



# AGENDA

## BOARD OF SUPERVISORS, COUNTY OF MONO STATE OF CALIFORNIA

Regular Meetings: First, Second, and Third Tuesday of each month. Location of meeting is specified below.  
Teleconference Only - No Physical Location

### Regular Meeting January 10, 2023

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#### TELECONFERENCE INFORMATION

This meeting will be held via teleconferencing with members of the Board attending from separate remote locations. As authorized by AB 361, dated September 16, 2021, a local agency may use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency and local officials have recommended or imposed measures to promote social distancing or the body cannot meet safely in person and the legislative body has made such findings.

Members of the public may participate via the Zoom Webinar, including listening to the meeting and providing public comment, by following the instructions below. If you are unable to join the Zoom Webinar of the Board meeting, you may still view the live stream of the meeting by visiting [http://monocounty.granicus.com/MediaPlayer.php?publish\\_id=e7d204c7-e668-44f4-be12-b19e6bd13e27](http://monocounty.granicus.com/MediaPlayer.php?publish_id=e7d204c7-e668-44f4-be12-b19e6bd13e27)

#### To join the meeting by computer:

Visit <https://monocounty.zoom.us/j/88273541047>

Or visit <https://www.zoom.us/>, click on "Join A Meeting" and enter the Zoom Webinar ID 882 7354 1047.

To provide public comment, press the "Raise Hand" button on your screen.

#### To join the meeting by telephone:

Dial (669) 900-6833, then enter Zoom Webinar ID 882 7354 1047.

To provide public comment, press \*9 to raise your hand and \*6 to mute/unmute.

**NOTE:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 932-5530 or [bos@mono.ca.gov](mailto:bos@mono.ca.gov). Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130).

Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517) and online at <http://monocounty.ca.gov/bos>. Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board and online.

**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**

Opportunity for the public to address the Board on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.) Please refer to the Teleconference Information section to determine how to make public comment for this meeting via Zoom.

**2. RECOGNITIONS**

**A. Mono County 2022 Community Spirit Award**

Departments: Board of Supervisors

15 minutes

(Supervisor Bob Gardner) - The Mono County Community Spirit Award celebrates the people in our county who took initiative to do something beneficial for their community. Supervisor Gardner, as outgoing 2022 Board Chair, requests that the Board of Supervisors recognize Paul McFarland with the third annual Mono County Community Spirit Award for his outstanding devotion and commitment to his community and to Mono County.

**Recommended Action:** Award Paul McFarland Mono County's 2022 Community Spirit Award.

**Fiscal Impact:** None noted.

**3. COUNTY ADMINISTRATIVE OFFICER**

CAO Report regarding Board Assignments

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

**4. DEPARTMENT/COMMISSION REPORTS**

Receive brief oral report on emerging issues and/or activities.

**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. Annual Resolution Delegating Investment Authority to the County Treasurer**

Departments: Finance

Resolution Delegating Investment Authority to the County Treasurer.

**Recommended Action:** Adopt Resolution R23-\_\_\_\_, Delegating Investment Authority to the County Treasurer.

**Fiscal Impact:** None noted.

**B. Mono County Statement of Investment Policy**

Departments: Finance

Annual approval of the Mono County Statement of Investment Policy pursuant to Section 27133 of the Government Code of the State of California.

**Recommended Action:** Approve the Mono County Statement of Investment Policy as presented or amended.

**Fiscal Impact:** None noted.

**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. COVID-19 (Coronavirus) Update**

Departments: Public Health

10 minutes

(Jen Burrows, Deputy Director of Covid Operations/Infection Preventionist) - Update on Countywide response and planning related to the COVID-19 pandemic.

**Recommended Action:** None, informational only.

**Fiscal Impact:** None noted.

**B. Community Corrections Partnership (CCP) Realignment Implementation Plan**

Departments: Probation

20 minutes

(Karin Humiston, Chief of Probation) - A resolution of the Mono County Board of Supervisors authorizing the Mono County Community Corrections Partnership (CCP) Executive Committee to submit the Realignment Implementation Plan Annual Report for 2022 to the Board of State and Community Corrections.

**Recommended Action:** Staff recommends that the Board; 1) Adopt proposed Resolution R23-\_\_\_\_, authorizing the Mono County Community Corrections

Partnership (CCP) Executive Committee to submit the Realignment Implementation Plan Annual Report for 2022 to the Board of State and Community Corrections; and 2) Provide any desired direction to staff.

**Fiscal Impact:** Eligibility for the Community Corrections Partnership (CCP) Implementation Grant Funding, which is anticipated to be \$100,000 to be received by the end of January 2023.

**C. FY2021/22 General Fund Fiscal Performance**

Departments: Finance

30 minutes

(Janet Dutcher, Director of Finance) - Presentation discussing analysis of trends, review of the County's General Fund (GF) fiscal performance for FY2021/22 and concluding with information about the status of GF carryover and reserve balances.

**Recommended Action:** None. Presentation and discussion only.

**Fiscal Impact:** None noted.

**D. Teleconference Rules for the Board of Supervisors and Other County Legislative Bodies**

Departments: County Counsel

15 minutes

(Stacey Simon, County Counsel) - Presentation by County Counsel regarding modified rules applicable to teleconference participation in meetings under the Brown Act by members of the Board of Supervisors and of other legislative bodies of the County, such as the Planning Commission, Tourism and Film Commission, Community Corrections Partnership, Behavioral Health Advisory Board, Regional Planning Advisory Committees, Treasury Oversight Committee, etc.

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

**Fiscal Impact:** None noted.

**8. CLOSED SESSION**

**A. Closed Session - Labor Negotiations**

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Bob Lawton, Stacey Simon, Janet Dutcher, Patty Francisco, and Oliver Yee. 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 Correctional Deputy Sheriffs' Association.  
Unrepresented employees: All.

**B. Closed Session - Existing Litigation**

Departments: County Counsel

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Paragraph (1) of subdivision (d) of Government Code section 54956.9. Name of case: County of Mono v. K.R. Property Development, et al. (Mono County Superior Court Case No. CV200081).

**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: Administrative Enforcement Action - Mono County v. Yzaguirre.

**D. Closed Session - Exposure to Litigation**

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: one.

**E. Closed Session - Public Employee Evaluation**

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

**9. 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**

# TENTATIVE ACTIVITIES FOR BOARD OF SUPERVISORS

Meeting Date	Item Description
January 17, 2023	Capital Improvement Plan Workshop
January 17, 2023	Strategic Plan Update
January 17, 2023	Pre-Housing Workshop Discussion
February 7, 2023	Mid-year Budget Report
February 7, 2023	Adoption of the Federal Legislative Platform
March 2023	Housing Workshop
May 9, 2023	Third-Quarter Report
June 20, 2023	Fiscal Year 2023-24 Budget Hearing and Adoption

Note: All dates and topics are subject to change.



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** January 10, 2023

**Departments: Board of Supervisors**

**TIME REQUIRED** 15 minutes

**PERSONS APPEARING BEFORE THE BOARD** Supervisor Bob Gardner

**SUBJECT** Mono County 2022 Community Spirit Award

**AGENDA DESCRIPTION:**

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

The Mono County Community Spirit Award celebrates the people in our county who took initiative to do something beneficial for their community. Supervisor Gardner, as outgoing 2022 Board Chair, requests that the Board of Supervisors recognize Paul McFarland with the third annual Mono County Community Spirit Award for his outstanding devotion and commitment to his community and to Mono County.

**RECOMMENDED ACTION:**

Award Paul McFarland Mono County's 2022 Community Spirit Award.

**FISCAL IMPACT:**

None noted.

**CONTACT NAME:** Scheereen Dedman

**PHONE/EMAIL:** 7609325538 / sdedman@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

[Click to download](#)  
No Attachments Available

**History**

Time	Who	Approval
1/5/2023 7:52 AM	County Counsel	Yes
12/28/2022 3:38 PM	Finance	Yes

1/5/2023 5:30 PM

County Administrative Office

Yes





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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** January 10, 2023

**Departments: Finance**

**TIME REQUIRED**

**SUBJECT** Annual Resolution Delegating  
Investment Authority to the County  
Treasurer

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

**AGENDA DESCRIPTION:**

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

Resolution Delegating Investment Authority to the County Treasurer.

**RECOMMENDED ACTION:**

Adopt Resolution R23-\_\_\_, Delegating Investment Authority to the County Treasurer.

**FISCAL IMPACT:**

None noted.

**CONTACT NAME:** Gerald Frank

**PHONE/EMAIL:** 7609325483 / gfrank@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

Click to download
<a href="#">Staff Report</a>
<a href="#">Resolution - Delegating Investment Authority</a>

**History**

Time	Who	Approval
1/3/2023 12:50 PM	County Counsel	Yes
12/21/2022 11:07 AM	Finance	Yes
1/5/2023 5:30 PM	County Administrative Office	Yes



# DEPARTMENT OF FINANCE

## COUNTY OF MONO

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Gerald A. Frank, CGIP  
Assistant Finance Director  
Treasurer-Tax Collector

Janet Dutcher, CPA, CGFM, MPA  
Finance Director

Kimberly Bunn  
Assistant Finance Director  
Auditor-Controller

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

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

**Date:** January 10, 2023  
**To:** Honorable Board of Supervisors  
**From:** Finance: Janet Dutcher, Gerald Frank

**Subject:**

Resolution Delegating Investment Authority to the County Treasurer

**Action Requested:**

1. Adopt resolution delegating investment authority to the County Treasurer.

**Discussion:**

This resolution renews the delegation of authority to the County Treasurer established in Ordinance 18-08.

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

Pursuant to Government Code §27000.1, “Subject to Section 53607, the board of supervisors may, by ordinance, delegate to the county treasurer the authority to invest or reinvest the funds of the county and the funds of other depositors in the county treasury, pursuant to Chapter 4 (commencing with Section 53600) of Part 1 of Division 2 of Title 5. The county treasurer shall thereafter assume full responsibility for those transactions until the board of supervisors either revokes its delegation of authority, by ordinance, or decides not to renew the annual delegation, as provided in Section 53607. Nothing in this section shall limit the county treasurer's authority pursuant to Section 53635 or 53684.

Pursuant to Government Code §26980, Mono County has created the office of Director of Finance, which is consolidated with the office of County Treasurer (see Mono County Code Chapter 2.14). Accordingly, such delegation would in effect be to the Director of Finance, as County Treasurer.

**Fiscal Impact:**

None



R23-\_\_

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS  
DELEGATING INVESTMENT AUTHORITY TO THE COUNTY TREASURER**

**WHEREAS**, Government Code §§ 53607 and 27000.1 authorize the Board of Supervisors to delegate to the County Treasurer the authority to invest or reinvest the funds of the County and the funds of other depositors in the county treasury (hereinafter “investment powers”), and provide that this delegation be carried out by ordinance and subject to annual renewal by the Board; and

**WHEREAS**, pursuant to Government Code § 26980, Mono County has created the office of Director of Finance, which office is consolidated with the office of County Treasurer (see Mono County Code 2.14) and accordingly, delegation of investment powers to the County Treasurer is a delegation of those powers to the Director of Finance, as County Treasurer; and

**WHEREAS**, pursuant to Government Code § 24100 et seq., any deputy of the Finance Director has all the power and duties of the Finance Director and any deputized Assistant Finance Director would have investment powers if such powers were delegated by the Finance Director; and

**WHEREAS**, pursuant to 79 Ops. Cal. Atty. Gen. 88, once delegated, such authority includes the ability of the County Treasurer to contract with an investment manager further delegating discretionary authority to invest funds on deposit with the Treasurer; and

**WHEREAS**, on June 5, 2018, the Mono County Board of Supervisors adopted Ordinance No. ORD18-08, delegating investment authority to the County Treasurer and authorizing the annual renewals of the delegation of investment authority to the County Treasurer to be accomplished by resolution; and

**WHEREAS**, the Board now desires to renew its delegation of investment authority to the County Treasurer pursuant to Government Code §§ 53607 and 27000.1 for the entirety of 2023.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES that:**

**SECTION ONE:** Pursuant to Government Code §§ 53607 and 27000.1, the authority to invest or reinvest funds of the County and the funds of other depositors in the county treasury, is hereby delegated to the County Treasurer, who is the County Finance Director, for the entirety of 2023.

1 **PASSED, APPROVED and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023, by the  
2 following vote, to wit:

- 3 **AYES:**  
4 **NOES:**  
5 **ABSENT:**  
6 **ABSTAIN:**

7  
8  
9  
10 \_\_\_\_\_  
Rhonda Duggan, Chair  
Mono County Board of Supervisors

11  
12 **ATTEST:**

**APPROVED AS TO FORM:**

13  
14 \_\_\_\_\_  
Clerk of the Board

15  
16 \_\_\_\_\_  
County Counsel



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** January 10, 2023

**Departments: Finance**

**TIME REQUIRED**

**SUBJECT** Mono County Statement of Investment Policy

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

**AGENDA DESCRIPTION:**

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

Annual approval of the Mono County Statement of Investment Policy pursuant to Section 27133 of the Government Code of the State of California.

**RECOMMENDED ACTION:**

Approve the Mono County Statement of Investment Policy as presented or amended.

**FISCAL IMPACT:**

None noted.

**CONTACT NAME:** Gerald Frank

**PHONE/EMAIL:** 7609325483 / gfrank@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

Click to download
<input type="checkbox"/> <a href="#">Staff Report</a>
<input type="checkbox"/> <a href="#">Mono County Statement of Investment Policy</a>

**History**

Time	Who	Approval
1/4/2023 9:11 AM	County Counsel	Yes
12/21/2022 11:10 AM	Finance	Yes

1/5/2023 5:30 PM

County Administrative Office

Yes



# DEPARTMENT OF FINANCE

## COUNTY OF MONO

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Gerald A. Frank, CGIP  
Assistant Finance Director  
Treasurer-Tax Collector

Janet Dutcher, CPA, CGFM, MPA  
Finance Director

Kimberly Bunn  
Assistant Finance Director  
Auditor-Controller

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Bridgeport, California 93517  
(760) 932-5490  
Fax (760) 932-5491

**Date:** January 10, 2023  
**To:** Honorable Board of Supervisors  
**From:** Finance: Janet Dutcher, Gerald Frank

**Subject:**

Mono County Statement of Investment Policy

**Actions Requested:**

1. Approve the Mono County Statement of Investment Policy as presented or amended.

**Background:**

**Statement of Investment Policy**

The existing Statement of Investment Policy is compiled by using reference materials from the prior investment policy, the Government Finance Officers Association Best Practices and sample policy, and portions of various Counties' policies. The California Debt and Investment Advisory Commission's publication "Local Agency Investment Guidelines," which can be found at <http://www.treasurer.ca.gov/cdiac/lai/g/guideline.pdf>, was also referenced.

Government Code section 27133 states, "In any county that establishes a county treasury oversight committee pursuant to this article, the county treasurer shall annually prepare an investment policy that will be reviewed and monitored by the county treasury oversight committee."

The attached Statement of Investment Policy as presented is the existing policy with two minor changes. The Treasury Oversight Committee reviewed and approved the changes for submittal to the Board of Supervisors. The content change to the attached Investment Policy Document (Red indicates removed and Blue indicates replaced) includes:

- Page 7, Section X. Reporting 1. - The Finance Director shall provide quarterly investment reports to the Board of Supervisors ~~and the Treasury Oversight Committee~~ within ~~30~~ days following the end of the quarter covered by the report. The new verbiage is as follows:

The Finance Director shall provide quarterly investment reports to the Board of Supervisors within 45 days following the end of the quarter covered by the report.

Fiscal Impact:

None

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# MONO COUNTY STATEMENT OF INVESTMENT POLICY

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January 10, 2023

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## COUNTY OF MONO INVESTMENT POLICY

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### I. Introduction

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

### II. Governing Authority

The investment program shall be operated in conformance with Government Code §53601, et seq. which provides legal authorization for the investment and deposit of funds of specified local agencies and which is made applicable to counties by Government Code §53635.2.

### III. Scope

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

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

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

### IV. General Objectives

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

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

### V. Standards of Care

1. **Prudence** – The standard to be used by the Director of Finance/Investment Officer shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. The Finance Director acting in accordance with written procedures and this

investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The "prudent person" standard states that,

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

2. **Ethics and Conflicts of Interest** – Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the County.
3. **Delegation of Authority and Responsibilities Governing Body** – The Board of Supervisors (Board) will retain ultimate fiduciary responsibility for the portfolio. The Board will receive monthly and quarterly reports, designate investment officers and annually review the investment policy making any necessary changes by adoption.

**Delegation of Authority** – Pursuant to Government Code §53607, authority to invest or reinvest, or to sell or exchange securities so purchased, may be delegated for a one-year period; thereafter, the County Finance Director shall assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

Responsibility for the operation of the investment program shall be delegated by ordinance pursuant to Government Code §27000.1 to the Finance Director until the Board of Supervisors revokes its delegation of authority, by ordinance, or decides not to renew the annual delegation. The Finance Director shall act in accordance with established, written procedures and internal controls for the operation of the investment program consistent with this Investment Policy.

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

**Treasury Oversight Committee** – A County Treasury Oversight Committee has been established in accordance with §27130 et seq. of the Government Code to promote public interest by involving depositors in the management of their funds. The Treasury Oversight Committee shall:

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

- D. Meet on other matters as necessary.

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

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

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

## **VI. Authorized Financial Institutions, Depositories and Broker/Dealers**

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

## **VII. Safekeeping and Custody**

1. **Delivery vs. Payment** – All trades, where applicable, will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
2. **Safekeeping** – Pursuant to Government Code §53608, the Board delegates to the Finance Director its authority to deposit securities for safekeeping. Securities will be held by a third-party custodian meeting the requirements of Government Code §53608 or other applicable law and selected by the Finance Director. The safekeeping institution shall annually provide a

copy of their most recent report on internal controls (Statement of Auditing Standards No. 70)

**3. Internal Controls** – The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of the control should not exceed the benefits likely to be derived and that the valuation of costs and benefits requires estimates and judgments by management. The internal controls shall address the following points at a minimum:

- A. Control of collusion,
- B. Separation of transaction authority from accounting and recordkeeping,
- C. Custodial safekeeping,
- D. Avoidance of physical delivery securities,
- E. Clear delegation of authority to subordinate staff members,
- F. Written confirmation of transactions for investments and wire transfers,
- G. Dual authorization of wire transfers,
- H. Development of a wire transfer agreement with the lead bank and third-party custodian,
- I. Staff training, and
- J. Review, maintenance and monitoring of security procedures both manual and automated.

