

Agenda

County of Inyo Board of Supervisors

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

All members of the public are encouraged to participate in the discussion of any items on the Agenda. Anyone wishing to speak, please obtain a card from the Board Clerk and indicate each item you would like to discuss. Return the completed card to the Board Clerk before the Board considers the item (s) upon which you wish to speak. You will be allowed to speak about each item before the Board takes action on it.

Any member of the public may also make comments during the scheduled "Public Comment" period on this agenda concerning any subject related to the Board of Supervisors or County Government. No card needs to be submitted in order to speak during the "Public Comment" period.

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.

January 20, 2015

8:30 a.m. 1. PUBLIC COMMENT

CLOSED SESSION

2. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code §54957.6]** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Inyo County Peace Officers Association (ICPPOA) – Negotiators - County Administrative Officer, Kevin Carunchio, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.
3. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code §54957.6]** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: ICEA - Negotiators - County Administrative Officer, Kevin Carunchio, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.
4. **CONFERENCE WITH LABOR NEGOTIATOR [Pursuant to Government Code §54957.6]** - Instructions to Negotiators re: wages, salaries and benefits - Employee Organization: Law Enforcement Administrators' Association (LEAA) - Negotiators: - County Administrative Officer, Kevin Carunchio, Deputy Personnel Director, Sue Dishion, and Information Services Director, Brandon Shults.

OPEN SESSION

10:00 a.m. PLEDGE OF ALLEGIANCE

5. **REPORT ON CLOSED SESSION AS REQUIRED BY LAW.**
6. **PUBLIC COMMENT**

CONSENT AGENDA (Approval recommended by the County Administrator)

PUBLIC WORKS

7. Request Board award the bid and approve the Contract with Mission Janitorial & Abrasive Supplies for the purchase of supplies in an amount not to exceed \$75,000 for the period of January 20, 2015 through January 20, 2018, subject to the Board's adoption of future budgets; and authorize the Chairperson to sign, contingent upon the appropriate signatures being obtained.

WATER DEPARTMENT

8. Request approval of the Contract between the County of Inyo and Susan Carpenter, for the provision of facilitator services in an amount not to exceed \$150,000 for the period December 16, 2014 through June 30, 2015; and authorize the Chairperson to sign contingent upon the appropriate signatures being obtained.

DEPARTMENTAL (To be considered at the Board's convenience)

9. **BOARD OF SUPERVISORS – Supervisor Dan Totheroh** – Request Board appoint Frank Stewart as the First District Planning Commissioner, to complete a four-year term ending December 31, 2018. (*Notice of vacancy received from Ms. Lynn Greer and Mr. Frank Stewart.*)
10. **BOARD OF SUPERVISORS – Supervisor Matt Kingsley** – Request Board approve resolutions titled A) "A Resolution of the Board of Supervisors, County of Inyo, State of California Supporting Funding of Federal Payment in Lieu of Taxes Program;" and B) "A Resolution of the Board of Supervisors, County of Inyo, State of California, Supporting Permanent Funding for Secure Rural Schools and Community Self-Determination Act of 2000."
11. **HEALTH AND HUMAN SERVICES – Social Services** - Request Board find that consistent with the adopted Authorized Position Review Policy: A) the availability of funding for an Integrated Case Worker position exists in the Social Services Budget, as certified by the Director of Health and Human Services, and concurred by the County Administrator and the Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, however an open recruitment would be more appropriate to ensure qualified applicants apply; and C) approve the hiring of one Integrated Case Worker I at Range 60 (\$3,403 - \$4,133) or II at Range 64 (\$3,735 - \$4,539), depending upon qualifications.
12. **HEALTH AND HUMAN SERVICES – Health Services** – Request Board A) amend the authorized strength by deleting one full-time Administrative Secretary II position at Range 60 (\$3,402 - \$4,133) and adding one full-time Office Technician III position at Range 63 (\$3,642 - \$4,433); and B) find that consistent with the adopted Authorized Position Review Policy: (a) the availability of funding for an Office Technician III position exists, as certified by the Director of Health and Human Services, and concurred by the County Administrator and the Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancy may be filled through an internal recruitment; and C) approve the hiring of one full time Office Technician III, at Range 63.
13. **HEALTH AND HUMAN SERVICES – WIC Services** – Request Board A) amend the authorized strength by deleting one full-time Office Technician II position at Range 59 (\$3,323 - \$4,037) and adding one full-time Health and Human Services (HHS) Specialist II position at Range 53 (\$2,892 - \$3,517); and B) find that consistent with the adopted Authorized Position Review Policy: (a) the availability of funding for a HHS Specialist position exists, as certified by the Director of Health and Human Services, and concurred by the County Administrator and the Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment; and C) approve the hiring of one HHS Specialist II at Range 53.
14. **HEALTH AND HUMAN SERVICES – Misc.** – Request Board A) amend the authorized strength by deleting one full-time Administrative Analyst II position at Range 70 (\$4,305 - \$5,236) and adding one full-time Office Technician III position at Range 63 (\$3,642 - \$4,433); and B) find that consistent with the adopted Authorized Position Review Policy: (a) the availability of funding for an Office Technician III position exists in the Health, Health Grants, ESAAA and IC-Gold budgets, as certified by the Director of Health and Human Services, and concurred by the County Administrator and the Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment; and C) approve the hiring of one full time Office Technician III, at Range 63.
15. **HEALTH AND HUMAN SERVICES – Health Services** – Request Board ratify and approve the 2014/2015 Children's Medical Services (CMS) Plan and budgets and authorize the Chairperson to sign the Certification Statements.

16. **ROAD DEPARTMENT** – Request Board A) consider changing the name of Indian Cemetery Road in Lone Pine to Magazine Road; B) adopt a resolution titled “A Resolution of the Board of Supervisors, County of Inyo, State of California, Declaring Its Intent to Change the Name of Indian Cemetery Road, County Road #4039, to Magazine Road and Setting a Public Hearing on the Proposed Name Change; and C) schedule the public hearing for 11:30 a.m., on Tuesday, February 3, 2015, in the Board of Supervisors Room, at the County Administrative Center, in Independence.
17. **WATER DEPARTMENT** — Request Board find that consistent with the adopted Authorized Position Review Policy: A) the availability of funding for Seasonal Field Assistant positions exist, as certified by the Water Director, and concurred by the County Administrator and the Auditor-Controller; B) where internal candidates meet the qualifications for the position, the vacancies could possibly be filled through an internal recruitment, however an open recruitment would be more appropriate; and C) approve the hiring of six Seasonal Field Assistant I’s at Range 50PT (\$14.18 - \$17.21 per hour), May 16, 2015 through August 31, 2015, contingent upon the Board’s adoption of a FY 2015-16 budget.
18. **PLANNING** – Request Board review and approve the draft Energy Efficiency Revolving Loan Fund (EERLF) Assessment and Planning Report.
19. **PLANNING** – Request Board conduct a workshop regarding electric utilities installations for new subdivisions and provide direction to staff.
20. **COUNTY COUNSEL** – Request Board (A) amend the FY 2014-15 County Counsel’s Budget Unit 010700 by increasing estimated revenue in Intra County Charges (*Revenue Code #4821*) by \$12,500 and Inter Government Charges (*Revenue Code #4824*) by \$40,000, and increasing appropriation in Professional Services (*Object Code #5265*) by \$52,500; and (B) Approve Amendment No. 2 to the Agreement between the County of Inyo and Gregory L. James, Attorney at Law to increase the contract limit by \$35,000 to an amount not to exceed \$85,000, contingent upon the Board adoption of future budgets, and authorize the Chairperson to sign contingent upon the appropriate signatures being obtained. (*4/5’s vote required*)
21. **COUNTY ADMINISTRATOR - Emergency Services** - Request Board continue the local emergency, the Death Valley Roadeater Emergency, that resulted in flooding in the eastern portion of Inyo County during the month of August 2012, per Resolution #2012-32, as recommended by the County Administrator.
22. **COUNTY ADMINISTRATOR – Emergency Services** - Request Board continue the local emergency, the Gully Washer Emergency that resulted in flooding in the central, south and southeastern portion of Inyo County during the month of July, 2013, as recommended by the County Administrator.
23. **COUNTY ADMINISTRATOR - Emergency Services** - Request Board continue the local emergency, the Canyon Crusher Emergency, that resulted in flooding in the portions of Inyo County during the month of August, 2013, was recommended by the County Administrator.
24. **COUNTY ADMINISTRATOR - Emergency Services** – Request Board continue the local emergency, known as the “Land of EVEN Less Water Emergency” that was proclaimed as a result of extreme drought conditions that exist in the County as recommended by the County Administrator.

TIMED ITEMS (Items will not be considered before scheduled time)

WORKSHOPS AND PRESENTATIONS (To be considered at the Board’s convenience)

CORRESPONDENCE - ACTION

COMMENT (Portion of the Agenda when the Board takes comment from the public and County staff)

25. **COUNTY DEPARTMENT REPORTS** (*Reports limited to two minutes*)

26. **PUBLIC COMMENT**

BOARD MEMBERS AND STAFF REPORTS

CORRESPONDENCE - INFORMATIONAL



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use
Only:
AGENDA NUMBER
7

- Consent Departmental Correspondence Action
 Public Hearing Schedule time for Closed Session Informational

FROM: Public Works Department

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Award the bid and Approve the Contract with Mission Janitorial and Abrasive Supplies

DEPARTMENTAL RECOMMENDATIONS:

Request that your Board award the bid and approve a contract with Mission Janitorial & Abrasive Supplies for the Public Works Department to purchase necessary supplies for an amount not-to-exceed \$75,000 for the period of January 20, 2015 through January 20, 2018, subject to funding availability and adoption of future budgets, and authorize the Chairman to sign the contract, contingent on obtaining appropriate signatures.

CAO RECOMMENDATIONS:

SUMMARY DISCUSSION:

Public Works requests that your board Award the Bid and Approve the a three-year contract with Mission Janitorial & Abrasives from the period of January 20, 2015 through January 18, 2018, so that we may continue to procure necessary janitorial supplies in order to perform our duties, in an efficient and cost effective manner. In order to ensure that we receive the best available pricing we released a Request for Bids and are now requesting your Board for permission to award a multi-year agreement to the lowest responsible bidder, thus our appearance before you now.

Two bidders responded to the Request for Bids. Unfortunately one of them only offered pricing for trash bags and, consequently, were deemed unresponsive which left Mission as the sole responsive bidder.

Please note that the estimate of \$21,828.79 per year does not include sales taxes, nor does it include any possible Departmental needs beyond the list of supplies. Therefore, staff respectfully requests your Board to approve the contract for an amount not-to-exceed \$75,000.

ALTERNATIVES:

The Board could elect not to approve this request. This is not recommended, as Mission was the sole responsive bidder and, as before, the need for these supplies continues unabated.

OTHER AGENCY INVOLVEMENT:

Auditors Office
County Counsel

FINANCING:

Funding for these supplies is and will be budgeted in the Building and Maintenance cost center (011100), object code 5311.

APPROVALS

COUNTY COUNSEL:

AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the board clerk.)

Margaret Kemp-Williams

Approved:

Date 01/12/15

AUDITOR/CONTROLLER

ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor/controller prior to submission to the board clerk.)

