RF families to promote retention, networking, training and support for current RF homes. The geographic location of RF outreach events will be determined based upon recruitment needs and input from current RF families.	October 2019	Ongoing	CWS Supervisor, CWS Program Manager, CWS Staff
B. Evaluate and monitor the participation rates of the RF engagement activities, number of recruited homes and the	October 2020	Yearly	CWS Supervisor, CWS Program Manager, CWS Staff

number of retained RF homes.			
C. Evaluate and monitor the number of recruited homes and the number of retained RF homes, as per Target Goals listed above.	October 2021	Yearly	

5 – YEAR SIP CHART – PROBATION

Priority Outcome Measure or Systemic Factor: 3-P1 Permanency in 12 Months (entering foster care)

National Standard: >40.5%

CSA Baseline Performance: 100% (Q3 2017). According to the Q3 2017 Data Report, one youth met in-care criteria for the measure and achieved permanency within 12 months (100%).

Strategy 1: Measure the number of cases with family finding efforts throughout the case.	<input type="checkbox"/> CAPIT	Applicable Outcome Measure(s) and/or Systemic Factor(s): 3-P1 Permanency in 12 Months (entering foster care)	
	<input type="checkbox"/> CBCAP		
	<input type="checkbox"/> PSSF	<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	
	<input checked="" type="checkbox"/> N/A		
Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
A. Require staff to attend trainings geared towards the development of family findings.	December 2019 and ongoing yearly	December 2019 and ongoing	Juvenile Probation Supervisor
B. Create a Family Finding Form to be filled out during intake.	June 2019	December 2019	Juvenile Probation Supervisor Chief Probation Officer
C. Have the Chief of Probation approve the Family Finding form and adopt the form to be filled out during intake.	December 2019	March 2020	Chief Probation Officer
D. Develop a training process to inform the juvenile probation officers on how to fill out the Family Finding Form.	March 2020	September 2020	Juvenile Probation Supervisor and Juvenile Probation Officers
E. Implement a procedure in which each juvenile probation officer shall complete a Family Finding Form for each youth during intake and every 90-days thereafter until the case is closed.	September 2020	Ongoing	Juvenile Probation Officers
F. Annually audit cases to confirm each probation youth has a Family Finding Form in their case file.	December 2020	Ongoing	Juvenile Probation Supervisor

Strategy 2: Measure the number of youths who had a CAPS assessment completed within 60 days of entering foster care.	<input type="checkbox"/> CAPIT	Ongoing	Applicable Outcome Measure and/or Systemic Factor(s): 3-P1 Permanency in 12 Months (entering foster care)	Outcome and/or Systemic Factor(s)
	<input type="checkbox"/> CBCAP			
	<input type="checkbox"/> PSSF			
December 2020				

Action Steps:	Implementation Date:	Completion Date:	Person Responsible:
	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Title IV-E Child Welfare Waiver Demonstration Capped Allocation Project	
A. Train staff on understanding the CANS assessment in the youth's case plan.	July 2019	June 2020	Juvenile Probation Supervisor Juvenile Probation Officers
B. Develop a process to ensure each foster youth has a CANS assessment within 60 days of placement.	June 2020	December 2020	Juvenile Probation Supervisor Juvenile Probation Officer
C. Implement the process developed to guarantee each foster youth has a CANS assessment.	June 2019	December 2020	Juvenile Probation Officer Juvenile Probation Supervisor
D. During the 90-day CFT meeting, share with the Child and Family Team the top 3 domains the CANS administrator recommends must be addressed in the case plan.	December 2020	Ongoing	Juvenile Probation Officer
E. Annually audit cases to confirm each probation foster youth has had a CANS within 60 days of entering foster care.	March 2021	Ongoing	Juvenile Probation Supervisor
F. Monthly measure the number of you who had a CANS assessment done within 60 days.	January 2021	Ongoing	Juvenile Probation Officer

CAPIT/CBCAP/PSSF

PROGRAM AND EVALUATION DESCRIPTION

PROGRAM DESCRIPTION

PROGRAM NAME

Welcome Baby (prenatal -1) and Parents as Teachers (Ages 1-5) Home Visiting Programs for parents with children 0-5 years old.

SERVICE PROVIDER

First 5 Mono County

PROGRAM DESCRIPTION

Families who may have difficulty coping with typical childhood behavior are vulnerable and potentially at risk of child abuse or neglect. Before families ever reach the stage of abuse, community agencies and families themselves can refer into the *Welcome Baby* and *Parents as Teachers* Programs. The program is offered universally throughout Mono County to all families. Families assessed to have multiple stressors are offered more intensive services than those with few or no stressors. Nurses, doctors, public health nurses, social workers, behavioral health staff, or other community agencies may refer a family into the Home Visiting Program. Alternatively, families themselves may refer themselves using a simple online sign-up form or calling First 5 Mono County.

The program provides home visiting services, so that families will practice the tools learned, increase confidence in parenting and thereby reduce the risk of referrals into child welfare services. The Home visiting program uses a research- and evidence-based curriculum, *Parents as Teachers*. The home visiting program meets state and local funding priorities in multiple ways, including serving target populations of families-at-risk and use of an evidence- and research-based curriculum. The mission of the program is: provide families with children ages 0-5 (including prenatal) years old with positive-parenting tools, developmentally appropriate activities, and information about typical development through family-centered, culturally and linguistically appropriate, home visits so families can succeed in meeting parenting challenges.

Families offered services through the program receive home visits, in either English or Spanish, on a weekly, monthly, or every other month basis. Home visits continue until the issues or high-risk status(s) that admitted them into the program are: 1) resolved; 2) the parent no longer wants to participate; 3) the home visitor loses contact with the family; 4) the family moves out of the county; or 5) the child turns six. Home visitors identify stressors, parenting behaviors, family dynamics, and child development to work with the family to address relevant issues. In the process of collaborating with the family to decide how to decrease stressors, the home visitor provides information, support, and referrals to appropriate community agencies. Once the issue has been resolved to the families' satisfaction, the 12-visit limit is met, or any of the above-mentioned reasons, home visiting services end. Before exiting the program, families will have received family-specific support, information, and referrals enabling them to be stronger and more self-sufficient.

FUNDING SOURCES

SOURCE	LIST FUNDED ACTIVITIES
CAPIT	Home Visiting Program
CBCAP	
PSSF Family Preservation	
PSSF Family Support	
PSSF Time-Limited Family Reunification	
PSSF Adoption Promotion and Support	
OTHER Source(s): AB 2994	

IDENTIFY PRIORITY NEED OUTLINED IN CSA

The program meets the identified need for continued engagement with families and community partners developing support networks within the home with frequent contact. Please refer to pages 61-62, 110-111 in the Mono County 2018-2023 CSA.

TARGET POPULATION

Families-at-risk, with children 0-5 years old, including prenatal. Please refer to pages 61-62, 110-111 in the Mono County 2018-2023 CSA.

TARGET GEOGRAPHIC AREA

All areas of Mono County.

TIMELINE

Fiscal Years 2018-2020. Contracts may be modified and extended after this time period, with Board of Supervisors approval. This current contract is awarded for a three-year period that initiated in 2017.

EVALUATION

PROGRAM OUTCOME(S) AND MEASUREMENT & QUALITY ASSURANCE (QA) MONITORING

Desired Outcome	Indicator	Source of Measure	Frequency
Increase parental knowledge, understanding, and engagement in promoting their children’s development, physical and mental health.	Parents will understand their child’s development and how it influences parenting responses at a higher frequency than when they began the program.	Parents as Teachers “Parenting Reflection Survey” (Pre and Post Survey), with 9 scaling questions and 1 open-ended question	Tool will be completed twice during a client’s participation in the program (upon entry, and upon exit).

Quality Assurance (QA) Monitoring			
Parents will be satisfied with the program and will have demonstrated improved knowledge.	Parents will express satisfaction with the program and will have demonstrated improved knowledge.	Parents as Teachers “Parent Satisfaction Survey” (17 Question Scaling Tool with 2 open-ended questions)	Responses from QA tool will be reviewed annually.

CLIENT SATISFACTION			
Method or Tool	Frequency	Utilization	Action
Parents as Teachers “Parent Satisfaction Survey” (17 Question Scaling Tool with 2 open-ended questions)	At the end of the parent’s participation in the home visiting program.	Feedback from surveys will be used by the Director of First 5 Mono County and staff.	Feedback will inform staff training and program implementation improvements.

CAPIT/CBCAP/PSSF PROGRAM AND EVALUATION DESCRIPTION

PROGRAM DESCRIPTION

PROGRAM NAME

Mono County Child Abuse Prevention Council (MCCAPC) Coordination

SERVICE PROVIDER

Mono County Office of Education

PROGRAM DESCRIPTION

Facilitation and coordination of the Mono County Child Abuse Prevention Council (MCCAPC), including: community organization, resource development, training for community members and professionals, collaboration and administrative support, CAP month activity planning, and coordination of public outreach for child abuse activities. Community experts of multi-agency and community representation will meet quarterly at CAPC meetings to set community priorities related to Child Abuse and develop strategies accordingly.

FUNDING SOURCES

SOURCE	LIST FUNDED ACTIVITIES
CAPIT	
CBCAP	Public awareness/public education
PSSF Family Preservation	
PSSF Family Support	
PSSF Time-Limited Family Reunification	
PSSF Adoption Promotion and Support	
OTHER Source(s): County Children's Trust Fund (CTF)	Trainings and child abuse prevention outreach for families in Mono County.

IDENTIFY PRIORITY NEED OUTLINED IN CSA

Strengthening access to resources for families in very rural areas of the County through prevention efforts and community engagement and education. The MCCAPC promotes and arranges training resources countywide for parents, community members, and service providers.

TARGET POPULATION

MCCAPC members, and residents of Mono County. Families-at-risk, with children 0-18 years old. Please refer to pages 61-62, 110-111 in the Mono County 2018-2023 CSA.

TARGET GEOGRAPHIC AREA

All areas of Mono County.

TIMELINE

Fiscal Years 2018-2020. Contracts may be modified and extended after this time period, with Board of Supervisors approval. This current contract is awarded for a three-year period that initiated in 2017.

EVALUATION**PROGRAM OUTCOME(S) AND MEASUREMENT & QUALITY ASSURANCE (QA) MONITORING**

Desired Outcome	Indicator	Source of Measure	Frequency
Individuals in the community (parents, professionals, and others) understand the causes and signs of child maltreatment and how to report and respond to incidents of child maltreatment.	At least 25 community members per year will receive training in one of the following- or related- subjects: Protective factors/Strengthening Families, Reporting Child Abuse, Trauma-Informed interventions with children, Darkness to Light.	Mono County Office of Education (MCOE) Feedback & Evaluation Survey	Tool will be completed following all events or trainings related to child abuse prevention.
Community members will have access to information about formal support systems in their communities.	The Mono County Community Resource Guide will be updated, maintained, and circulated annually to all schools, public libraries, and public and private health and human services organizations/agencies in Mono County.	CAPC Coordinator will track dissemination of the Resource guide and report to the CAPC committee at least annually.	Annually
Quality Assurance (QA) Monitoring			
Quarterly reports submitted by CAPC Coordinator to DSS	Quarterly	DSS will assess progress on Scope of Work goals and	Annually

<p>track specific progress on CAPC goals, outcomes of community interventions, and types and frequency of outreach efforts to improve community responses to child abuse. Reports also include updates on Children’s Trust Fund expenditures</p>		<p>provide CAPC Coordinator with feedback on service delivery.</p>	
--	--	--	--

CLIENT SATISFACTION

Method or Tool	Frequency	Utilization	Action
<p>MCOE Satisfaction Survey which includes 4 scaled question and 3 open-ended questions.</p>	<p>Participants will complete a survey following their participation in the event or training.</p>	<p>Data from surveys will be compiled by CAPC Coordinator and provided to contractor (DSS) to review annually.</p>	<p>Survey results will inform CAPC members about the effectiveness of outreach events and trainings and will identify areas for program improvement.</p>

CAPIT/CBCAP/PSSF PROGRAM AND EVALUATION DESCRIPTION

PROGRAM DESCRIPTION

PROGRAM NAME

Family/Parent Partner

SERVICE PROVIDER

Mono County Behavioral Health – Case Manager I Position

PROGRAM DESCRIPTION

CAPIT funds programs that provide services to isolated families which includes children at greatest risk, including those being served by child welfare agencies.