## **VIII. Authorized Investments**

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

- A. **United States Treasury notes, bonds bills, or certificates of indebtedness**, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. [Gov't Code §53601(b).]

*There is no limitation as to the percentage of the portfolio that can be invested in this category.*

- B. **Federal Agency or United States Government-Sponsored Enterprise Obligations, Participations, or other Instruments**, including those issued by or fully guaranteed as to principal and interest by Federal agencies or United States government-sponsored enterprises §53601(f) such as Fannie Mae and Freddie Mac.

*There is no limitation as to the percentage of the portfolio that can be invested in this category.*

- C. **State of California Notes & Bonds** registered state warrants or treasury notes of California including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. [Gov't Code §53601(c).]

*There is no limitation as to the percentage of the portfolio that can be invested in this category.*

- D. **Notes and Bonds of Other 49 States** registered treasury notes or bonds of any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of that state. [Gov't Code §53601(d).]

*There is no limitation as to the percentage of the portfolio that can be invested in this category.*

- E. **Negotiable Certificates of Deposit (NCDs)** issued by a nationally or state chartered bank, a state or federal savings and loan association, a State or federal credit union or by a state-licensed branch of a foreign bank. [Gov't Code §53601(i).]

*No more than 30% of the portfolio may be invested in NCDs*

- F. **Banker's acceptances**, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. [Gov't Code §53601(g).]

*May not exceed 180 days to maturity or be more than 40% of the market value of the portfolio and no more than 30% of the County's moneys may be invested in banker's acceptances in the same bank.*

- G. **Commercial paper** of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO) such as Standard & Poor's or Moody's. [Gov't Code §53601(h) & §53635(a).]

*Must have a maximum maturity of 270 days or less, no more than 40% of the portfolio may be invested in eligible commercial paper and no more than 10% may be invested in any one issuer's commercial paper.*

- H. **Medium-term notes** include corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States and rated "A" or better by an NRSRO. [Gov't Code §53601(k).]

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

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

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

- J. **Money market mutual funds** – shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment company Act of 1940 (15 U.S.C. §80a-1 et sec. [Gov't Code §53601(l).]

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

- K. **Local Agency Investment Fund** – established by the State Treasurer for the benefit of local agencies. [Gov't Code §16429.1.]

*No more than \$75 million may be invested in LAIF (LAIF rules)*

- L. **California Asset Management Program (CAMP)**. Shares in a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code of

the State of California which invests exclusively in investments permitted by §53601 of the Government Code as it may be amended. [Gov't Code §53601(p).]

***No more than 20% of the portfolio may be invested in the California Asset Management Program***

M. **Commercial or Savings Bank, Savings and Loan or Credit Union** may be used to invest surplus funds up to 30% of the portfolio pursuant to §§53601.8 and 53635.8 of the Government Code.

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

N. **Bonds, notes, warrants or other evidences of indebtedness** of a local agency within the State of California, including local agencies formed within Mono County. [Gov't Code §53601(e).]

***May not exceed 5 years to maturity. All investments with local agencies formed within Mono County must be pre-approved by the Board of Supervisors.***

O. **Supranationals** – United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States and rated AA or better by an NRSRO. [Gov't Code §53601(q).]

***No more than 30% may be invested in supranationals***

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

## IX. Investment Parameters

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

**Diversification** – The investments will be diversified by

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

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

**2. *Mitigating Market Risk in the portfolio*** – Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The County recognizes that, over time, longer-term/core portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The County shall mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. The County further recognizes that certain types of securities, including variable rate securities, securities with principal pay downs prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The County, therefore, adopts the following strategies to control and mitigate market risk:

- i. The County shall maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements,
- ii. The maximum percentage of callable Agency Bonds or Certificate of Deposits in the portfolio shall be 30%,
- iii. The maximum stated final maturity of individual securities in the portfolio shall be five years, except as otherwise stated in this policy,
- iv. Liquidity funds will be held in LAIF, CAMP or money market instruments maturing one year and shorter,
- v. Longer term/Core funds will be defined as the funds in excess of liquidity requirements. The investments in this portion of the portfolio will have maturities between 1 day and 5 years and will be only invested in higher quality and liquid securities.
- vi. It is recommended that the Weighted Average Maturity of the portfolio not exceed 24 months (730 Days) or such shorter dollar-weighted average maturity as may be required by State law. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that the appropriate Weighted Average Maturity is maintained.

## **X. Reporting**

1. The Finance Director shall provide quarterly investment reports to the Board of Supervisors within 45 days following the end of the quarter covered by the report. These reports shall include the following investment information as required by Government Code §53646(b):
  - A. The type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and moneys held in the County Treasury,
  - B. Market value as of the date of the report and the source of this valuation,
  - C. The weighted average maturity of the investments within the Treasury,
  - D. Distribution by type of investment,
  - E. A description of all the County's funds and investments that are under the management of contracted parties,
  - F. A statement of compliance of the portfolio to this Statement of Investment Policy or manner in which the portfolio is not in compliance, and



- G. A statement denoting the ability of the County to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.
2. The Treasury Oversight committee shall cause an annual audit to be conducted to determine the county treasury's compliance with Chapter 5, Article 6 (§27130-§27137) of the Government Code and this Statement of Investment Policy.

#### **XI. Investment Pool Costs and Earnings Distribution**

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

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

#### **XII. Investing of Bond Proceeds**

The County Treasurer shall invest bond proceeds using the standards of this Investment Policy. The bond proceeds will be invested in securities permitted by the bond documents. If the bond documents are silent, the bond proceeds will be invested in securities permitted by this Policy.

#### **XIII. Withdrawal Requests**

##### **1. Regular Operation**

The County Finance Director seeks to honor all written withdrawal requests for regular operating purposes that are approved by the County Auditor- Controller's Office in a timely fashion. However, the County Finance Director recognizes that occasionally the Pool Participants may request large amounts in withdrawals to cover unexpected operational needs. To accommodate such withdrawals and allow for adequate time for adjustments to the liquidity position of the Pool, the County Finance Director expects all Pool Participants to submit their written requests within the following timeframes:

- A. Withdrawals up to \$2 million – 3 business days in advance of disbursement
- B. Withdrawals above \$2 million – 5 business days in advance of disbursement and in no case can more than \$5 million dollars be withdrawn in a single business day

Extraordinary withdrawal requests are considered withdrawals outside the normal cash-flow patterns of a Pool Participant. For any withdrawal considered extraordinary, the Finance Director shall evaluate the effect of the proposed withdrawal on the stability and predictability of the investments in the County treasury. In the event that the Finance Director must liquidate investments in order to honor the withdrawal request, the Pool Participant who requests the withdrawal shall be subject to all expenses associated with the liquidation,

including, but not limited to loss of principal and interest income, withdrawal penalties, and associated fees.

## **2. Investing or Depositing Funds Outside the Pool**

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

## **XIV. Terms and Conditions for Outside Investors**

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

## **XV. Policy Review**

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

### SUMMARY OF INVESTMENT LIMITATIONS

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

<sup>1</sup> Based on total of surplus funds at the time the investment decision is made.

<sup>2</sup> At the time of purchase.

## GLOSSARY

**Accreted Discount** – The increase in the value of a discounted instrument as time passes and it approaches maturity. The value of the instrument will accrete (grow) at the interest rate implied by the discounted issuance price, the value at maturity and the term to maturity.

**Accrued Interest** – Interest that has accumulated but has not yet been paid from the most recent interest payment date or issue date to a certain date.

**Amortization** – The reduction of debt through regular payment of principal scheduled to complete repayment by maturity. Usually the payment of interest is incorporated to compensate the lender over the life of the debt.

**Bankers' Acceptance** – A time bill of exchange drawn on and accepted by a commercial bank to finance the exchange of goods. When a bank “accepts” such a bill, the time draft becomes, in effect, a predated, certified check payable to the bearer at some future specified date. Little risk is involved for the investor because the commercial bank assumes primary liability once the draft is accepted.

**Basis point** – One basis point is equal to 1/100 of 1%. For example, if interest rates increase from 4.25% to 4.5%, the difference is referred to as a 25-basis-point increase.

**Book Value** – The value of a security as carried in the records of an investor. Generally, this is the initial outlay for the investment and may be net or gross of expenses such as trading costs, services charges, etc.

**Bond** – A debt investment in which an investor loans money to an entity (corporate or governmental) that borrows the funds for a defined period of time at a fixed interest rate. Bonds are used by companies, municipalities, states and U.S. and foreign governments to finance a variety of projects and activities.

**Broker/Dealer** – Any person engaged in the business of effecting transactions in securities in this state for the account of others or for his/her own account. Broker/Dealer also includes a person engaged in the regular business of issuing or guaranteeing options with regard to securities not of his/her own issue.

**Commercial Paper** – Short-term, unsecured promissory note issued in either registered or bearer form and usually backed by a line of credit with a bank. Maturities do not exceed 270 days and generally average 30 – 45 days.

**Coupon Rate** – The interest rate stated on a bond when it is issued. The coupon is typically paid semi-annually.

**Current Yield** – The annual income (interest or dividends) divided by the current price of the security. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

**CUSIP Numbers** – An acronym for Committee on Uniform Security Identification Procedures, CUSIP numbers are identification numbers assigned to each maturity of a security issue and usually printed on the face of each individual security in the issue. The CUSIP numbers are intended to facilitate identification and clearance of securities.

**Debt Instrument** – An instrument or promissory note which evidences and documents the terms of the loaning of funds from one party to another. Typically, the instrument contains the loan date, the maturity date, the repayment provisions, and the interest rate of the borrowing.

**Default** – The failure to pay debt obligations as agreed in the terms of the debt

**Discount** – The condition of the price of a bond that is lower than par. The discount equals the difference between the price paid for a security and the security's par value.

**Earnings Apportionment** – The quarterly interest distribution to the Pool participants.

**Fair Value** – The amount at which an investment could be exchanged in a current transaction between willing parties, other than a forced or liquidation sale.

**Fannie Mae (FNMA, Federal National Mortgage Association)** – A government-sponsored enterprise (GSE) that was created in 1938 to expand the flow of mortgage money by creating a secondary mortgage market. Fannie Mae is a publicly traded company which operates under a congressional charter that directs Fannie Mae to channel its efforts into increasing the availability and affordability of homeownership for low-, moderate-, and middle-income Americans.

**Federal Government Agency** – Debt issued by government sponsored entities (GSE) to facilitate various types of lending. For example, the Federal Farm Credit Bank provides funds to farmers and FNMA provides funds to the real estate mortgage markets.

**Freddie Mac (FHLMC, Federal Home Loan Mortgage Corp.)** – A stockholder owned government sponsored enterprise (GSE) chartered by Congress in 1970 to keep money flowing to mortgage lenders in support of homeownership and rental housing for middle-income Americans. The FHLMC purchases, guarantees and securitizes mortgages to form mortgage-backed securities. The mortgage-backed securities that it issues tend to be very liquid and carry a credit rating close to that of U.S. Treasuries.

**Government-Sponsored Enterprise (GSE)** – Privately held corporations with public purposes created by the U.S. Congress to reduce the cost of capital for the certain borrowing sectors of the economy. Members of these sectors include students, farmers and homeowners.

**Local Agency Investment Fund (LAIF)** – The State of California investment pool in which money of local agencies is pooled as a method for managing and investing local funds.

**Market Value** – The price at which a security is trading and could presumably be purchased or sold.

**Maturity** – The date upon which the principal of a security becomes due and payable to the holder.

**Money Market Mutual Fund** – A mutual fund with investments directed in short-term money market instruments only, which can be withdrawn daily without penalty

**Par Value** – The face value of a bond. Par value is important for a bond or fixed-income instrument because it determines its maturity value as well as the dollar value of coupon payments.

**Premium** – The condition of the price of a bond that is higher than par. The premium equals the difference between the price paid for a security and the security's par value.

**Principal** – The face amount of a security not taking into account discounts or premiums. The amount borrowed or the amount still owed on a loan, separate from interest.

**Repurchase Agreement (Repo)** – A form of short-term borrowing for dealers in government securities. The dealer sells the government securities to investors, usually on an overnight basis, and buys them back the following day. For the party selling the security (and agreeing to repurchase it in the future) it is a repo; for the party on the other end of the transaction, (buying the security and agreeing to sell in the future) it is a reverse repurchase agreement.

**Reverse Repurchase Agreement** – The purchase of securities with the agreement to sell them at a higher price at a specific future date.

**Registered Warrants** – A “promise to pay” with interest, that is issued by the State of California when there is not enough cash to meet all of the State's payment obligations.

**Settlement Date** – The date on which the purchase or sale of securities is executed. For example, in a purchase transaction, the day the securities are physically delivered or wired to the buyer in exchange for cash is the settlement date.

**Supranational Bonds** – These bonds are issued when two or more central governments issue foreign bonds to promote economic development for the member countries. These include bonds issued by the International Bank for Reconstruction and Development, or World Bank, and the International American Development Bank.

**Trade Date** – The date and time corresponding to an investor's commitment to buy or sell a security.

**U.S. Treasury Obligation** – Direct obligations of the United States Treasury whose payment is guaranteed by the United States of America.

**Weighted Average Maturity (WAM)** - The weighted average of the time until all securities in a portfolio mature.

## TEMPORARY CONSTRAINTS AND RESTRICTIONS ON INVESTMENTS

1. County of Mono restricts the purchase of any retail products issued by Wells Fargo and Deutsche Bank from January 1, 2021 until December 31, 2025.



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** January 10, 2023

**Departments: Public Health**

**TIME REQUIRED** 10 minutes

**SUBJECT** COVID-19 (Coronavirus) Update

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

Jen Burrows, Deputy Director of Covid  
Operations/Infection Preventionist

**AGENDA DESCRIPTION:**

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

Update on Countywide response and planning related to the COVID-19 pandemic.

**RECOMMENDED ACTION:**

None, informational only.

**FISCAL IMPACT:**

None noted.

**CONTACT NAME:** Kathy Peterson

**PHONE/EMAIL:** /

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

<p><a href="#">Click to download</a></p> <p>No Attachments Available</p>
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**History**

Time	Who	Approval
1/3/2023 12:50 PM	County Counsel	Yes
12/28/2022 3:39 PM	Finance	Yes
1/5/2023 5:31 PM	County Administrative Office	Yes





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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** January 10, 2023

**Departments: Probation**

**TIME REQUIRED** 20 minutes

**PERSONS APPEARING BEFORE THE BOARD** Karin Humiston, Chief of Probation

**SUBJECT** Community Corrections Partnership (CCP) Realignment Implementation Plan

**AGENDA DESCRIPTION:**

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

A resolution of the Mono County Board of Supervisors authorizing the Mono County Community Corrections Partnership (CCP) Executive Committee to submit the Realignment Implementation Plan Annual Report for 2022 to the Board of State and Community Corrections.

**RECOMMENDED ACTION:**

Staff recommends that the Board; 1) Adopt proposed Resolution R23-\_\_\_, authorizing the Mono County Community Corrections Partnership (CCP) Executive Committee to submit the Realignment Implementation Plan Annual Report for 2022 to the Board of State and Community Corrections; and 2) Provide any desired direction to staff.

**FISCAL IMPACT:**

Eligibility for the Community Corrections Partnership (CCP) Implementation Grant Funding, which is anticipated to be \$100,000 to be received by the end of January 2023.

**CONTACT NAME:** Karin Humiston

**PHONE/EMAIL:** 7609325572 / khumiston@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

Click to download
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<a href="#">Resolution</a>
<a href="#">Realignment Report</a>

History

<b>Time</b>	<b>Who</b>	<b>Approval</b>
1/5/2023 10:11 AM	County Counsel	Yes
12/29/2022 9:53 AM	Finance	Yes
1/5/2023 5:30 PM	County Administrative Office	Yes



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MAMMOTH OFFICE (760) 924-1730•FAX (760) 924-1731

[probation@mono.ca.gov](mailto:probation@mono.ca.gov)

Mark Magit  
Presiding Judge  
Superior Court

Dr. Karin Humiston  
Chief Probation Officer

Date: January 10, 2023  
To: Honorable Board of Supervisors  
From: Karin Humiston, Chief of Probation

**SUBJECT:** Mono County Community Corrections Partnership Realignment Report and Implementation Plan, Annual Report 2022.

**RECOMMENDATION:**

Approve the Mono County Community Corrections Partnership Realignment Report and Implementation Plan Annual Report for 2022 for submission to the Board of State and Community Corrections.

**DISCUSSION:**

Senate Bill 74 Budget Act of 2020 contains a new requirement for counties to submit an updated Community Corrections Partnership Plan to the Board of State and Community Corrections by December 15, 2022, along with the Community Corrections Partnership Survey to be eligible to receive funding. The updated plan must be accepted by the county Board of Supervisors pursuant to Section 1230.1 of the Penal Code. The Realignment Report and Implementation Plan was presented to the Board of Supervisors at their regular meeting January 10, 2023. This resolution will evidence the acceptance of the plan by the Board.

**FISCAL IMPACT:**

Eligibility for the CCP Implementation Grant funding.



R23-\_\_

**A RESOLUTION OF THE MONO COUNTY BOARD OF SUPERVISORS  
AUTHORIZING THE MONO COUNTY COMMUNITY CORRECTIONS  
PARTNERSHIP EXECUTIVE COMMITTEE'S SUBMISSION OF THE  
REALIGNMENT IMPLEMENTATION PLAN ANNUAL REPORT FOR 2022**

**WHEREAS**, the County of Mono maintains a Community Corrections Partnership pursuant to Penal Code 1230(2); and

**WHEREAS**, pursuant to Penal Code 1230.1(b), the Mono County Community Corrections Partnership Executive Committee voted to approve the Realignment Report and the Implementation Plan Annual Report for 2022 on November 17, 2022; and

**WHEREAS**, the Community Corrections Partnership presented the Realignment Report and the Implementation Plan Annual Report for 2022 on January 10, 2023 to the Board of Supervisors; and

**WHEREAS**, Senate Bill 74 Budget Act of 2020, Chapter 6 Corrections and Rehabilitation 5227-105-0001 For local assistance, Board of State and Community Corrections provisions state that *Counties are eligible to receive funding if they submit an updated Community Corrections Partnership plan and a report to the Board of State and Community Corrections by December 15, 2021, that provides information about the actual implementation of the 2020-21 Community Corrections Partnership plan accepted by the County Board of Supervisors pursuant to Section 1230.1 of the Penal Code. The report shall include, but not be limited to, progress in achieving outcome measures as identified in the plan or otherwise available. Additionally, the report shall include plans for the 2021-22 allocation of funds, including future outcome measures, programs and services, and funding priorities as identified in the plan accepted by the county Board of Supervisors.*

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Mono approves the Mono County Community Corrections Partnership Realignment Report

1 and Plan Annual Report for 2022 for submission to the Board of State and Community  
2 Corrections.