[Signature]

Approved: yes

Date 1/14/15

PERSONNEL DIRECTOR

PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)

Approved: _____

Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

[Signature]

Date:

1/15/15

ATTACHMENT B

AND **AGREEMENT BETWEEN COUNTY OF INYO**
Mission Janitorial and Abrasive
_____ **FOR THE PROVISION OF GOODS**

TERM:

01/20/2015

01/19/2018

FROM: _____ **TO:** _____

SCHEDULE OF FEES:

County of Inyo Standard Contract - No. 140
(Purchase of Goods)
Page 9

051413

ATTACHMENT B

SCHEDULE OF FEES

DESCRIPTION	EST QTY	UOM	COST	EXTENDED COST	Record Case Lot amounts here, substitution for brand name and/or any comments
Single Ply Toilet Paper	70	CS	52.94	3705.80	96 Rolls/CS
Single Fold Paper Towel	200	CS	32.14	6428.00	16 pk/250 twl/pk
Multifold Paper Towel	50	CS	24.66	1233.00	16 pk/250 sh
Large Trash Liners	100	CS	30.43	3043.00	100cs 15mil black
Small Trash Liners	30	CS	21.93	657.90	500cs .4mil black
Lemon Disinfectant	50	GAL	11.80	590.00	1 gal/4cs
Windex	25	GAL	14.96	374.00	1 gal/4cs
Clorox Bleach	12	GAL	1.72	20.64	6/cs Pure Bright Bleach
Comet Cleanser-24 ct	4	CS	36.67	146.68	24cs 2l oz
Nitrile Gloves-Large	2	CS	77.00	154.00	100bx 1000cs
Nitrile Gloves-XL	2	CS	77.00	154.00	100bx 1000cs
Stainless Steel Cleaner	2	CS	4.82	115.68	12/cs Mission Stainless Steel Clean w/lemon 14oz
Pledge	2	CS	4.31	103.44	12/cs Mission Furniture Polish w/lemon 14oz
Lysol Disinfectant	2	CS	4.24	101.76	12/cs Spartan Spar San Q Deodorant 17oz Deodorant
Toilet Seat Covers	15	CS	36.40	546.00	20pk/250sh
Boraxo	12	CS	8.47	101.64	5lb box Boraxo
Urinal Screens	120	EA	1.42	170.40	Mango Scented - Frank's request
Pink Lotion Hand Soap	40	GAL	5.60	224.00	1 gal/4cs
Lotion Soap Dispenser Refill	10	CS	62.10	621.00	KC 91554 Anti Bacterial 6l/1000ml CS
#20 Cotton Mops	3	CS	5.99	215.64	12/cs 24oz medium RM
#20 Finish Mops	1	CS	20.45	245.40	12/cs RM T201-06 Finish Mop
24" Dust Mops	3	EA	9.06	27.18	
36" Dust Mops	12	EA	12.43	149.16	
32 oz Spray Bottle	24	EA	1.28	30.72	
Turks Head Bowl Brush	25	EA	6.11	152.75	RM 6320 Toilet Bowl Brush Braun
Pumice Stone	1	CS	2.30	27.60	12/cs
Scotch Brite Pads	1	CS	1.68	20.16	12/cs
Liquid Stop Odor	2	CS	11.20	89.60	4/cs Spartan Consume deodorant
Carpet Extractor Defoamer	12	GAL	19.85	238.20	4/cs Mission Defoamer
Carpet Extractor Cleaner	24	GAL	14.55	349.20	4/cs Spartan CX3 Extraction
Carpet Spotter	6	GAL	11.92	71.52	4/cs Hillyard 910 Carpet Spotter
Under Coat Sealer	24	GAL	17.84	428.16	4/cs Spartan Shinaline Sealer
Finish Stripper	20	GAL	14.96	299.20	4/cs Spartan Shinaline Stripper
Floor Finish	40	GAL	16.40	656.00	4/cs Spartan On an On high solid finish
Terry Towels	1	CS	3.14	78.50	25 lbs/cs
Liquid Drano	1	CS	3.37	40.44	12/cs 32oz Spartan Bloc Aid drain
Finish Buffing Pads	1	CS	7.14	35.70	5/cs 3m 4100 20" Super Polish
Stripping Pads	2	CS	7.34	73.40	5/cs 3m 7200 20" Black Stripper Pad.

Total Annual Estimated Cost (excluding sales tax): \$ 21,828.79

This Bid was received on 12-22, 2014 at 2:02pm.
 ATTEST: Kevin D. Canuphio
 County Administrative Officer and Clerk of the Board
 Inyo County, California

By P. Dunsalloy
 Assistant



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

8

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Water Department

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Approval of Contract between the County of Inyo and Susan Carpenter

DEPARTMENTAL RECOMMENDATION: Request your Board approve the Contract between the County of Inyo and Susan Carpenter, for the provision of Facilitator Services in an amount not to exceed \$150,000 for the period of December 16, 2014 to June 30, 2015 and authorize the Chairperson to sign, contingent upon the appropriate signatures being obtained.

SUMMARY DISCUSSION: Your Board approved the Coop Studies funding agreement and Memorandum of Understanding (MOU) for the Green Book Revision Effort on February 19, 2013. The Coop Studies funding is in the amount of \$300,000 which includes \$150,000 to Susan Carpenter for facilitator services and \$150,000 to the Ecological Society of America for consultation, analytical, and peer review services.

Vegetation monitoring methods for the Inyo/Los Angeles Long Term Water Agreement (Agreement) are described in a technical appendix called the Green Book. As part of a recent settlement to a dispute over vegetation conditions in vegetation parcel Blackrock 94, Inyo County and Los Angeles committed to:

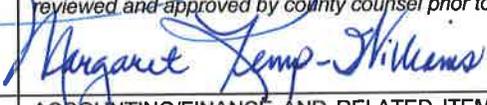
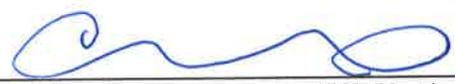
The Parties will enter into a facilitated process with the Ecological Society of America (ESA) to develop and implement vegetation monitoring procedures and detailed analytical procedures for determining if a measureable change in vegetation has occurred, is occurring, or will occur. The monitoring methods and procedures shall be able to compare vegetation cover and composition to the vegetation cover and composition obtained during LADWP's Initial vegetation inventory between 1984 and 1987. The monitoring methods and analytical procedures shall also be able to distinguish and recognize trends in vegetation cover and composition. The parties shall use the vegetation monitoring and analytical procedures in determining if any change in vegetation cover or composition is measureable pursuant to Water Agreement IV.B and Green Book Section I.C.

The project to develop vegetation monitoring and analytical methods follows procedures endorsed by the Inyo/Los Angeles Standing Committee which provide for obtaining the assistance of facilitators and scientific peer review panels. The Water Department and LADWP have selected Ms. Susan Carpenter for the role of facilitator for the project to revise the vegetation monitoring provisions of the Green Book. The Facilitator will be responsible for assisting project scheduling and tracking, leading meetings of Inyo and LADWP staff and ESA scientists, and reporting progress to the Inyo/Los Angeles Technical Group and Standing Committee. Administration and payment for facilitation services will be in accordance with funding agreements for Cooperative Studies pursuant to Section IX of the Water Agreement. In addition, the objectives and mutual understanding of the roles of the facilitator and ESA are contained in a Memorandum of Understanding (MOU) approved by the Board of Supervisors in July, 2014. Copies of the MOU and the Cooperative Studies Funding Agreements are attached.

ALTERNATIVES: The Board could deny the request, and require that the contract be administered and funded in another manner. This alternative would delay the work to revise the Green Book.

OTHER AGENCY INVOLVEMENT: Administration of the contract will be in accordance with MOU and Cooperative Studies Agreement with LADWP.

FINANCING: Pursuant to the Water Agreement Section IX, the cooperative studies will be funded by LADWP. Funding has been deposited in the Owens Valley Coop Studies Trust (500465). The contract will be funded from the Water Department budget (024102) Professional Services (5265).

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.)  Approved: <input checked="" type="checkbox"/> Date <u>01/08/15</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)  Approved: <u>yes</u> Date <u>1/9/2015</u>
PERSONNEL DIRECTOR: N/A	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)
(The Original plus 20 copies of this document are required)



Date: 1/13/2015

ATTACHMENT B

**AGREEMENT BETWEEN COUNTY OF INYO
SUSAN CARPENTER
AND _____
FOR THE PROVISION OF _____ FACILITATOR _____ SERVICES**

TERM:

FROM: DECEMBER 16, 2014 **TO:** JUNE 30, 2015

SCHEDULE OF FEES:

Susan Carpenter will be paid at a rate of \$200.00 an hour.

ATTACHMENT C

**AGREEMENT BETWEEN COUNTY OF INYO
SUSAN CARPENTER
AND _____
FOR THE PROVISION OF _____ FACILITATOR _____ SERVICES**

TERM:

FROM: DECEMBER 16, 2014 **TO:** JUNE 30, 2015

SCHEDULE OF TRAVEL AND PER DIEM PAYMENT:

Travel expenses will be reimbursed at the following rates.

1. Mileage - Travel in Consultant's private automobile will be reimbursed @ \$0.56 per mile.
2. Lodging - Lodging will be reimbursed @ \$125.00 per day
3. Per Diem - Per diem will be reimbursed @ \$58 per day
4. Other Travel Expenses - Airfare and rental vehicle expenses will be reimbursed at cost



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

9

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Supervisor Dan Totheroh

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Appointment of First District Planning Commissioner

DEPARTMENTAL RECOMMENDATION: Request Board appoint Frank Stewart as the First District Planning Commissioner, to complete a four-year term ending December 31, 2018. (*Notice of Vacancy resulted in requests for appointment being received from Ms. Lynn Greer and Mr. Frank Stewart*).

SUMMARY DISCUSSION: The terms of the Inyo County Planning Commissioners coincide with those of the Board of Supervisors. The First District Planning Commissioner position is currently vacant. A notice of vacancy was published and I received two requests for appointment from Ms. Lynn Greer and Mr. Frank Stewart. I am pleased to request our Board appoint Frank Stewart as the First District Planning Commissioner to complete the term as recommended.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: -

FINANCING: - There are no fiscal impacts associated with this action.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (<i>Must be reviewed and approved by county counsel prior to submission to the board clerk.</i>) Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (<i>Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.</i>) Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (<i>Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.</i>) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)
(The Original plus 20 copies of this document are required)

Daniel J. Totheroh

Date: 1-14-15



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 10

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Supervisor Matt Kingsely

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Resolutions Supporting reauthorizing and funding Federal Secure Rural Schools and Community Self-Determination Act of 2000 and Federal Payment in Lieu of Taxes (PILT) programs.

DEPARTMENTAL RECOMMENDATION: - Request Board approve resolutions titled: A) Resolution of the County of Inyo, State of California, Supporting Permanent Funding for Secure Rural Schools and Community Self-Determination Act of 2000; and B) Resolution of the Board of Supervisors, County of Inyo, State of California, Supporting Funding of Federal Payment in Lieu of Taxes Program.

SUMMARY DISCUSSION: - RCRC is developing and will be executing a legislative and media strategy to advocate for the reauthorization and long-term funding for Secure Rural Schools and Community Self-Determination Act and Federal Payment in Lieu of Taxes (PILT) program in the 114th Congress. Part of their strategy is a media campaign which depends on the participation of a large contingent of their member counties participating through the adoption of resolutions. In keeping with RCRC's request, the attached resolutions are submitted for our Board's consideration.

ALTERNATIVES: - Staff awaits our Board's direction with regard to changes.

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: There is no fiscal impact associated with sending the letter.