The Family/Parent Partner will provide support and assistance to parents, caregivers (including Resource Families), and youth who are receiving social or health and human services including those with open child welfare cases. If the child and family have a Child and Family Team (CFT), the Family/Parent Partner will work in concert with the CFT and participate in all CFT meetings. The CFT is comprised of the child, family members, support persons, and service providers such as Social Services, Behavioral Health, Probation and/or educators. Family Partners and Parent Educators will serve families in all areas of Mono County.

In consideration of the unique social and cultural aspects of every family, the Family/Parent Partner may work with the CFT and family to recruit and partner with natural supports who are culturally appropriate to the family.

Assistance may include but is not limited to:

- Provide assistance and support to parents, caregivers and/or youth, including peer counseling, mentoring and advocacy;
- Empower parents to act on behalf of the needs of their children and family; advocate for services and supports that the family has identified as those that would promote family/child well-being.
- Participate on Child and Family Teams or other planning/treatment meetings with the purpose of helping family members express themselves authentically in the presence of formal support systems;
- When permissible through proper releases of information, provide updates on family participation and implementation of services
- Identify and share with colleagues and parents/caregivers information and resources, which are useful to parents/caregivers and the child;
- Assist and promote active involvement of families in activities which support the families' goals for wellness and support;
- Serve as a role model for parents/caregivers and children through interactions and activities based upon resiliency, hope, personal responsibility, support, self-advocacy, self-care and parent support

- Accompany parents/caregivers or youth to meetings and activities that support their goals for wellness.

FUNDING SOURCES

SOURCE	LIST FUNDED ACTIVITIES
CAPIT	Family/Parent Partner Case Manager I Position
CBCAP	
PSSF Family Preservation	
PSSF Family Support	
PSSF Time-Limited Family Reunification	
PSSF Adoption Promotion and Support	
OTHER Source(s): AB 2994	

IDENTIFY PRIORITY NEED OUTLINED IN CSA

Family's social support networks will improve and isolation will reduce, thereby improving overall safety. See pages 53-54 of the CSA.

TARGET POPULATION

Isolated families in Mono County with children at greatest risk, including those being served by CWS.

TARGET GEOGRAPHIC AREA

All areas of Mono County

TIMELINE

October 2018-2023

EVALUATION

PROGRAM OUTCOME(S) AND MEASUREMENT & QUALITY ASSURANCE (QA) MONITORING

Desired Outcome	Indicator	Source of Measure	Frequency
Family's overall safety will improve.	Rates of substantiated child abuse reports will remain at or below the national standard (9.1%) for families who are matched with a Family/Parent Partner (3-S2 Recurrence of Maltreatment).	SafeMeasures & University of California at Berkeley California Child Welfare Indicators Project website.	Data will be reviewed annually by DSS staff.

Quality Assurance (QA) Monitoring			
Delta (+/-) Client satisfaction after each CFT.	After each CFT.	Data will be reviewed by MCBH and DSS staff quarterly.	Data will inform programmatic improvements and areas for improved supervision, training, and coaching of the Parent/Family Partner.

CLIENT SATISFACTION

Method or Tool	Frequency	Utilization	Action
Protective Factors Survey, 2 nd Edition, Retrospective Version.	Annually.	Data will be reviewed by MCBH and DSS staff quarterly.	Data will inform programmatic improvements and areas for improved supervision, training, and coaching of the Parent/Family Partner.

CAPIT/CBCAP/PSSF PROGRAM AND EVALUATION DESCRIPTION

PROGRAM DESCRIPTION

PROGRAM NAME

Promoting Safe and Stable Families

SERVICE PROVIDER

Mono County Social Services

PROGRAM DESCRIPTION

The PSSF funding is used to support services to strengthen parental relationships and promote healthy relationships, to improve parenting skills and increase coping skills within the family to prevent child abuse and neglect, while also promoting timely family reunification when children must be separated from their parents for their own safety.

CWS will identify families for whom services within each of the four designated service components may be most appropriate. These services may include, and are not limited to, the following:

- Individual and Family counseling and support groups
- Adoptive/Foster Parent Recruitment
- Mentoring Services
- Case Management activities
- Housing Services and Concrete Supports (rental assistance, transitional housing, transportation, utility assistance, clothing, food, furniture, etc.)
- Referral services, such as substance abuse treatment services
- Respite
- Services that increase the strength and stability of families through the Child Family Teaming process.

FUNDING SOURCES

SOURCE	LIST FUNDED ACTIVITIES
CAPIT	
CBCAP	
PSSF Family Preservation	Basic Needs, concrete supports Childcare (temporarily) Transportation
PSSF Family Support	Basic Needs, concrete supports Childcare (temporarily) Transportation
PSSF Time-Limited Family Reunification	Behavior health, mental health services Childcare (temporarily) Transportation
PSSF Adoption Promotion and Support	Basic Needs, concrete supports

	Childcare Transportation
OTHER Source(s): AB 2994	

IDENTIFY PRIORITY NEED OUTLINED IN CSA

PSSF funds are limited but can fill important resource gaps which are lacking in Mono County’s very rural communities. Funds can be used on concrete supports to assist with housing, clothing, transportation needs or services such as individual and family counseling. See pages 29-30 in the CSA.

TARGET POPULATION

- Vulnerable families with children that are at risk of abuse or neglect.
- Families that have one or more risk factors.
- Families that have already demonstrated the need for intervention and have an open child welfare case.
- Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting.
- Parents and primary caregivers including adoptive, Resource Family Approved (RFA)/foster, and extended families in need of supports to provide quality family-based settings for children in foster care.
- RFA/foster homes in need of support to retain youth in their homes and provide quality family-based settings for children in foster.
- Parents who require support in parenting abilities and skills to enhance safe, stable, and supportive family environments and to strengthen parental relationships and otherwise enhance child development.
- Families with a child/children who have been returned home in order to ensure the strength and stability of the reunification, for a period of 15 months beginning on the date the child returns home.

TARGET GEOGRAPHIC AREA

All areas of Mono County

TIMELINE

October 2018-2023

EVALUATION

PROGRAM OUTCOME(S) AND MEASUREMENT & QUALITY ASSURANCE (QA) MONITORING

Desired Outcome	Indicator	Source of Measure	Frequency
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Unmet needs will be filled for participants in order to enhance family stability and safety.	At least 50% of all participants will express improved hope about their futures, family communication, or access to supports.	Protective Factors Survey, 2 nd Edition, Retrospective Version	Following each PSSF expense for an individual family.
--	---	---	---

Quality Assurance (QA) Monitoring

Delta (+/-) Client satisfaction inquiry following each intervention and expense.	Parents will express satisfaction with the program.	Data will be reviewed by MCBH and DSS staff quarterly.	Data will inform programmatic improvements and areas for improvement.
--	---	--	---

CLIENT SATISFACTION

Method or Tool	Frequency	Utilization	Action
Protective Factors Survey, 2 nd Edition, Retrospective Version.	Following each PSSF expense for an individual family.	Data will be reviewed by MCBH and DSS staff quarterly.	Data will inform programmatic improvements and areas for improved supervision, training, and coaching of the Parent/Family Partner.

**CAPIT/CBCAP/PSSF Expenditure Workbook
Proposed Expenditures
Worksheet 1**

Appendix X

(1) DATE SUBMITTED: 5/9/19

(2) DATES FOR THIS WORKBOOK 10/1/18 thru 10/1/23

(4) COUNTY: Mono

(5) PERIOD OF SIP: 10/1/18 thru 10/1/23

(6) YEARS: 1-5

(3) DATE APPROVED BY OCAP Internal Use Only
--

(7) ALLOCATION (Use the latest Fiscal or All County Information Notice for Allocation):	CAPIT: \$ 65,046	CBCAP: \$ 29,340	PSSF: \$ 10,000
---	-------------------------	-------------------------	------------------------

No.	Program Name	Applies to CBCAP Programs Only	Name of Service Provider	Service Provider is Unknown, Date Revised Workbook to be Submitted to OCAP	CAPIT		CBCAP		PSSF				G5	G6	H1	H2	I
					Dollar amount to be spent on CAPIT Programs	CAPIT is used for Administration	Dollar amount to be spent on CBCAP Programs	CBCAP is used for Administration	Dollar amount to be spent on Family Preservation	Dollar amount to be spent on Family Support	Dollar amount to be spent on Time-Limited Reunification	Dollar amount to be spent on Adoption Promotion & Support					
A	B	C	D1	D2	E1	E2	F1	F2	G1	G2	G3	G4	G5	G6	H1	H2	I
1	Promoting Safe And Stable Families Program		Mono County Social Services		\$0		\$0		\$4,000	\$2,000	\$2,000	\$2,000	\$10,000		\$0		\$10,000
2	Parents As Teachers Home Visiting Program		First 5 Mono County		\$23,000		\$10,000		\$0	\$0	\$0	\$0	\$0		\$30,040	First 5 Mono	\$63,040
3	Mono Child Abuse Prevention Council		Mono County Office of Education				\$19,567		\$0	\$0	\$0	\$0	\$0		\$1,433	Mono County Social	\$21,000
4	Family/Parent Partner - Case Manager I		Mono County Behavioral Health		\$42,046		\$0		\$0	\$0	\$0	\$0	\$0		\$3,954	Mono County Social	\$46,000
5					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
6					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
7					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
8					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
9					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
10					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
11					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
12					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
13					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
14					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
15					\$0		\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0
	Totals				\$65,046		\$29,567		\$4,000	\$2,000	\$2,000	\$2,000	\$10,000		\$35,427		\$140,040
									40%	20%	20%	20%	100%				

California – Child and Family Services Review Signature Sheet


For submittal of: CSA SIP Progress Report

County	Mono
SIP Period Dates	2018 - 2023
Outcome Data Period	N/A


County Child Welfare Agency Director

Name	Kathryn Peterson
Signature*	
Phone Number	760-924-1770
Mailing Address	PO Box 2969 Mammoth Lakes, CA 93546

County Chief Probation Officer

Name	Karin Humiston
Signature*	
Phone Number	760-924-1730
Mailing Address	PO Box 596 Bridgeport, CA 93517

Public Agency Designated to Administer CAPIT and CBCAP

Name	Department of Social Services Kathryn Peterson, Director
Signature*	
Phone Number	760-924-1770
Mailing Address	PO Box 2969 Mammoth Lakes, CA 93546

Board of Supervisors (BOS) Signature

Mail the original Signature Sheet to:	Children and Family Services Division Outcomes and Accountability Section California Department of Social Services 744 P Street, MS 8-12-91 Sacramento, CA 95814
*Signatures must be in blue ink	

BOS Approval Date	
Name	
Signature*	

Contact Information

Child Welfare Agency	Name	Kathryn Peterson
	Agency	Department of Social Services
	Phone & E-mail	760-924-1763, kpeterson@mono.ca.gov
	Mailing Address	PO Box 2969 Mammoth Lakes, CA 93546
Probation Agency	Name	Karin Humiston
	Agency	Probation
	Phone & E-mail	760-932-5572
	Mailing Address	PO Box 2969 Mammoth Lakes, CA 93546
Public Agency Administering CAPIT and CBCAP <small>(if other than Child Welfare)</small>	Name	Kathryn Peterson
	Agency	Department of Social Services
	Phone & E-mail	760-924-1763, kpeterson@mono.ca.gov
	Mailing Address	PO Box 2969 Mammoth Lakes, CA 93546
CAPIT Liaison	Name	Kathryn Peterson
	Agency	Department of Social Services
	Phone & E-mail	760-924-1763, kpeterson@mono.ca.gov
	Mailing Address	PO Box 2969 Mammoth Lakes, CA 93546
CBCAP Liaison	Name	Kathryn Peterson
	Agency	Department of Social Services
	Phone & E-mail	760-924-1763, kpeterson@mono.ca.gov
	Mailing Address	PO Box 2969 Mammoth Lakes, CA 93546

PSSF Liaison	Name	Kathryn Peterson
	Agency	Department of Social Services
	Phone & E-mail	760-924-1763, kpeterson@mono.ca.gov
	Mailing Address	PO Box 2969 Mammoth Lakes, CA 93546



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

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: Public Works and IT

TIME REQUIRED 20 minutes

SUBJECT Civic Center Update

**PERSONS
APPEARING
BEFORE THE
BOARD**

Tony Dublino, Director of Public Works; Nate Greenberg, IT Director

AGENDA DESCRIPTION:

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

Weekly update on the County's Civic Center project at 1290 Tavern Road, and efforts to transition from other Mammoth locations into the Civic Center as of June 1, 2020.