3  
4 **PASSED, APPROVED and ADOPTED** this 10th day of January 2023, by the following  
5 vote, to wit:

6 **AYES:**

7 **NOES:**

8 **ABSENT:**

9 **ABSTAIN:**  
10

11  
12 \_\_\_\_\_  
13 Rhonda Duggan, Chair  
14 Mono County Board of Supervisors

15 **ATTEST:**

**APPROVED AS TO FORM:**

16  
17 \_\_\_\_\_  
18 Clerk of the Board

19 \_\_\_\_\_  
20 County Counsel





MONO COUNTY

# Public Safety **Realignment**

Implementation Plan Update, Fiscal Year 2022-2023





# ADDENDUM

# Implementation Plan Update

## STRATEGIES FOR FISCAL YEAR 2022-2023

This Community Public Safety Realignment Plan update is submitted by the Mono County Community Corrections Partnership (CCP) Executive Committee, pursuant to AB 74, the California Budget Act of 2020.

Over the past eleven years, California Counties have been tasked with creating a system within their organizations that would address the needs of the population targeted by the Public Safety Realignment Act of 2011. Mono County has worked diligently with community and justice partners to provide services and create resources for system involved individuals. Through innovation and with the courage to navigate uncharted territories, Mono County proudly outlined eleven objectives to meet this goal.

These goals have created a plethora of opportunities for system involved individuals to thrive in the community and reduce their chances of recidivism. Mono County Probation and the CCP Executive Committee continue their dedication to prioritize using evidence-based practices and programs to ensure the clients' needs are met. This report will delineate the progress of the objectives and provide an overview of the plan to continue to achieve the remaining objectives.

### GOALS AND OBJECTIVES

The Goals and Objectives targeted by Mono County for the 2020-2025 Five Year Plan were as follows:

1. Establish a multidisciplinary reentry team to create an individualized plan for each individual before, during and after incarceration.
2. Create a collaborative reentry plan with services.
3. Create a transportation plan to assist individuals in getting to programs and services.
4. Establish transitional housing sites and programs.
5. Form a Community Advisory Board.
6. Determine services needing data tracking.
7. To identify variables to be measured for reporting and tracking.
8. Determine placement efficacy by tracking individual outcomes.
9. Design a qualitative and quantitative survey of probationer's and participant's experiences to measure subjective and objective satisfaction and efficacy.
10. Determine reentry population profile.
11. Establish an ongoing data committee.

### UPDATE ON GOALS AND OBJECTIVES

In year two of the five-year plan, Mono County Justice Partners have collaborated to meet the objectives listed above. Despite the challenges posed by the world pandemic of COVID-19 and the difficulty in maintaining a stable workforce, the CCP has been able to make some progress.

The following are the updates for the goals, objectives, and

outcomes for fiscal year 2022-2023. For prior updates, please refer to the Implementation Plan Update of 2021-2022.

#### 1. Create a multidisciplinary reentry team for the purpose of preparing a case plan before and during reentry.

In the first year of the five-year plan the Mono County Probation Department completed most of the strategies outlined. In year two, Mono County Probation Department added a new staff member to the reentry team. The Behavioral Health Services Coordinator is a position that supports the reentry team in coordinating behavioral health services with the jail, Community Services Solutions, Mono County Behavioral Health, and North American Mental Health Services and the clients. In addition, Probation's Behavioral Health Coordinator assists clients in connecting them with residential treatment programs and outpatient treatment options.

#### 2. Create a collaborative reentry plan with services.

Some of the reentry services were met during the last implementation plan update. This year, three Mono County Probation officers were trained in a batterer's intervention program pursuant to Section 1203.098 of the California Penal Code, so they can provide this mandatory class to clients throughout the County in both English and Spanish languages. The certified North County Officer provides batterer's intervention classes in the jail. Online parenting classes are being offered at the jail for those individuals who must meet the child endangerment requirements pursuant to Section 273(a)(3)(A) of the California Penal Code. Mono County Office of Education continues to provide adult education in the jail and now offers classes to individuals outside of the jail in the Probation offices. The Social Services Department is currently working on creating an employment services program that will begin with engagement at the jail and will follow the individual when they are released from custody to ensure that employment services can connect the individual to a job in the community. Mono County Probation provides clothing, shoes, and food to those in need when released from jail.

In 2021, the State mandated the Courts to provide a pretrial program to reduce the number of individuals in custody pending sentencing. Mono County Probation has collaborated with the Court and the Mono County Jail to efficiently investigate the cases in which an individual may qualify for Own Recognizance release (OR). Although, pretrial was not one of the objectives of the original 5-year Public Safety Realignment Plan, it is imperative to mention that the services rendered by the pretrial program are impacting the CCP justice partners. This caseload has increased in numbers substantially which is a predictor that in the future, pretrial will continue to demand further engagement from the CCP justice partners.

#### 3. Establish a plan for transportation of participants.

Currently, Mono County Probation offers Eastern Sierra Transit Authority (ESTA) bus tokens to individuals who need assistance

**Objectives: Strategies, Outcomes and Progress**

OBJECTIVES	STRATEGIES	OUTCOMES	PROGRESS
<p><b>1</b></p> <p><b>Create a Multidisciplinary Reentry Team for the purpose of preparing a case plan before and during reentry</b></p>	<ul style="list-style-type: none"> <li>Identify Members: CSS, BH, SS, Probation - Officer Leianna Daley as Reentry Coordinator.</li> <li>Establish frequency of meetings: pre-trial, while participant is being established, prior to re-entry, in case of flash-incarceration.</li> <li>Identify each member's area of responsibility.</li> <li>Share information across organizations.</li> </ul>	<ul style="list-style-type: none"> <li>Team members and agencies identified.</li> <li>Probation Officer Reentry Coordinator will be the dedicated contact person to assist probationers and inmates in completing probation terms and conditions. Team will ensure that case plan leads probationers to successfully complete probation requirements or supervision.</li> <li>Frequency and focus of meetings established.</li> <li>Team members areas of responsibility identified.</li> <li>Software identified for sharing of information while maintaining security of information.</li> </ul>	<ul style="list-style-type: none"> <li>Behavioral Health, Community Services Solutions, Department of Social Services, Mono County Office of Education, and Jail staff are currently participating as the reentry team. Mono County Probation has also added a Behavioral Health Services Coordinator to the reentry team.</li> <li>The Reentry Officer, and the Behavioral Health Services Coordinator, have coordinated weekly reentry meetings and have established a system where all inmates and probationers in need of reentry services are being discussed and addressed. The Behavioral Health Services coordinator supports the reentry team in coordinating services with the jail, Community Services Solutions, Mono County Behavioral Health, NAMHS, and clients. In addition this position also assists clients in placements for residential and outpatient treatment programs.</li> <li>The Reentry Team meets every week for 1 hour.</li> <li>The Reentry and Behavioral Health Coordinator create agendas, set meeting invites via Microsoft Teams, check in with each team member for completed tasks, provide updates to each member, and keep records of cases and updates.</li> <li>A Sharepoint site is currently used to share information with the team about reentry clients. In addition, Mono County Probation is in the process of migrating to a new case management system. This allows protected and secure entry and storage of information by the Reentry Coordinator.</li> </ul>
<p><b>2</b></p> <p><b>Create Collaborative Reentry Plan</b></p>	<ul style="list-style-type: none"> <li>Determine level of assistance needed by participant to meet probation and reentry goals.</li> <li>Determine services required by participant during detainment and after reentry.</li> <li>Provide statutorily required classes by identifying agencies or businesses that can provide these classes (BH, Wild Iris).                         <ul style="list-style-type: none"> <li>Identify qualified employee who can administer classes.</li> <li>Hire qualified employee to administer classes if necessary.</li> <li>Offer classes in both North and South County.</li> </ul> </li> <li>Offer educational and mandatory services in the jail.                         <ul style="list-style-type: none"> <li>Utilize iPads for GED prep and other school related services (e.g. high school diploma, adult education, workforce training).</li> <li>Allow inmates to begin statutorily mandated classes on iPads (DUI, DV, Parenting, etc ...).</li> <li>Establish educational courses delivered by distance learning pathways (exp. Skype).</li> <li>Establish face-to-face classroom opportunities and safety protocols.</li> </ul> </li> <li>Research and Fund purchases of all devices and equipment required.</li> <li>Research and deliver secured internet access.</li> </ul>	<ul style="list-style-type: none"> <li>Services required by participant identified. Provide educational opportunities that may be required by the Court.</li> <li>Level of assistance required by participant determined.</li> <li>Allows inmates to participate in evidence based programs while in custody.</li> <li>Assists Jail staff by providing constructive activities for detainees.</li> <li>Lead to higher success of detainees completing classes if already started while in custody.</li> <li>Provide educational opportunities that may assist detainees in gaining employment, and/or continuing education after reentry.</li> <li>Detainees enrolled in classes would be motivators to each other and possibly other inmates not enrolled.</li> <li>Identify software for education.</li> </ul>	<ul style="list-style-type: none"> <li>Reentry group meetings held weekly are used to discuss cases and provide the services necessary. Services are provided from all departments in the Reentry group. These include: parenting classes, education classes, assessments, counseling, outpatient services, and providing physiological needs when released from jail.</li> <li>Various assessments are used to determine the level of assistance needed. The evidence based assessments include ORAS, ASAM, ASI, mental health, and psychiatric.</li> <li>MRT, individual counseling through NAMHS and parenting classes continue to be provided. Three Mono County Probation Officers have been trained and certified as Batterer's Intervention Facilitators to provide this mandated class to clients in person at the Probation Office and the Jail. The Behavioral Health Department is currently researching a wellness and stress management program.</li> <li>Currently in progress.</li> <li>Continued collaboration with Mono County Probation, Behavioral Health and NAMHS. The Behavioral Health Coordinator submits referrals for the classes required, and obtains progress updates on the clients, which in turn helps the jail and Probation Officers to address any setbacks, challenges, and needs of the detainees to assist with successful completion.</li> <li>Mono County Office of Education continues to provide adult education in the jail and at the Probation Offices. The Social Services Department is currently developing a new employment services program to begin at the jail and continue upon release from custody to assist with the individual obtaining employment in the community</li> <li>Detainees participating in MRT are held accountable by other members of the group and have encouraged other inmates to request enrollment in the program.</li> <li>The jail currently provides specified education courses to the inmates through EDOVO via iPads.</li> </ul>
<p><b>3</b></p> <p><b>Establish a plan for transportation of participants</b></p>	<ul style="list-style-type: none"> <li>Contact Lyft, ESTA, Town taxi companies for possible contract for transportation.</li> <li>MOU with Sheriff's Office and Probation for transportation.</li> </ul>	<ul style="list-style-type: none"> <li>Establish MOU and/or contract for transportation of participants.</li> </ul>	<ul style="list-style-type: none"> <li>Mono County Probation offers ESTA bus tokens to individuals who need assistance with travel. The Behavioral Health Coordinator assists with the purchase of transportation tickets, and also helps to coordinate transportation through MediCal, church volunteers, the sober community, family members and prosocial friends, when travel is needed for out of County Treatment.</li> </ul>
<p><b>4</b></p> <p><b>Establish Transitional Housing for Participates in North, Middle, and South-County</b></p>	<ul style="list-style-type: none"> <li>Search for available property for development and/or contract with existing developed housing.</li> <li>Collaborate with BH for probationers to use their traditional house for those individuals who meet their criteria.</li> <li>Research funding.</li> <li>Establish guidelines for use of and length of use of housing.</li> </ul>	<ul style="list-style-type: none"> <li>Gives probationers, PRCS, Mandatory Supervision clients a short-term housing alternative while they reintegrate with society.</li> <li>Offers them a sober living facility with other sober living individuals who they can use as a support system.</li> <li>More structure to those probationers who need it.</li> <li>Transitional housing is developed.</li> <li>Residency rules are established.</li> </ul>	<ul style="list-style-type: none"> <li>Continued collaboration with Mono County Behavioral Health's transitional housing program. Mono County Probation is currently researching the purchase of a transitional home.</li> <li>The Mono County Probation Behavioral Health Coordinator continues to refer probationers to Behavioral Health for eligibility in their transitional housing program.</li> <li>Weekly Reentry and Probation MDT group meetings continue to help provide the structure required with the transition back into the community and ongoing supervision by the assigned Probation Officer in helping to meet the probationer's needs.</li> <li>Continued collaboration with Mono County Behavioral Health's transitional housing program. Mono County Probation is currently researching a purchase of a transitional home.</li> <li>Transitional Housing residents are required to abide by all rules and requirements as outlined in Behavioral Health's transitional housing program's guidelines.</li> </ul>



**Objectives: Strategies, Outcomes and Progress**

OBJECTIVES	STRATEGIES	OUTCOMES	PROGRESS
<p><b>Community Advisory Board</b></p> <p>5</p>	<ul style="list-style-type: none"> <li>Identify members with expertise in adult education within a correctional setting, domestic violence prevention, workforce development, behavioral health issues, post-release reentry services, services for reentering persons, criminal and drug court, and law and policy related issues of the formerly incarcerated and crime survivors.                             <ul style="list-style-type: none"> <li>Chamber of Commerce, business owners (Shell, DIV, Mountain), former clients, Wounded Warrior, Cerro Coso Community College.</li> </ul> </li> <li>Research what this CAB will advise the Executive Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Educating the community, building infrastructure for gathering community input and representing the voices of the community.</li> <li>Advising the CCP Executive Committee on best and evidence-based practices as well as the diverse community views about criminal justice reform and justice reinvestment.</li> <li>Fostering the efforts of public and community-based agencies to work collaboratively, build trust while acknowledging inherent imbalances in authority.</li> <li>Executive Committee will be in charge of recruiting.</li> </ul>	<ul style="list-style-type: none"> <li>Pending development and action.</li> <li>Pending development and action.</li> <li>Pending development and action.</li> <li>Pending development and action.</li> </ul>
<p><b>To Provide a Case Management System (CMS) that Meets All Partner's Needs</b></p> <p>6</p>	<ul style="list-style-type: none"> <li>Complete variable identification.</li> <li>Staff appointed for probation data planning group (PDPG).</li> <li>Review Case Management systems that can query and meet expectations (WIN/IOS).</li> <li>Announce bid.</li> <li>Select CMS, begin process migration, training, implementation.</li> </ul>	<ul style="list-style-type: none"> <li>Variable identification to meet all needs.</li> <li>Established Probation Data Planning Group members.</li> <li>Review of each bid and capabilities.</li> <li>Submitted bid.</li> <li>Acquire a case management system through procurement.</li> </ul>	<ul style="list-style-type: none"> <li>The Data sub-committee has identified several variables. The Mono County Probation Data Analyst is working with the new CMS to ensure the ability to track the variables, needs, and outcomes.</li> <li>Group members have been established.</li> <li>Mono County Probation has acquired a contract with Tyler Technologies and are in the process of configuration and migration. This new CMS will be successful in providing the capabilities and data analysis required to meet all objectives. Tyler Technologies with go live in March of 2023.</li> <li>Contracted with Tyler Technologies.</li> <li>In Contract with Tyler Supervision. The new CMS will go live in March of 2023.</li> </ul>
<p><b>To Determine Services Needing Data Tracking</b></p> <p>7</p>	<ul style="list-style-type: none"> <li>Each department identifies evidence-based services.</li> <li>Identify each variable.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure relevant variables are identified and all groups and departments collaboratively agree.</li> </ul>	<ul style="list-style-type: none"> <li>The Data Subcommittee has identified several data points, and Mono County Probation has created a Data Analyst Position, who will ensure the variables and data points identified are able to be tracked in the new CMS.</li> </ul>
<p><b>To Identify Variables for Placement Efficacy</b></p> <p>8</p>	<ul style="list-style-type: none"> <li>Identify placements used or will potentially use.</li> <li>Identify placements by service or diagnostic focus.</li> <li>Identify variables to be followed (e.g., time placed, entry from drug court, etc.).</li> <li>Identify Placement Team.</li> </ul>	<ul style="list-style-type: none"> <li>A list of placements as well as those under contract.</li> <li>A list of placements by diagnosis.</li> <li>A list identifying all variables in EBP services as well as those collaboratively identified.</li> <li>Placement Team/Adult Multidisciplinary Team.</li> <li>To design a system to inform outcomes of placements.</li> </ul>	<ul style="list-style-type: none"> <li>The Behavioral Health Coordinator continues to update and develop a list of placements that address clients needs. Behavioral Health has acquired contracts with two residential treatment programs. Probation refers clients to these programs for help with substance and mental health issues.</li> <li>The Behavioral Health Coordinator is currently in the process of creating this list.</li> <li>Pending development.</li> <li>MDT - Team has been identified and has been meeting weekly.</li> <li>Mono County Probation has contracted with a new CMS which will go live in March of 2023. This CMS will be able to track the outcomes of placements.</li> </ul>
<p><b>To Design a Qualitative and Quantitative Assessment of the Probationer's Experience</b></p> <p>9</p>	<ul style="list-style-type: none"> <li>Create an exit survey.</li> <li>Create a viable, repeatable method to acquire information.</li> <li>Design procedure to ensure consistency of application.</li> <li>Training to be conducted on survey procedure.</li> </ul>	<ul style="list-style-type: none"> <li>Design a qualitative and quantitative survey of probationer's experience.</li> <li>Design and implement training for administering surveys.</li> <li>Completed procedure.</li> <li>Ensure data acquired is compatible with new CMS system.</li> </ul>	<ul style="list-style-type: none"> <li>Mono County Probation is in the process of creating an exit interview tool that will be given to clients. It will completed in the year 2023</li> <li>Once created, a procedure to administer the tool will be provided and training will follow.</li> <li>Pending development.</li> <li>Mono County Probation's Data Analyst is currently working with the new CMS to ensure acquired data will be compatible.</li> </ul>
<p><b>To Determine Reentry Population Profile</b></p> <p>10</p>	<ul style="list-style-type: none"> <li>To determine variables needed of reentry offenders</li> <li>To determine office of responsibilities to enter data and time required</li> <li>Establish MOU if necessary</li> <li>Identify a system to enter reentry information</li> </ul>	<ul style="list-style-type: none"> <li>Variables identified</li> <li>Roles, responsibilities and actions are identified in MOU</li> <li>Variables are entered in compliance with the MOU or other agreement</li> <li>A system is in place that allows for a profile be developed for those involved with reentry</li> </ul>	<ul style="list-style-type: none"> <li>The Data committee has identified important data points to be tracked with the new CMS.</li> <li>Per the reentry/MDT group an MOU was not mandatory so long as the individual signed a release of information for the different agencies to communicate and discuss their case to provide the best services possible.</li> <li>Pending the implementation of the new CMS.</li> <li>Pending the implementation of the new CMS.</li> </ul>
<p><b>Establish a Data Committee</b></p> <p>11</p>	<ul style="list-style-type: none"> <li>Identify committee members that leads data use, systemic needs, and policy discussions specific to reentry – Probation Data Planning Group.</li> <li>Procedure to be developed for acquisition and entry of data.</li> <li>Any necessary intergovernmental agreements or MOU.</li> </ul>	<ul style="list-style-type: none"> <li>Committee members identified.</li> <li>Procedure and Areas of responsibilities prepared collaboratively.</li> <li>Memos of Understanding or other Agreements in place.</li> <li>A committee is identified that oversees data and usage.</li> </ul>	<ul style="list-style-type: none"> <li>Members Identified</li> <li>Procedure and areas of responsibilities are pending the implementation of the new CMS.</li> <li>Mono County Probation has an MOU with Tyler Technologies for the new CMS.</li> <li>A data committee has been established, and Mono County Probation has created a Data Analyst position to oversee data and upon implementation of the new CMS.</li> </ul>

with travel. In addition, the Behavioral Health Services Coordinator will assist individuals in finding transportation through community resources such as Medi-Cal transportation, public transportation, sober community, and family and friends for individuals who are going to treatment outside of Mono County.

