

Agenda



County of Inyo Board of Supervisors

Board of Supervisors Room
County Administrative Center
224 North Edwards
Independence, California

NOTICE TO THE PUBLIC: In order to minimize the spread of the COVID-19 virus, Governor Newsom has issued Executive Orders that temporarily suspend certain requirements of the Brown Act. Please be advised that the Board of Supervisors Chambers are closed to the public, the Board will be conducting its meetings exclusively online.

Board Members and Staff will participate via Zoom webinar, accessible to the public at <https://zoom.us/j/868254781>. Individuals will be asked to provide their name and an email address in order to access the videoconference. Anyone who does not want to provide their email address may use the following generic, non-functioning address to gain access: donotreply@inyocounty.us.

Anyone wishing to make either a general public comment or a comment on a specific agenda item prior to the meeting or as the item is being heard, may do so either in writing or by utilizing the Zoom "hand-raising" feature when appropriate during the meeting (the Chair will call on those who wish to speak). Written public comment, limited to **250 words or less**, may be emailed to the Assistant Clerk of the Board at boardclerk@inyocounty.us. Your comments may or may not be read aloud, but all comments will be made a part of the record. Please make sure to submit a separate email for each item that you wish to comment upon.

Public Notices: (1) 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) 878-0373. (28 CFR 35.102-35.104 ADA Title II). Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting. Should you because of a disability require appropriate alternative formatting of this agenda, please notify the Clerk of the Board 72 hours prior to the meeting to enable the County to make the agenda available in a reasonable alternative format. (Government Code Section 54954.2). (2) If a writing, that is a public record relating to an agenda item for an open session of a regular meeting of the Board of Supervisors, is distributed less than 72 hours prior to the meeting, the writing shall be available for public inspection at the Office of the Clerk of the Board of Supervisors, 224 N. Edwards, Independence, California and is available per Government Code § 54957.5(b)(1).

Note: Historically the Board does break for lunch; the timing of a lunch break is made at the discretion of the Chairperson and at the Board's convenience.

June 29, 2021 - 8:15 AM SPECIAL MEETING

****AMENDED****

1. **PLEDGE OF ALLEGIANCE** (Join meeting via Zoom [here](#))
2. **PUBLIC COMMENT**
3. **County Administrator - Personnel** - Request Board approve Amendment #1 to the contract between the County of Inyo and the California Association of Environmental Health Administrators (CAEHA), increasing the contract amount in an amount not to exceed \$87,012, contingent upon signatures being obtained.
- 3A. **ADDENDUM: Environmental Health** - Request Board approve Resolution No. 2021-36, titled, "A Resolution of the Board of Supervisors of the County of Inyo, State of California, Approving a Waiver of Certain Environmental Health Permit Fees Related to the Tecopa Vending Machine," and authorize the Chairperson to sign.
4. **County Administrator - Personnel** - Request Board: A) conduct interviews of the individuals who applied to be appointed the Clerk-Recorder-Registrar of Voters; and B) deliberate and possibly make an appointment or direct staff to schedule appointment for the next Board meeting.



County of Inyo



County Administrator - Personnel

CONSENT - ACTION REQUIRED

MEETING: June 29, 2021

FROM: Sue Dishion

SUBJECT: Amendment #1 to the contract with California Association of Environmental Health Administrators

RECOMMENDED ACTION:

County Administrator - Personnel - Request Board approve Amendment #1 to the contract between the County of Inyo and the California Association of Environmental Health Administrators (CAEHA), increasing the contract amount in an amount not to exceed \$87,012, contingent upon signatures being obtained.

SUMMARY/JUSTIFICATION:

The contract with CAEHA originally was for an amount not to exceed \$80,000. Due to unforeseen circumstances and a shortage of staffing in the Environmental Health Department, along with the change of Director positions and the assistance needed for the new Director, the contract expenditures exceeded the original contract by \$7,012. This amendment will insure that the contractor is paid for the work that was provided.

BACKGROUND/HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Your Board could choose not to approve this amendment, however, the contractor has already provided this service and is owed the payment.

OTHER AGENCY INVOLVEMENT:

None

FINANCING:

This amendment will be paid out of the Personnel Budget (010800) in Professional Services (5265).

ATTACHMENTS:

1. CAEHA Amendment 1

APPROVALS:

Denelle Carrington

Created/Initiated - 6/22/2021

Darcy Ellis
Denelle Carrington
Sue Dishion
Marshall Rudolph
Amy Shepherd

Approved - 6/22/2021
Approved - 6/22/2021
Approved - 6/22/2021
Approved - 6/23/2021
Final Approval - 6/23/2021

AMENDMENT NUMBER 1 TO
AGREEMENT BETWEEN THE COUNTY OF INYO AND
CALIFORNIA ASSOCIATION OF ENVIRONMENTAL HEALTH ADMINISTRATORS
FOR THE PROVISION OF INDEPENDENT CONTRACTOR SERVICES

WHEREAS, the County of Inyo (hereinafter referred to as "County") and California Association of Environmental Health Administrators (CAEHA), of Cameron Park, California (hereinafter referred to as "Contractor"), have entered into an Agreement to provide contractor services dated June 2, 2020, for the term from June 8, 2020 to December 31, 2020.

WHEREAS, County and Contractor do desire and consent to amend such Agreement as set forth below.