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> <i>Marge Kemp-Wallace</i> / <i>18</i> Approved: <input checked="" type="checkbox"/> Date: <u>1/14/15</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)
 (The Original plus 20 copies of this document are required)

Matt Kingsely

Date: _____

Resolution No.
**Resolution of the Board of Supervisors,
County of Inyo, State of California, Supporting Funding of
Federal Payment in Lieu of Taxes Program**

WHEREAS, much of the land in the western United States is owned by the federal government, and it is common that some counties located in the west have more than 90 percent of their jurisdiction occupied by federal land, which is used and enjoyed by all Americans, as well as foreign visitors; and

WHEREAS, because this land is now held by the United States Government, it is removed from the local property tax rolls and exempt from local property tax; and

WHEREAS, a number of federal agencies, including the U.S. Forest Service, the U.S. Park Service, the Bureau of Land Management, and the U.S. Fish & Wildlife Service, account for nearly 640 million acres owned and occupied in the United States; and

WHEREAS, in 1976 Congress passed and President Ford signed legislation to create the Federal Payment in Lieu of Taxes program (PL 94-565) to provide payments to counties and other local governments to offset losses in tax revenues due to the presence of tax-exempt federal land within their jurisdictions; and

WHEREAS, the Federal Payment in Lieu of Taxes program replaces the lost property tax revenue and provides county government funding for essential services for local residents, as well as the many visitors to the lands from across the nation and other countries, such as law enforcement, firefighting, search-and-rescue operations, construction and maintenance of roads, and other vital services; and

WHEREAS, Inyo County has over 92% or more than 6-million acres of federally managed lands within its borders, with 4-million of these acres or 60% of all the public lands in the County being designated wilderness, which brings with it increased visitation, along with stricter and more costly mandates, such as search-and-rescue operations, which the local jurisdiction must provide; and

WHEREAS, included in the federally managed lands, is the Inyo National Forest which has one of the highest visitation rates of all of the National Forests, as well as the Death Valley National Park which has visitors from around the globe, with a combined estimated 14 million visitor days a year; and

WHEREAS, specifically Inyo County received \$1.4 million in PILT funding last year to help the County fund vital mandated services like law enforcement, emergency services, search and rescue, public health, and garbage disposal, just to mention a few; and

WHEREAS, in contrast, the County received over \$4-million from the City of Los Angeles which owns just under 250,000 acres of land in Inyo County; and

WHEREAS, Inyo County's costs to provide these services to the millions of visitors to the federally owned land in our County each year, far exceeds the yearly PILT allocation which is traditionally not totally funded; and

WHEREAS, the Federal Payment in Lieu of Taxes program was reformed in 2008 under the Emergency Economic Stabilization Act (PL 110-343) to modify the program from a discretionary program which is subject to annual appropriations of Congress to a fully-funded mandatory program until Federal Fiscal Year 2012; and

WHEREAS, there have been two one-year reauthorizations, the most recent as part of the enactment of both H.R. 3979, the National Defense Authorization Act, and H.R. 83, the Federal Fiscal Year 2015 Omnibus Spending Bill, which, when combined, provide nearly \$450 million in Federal Fiscal Year 2015 funding for the Federal Payment in Lieu of Taxes program; and

WHEREAS, a number of efforts were made in the 113th Congress in both the United States House of Representatives and the United States Senate to reauthorize the Federal Payment in Lieu of Taxes program for several consecutive years as a mandatory program in order for counties to budget accordingly:

NOW, THEREFORE, BE IT RESOLVED that the Inyo County Board of Supervisors respectfully urges the 114th Congress to reauthorize and fund the Federal Payment in Lieu of Taxes program for several years, commencing with Federal Fiscal Year 2016, in order to provide a long-term, stable source of funding for counties in order to maintain vital programs and avoid any interruption in county services.

PASSED AND ADOPTED this 19th Day of January, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Chairperson, Inyo County Board of Supervisor

Attest: *KEVIN D. CARUNCHIO*
Clerk of the Board

by: _____
Patricia Gunsolley, Assistant

Resolution No.

Resolution of the Board of Supervisors, County of Inyo, State of California, Supporting Permanent Funding for Secure Rural Schools and Community Self-Determination Act of 2000

WHEREAS, Counties across the United States expressed concern that large areas of land designated under the 1891 Forest Reserve Act would no longer be available for economic development, thwarting all future tax proceeds intended to support local community development; and

WHEREAS, Congress took action to mitigate the impact on county government, and in 1907 began providing counties with 10 percent of gross receipts from timber harvests in national forests to help offset the revenue loss, which then grew to more than 25 percent through enactment of the National Forest Revenue Act of 1908 to support county roads and public schools; and

WHEREAS, From 1908 to 2000, the United States Forest Service managed forest resources on national forest lands for long-term revenues and during that same period of time counties across the United States shared in these revenues in lieu of tax revenues that could have otherwise been generated had these lands remained in private hands; and

WHEREAS, In the 1990s, the volume and value of timber harvested on national forest lands was drastically reduced, which led Congress to enact the Federal Secure Rural Schools and Community Self-Determination Act of 2000 (16 U.S.C. Sec. 7101 et seq.), which provided a six-year guarantee payment option that was independent of the revenue generated on the national forest lands; and

WHEREAS, The Secure Rural Schools and Community Self-Determination Act of 2000, which has been extended several times, most recently by the "Helium Stewardship Act of 2013 (Public Law 113-40), expired on September 30, 2013, resulting in a lapse in funding in 2014 and future years to critical programs in schools and counties across the United States, including California; and

WHEREAS, California's forested counties and schools located within those counties are dependent on federal revenue-sharing programs, including federal forest payments, for maintaining local roads, and providing vital local services and programs; and

WHEREAS, County public works programs will be crippled without stable, predictable, long-term funding supported by the Federal Secure Rural Schools and Community Self-Determination Act, causing the local road network to suffer long-term degradation, and putting communities at risk for public safety emergencies due to cuts in staffing and operational activities; and

WHEREAS, Inyo County has received nearly a half a million dollars each year for the past several years, and in a county where only 2% of the land is privately owned, that is over 10,000 sq. miles, which is home to the Death Valley National Park and the Inyo National Forest, one of the highest visited forests in the National System, this amount becomes even more crucial to sustaining even the most basic educational opportunities, while providing the County with the essential funding needed to maintain streets, roads and highways for not only the people who live in Inyo County, but for the millions of visitors who travel to and through Inyo County each year; and

WHEREAS, A number of efforts were made in the 113th Congress in both the United States House of Representatives and the United States Senate to reauthorize the Federal Secure Rural Schools and Community Self-Determination Act of 2000 Act:

NOW, THEREFORE, BE IT RESOLVED that the Inyo County Board of Supervisors respectfully urges the 114th Congress to reauthorize and fund the Federal Secure Rural Schools and Community Self-Determination Act of 2000 to provide a long-term, stable source of funding for counties and schools to maintain vital programs and avoid any interruption in county services and school operations.

PASSED AND ADOPTED THIS 19TH Day of January, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Chairperson, Inyo County Board of Supervisor

Attest: *KEVIN D. CARUNCHIO*
Clerk of the Board

by: _____
Patricia Gunsolley, Assistant



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 11

- Consent Departmental Correspondence Action
 Public Hearing Scheduled Time for Closed Session Informational

FROM: HEALTH & HUMAN SERVICES – Employment and Eligibility

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Request to hire one full time Integrated Case Worker I or II in the HHS Social Services Eligibility and Employment division.

DEPARTMENTAL RECOMMENDATION:

Request your Board find that, consistent with the adopted Authorized Position Review Policy:

- 1) the availability of funding for the requested position exists in the Social Services budget, as certified by the Director of Health and Human Services and concurred with by the County Administrator and the Auditor-Controller, and
- 2) where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment, but an open recruitment would be more appropriate to ensure qualified applicants apply; and
- 3) approve the hiring of one Integrated Case Worker I (Range 60, \$3,403 - \$4,133), or Integrated Case Worker II (Range 64, \$3,735- \$4,539), dependent upon qualifications.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Your Board has authorized the hiring of three Integrated Case Workers for vacancies in our Employment and Eligibility Division and the recruitment and hiring is in process. However, an additional vacancy has occurred as the result of an employee accepting another position in our Behavioral Health Division. The ICW position remains critical to the functioning of this division, which processes a high volume of client applications, determining eligibility and authorizing services for a wide range of programs. HHS also continues to meet the challenges related to implementation of the Affordable Care Act (ACA), as Employment and Eligibility staff not only provide consultation and eligibility determinations for residents who may be eligible for other forms of health insurance provided by the California Health Exchange, they also assist consumers impacted by changes in Medi-Cal. Maintaining our current staffing level will help the entire division maintain accurate and timely client records and continue to provide a high quality of employment and eligibility services.

ICWs are responsible for determining clients' initial and continued eligibility for MediCal benefits, Cal Fresh benefits, County Medical Services Program (CMSP) coverage, General Assistance, and CalWORKs. The many and varied duties of ICWs also include: operating the life skills and job skills classes, writing employment plans, working with employers on job development and work experience slots throughout the County from Bishop to Tecopa, conducting home visits, connecting and linking clients with educational opportunities, contacting clients who are non-compliant with program requirements to try and identify and eliminate barriers, as well as processing applications and establishing and maintaining highly technical eligibility case records.

The Department is respectfully requesting permission to fill the recent vacancy at the Integrated Case Worker I or II level.

ALTERNATIVES:

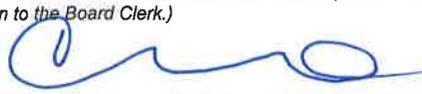
The Board could choose to not allow HHS to fill this vacancy, which would likely result in overtime requirements for current ICWs and the possibility of increased error rates and audit exceptions, especially as major changes and caseload increases due to health care reform continue to impact staff.

OTHER AGENCY INVOLVEMENT:

None

FINANCING:

Federal, State and Social Services Realignment. This position is budgeted in Social Services (055800) in the Salaries and Benefits object codes. No County General funds.

<u>APPROVALS</u>	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by County Counsel prior to submission to the Board Clerk.)</i> Approved: _____ Date: _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)</i>  Approved: <u>1/9/15</u> Date: _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)</i>  Approved: <u>1/8/15</u> Date: _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

 Date: 1-14-15



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

12

- Consent Hearing
 Scheduled Time for
- Departmental
 Closed Session
- Correspondence Action
 Public
 Informational

FROM: HEALTH & HUMAN SERVICES – Public Health

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Authorization to change the Health and Human Services Department Authorized Strength, and authorize the hiring of an Office Technician III in the Public Health division of HHS

DEPARTMENTAL RECOMMENDATION:

Request your Board:

1. Change the authorized strength in the Health and Human Services Department by deleting one full-time Administrative Secretary II position, Range 60 (\$3402-\$4133), and adding one full time Office Technician III, Range 63 (\$3642-\$4433);
2. Find that consistent with the adopted Authorized Position Review Policy:
 - a. the availability of funding for the Office Technician III exists, as certified by the Health and Human Services Director and concurred with by the County Administrator, and the Auditor-Controller; and
 - b. where internal candidates meet the qualifications for the position, the vacancy may be filled through an internal recruitment;
 - c. approve the hiring of one full time Office Technician III, Range 63 (\$3643-\$4433).

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Historically, the Public Health division of HHS has used an Administrative Secretary to assist the Public Health Director, and to supervise the paraprofessional staff there. As part of re-design and re-structuring, the Department is requesting authorization to delete the recently vacated Administrative Secretary position and change this to the Office Technician III. Such request provides alignment with changes implemented during the last year's equity study, recognizes the somewhat archaic nature of the use of the word "secretary" in our existing Administrative Secretary series, and provides a more appropriate job description that matches duties of the job.

Historically, the position has provided direct administrative support to the HHS Deputy Director over Public Health, including but not limited to purchases for the clinic and jail facility needed for the delivery of services; assists in the development of state plans, budgets and contracts and submits them for processing throughout the county; training and support to front office staff; a liaison to medical providers assisting with the management of client referrals and assuring provider reimbursement; functions within the disaster preparedness grants by tracking grant objectives and maintaining immunization inventory and orders as needed. Additionally, this position is able to assist the front office staff and the processing of clients in the clinical setting. This position assists in the overall program planning and development of the division goals.

ALTERNATIVES:

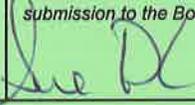
The Board could choose to not approve the recruitment and hiring of a full time Office Technician III which would result in Public Health Division being unable to continue to deliver care or programs at our current level. Without the replacement of this position the administrative duties and purchases for the Division would be significantly delayed and the ability to meet State and County deadlines would be compromised.

OTHER AGENCY INVOLVEMENT:

Public Health is a division of Health and Human Services and works in partnership with multiple agencies such as probation, primary health, and law enforcement, in addition to the other HHS divisions.

FINANCING:

State and federal funding including Health realignment. This position is already included in the Health (045100) and Maternal Child Adolescent Health (641614) budgets in the salaries and benefits object codes. No County General Funds.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by County Counsel prior to submission to the Board Clerk.)</i> Approved: _____ Date: _____
AUDITOR/CONTROLLER: 	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)</i> Approved:  Date: <u>1/9/2015</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)</i> Approved:  Date: <u>1/8/15</u>

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

 Date: 1-14-15



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
13

- Consent Hearing
 Scheduled Time for
 Departmental
 Closed Session
 Correspondence Action
 Informational
 Public

FROM: HEALTH & HUMAN SERVICES

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Request to change authorized strength, eliminating an Office Technician II and authorize the hiring of a Health and Human Services Specialist II.