#### **4. Establish transitional housing for participants in North, Middle, and South County.**

Mono County Probation continues to have a collaboration with Mono County Behavioral Health's transitional housing program. Individuals are assessed and their circumstances are discussed at the Multi-disciplinary Team (MDT) meeting to determine whether they are a viable candidate to participate in the transitional housing program. Mono County Probation utilizes the services of the Housing and Disability Advocacy Program (HDAP) through the Department of Social Services and the emergency housing of the non-profit organization, Wild Iris. Mono County Probation has been diligently researching the purchase of a transitional home to fill in the void for those that are not eligible for the limited housing programs and services currently available with our partners.

#### **5. Community Advisory Board**

The CCP has not established a Community Advisory Board. This goal was hindered by the pandemic and will be prioritized in the next year.

#### **6. To provide a case management system that meets all partners' needs.**

Mono County Probation has acquired a contract with Tyler Technologies to provide a case management system that is better suited to track CCP objectives and outcomes. Tyler Technologies will go live in March of 2023.

#### **7. To determine services needing data tracking.**

The Mono County Executive CCP Committee established a data sub-committee group who identified several data points that will be tracked with the new case management system. The Probation Department established a Data Analyst position who will continue to coordinate with the data sub-committee group to track the data points identified and track them in the new case management system.

#### **8. To identify variables for placement efficacy.**

Since Mono County Probation hired the Behavioral Health Coordinator, they have been working on an updated list of an array of placements that will meet the individual needs of clients. In addition, the Behavioral Health Department recently acquired two new contracts with Socorro and Tarzana Inpatient Treatment Services Programs that probation uses to help clients with substance and mental health issues.

#### **9. To design a qualitative and quantitative assessment of probationer's experience.**

Mono County Probation is in the process of creating an exit interview tool that will be given to clients. It will be completed in 2023. Once created, a procedure to administer the tool will be provided and training for objective administration will follow.

#### **10. To determine reentry population profile.**

Mono County Probation and Mono County IT have created a SharePoint page that tracks the reentry population's progress and minutes of the reentry and probation multi-disciplinary

team (MDT). Per the Reentry and MDT team a Memorandum of Understanding (MOU) is not mandatory so long as the individual signed a release of information for the different agencies to communicate and discuss their case to provide the best services possible.

#### **11. Establish a data committee.**

The Mono County CCP has established a data committee and they have identified important data points that the CCP wants to track for the eleven objectives. The implementation of the new case management system will assist the data committee in collecting and tracking those data points.

## **BUDGET**

Fiscal year 2021-2022 budget was recommended by the CCP Executive Committee and approved by the Mono County Board of Supervisors, to continue to provide the services implemented and to accomplish the goals outlined in the five-year plan. Below is the list of objectives and outcomes that were supported by the allocation of funding in the budget year.

#### **1. Objective 1: Create a multidisciplinary reentry team for the purpose of preparing a case plan before and during reentry.**

A. Salary and wages for the entire reentry team were budgeted for this fiscal year - \$485,223

#### **2. Objective 2: Create collaborative reentry plan.**

A. The budget covers the costs of the Community Services Solutions (CSS) program services, which is a collaborative partner of the reentry multidisciplinary team. CSS is the entity that bridges communication and services with the inmates that are housed at the Mono County Jail - \$43,200.

B. In the first year of the Public Safety Realignment 5-year plan, Mono Probation contracted North American Mental Health Services to provide telehealth services to inmates. In this second year the budget was expanded to appropriate more funding towards this service - \$125,000.

C. When the multidisciplinary teams determines that an individual needs services, they are referred to Mono County Behavioral Health Department (BHD). The BHD provides substance abuse counseling services and individual therapy for those who qualify - \$25,000.

#### **3. Objective 8: To identify variables for placement efficacy.**

A. The Court may place defendants on electronic monitoring pending placement. The CCP Executive Committee approved a budget for electronic monitoring services - \$15,000.

## **CONCLUSION**

In the upcoming year, Mono County CCP has plans to establish a transitional housing program. This will include the purchase of a transitional house, and a procedural and management process will be established. In addition, when the case management system goes live in March of 2023, this will allow Mono County Probation and their justice partners to identify the necessary data that will continue to identify the needs of system involved individuals. The Mono County CCP will prioritize establishing a Community Advisory Board to serve as the accountability platform to ensure that the mission of the CCP is relevant to the community it serves. Lastly, Mono

County Probation will continue to monitor the pretrial program and begin to analyze the data to determine if it may become necessary to include as an objective for the next 5-year Public Safety Realignment Plan.

Mono County CCP has implemented an array of evidence-based programs and services in the last two years. The collaboration between agencies and departments has been key in order to successfully bring services to this rural community. The mission of the CCP is dedicated to providing pathways for offenders to successfully reengage with the community. The reentry coordinating officer and the multidisciplinary team are important in reintegrating offenders back into the community. However, the supporting services that the CCP continues to identify and execute are imperative to the reduction of recidivism rates.

#### Mono County CCP-AB109 F/Y 2020/21 Adopted Budget

DEPARTMENT	USE/PROJECT	AMOUNT
Behavioral Health	Alcohol & Drug Program	\$25,000.00
Probation	DPO Salaries & Benefits	\$271,000.00
Probation	Electronic Monitoring	\$7,500.00
Sheriff's Office	PSO Salaries & Benefits	\$173,720.00
Sheriff's Office	Re-entry Coordinator	\$36,000.00
Sheriff's Office	In Custody Medical	\$40,000.00
Probation	Re-entry Case Management System	\$30,000.00
Sheriff's Office	In Custody Online Education Services	\$18,250.00
Probation	Transportation Services	\$5,000.00
Probation	Short-term Housing	\$8,000.00
Probation	Realignment Report Production Costs	\$3,900.00
<b>TOTAL</b>		<b>\$618,370.00</b>

#### Mono County CCP-AB109 F/Y 2021/22 Adopted Budget

DEPARTMENT	USE/PROJECT	AMOUNT
Behavioral Health	Alcohol & Drug Program	\$25,000.00
Probation	DPO Salaries & Benefits	\$284,550.00
Probation	Electronic Monitoring	\$10,000.00
Sheriff's Office	PSO Salaries & Benefits	\$182,406.00
Sheriff's Office	Re-entry Coordinator	\$43,200.00
Sheriff's Office	In Custody Medical	\$40,000.00
Probation	Re-entry Mental Health Treatment Program	\$100,000.00
<b>TOTAL</b>		<b>\$685,156.00</b>

#### Mono County CCP-AB109 F/Y 2022/23 Adopted Budget

DEPARTMENT	USE/PROJECT	AMOUNT
Behavioral Health	Alcohol & Drug Program	\$25,000.00
Probation	DPO Salaries & Benefits	\$296,051.00
Probation	Electronic Monitoring	\$15,000.00
Sheriff's Office	PSO Salaries & Benefits	\$189,173.00
Sheriff's Office	Re-entry Coordinator	\$43,200.00
Sheriff's Office	In Custody Medical	\$40,000.00
Probation	Re-entry Mental Health Treatment Program	\$125,000.00
<b>TOTAL</b>		<b>\$733,424.00</b>



Public Safety Realignment Report  
MONO COUNTY, CALIFORNIA  
Report Design: [SharpEndDesigns.com](http://SharpEndDesigns.com)



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** January 10, 2023

**Departments: Finance**

**TIME REQUIRED** 30 minutes

**PERSONS APPEARING BEFORE THE BOARD** Janet Dutcher, Director of Finance

**SUBJECT** FY2021/22 General Fund Fiscal Performance

**AGENDA DESCRIPTION:**

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

Presentation discussing analysis of trends, review of the County's General Fund (GF) fiscal performance for FY2021/22 and concluding with information about the status of GF carryover and reserve balances.

**RECOMMENDED ACTION:**

None. Presentation and discussion only.

**FISCAL IMPACT:**

None noted.

**CONTACT NAME:** Janet Dutcher

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

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

Click to download
<input type="checkbox"/> <a href="#">Staff report</a>
<input type="checkbox"/> <a href="#">Presentation</a>
<input type="checkbox"/> <a href="#">2018-2022 GF Actual Performance</a>
<input type="checkbox"/> <a href="#">2021-22 GF Budget to Actual Comparison</a>
<input type="checkbox"/> <a href="#">GF Balance Sheet on June 30, 2022</a>

**History**

Time

Who

Approval

1/5/2023 7:51 AM	County Counsel	Yes
1/4/2023 3:53 PM	Finance	Yes
1/5/2023 5:31 PM	County Administrative Office	Yes



# DEPARTMENT OF FINANCE

## COUNTY OF MONO

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Kim Bunn  
Assistant Finance Director  
Auditor-Controller

Janet Dutcher, CPA, CGFM, MPA  
Director of Finance

Gerald Frank  
Assistant Finance Director  
Treasurer-Tax Collector

**Date:** November 28, 2022

**To:** Honorable Board of Supervisors

**From:** Janet Dutcher, Finance Director

**Subject:** General Fund fiscal performance for FY 2021-22, the status of carryover balance and fiscal reserves, and combined resources available for non-operating spending

This memo first provides a brief analysis of General Fund (GF) fiscal performance, including limited budget to actual comparisons, for the fiscal year ended June 30, 2022. Next, it provides the Board with information about the status of the GF carryover and our reserve balances. Finally, we summarize all non-recurring resources available to finance projects or other non-recurring costs. Staff anticipates making a presentation about the information presented here, along with further specific details, in January 2023.

The County's GF performed much better than expected, resulting in a higher spendable carryforward balance than we projected last year.

The Board adopted the FY 2021-22 budget before the start of the fiscal year. At the time, it was impractical to base revenue estimates on more accurate information such as the Assessor's certification of the property tax roll, the receipt of the unitary roll from the State Board of Equalization (SBE), and a complete historical picture of transient occupancy tax (TOT) revenues. These revenue sources, property taxes and TOT, comprise 65% of all GF revenues and 81% of GF discretionary resources. With the second full fiscal year of pandemic-induced budgeting, revenue estimates were naturally suppressed below normal. We needed more experience with how our local economy would recover from the Public Health measures put in place to protect our citizens and visitors from the effects of COVID. Actual GF revenues exceeded the budget by \$3,461,812, or 8.5% (*unanticipated revenues*).

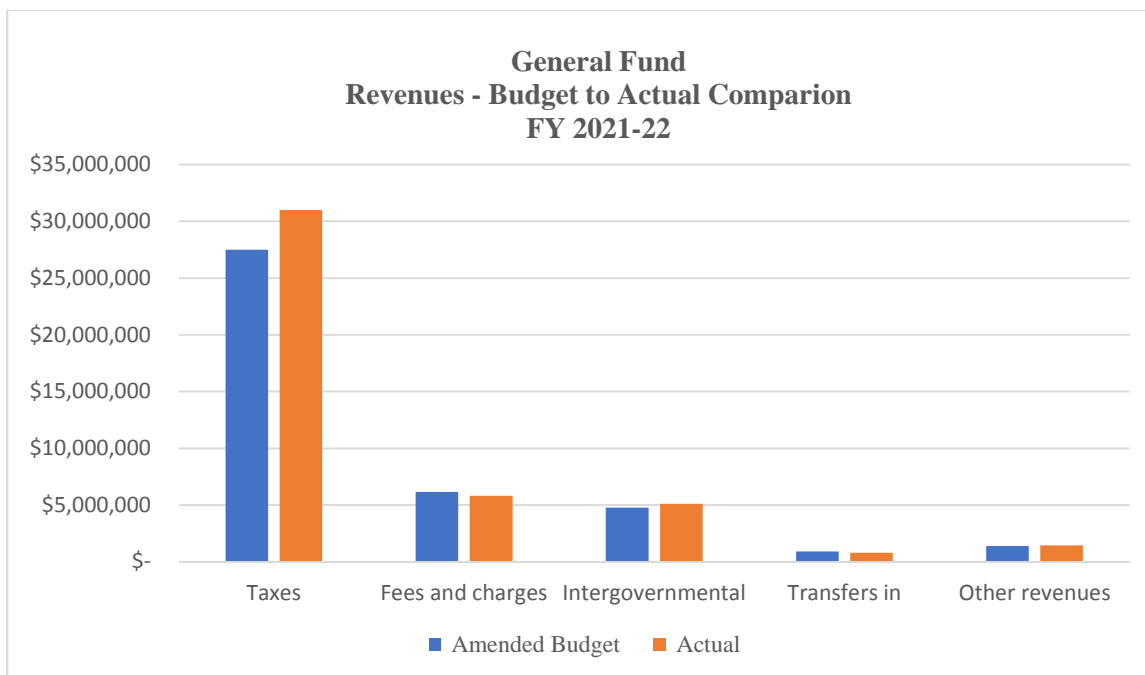
The spending plan development for FY 2021-22 took place under uncertainty about how long the pandemic would last and what effect it would have on County operations. Revenue estimates were lower than usual, and spending levels were likewise less as if in sync. Additionally, this fiscal year was the third in a row of County efforts to reach a structurally balanced GF budget, with this year cutting appropriations by \$1,926,364 (61.2% of the FY 2020-21 budget deficit). Lower revenue estimates plus deliberate efforts to reduce expenditure budgets put pressure on operating departments to lower spending levels and close the gap between budgets and actual spending results. Overall, actual spending was less than budget by \$1,657,373, or 4.0% (*unspent appropriations*).

Unanticipated revenues plus unspent appropriations together add \$5,119,185 to the GF carryover. The charts and graphs that follow present these results in more detail.

Below is the FY 2021-22 performance summary, comparing actual results against the amended budget:

	Adopted Budget	Amended Budget	Actual	Variance With Amended Budget
Total Revenues	\$40,280,282	\$40,730,018	\$44,191,830	\$3,461,812
Total Expenditures <sup>1</sup>	41,480,281	41,897,189	40,239,816	1,657,373
<b>Impact on GF Carryover Balance</b>	<b>\$(1,200,000)</b>	<b>\$(1,167,171)</b>	<b>\$3,952,014</b>	<b>\$5,119,185</b>

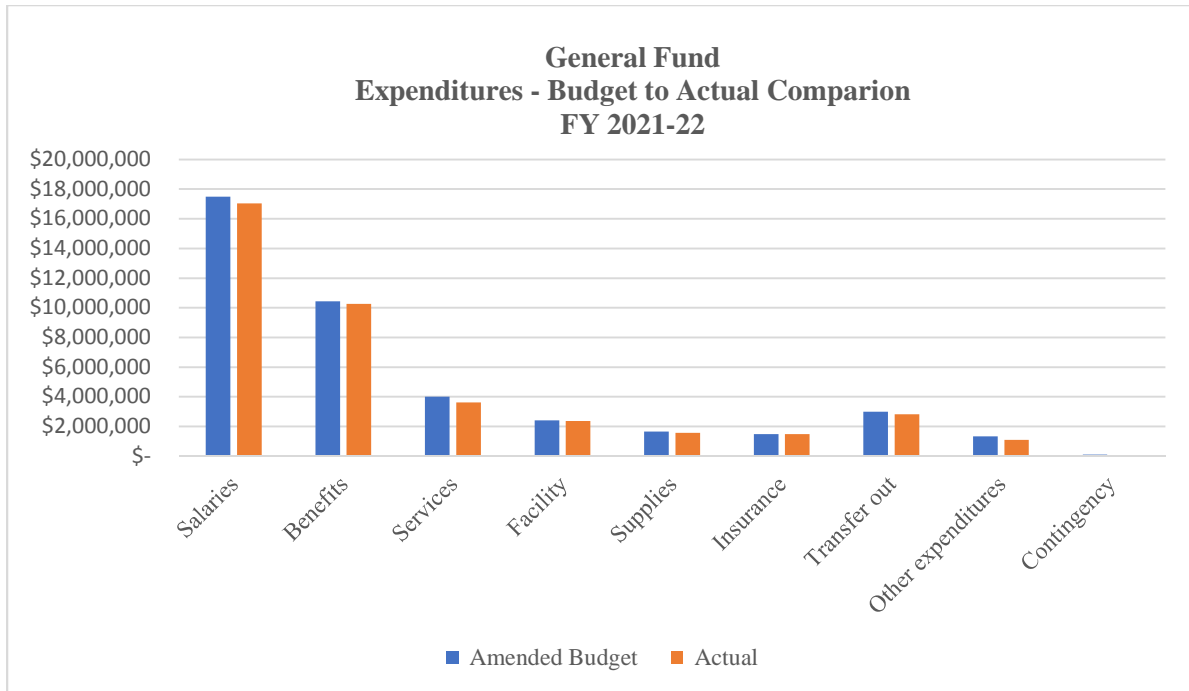
The chart below illustrates actual revenues against the amended budget for revenues by type. Unanticipated revenues (the gap between orange and blue bars) result primarily from the underestimation of taxes, as all other classes of revenue are relatively in alignment with budget projections.