RECOMMENDED ACTION:

None; Informational only.

FISCAL IMPACT:

None.

CONTACT NAME: Tony Dublino

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p>No Attachments Available</p>

History

Time	Who	Approval
5/7/2020 4:15 PM	County Administrative Office	Yes
5/7/2020 3:26 PM	County Counsel	Yes
5/7/2020 12:10 PM	Finance	Yes



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

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: County Counsel; Code Enforcement

TIME REQUIRED 10 minutes

PERSONS APPEARING BEFORE THE BOARD Anne Frievalt

SUBJECT Proposed Ordinance Amending
Mono County Code Section 1.12.010
- Enforcement of Public Health
Officer Orders and Directives

AGENDA DESCRIPTION:

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

Proposed Urgency Ordinance Amending Chapter 1.12, Section 1.12.010 of the Mono County Code, Pertaining to Enforcement of Public Health Officer Orders and Directives.

RECOMMENDED ACTION:

Adopt proposed urgency ordinance.

FISCAL IMPACT:

None.

CONTACT NAME: Anne Frievalt; Nick Criss

PHONE/EMAIL: 760 924-1707 / afrievalt@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report - Proposed Amendment to MCC 1.12
<input type="checkbox"/> Redline - Proposed Amendment to MCC Section 1.12
<input type="checkbox"/> Ordinance - Amendment to MCC Section 1.12
<input type="checkbox"/> Exh. A to Ordinance

History

Time

Who

Approval

5/7/2020 4:18 PM	County Administrative Office	Yes
4/30/2020 10:26 AM	County Counsel	Yes
5/7/2020 1:25 PM	Finance	Yes

County Counsel
Stacey Simon

Assistant County Counsels
Christian E. Milovich
Anne L. Frievalt

Deputy County Counsel
Jason Canger

**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

Paralegal
Jenny Lucas

To: Board of Supervisors

From: Anne Frievalt

Date: May 12, 2020

Re: A m endm ent to M ono C ounty C ode Section 1.12.010 (B)

Recommended Action

Adopt ordinance amending Mono County Code Section 1.12.010(B)

Discussion

Chapter 1.12 of the Mono County Code sets forth the county’s process for enforcing “county regulations.” Mono County Code Chapter 1.12, Section 1.12.010 (B) defines the term “county regulation,” and thereby establishes which laws are enforced by the county through its Code Compliance Officer or other designated county personnel. The current definition of “county regulation” in Section 1.12.010 (B) does not include Executive Orders of the Governor of the State, Orders of the State Public Health Officer or orders and directives issued by the county Public Health Officer:

“B. ‘County regulation(s)’ means the Mono County Code or any other duly approved ordinances passed by the board of supervisors, the county general plan, any county area or specific plan, or airport use plan, or any variation or subpart of the foregoing, or any other land-use planning document duly approved by the board of supervisors or planning commission, and licenses or permits issued by the county, as well as any federal or state law that the county may or must enforce.”

The ordinance would amend the current language of Section 1.12.010(B) to include “Executive Orders of the Governor of the State, Orders of the State Public Health Officer and any order or directive issued by the county Public Health Officer“ within the definition of “county regulations.” Included with this report is a “redline” copy of the proposed amendment to Section 1.12..010(B), which adds “Executive Orders of the Governor of the State, Orders of the State

Public Health Officer and any order or directive issued by the county Public Health Officer” to the definition of “county regulations” subject to county enforcement proceedings.

The need for this amendment has been highlighted by recent county Public Health Officer orders and directives pertaining to COVID-19 and the importance that the county have express codified authority to enforce such orders and directives in order to protect the public’s health and safety during the current pandemic. The proposed amendment would allow the county to address violations of orders and directives issued by the Public Health Officer through the current administrative citation process identified in Mono County Code, Chapter 1.12, in addition to other methods currently available for such enforcement. While the citation process would not be the sole method for enforcement of public health orders, (and may not even be the most effective or desirable), it would broaden the range of available enforcement options during this challenging time.

Fiscal Impact

None.

If you have any questions regarding this item prior to your meeting, please call me at 760-924-1707.

Proposed Amendment to Mono County Code

Section 1.12.010 - Definitions.

- A. "County" means the county of Mono, a political subdivision of the state of California.
- B. "County regulation(s)" means the Mono County Code or any other duly approved ordinances passed by the board of supervisors, the county general plan, any county area or specific plan, or airport use plan, or any variation or subpart of the foregoing, or any other land-use planning document duly approved by the board of supervisors or planning commission, and licenses or permits issued by the county, **Executive Orders of the Governor of the State, Orders of the State Public Health Officer, any order or directive issued by the county Public Health Officer**, as well as any federal or state law that the county may or must enforce.
- C. "Compliance specialist" means any person authorized by the county to enforce any provision of a county regulation, including but not limited to the compliance specialist as defined in [Section 1.13.010](#), the building official and his or her inspectors, and the community development director and his or her designee.
- D. "Administrative fine" means a non-discretionary fine in a fixed amount imposed pursuant to the administrative citation process, as described in this chapter.
- E. "Hearing officer" means any person appointed by the county administrative officer to preside over administrative hearings provided for under this chapter.
- F. "Person" or "party" means any natural person, firm, association, trust, organization, partnership, company, corporation or any other legally cognizable entity.
- G. "Property owner" means the record owner(s) of the parcel of real property.



ORDINANCE NO. 20-__

**AN ORDINANCE OF THE MONO COUNTY BOARD OF SUPERVISORS
AMENDING CHAPTER 1.12, SECTION 1.12.010 OF THE MONO COUNTY CODE
PERTAINING TO ENFORCEMENT OF EXECUTIVE ORDERS OF THE GOVERNOR
OF THE STATE, ORDERS OF THE STATE PUBLIC HEALTH OFFICER AND
ORDERS AND DIRECTIVES ISSUED BY THE COUNTY PUBLIC HEALTH OFFICER**

WHEREAS, Mono County Code Chapter 1.12, Section 1.12.010 (B) (“Section 1.12.010 (B)”) defines the scope of laws subject to enforcement by the Mono County Code Compliance Officer or other designated county personnel through the Administrative Citation procedures set forth in Mono County Code Chapter 1.12; and

WHEREAS, Section 1.12.010 (B) does not currently specifically authorize the enforcement of Executive Orders of the Governor of the State, Orders of the State Public Health Officer or orders and directives issued by the Mono County Public Health Officer through issuance of administrative citations; and

WHEREAS, the Mono County Board of Supervisors wishes to amend Section 1.12.010 (B) to add Executive Orders of the Governor of the State, Orders of the State Public Health Officer and orders and directives issued by the Mono County Public Health Officer to the list of those enactments which may be enforced through the procedures set forth in Chapter 1.12 (Administrative Citations) of the Mono County Code; and

WHEREAS, the current COVID-19 pandemic and recent associated emergency declarations have created urgency around the need to immediately enforce Executive Orders of the Governor of the State, Orders of the State Public Health Officer and orders and directives issued by the Mono County Public Health Officer related to COVID-19, especially given that Mono County’s small, rural and geographically isolated nature severely limits its capacity to provide medical care to large numbers of critically ill patients; and

WHEREAS, the urgent need for Mono County to enforce Executive Orders of the Governor of the State, Orders of the State Public Health Officer and orders and directives issued by the Mono County Public Health Officer has made it essential that the County immediately amend Section 1.12.010 (B) of its code in furtherance of its emergency response to the COVID-19 pandemic to protect the health, safety and welfare of its citizens.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF MONO COUNTY ORDAINS as follows:

1 **SECTION ONE:** The recitals listed above are hereby adopted as findings of the Board of
2 Supervisors.

3 **SECTION TWO:** Chapter 1.12, Section 1.12.010 of the Mono County Code is hereby
4 amended to read as set forth in Exhibit “A” attached hereto and incorporated herein by this
5 reference.

6 **SECTION THREE:** This ordinance shall take effect immediately as an urgency
7 ordinance. This is based on the Board of Supervisor’s finding that this ordinance is adopted in
8 compliance with Government Code Section 25123(d), that it is necessary for the protection of
9 the public peace, health and safety for the reasons contained in the findings set forth at the
10 beginning of this ordinance, which are incorporated by reference herein.

11 **PASSED, APPROVED and ADOPTED** this 12th day of May 2020, by the following
12 vote, to wit:

- 13 **AYES:**
14 **NOES:**
15 **ABSENT:**
16 **ABSTAIN:**

17 _____
18 Stacy Corless, Chair
19 Mono County Board of Supervisors

20 ATTEST:

21 APPROVED AS TO FORM:

22 _____
23 Clerk of the Board

24 _____
25 County Counsel

EXHIBIT A

Mono County Code

1.12.010 - Definitions.

- A. "County" means the county of Mono, a political subdivision of the state of California.
- B. "County regulation(s)" means the Mono County Code or any other duly approved ordinances passed by the board of supervisors, the county general plan, any county area or specific plan, or airport use plan, or any variation or subpart of the foregoing, any other land-use planning document duly approved by the board of supervisors or planning commission, licenses or permits issued by the county, Executive Orders of the Governor of the State, Orders of the State Public Health Officer, any order or directive issued by the county Public Health Officer, as well as any federal or state law that the county may or must enforce.
- C. "Compliance specialist" means any person authorized by the county to enforce any provision of a county regulation, including but not limited to the compliance specialist as defined in [Section 1.13.010](#), the building official and his or her inspectors, and the community development director and his or her designee.
- D. "Administrative fine" means a non-discretionary fine in a fixed amount imposed pursuant to the administrative citation process, as described in this chapter.
- E. "Hearing officer" means any person appointed by the county administrative officer to preside over administrative hearings provided for under this chapter.
- F. "Person" or "party" means any natural person, firm, association, trust, organization, partnership, company, corporation or any other legally cognizable entity.
- G. "Property owner" means the record owner(s) of the parcel of real property.



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: CAO

TIME REQUIRED	15 minutes (5 minute presentation; 10 minute discussion)	PERSONS APPEARING BEFORE THE BOARD	Bob Lawton, Acting CAO
SUBJECT	Management (Unrepresented/At-Will) Employee and Officer Benefits and Compensation		

AGENDA DESCRIPTION:

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

(1) Proposed resolution adopting amended Policy Regarding Benefits of Management-Level Officers and Employees to implement a 400-hour cap on vacation accrual; authorize the one-time purchase of accrued hours in excess of that cap; modify the County's contribution to health insurance effective January 1, 2021; eliminate obsolete language; update out-of-date language; remove provisions related to travel and refer instead to the County's recently adopted Per Diem and Travel Policy; and make additional clarifying (non-substantive) changes. (2) Proposed resolution foregoing cost of living adjustments (COLAs) for management (at-will) employees for 2019 and 2020, implementing 2% COLA and a 4% "off-salary-schedule" payment for 2021, authorizing the use of 2020 merit leave in 2021, and setting forth conditions for implementation of 2% COLAs in 2022 and 2023.

RECOMMENDED ACTION:

Read summary of recommendation (below Fiscal Impact). Adopt proposed resolutions. Provide any desired direction to staff.