DEPARTMENTAL RECOMMENDATION:

Request your Board:

1. Change the Authorized Strength in the Health and Human Services Women, Infants, and Children (WIC) program by:
 - a. Deleting one full time Office Technician II at Range 59 (\$3,323-\$4,037)
 - b. Adding one full time Health and Human Services Specialist II at Range 53 (\$2,892-\$3,517)
2. Find that, consistent with the adopted Authorized Position Review Policy:
 - a. The availability of funding for the position of Health and Human Services Specialist (HHS Specialist) II exists, as certified by the Health and Human Services Director and concurred with by the County Administrator, and Auditor-Controller; and
 - b. Where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment; and
 - c. Approve the hiring of one HHS Specialist II at Range 53 (\$2,892 - \$3,517).

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Health and Human Services (HHS) recently received notification of the retirement of an Office Technician II in our WIC program. Upon receiving the notice of retirement, HHS completed an assessment of program needs and determined that this position could be eliminated and replaced by the Health and Human Services Specialist classification, with the existing supervisory duties transferred to the program's Registered Dietitian. This change would allow for increased flexibility in use of staffing resources, as well as some cost savings for the program.

The WIC program is a federally funded nutrition program with the goal of decreasing the risk of poor birth outcomes and improving participants' nutrition during critical development periods. WIC provides critical nutrition services to approximately 475 women, infants and children throughout Inyo County.

The Department is respectfully requesting to change our authorized strength by eliminating the Office Technician I position and authorizing the hiring of a Health and Human Services Specialist II in the WIC program.

ALTERNATIVES:

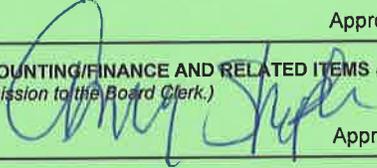
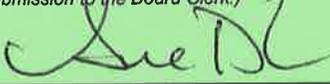
Your Board could choose not to authorize the hiring of the HHS Specialist position. This would impact the programs ability to provide the level of services currently in place, as well as impact the timeliness of services.

OTHER AGENCY INVOLVEMENT:

First 5, Prevention, Toiyabe WIC program, IMACA Head Start, Bishop Indian Head Start, NIH

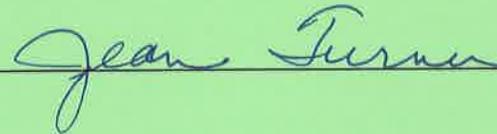
FINANCING:

This program is 100% Federally funded through the State of California. This position will be budgeted 100% in WIC (641914) in the salaries and benefits object codes. No County General Funds.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the Board Clerk.) Approved: _____ Date: _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)  Approved: <u>yes</u> Date: <u>1/9/15</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)  Approved: <u>↓</u> Date: <u>1/7/15</u>
BUDGET OFFICER:	BUDGET AND RELATED ITEMS (Must be reviewed and approved by the Budget Officer prior to submission to the Board Clerk.) Approved: _____ Date: _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)



Date: 1-10-15



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

14

- Consent Hearing
 Scheduled Time for
- Departmental
 Closed Session
- Correspondence Action
 Informational
- Public
 Informational

FROM: HEALTH & HUMAN SERVICES – Fiscal Division

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Authorization to change the Health and Human Services Department Authorized Strength, and authorize the hiring of an Office Technician III in Health and Human Services Fiscal Division

DEPARTMENTAL RECOMMENDATION:

Request Board:

1. Change the authorized strength in the Health and Human Services Department by deleting one full-time Administrative Analyst II position, Range 70 (\$4305-\$5236), and adding one full time Office Technician III, Range 63 (\$3643-\$4433);
2. Find that consistent with the adopted Authorized Position Review Policy:
 - a. the availability of funding for the position of Office Technician III exists in the Health, Health Grants, ESAAA and IC Gold budgets, as certified by the Health and Human Services Director and concurred with by the County Administrator, and the Auditor-Controller; and
 - b. Where internal candidates meet the qualifications for the position, the vacancy could possibly be filled through an internal recruitment; and
 - c. approve the hiring of one Office Technician III, Range 63 (\$3643-\$4433).

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Historically, this Administrative Analyst position in the Fiscal division of Health and Human Services, which was recently vacated when the employee promoted to the Senior Management Analyst position, has been in charge of the following:

- Health: County Budget processes
 - State Immunization Budget and quarterly claiming
 - State AIDS Surveillance Budget and quarterly claiming
- State and County Budgets for CCS Admin, CCS Treatment, CHDP, CHDP Foster Care, CARES, MCAH and WIC. Additionally quarterly claims are completed for each of these grants for reimbursement from the State.
- ESAAA: Monthly fiscal reporting and request for funds from the State
- IC Gold: Monthly tracking and reporting to Fiscal Director
- First 5: Monthly tracking and reporting to the Fiscal Director and the First 5 Program Director
- Billings to reimburse for services provided
- Supervision of an Office Technician and Public Health Account Payables/Receivables

This proposed downgrading of this management position to a lead worker position will allow an internal re-design and restructuring of our HHS Fiscal operation. The current structure was a leftover structure from the time when HHS was three separate County departments, and reflects the organizational development of HHS into a blended-funded department (to the extent allowed) with blurring of State funding silos. Senior HHS management will need to ensure maintenance of historical and current policy requirements around the blurring of such silos to ensure clean, clear audit trails.

This request to delete a management position is the third deletion of an HHS management position in FY 2014-15. The Department continues to seek efficiencies and more effective ways to meet the needs of our public.

ALTERNATIVES:

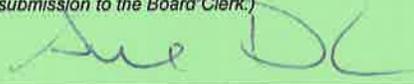
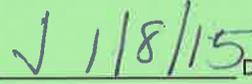
The Board could choose not to allow the Fiscal division to hire an Office Technician III, leaving the vacant Administrative Analyst position, which could negatively impact State revenues and State reporting requirements.

OTHER AGENCY INVOLVEMENT:

None

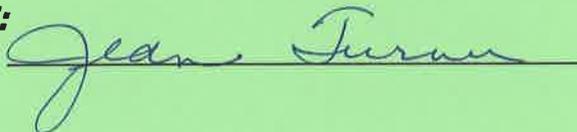
FINANCING:

State and Federal funding, Health Realignment and County General Fund. This position is budgeted as follows: 10% ESAAA (683000); 5% IC Gold (056100); 60% Health (045100); 5% CHDP (045102); 5% CCS Admin (045501); 5% MCAH (641614) and 10% First 5 (643000) in the Salaries and Benefits object codes.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by County Counsel prior to submission to the Board Clerk.)</i> Approved: _____ Date: _____
AUDITOR/CONTROLLER: 	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.)</i> Approved:  Date: 
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.)</i>  Approved:  Date: 

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

 Date: 1-14-15



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

AGENDA NUMBER For Clerk's Use Only: 15

- Consent Hearing
 Scheduled Time for
 Departmental
 Correspondence Action
 Closed Session
 Public
 Informational

FROM: HEALTH & HUMAN SERVICES, Public Health

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: 2014/2015 Children's Medical Services Plan

DEPARTMENTAL RECOMMENDATION:

Request the Board ratify and approve the 2014/2015 Children's Medical Services (CMS) Plan and Budgets and authorize the Chairperson to sign the Certification Statements.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

This plan is coming before you late, as for the last several years the final budget allocations are not released by the State until late in the year, and then the county is given 60 days to use the information to complete the needed documents. The plan was originally due on November 24, 2014, however this year due to staffing changes, we requested and received an extension in order to complete the plan.

The CMS programs include California Children's Services (CCS), California Health and Disability Prevention (CHDP), and Health Care Program for Children in Foster Care (HCPCFC) which address resource development for medical services for children, case coordination, management of children with complex health problems and outreach activities to assure program access. Each year the Board is requested to sign the Certification Statements for these programs.

Attached is a summary of the plan without attachments. The attachments not provided are as follows: Current Memorandum of Understanding, Organizational Chart, Incumbent List-CCS, CHDP, and HCPCFC, CHDP Program Referral Data, CMS Staffing Standards Profile, and County of Inyo Interagency Agreement. One complete set of documents is available for review with the Board Clerk for reference if desired.

ALTERNATIVES:

Your Board could choose not to approve the CMS plan which would result in receiving no funding and still having to provide mandated administrative services without State or Federal support.

OTHER AGENCY INVOLVEMENT:

Department of Health Care Services

FINANCING:

CCS Administration - 045501: 45% Federal funding, 40% State funding, 15% Social Services Realignment; Child Health & Disability Prevention (CHDP) and Health Care Program for Children in Foster Care (Foster Care) - 045102: 100% State and Federal funding. Funding is brought into these budgets as revenue. No County General Funds are used in these budgets.

<u>APPROVALS</u>	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by County Counsel prior to submission to the Board Clerk.) <i>Margaret J. Williams</i> Approved: _____ ✓ Date: <u>12/29/14</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the Auditor/Controller prior to submission to the Board Clerk.) <i>[Signature]</i> Approved: <u>yes</u> Date: <u>1/6/15</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the Director of Personnel Services prior to submission to the Board Clerk.) Approved: _____ Date: _____
BUDGET OFFICER:	BUDGET AND RELATED ITEMS (Must be reviewed and approved by the Budget Officer prior to submission to the Board Clerk.) Approved: _____ Date: _____

DEPARTMENT HEAD SIGNATURE: *Jean Turner* Date: 1-8-15
(Not to be signed until all approvals are received)

Plan and Budget Required Documents Checklist

MODIFIED FY 2013-2014

County/City: INYO

Fiscal Year: 2014-2015

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2. Agency Information Sheet	3
3. Certification Statements	
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B. Certification Statement (CCS) – Original and one photocopy	5
4. Agency Description	
A. Brief Narrative	6
B. Organizational Charts for CCS, CHDP, and HCPCFC	Retain locally
C. CCS Staffing Standards Profile	Retain locally
D. Incumbent Lists for CCS, CHDP, and HCPCFC	8
E. Civil Service Classification Statements – Include if newly established, proposed, or revised	N/A
F. Duty Statements – Include if newly established, proposed, or revised	N/A
5. Implementation of Performance Measures – Performance Measures for FY 2012—2013 are due November 30, 2013.	11
6. Data Forms	
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D. Interdepartmental MOU for HCPCFC biennially	Retain locally
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B.	CHDP Administrative Budget (County/City Match) - Optional	
	1. Budget Worksheet	N/A
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	3. Budget Justification Narrative	N/A
C.	CHDP Foster Care Administrative Budget (County/City Match) - Optional	
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	2. Budget Worksheet	N/A
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G..	Other Forms	
	1. County/City Capital Expenses Justification Form	N/A
	2. County/City Other Expenses Justification Form	N/A
9.	Management of Equipment Purchased with State Funds	
	1. Contractor Equipment Purchased with DHCS Funds Form (DHCS1203)	N/A
	2. Inventory/Disposition of DHCS Funded Equipment Form (DHCS1204)	N/A
	3. Property Survey Report Form (STD 152)	N/A

Agency Information Sheet

County/City: INYO

Fiscal Year: 14-15

Official Agency

Name:	Inyo County Health & Human Services	Address:	PO Drawer H Independence, CA 93526
Health Officer	Richard Johnson, MD		

CMS Director (if applicable)

Name:		Address:	
Phone:			
Fax:		E-Mail:	

CCS Administrator

Name:	Anita Richardson	Address:	207A West South Street
Phone:	760-873-7868		Bishop, CA 93514
Fax:	780-873-7800	E-Mail:	arichardson@inyocounty.us

CHDP Director

Name:		Address:	
Phone:			
Fax:		E-Mail:	