The following chart shows the budget to actual by expenditure category. Unlike the revenue comparison chart, unspent appropriations (the gap between the orange and blue bars) appear evenly distributed among all spending categories. However, salaries and services budget savings account for 27% and 23%, respectively.

<sup>1</sup> Excludes post-adoption transfers of \$2,000,000 to GF reserve accounts.





### General Fund Carryover Balance

The spendable balance of GF carryforward on June 30, 2022, is \$7,046,072, which is \$2,659,560, or 61%, more than we discussed at last year's presentation. The schedule below compares and shows the changes in the GF carryforward balance.

	June 30, 2022	June 30, 2021
Beginning of the year carryforward	\$8,547,062	\$6,438,256
Surplus (deficit) from current year operations	3,952,014	2,108,806
Transfer to reserve accounts	(2,000,000)	--
End of the year carryforward	10,499,076	8,547,062
Non-spendable set-asides:		
CDBG and HOME long-term receivables	(887,327)	(887,327)
Prepaid expenses and inventory	(74,034)	(73,223)
Committed and assigned for:		
FY 2021-22 adopted budget deficit	--	(1,200,000)
Fund reserve accounts	--	(2,000,000)
New jail facility project	(2,491,643)	--
<b>Spendable carryforward balance at the end of the year</b>	<b>\$7,046,072</b>	<b>\$4,386,512</b>

Significant progress towards sufficient economic reserves has been made these past several years. Government Finance Officers' Association recommends setting aside a minimum of two months of GF expenditures with higher amounts where more significant risks from the specifics

<sup>2</sup> Excludes post-adoption transfers of \$2,000,000 to GF reserve accounts.

of our local economy and revenue sources suggest a higher amount is a more prudent target. Mono County’s goal has been 25% or three months of GF recurring expenditures. This is estimated at \$11,337,000, and as of June 30, 2022, this threshold is satisfied, with details as shown below.

Economic Stabilization	\$5,966,806
General Reserve	2,746,772
General Fund Carryover	2,623,422
<b>Combined GF Economic Reserves</b>	<b>\$11,337,000</b>

**Total Resources for Non-Recurring Project Costs**

Altogether, the County has available resources of \$12,717,752 for financing non-recurring costs. This includes ARPA and LATCF. The following table summarizes these financing sources.

Unspent ARPA, as of December 1, 2022	\$2,706,448
LATIF	5,588,654
GF carryover balance not needed to complete economic reserves	4,422,650
<b>Total Resources Available</b>	<b>\$12,717,752</b>

Don't hesitate to contact me at 760-932-5494 or 775-301-8531 (cellphone) or by email at [jdutcher@mono.ca.gov](mailto:jdutcher@mono.ca.gov) if you have questions or need additional information.

# GENERAL FUND FISCAL PERFORMANCE REVIEW

*For the Fiscal Year Ended June 30, 2022*

# TODAY'S TOPICS

- GF Fiscal Performance – 2021/22
  - Summary Income Statement
  - Budget variances
  - Revenue trends
  - Expenditure trends
- Status of GF Carryover balance and GF Reserves
- Combined Resources for non-recurring projects

# SNAPSHOT – Key 2022 Results

- Cash balance increased by \$3.1 million
- Revenues exceed expenditures by \$3.9 million<sup>1</sup>
- FY 2022 revenues grew \$2.3 million, or 5.6%
- FY 2022 expenditures grew by \$2.5 million<sup>1</sup>, or 6.3%
- Budget surplus of \$5.1 million
  - Unanticipated revenues of \$3.5 million
  - Unspent appropriations of \$1.6 million
- Spendable fund balance on June 30, 2022, increased by \$2.7 million

<sup>1</sup> Excludes post-adoption transfers to GF reserve accounts of \$2 million to GF  
FY 2022 and \$1 million for FY 2021

<b>GF FISCAL PERFORMANCE 5 Years Actual Results</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>% Change 2021 to 2022</b>
Discretionary Revenue	\$28,530,000	\$28,584,000	\$30,778,000	\$33,062,000	\$35,351,000	6.9%
Program Revenue	9,332,000	8,331,000	7,996,000	8,801,000	8,841,000	0.5%
<b>TOTAL REVENUES</b>	<b>37,862,000</b>	<b>36,915,000</b>	<b>38,774,000</b>	<b>41,863,000</b>	<b>44,192,000</b>	<b>5.6%</b>
Salaries and Benefits	24,285,000	24,852,000	25,468,000	26,168,000	27,290,000	4.3%
Services and Supplies	9,820,000	10,033,000	9,402,000	8,771,000	9,345,000	6.5%
Capital outlay and Debt Service	393,000	208,000	164,000	6,000	30,000	400.0%
Contributions and Transfers	2,627,000	2,724,000	3,439,000	4,485,000	5,232,000	16.7%
<b>TOTAL EXPENDITURES</b>	<b>37,125,000</b>	<b>37,817,000</b>	<b>38,473,000</b>	<b>39,430,000</b>	<b>41,897,000</b>	<b>6.3%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>737,000</b>	<b>(902,000)</b>	<b>301,000</b>	<b>3,090,000</b>	<b>3,952,000</b>	<b>27.9%</b>
Transfers to Reserves	(910,000)	(1,524,000)	(343,000)	(1,000,000)	(2,000,000)	100.0%
<b>FUND BALANCE, Beginning of Year</b>	<b>9,098,000</b>	<b>8,925,000</b>	<b>6,499,000</b>	<b>6,457,000</b>	<b>8,547,000</b>	<b>32.4%</b>
<b>FUND BALANCE, End of Year</b>	<b>\$8,925,000</b>	<b>\$6,499,000</b>	<b>\$6,457,000</b>	<b>\$8,547,000</b>	<b>\$10,499,000</b>	<b>22.8%</b>

<b>GF BUDGET TO ACTUAL PERFORMANCE FY 2021-22</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE Positive (Negative)</b>
Discretionary Revenue	\$31,772,000	\$35,351,000	\$3,579,000
Program Revenue	8,958,000	8,841,000	(117,000)
<b>TOTAL REVENUES</b>	<b>40,730,000</b>	<b>44,192,000</b>	<b>3,462,000</b>
Salaries and Benefits	27,921,000	27,290,000	631,000
Services and Supplies	9,906,000	9,345,000	561,000
Capital outlay and Debt Service	140,000	30,000	110,000
Contributions and Transfers	3,830,000	5,232,000	255,000
Contingency	100,000	--	100,000
<b>TOTAL EXPENDITURES</b>	<b>41,897,000</b>	<b>41,897,000</b>	<b>1,657,000</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(1,167,000)</b>	<b>3,952,000</b>	<b>5,119,000</b>
Transfers to Reserves	(2,000,000)	(2,000,000)	--
FUND BALANCE, Beginning of Year	8,547,000	8,547,000	--
FUND BALANCE, End of Year	\$5,380,000	\$10,499,000	\$5,119,000

**UNANTICIPATED  
REVENUES**

**UNSPENT  
APPROPRIATIONS**

# EXAMINING BUDGET VARIANCES

*FISCAL YEAR 2021-22*



# 2022 Budget to Actual - Revenues

REVENUES	AMENDED BUDGET	ACTUAL	VARIANCE	% OVER (UNDER) BUDGET
Property Taxes	\$21,246,000	\$23,251,000	\$2,005,000	9.4%
TOT	3,086,000	3,617,000	531,000	17.2%
Sales Taxes	600,000	872,000	272,000	45.3%
Excess ERAF	771,000	1,280,000	509,000	66.0%
All Other Revenues	15,027,000	15,172,000	145,000	1.0%
	<b>\$40,730,000</b>	<b>\$44,192,000</b>	<b>\$3,462,000</b>	<b>8.5%</b>

# 2022 Budget to Actual – Property Taxes

REVENUES	AMENDED BUDGET	ACTUAL	VARIANCE	% OVER (UNDER) BUDGET
Current Secured	\$18,524,000	\$19,556,000	\$1,032,000	5.6%
Current Unsecured	1,330,000	1,282,000	(48,000)	-3.6%
Unitary	550,000	632,000	82,000	14.9%
Supplemental	220,000	779,000	559,000	254.1%
Transfer Tax	240,000	512,000	272,000	113.3%
Penalties/Interest	200,000	322,000	122,000	61.0%
Delinquent Collections	182,000	168,000	(14,000)	-7.7%
	<b>\$21,246,000</b>	<b>\$23,251,000</b>	<b>\$2,005,000</b>	<b>9.4%</b>

# 2022 Budget to Actual – TOT by Quarter

Quarter	Budget	Actual	Variance	% Over (Under) Budget
First Quarter – Sept 2021	\$1,609,000	\$1,649,000	\$40,000	2.5%
Second Quarter – Dec 2021	526,000	594,000	68,000	12.9%
Third Quarter – Mar 2022	413,000	542,000	129,000	31.2%
Fourth Quarter – Jun 2022	818,000	1,128,000	310,000	37.9%
	<b>\$3,366,000</b>	<b>3,913,000</b>	<b>\$547,000</b>	<b>16.3%</b>

	Allocation %	Tax Rate Allocation	FY 2021-22 Forecasted Budget	FY 2021-22 Actuals	Variance with Budget
General Fund Discretionary	75.00%	9.00%	\$ 2,524,000	\$ 2,935,000	\$ 411,000
Paramedics	16.67%	2.00%	561,000	652,000	91,000
Tourism	8.33%	1.00%	281,000	326,000	45,000
	100.00%	12.00%	\$ 3,366,000	\$ 3,913,000	\$ 547,000

# 2022 Budget to Actual - Salaries

	Budget	Actual	Variance	% Under (Over) Budget
Final budget vs actual	\$16,094,000	\$15,649,000	\$445,000	2.76%
Net savings utilized	364,000	--	364,000	--
<b>Vacancies net of new positions and unanticipated salary changes</b>	<b>\$16,458,000</b>	<b>\$15,649,000</b>	<b>\$809,000</b>	<b>4.9%</b>

## COLAs Budgeted and Unanticipated

MCPE: 2% on 1/1/22, budgeted

CDSA: 2% on 1/1/22, budgeted

POA: 2% on 7/1/21, budgeted

At-Will: approx. 2.9% on 7/1/22, budgeted

DSA: 3% on 1/1/22, unanticipated

EMS: 4% on 1/1/22, unanticipated

<b>SALARY NET BUDGET SAVINGS (ADOPTED BUDGET – ACTUAL)</b>	<b>SAVINGS</b>
SHERIFF	\$437,000
ADMINISTRATION	251,000
ASSESSOR	168,000
COMMUNITY DEVELOPMENT	78,000
FINANCE	76,000
EMERGENCY MEDICAL SERVICES	43,000
PROBATION	38,000
Departments with positive budget variances with Adopted Budget	\$1,091,000
Departments with negative budget variances with Adopted Budget	(282,000)
<b>NET BUDGET SAVINGS</b>	<b>\$809,000</b>

**SUMMARY OF COMPENSATION CHANGES AFFECTING THE ADOPTED BUDGET AND NOT INCORPORATED INTO THE BUDGET**

- Unanticipated COLAs
- Retirements and payout of accrued balances
  - 12 employees
  - \$434,000 payout
- Out of Class – approximately \$31,000
- Severance - \$30,000
- FLSA not compensated with accrued balances
- Unplanned vacancies
- Underfilled positions
- Promotions and readjusted positions

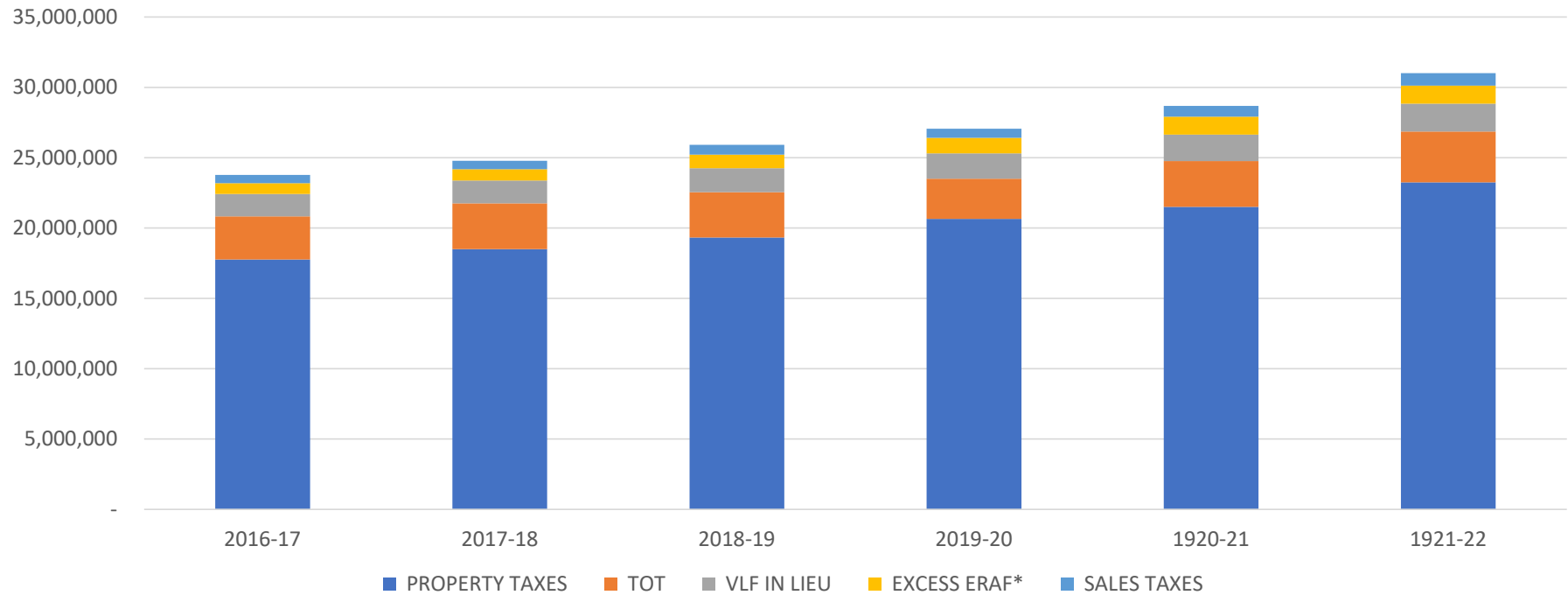
# 2022 BUDGET TO ACTUAL - SERVICES

	ADOPTED BUDGET	FINAL BUDGET	ACTUAL	VARIANCE (FINAL BUDGET VS ACTUAL)	
REVENUE MOE	\$ 510,000	\$ 514,000	\$ 410,000	\$ 104,000	Fy 2021-22 50/50 excess revenue obligation not paid
CONTRACT SERVICES	1,320,000	1,682,000	1,587,000	95,000	\$30K DA forensic contract with Washoe County \$30K Planning project timing and payments by applicants \$25K Assessor valuation consultant
LEGAL SERVICES	100,000	132,000	82,000	50,000	Assessor legal contingency
SPECIAL DEPARTMENT EXPENSE	339,000	158,000	123,000	35,000	\$17K Clerk E-Recording Project \$9K Assessor's microfiche scanning project
PROFESSIONAL & SPECIALIZED SERVICES	633,000	587,000	557,000	30,000	\$19K annual Ag Commissioner less than expected
TELEPHONE/COMMUNICATIONS	256,000	216,000	190,000	26,000	\$10K Willdan fee study \$2K GovInv Pension invoice delay
ALL OTHER SERVICE EXPENDITURES	746,000	741,000	699,000	42,000	
	<b>\$ 3,904,000</b>	<b>\$ 4,030,000</b>	<b>\$ 3,648,000</b>	<b>\$ 382,000</b>	