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

County and Contractor hereby amend Paragraph 4.G of said Agreement as follows:

"4. COMPENSATION.

- G. All payment requests must be reviewed and approved by the County. Total compensation for the services rendered (including any travel, per diem or other expenses) under this agreement shall not exceed Eighty Seven Thousand Twelve Dollars (\$87,012.00)."

All other provisions of the Agreement remain unchanged.

The effective date of this Amendment to the Agreement is December 31, 2021.
All the other terms and conditions of the Agreement are unchanged and remain the same.

**AMENDMENT NUMBER 1 TO
AGREEMENT BETWEEN THE COUNTY OF INYO AND
CALIFORNIA ASSOCIATION OF ENVIRONMENTAL HEALTH ADMINISTRATORS
FOR THE PROVISION OF INDEPENDENT CONTRACTOR SERVICES**

IN WITNESS THEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS AND SEALS THIS

____ DAY OF _____, _____.

COUNTY OF INYO

CONTRACTOR

By: _____

By: _____
Signature

Dated: _____

Type or Print

Dated: _____

APPROVED AS TO FORM AND LEGALITY

County Counsel

APPROVED AS TO ACCOUNTING FORM:

County Auditor

APPROVED AS TO PERSONNEL REQUIREMENTS:

Director of Personnel Services



County of Inyo



Environmental Health

DEPARTMENTAL - ACTION REQUIRED

MEETING: June 29, 2021

FROM: Jerry Oser

SUBJECT: Waiver for the Tecopa Vending Machine annual operating permit fees.

RECOMMENDED ACTION:

ADDENDUM: 3A. - Environmental Health - Request Board approve Resolution No. 2021-36, titled, "A Resolution of the Board of Supervisors of the County of Inyo, State of California, Approving a Waiver of Certain Environmental Health Permit Fees Related to the Tecopa Vending Machine," and authorize the Chairperson to sign.

SUMMARY/JUSTIFICATION:

In recognition of new leadership, the unique nature of the experiment, and the limited funds collected via the coin-operated dispenser, this resolution would waive fees for 2017-2021 water system operating permits for the Tecopa Vending Machine.

BACKGROUND/HISTORY OF BOARD ACTIONS:

The Tecopa Vending Machine is a public water system operating in Tecopa. Well water is treated with reverse osmosis and dispensed in one or five-gallon volumes through a coin-operated vending machine. It serves residents and visitors alike.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Your Board has the option to keep the fees in place.

OTHER AGENCY INVOLVEMENT:

FINANCING:

The fiscal impact to the EH budget would be a loss of \$2,865.00 in unpaid invoices. Moving forward, the State Department of Drinking Water will assume regulatory responsibility and collect their own fees for operating permits.

ATTACHMENTS:

1. Resolution re EH fee waiver Tecopa

APPROVALS:

Darcy Ellis

Darcy Ellis

Sue Dishion

Marshall Rudolph

Amy Shepherd

Created/Initiated - 6/24/2021

Approved - 6/24/2021

Approved - 6/24/2021

Approved - 6/24/2021

Final Approval - 6/24/2021

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF INYO, STATE OF CALIFORNIA,
APPROVING A WAIVER OF CERTAIN
ENVIRONMENTAL HEALTH PERMIT FEES
RELATED TO THE TECOPA VENDING MACHINE

WHEREAS, the County charges annual fees to offset its costs of inspecting and providing other environmental health services mandated by state law with respect to a variety of businesses; and

WHEREAS, the Tecopa vending machine is a unique drinking water experiment in Southern Inyo County with revenues limited to those collected at the coin-operated dispenser, benefiting residents and visitors alike; and

WHEREAS, the experiment will likely fail if the Environmental Health Department collects these fees; and

WHEREAS, in recognition of the new leadership overseeing the vending machine and this new leadership's goal to become sustainable, the Board finds it equitable and appropriate to waive the environmental health fees applicable to water system permitting from 2017-2021.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Inyo as follows: The environmental health fees for annual operating permits from 2017 to 2021 are hereby waived with respect to the Tecopa Vending Machine.

PASSED AND ADOPTED by the Board of Supervisors, County of Inyo, State of California, this __ day of June 2021, by the following vote:

AYES:

NOES:

ABSENT:

Chairperson
INYO COUNTY BOARD OF SUPERVISORS

ATTEST: Clint Quilter
Clerk of the Board

by: _____
Darcy Ellis, Assistant



County of Inyo



County Administrator - Personnel

DEPARTMENTAL - ACTION REQUIRED

MEETING: June 29, 2021

FROM: Clint Quilter, Sue Dishion

SUBJECT: Clerk-Recorder-Registrar of Voters Interviews and Possible Appointment

RECOMMENDED ACTION:

County Administrator - Personnel - Request Board: A) conduct interviews of the individuals who applied to be appointed the Clerk-Recorder-Registrar of Voters; and B) deliberate and possibly make an appointment or direct staff to schedule appointment for the next Board meeting.

SUMMARY/JUSTIFICATION:

In response to former Clerk-Recorder-Registrar of Voters Kammi Foote resigning effective April 25, your Board discussed at its April 13 meeting the options for appointing someone to serve out the remainder of her term, which expires at noon on the first Monday in January 2023. The options discussed were: 1) appointing an individual without recruitment; or 2) seeking resumes and letters of interest, publicly interviewing the applicants, and making an appointment in open session. Your Board chose the latter, and also directed that a committee be appointed to screen the applications to eventually be presented to the Board. This decision is in keeping with past practice - particularly the last two times elected officials resigned mid-term.