CHDP Deputy Director, interim

Name:	Marilyn Mann	Address:	207A West South Street
Phone:	760-873-7868		Bishop, CA 93514
Fax:	760-873-7800	E-Mail:	mmann@inyocounty.us

Clerk of the Board of Supervisors or City Council

Name:	Pat Gunsolley	Address:	PO Drawer N
Phone:	760-878-0373		Independence, CA 93526
Fax:	760-878-2241	E-Mail:	pgunsolley@inyocounty.us

Director of Social Services Agency

Name:	Jean Turner		
Phone:	760-873-3305		
Fax:	760-878-0266	E-Mail:	jturner@inyocounty.us

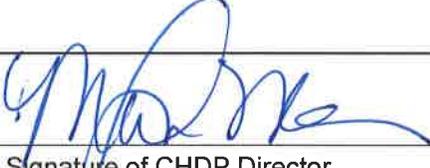
Chief Probation Officer

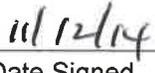
Name:	Jeff Thomson		
Phone:	760-873-4121		
Fax:	760-878-0436	E-Mail:	jthomson@inyocounty.us

Certification Statement - Child Health and Disability Prevention (CHDP) Program

County/City: INYO	Fiscal Year: 14-15
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I certify that the CHDP Program will comply with all applicable provisions of Health and Safety Code, Division 106, Part 2, Chapter 3, Article 6 (commencing with Section 124025), Welfare and Institutions Code, Division 9, Part 3, Chapters 7 and 8 (commencing with Section 14000 and 14200), Welfare and Institutions Code Section 16970, and any applicable rules or regulations promulgated by DHCS pursuant to that Article, those Chapters, and that section. I further certify that this CHDP Program will comply with the Children's Medical Services Plan and Fiscal Guidelines Manual, including but not limited to, Section 9, Federal Financial Participation. I further certify that this CHDP Program will comply with all federal laws and regulations governing and regulating recipients of funds granted to states for medical assistance pursuant to Title XIX of the Social Security Act (42 U.S.C. Section 1396 et seq.). I further agree that this CHDP Program may be subject to all sanctions or other remedies applicable if this CHDP Program violates any of the above laws, regulations and policies with which it has certified it will comply.

	
Signature of CHDP Director	Date Signed

	
Signature of Director of Health Officer	Date Signed

Signature and Title of Other – Optional	Date Signed

I certify that this plan has been approved by the local governing body.	
Signature of Local Governing Body Chairperson	Date

County of Inyo Children's Medical Services 2014-2015 Program Narrative

Agency Description

The local California Children's Services (CCS), and Child Health and Disability Prevention (CHDP) are managed through the Inyo County Department of Health & Human Services (HHS), Public Health Division. The administrative services of both programs share mutual management and clinical staff. The CCS and CHDP staff works primarily within two County offices, Public Health and Prevention. Inyo County, while large in geographic size, is a rural county of less than 18,000 people. Providing CMS services to a rural population such as Inyo's requires employees to often work in blended positions in which they have responsibility for more than one program and/or program function. In addition, employees are often cross-trained to ensure a continuum of services when vacancies occur.

The Health Care Program for Children in Foster Care (HCPCFC) is managed and supervised jointly with Public Health being the lead and Child Protective Services, a division of Health and Human Services, having secondary oversight. The Foster Care Nurse works in various Health and Human Services offices, including Public Health and Child Protective Services, as well as providing services at the Juvenile Hall.

The HHS Deputy Director-Public Health, acts as the CHDP Director and has delegated a Public Health Nurse as the CHDP Program Manager, who is responsible for resource and provider development, along with program staff; the focus being to assist the medical community in the delivery of program services through ongoing updates and trainings. The CHDP Program Manager coordinates with multiple child service agencies to assure appropriate utilization of the CHDP Program and follow through is achieved for provider and school referrals. The CHDP Program Manager works in coordination with the Dental Case Manager, the Registered Dietitian who is also the Women, Infants and Children Program Manager, and the Foster Care Nurse.

The CHDP Program Manager also provides the CMS Public Health Nurse (PHN) functions and takes a lead role in blending the overlapping objectives of CHDP, CCS, Medical Therapy Program (MTP), and Maternal Child and Adolescent Health (MCAH). This position works in coordination with a Nurse Case Manager for CCS, and a Program Technician for CCS, and serves as the Liaison for the MTP. This position has case management responsibility in both CCS and in CHDP programs. Referrals for CHDP follow up are appropriately assigned by the CMS- PHN to the Foster Care Nurse, Dental Case Manager, and the Dietitian. The HHS Deputy Director-Public Health and the CHDP Program Manager/CMS - PHN meet minimally quarterly to address program oversight.

CCS case management is performed by a Nurse Case Manager, who works in coordination with the CMS-PHN. The CCS Program Technician functions half-time in CCS and provides general assistance to other Public Health program functions. All of the CCS case management staff share a common office space, and case review is ongoing. The CCS staff meets monthly, locally and via State Conference calls to review specific items, and program policies.

The Foster Care Nurse consults weekly with CPS Social Workers, and Probation, and attends staffing meetings as needed in order to update the health and education passports for children in foster care as

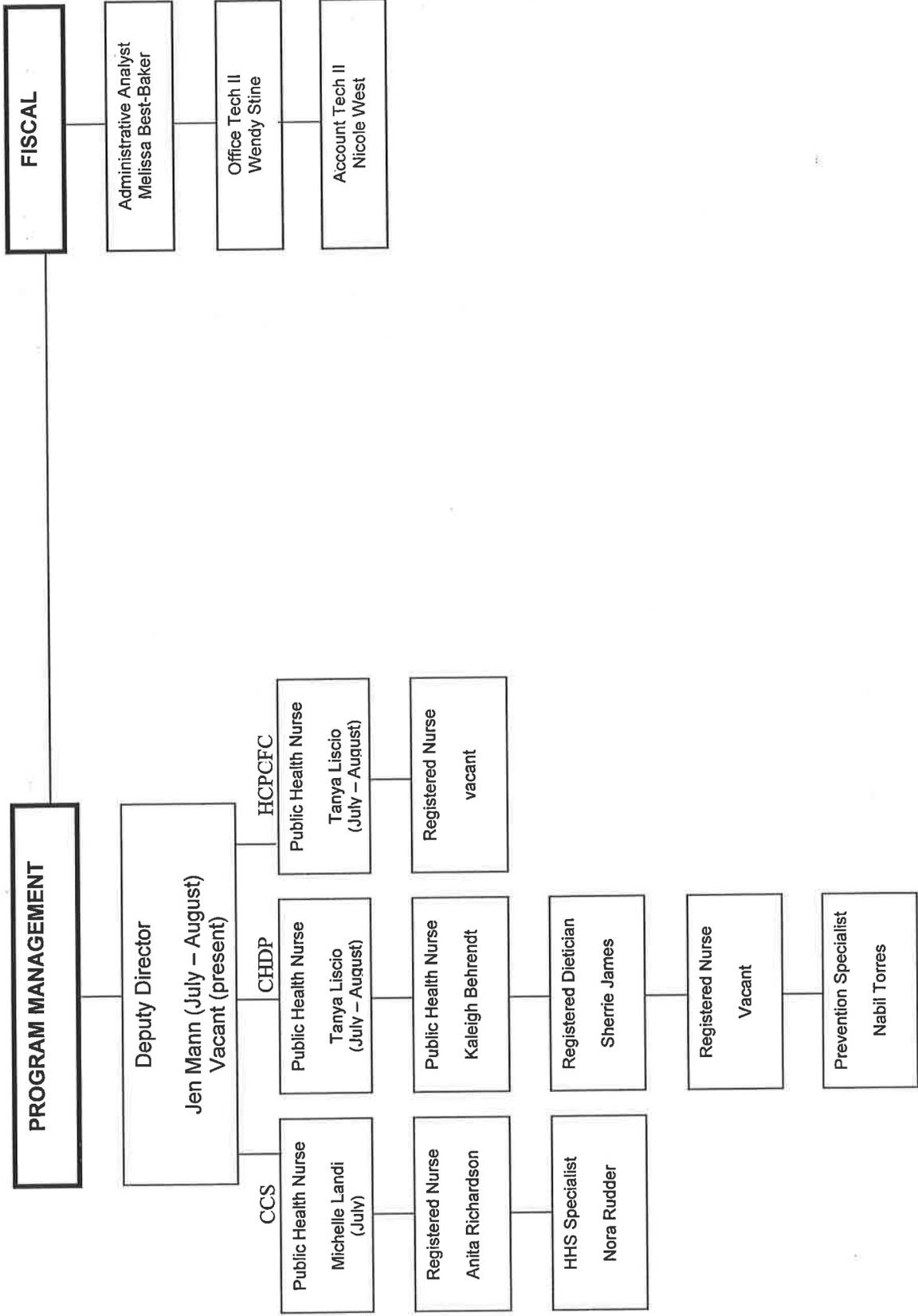
required by law. The Foster Care Nurse supports foster care providers in obtaining timely comprehensive health assessments and dental examinations, through expediting referrals for medical, dental, mental health and developmental services. The Foster Care Nurse works with the CMS/CHDP Nurse in order to identify major obstacles faced by children in foster care in gaining access to coordinated, multidisciplinary services. Infants and toddlers in foster care require referrals to Kern Regional Center for developmental assessment, and the CCS Nurse participates in developmental assessment via quarterly Early Start clinics and reports back to the Foster Care Nurse. Some foster children require travel out of the county in order to obtain necessary specialty care authorized by CCS, or otherwise ordered by the treating physician. In these instances, referrals have been coordinated and authorized through the CCS Nurse and the Foster Care Nurse, integrating the two programs.

The Health and Human Services Prevention Specialist, Dental Case Manager regularly contacts local CHDP providers in order to obtain referrals for expedited case management, for children in the CHDP Gateway program. Follow up of routine dental screening for children within the CHDP program is coordinated with the CMS/CHDP Nurse. Dental education with a focus on good oral health is provided to school age children in collaboration with the UCLA School of Dentistry volunteers and the Inyo County Superintendent of schools "Miles of Smiles" program, in conjunction with MCAH program goals. During the school screenings, many referrals for dental case management are received with follow-up needed to enroll children into the CHDP Gateway program. The HHS Prevention Specialist is involved in health/dental benefits eligibility review, dental appointment scheduling and providing transportation for parents and children in order to obtain dental care. This position is a full-time position, with half of the time being allocated to Dental Case Management, working with Public Health, and the other half is allocated in the SNAP-Ed program, providing nutritional education for the Prevention Division of HHS.

The Registered Dietitian receives referrals for nutrition counseling, as identified by the CHDP providers and the CMS/CHDP Nurse. The Registered Dietitian also provides nutrition educational activities in support of Public Health community outreaches, representing efforts that address childhood obesity prevention. The Registered Dietitian works from the Prevention Office, and is also the WIC Program manager. Quarterly meetings with the CHDP Director, the CHDP Program Manager and Registered Dietitian are held for program review and quality improvement.

During the last fiscal year, Public Health has experienced a number of staffing changes. The HHS Deputy Director-Public Health retired after over 30 years of service. In addition, the division experienced a number of additional vacancies as a result of an additional retirement and resignations. During this period of change, Public Health was able to continue to provide CMS programs through reassigning of duties where appropriate and by hiring a retired PHN on a temporary basis while HHS moved forward with the recruitment and hiring of nursing staff. In addition, HHS is able to draw on other nursing resources in the department to provide additional support as needed and will continue to do so until vacancies are filled.