# REVENUE TRENDS

***FY 2021-22***

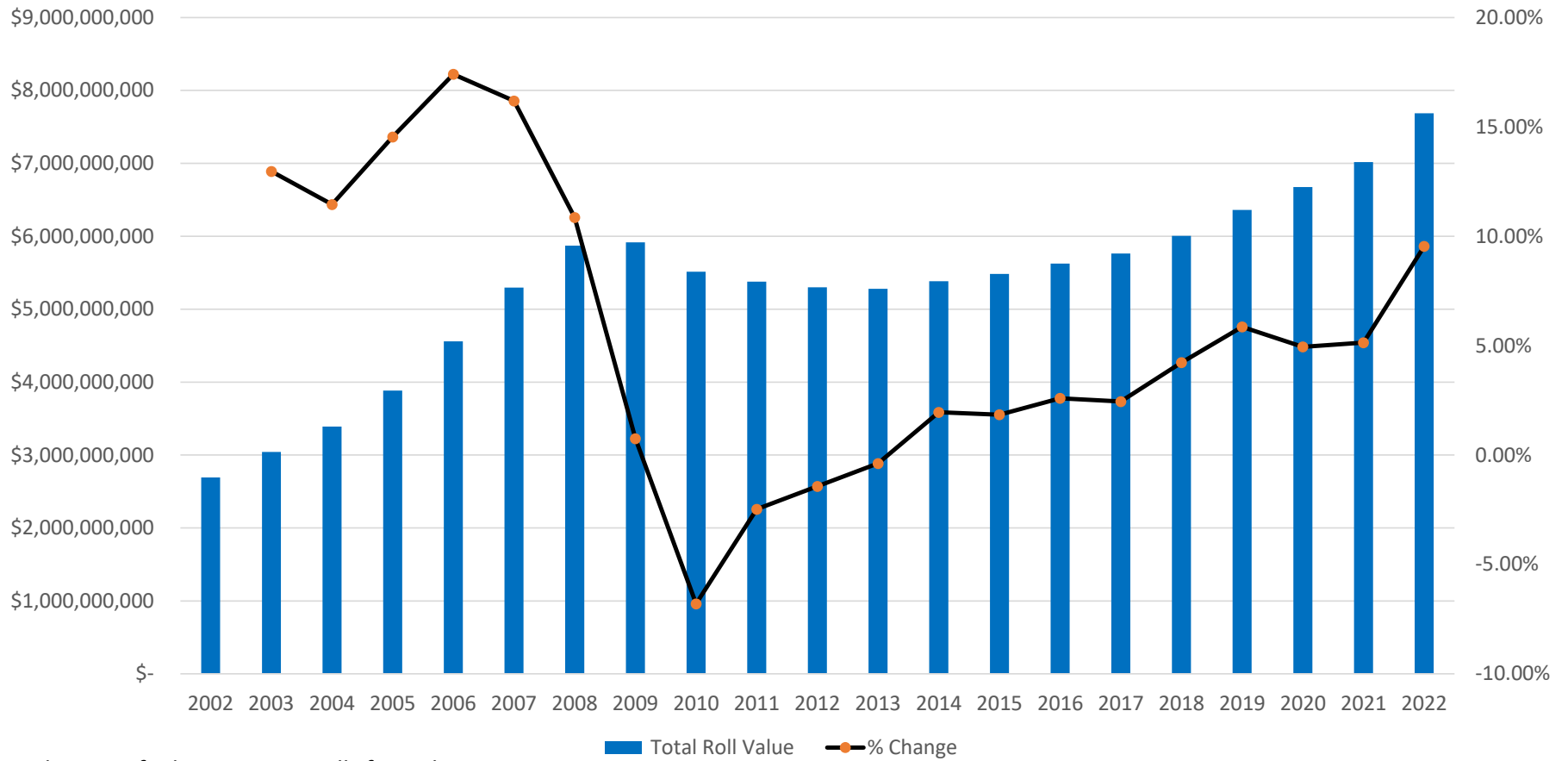
# DISCRETIONARY REVENUE GROWTH



\* Adjusted for change in accounting method (timing) in FY 2018-19



# TOTAL PROPERTY TAX ROLL VALUE

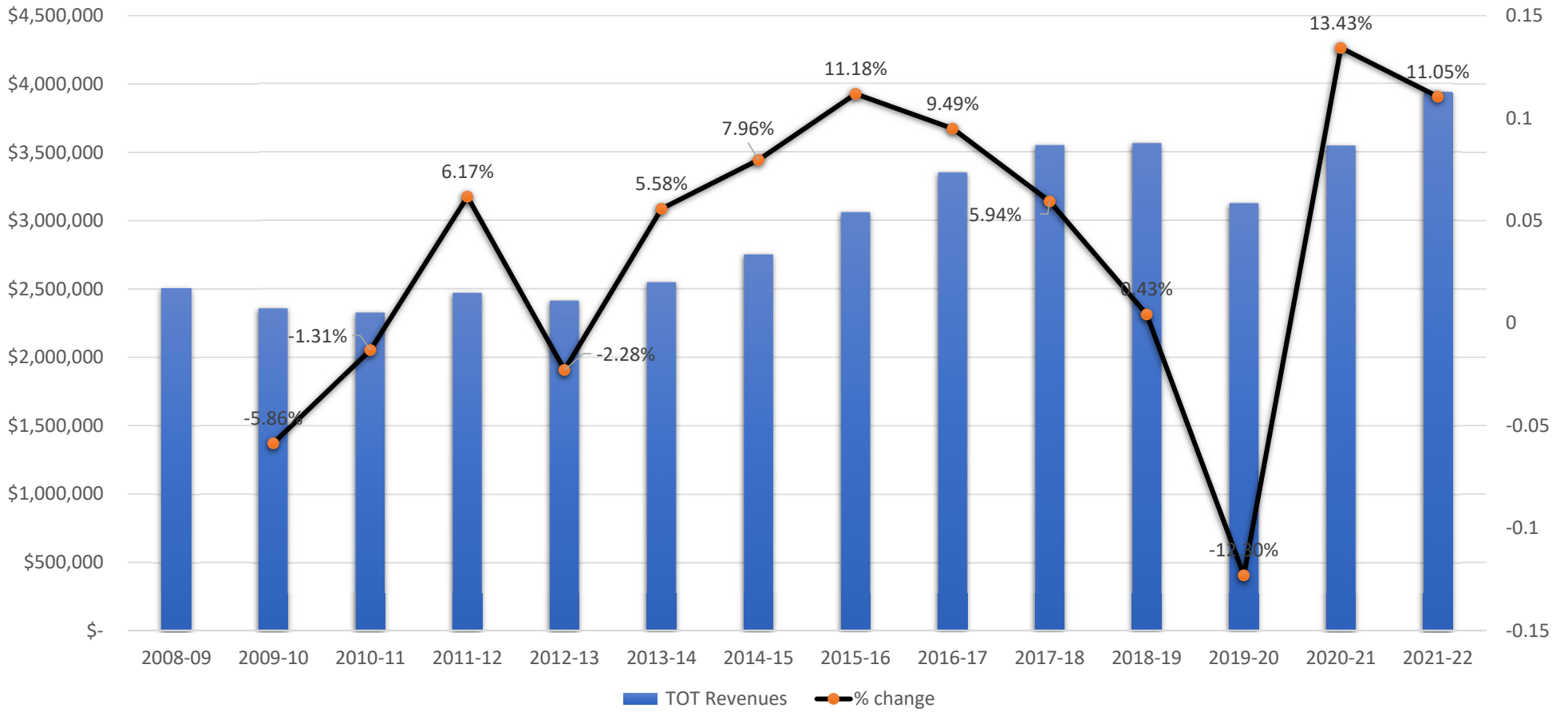


Data based on certified assessment rolls from the Mono County Assessor, includes current secured, and unsecured values. Excludes unitary values

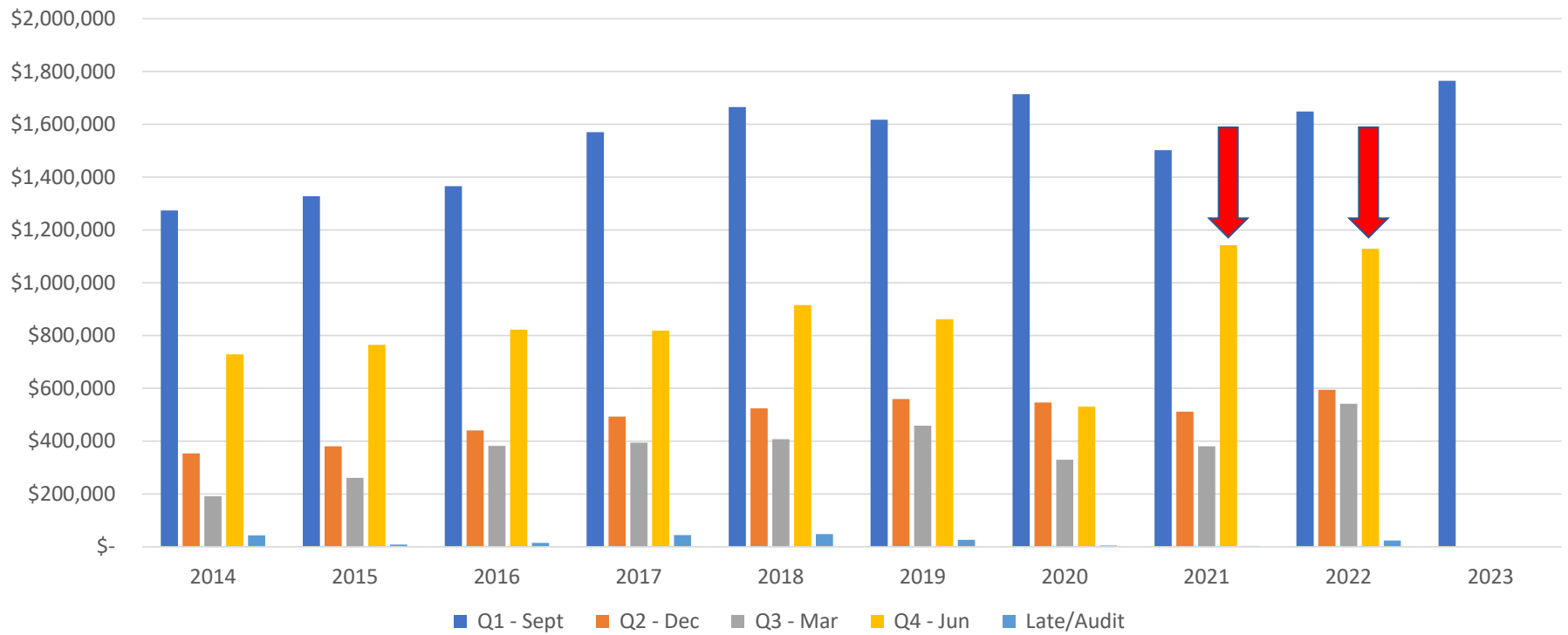
# 2021 to 2022 Assessment Changes

	2021 Roll	2021 Roll	\$\$ Change	%% Change
Parcels	19,320	19,316	(4)	
Land	\$ 2,321,759,037	\$ 2,478,911,404	\$ 157,152,367	6.77%
Improvements	4,642,093,101	5,130,935,087	488,841,986	10.53%
Personal Property	118,404,933	138,871,194	20,466,261	17.28%
Gross Value	7,082,257,071	7,748,717,685	666,460,614	9.41%
Homeowners Exemption	(13,007,595)	(12,943,548)	64,047	-0.49%
Other Exemptions	(52,053,966)	(48,954,647)	3,099,319	-5.95%
Net Value	\$ 7,017,195,510	\$ 7,686,819,490	\$ 669,623,980	9.54%
1% Tax	\$ 70,172,000	\$ 76,868,000	\$ 6,696,000	9.54%
County's GF Share (30.20999%)	\$ 21,199,000	\$ 23,222,000	\$ 2,023,000	9.54%