A total of five (5) letters of interest were received for the Clerk-Recorder-Registrar of Voters position. The screening committee held technical interviews with the candidates on June 10. One of the applicants has since withdrawn their request for appointment. Staff is now presenting the remaining four applicants for your consideration. Staff recommends conducting the public interviews by the following procedure (which was used in the last two appointments discussed above):

1. Take public comment at the start of the agenda item
2. Interview each candidate for no more than 45 minutes, including:
 - 2a. Inviting each applicant to make a presentation to your Board and the public no longer than 5 minutes in length, in which they describe the role and responsibilities of the Clerk-Recorder-Registrar of Voters as they understand them, and describing why they are best qualified for the office; and
 - 2b. Each Board member asking one question of each candidate from a list of pre-determined questions distributed to the Board just prior to the agenda item
3. Take public comment a second time
4. Consider whether to begin public deliberations and making an appointment to the unexpired term for the Officer of Clerk-Recorder-Registrar of Voters, or direct that appointment be scheduled for the next meeting, which in this case is July 6 unless a special meeting is requested and scheduled between now and then

While there is no specific statutory deadline for making this appointment (See Gov't Code section 25304), there is a sense of urgency to fill the vacant seat prior to the upcoming special gubernatorial recall election. The appointed individual will need to be trained on the nine different computer systems used by the Clerk-Recorder's Office.

BACKGROUND/HISTORY OF BOARD ACTIONS:

Ms. Kammi Foote announced her resignation at the April 6, 2021 Board meeting. Her last official day in office as Clerk-Recorder-Registrar of Voters was April 25. Since that time, while the office of Clerk-Recorder-Registrar has been vacant, the Assistant Clerk-Recorder-Registrar of Voters has been able to legally perform all of the duties of the Clerk-Recorder-Registrar of Voters by virtue of her position. The Board is ultimately required to formally appoint a qualified individual to fill the vacancy in the elected office, and that person will serve for the remainder of Ms. Foot's unexpired term. There is no specific statutory deadline for making that appointment (see Gov't Code section 25304).

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Your Board may choose to make an appointment today, or schedule it for a future time.

OTHER AGENCY INVOLVEMENT:

N/A

FINANCING:

Salary for the Clerk-Recorder-Registrar of Voters is included in the County Budget.

ATTACHMENTS:

1. Adam Dorris - Letter and Resume
2. Danielle Sexton - Letter and Resume
3. Mikaela Torres - Letter and Resume
4. Wils Cain - Letter and Resume
5. Clerk Recorder-Registrar Technical Panel Report

APPROVALS:

Darcy Ellis	Created/Initiated - 6/15/2021
Sue Dishion	Approved - 6/23/2021
Clint Quilter	Final Approval - 6/23/2021

Hayley Carter

From: Adam D <dorris.adam@gmail.com>
Sent: Sunday, May 23, 2021 6:52 PM
To: Personnel
Subject: Inyo County Clerk/Recorder/Registrar of Voter Application
Attachments: A-Dorris-Resume-2021.pdf

CAUTION: This email originated from outside of the Inyo County Network. DO NOT click links or open attachments unless you recognize and trust the sender. Contact Information Services with questions or concerns.

Hello,

Working as a professional First Assistant Cameraman in the entertainment industry for nearly eleven years now, I've built myself up from a young man into a hard-working professional. I am a team player, I have a vigorous work ethic and after achieving one of my dreams, I would like to shift directions towards achieving another: steadier income.

Applying my acquired interpersonal skills, hustle attitude, technical-savvy and my Bachelor's of Science degree to a new working environment would be a refreshing change and I greatly welcome it. I built my current career up from making \$2,000 per year to making \$50,000 per year, and while it is thoroughly enjoyable, the pandemic has definitely highlighted my career goals. It is time to settle down.

I am very excited to talk more about this job opportunity with you; I would love to arrange a phone- call to discuss it, your time permitting.

Best Regards,

Adam Dorris

818-940-5381

RECEIVED

MAY 24 2021

INYO COUNTY
PERSONNEL



EDUCATION/AWARDS

Bachelor of Science, Film Production — Full Sail University (2010)
Course Director's Award — Digital Cinematography
High School Diploma — Summerville High School (2008)

REFERENCES

Joshua Reis; Local 600 Cinematographer: 323-893-5480
Rob Witt; Local 600 Cinematographer: 925-300-8987
Connor O'Brien; Local 600 Camera Operator: 310-908-4893