COUNTY OF INYO
HEALTH & HUMAN SERVICES (HHS)
 Children's Medical Services (CMS)
 2014-2015



CMS Staffing Standards Profile 2014/2015

Name	Title	Health 04510 0	CCS Admin 045501	CCS Trnmt 045500	CHDP 045102	MCAH 641614	Tobacco 640314	First 5 643000	CARES 641214/15	WIC 641913/ 14	ESAAA 683000	IC GOLD 056100	Mental Health 045200	Total
Jennifer Mann	Deputy Director	35	5		15	40				5				100
Anita Richardson	Registered Nurse	40	15	35					10					100
Michelle Landi	Public Health Nurse	40	15	35					10					100
Nora Rudder (3 months)	Health & Human Services (HHS) Specialist		100											100
Nora Rudder (9 months)	HHS Specialist	30	70											100
Melissa Best- Baker	Administrative Analyst	60	5		5	5		10			10	5		100
Nicole West	Office Tech II	15	3		5							6	35	100
Wendy Stine	Office Tech II	59				5	5		2	10	19			100
Tanya Liscio	Public Health Nurse	40			35	25								100
Kahleigh Behrendt	Public Health Nurse	45			5	50								100
Nabil Torres	Prevention Specialist	50			10	40								100
Sherrie James	Registered Dietician				5					90	5			100
Vacant	Registered Nurse	47			53									100

Incumbent List - Child Health and Disability Prevention Program

For FY 2014-2015, complete the table below for all personnel listed in the CHDP budgets. Use the same job titles for both the budget and the incumbent list. Total percent for an individual incumbent should not be over 100 percent.

Specify whether job duty statements or civil service classification statements have been revised or changed in the last fiscal year. Only submit job duty statements and civil service classification statements that are new or have been revised. This includes (1) changes in job duties or activities, (2) changes in percentage of time spent for each activity, and (3) changes in percentage of time spent for enhanced and non-enhanced job duties or activities.

County/City:		Inyo		Fiscal Year: 2014/15				
Job Title	Incumbent Name	FTE % on CHDP No County/ City Match Budget	FTE % on CHDP County/City Match Budget	FTE % in Other Programs (Specify)	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)		
Deputy Director	Jennifer Mann	15%	N/A	85%	NO	NO		
Registered Dietician	Sherrie James	5%	N/A	95%	NO	NO		
Admin Analyst	Melissa Best-Baker	5%	N/A	95%	NO	NO		
Office Tech II	Wendy Stine (3 months)	5%	N/A	95%	YES	NO		
Account Tech II	Nicole West (9 months)	5%	N/A	95%	YES	NO		
Public Health Nurse	Kaleigh Behrendt	5%	N/A	95%	YES	NO		
Prevention Specialist	Nabil Torres	10%	N/A	90%	NO	NO		
Public Health Nurse	Tanya Liscio	10%	N/A	90%	NO	NO		
Registered Nurse	Vacant	10%	N/A	90%	YES	NO		

Performance Measure Profile

Performance Measure Number

	2012-13		2013-14		2014-15		2015-16		2016-17	
CHDP	MC	N-MC	MC	N-MC	MC	N-MC	MC	N-MC	MC	N-MC
1	37%	35%	65%	100%						
2	0%		0%							
3	0%		0%							
4 Average for all three providers	BMI	N/A	BMI	62%	BMI		BMI		BMI	
	Dental	14%	Dental	0%	Dental		Dental		Dental	
	Lead	3%	Lead	0%	Lead		Lead		Lead	
5	55% /		62%							
6 (Optional)										
E (Optional)										
G (Optional)	Hispanic Ages 5 to 19 years 45.3%									
HCPFC 1	98%		0%							
2	Health	77%	Health	100%	Health		Health		Health	
	Dental	50%	Dental	0%	Dental		Dental		Dental	

Performance Measure Profile – Continued

		2009-10	2010-11	2011-12	2012-13	2013-14
CCS		87%	94%		98%	81%
1						
2	MED	53%	MED 95%	MED	MED 10%	MED 89%
	RES	80%	RES 95%	RES	RES 40%	RES 73%
	FIN	80%	FIN 95%	FIN	FIN 40%	FIN 85%
3 (A)		50%	42%		42%	50%
3 (B)		80%	91%		77%	84%
4	CCS	28%	CCS 33%	CCS	CCS 60%	CCS 90%
	MTP	67%	MTP 50%	MTP	MTP 67%	MTP 50%
5		75%	50%		25%	75%

CHDP Program Referral Data

Complete this form using the instructions found on page 4-8 through 4-10.

County/City: INYO	FY 11-12	FY 12-13	FY 13-14
Basic Informing and CHDP Referrals			
1. Total number of CalWORKs/Medi-Cal cases informed and determined eligible by Department of Social Services	2,102	Not Available	
2. Total number of cases and recipients in "1" requesting CHDP services	2,102	1665	1665
	Cases	Recipients	Cases
a. Number of CalWORKs cases/recipients	3	6	0
b. Number of Foster Care cases/recipients	31	31	12
c. Number of Medi-Cal only cases/recipients	17	22	33
3. Total number of EPSDT eligible recipients and unborn, referred by Department of Social Services' workers who requested the following:			unknown
a. Medical and/or dental services	Unavailable		unknown

b. Medical and/or dental services with scheduling and/or transportation	Unavailable	Unavailable	unknown
c. Information only (optional)	Unavailable	Unavailable	unknown
4. Number of persons who were contacted by telephone, home visit, face-to-face, office visit, or written response to outreach letter	185	118	35 (dental)
Results of Assistance			
5. Number of recipients actually provided scheduling and/or transportation assistance by program staff	68	60	35
6. Number of recipients in "5" who actually received medical and/or dental services	43	43	51

HCPCFC Memorandum of Understanding

Area of Responsibility for Child Health and Disability Prevention (CHDP) Public Health Nurses (PHNs) and Child Welfare Service (CWS) Agency Social workers and Probation Officers in the Health Care Program for Children in Foster Care (HCPCFC)

County/City: Inyo County

Effective Dates: 07/01/2014-06/30/2016

Service Provided	Local CHDP Responsibilities Foster Care PHN	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
Location	<ul style="list-style-type: none"> PHN will be located in HHS offices in Bishop area, with remote CWS access as needed. 	<ul style="list-style-type: none"> PHN will be located in HHS offices in the Bishop area and will have accessibility to all team members servicing children in foster care, including social workers and probation officers as needed.
Supervision	<ul style="list-style-type: none"> PHN will be supervised by the HHS Deputy Director, Public Health with input from CWS agency staff 	<ul style="list-style-type: none"> CWS agency/Supervising Probation Officer will provide input to the HHS Deputy Director, Public Health.
Assessing Resources	<ul style="list-style-type: none"> PHN will identify health care providers in the community. PHN will evaluate the adequacy, accessibility and availability of the referral network for health care services and collaborate with CHDP staff to identify and recruit additional qualified providers. PHN will serve as a resource to facilitate (e.g., assist in scheduling appointments, arranging transportation, etc.) referrals to early intervention providers, specialty providers, dentists, mental health providers, CCS and other community programs. PHN will assist PHNs in the child's county of residence to identify and access resources to address the health care needs of children placed out of county. 	<ul style="list-style-type: none"> CWS agency Social Worker/Probation Officer will work with PHN to ensure that all children in foster care are referred for health services appropriate to age and health status on a timely basis. CWS agency Social Worker/Probation Officer will work with the foster care provider and the PHN to identify an appropriate health care provider for the child. CWS agency Social Worker/Probation Officer will work with the PHN to ensure that children placed out of county have access to health services appropriate to age and health status.

Service Provided	Local CHDP Responsibilities Foster Care PHN	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
<p style="text-align: center;">Health Care Planning and Coordination</p> <ul style="list-style-type: none"> • PHN will interpret health care reports for social worker/probation officers and others as needed. • PHN will develop a health plan for each child expected to remain in foster care. • PHN will work with foster care provider to ensure that the child's Health and Education Passport or its equivalent is updated. • PHN will assist foster care providers in obtaining timely comprehensive assessments. • PHN will expedite timely referrals for medical, dental, developmental, and mental health services. • PHN will assist social worker/probation officer in obtaining additional services necessary to educate and/or support the foster caregiver in providing for the special health care needs, including but not limited to Early and Periodic Screening, Diagnosis, and Treatment Supplemental Services (EPSDT-SS). • PHN will obtain and provide health care documentation when necessary to support the request for health care services. • PHN will collaborate with social worker/probation officer, biological parent when possible and foster care provider to ensure that necessary medical/health care information is available to those persons responsible for providing healthcare for the child, including a copy of the Health Education Passport (HEP) to the foster care provider. • PHN will assist social worker/probation officer to assess the suitability of the foster care placement in light of the health care needs of the child. • PHN will collaborate with the social worker/probation officer and foster care provider to develop a system of 		<ul style="list-style-type: none"> • Child's Social Worker/Probation Officer will collaborate with PHN to develop a health plan which identifies the health care needs and service priorities for each child expected to remain in foster care for 6 months or longer. • Social Worker/Probation Officer or designee will incorporate health plan into child's case record. • Social Worker/Probation Officer will assemble and provide health care documentation to the court when necessary to support the request for health care services. • Social Worker/Probation Officer will collaborate to complete and keep current the child's Health and Education Passport or its equivalent and provide a copy of the HEP to the foster care provider. • Social Worker/Probation Officer will consult with the PHN to assess the suitability of the foster care placement in light of the health care needs of the child. • Social Worker/Probation Officer will collaborate with the PHN and foster care provider to develop a system of tracking and follow-up on changes in the health care status of the child, service needs, effectiveness of services provided, etc. • Social Worker/Probation Officer will review child's health plan with PHN at least every six months and before every court hearing relevant information will be incorporated into the HEP and court report.

Service Provided	Local CHDP Responsibilities Foster Care PHN	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
	<p>tracking and follow-up on changes in the health care status of the child, service needs, effectiveness of services provided, etc.</p> <ul style="list-style-type: none"> PHN will review child's health plan with social worker/probation officer as needed and at least every six months. 	<ul style="list-style-type: none"> CWS agency/Supervising Probation Officer will provide input to the supervising PHN.
Training/Orientation	<ul style="list-style-type: none"> PHN will participate in developing and providing educational programs for health care providers to increase community awareness of and interest in the special health care needs of children in foster care. PHN will educate social workers, juvenile court staff, foster care providers, school nurses and others about the health care needs of children in foster care. 	<ul style="list-style-type: none"> CWS agency staff/Probation Officers will provide input to PHN in developing curriculum for training others about health care needs of children in foster care. CWS agency staff/Probation Officers will collaborate with PHNs in educating juvenile court staff, foster care providers, and others about the health care needs of children in foster care. CWS agency personnel will arrange for PHN access to the Child Welfare Services/Case Management System (CWS/CMS) system and provide training in its use.
Policy/Procedure Development	<ul style="list-style-type: none"> PHN will provide program consultation to CDSS/Probation Departments in the development and implementation of the EPSDT/CHDP program policies related to the Health Care Program for Children in Foster Care. PHN will participate in multi-disciplinary meetings for review of health-related issues. 	<ul style="list-style-type: none"> CWS agency staff/Probation Officers will include the PHN in team meetings and provide orientation to social services and consultation on CWS/CMS.
Transition from Foster Care	<ul style="list-style-type: none"> PHN will provide assistance to the Social Worker/Probation Officer and the child leaving foster care on the availability of options of health care coverage and community resources to meet the health care needs upon emancipation. 	<ul style="list-style-type: none"> CWS agency staff/Probation Officers will collaborate with PHN to assure person leaving foster care supervision is aware and connected to resources for independent living.

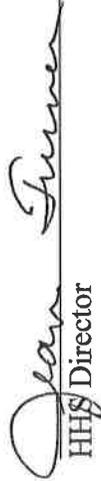
County/City: Inyo County

Effective Dates: 07/01/2012-06/30/2014

Service Provided	Local CHDP Responsibilities Foster Care PHN	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
Quality Assurance	<ul style="list-style-type: none"> PHN will conduct joint reviews of case records for documentation of health care services with CWS agency/Probation Department. PHN will work with CWS agency/Probation Department to develop a plan for evaluating the process and impact of the addition of the PHN component to the foster care team. PHN will establish baseline data for evaluating health care services provided to children in foster care. 	<ul style="list-style-type: none"> CWS agency staff/Probation Officers will conduct joint reviews of case records for documentation of health care services. CWS agency/Probation Department will work with PHN to develop a plan for evaluating the process and impact of the addition of the PHN component to the foster care team. CWS agency/Probation Officers will collaborate and assist PHN in gathering data.