## TRANSIENT OCCUPANCY TAX REVENUES



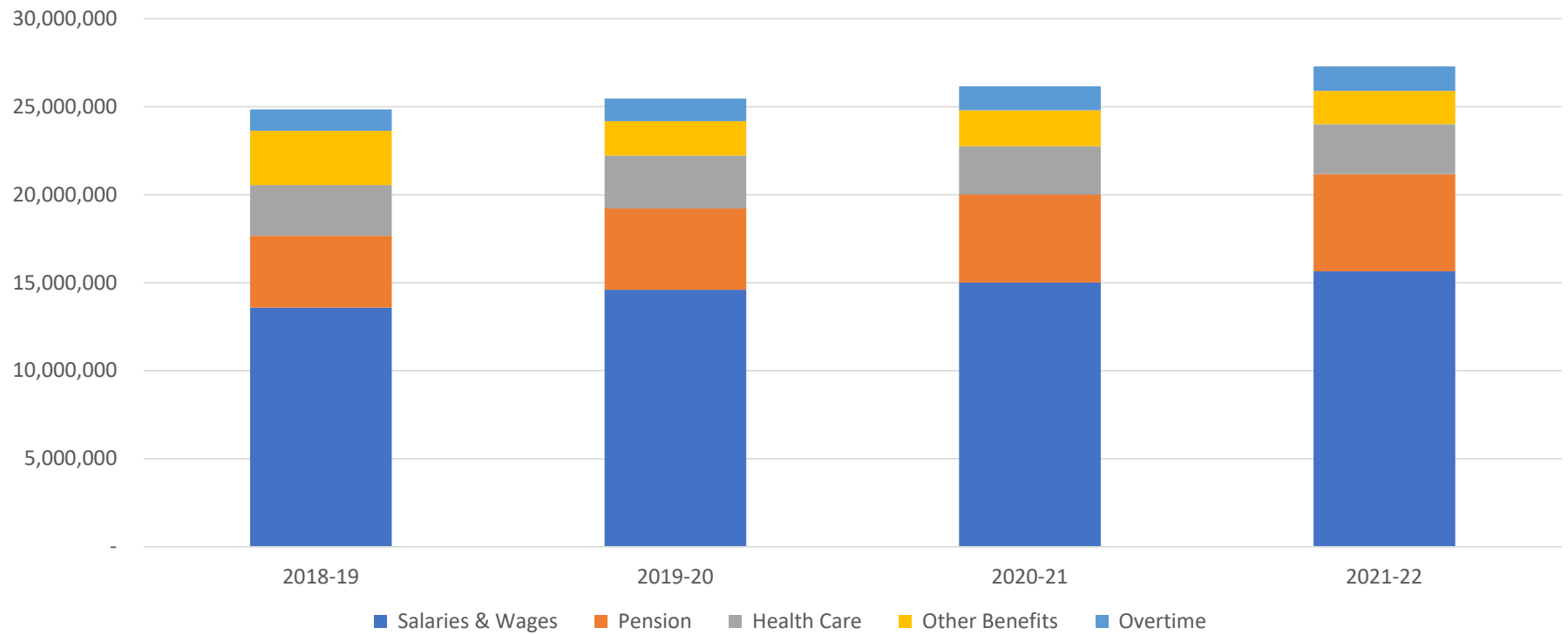
# TOT COLLECTIONS – by quarter



# EXPENDITURE TRENDS

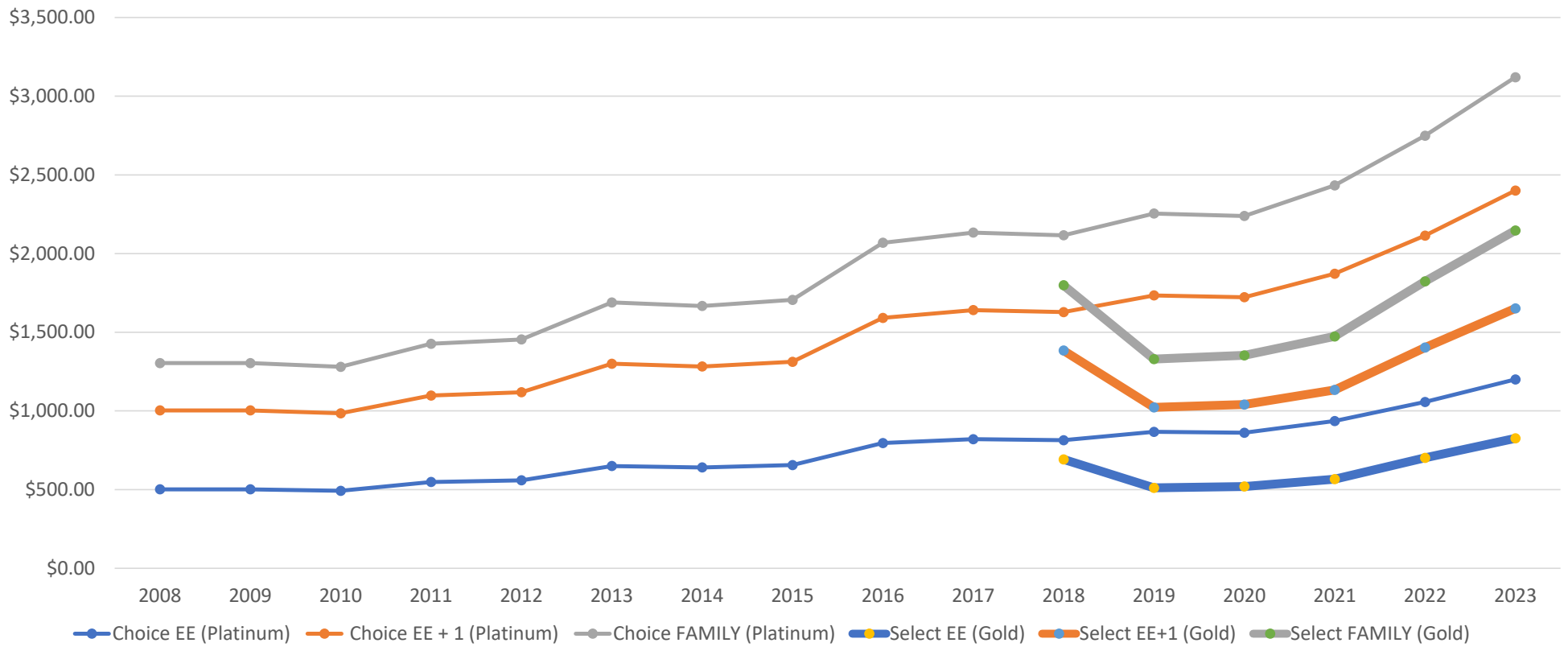
***FY 2021-22***

# SALARY AND BENEFIT GROWTH

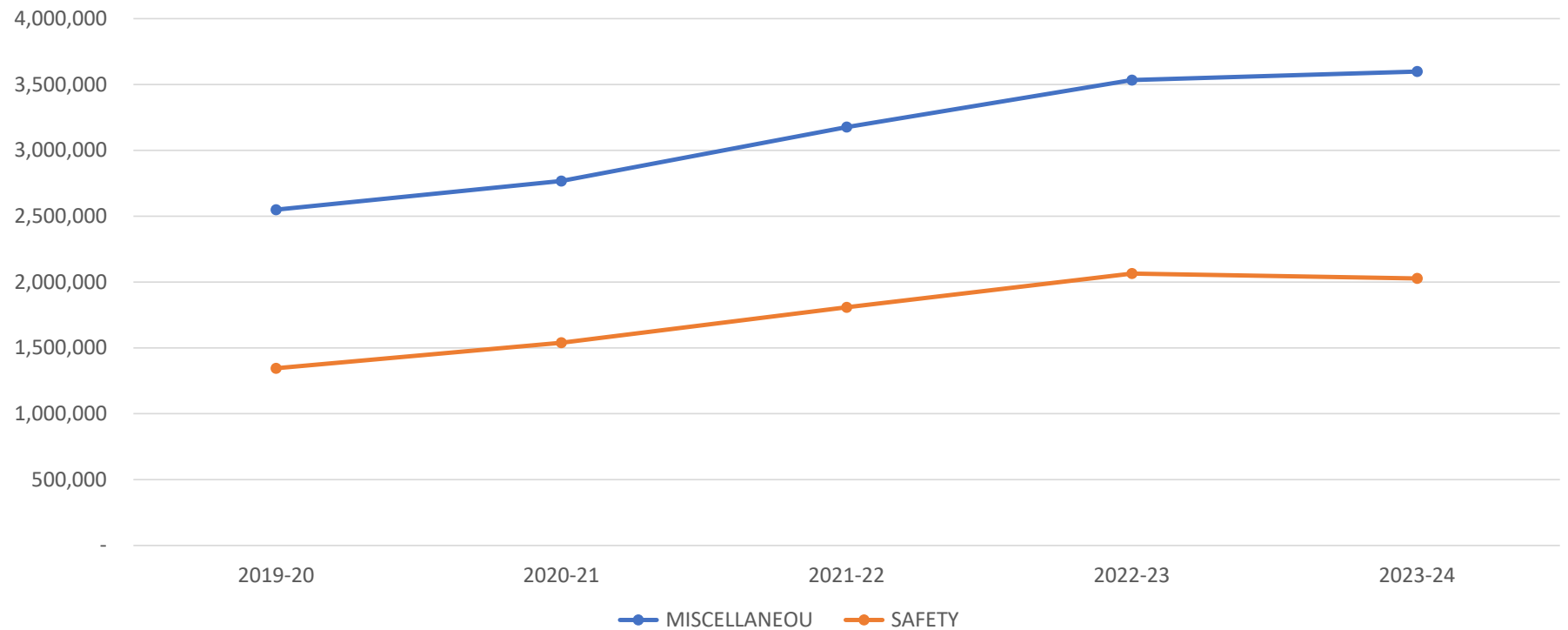


# ECONOMIC INDICATOR: HEALTH CARE

PERS CHOICE AND SELECT – RATES PER MONTH PER COVERAGE TIER

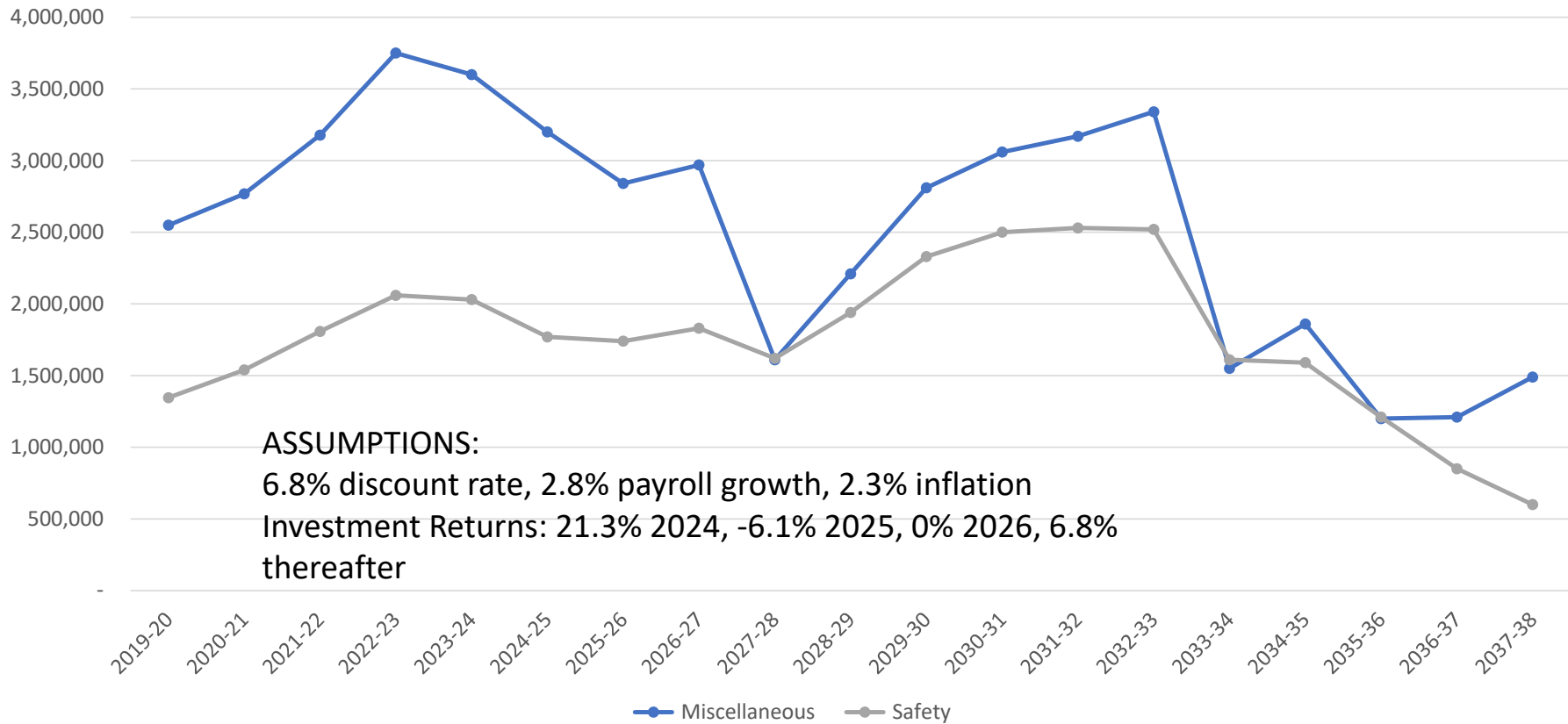


# PENSION UAL ANNUAL CONTRIBUTIONS

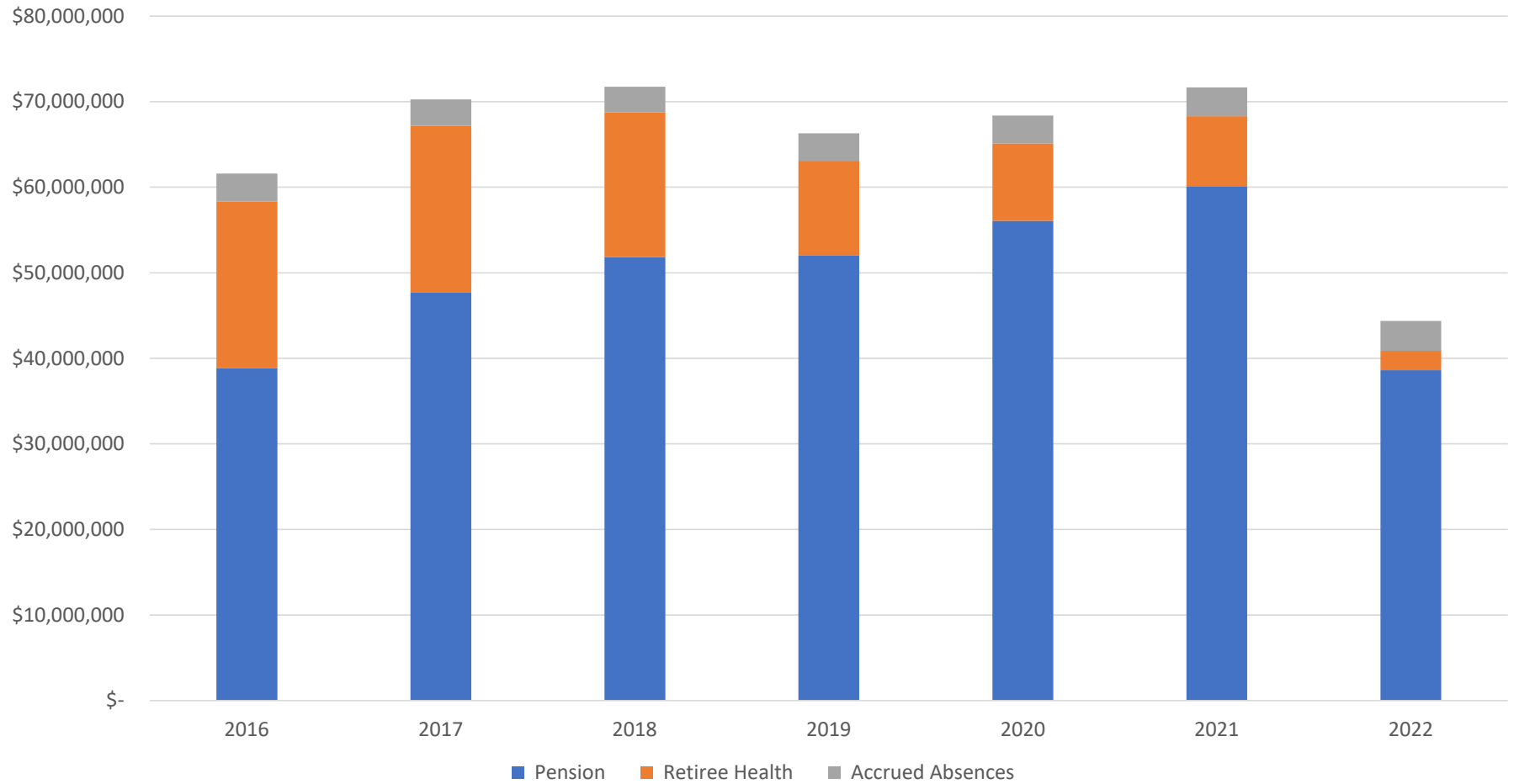




# HYPOTHETICAL PERS UAL CONTRIBUTIONS



## COMBINED UNFUNDED OPERATING LIABILITIES

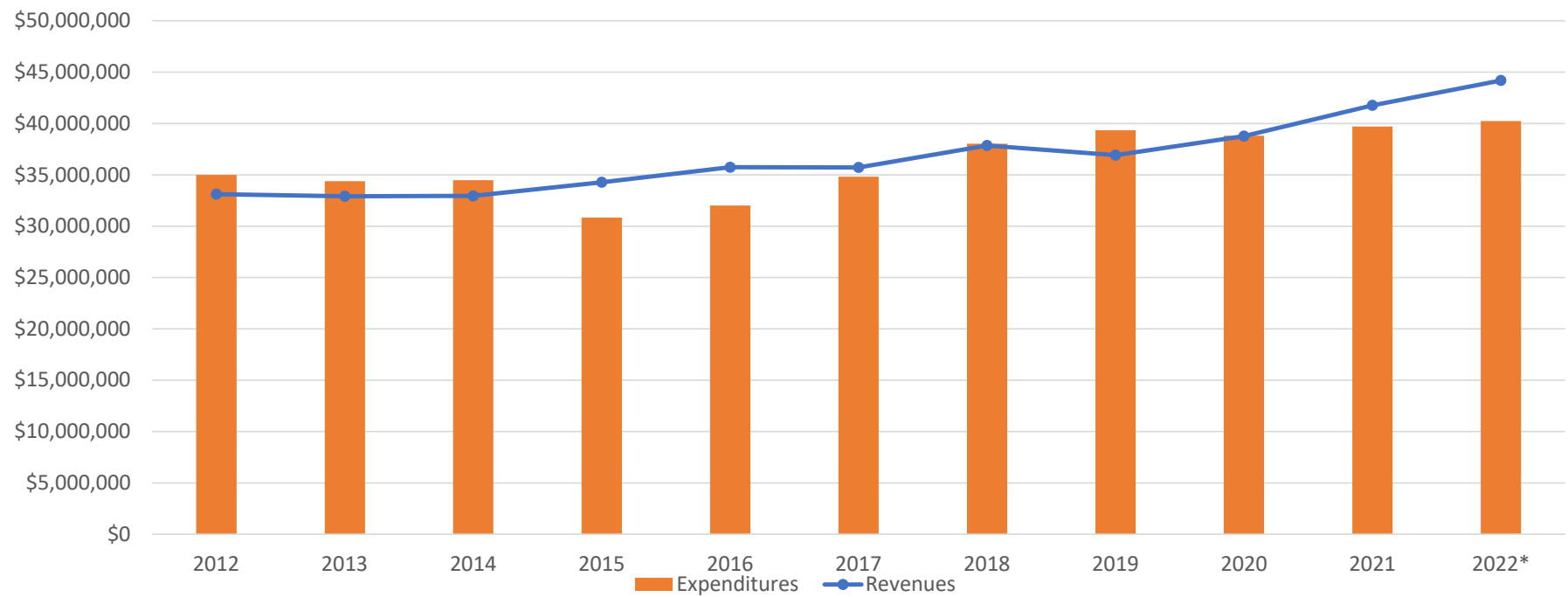


\* Retiree Health not reported as County liability on Balance Sheet until FYE 2018

\*\* Retiree Health obligation estimated for FYE 2021

# GF FISCAL PERFORMANCE – 10 YEARS

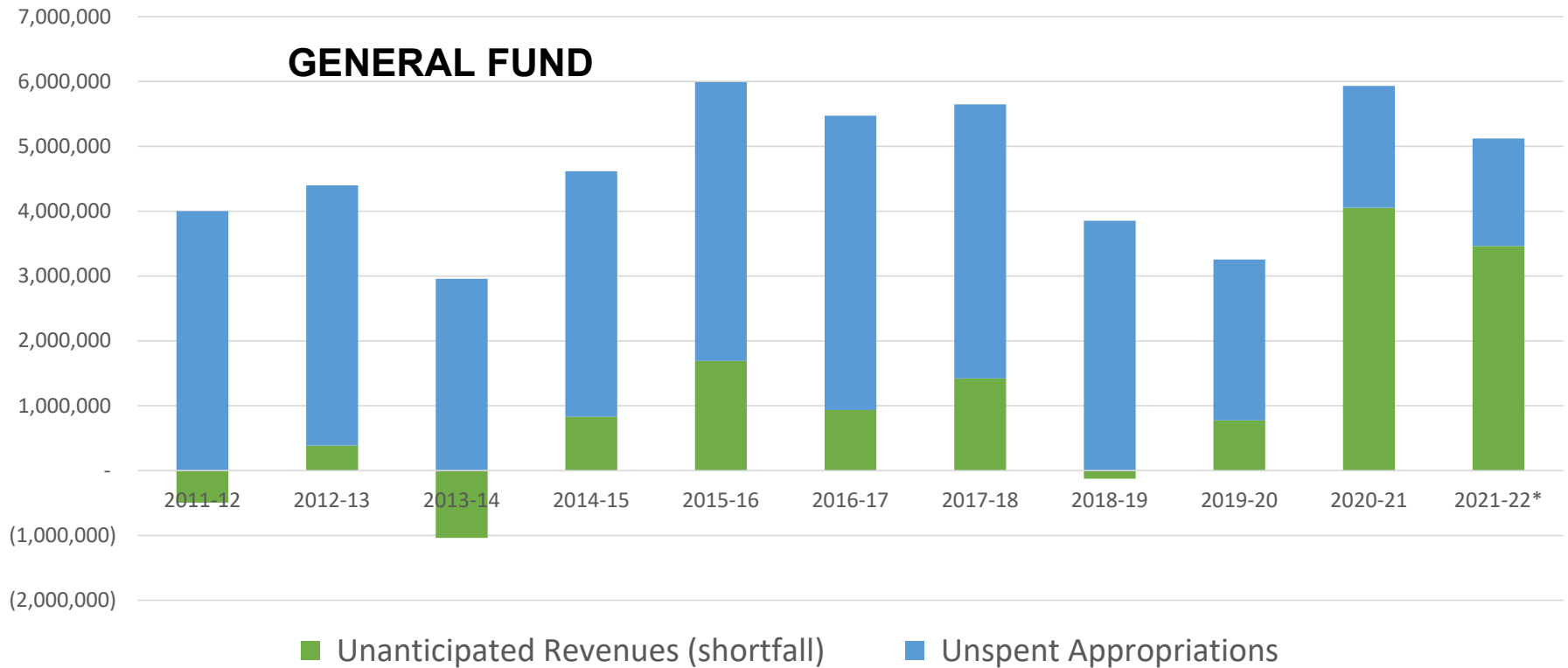
*Blue line above orange bars means surplus results for year*



\* Excludes 2022 Contribution of \$2 million to Reserves

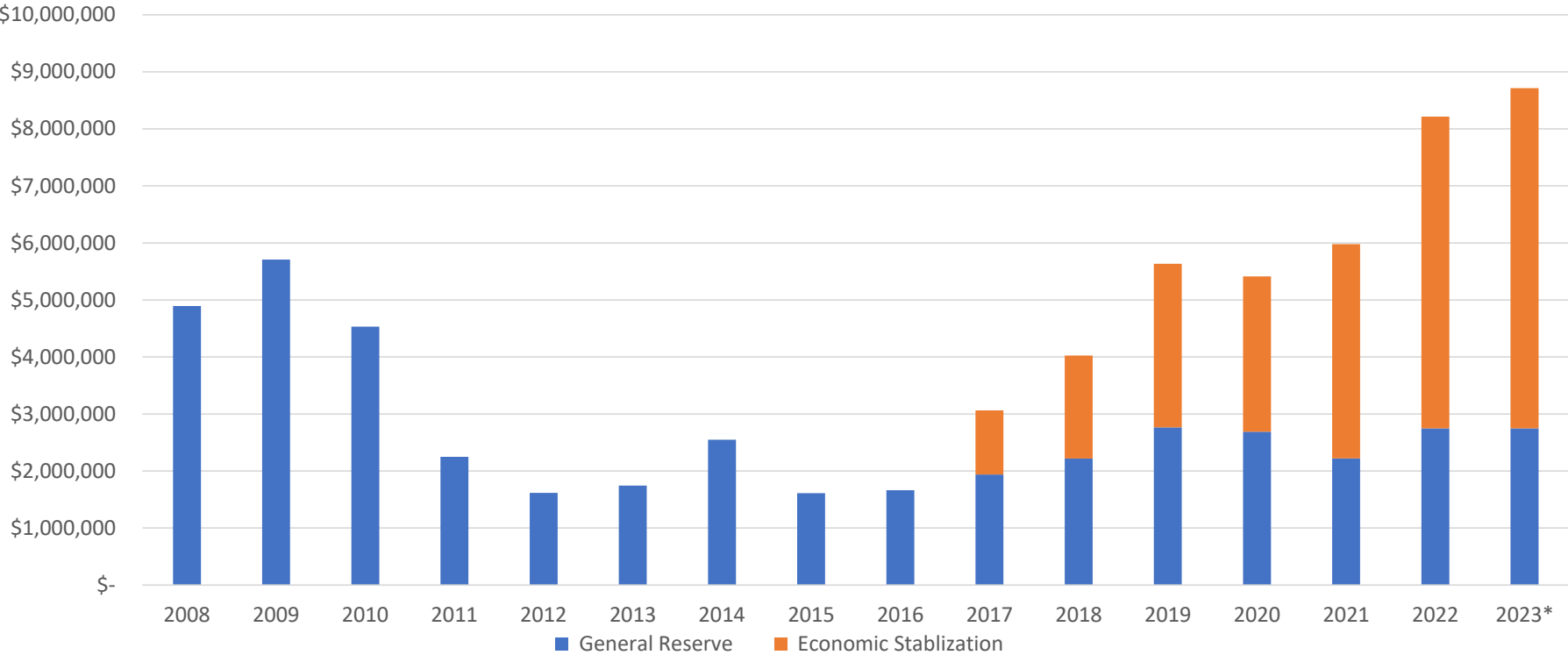
# *GENERAL FUND CARRYOVER*

# Budgetary Perspective of Carryover Fund Balance



\* Excludes 2022 Contribution of \$2 million to Reserves

# GF RESERVE BALANCES



*GFOA Recommended balances: 17% to 25% (\$7.0 to \$10.4 million)*

*County policy for general reserve: 5% to 15% (\$2.0 to \$6.2 million)*

*\* Projected*

# *GF Fund Balance Carryover As of June 30, 2022*

<b>GF FUND BALANCE CARRYOVER AVAILABLE FOR SPENDING</b>	
FUND BALANCE AT JUNE 30, 2022	\$10,499,000
SET-ASIDES (not available for spending):	
• CDBG and HOME Notes Receivable	887,000
• Prepaid expenses and inventory	74,000
New Jail Facility Shortfall	2,492,000
<b>REMAINING FUND BALANCE TO BALANCE FUTURE BUDGETS</b>	<b>\$7,046,000</b>
LESS: Amount needed to achieve 25% Economic Reserve balance	2,623,000
<b>MAXIMUM GF CARRYOVER AVAILABLE FOR NON-RECURRING PROJECTS</b>	<b>\$4,423,000</b>