FISCAL IMPACT:

The proposed resolutions increase at-will (and selected elected officials') compensation by \$292,686 in calendar year 2021, offset with healthcare savings of \$306,216, for a net savings of \$13,530. Projected net savings in 2022 and 2023 are estimated at \$122,711 and \$38,527, respectively. Summary of Recommendation (to be read by the Chair): The recommendation is to make the following changes with respect to the salary and benefits of the County's unrepresented (at-will and elected) employees: (1) implement a 400-hour cap on vacation accrual; (2) authorize the one-time purchase of accrued vacation hours in excess of that cap; (3) modify the County's contribution to health insurance effective January 1, 2021 to provide for County payment of 95% of the cost of PERS Select medical insurance or 80% of the cost of PERS Choice medical insurance; (4) forego cost of living adjustments for 2019 and 2020; (5) implement a 2% COLA and a 4% "off-salary-schedule" payment for 2021; (6) authorize the use of 2020 merit leave in 2021; and (7) implement 2% COLAs in 2022 and 2023 if specified financial conditions are met.

CONTACT NAME: Stacey Simon

PHONE/EMAIL: x1704 / ssimon@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
Staff Report
Resolution -- Management COLA
Exhibit -- COLA resolution
Resolution - Management Benefits
Exhibit - Management Benefits Policy

History

Time	Who	Approval
5/7/2020 4:18 PM	County Administrative Office	Yes
5/7/2020 6:05 PM	County Counsel	Yes
5/7/2020 3:36 PM	Finance	Yes



County of Mono

County Administrative Office

Robert Lawton
Acting County Administrative Officer

Dave Butters
Human Resources Director

To: Honorable Board of Supervisors
From: Robert Lawton, Acting CAO
Date: May 12, 2020
Re: Resolutions Modifying Salary and Benefits for At-Will (Unrepresented) Employees and Specified Elected Officials

Recommended Action: Read summary of recommendations. Adopt proposed resolutions and provide direction to staff.

Background: The Management Benefit Policy was last updated in 2014. Since mid-2018 there have been ongoing discussions between the CAO and Mono County's at-will (unrepresented) employees concerning an update to this policy. While the items proposed today do not reflect all of the changes discussed (some have been deferred to future discussions/potential action), they do address some of the issues.

Compensation for unrepresented employees is set forth in individual employment agreements which are aligned in some areas with the Memoranda of Understanding (MOUs) of the Mono County Public Employees (MCPE) and the Deputy Sheriffs Association (DSA). New MOUs have recently been approved for both the DSA and MCPE units.

A clause in all unrepresented employee contracts states, "Should a wage increase be granted under the MOU with Local 39, applicable to Mono County Public Employees (MCPE), it is agreed that this contract will be reopened for discussion and potential re-negotiation with respect to (Name's) salary. During such negotiations, the County shall consider and discuss the issue of increased compensation with (Name) in good faith, but the County's decision whether or not to grant such additional compensation shall be final and non-appealable." A few unrepresented employees' contracts have language similar to the above, but are tied not to the MCPE MOU, but to the DSA MOU.

The MCPE MOU provides for a 2% COLA in the years 2019, 2020, 2021, 2022, and 2023 and implements to a new PERS medical option: PERS Select. Specifically, the County will pay 95% of the PERS Select premium or 80% of the premium for any other plan. Reducing the County's costs for medical insurance with the addition of a PERS Select option permitted these savings to partially offset the cost of wage increases. The DSA MOU provides for a 2% COLA in 2017, 2018, 2019 and a 3% COLA in 2020 and 2021 and a PORAC health insurance option.

Cost of Living Adjustments (COLAs): In a typical year, the unrepresented employees would request COLA increases similar to what was provided to MCPE and DSA employees. However,

due to the current situation with COVID-19 and the economic realities facing the County, it is recommended that the County forego implementing COLAs for the unrepresented employees for the years 2019 and 2020 and instead implement COLAs starting in 2021. In lieu of the COLA increases for 2019 and 2020, which will not be provided, an off-salary-schedule payment in the amount of four percent (4%) of base salary is proposed to be paid to each unrepresented employee for the calendar year 2021.

For 2022 and 2023, the same COLAs (i.e., 2%) would be implemented, but conditioned on the financial status of the County. Specifically, if the County has implemented (or is planning to implement) furloughs, layoffs or any other salary reductions with respect to MCPE employees in those years, then the COLAs would not be provided to unrepresented employees. An option for the Board to replace COLAs in 2022 and 2023 (but not in 2021) with a “results-based incentive system” for management compensation is also provided.

Medical Insurance: It is proposed that as part of the Management Benefit Policy revision the unrepresented employees be provided the same medical insurance option as MCPE. Specifically, the County would pay 95% of the PERS Select premium or 80% of the premium for any other medical insurance option.

Vacation and Merit Leave: It is proposed that the accrual of vacation hours be capped at 400 (rather than 2.5 times annual accrual), for ease of administration. Those unrepresented employees who are currently over the cap would have hours over 320 “bought back” through a one-time purchase, and the cap would be strictly enforced going forward.

It is also recommended that, in recognition of the long hours all employees are working during the COVID-19 pandemic, merit leave hours not used by unrepresented employees in 2020 be carried over into 2021.



RESOLUTION NO. R20-__

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS FOREGOING COST OF LIVING
ADJUSTMENTS FOR MANAGEMENT (AT-WILL) EMPLOYEES
AND OFFICERS FOR THE YEARS 2019 AND 2020, IMPLEMENTING A
2% COST OF LIVING ADJUSTMENT AND A ONE-TIME 4%
OFF-SALARY-SCHEDULE PAYMENT FOR THE YEAR 2021, SETTING FORTH
CONDITIONS FOR IMPLEMENTATION OF COLAS IN 2022 AND 2023, AND
EXTENDING THE USE OF 2020 MERIT LEAVE INTO 2021 FOR
THOSE AT-WILL EMPLOYEES AND ELECTED OFFICERS**

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

WHEREAS, certain County management-level officers and employees are not members of any bargaining unit, but instead are employed pursuant to at-will employment agreements, or elected (the 'Unrepresented Employees'); and

WHEREAS, at-will employment agreements contain an opener clause allowing for negotiation between individual Unrepresented Employees and the County when a salary increase is provided to the Mono County Public Employees (MCPE) bargaining unit or the Deputy Sheriff's Association (DSA), as applicable; and

WHEREAS, negotiations with all bargaining units, including MCPE and DSA, recently concluded, resulting in the adoption and implementation of a Memorandum of Understanding for MCPE which provides Cost of Living Adjustments (COLA) for each of the years 2019-2023 in the amount of 2% of base salary and for the DSA in the amount of 2% of base salary for the years 2017, 2018, and 2019 and 3% of base salary for the years 2020 and 2022, in addition to other pay increases; and

WHEREAS, in light of the current situation with COVID-19 and the economic realities facing the County, the Board of Supervisors has determined to forego implementing similar COLAs for the County's Unrepresented Employees for the years 2019 and 2020 and instead implement a COLA for those Unrepresented Employees for the 2021 year only; and

1 **WHEREAS**, in recognition of the significant additional workload and responsibility the
2 Unrepresented Employees have assumed in response to COVID-19, and the fact that they will
3 not receive COLAs in the years 2019 or 2020, the Board additionally wishes to extend the period
4 in which Unrepresented Employees may use merit leave earned in 2020, so that unused hours are
5 not lost and also to provide them a one-time off-salary-schedule payment, as described in 2 CCR
§571(a)(1);

6 **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS**
7 **OF THE COUNTY OF MONO** as follows:

8 **SECTION ONE:** The base salary for those positions listed on Exhibit A, which is
9 attached hereto and incorporated by this reference, shall be increased by two percent (2%)
10 effective January 1, 2021.

11 **SECTION TWO:** An off-salary-schedule payment in the amount of four percent (4%)
12 of base salary, as adjusted under Section One of this Resolution, shall be paid to each
13 Unrepresented Employee for the calendar year 2021.

14 **SECTION THREE:** The base salary for those positions listed on Exhibit A shall be
15 increased by 2% effective January 1, 2022 and January 1, 2023, unless either one of the
16 following events occurs:

- 17 1. The County implements or is planning to implement layoffs, furloughs or pay
18 reduction applicable to the MCPE bargaining unit; or
- 19 2. The County has adopted a resolution implementing a Results Incentive Plan for
20 Unrepresented Employees which provides that it supersedes and replaces the 2022
21 and/or 2023 COLAs set forth in this resolution.

22 **SECTION FOUR:** Notwithstanding anything to the contrary in the Mono County
23 Policy Regarding Benefits of Management-Level Officers and Employees or individual at-will
24 agreements, any Merit Leave earned by Unrepresented Employees in 2020, but not used by
25 December 31, 2020 shall not be lost, but shall instead roll-over to 2021 and must instead be used
26 by December 31, 2021, or lost.

27 **SECTION FIVE:** This Resolution shall supersede, and replace Resolution R17-96,
28 which last established the rates of pay for Unrepresented Employees and shall be deemed to have
29 amended the employment agreements of the Unrepresented Employees whose positions are
30 listed in Exhibit A to implement the new compensation.

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1 **SECTION SIX:** The County Administrative Officer and the Director of Finance are
2 authorized and directed to take such steps as may be necessary to adjust affected salaries (base
3 compensation) and to process Off-Salary-Schedule Payments in accordance with this Resolution.

4 **PASSED, APPROVED and ADOPTED** this _____ day of _____, 2020,
5 by the following vote, to wit:

6 **AYES:**

7 **NOES:**

8 **ABSENT:**

9 **ABSTAIN:**

10
11 _____
12 Stacy Corless, Chair
13 Mono County Board of Supervisors

14 **ATTEST:**

15 **APPROVED AS TO FORM:**

16 _____
17 Clerk of the Board

18 _____
19 County Counsel

Exhibit A

	Current Salary	January 1, 2021		January 1, 2022	January 1, 2023
		COLA	Off-Salary-Schedule Payment	COLA	COLA
Assistant Assessor	104,494	2,090	4,263	2,132	2,174
Economic Development Director	116,000	2,320	4,733	2,366	2,414
Assistant County Counsel	127,920	2,558	5,219	2,610	2,662
Assistant CAO	142,500	2,850	5,814	2,907	2,965
Deputy District Attorney	117,480	2,350	4,793	2,397	2,445
Chief Investigator	115,200	2,304	4,700	2,350	2,397
Emergency Medical Services Chief	120,000	2,400	4,896	2,448	2,497
Assistant County Counsel	127,920	2,558	5,219	2,610	2,662
Admin Director Human Resources	125,000	2,500	5,100	2,550	2,601
Assistant District Attorney	127,920	2,558	5,219	2,610	2,662
County Engineer	126,023	2,520	5,142	2,571	2,622
Assistant Finance Director - Treasurer/Tax Collector	108,000	2,160	4,406	2,203	2,247
County Clerk/Recorder/Registrar Assistant	88,000	1,760	3,590	1,795	1,831
Finance Director	145,656	2,913	5,943	2,971	3,031
Deputy County Counsel	117,480	2,350	4,793	2,397	2,445
Admin Risk Manager	92,000	1,840	3,754	1,877	1,914
Economic Development Director Assistant	88,000	1,760	3,590	1,795	1,831
Public Works Facility Superintendent	100,000	2,000	4,080	2,040	2,081
District Attorney Investigator	103,680	2,074	4,230	2,115	2,157
Solid Waste Superintendent	89,364	1,787	3,646	1,823	1,859
Probation Chief	128,000	2,560	5,223	2,611	2,664
Social Services Director	128,000	2,560	5,223	2,611	2,664
Road Operations Superintendent	100,044	2,001	4,082	2,041	2,081
Assistant Finance Director - Auditor/Controller	108,000	2,160	4,406	2,203	2,247
Environmental Health Manager	102,424	2,048	4,179	2,089	2,131
IT Director	150,000	3,000	6,120	3,060	3,121
Public Works Project Manager	79,903	1,598	3,260	1,630	1,662
Senior Engineer	104,040	2,081	4,245	2,122	2,165
Behavioral Health Director	128,000	2,560	5,223	2,611	2,664
Public Health Director	128,000	2,560	5,223	2,611	2,664
Operations & Programming Supervisor	79,176	1,584	3,230	1,615	1,648
County Clerk/Recorder/Registrar	116,004	2,320	4,733	2,366	2,414
County Counsel	165,000	3,300	6,732	3,366	3,433
Deputy District Attorney	117,480	2,350	4,793	2,397	2,445
Public Health Officer	109,200	2,184	4,455	2,228	2,272
Public Works Director	140,000	2,800	5,712	2,856	2,913
Community Development Director	128,000	2,560	5,223	2,611	2,664
Assessor	120,000	2,400	4,896	2,448	2,497
District Attorney	152,325	3,047	6,215	3,107	3,170
Sheriff	146,484	2,930	5,977	2,988	3,048
Total Fiscal Impact	4,712,717	94,255	192,279	96,140	98,062



R20-__

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS ADOPTING A REVISED MANAGEMENT
BENEFITS POLICY FOR CERTAIN OFFICERS AND
AT-WILL EMPLOYEES AND SUPERSEDING
AND REPLACING RESOLUTION R14-54**

WHEREAS, in 2014 the Board of Supervisors adopted R14-54, which set forth the benefits policy for certain officers and at-will employees of the County (the “Management Benefits Policy”); and

WHEREAS, the Board now wishes to revise and update the Management Benefits Policy to implement a 400-hour limit on vacation accrual; authorize the purchase of accrued hours in excess of that limit; modify the County’s contribution to health insurance effective January 1, 2021; eliminate obsolete language; update out-of-date language; remove provisions related to travel and refer instead to the County’s recently adopted Per Diem and Travel Policy; and make additional clarifying (non-substantive) changes;

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES that:

SECTION ONE: The Mono County Policy Regarding Benefits for Management-Level Officers and Employees attached hereto as an Exhibit and incorporated by this reference is hereby adopted.