RECENT WORK HISTORY: MUSIC VIDEOS

-Karol G. Featuring Anuel AA and J Balvin — "Location" (2021); First Assistant Cameraman
-Belly Featuring The Weeknd — "What You Want" (2018); First Assistant Cameraman
-Jennifer Lopez — "In The Morning" (2021); First Assistant Cameraman
-DJ Snake Featuring: Ozuna, Cardi B & Selena Gomez — "Taki Taki" (2018); First Assistant Cameraman
-Justin Bieber — "Anyone" (2021); B-Camera: First Assistant Cameraman
-The Chainsmokers — "You Owe Me" (2018); First Assistant Cameraman
-Dua Lipa Featuring DaBaby — "Levitating" (2020); A-Camera: First Assistant Cameraman
-Pharrell Williams — "There's Something Special" (2017); First Assistant Cameraman
-Blackpink & Selena Gomez — "Ice Cream" (2020); First Assistant Cameraman: LA Unit
-Pharrell Williams — "Yellow Light" (2017); First Assistant Cameraman
-Fletcher — "Forever" (2020); First Assistant Cameraman
-Chris Brown Featuring: Gucci Mane & Usher — "Party" (2016); First Assistant Cameraman
-Charlotte Lawrence — "Joke's On You" (2020); First Assistant Cameraman
-Juicy J & Wiz Khalifa — "Bossed Up" (2016); First Assistant Cameraman
-Megan Thee Stallion & Normani — "Diamonds" (2020); First Assistant Cameraman
-Partynextdoor — "Not Nice" (2016); First Assistant Cameraman
-5 Seconds of Summer — "Teeth" (2019)
-Zendaya — "Neverland" (2016); First Assistant Cameraman
-Cardi B — "Be Careful" (2018); First Assistant Cameraman
-Justin Bieber — "What Do You Mean" (2015); First Assistant Cameraman
-Wiz Khalifa — "Letterman" (2018); First Assistant Cameraman

RECENT WORK HISTORY: FEATURE FILMS/TV SHOWS

-The Misfits (2021); A-Camera: First Assistant Cameraman: LA Unit
-Wildlife (2018); 2nd Unit — Montana: First Assistant Cameraman
-Snatchers: Season 3 — 9 Episodes; First Assistant Cameraman
-Gone Are The Days (2018); First Assistant Cameraman
-Social Animals (2018); First Assistant Cameraman: LA Unit
-Ingrid Goes West (2017); B-Camera: First Assistant Cameraman
-Day of Days (2017); First Assistant Cameraman

KNOWN CAMERA SYSTEMS

ARRI: Alexa 65mm, Alexa, Alexa SXT, Alexa Mini, Amira, Alexa Mini-LF, Alexa-LF, 235, 435, 416-HS, ARRICAM-LT, ARRICAM-ST, SR-II, SR-III

RED: Monstro 8K W, HELIUM 8K S35, KOMODO 6K S35, GEMINI 5K S35, WEAPON, EPIC-MX, EPIC-B&W, EPIC, ONE

Panavision: G-2, Millenium XL-2, Millenium XL-1, Lightweight Panaflex (Steadicam)

Lens Brands: ARRI, Zeiss, Canon, Hawk, Vantage, Cooke, Panavision, Sigma, Nikkor, Angenieux, Tokina, Rokinon

PERSONAL EQUIPMENT

Wireless Focus, Iris & Zoom Control Kit: ARRI WCU-4, ARRI UMC-4, ARRI CLM-3, ARRI CLM-4 (x2), C-Force Mini

Wireless Video Monitoring Kit: Transvideo 7" 1080P Rainbow Superbrite 1250 Lumen Monitor, Teradek Bolt Pro 300

Danielle Sexton

3508 Gerkin Road
Bishop, CA 93514
760-877-1852
daniellesexton42@gmail.com

May 18, 2021

RECEIVED

Inyo County Personnel Office
PO Box 249
Independence, CA 93526

MAY 19 2021

**INYO COUNTY
PERSONNEL**

To Inyo County Personnel & Board of Supervisors,

I am submitting this letter of interest for the position of Inyo County Clerks/Recorder/Registrar of Voter.

I am currently the Finance Manager for Inyo Superior Court with fourteen years of service. While I enjoy my duties and the environment within the Court, I am interested in personal growth and an opportunity to apply my skills to serve our community.

The responsibilities and qualifications as outlined in my attached resume demonstrate my ability to become a valuable public servant and part of your team.

My areas of expertise include government accounting, auditing, computer information technology skills, data analysis, trend forecasting & statistics, organization, multitasking, and keeping a positive attitude while under pressure.

Thank you for your time and consideration.

Sincerely,



Danielle Sexton

Enclosed:

Resume

Inyo County Application Form

EDUCATION

- 2001-2005 Bachelor of Science Business/Accounting (with honors),
University of Phoenix, Reno, Nevada
- 2004 Advanced Excel, University of Reno, Nevada

EMPLOYMENT

2007-Current Superior Court of California, County of Inyo

Court Finance Manager: Prepare and administrate budgets for State and local funds, maintain budget controls, financial forecasting/budget planning, manage fiscal operations, plan and implement financial programs and policies, established and maintain Court Enhanced Collections Program, direct/manage Collections Clerks, audit court ordered debt and fees, criminal and civil distribution, coordination with State, other courts, county agencies, and city, maintain compliance with statute, GASB, court, and State policies and controls, oversee and perform Court purchasing, and maintain procurement regulations in alignment with Judicial Branch Contracting Manual guidelines, established and maintain credit card payment system, extract case management system data for court operation control via statistical data analysis, direct/manage Court IT personnel, and establish project for court infrastructure.

2006-2007, 1989-99 Bishop Creek Chevron /Bishop Automotive Center

Bookkeeper/Office Manager: Management and supervision of Chevron staff for training, scheduling, and guidance on job performance; create and update Employee Policies and Procedures Manual; Full charge bookkeeper: accounts payables, accounts receivables, payroll, and prepare/process financial statements for all mentioned; balance general ledger; banking and funds processing and auditing, customer credit card reconciliation, electronic funds transactions, and oversee shift changes; perform marketing duties, customer service, vendor correspondence, and inventory control.