This Memorandum of Understanding in effect from July 1, 2014 through June 30, 2016, unless revised by mutual agreement. In the event that changes in federal or state requirements impact the current Memorandum of Understanding, the local health department, social services department, and probation department agree to renegotiate the pertinent section within 90 days of receiving new instructions from the State.


 HHS Deputy Director-Public Health


 HHS Director


 Chief Probation Officer

12/13/14
 Date

12-3-14
 Date

12/3/14
 Date

COUNTY OF INYO

INTERAGENCY AGREEMENT

Fiscal Year 2014 - 2016

I. STATEMENT OF AGREEMENT

This statement is entered into intradepartmentally between the Health Services Division and Social Services Division of the Inyo County Department of Health and Human Services to assure compliance with federal and state regulations and the appropriate expenditure of Early and Periodic Screening, Diagnosis and Treatment (EPSDT) funds in the implementation of the Child Health and Disability Prevention (CHDP) Program, as well as interdepartmentally between Health and Human Services and Probation to ensure compliance with Division 31 regulations governing children placed in foster care.

II. STATEMENT OF NEED

The following specific needs in Inyo County have been identified by the Health and Social Services departments as a focus for FY 2014-2016:

- A. Need for increasing the number of referrals for CHDP services using a variety of modalities including continuing staff education for the purposes of increasing referrals and identifying children's health conditions for which to seek consultation and coordination by trained health professionals.
- B. Need for increasing target population to be screened during 2014-2016.
- C. Need for increasing coordinated, comprehensive and culturally competent services for children living in foster care (relative/kinship, foster family homes, group homes, etc.) including CHDP health assessment services and needed diagnostic and treatment services.
- D. Gaps in existing program.
- E. Objectives for the year of the agreement that represent joint activities of the health and social services departments.
- F. Need for consultation and information about CHDP resources and general public health services in child care settings.
- G. Need for involvement of other community organizations in the program, e.g., advocate groups.
- H. Need for evaluation of reporting systems in health and social services departments.
- I. Need for coordination with local Medi-Cal managed care plans, where appropriate.

III. ORGANIZATIONAL AND FUNCTIONAL RELATIONSHIPS

- A. The exchange of information about persons applying for or receiving Medi-Cal, with or without linkages to other social services programs as outlined in this document, is permitted by state and federal law and regulations, and is to be maintained in a confidential manner.
- B. See attached organization charts and flow charts.

IV. SOCIAL SERVICES DEPARTMENT RESPONSIBILITIES AND ACTIVITIES

A. Basic informing and documentation of informing of CalWORKS and Medi-Cal.

Following are the requirements for Basic Informing and Documentation of Informing by Eligibility Determination staff of persons applying for, or receiving CalWORKS or Medi-Cal.

1. In- person Application/Annual Re-determination.

a. In the requested face-to-face eligibility intake interview or at the time of the annual re-determination, the appropriate responsible adult(s) for Medi-Cal eligible persons, including unborn, and persons under 21 years of age will be:

- (1) Given a state approved brochure about the CHDP program.
- (2) Given an oral explanation about CHDP including:
 - (a) The value of preventive health services and the differences between episodic and wellness care; and
 - (b) Availability of health assessments; and
 - (c) Availability of dental Services; and
 - (d) The need for prompt diagnosis and treatment of suspected conditions to prevent disabilities and that all medically necessary diagnosis and treatment services will be paid for by Medi-Cal; and
 - (e) The nature, scope, and benefits of the CHDP program.
- (3) Ask questions to determine whether:
 - (a) More information about CHDP program services is wanted; and
 - (b) CHDP program services-medical and/or Dental-are wanted; and
 - (c) Appointment scheduling and/or transportation assistance are needed to obtain requested CHDP medical and/or dental services.

b. The Eligibility Determination staff will document on the SAWS2 using the automated CIV system that face-to-face informing occurred.

- (1) Explanation and brochure given;
- (2) Date of the explanation and giving of the brochure; and
- (3) Client's responses to the CDHP services questions.

B. Mail-in Application/Annual Re-determination – Medi-Cal

1. Responsible adult(s) for Medi-Cal eligible persons under 21 years

of age who apply by mail will do so through a state approved Medi-Cal Application/Annual Re-determination form. The Application/Annual Re-determination process includes:

- a. a state approved brochure about the CHDP program; and
 - b. questions to determine whether:
 - (1) more information about CHDP program services is needed.
 - (2) CHDP program services-medical and/or dental-are wanted; and
 - (3) appointment scheduling and/or transportation assistance are needed to obtain requested CHDP medical and/or dental services.
2. Eligibility Determination staff will document on the designated form if any follow-up action is required.
- Note: Any "YES" response to the CDHP questions or offer of services through face-to-face encounters or mail-in requires a referral on the CHDP Referral Form (PM 357), or state approved alternate form. See CHDP Program Letter No. 81-5 and All County Letter No. 81-43.

C. Basic Informing and Documentation of Informing for Children in Foster care Program Placement.

Following are the requirements for Basic Informing and Documentation of informing by staff responsible for placement of children in foster care, including placements controlled by the Probation Department, Licensed Adoption Agency, and / or Placement Agencies.

1. Within 30 days of placement, the staff responsible for placing the child (i.e., social worker, probation officer) will document the need for any known health, medical, or dental care and ensure that information is given to the payee, hereafter referred to as the out-of-home care provider, about the needs of the eligible person and the availability of CHDP services through the CHDP program. In the case of an out-of-state placement, the social worker shall ensure information is given to the out-of-home care provider about the federal EPSDT services. The care provider and/or child will be:
 - a. Given a State approved brochure about CHDP services and information about the recipient's need of preventive health care, and
 - b. Given a face-to-face oral explanation about CHDP including:
 - (1) The value of preventive health services and the difference between episodic and wellness care:
 - (2) The availability of health assessments according to the CHDP periodicity schedule, and how to obtain health assessments at more frequent intervals if no health

assessment history is documented or the child has entered a new foster care placement.

- (3) The availability of annual dental exams for children 3 years of age and older.
 - (4) The need for prompt diagnosis and treatment of suspected conditions to prevent disabilities and that all medically necessary diagnosis and treatment services will be paid for by Medi-Cal; and
 - (5) The nature and scope and benefits of the CHDP program.
- c. Ask questions to determine whether:
- (1) More information about the CHDP program is wanted;
 - (2) CHDP program services-medical and/or dental-are warranted; and
 - (3) Appointment scheduling and/or transportation assistance is needed to obtain CHDP medical and/or dental services.
2. The Child Welfare Services Staff responsible for placement will document the care provider's response to the questions in the CHDP program of the Identification Page in the Placement Notebook in the Placement Management Section in the Client Services Application on the Child Welfare Services/Case Management System (CWS/CMS):
- a. Date care provider was informed of the CHDP program and brochure given; and
 - b. Care provider's request for CHDP services/
3. The Probation Department, Licensed Adoption Agency, or other Placement Agency staff responsible for placement will document the care provider and/or child's response to the CHDP questions on the CHDP Referral Form (PM 357) and maintain a copy in the case record.
- Note: Any "Yes" response to the CHDP questions or offer of services requires a referral on the CHDP Referral Form (PM 357). See CDHP Program Letter No. 81-5 and All County Letter no. 81-43. A copy of the Referral Form is to be maintained in the child's case record.
4. A "payee" referred to as the "out-of-home care provider" or careprovider, is defined as the foster parent(s) in a foster home, the approved relative or non-related extended family member, the officially designated representative of the payee when the child in a foster care program, or a Medi-Cal eligible child residing in a group home, residential treatment center, or an other out-of-home care facility.
5. Child Welfare services staff responsible for the child in a foster care replacement will complete annual informing of the care provider/child. They will include information about CHDP

preventive health services, unmet health care needs requiring follow-up, and a review of the child's access to a primary care provider according to the process outlined for initial informing in B.1, a-c; and will document the results of informing in the case plan update.

6. The Probation Department, Licensed Adoption Agency, or other Placement Agency staff responsible for placement will complete annual informing and the documentation of that informing according to the outline in B.1 and 3.
7. Annual informing of payee/recipient about CHDP services and follow-up on health status shall be provided in the same manner as initial informing at the time of the six-month redetermination of the CalWORKS-FC recipient's circumstances.
8. At the time of placement of the CalWORKS-FC child, Probation Department will inform eligible population in the same manner as Social Services. Juvenile probation officers receive annual in-service related to CHDP program. Each placement "payee" is oriented by CHDP program staff to the child's eligibility.
9. The placement worker assumes the responsibility of case management which includes providing CHDP information to the relative who is accepting child placement or the child's parents upon return to the home.
10. The placement worker assuming case management responsibilities will be in direct contact with the out-of-county payees accepting Inyo children. At the time of placement, the payee will be notified of CHDP services.

D. Documentation of Informing by Placement Worker

The following will be documented on the PM 357 or a State approved alternate form and maintained in the case record: (If using an alternate form, indicate name and number and date of approval. See CHDP Program Letter No. 81-5 and All County Letter No. 81-43.)

1. Explanation and brochure given
2. Date of explanation and given of brochure,
3. Client's responses to offer of:
 - a. Additional CHDP program information,
 - b. Medical and/or dental services, and
 - c. Transportation and/or appointment scheduling assistance when CHDP medical/dental services are requested.

E. Referral to the EPSDT Unit of the CHDP program

1. All "yes" responses to the offers of more information about CHDP, CHDP medical/dental services, and appointment scheduling/transportation assistance from applicants, recipients, or payees shall be formerly referred on a "CHDP Referral Form" (PM 357), or State approved alternated form, to the Health Department, EPSDT or CHDP. This

action is required to ensure that these services are received and that any necessary diagnostic and/or treatment services are initiated within 120 days of the date of eligibility determination for CalWorks-FG/U and Medi-Cal clients, and within 120 days of the date of request for Cal Works-FC clients.

2. Upon receipt of the PM 357, the EPSDT Unit staff forwards written information explaining the CHDP services to the payee of the child placed out-of-county.
3. Referrals received from the Probation Department and/or licensed adoption agency will be managed in a similar manner as described in Number 2 above.

F. Information Provided by Social Services Staff on PM 357 or State Approved Alternate Referral Form.

The following will be documented when any "yes" response is given, written or verbal, to the offer of services.

1. Case Name and Medi-Cal Identification Number.
2. Type of services requested:
 - (a) Additional information
 - (b) Medical services
 - (c) Dental Service
 - (d) Transportation assistance
 - (e) Appointment scheduling assistance
3. Source of referral; new application, redetermination or self-referral.
4. Case type – CalWORKS, Foster Care, Medi-Cal Only (Full Scope, Limited Scope with or without a Share of Cost).
5. Complete listing of members in case with birthdates including unborns with expected date of confinement (EDC).
6. Listing of the payee/out-of-homes care provider and child in foster care.
7. Residence address and telephone numbers.
8. Worker signature.
9. Date of eligibility determination for Cal WORKS and Medi-Cal only cases or date of request for children in foster care and self-referrals.

G. Case Management for Children in foster Care

1. The staff responsible for placement of the child will ensure that the child receives medical and dental care which places attention on preventive health services through the CHDP program, or equivalent health services in accordance with the CHDP program's schedule for periodic health and dental assessments. More frequent health assessments may be obtained for a child when the child enters a new placement. For example, if there is no record documenting a health assessment during their previous placement, if they

are performing age expected developmental skills, or they have been moved to an area with a new provider, another health assessment may be claimed through CHDP by entering "New Foster Care Placement" in the Comments/Problems area of the Confidential Screening/Billing Report (PM 160).

2. The staff responsible for placement of the child will ensure that arrangements are made for necessary diagnosis and treatment of health conditions suspected or identified.
3. Medical records including, but not limited to, copies of the CHDP Confidential Screening/Billing Reports (PM 160) or results of equivalent preventive health services and for any child in foster care and for children in foster care over the age of three years, result(s) of dental visit(s) must also be maintained in the case record to verify health status of the child.
4. The case plan shall contain a plan which will ensure that the child receive medical and dental care which places attention on preventive health services in accordance with the CHDP program's schedule for periodic health and dental assessments.