SECTION TWO: This Resolution shall supersede and replace, in its entirety, Resolution R14-54 and the Management Benefits Policy attached thereto, which shall be of no further force or effect.

PASSED, APPROVED and ADOPTED this 12th day of May, 2020, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stacy Corless, Chair
Mono County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

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Clerk of the Board

County Counsel

**MONO COUNTY POLICY REGARDING
BENEFITS OF MANAGEMENT-LEVEL
OFFICERS AND EMPLOYEES**

(As amended May 12, 2020)

ARTICLE 1. INTRODUCTION

The purpose of this policy is to memorialize the non-salary benefits generally provided by the County to its management-level officers and employees. Additional, different, or even lesser benefits may be specified, and benefits may also be waived or excluded pursuant to the express terms of a written agreement between an employee and the County. In the event and to the extent that a conflict exists between any provision of this policy and such an agreement, the terms of the agreement shall prevail as to that employee. Certain benefits set forth herein (e.g., vacation and sick leave) are, by their nature, only appropriate or legally available for employees, as opposed to elected officials, due to legal differences between the natures of employees and elected officials. Where such differences exist, they are specifically noted in the policy. The Board of Supervisors may amend this policy from time to time after meeting and conferring to the extent (if any) required by law.

ARTICLE 2. COVERED OFFICERS AND EMPLOYEES

This policy applies to: elected and appointed department/agency heads, including the county counsel and the county administrative officer; management level employees, deputies and assistants serving under individual at-will employment agreements with the County; and members of the board of supervisors (hereafter “covered officers” and/or “covered employees”).

This policy shall not apply to any independent contractor, nor to any person who serves the County pursuant to a contract with another public agency. Furthermore, as noted above in Article I, the express terms of an individual employment agreement applicable to one of the foregoing officers or employees may exclude various benefits or provide for lesser, different, or waived benefits, and such terms shall prevail over any provision of this policy. Finally, note that the County may, in its discretion, extend or otherwise apply any of the principles of this policy to officers or employees other than those expressly mentioned above.

ARTICLE 3. HEALTH, LIFE, AND DISABILITY INSURANCE

- A. Each covered officer and employee and his or her dependents are entitled to health care benefits as provided in this Article and Articles 4 and 5.
- B. "Health care benefits" means the medical, dental, and eye-care benefits provided to covered officers and employees and their dependents by the County pursuant to this Policy.

- C. The County shall continue to participate in the CalPERS medical insurance program on behalf of covered officers and employees.
- D. The County shall pay only the statutory amount prescribed by Government Code section 22892 per officer or employee per month for CalPERS medical insurance.
- E. Life Insurance. The County shall provide covered officers and employees with term life insurance in the amount of fifty thousand dollars (\$50,000), applicable during their active service to the County (not after their retirement or other termination of employment or service).
- F. Disability Insurance (Not Applicable to Elected Officers). The County shall assure that all covered employees are enrolled in the State Disability Insurance (SDI) program at County expense. The County shall pay all such premiums as are necessary to provide SDI benefits to covered employees. When the covered employee has filed a disability claim and is receiving disability benefits pursuant to the SDI program, the County shall continue paying:
- (1) Monthly contributions into the Cafeteria Plan based on the employee's applicable tier (See Article 6); and
 - (2) The medical portion of Social Security.
- G. Health Care Coverage for Retirees and Post-Retirement Health Beneficiaries.
- (1) A "retiree" is a former covered officer or employee whom CalPERS considers to be a County retiree/annuitant, but who is not a post-retirement health beneficiary as described in this policy. The County shall pay the statutory amount prescribed by Government Code section 22892 per month for each retiree who enrolls in CalPERS medical insurance, regardless of their age or years of continuous service for the County.
 - (2) A "post-retirement health beneficiary" or "PRHB" is a former covered officer or employee who falls within one of the following categories:
 - Was hired or elected prior to January 1, 1986, held permanent employment status or was holding elected county office and was age fifty (50) or older on the date of his or her retirement, and had accrued at least five (5) years continuous service with the County immediately preceding

the date of retirement;

- Was hired or elected between January 1, 1986 and June 30, 1987, held permanent employment status or was holding elected county office and was age fifty (50) or older on the date of his or her retirement, and had accrued at least ten (10) years continuous service prior to retirement;
- Was hired or elected between July 1, 1987 and January 1, 1996, held permanent employment status or was holding elected county office and was age fifty (50) or older on the date of his or her retirement, and had accrued at least fifteen (15) years continuous service prior to retirement;
- Was hired or elected between January 1, 1996 and December 31, 2001, held permanent employment status or was holding elected county office and was age fifty-five (55) or older on the date of his or her retirement, and had accrued at least twenty (20) years continuous service immediately prior to retirement.

With respect to any elected official who was a county employee immediately preceding his or her first election to office, the official's tier under this definition shall be based on his or her date of hire as an employee and his or her years of prior service as a county employee shall be counted along with years of service as a county officer, provided all such service was continuous.

PRHBs shall receive those benefits after retirement set forth in Article 8, unless they have at any time elected to participate in the County's 401(a) retirement plan.

ARTICLE 4. DENTAL CARE PLAN

The County shall provide all covered officers and employees and their dependents with the County dental plan. The current County dental care plan shall be the minimum base coverage.

ARTICLE 5. VISION CARE PLAN

The County shall provide all covered officers and employees and their dependents a vision care plan. The current Vision Care Plan C shall be the minimum base coverage.

ARTICLE 6. CAFETERIA PLAN

- A. Effective January 1, 2021, for covered officers and employees enrolled in PERS Select insurance, the County shall contribute into the cafeteria plan an amount equal to ninety-five percent (95%) of the PERS Select premium for the coverage tier in which the covered officer or employee is enrolled (i.e., single, two-party, or family), minus the statutory amount prescribed by Government Code section 22892, which the County shall pay directly to PERS. Effective January 1, 2021, for covered officers or employees not enrolled in PERS Select insurance, the County shall contribute into the cafeteria plan an amount equal to eighty percent (80%) of the PERS Choice premium for the coverage tier in which the covered officer or employee is enrolled, minus the statutory amount prescribed by section 22892, which the County shall pay directly to PERS.
- B. With respect to any covered officer or employee who is not enrolled in CalPERS medical coverage for their applicable tier, but who provides the County with proof of medical coverage under an insurance plan providing at least the same level of benefits available from CalPERS under the Cafeteria Plan, the County shall contribute to the Cafeteria Plan three hundred dollars (\$300) per month for that non-enrolled officer or employee. Notwithstanding the foregoing, no officer or employee (regardless of date of assuming office or date of hire) shall be eligible to receive a contribution to the Cafeteria Plan under this subsection unless they were already receiving such a contribution prior to August 1, 2011.

ARTICLE 7. 401(a) PLAN

- A. Any covered officer or employee originally hired or elected on or after January 1, 2002, shall not be eligible to earn or receive the retirement service benefit provided by Article 8, but shall instead be eligible to receive County contributions into an Internal Revenue Code Section 401(a) Plan established by the County, as described more fully below. Any active officer or employee who was originally hired or elected prior to January 1, 2002, may also elect to receive County contributions into a Section 401(a) Plan under this Article, but only if he or she agrees to waive and relinquish any present or future rights he or she may have to receive the post-retirement benefit provided by paragraphs B and C of Article 8.
- B. The County has established and fully implemented an Internal Revenue Code Section 401(a) Plan consistent with this Article. The County shall contribute into the Section 401(a) Plan an amount on behalf of each covered officer or employee electing to participate under this Article 10 equal to the amount contributed by that officer or employee from his or her own pre-tax salary into one of the County's Section 457 deferred compensation plans or into the 401(a) Plan directly (if made available to officer or employee contributions) but not to exceed 3% of the officer or employee's pre-tax salary. Accordingly,

if an officer or employee contributed a total of 1-3 % of his or her pre-tax salary to a 457 plan, then the dollar amount of the County's 401(a) contribution would fully match the officer or employee's 457 contribution; if an officer or employee contributed more than 3% of his or her pre-tax salary to a 457 plan, then the dollar amount of the County's 401(a) contribution would only be equal to 3% (and not more) of the officer's or employee's pre-tax salary and would not fully match the officer's or employee's 457 contribution. The employee may direct the investment of said contributions in accordance with the options or limitations provided by the 401(a) Plan. Each such employees shall vest -- that is, earn the right to withdraw - The County's contributions into the 401(a) Plan on their behalf based on years of County service, as set forth more fully below.

- C. The 401(a) Plan implementing this Article shall provide the following schedule of vesting requirements for any participating employee to earn and be eligible to withdraw or otherwise receive a portion (or in some cases all) of his or her total account value at the time of termination:

Years of County Service	Portion of Account Value Vested
Less than 1 year	0 percent
1 year plus 1 day	10 percent
2 years plus 1 day	20 percent
3 years plus 1 day	40 percent
4 years plus 1 day	60 percent
5 years plus 1 day	80 percent
6 years or more	100 percent

- D. In addition to and notwithstanding the foregoing, officers' or employees' options for withdrawing, "rolling over," and otherwise using account money -- and the tax consequences of such withdrawals and use - shall be subject to any legal requirements or limitations of Internal Revenue Code Section 401(a) and any other applicable laws with which the County and the Plan must comply.

ARTICLE 8. BENEFITS FOR POST-RETIREMENT HEALTH BENEFICIARIES

- A. Each post-retirement health beneficiary as defined in Article 3 will be eligible for a flexible credit allowance under the County's Section 125 Cafeteria Plan (See Article 6) as set forth below, unless he or she has at any time prior to retirement opted to participate in the County's Section 401(a) Plan (see Article 7).
- B. The amount of the flexible credit allowance shall be computed as follows:
 - (1) Post-retirement health beneficiaries who enroll in CalPERS medical

insurance, shall receive a flexible credit allowance equal to the monthly amount of the PERS Choice premium based on the residency and coverage tier (PRHB and up to one dependent) in which the PRHB is enrolled, minus the statutory amount prescribed by Government Code section 22892 per month paid by the County directly to PERS and minus the same monthly amount that the PRHB was contributing toward their medical insurance premiums as an active employee on January 1, 2020. For example, if an employee was contributing \$50 per month toward his or her medical insurance as an active employee on January 1, 2020, then that same fixed dollar amount shall be deducted from the flexible credit allowance paid to them as a PRHB pursuant to this subsection. Note that under this formula, while the PERS Choice premium and the statutory amount prescribed by Government Code section 22892 will vary over time (based on the then-current amounts), the amount deducted therefrom based on what the PRHB was contributing as an active employee does not vary.