# AGGREGATE FUNDS AVAILABLE FOR NON-RECURRING PROJECTS

GF CARRYOVER BALANCE	\$4,423,000
UNSPENT ARPA	2,191,000
LATCF (after 2024 receipt)	5,589,000
AFFORDABLE HOUSING FUND (projected, after \$550,000 set aside for Mammoth Lakes Housing)	632,000
	<b>\$12,835,000</b>



# General Fund

## Actual Performance

Fiscal Years Ended June 30, 2018 through 2022

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b>REVENUES</b>					
Property Taxes	\$ 18,499,065	\$ 19,326,243	\$ 20,650,450	\$ 21,510,377	\$ 23,251,436
VLF in Lieu	1,628,456	1,697,102	1,796,382	1,885,020	1,981,722
Excess ERAF	972,145	-	1,103,211	1,273,212	1,279,951
Transient Occupancy Taxes	3,252,710	3,230,031	2,862,995	3,249,569	3,616,877
Sales Taxes	597,336	690,854	650,259	772,678	871,842
Intergovernmental	4,774,607	4,602,103	4,473,109	5,130,956	5,125,934
Charges for Services	3,160,412	3,413,248	3,354,303	3,571,865	3,434,707
A-87 Reimbursement	1,321,638	1,568,478	1,682,327	2,188,876	2,378,724
Other Revenues	2,098,451	1,445,802	1,379,422	1,532,063	1,453,767
Transfers In	1,557,084	941,271	821,217	748,181	796,870
<b>TOTAL REVENUES</b>	<b><u>37,861,904</u></b>	<b><u>36,915,132</u></b>	<b><u>38,773,675</u></b>	<b><u>41,862,797</u></b>	<b><u>44,191,830</u></b>
<i>annual % change</i>		<b>-2.50%</b>	<b>5.03%</b>	<b>7.97%</b>	<b>5.56%</b>
<b>EXPENDITURES BY MAJOR OBJECT</b>					
Salary and Wages	13,350,496	13,589,859	14,602,278	15,011,518	15,648,966
Overtime	1,207,057	1,217,203	1,280,846	1,362,303	1,387,738
Benefits	9,727,468	10,045,473	9,585,103	9,793,882	10,253,125
Services	3,955,936	3,889,286	3,834,148	3,642,991	3,647,602
Facility	1,479,050	1,324,779	1,337,936	786,749	908,563
Insurance	1,403,739	1,629,987	1,449,787	1,475,100	1,477,328
Vehicle	1,447,760	1,480,094	1,168,955	1,149,631	1,434,416
Supplies	957,812	1,385,530	1,250,464	1,513,386	1,568,748
Training	383,262	322,716	360,547	202,896	308,198
Transfers Out	3,264,971	4,025,446	3,305,424	4,440,391	4,813,863
Support and Care of Others	465,133	222,434	476,633	387,416	761,314
Capital Outlay	263,173	91,993	2,256	6,411	29,955
Debt Service	129,333	116,347	161,693	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>38,035,190</u></b>	<b><u>39,341,147</u></b>	<b><u>38,816,070</u></b>	<b><u>39,772,674</u></b>	<b><u>42,239,816</u></b>
<i>annual % change</i>		<b>3.43%</b>	<b>-1.33%</b>	<b>2.46%</b>	<b>6.20%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(173,286)</b>	<b>(2,426,015)</b>	<b>(42,395)</b>	<b>2,090,123</b>	<b>1,952,014</b>
<b>BEGINNING FUND BALANCE</b>	<b><u>9,098,635</u></b>	<b><u>8,925,349</u></b>	<b><u>6,499,334</u></b>	<b><u>6,456,939</u></b>	<b><u>8,547,062</u></b>
<b>ENDING FUND BALANCE</b>	<b><u>\$ 8,925,349</u></b>	<b><u>\$ 6,499,334</u></b>	<b><u>\$ 6,456,939</u></b>	<b><u>\$ 8,547,062</u></b>	<b><u>\$ 10,499,076</u></b>

# General Fund

## Budget to Actual Comparison

Fiscal Year Ended June 30, 2022

	<b>2022 Final Budget</b>	<b>2022 Actual</b>	<b>Variance Favorable (Unfavorable)</b>	<b>% Over (Under) Budget</b>
<b>REVENUES</b>				
Property Taxes	\$ 21,246,000	\$ 23,251,436	\$ 2,005,436	9.44%
VLF in Lieu	1,796,382	1,981,722	185,340	10.32%
Excess ERAF	771,422	1,279,951	508,529	65.92%
Transient Occupancy Taxes	3,085,686	3,616,877	531,191	17.21%
Sales Taxes	600,000	871,842	271,842	45.31%
Intergovernmental	4,772,940	5,125,934	352,994	7.40%
Charges for Services	3,897,876	3,434,707	(463,169)	-11.88%
A-87 Reimbursement	2,257,858	2,378,724	120,866	5.35%
Other Revenues	1,386,251	1,453,767	67,516	4.87%
Transfers In	915,603	796,870	(118,733)	-12.97%
<b>TOTAL REVENUES</b>	<b>40,730,018</b>	<b>44,191,830</b>	<b>3,461,812</b>	<b>8.50%</b>
<b>EXPENDITURES BY MAJOR OBJECT</b>				
Salary and Wages	16,093,890	15,648,966	444,924	2.76%
Overtime	1,394,364	1,387,738	6,626	0.48%
Benefits	10,433,038	10,253,125	179,913	1.72%
Services	4,029,657	3,647,602	382,055	9.48%
Facility	928,900	908,563	20,337	2.19%
Insurance	1,480,318	1,477,328	2,990	0.20%
Vehicle	1,464,206	1,434,416	29,790	2.03%
Supplies	1,660,705	1,568,748	91,957	5.54%
Training	342,197	308,198	33,999	9.94%
Transfers Out <sup>1</sup>	2,982,974	2,813,863	169,111	5.67%
Support and Care of Others	847,090	761,314	85,776	10.13%
Capital Outlay	139,850	29,955	109,895	--
Contingency	100,000	-	100,000	100.00%
<b>TOTAL EXPENDITURES</b>	<b>41,897,189</b>	<b>40,239,816</b>	<b>1,657,373</b>	<b>3.96%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>\$ (1,167,171)</b>	<b>\$ 3,952,014</b>	<b>\$ 5,119,185</b>	<b>438.60%</b>

<sup>1</sup> Excludes post-adoption transfers of \$2,000,000 to GF reserve accounts.

## County of Mono

### Statement of Net Assets - For Fund GENERAL FUND For Period Ending 06/30/2022

	<b>2022</b>	<b>2021</b>	<b>Variance</b>
Cash	9,299,878	6,169,284	3,130,594
Imprest Cash	570	520	50
Taxes Receivable	1,780,067	1,453,240	326,827
Accounts Receivable	259,397	367,960	(108,563)
Due From Other Governments	1,316,889	1,756,972	(440,083)
Allowance For Uncollectible Taxes	(126,084)	(80,601)	(45,483)
Loans Receivable	887,327	887,327	0
Advances to Other Funds	99,013	99,013	0
Pre-Paid Expense	72,758	117,048	(44,290)
Pre-paid Expense	10	(45,092)	45,102
Inventory Of Supplies	1,266	1,266	0
<b>Total Assets</b>	<b>13,591,093</b>	<b>10,726,938</b>	<b>2,864,154</b>
TOT Credits	44	0	44
Sales Tax	99	0	99
Accounts Payable	843,087	549,023	294,064
Salaries/Benefits Payable	1,411,902	861,822	550,080
Unavailable Revenue	835,923	762,828	73,095
Unearned Revenue	0	5,403	(5,403)
CY Long-Term Debt Payable	162	0	162
Deposit Liabilities	800	800	0
<b>Total Liability</b>	<b>3,092,017</b>	<b>2,179,876</b>	<b>912,141</b>
Excess (deficiency) of revenues over (under) expenditures	1,952,014	2,090,123	(138,109)
Reserve For Imprest Cash	520	520	0
Reserve For Inventory	1,266	1,266	0
Reserve for Notes Receivable	887,327	887,327	0
Fund Balance Available	7,657,949	5,567,826	2,090,123
<b>Total Equity</b>	<b>10,499,076</b>	<b>8,547,062</b>	<b>1,952,014</b>
	<b>FY 2022</b>	<b>FY 2021</b>	
Beginning of the year carryforward	8,547,062	6,438,256	
Surplus (Deficit) from current year operations	3,952,014	3,108,806	
Transfer to reserves	(2,000,000)	(1,000,000)	
End of the year carryforward	10,499,076	8,547,062	
Nonspendable set-asides:			
CDBG and HOME Notes receivable	(887,327)	(887,327)	
Prepaid expenses and inventory	(74,034)	(73,223)	
Committed and Assigned for:			
FY 2021-22 adopted budget deficit	-	(1,200,000)	
Fund reserve accounts	-	(2,000,000)	
New jail facility project	(2,491,643)	-	
Available for future spending	<b>7,046,072</b>	<b>4,386,512</b>	



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE** January 10, 2023

**Departments: County Counsel**

**TIME REQUIRED** 15 minutes

**PERSONS APPEARING BEFORE THE BOARD** Stacey Simon, County Counsel

**SUBJECT** Teleconference Rules for the Board of Supervisors and Other County Legislative Bodies

**AGENDA DESCRIPTION:**

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

Presentation by County Counsel regarding modified rules applicable to teleconference participation in meetings under the Brown Act by members of the Board of Supervisors and of other legislative bodies of the County, such as the Planning Commission, Tourism and Film Commission, Community Corrections Partnership, Behavioral Health Advisory Board, Regional Planning Advisory Committees, Treasury Oversight Committee, etc.

**RECOMMENDED ACTION:**

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

**FISCAL IMPACT:**

None noted.

**CONTACT NAME:** Stacey Simon

**PHONE/EMAIL:** x1704 / ssimon@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

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<a href="#">Staff report</a>

**History**

Time	Who	Approval
1/5/2023 8:52 AM	County Counsel	Yes
1/4/2023 1:12 PM	Finance	Yes

1/5/2023 5:31 PM

County Administrative Office

Yes

**County Counsel**  
Stacey Simon

**Assistant County Counsel**  
Christopher L. Beck  
Anne L. Frievalt

**Deputy County Counsel**  
Emily R. Fox

**OFFICE OF THE  
COUNTY COUNSEL**

*Mono County*

South County Offices  
P.O. BOX 2415  
MAMMOTH LAKES, CALIFORNIA 93546

**Telephone**  
760-924-1700

**Risk Manager**  
Jay Sloane

**Paralegal**  
Kevin Moss

To: Board of Supervisors

From: Stacey Simon

Date: January 10, 2023

Re: Teleconference Rules for Members of the Board of Supervisors and other  
Legislative Bodies

**Recommended Action**

None. Informational only.

**Strategic Plan Focus Areas Met**

- A Thriving Economy     Safe and Healthy Communities  
 Sustainable Public Lands     Workforce & Operational Excellence

**Discussion**

The Ralph M. Brown Act (the “Brown Act”) is a California law designed to ensure public access to and transparency regarding the business of local government – as carried out by elected Boards of Supervisors and City Councils, and also by other advisory or decision-making bodies such as Planning Commissions, RPACs, special district boards and commissions, etc. These entities are all referred to in the Brown Act as “legislative bodies”.

The Brown Act has historically allowed meeting participation by members of legislative bodies using remote technology such as video or phone (called “teleconferencing” in the Brown Act), with limitations designed to maintain the open and public nature of such meetings, including a requirement that the public be allowed to attend and participate from each remote location.

The traditional Brown Act rules related to teleconferencing were temporarily modified (some might say “relaxed”) during the COVID-19 state of emergency first by executive order and then by state legislation referred to as AB 361. Assembly Bill 361 eliminated the requirement that remote locations be listed on the agenda and open to the public, and made other temporary changes to the law, effective only during the proclaimed state of emergency.

With the Governor’s emergency proclamation anticipated to end on February 28, 2023, it is important to revisit the traditional Brown Act teleconference rules (which will now, again, govern most remote participation). Additionally, in anticipation of the termination of AB 361,

the legislature enacted AB 2449 in September of 2022. Assembly Bill 2449 provides another option for remote participation in those circumstances where it is not appropriate or possible to open the remote location to the public.

**1. Traditional Brown Act Teleconference Rules**

The Brown Act has historically required that legislative bodies meet together in public, in a single location and pursuant to a posted and advertised agenda which informs the public of any matters to be heard, discussed or decided -- unless a specific exception applies. One of those exceptions authorizes teleconference participation by a member (or members) of a legislative body, provided that the location from which the member participates is listed on the meeting agenda and made open to the public, among other things. The specific requirements are as follows:

<b><i>“Traditional” Brown Act Teleconference Rules</i></b>
The meeting agenda must list all teleconference locations
The meeting agenda must be posted at all teleconference locations
The public must be able to access and provide public comment from all teleconference locations
Each teleconference location must be accessible to individuals with disabilities
At least a quorum of the board (3 members) must participate from a location that is within the jurisdiction of the legislative body (e.g., within Mono County for the Board of Supervisors)
Votes must be taken by rollcall
The meeting must comply with all other Brown Act requirements and meetings must be conducted in a manner that protects the constitutional rights of persons appearing before the board

**2. AB 361 – Modified Brown Act Teleconference Rules During COVID-19**

In September of 2021, the legislature enacted AB 361, which authorizes a legislative body to meet by teleconference without listing the remote location on the meeting agenda, posting the agenda at the remote location, or opening that location to the public during the meeting.

However, in order to utilize these modified rules, AB 361 requires that the meeting take place during a proclaimed state of emergency and either: that health officials have recommended or imposed measures to promote social distancing; or the state of emergency directly impacts the ability of the legislative body to meet safely in person. In addition, the legislative body must confirm these findings every thirty days in order for the modified rules to continue to apply. Assembly Bill 361’s modifications to the Brown Act will no longer be available upon termination of the Governor’s Emergency Proclamation – likely February 28, 2023.

**3. New “Modified” Brown Act Teleconference Rules under AB 2449**

The state’s collective experience during COVID and under AB 361 led to the enactment of AB 2449, which adds an additional avenue for teleconference participation by members of a

legislative body in the event it is not feasible or desirable to open the remote location to the public and list it on the agenda. AB 2449 is not nearly as flexible as AB 361, and only applies in certain, well-defined circumstances and, even then, only when specified procedures are followed. Key provisions of the new law are as follows:

<b><i>Assembly Bill 2449 Teleconference Rules</i></b>
There is not a requirement to list teleconference location(s) on the agenda, to post the agenda at the remote location, or to make the remote location accessible and open to the public.
At least a quorum of the board (3 members) must participate in person from a singular physical location clearly identified on the agenda and open to the public.
Members participating remotely must comply with one of the following: <b><i>Just cause exception:</i></b> <ul style="list-style-type: none"> <li>• Notify the board at earliest opportunity of need to participate remotely</li> <li>• Describe “just cause*” for remote participation (*defined in the statute)</li> <li>• Can only do this for 2 meetings each calendar year, <u>OR</u></li> </ul> <b><i>Emergency exception:</i></b> <ul style="list-style-type: none"> <li>• Notify the board of an emergency and the board must take action to approve the request</li> <li>• Provide a general description of the emergency circumstances</li> <li>• Request must be remade for each meeting (i.e., no standing requests)</li> <li>• Disclose whether any person aged 18 or older is present with them during the meeting</li> <li>• Participation must be both audio and visual</li> <li>• May be used for no longer than 3 consecutive months or more than 20% of regular meetings of the board.</li> </ul>
Either: use a two-way audiovisual platform; or a two-way telephonic service and a live webcasting of the meeting. Board Members must have video.
Votes must be taken by rollcall.
The meeting must comply with all other Brown Act requirements and meetings must be conducted in a manner that protects the constitutional rights of persons appearing before the board.
In the event of a disruption, no further action may be taken.
The agency must have a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities. How to request this procedure must be listed on the agenda.

If you have any questions regarding this item prior to your meeting, please call me at 760-924-1704.





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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE**     January 10, 2023

**TIME REQUIRED**

**SUBJECT**             Closed Session - Labor Negotiations

**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, Janet Dutcher, Patty Francisco, and Oliver Yee. 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 Correctional Deputy Sheriffs' Association. Unrepresented employees: All.

**RECOMMENDED ACTION:**

**FISCAL IMPACT:**

**CONTACT NAME:**

**PHONE/EMAIL:** /

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

<p><a href="#">Click to download</a></p> <p>No Attachments Available</p>
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**History**

Time	Who	Approval
1/3/2023 12:51 PM	County Counsel	Yes
12/28/2022 3:39 PM	Finance	Yes
1/5/2023 5:31 PM	County Administrative Office	Yes



OFFICE OF THE CLERK  
OF THE BOARD OF SUPERVISORS

## REGULAR AGENDA REQUEST

Print

**MEETING DATE** January 10, 2023

**Departments: County Counsel**

**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: County of Mono v. K.R. Property Development, et al. (Mono County Superior Court Case No. CV200081).

### RECOMMENDED ACTION:

### FISCAL IMPACT:

### CONTACT NAME:

PHONE/EMAIL: /

### SEND COPIES TO:

### MINUTE ORDER REQUESTED:

YES  NO

### ATTACHMENTS:

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### History

Time	Who	Approval
1/4/2023 9:26 AM	County Counsel	Yes
12/28/2022 3:39 PM	Finance	Yes
1/5/2023 5:31 PM	County Administrative Office	Yes



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

**REGULAR AGENDA REQUEST**

Print

**MEETING DATE**     January 10, 2023

**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: Administrative Enforcement Action - Mono County v. Yzaguirre.

**RECOMMENDED ACTION:**

**FISCAL IMPACT:**

**CONTACT NAME:** Christopher Beck

**PHONE/EMAIL:** 1706 / cbeck@mono.ca.gov

**SEND COPIES TO:**

**MINUTE ORDER REQUESTED:**

YES  NO

**ATTACHMENTS:**

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**History**

Time	Who	Approval
1/4/2023 9:23 AM	County Counsel	Yes
1/4/2023 1:12 PM	Finance	Yes
1/5/2023 5:32 PM	County Administrative Office	Yes