2005-2006 Microsoft Licensing GP

Internal Auditor: Audit purchase orders and contracts of Microsoft applications for costs, languages, and amounts utilizing SAP accounting software. Update data management and create pivot tables for data analysis. Compile monthly statistics of research found.

ACTIVITIES

Inyo County Treasury Oversight Committee, Secretary

2010 to present

COMPUTER SKILLS

Hardware maintenance, networking infrastructure, SQL programming and SQL report building for end-user appliance, Microsoft Windows (all versions), Word, Excel, PowerPoint; Access, WordPerfect, Sungard products including JALAN, IFAS, One Solution, and Cognos, MIP, ACT!, Master Builder Accounting Program, SAP, ORACLE, GINT, EAGIS, and other DOS-based systems.

OBJECTIVE

To lead, manage, and perform responsibilities of the Clerk/Recorder/Registrar of Voter position and office.

QUALIFICATIONS

I am a registered voter residing in Inyo County. While this is the single listed qualification, below are examples that demonstrate my ability to perform the duties the position requires.

My strongest qualifications are team building, problem solving, and research. These are enhanced by my positive attitude, ethical morale, and self-driven performance.

Create and maintain written procedures on a broad spectrum of topics.

Perform project management from concept, setting task flow and timeline goals, delegation and team management, completion, and ongoing maintenance when relevant.

Manage court IT personnel, including tasks and project organization, selection and implementation of major infrastructure system upgrades.

Grant management including application, budget, performance evaluation, and funding parameters.

Maintain distribution calculations for court ordered debt including interpretation of statutes, create and maintain complex calculations and audit compliance within the guidelines of the State Controllers Office.

Complete county-wide data tracking for state Collections reporting on a quarterly basis; this includes but is not limited to monthly distribution of fines and fees, and manage Court Enhanced Collections program including staff, data tracking, procedures, and additional State reports.

REFERENCES:

Dean T. Stout, Judge (Ret.)

Superior Court of California
Temporary Assigned Judges Program
dean.stout53@gmail.com
760-920-0126

Pamela M. Foster

Court Executive Officer
Superior Court of California, County of Inyo
301 W. Line Street
Bishop, CA 93514
pamela.foster@inyocourt.ca.gov
760-872-6728

Samantha Rottner

FIRST Program Supervisor
Inyo County Health and Human Services
162 Grove Street
Bishop, CA 93514
srottner@inyocounty.us
760-873-6533

Desire Leard

Court Executive Assistant
Superior Court of California, County of Mariposa
5092 Jones Street
PO Box 316
Mariposa, CA 95338
leardd@mariposacourt.org
209-769-7969

Rachael Fahm

Fiscal Analyst
Judicial Council of California
2850 Gateway Oaks Drive, Suite 300
Sacramento, CA 95833
fahm.saephanh@jud.ca.gov
916-263-2106

Bill Hardin

Contract Specialist (Retired)
Judicial Council of California
morebarlesspar@gmail.com
916-420-8135

**Brian Lamb
Attorney at Law
Law Offices
Post Office Box 635
Bishop, California 93515
(760) 582-3075**

May 28, 2021

Inyo County Board of Supervisors
Post Office Drawer N
Independence, California 93526

Dear Inyo Supervisors:

I have the honor of recommending to you the appointment of Ms. Danielle Sexton to serve Inyo County as our next County Clerk/Recorder/Registrar of Voters. Her temperament, skills and experience, and more importantly, her integrity and commitment to public service, render her eminently well-qualified to honorably and effectively acquit the responsibilities of that important office.

From 2003 to January of this year, I served as Judge, and ultimately, as Presiding Judge, of the Inyo County Superior Court. Since Ms. Sexton started with the Court in 2007, I worked closely with Ms. Sexton on issues of budgeting, collections, and fiscal compliance. More recently, together with the Court's CEO, I supervised and directed Ms. Sexton in her current position as the Court's Fiscal Manager. In my opinion, Ms. Sexton has been outstanding in the quality, timeliness, and accuracy of her professional work product.

Without hyperbole, I can say that Ms. Sexton is the most organized person I know. In her work, she is meticulous in her attention to detail. In her financial management and reporting, she assures compliance with all applicable legal and regulatory requirements to the punctilio. With her colleagues and supervisors, she accepts correction or suggestion without umbrage, always putting the primary focus on discerning the correct result. When there is uncertainty about the governing rule, she is uninhibited about seeking out advice and recommendations from her Court supervisors, fiscal staff in other county courts, and other relevant authorities.

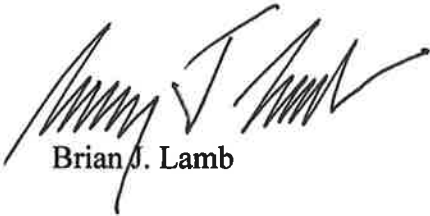
All that said, Ms. Sexton is not merely a highly-competent technocrat. She is warm, engaging, personable, and considerate of every person she encounters in the performance of her professional roles. One major part of her current job is dealing with court clients who have not timely paid their traffic fines and other court-imposed debts. In that often trying task, she has shown enviable patience, dignity, focus, and compassion in dealing with members of the public, obtaining maximal compliance with payment obligations while acknowledging the myriad

difficulties they face in getting themselves square with the Court. For this reason, I am confident she will do well in dealing with the public-facing responsibilities of the County Clerk, which will include addressing concerns from members of the public, some of whom may be vocally critical, misinformed, or even personally antagonistic. In her position, Ms. Sexton will listen respectfully, and engage with her constituency in a constructive, dignified, and appropriate manner, maintaining a cheerful demeanor, focused always on the public service.