- (2) All PRHBs who are eligible for Social Security Medicare coverage shall enroll in the PERS Supplement/Managed Care.
- (3) Each PRHB, and one dependent, shall also be eligible to receive the same dental and eye-care benefits provided to covered officers and employees in Articles 4 and 5 of this policy.

ARTICLE 9. VACATION ACCUMULATION (Not Applicable to Elected Officers)

- A. In accordance with the Mono County Code, covered employees shall accrue vacation benefits as follows:

- Initial Employment.....15 days vacation per year
 - After 10 years service.....17 days vacation per year
 - After 15 years service.....19 days vacation per year
 - After 20 years service.....20 days vacation per year

For purposes of this benefit, a "day" means eight (8) hours. Said vacation days per year assumes full-time employment. Covered employees working less than a full-time schedule shall accrue a prorated amount of vacation days per year.

- B. Notwithstanding anything to the contrary, the maximum number of vacation hours that may be accumulated by any covered employee shall not exceed 400.
- C. If a covered employee's total accumulated vacation hours exceed 400, then their vacation accrual will cease until the covered employee's accumulation of vacation days falls at or below 400 hours.

- D. Any covered employee whose total accumulated vacation hours exceeds 400 as of the date this policy is adopted will be compensated for those accumulated vacation hours over 320, through a one-time “cash out” payment as soon as said payment may be reasonably processed by Mono County payroll. Notwithstanding the foregoing, any such covered employee may instead be compensated for a lesser number of hours which reduces that employee’s accumulated vacation hours to a number between 320 and 400, if that employee provides written notice to payroll within ten working days of the date the policy is adopted specifying the lesser number of hours to be cashed out. Employees receiving a one-time cash out pursuant to this paragraph may not also cash out additional hours under paragraph B of Article 12 of the MOU for calendar year 2020, unless the total of hours cashed out pursuant to both paragraphs does not exceed 40.
- E. Any covered officer or employee who has accrued a minimum of 80 vacation hours may, upon written request, be compensated for up to a maximum of 40 hours of accrued vacation time per calendar year, instead of taking that vacation time off.

ARTICLE 10. SICK LEAVE (Not Applicable To Elected Officers)

- A. In accordance with Mono County Personnel Rules section 270, sick leave for each covered employee shall accrue upon the covered employee's date of employment at the rate of one (1) full day of sick leave for each month of full-time service, to a maximum accrual of one hundred and twenty (120) sick leave days (960 hours). Part-time employees accrue a prorated amount. Upon termination, the employee shall be compensated for accrued sick leave as follows:
 - (1) If the employee has worked for the County for less than five (5) years, no amount shall be paid for accrued sick leave.
 - (2) If the employee has worked for the County for five (5) or more years, but less than ten (10) years, then the employee shall be paid seventy-five percent (75%) of the dollar value of the accrued sick leave.
 - (3) If the employee has worked for the County for ten (10) or more years, then the employee shall be paid one hundred percent (100%) of the dollar value of the accrued sick leave.
- B. The dollar value of the employee's accrued sick leave shall be based upon the employee's base compensation on the date of separation.

ARTICLE 11. MERIT LEAVE (Not Applicable to Elected Officers)

- A. By the nature of their management positions, most covered employees are exempt from payment of overtime compensation under the Fair Labor Standards Act (FLSA) and will not be paid overtime by the County for hours worked in excess of 40 hours per week. FLSA-exempt employees are expected to efficiently manage time to perform their job duties, and be available for staff, clients and the public. This entails full-time exempt employees being available for more than 40-hours per workweek (or a lesser amount in the case of part-time exempt employees) and outside of normal business hours.
- B. In consideration of these expectations, the lack of overtime pay and job complexities, eighty hours (80) of merit leave per calendar year is awarded to full-time exempt employees (not elected officials); part-time exempt employees may be awarded a prorated lesser amount based on their regular schedule. Merit leave is not an hour-for-hour entitlement, but rather is extra time off provided in addition to vacation time, sick leave, etc. The initial award for exempt employees shall be prorated based upon the remainder of the calendar year (unless different in an individual's at-will agreement).
- C. Merit leave does not accrue to a bank and the yearly entitlement must be used within the calendar year it is awarded, or it is lost unless provided otherwise by Resolution of the Board. There is no carryover of unused merit leave to subsequent year(s) and merit leave has no cash value.
- D. Merit or vacation leave (or sick leave, if applicable) must be used whenever a full-time exempt employee works fewer than 80 hours during any two-week payroll period; or a prorated lesser number of hours during any two-week payroll period in the case of part-time exempt employees. A two-week payroll period means fourteen consecutive calendar days beginning on a Sunday as designated by the Finance Department.
- E. Merit leave is used in a manner similar to vacation time. An FLSA-exempt employee will note merit leave taken with an (M) on the time sheet in a manner similar to vacation time taken (V) and sick leave taken (S).

ARTICLE 12. PERS RETIREMENT

- A. Covered employees are members of the CalPERS retirement system and are eligible to earn benefits accordingly. For elected officers, membership in the CalPERS system is optional, except to the extent otherwise specified by the Public Employees' Pension Reform Act of 2013 (hereinafter "PEPRA"). Actual benefits are governed by law and the County's current contracts with CalPERS. Covered miscellaneous employees hired or otherwise taking office after December 31, 2012, are provided with "2% at 62" PERS Retirement Benefits as mandated by PEPRA; however, covered

employees hired or otherwise assuming office within six months of leaving a previous public employer with pension system reciprocity are not considered new and may be eligible for the plan in effect with the new employer on December 31, 2012, which in Mono County was "2.5% at 55" for miscellaneous employees. Covered miscellaneous employees hired or otherwise taking office between April 10, 2012, and December 31, 2012, are provided with PERS "2.5% at 55" retirement. Any covered miscellaneous employees hired or otherwise taking office prior to April 10, 2012, are provided with PERS "2.7% at 55" retirement.

- B. The Sheriff-Coroner, if opting to be a member of CalPERS, and the Undersheriff are safety members of the Local Sheriff coverage group and receive benefits at the level specified by PEPRRA based on their applicable dates of assuming office or date of hire and the level of benefits in place under the County's contract with CalPERS on that date for the Local Sheriff coverage group (or based on the plan in effect on December 31, 2012, in the event they are hired or otherwise assume office within six months of leaving a previous public employer with pension system reciprocity as described above).
- C. The Chief Probation Officer is a safety member of the County Peace Officer coverage group and receives benefits at the level prescribed by PEPRRA for that coverage group based on his or her date of hire (or based on the plan in effect on December 31, 2012, if employees hired within six months of leaving a previous public employer with pension system reciprocity as described above). This coverage group also applies generally to the District Attorney Chief Investigator.
- D. Covered officers and employees who are members in the CalPERS system pay the employee's (or "member's") contribution for applicable PERS coverage and retirement. (Note: To the extent mandated by PEPRRA and based on date of hire or assuming office, new officers and employees may also be required to be 50% of the "normal cost" for their PERS retirement benefits.) The County has implemented an IRS 414H2 program for all covered officers and employees in order to facilitate the officers' or employee's PERS contributions and to provide for tax deferred payment of the officer's or employee's PERS contributions.
- E. The County's contract with CalPERS provides eligible covered officers and employees with Level IV Survivors' Benefit Program (specifically those benefits provided by Government Code Section 21574).

ARTICLE 13. TRAVEL EXPENSES

Travel policies, expenses and reimbursement shall be governed by sections 620-660 of the Mono County Personnel Rules and by Resolution R20-27 of the Board of Supervisors ("Comprehensive Policy for Travel, Per Diem and Food and Beverage Reimbursement"), or any successor(s) thereto which may be unilaterally adopted and implemented by the Board.



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

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: Human Resources, Public Works

TIME REQUIRED 5 minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

Dave Butters, Human Resources
Director; Tony Dublino, Public Works
Director

SUBJECT Employment Agreement - Joe
Blanchard, Facilities Superintendent

AGENDA DESCRIPTION:

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

Proposed resolution approving a contract with Joe Blanchard as Facilities Superintendent and prescribing the compensation, appointment and conditions of said employment.

RECOMMENDED ACTION:

Announce Fiscal Impact. Approve Resolution #R20-___, approving a contract with Joe Blanchard as Facilities Superintendent and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

FISCAL IMPACT:

The cost for this position for the remainder of FY 2019-2020 (May 12 to June 30th) is approximately \$22,533 of which \$13,424 is salary and \$9,133 is the cost of the benefits and is included in the approved budget. Total cost for a full fiscal year (2020-2021) would be \$168,027 of which \$99,996 is annual salary and \$68,031 is the cost of the benefits.

CONTACT NAME: Dave Butters

PHONE/EMAIL: x5413 / dbutters@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report
<input type="checkbox"/> Resolution - Employment Agreement
<input type="checkbox"/> Exhibit - Employment Agreement

History

Time	Who	Approval
5/7/2020 4:17 PM	County Administrative Office	Yes
5/5/2020 5:49 PM	County Counsel	Yes
5/7/2020 1:34 PM	Finance	Yes



County of Mono

County Administrative Office

Dave Butters
Human Resources Director

Robert Lawton
Acting County Administrative Officer

Jay Sloane
Risk Manager

To: Honorable Board of Supervisors

From: Dave Butters, Director of Human Resources

Date: May 12, 2020

Subject: Employment Agreement for Joe Blanchard as Parks and Facilities Superintendent

Recommendation: Approve the Employment Agreement of Joe Blanchard as Parks and Facilities Superintendent for a term of three years from May 12, 2020 to May 11, 2023.

Background: Joe Blanchard has served Public Works as Parks and Facilities Superintendent since July 1, 2008.

Fiscal Impact: The cost for this position for the remainder of FY 2019-2020 (May 12 to June 30th) is approximately \$22,533 of which \$13,424 is salary and \$9,133 is the cost of the benefits and is included in the approved budget.

Total cost for a full fiscal year (2020-2021) would be \$168,027 of which \$99,996 is annual salary and \$68,031 is the cost of the benefits.

For questions, please call Dave Butters at 760 932-5413 or email dbutters@mono.ca.gov



RESOLUTION NO. R20-

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS APPROVING AN
EMPLOYMENT AGREEMENT WITH JOE BLANCHARD
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 Employment Agreement of Joe Blanchard, 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 Joe Blanchard. The Chair of the Board of Supervisors shall execute said Agreement on behalf of the County.

PASSED AND ADOPTED this 12th day of May, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
Clerk of the Board

Stacy Corless, Chair
Board of Supervisors

APPROVED AS TO FORM:

COUNTY COUNSEL

EMPLOYMENT AGREEMENT OF JOE BLANCHARD

This Agreement is entered into this 12th day of May, 2020, by and between Joe Blanchard ("Mr. Blanchard") and the County of Mono ("County").

I. RECITALS

Joe Blanchard is currently employed by Mono County as its Facilities Superintendent. The County wishes to continue Mr. Blanchard's employment in that position in accordance with the terms and conditions set forth in this Agreement. Mr. Blanchard wishes to accept continued employment with the County on said terms and conditions.

II. AGREEMENT

1. The term of this Agreement shall be May 12, 2020 until May 11, 2023 unless earlier terminated by either party in accordance with this Agreement. This Agreement shall automatically terminate in the event the County implements new agreements for its "at-will" employees and executes such new agreement as to Mr. Blanchard. The County shall notify Mr. Blanchard in writing no later than November 11, 2022 whether it intends to negotiate a renewal of this Agreement. In the event the County fails to provide such notice, Mr. Blanchard 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 Mr. Blanchard 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 Mr. Blanchard as a result of the cured breach. If the 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. Mr. Blanchard shall continue to be employed by Mono County as the Facilities Superintendent, serving at the will and pleasure of the Director of Public Works in accordance with the terms and conditions of this Agreement. Mr. Blanchard accepts such employment. The Director of Public Works shall be deemed the "appointing authority" for all purposes with respect to Mr. Blanchard's employment.
3. Mr. Blanchard's salary shall continue to be \$8,333 per month. Mr. Blanchard understands that he is responsible for paying the employee's share of any retirement contributions owed to the Public Employees Retirement System (PERS) with respect to his employment for the County.

Should a wage increase be granted under the MOU with Local 39, applicable to Mono County Public Employees (MCPE), it is agreed that this contract will be reopened for discussion and potential re-negotiation with respect to Mr. Blanchard's salary. During such negotiations the County shall consider and discuss the issue of increased compensation with Mr. Blanchard in good faith, but the County's decision whether or not to grant such additional compensation shall be final and non-appealable. The County may unilaterally increase the compensation of Mr. Blanchard at any time.

4. Mr. Blanchard shall continue to 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 his employment will be exempt from the payment of overtime or compensatory time-off under the Fair Labor Standards Act, he shall be entitled to 80 hours of merit leave (aka administrative leave) during each year of service under this Agreement. Mr. Blanchard 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: The foregoing does not add to or take away from the merit leave that Mr. Blanchard was already entitled to for the 2020 calendar year under his former employment agreement.)
5. To the extent deemed appropriate by the Public Works Director, the County shall pay the professional dues, subscriptions, and other educational expenses necessary for Mr. Blanchard's full participation in applicable professional associations, for his 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, Mr. Blanchard 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 Mr. Blanchard), 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," amended most recently by Resolution R14-54 of the Mono County Board of Supervisors and as the same may be further amended from time to time and unilaterally implemented by the County.
7. Mr. Blanchard understands and agrees that his 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 his actual and regular rendering of full-time personal services to the County or, in the event of any absence, upon his proper use of any accrued leave. Should Mr. Blanchard cease rendering such services during this Agreement and be absent from work without any accrued leave to cover said absence, then he shall cease earning or receiving any additional compensation or benefits until such time as he 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 Mr. Blanchard'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.

8. Consistent with the "at will" nature of Mr. Blanchard's employment, the Public Works Director may terminate Mr. Blanchard'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. Mr. Blanchard understands and acknowledges that as an "at will" employee, he will not have permanent status nor will his employment be governed by the County Personnel System (Mono County Personnel Rules) except to the extent that System is ever modified to apply expressly to at-will employees. Among other things, he will have no property interest in his 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 Public Works Director may, in his or her discretion, take during Mr. Blanchard's employment.
9. In the event of a termination without cause, Mr. Blanchard 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, Mr. Blanchard shall instead receive a lesser amount equal to any remaining salary payments he would have received before expiration of the Agreement had he not been terminated. Notwithstanding the foregoing, Mr. Blanchard shall receive severance pay equal to six months' salary in the event that termination occurs after the County has notified Mr. Blanchard 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.

10. Notwithstanding the foregoing, Mr. Blanchard shall not be entitled to any severance pay in the event that the Public Works Director has grounds to discipline him on or about the time he or she gives notice of termination. For purposes of this provision, grounds for discipline include but are not limited to those specified in the Mono County Personnel Rules, as the same may be amended from time to time. Mr. Blanchard shall also not be entitled to any severance pay in the event that he becomes unable to perform the essential functions of his position (with or without reasonable accommodations) and his employment is duly terminated for such non-disciplinary reasons.
11. Mr. Blanchard may resign his employment with the County at any time. His 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. Mr. Blanchard 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 Mr. Blanchard. Consistent with Mr. Blanchard's uninterrupted employment status, this Agreement shall have no effect on any sick leave or vacation time that Mr. Blanchard may have accrued as of the effective date of this Agreement nor on his 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 Mr. Blanchard'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 Mr. Blanchard'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 Mr. Blanchard's sole remedy in response to any failure by the County to comply with this Agreement shall be traditional mandamus.
14. Mr. Blanchard acknowledges that this Agreement is executed voluntarily by him, without duress or undue influence on the part or on behalf of the County. Mr. Blanchard further acknowledges that he 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 his right to do so, and that he 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 is executed by the parties this 12th day of May, 2020.

EMPLOYEE

THE COUNTY OF MONO

Joe Blanchard

By: Stacy Corless, Chair
Board of Supervisors

APPROVED AS TO FORM:

COUNTY COUNSEL



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: Human Resources, Public Works

TIME REQUIRED 5 minutes

SUBJECT Employment Agreement - Garrett
Higerd, County Engineer

**PERSONS
APPEARING
BEFORE THE
BOARD**

Dave Butters, Human Resources
Director; Tony Dublino, Public Works
Director

AGENDA DESCRIPTION:

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

Proposed resolution approving a contract with Garret Higerd as County Engineer and prescribing the compensation, appointment and conditions of said employment.

RECOMMENDED ACTION:

Announce Fiscal Impact. Approve Resolution #R20-___, approving a contract with Garret Higerd as County Engineer and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

FISCAL IMPACT:

The cost for this position for the remainder of FY 2019-2020 (May 12 to June 30th) is approximately \$27,638 of which \$16,918 is salary and \$10,720 is the cost of the benefits and is included in the approved budget. The cost for this position for an entire fiscal year (2020-2021) is approximately \$205,878 of which \$126,024 is salary and \$79,854 is the cost of the benefits.

CONTACT NAME: Dave Butters

PHONE/EMAIL: x5413 / dbutters@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report
<input type="checkbox"/> Resolution - Employment Agreement
<input type="checkbox"/> Exhibit - Employment Agreement

History

Time	Who	Approval
5/7/2020 4:17 PM	County Administrative Office	Yes
5/5/2020 5:48 PM	County Counsel	Yes
5/7/2020 1:34 PM	Finance	Yes



County of Mono

County Administrative Office

Dave Butters
Human Resources Director

Robert Lawton
Acting County Administrative Officer

Jay Sloane
Risk Manager

To: Honorable Board of Supervisors

From: Dave Butters, Director of Human Resources

Date: May 12, 2020

Subject: Employment Agreement for Garrett Higerd as County Engineer

Recommendation: Approve the Employment Agreement of Garrett Higerd as County Engineer for a term of three years from May 12, 2020 to May 11, 2023.

Background: Garrett Higerd has been employed by Mono County since August 7, 2007 and current serves as County Engineer in the Public Works department.

Fiscal Impact: The cost for this position for the remainder of FY 2019-2020 (May 12 to June 30th) is approximately \$27,638 of which \$16,918 is salary and \$10,720 is the cost of the benefits and is included in the approved budget.

The cost for this position for an entire fiscal year (2020-2021) is approximately \$205,878 of which \$126,024 is salary and \$79,854 is the cost of the benefits.

For questions, please call Dave Butters at 760 932-5413 or email dbutters@mono.ca.gov



RESOLUTION NO. R20-

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS APPROVING AN
EMPLOYMENT AGREEMENT WITH GARRETT HIGERD
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 Employment Agreement of Garrett Higerd, 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 Garrett Higerd. The Chair of the Board of Supervisors shall execute said Agreement on behalf of the County.

PASSED AND ADOPTED this 12th day of May, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
Clerk of the Board

Stacy Corless, Chair
Board of Supervisors

APPROVED AS TO FORM:

COUNTY COUNSEL

EMPLOYMENT AGREEMENT OF GARRETT HIGERD

This Agreement is entered into this 12th day of May, 2020, by and between Garrett Higerd ("Mr. Higerd") and the County of Mono ("County").

I. RECITALS

Garrett Higerd is currently employed by Mono County as its County Engineer. The County wishes to continue Mr. Higerd's employment in that position in accordance with the terms and conditions set forth in this Agreement. Mr. Higerd wishes to accept continued employment with the County on said terms and conditions.

II. AGREEMENT

1. The term of this Agreement shall be May 12, 2020, until May 11, 2023 unless earlier terminated by either party in accordance with this Agreement. This Agreement shall automatically terminate in the event the County implements new agreements for its "at-will" employees and executes such new agreement as to Mr. Higerd. The County shall notify Mr. Higerd in writing no later than November 11, 2022 whether it intends to negotiate a renewal of this Agreement. In the event the County fails to provide such notice, Mr. Higerd 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 Mr. Higerd 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 Mr. Higerd as a result of the cured breach. If the 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. Mr. Higerd shall continue to be employed by Mono County as the County Engineer, serving at the will and pleasure of the Director of Public Works in accordance with the terms and conditions of this Agreement. Mr. Higerd accepts such employment. The Director of Public Works shall be deemed the "appointing authority" for all purposes with respect to Mr. Higerd's employment. Mr. Higerd's primary work location shall be in Mammoth Lakes and he shall have the option to work an alternative schedule (e.g. generally four ten-hour days per week or nine hour days every two weeks, while remaining exempt from overtime or compensatory time payment provisions of the Fair Labor Standards Act.)
3. Mr. Higerd's salary shall continue to be \$10,502 per month. Mr. Higerd understands that he is responsible for paying the employee's share of any

retirement contributions owed to the Public Employees Retirement System (PERS) with respect to his employment for the County.

Should a wage increase be granted under the MOU with Local 39, applicable to Mono County Public Employees (MCPE), it is agreed that this contract will be reopened for discussion and potential re-negotiation with respect to Mr. Higerd's salary. During such negotiations the County shall consider and discuss the issue of increased compensation with Mr. Higerd in good faith, but the County's decision whether or not to grant such additional compensation shall be final and non-appealable. The County may unilaterally increase the compensation of Mr. Higerd at any time.

4. Mr. Higerd shall continue to 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 his employment will be exempt from the payment of overtime or compensatory time-off under the Fair Labor Standards Act, he shall be entitled to 80 hours of merit leave (aka administrative leave) during each year of service under this Agreement. Mr. Higerd 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.
5. To the extent deemed appropriate by the Public Works Director, the County shall pay the professional dues, subscriptions, and other educational expenses necessary for Mr. Higerd's full participation in applicable professional associations, for his 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, Mr. Higerd 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 Mr. Higerd), 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," amended most recently by Resolution R14-54 of the Mono County Board of Supervisors and as the same may be further amended from time to time and unilaterally implemented by the County.
7. Mr. Higerd understands and agrees that his 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 his actual and regular rendering of full-time personal services to the County or, in the event of any absence, upon his proper use of any accrued leave. Should Mr. Higerd cease rendering such services during this Agreement and be absent from work without any accrued leave to cover said absence, then he shall cease earning or receiving any additional compensation or benefits until such time as he 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 Mr. Higerd'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.

8. Consistent with the "at will" nature of Mr. Higerd's employment, the Public Works Director may terminate Mr. Higerd'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. Mr. Higerd understands and acknowledges that as an "at will" employee, he will not have permanent status nor will his employment be governed by the County Personnel System (Mono County Personnel Rules) except to the extent that System is ever modified to apply expressly to at-will employees. Among other things, he will have no property interest in his 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 Public Works Director may, in his or her discretion, take during Mr. Higerd's employment.
9. In the event of a termination without cause, Mr. Higerd 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, Mr. Higerd shall instead receive a lesser amount equal to any remaining salary payments he would have received before expiration of the Agreement had he not been terminated. Notwithstanding the foregoing, Mr. Higerd shall receive severance pay equal to six months' salary in the event that termination occurs after the County has notified Mr. Higerd 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.
10. Notwithstanding the foregoing, Mr. Higerd shall not be entitled to any severance

pay in the event that the Public Works Director has grounds to discipline him on or about the time he or she gives notice of termination. For purposes of this provision, grounds for discipline include but are not limited to those specified in the Mono County Personnel Rules, as the same may be amended from time to time. Mr. Higerd shall also not be entitled to any severance pay in the event that he becomes unable to perform the essential functions of his position (with or without reasonable accommodations) and his employment is duly terminated for such non-disciplinary reasons.

11. Mr. Higerd may resign his employment with the County at any time. His 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. Mr. Higerd 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 Mr. Higerd. Consistent with Mr. Higerd's uninterrupted employment status, this Agreement shall have no effect on any sick leave or vacation time that Mr. Higerd may have accrued as of the effective date of this Agreement nor on his 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 Mr. Higerd'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 Mr. Higerd'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 Mr. Higerd's sole remedy in response to any failure by the County to comply with this Agreement shall be traditional mandamus.
14. Mr. Higerd acknowledges that this Agreement is executed voluntarily by him, without duress or undue influence on the part or on behalf of the County. Mr. Higerd further acknowledges that he 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 his right to do so, and that he 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 is executed by the parties this 12th day of May, 2020.