Finally, as a former elected official myself, I know from experience the crucial importance to public confidence in results of the County's elections, of both the fact and the appearance of the unimpeachable integrity of the County's senior elections official. In this thinly-populated jurisdiction, important elections are often decided by just a handful of votes, if that. To my experience, Ms. Sexton has shown throughout her career, a personal integrity, a respect for official confidences, and a probity and discretion that are central to the proper performance of her job.

For all these reasons, I recommend most highly Ms. Danielle Sexton for appointment to serve Inyo County as its new County Clerk/Recorder/Registrar of Voters.

Very truly yours,

A handwritten signature in black ink, appearing to read "Brian J. Lamb". The signature is stylized with a large, sweeping initial "B" and "L".

Brian J. Lamb

Mikaela Torres
297 Meadow Lane
Bishop, CA 93514
(760) 937-0170

May 24, 2021

County of Inyo Personnel Office
P.O. Box 249
Independence, CA 93526

To Whom It May Concern:

My name is Mikaela Torres and I am an analyst and philanthropist (and registered voter!). I am writing to submit my letter of intent for the County Clerk/Recorder/Registrar of Voters position with the County of Inyo. I can offer a unique perspective to the Elections Department with my tenacity for problem solving, innovative thinking, and project management and reporting skills.

Personal and professional growth has always been a top priority for me. Throughout my career, I've had many leadership experiences, most notably at the Bishop Paiute Tribe where I managed 12 Tribal departments and 60 employees. I was also part of the inaugural class of the Leadership Eastern Sierra Program, where I gained invaluable community connections. These experiences gave me the confidence and wisdom to successfully lead a team, while managing multiple projects and priorities in our County.

After obtaining multiple degrees in various undergraduate studies, it was after I started working in local governments, Tribal and County, where I realized my true passion is serving my community. In my free time, I volunteer at a plethora of events with countless organizations throughout the community. Giving back and volunteering is a core value of mine, and I can think of no greater honor than to serve my community in a grander, more official capacity.

I'd love to join the ranks of elected officials within the County of Inyo and continue the honorable work of Kammi Foote in serving the community. Thank you for your time and I look forward to hearing from you.

Sincerely,

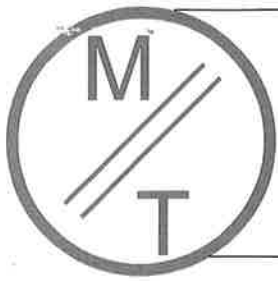


Mikaela Torres

RECEIVED

MAY 25 2021

INYO COUNTY
PERSONNEL



MIKAELA TORRES

ADMINISTRATIVE ANALYST

Detail-oriented self-started with a tenacity for problem solving and 8 years of experience managing multiple projects and coordinating with various departments and government agencies. Seeking to leverage my passion for public service and grow with the County of Inyo as the County Clerk/Recorder/Registrar of Voters.

EDUCATION

Master of Public Administration
Cal State University San Bernardino

Bachelor of Arts
Sociology
University of Wyoming

Associates of Science
Paralegal Studies
Cerro Coso Community College

Associates of Science
Judicial Reporting
Hinds Community College

SKILLS

- Team Leadership
- Delegation and agile project management
- Policy development
- Data wrangling and interpretation
- Multidimensional communication and collaboration
- Technical and functional writing
- Budgeting expertise
- Innovating solutioning

EXPERIENCE

ADMINISTRATIVE ANALYST

Inyo County Health and Human Services // Nov. 2018 – Present
Coordinating with County departments and the State to develop and implement state-mandated programs; collecting, evaluating, and interpreting data to improve workplace processes and operations, while ensuring program compliance; drafting strategic roadmaps; successfully developed more efficient outcome-tracking systems for multiple County departments; acting as the financial Representative Payee, managing multiple client accounts and budgets; performing contact tracing and basic reporting/data analysis for the County’s COVID-19 response.

BOOKKEEPER

Home Lumber Company // Aug. 2017 – Nov. 2018
Spearheaded the implementation of a new accounting system; improved workplace reporting policies and procedures; managed and balanced store and customer accounts, with strict attention to detail; produced monthly financial reports; prepared documents and procedures for the annual audit.

ASSISTANT TRIBAL ADMINISTRATOR

Bishop Paiute Tribe // Nov. 2015 – June 2017
Assisted with the supervision and management of daily operations of the Tribe; drafted and implemented Tribal policies; ensured Tribal goals and objectives were being met within each department, including preparing financial and audit reports; maintained office organization, including scheduling meetings and coordinating with other Tribal departments; and enhanced community participation strategies.

ENVIRONMENTAL DIRECTOR / EMERGENCY MANAGER

Timbisha Shoshone Tribe // Aug. 2013 – Nov. 2015
Managed, coordinated, and implemented various environmental programs; applied for and monitored department grants and budgets; prepared and executed Tribal contracts; and acted as liaison between the Tribe and various federal, state, and local agencies, including coordinating meetings.