EMPLOYEE

THE COUNTY OF MONO

Garrett Higerd

By: Stacy Corless, Vice-Chair
Board of Supervisors

APPROVED AS TO FORM:

COUNTY COUNSEL



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: Human Resources, CAO

TIME REQUIRED 5 minutes

**PERSONS
APPEARING
BEFORE THE
BOARD**

Dave Butters, Human Resources
Director; Bob Lawton, Acting CAO

SUBJECT Employment Agreement -- Shannon
Kendall, Clerk, Recorder, Registrar,
Clerk of the Board

AGENDA DESCRIPTION:

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

Proposed resolution approving a contract with Shannon Kendall as Clerk/Recorder/ Registrar and Clerk of the Board and prescribing the compensation, appointment and conditions of said employment.

RECOMMENDED ACTION:

Announce Fiscal Impact. Approve Resolution #R20-___, approving a contract with Shannon Kendall as Clerk, Recorder, Registrar, Clerk of the Board and prescribing the compensation, appointment and conditions of said employment. Authorize the Board Chair to execute said contract on behalf of the County.

FISCAL IMPACT:

The cost for this position for the remainder of FY 2019-2020 (May 12 to June 30th) is approximately \$25,682 of which \$15,573 is salary and \$10,109 is the cost of benefits and is included in the approved budget. The cost for this position for an entire fiscal year (2020-2021) is approximately \$191,307 of which \$116,004 is salary and \$75,303 is the cost of benefits.

CONTACT NAME: Dave Butters

PHONE/EMAIL: x5413 / dbutters@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download
<input type="checkbox"/> Staff Report
<input type="checkbox"/> Resolution - Employment Agreement
<input type="checkbox"/> Exhibit - Employment Agreement

History

Time	Who	Approval
5/7/2020 4:17 PM	County Administrative Office	Yes
5/7/2020 3:25 PM	County Counsel	Yes
5/7/2020 1:33 PM	Finance	Yes



County of Mono

County Administrative Office

Dave Butters
Human Resources Director

Robert Lawton
Acting County Administrative Officer

Jay Sloane
Risk Manager

To: Honorable Board of Supervisors

From: Dave Butters, Director of Human Resources

Date: May 12, 2020

Subject: Employment Agreement for Shannon Kendall as Clerk/Recorder/Registrar/Clerk of the Board.

Recommendation: Approve the Employment Agreement of Shannon Kendall as Clerk/Recorder/Registrar/Clerk of the Board for a term of three years from May 12, 2020 to May 11, 2023.

Background: Shannon Kendall has been employed by Mono County since August 6, 2001 and current serves as Clerk/Recorder/Registrar/Clerk of the Board.

Fiscal Impact: The cost for this position for the remainder of FY 2019-2020 (May 12 to June 30th) is approximately \$25,682 of which \$15,573 is salary and \$10,109 is the cost of the benefits and is included in the approved budget.

The cost for this position for an entire fiscal year (2020-2021) is approximately \$191,307 of which \$116,004 is salary and \$75,303 is the cost of the benefits.

For questions, please call Dave Butters at 760 932-5413 or email dbutters@mono.ca.gov



RESOLUTION NO. R20-

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS APPROVING AN
EMPLOYMENT AGREEMENT WITH SHANNON KENDALL
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 Employment Agreement of Shannon Kendall, 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 Shannon Kendall. The Chair of the Board of Supervisors shall execute said Agreement on behalf of the County.

PASSED AND ADOPTED this 12th day of May, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
Clerk of the Board

Stacy Corless, Chair
Board of Supervisors

APPROVED AS TO FORM:

COUNTY COUNSEL

EMPLOYMENT AGREEMENT OF SHANNON KENDALL

This Agreement is entered into this 12th day of May 2020, by and between Shannon Kendall and the County of Mono.

I. RECITALS

Ms. Kendall is currently employed as the Clerk/Recorder/Registrar/Clerk of the Board of Mono County. The County wishes to continue to employ Ms. Kendall as the Clerk/Recorder/Registrar/Clerk of the Board on a full-time basis on the terms and conditions set forth in this Agreement. Ms. Kendall wishes to accept continued employment with the County on said terms and conditions.

II. AGREEMENT

1. The term of this Agreement shall be May 12, 2020, until May 11, 2023, unless earlier terminated by either party in accordance with this Agreement. This Agreement shall automatically terminate in the event the County implements new agreements for its "at-will" employees and executes such new agreement as to Ms. Kendall. The County shall notify Ms. Kendall in writing no later than November 11, 2022, whether it intends to negotiate a renewal of this Agreement. In the event the County fails to provide such notice, Ms. Kendall 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. Kendall 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. Kendall as a result of the cured breach. If County does not cure the breach, then the Agreement shall automatically renew for another three years, commencing on the date of its expiration, on the same terms in effect at the time of renewal.
2. Ms. Kendall shall continue to be employed by Mono County as Clerk/Recorder/Registrar/Clerk of the Board, serving at the will and pleasure of the County Administrative Officer in accordance with the terms and conditions of this Agreement. Ms. Kendall accepts such employment. The County Administrative Officer shall be deemed the "appointing authority" for all purposes with respect to Ms. Kendall's employment.
3. Ms. Kendall's salary shall continue to be \$9,667 per month. The Board may unilaterally increase Ms. Kendall'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 contract will be reopened for discussion and potential re-negotiation with respect Ms. Kendall's salary. During such negotiations, the County shall consider and discuss the issue of increased compensation with Ms. Kendall in good faith, but the County's decision whether or not to grant such additional compensation shall be final and non-appealable.

4. Ms. Kendall 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. Kendall 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: The foregoing does not add to or take away from the merit leave that Ms. Kendall was already entitled to for the 2020 calendar year under her former employment agreement.)
5. To the extent deemed appropriate by the County Administrative Officer, the County shall pay the professional dues, subscriptions, and other educational expenses necessary for Ms. Kendall'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. Kendall 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 applicable to PERS members whose membership preceded the passage of the Public Employees' Pension Reform Act of 2013 (PEPRA) (currently 2.7% at 55), 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 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. Kendall 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. Kendall 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. Kendall'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.

8. Consistent with the "at will" nature of Ms. Kendall's employment, the County Administrative Officer may terminate Shannon Kendall'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. Kendall 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 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 Administrative Officer may, in his or her discretion, take during Ms. Kendall's employment.
9. On or before the effective date of any such termination without cause, Ms. Kendall 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 effective date) before this Agreement would have expired, Ms. Kendall 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. Kendall shall receive severance pay equal to six months' salary in the event that termination occurs after the County has notified Ms. Kendall 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.

10. Notwithstanding the foregoing, Ms. Kendall shall not be entitled to any severance pay in the event that the County Administrative Officer has grounds to discipline her on or about the time she gives her notice of termination. For purposes of this provision, grounds for discipline include but are not limited to those specified in the Mono County Personnel Rules, as the same may be amended from time to time. Ms. Kendall 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. Kendall 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. Kendall 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 Shannon Kendall. Consistent with Ms. Kendall's uninterrupted employment status, this Agreement shall have no effect on any sick leave or vacation time that Ms. Kendall 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. Kendall 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. Kendall'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. Kendall's sole remedy in response to any failure by the County to comply with this Agreement shall be traditional mandamus. Pursuant to Government Code sections 53243 Ms. Kendall shall reimburse the County for any paid leave pending an investigation, legal criminal defense, or cash settlement related to termination by the County if Ms. Kendall is convicted of a crime involving abuse of office or position.
14. Ms. Kendall acknowledges that this Agreement is executed voluntarily by her, without duress or undue influence on the part or on behalf of the County. Ms.

Kendall 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 is executed by the parties this 12th day of May, 2020.

EMPLOYEE

THE COUNTY OF MONO

Shannon Kendall

By: Stacy Corless, Chair
Board of Supervisors

APPROVED AS TO FORM:

COUNTY COUNSEL



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

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

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): Bob Lawton, Stacey Simon, Dave Butters, Janet Dutcher, and Anne Frievalt. 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). Unrepresented employees: All.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p>No Attachments Available</p>
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History

Time

Who

Approval



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

TIME REQUIRED

SUBJECT Closed Session - Public Employment

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code section 54957. Title: Acting County Administrative Officer.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time

Who

Approval



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

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

TIME REQUIRED

SUBJECT Closed Session - Existing Litigation

**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. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: United States et al. v. Walker River Irrigation Dist. et al., U.S. District Court of Nevada Case No. 3:73-CV-00127-MMD-WGC.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME: Jason Canger

PHONE/EMAIL: (760) 924-1712 / jcanger@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

<p>Click to download</p> <p>No Attachments Available</p>
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History

Time	Who	Approval
5/7/2020 4:17 PM	County Administrative Office	Yes
5/7/2020 3:26 PM	County Counsel	Yes
5/7/2020 1:25 PM	Finance	Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

TIME REQUIRED 15 minutes

SUBJECT County Special Events and the Effect
of Covid-19 Directives

**PERSONS
APPEARING
BEFORE THE
BOARD**

Tony Dublino, Director of Public
Works

AGENDA DESCRIPTION:

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

Receive presentation on upcoming Special Events within the County, and discuss options for the best approach for implementation, provided COVID-19 directives currently in place.

RECOMMENDED ACTION:

Consider options and provide direction to staff.

FISCAL IMPACT:

None.

CONTACT NAME: Tony Dublino

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

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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[Staff Report](#)

History

Time

Who

Approval



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: May 8, 2020
To: Honorable Chair and Members of the Board of Supervisors
From: Tony Dublino, Director of Public Works
Subject: Special Events within the County in light of COVID-19 directives

Recommended Action: Receive presentation on upcoming Special Events within the County, and discuss options for the best approach for implementation, provided COVID-19 directives currently in place.

Fiscal Impact: None.

Discussion: The Department of Public Works provides support to numerous special events over the course of a typical year.

This includes the booking and reservation of County facilities and parks, the implementation of road closures and the placement of barricades and other transportation signage, the implementation of trash/recycling services, the setup and breakdown of infrastructure, and the provision PA systems.

At this time, staff would normally be participating in the planning for these events. Due to current directives relating to the COVID-19 pandemic and the incompatibility of these events with those directives, staff is seeking direction from the Board on how to best proceed at this time.

Since mid-March, staff has been cancelling all reservations for County facilities, two weeks in advance. This has resulted in the cancellation of numerous events over the last two months, but they have been relatively small-scale events averaging less than 50 people.

With the large-scale events of the summer on the horizon, and the timing for the requisite planning and County support upon us, it seems prudent to initiate this discussion at this time.

Options:

- A. Continue Planning the Summer 2020 events, with the intent to comply with Governor's and Public Health Officer's directives in place at the time.**
- B. Consider specific guidance dealing with "Special Events" that would establish best practices and protocols for both indoor and outdoor events.**
- C. Agendize Board discussion for the cancellation of certain special events within the County.**

If you have any questions regarding this item, please contact Tony Dublino at tdublino@mono.ca.gov (760) 932-5459.

Respectfully submitted,



Tony Dublino / Director of Public Works



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE May 12, 2020

Departments: Board of Supervisors

TIME REQUIRED 15 Minutes

SUBJECT Scheduling of COVID-19 Board Items

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

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

Discussion of the scheduling of COVID-19 agenda items before the Board.

RECOMMENDED ACTION:

Consider and provide direction to staff regarding the scheduling of COVID-19 agenda items. Options include, but are not limited to: (1) reserving Tuesday's regular meetings for non-COVID-19 items and holding special meetings on another day of the week devoted solely to COVID-19; (2) scheduling COVID-19 items for Tuesday's regular agenda, and holding special meetings on another day of the week to hear some or all non-COVID-19 items; and (3) scheduling all items for Tuesday's regular meetings.

FISCAL IMPACT:

None.

CONTACT NAME: Stacey Simon

PHONE/EMAIL: 760-648-3270 / ssimon@mono.ca.gov

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

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No Attachments Available

History

Time

5/8/2020 5:07 PM

Who

County Administrative Office

Approval

Yes

5/8/2020 5:07 PM

County Counsel

Yes

5/8/2020 5:07 PM

Finance

Yes