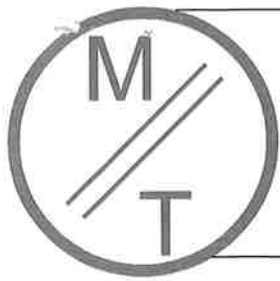
(760) 937-0170



297 Meadow Lane
Bishop, CA 93514



Mikaelatorres26@gmail.com



MIKAELA TORRES

VOLUNTEER EXPERIENCE

Active Volunteer with the AARP Tax-Aide Foundation

- Preparing income tax returns for low/moderate income clients, with special attention to those aged 60 and older

Active Board Secretary for Friends of the Fair, Inyo County

Active Mentor with the Inyo County Mentor Program

- Lunch Pal Program
- Outdoor Program

Active Volunteer at Mule Days

- Welcome-Dinner Committee Chairperson

Active Member and Volunteer for the Bishop Area Chamber of Commerce

- California High School Rodeo
- Ventura County Motorcycle Club Event
- Blake Jones Trout Derby
- And various other volunteer opportunities, as they arise

Active Volunteer with Cheryl Underhill (of Northern Inyo Hospital and the VFW)

- Community Blood Drive
- American Flag Setup on Main Street for Veteran Holidays
- Millpond Music Festival

Active Volunteer for the Bishop, CA Community Soup Kitchen

Active Volunteer for the California Deer Association

Active Volunteer at the Inyo County Animal Shelter

Active Volunteer for the June Lake Triathlon

Domestic Violence Victim Advocate for the Albany County S.A.F.E. Project (2011-2013)

- Providing services and support to victims of domestic violence



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Bishop, CA 93514



mikaelatorres26@gmail.com

WILS CAIN

2409 Apache Dr.
Bishop, CA 93514

917.843.2179
wils Cain@gmail.com

May 21, 2021

Dear Inyo County Personnel Department,

Please find my resume attached for the role of Clerk/Recorder/Registrar of Voters with the County of Inyo. I would be thrilled to use my management and leadership skills to serve the residents of Inyo County in this rewarding and vital role.

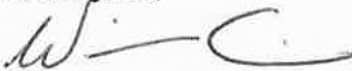
I joined the Clerk-Recorder office in August 2020 to help manage the election workload and to assist in communications around the November 3, 2020 Presidential Election. I worked closely with Kammi Foote through the election process verifying ballot signatures, processing ballots, filing early ballots, counting ballots, processing incoming ballots on election night, posting final results on the election website and with the state, and participating in the adjudication and audit processes leading up to the final canvass report to the Board of Supervisors. On the communications side I built the Inyo County Facebook and Instagram pages and posted content to them on a regular basis, updated information on the elections website, and assisted with press release content. Communications around this election were vitally important as the majority of our communication was combating mis- and dis-information around the integrity of the voting process, plus public safety during the COVID-19 pandemic.

In addition to the election, I have experience working across the Clerk and Recorder sides of the department as well - processing official vital certificates (birth, marriage, and death), issuing marriage licenses, officiating marriage ceremonies (as Deputy Commissioner of Civil Marriages), issuing and processing Fictitious Business Names, recording, scanning, and indexing recorded documents, scanning and indexing birth and death records, redacting and posting campaign filings on the elections website, and updating and reformatting general content on the elections website.

I have 30 years of experience in business and administration, with my bachelors degree in marketing, and 18 years experience managing global marketing teams. During those 18 years I had staff reporting to me from multiple countries, managed large corporate marketing budgets, produced numerous weekly, monthly, quarterly, bi-annual, and annual reports of all project results, and managed various vendors and partners. I believe these skills, along with my experience in the Clerk-Recorder and Elections department of Inyo County, firmly match the requirements of the Clerk/Recorder/Registrar of Voters role and can allow me to lead the Clerk-Recorder Office and serve the residents of Inyo County.

I hope to have the opportunity to speak with you further. This is a very exciting opportunity and I hope to be able to further help the team and department, using the skills I have mastered over my career.

Kind regards,



Wils Cain

RECEIVED

MAY 21 2021

INYO COUNTY
PERSONNEL

WILS CAIN

2409 Apache Dr.
Bishop, CA 93514

917.843.2179
wilscain@gmail.com

QUALIFICATIONS

Experienced marketing professional with 30 years' proven success leading a marketing team, and a creative vision valued throughout the company. Superior organizational, budgeting, delegation, and time-management skills that combined, result in consistent balancing of many projects simultaneously with firm deadlines and budgets, and successful achievement of business and department goals.

EXPERIENCE

Office Technician, Inyo County Clerk-Recorder/Elections Office (August 2020 - Current)

- Communications around Elections
 - o Press releases
 - o Created social media pages
 - o Created ads for local media
 - o Created postcard mailing around 2020 COVID election process
- Elections
 - o Verifying ballot signatures
 - o Processing ballots
 - o Filing early ballots
 - o Counting ballots
 - o Processing incoming ballots on election night
 - o Posting final results on the election website and with state
 - o Adjudication and audit processes to final canvass report
 - o Redacting and posting campaign filings on the elections website
 - o Updating and reformatting general content on the elections website
- Clerk-Recorder services
 - o Processing birth, marriage, and death certificates
 - o Processing marriage licenses and officiating marriage ceremonies
 - o Recording, scanning, and indexing recorded documents
 - o Issuing and processing Fictitious Business Names
 - o Scanning and indexing birth and death records

Communications and Membership Manager, Eastern Sierra Interpretive Association (October 2019 – March 2020)

- Communications management of presence in 17 visitor centers, online store, and extensive public programs:
 - o Email campaigns
 - o Website management
 - o Social media
 - o Public relations
 - o Educational article contribution in local newspapers
 - o Print newsletter
- Membership management:
 - o Growing new membership program
 - o Promotion at public events
 - o Inclusion in all communications above

Bookstore Sales Associate, Eastern Sierra Interpretive Association, Devils Postpile/Mammoth Lakes/Bristlecone Pine Forest Visitor Centers (August 2019 – October 2019)

- Daily opening, closing, and sales responsibility for respective visitor centers
- Providing details of local sites, trails, and health considerations hiking at elevation

Senior Global Marketing Director, SS&C Technologies, Inc. (May 2006 – October 2018)

- Global management of the following across seven business units within the company:
 - Marketing staff based in three countries
 - Marketing plans and strategies
 - Email and print campaigns
 - Industry conferences, hosted events, and webinars
 - Print and digital collateral
 - Website content
 - Videos
 - Print and digital advertising
 - Public relations
 - Social media
 - Internal marketing communication
- Tracking, analyzing, and reporting all marketing activity
- Development of creative marketing campaigns
- Assessment of industry trends and market needs
- Active leadership in acquisition transition of several acquisitions per year

Global Marketing Director, The Oxford Princeton Programme (Princeton Energy Programme) (June 2001 – May 2006)

- Global management of:
 - Marketing staff based in three countries
 - Campaigns via direct mail, email, fax, and web portals
 - Website with search function and online purchasing
 - Tradeshow exhibitions
 - Print and web advertising campaigns
 - Public relations
 - CRM database
 - Internal and external marketing communication
 - Merging and rebranding two regionally recognized training companies into a single global company
- Tracking, analyzing, and reporting all marketing activity
- Development of creative marketing campaigns
- Assessment of industry trends and market needs
- Forecasting budgets and development of marketing strategy and plan
- Active involvement in due diligence of parent company buyout, followed by management buyout

Marketing Manager, Princeton Energy Programme (June 1999 – June 2001)

Marketing Coordinator, Princeton Energy Programme (December 1997 – June 1999)

Proposal Coordinator/Writer, Prudential HealthCare (May 1995 – December 1997)

Assistant Technical Representative, Prudential/AARP Operations (June 1993 – May 1995)

Insured Member Services Technician, Prudential/AARP Operations (August 1990 – June 1993)

EDUCATION

University of Phoenix. Bachelor of Science in Business Marketing. Awarded June 2005.

HubSpot certified in Inbound Marketing, Email Marketing, Content Marketing, and Social Media.

INTERESTS

Ceramics, running, reading, biking, hiking, and playing with my dogs, to name a few.
Wildcare Eastern Sierra: volunteer rehabilitating wildlife; non-profit marketing activity.

Memorandum

Date: June 23, 2021
To: Board of Supervisors
From: Clint Quilter, County Administrator
Subject: Clerk Recorder-Registrar Technical panel report

Interviews were held for 5 candidates for Inyo County Clerk-Recorder by a technical panel consisting of:

Clint Quilter – Inyo County Administrative Officer
Shannon Kendall – Mono County Clerk-Recorder-Registrar
Michele Hartshorn – Inyo County Acting Clerk-Recorder-Registrar
Marshall Rudolph – Inyo County Counsel
Sue Dishion – Inyo County Deputy Personnel Director

The technical panel placed the applicants in tiers with Tier 1 being most qualified. The panel did not attempt to rank the candidates within each tier. Below are candidates with the panel's comments on each applicant.

Tier 1

Danielle Sexton-

This candidate had over 14 years of governmental experience working for the court in Inyo County in an environment requiring interaction with the public and other agencies at both the state and local level. She has substantial experience dealing with difficult situations. She also has years of experience dealing with document management which is a key component of the Clerk-Recorder job. She did not have any direct experience related to the Clerk-Recorder position. She was very enthusiastic about the job and had done a lot of research both on-line and by personal contact prior to the interview. She has some experience in public outreach. She has limited supervisory experience. She is committed to the area.

Wils Cain-

This candidate has about 11 months of direct experience the Clerk-Recorder's office. This has provided him with a working knowledge of many operations and nine systems utilized by the Clerk-Recorder's office, including managing all the websites and outreach for the Clerk-Recorder & Elections. Previous experience includes substantial supervisory, management, and marketing responsibilities as Sr. Global Marketing Director for multi-national corporations. He has a lot of experience in public outreach. He is committed to the area.

Tier 2

Mikaela Torres-

This candidate has 7 years of experience working for County and Tribal entities. She has substantial experience working in a complex regulatory environment utilizing a variety programs analyze data, do state reporting, and pull down funding. Does not have direct experience related to the Clerk Recorder Position. She was is very enthusiastic about the job and had done a lot research prior to the interview. She has limited supervisory experience. This candidate was well qualified for the position but the interview panel felt that she did not have quite the same level of experience as the Tier 1 candidates. She is committed to the area.

Tier 3

Adam Dorris-

This candidate did not demonstrate anything in his background that would be relevant to the Clerk-Recorder position and had done little or no research on the duties and responsibilities of the position.