V. EPSDT UNIT OF THE CHDP PROGRAM RESPONSIBILITIES AND ACTIVITIES FOR REFERRALS.

- A. Inyo County Health Department offices are located in Bishop, Lone Pine and Independence. Administration of the Program occurs in the Independence office.
Inyo County Social Services Department offices are located in Bishop, Lone Pine and Independence. Administration originates from the Independence site.
- B. Duty statements of unit personnel are attached.
- C. Overall medical supervision to be provided by the HHS Deputy Director-Public Health. Deputy Director is available to provide medical consultation to CHDP providers if problems occur.
Administrative supervision to be provided by CHDP PHN. PHN performs periodic onsite in-services to CHDP providers and is available for telephone consultations when problems occur. Through period review of the PM 160's, the quality and completeness of program guideline compliance is monitored.
Day to Day supervision to be provided by the Inyo HHS Deputy Director-Public Health.
- D. The unit will accept and take appropriate action on all referrals of Medi-Cal eligible persons under 21 years of age, including unborn, and will:
 1. Intensively inform those requesting more information, and offer scheduling and transportation assistance to those who request CHDP medical and/ or dental services.

2. Provide all requested scheduling and/or transportation assistance so that medical and/or dental services can be received from a provider of the requester's choice as available. These services will be provided and diagnosis and treatment initiated within 120 days of the date of eligibility is being redetermined, and within 120 days of request date for self referrals and AFDC-FC recipients unless:
 - a. Eligibility is lost; or
 - b. Recipient is lost to contact and a good faith effort was made to locate the person as defined in Section VII; or
 - c. Failure to receive services was due to an action or decision of the family or person.
 3. Assure that persons asking for health assessment procedures not furnished by their provider are referred to another provider for those procedures so that all requested CHDP services are received within 120 days of the initial request.
 4. Follow-up on persons requesting appointment scheduling and Transportation assistance to:
 - a. Re-offer scheduling and transportation assistance to those persons whose failure to keep appointments was not due to an action or decision of the family or person.
 - b. Offer and provide requested assistance to those for whom further diagnosis and treatment is indicated.
- E. Notices of the need for a health assessment, with the offer of scheduling and transportation assistance, will be sent monthly to children with labels received from the state.
- Labels with current addresses will be generated by the State CHDP program on all children twenty-seven months of age or younger who:
1. Have a PM 160 on file, but have not had another PM 160 submitted for services given in the past five months, and
Are still Medi-Cal eligible.
- F. The following will be documented on the PM 357 or an alternate State approved form for each eligible person listed:
1. Type of transportation assistance and date given.
 2. Appointment scheduling assistance and date given.
 3. Date(s) of appointment(s) and name(s) of provider(s).
 4. Confirmation of CHDP services:
 - a. Health assessment requires a PM 160 on file or provider certification of provision of service.
 - b. Dental services require family, provider or recipient verification.
 5. Follow-up to needed diagnosis and treatment.
 - a. Response to offer of appointment scheduling and transportation assistance.
 - b. Type of transportation assistance and date given.

- c. Date(s) of appointments(s) and name(s) of provider(s).
 - d. Confirmation of care – PM 161 or similar form of verification by provider.
 - 6. Date appointment scheduling and/or transportation assistance was declined and by whom.
 - 7. Disposition of case: appointment kept or not kept, eligibility lost, family declined further services, or family/person lost to contact and Good Faith Effort was made to locate the person as defined in Section V11.
 - G. Dates periodic notice of appointments sent and any response received will be documented in the Health Department.
 - H. A quarterly report will be submitted by the 15th day following the end of each quarter to the State Department of Health Services showing the number of Cal WORKS and Medi-Cal only persons requesting CHDP services.
- VI. CHDP PROGRAM RESPONSIBILITIES AND ACTIVITIES
- A. An adequate number of medical providers will be available to meet county needs and federal regulations in regard to allowable time frames.
 - B. The county will make all possible attempts to assure an adequate number of dental providers to meet county needs and federal regulations.
 - C. An adequate supply of the following materials will be available to meet Social Services Department and other county needs.
 - 1. State approved informing brochure with the address and phone number of the local CHDP Program.
 - 2. Current list of CHDP medical and dental providers.
 - 3. Other informational material, e.g., CHDP posters.
 - D. When eligible persons still needing CHDP services move to another county, the new county will be notified and appropriate information sent. If known that eligible person has relocated, the PM 357 will be forwarded to the appropriate county.
 - E. Copies of Screening/Billing Reports (PM 160s) for services given to children in foster care will be sent to the responsible Social Services staff person marked "Confidential".
 - F. All recipients eligible for Title V services will be informed of availability of these services and referred as requested.
 - G. Referrals for public health nursing services for intensive informing and follow-up to health assessment and diagnosis and treatment will be accepted, and such services will be provided.
- VII. JOINT SOCIAL SERVICES/ CHDP RESPONSIBILITIES
- A Good Faith Effort will be made to locate all persons lost to contact. The EPSDT Unit/CHDP program will query the Social Services Department for current addresses, telephone numbers, and Medi-Cal status of these persons. Upon request, the Social Services Department will share this information. The exchange of this confidential information is based on federal and state regulations.

VIII. STAFF EDUCATION

CHDP administrative program staff has the responsibility for conducting the training for each item below:

- A. Within ninety (90) days of employment by the Social Services Department, all new staff with responsibility for placement or eligibility determination will have completed orientation regarding the CHDP program and their roles and responsibilities for informing clients about CHDP and referring for services by the designated CHDP Program Manager.
- B. Within ninety (90) days of employment by the Probation Department or licensed adoption agency, staff responsible for placement will have completed orientation regarding the CHDP program and their roles and responsibilities for informing clients about CHDP and referring for services by the designated CHDP Program Manager.
- C. Upon licensure and at renewal, foster parent(s) and group care home, residential treatment center, and other out-of-home care facility staff will have completed orientation regarding nature, scope, benefits and availability of CHDP program services by the designated CHDP Program Manager.
- D. All appropriate health department staff will receive orientation and an annual update regarding the CHDP program.
- E. All placement and eligibility determination staff will receive an annual update regarding the CHDP program.
- F. Staff in-service educational needs will be identified by:
 1. Significant changes in the regulations which would affect the Program Management.
 2. Increase in questions from Program Staff or repeated incomplete responses on appropriate documents (PM357s).

IX. MANAGEMENT INFORMATION AND PROGRAM EVALUATION

- A. The following information will be compiled and shared between departments at the annual training.
 1. Eligibles-Intake/Redetermination. Break out number of children in foster care placement.
 2. Requests for CHDP services.
 3. Requests for more information.
 4. Requests for scheduling and/or transportation assistance.
 5. Medical assessment services requested and received.
 6. Referrals to diagnosis and treatment.
 7. Examples of children helped.
- B. Program Evaluation
Program Evaluation of the following will be made by the designated CHDP Program Manager on, at least a quarterly basis:
 1. Social Services Department and EPSDT Units in Health Department.

2. Program procedures, e.g., periodic notification, request for assistance, follow-up, and completion of PM 160s.
3. Case management of CHDP process/system within each department. Consult with Health Officer.
4. Interagency Agreement objectives.

X. COMPLIANCE CERTIFICATION

In signing this agreement, we hereby certify that the CHDP program in our community will meet the compliance requirements and standards pertaining to our respective departments contained in the following:

- A. Enabling legislation of the CHDP program.
Reference: Health and Safety Code Sections 124025 through 124110 and Section 24165.3.
- B. CHDP program regulations that implement, interpret, or make specific the enabling legislation.
Reference: California Code of Regulations, Title 17, Section 6800 through 6874.
- C. Medi-Cal regulations pertaining to the availability and reimbursement of EPSDT services through the CHDP program.
Reference: California Code of Regulations, Title 22, Sections 51304(c), 51340, and 51532.
- D. Regulations defining county Social Services Department responsibilities for meeting CHDP/EPSDT program requirements.
 1. Social Services Regulations
Reference:
 - a. Staff Development and Training Standards-Manual of Polices and Procedures (MPP) Sections: 14-530, 14-610.
 - b. Civil Rights-MPP Section 21-101, 21-107, 21.115.
 - c. Eligibility and Assistance Standards-MPP Sections: 40-107.61, 40-131.3(k), 40-181.211, 45-201.5.
 - d. Child Welfare Services Program Standards-MPP Sections: 31-002(c)(8), 31-075.3(h)(1), 31-075.3(h)(2), 31-205.18, 31-206.35, 31-206.351, 31-206.352, 31-206.36, 31-206.361, 31-206.362, 31-206.42, 31-206.421, 31-206.422, 31-330.111, 31-401.4, 31.401.41, 31-401.412, 31-401.413, 31-405.1(f), 31-405.1(g), 31-405.1(g)(1).
 - e. Intra and interagency relations and agreements Chapter 29-405 and Chapter 29-410.
 2. Medical Regulations
Reference:
 - a. California Code of Regulations, Title 22, Sections: 50031; 50157(a), (d),(e),(f), and 50184(b).
 - b. Other Title 22 regulations governing DSS programs regarding adoptions and referring parents to community services, including CHDP Pre-placement Advisement, California Code of Regulations, Title 22, Section 35094.2

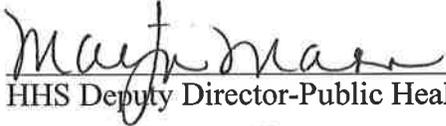
and Advisement of Parents Whose Child has not been removed from Parent's Care, Section 35129.1.

E. Current interpretive releases by State Health Services and Social Services Departments.

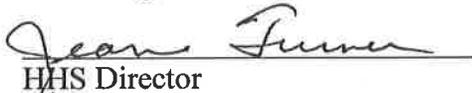
1. Children's Medical Services (CMS Branch)/CHDP program Letters and Informational Notices-Health Services.
2. All County Letters-Social Services
3. Joint Letters-Health Services and Social Services
4. CMS Branch/CCS Numbered Letters pertaining to the CHDP program-Health Services.

This interagency agreement is in effect from July 1, 2014, through June 30, 2016, unless revised by mutual agreement.

NOTE: In the event that changes in federal or state legislation impact the current Interagency Agreement, the Health Department and Social Services Department agree to renegotiate the pertinent section within 90 days of receiving new language or instructions from the State.


HHS Deputy Director-Public Health

12/3/14
Date


HHS Director

12-3-14
Date


Chief Probation Officer

12/3/14
Date

**CHDP Administrative Budget Summary
No County/City Match
Fiscal Year 2014-2015**

County/City Name: Inyo

Column	1	2	3	4	5
Category/Line Item	Total Budget (2 + 3)	Total CHDP Budget	Total Medi-Cal Budget (4 + 5)	Enhanced State/Federal (25/75)	Nonenhanced State/Federal (50/50)
I. Total Personnel Expenses	\$69,412	\$0	\$69,412	\$43,077	\$26,335
II. Total Operating Expenses	\$15,754	\$254	\$15,500	\$2,100	\$13,400
III. Total Capital Expenses					
IV. Total Indirect Expenses	\$1,423	\$0	\$1,423		\$1,423
V. Total Other Expenses					
Budget Grand Total	\$86,589	\$254	\$86,335	\$45,177	\$41,158

Column	1	2	3	4	5
Source of Funds	Total Funds	Total CHDP Budget	Total Medi-Cal Budget	Enhanced State/Federal	Nonenhanced State/Federal
State General Funds	\$254	\$254			
Medi-Cal Funds:	\$86,335		\$86,335		
State Funds	\$30,806		\$30,806	\$21,564	\$9,242
Federal Funds (Title XIX)	\$55,528		\$55,528	\$38,870	\$16,658



 Prepared By (Signature) _____ Date Prepared 11/11/2014 Phone Number 760-878-0231 Email Address mbestbaker@inyocounty.us


 CHDP Director or Deputy Director _____ Date 11/11/2014 Phone Number 760 878 0541 Email Address mmann@inyocounty.us
 (Signature) _____ Phone Number _____ Email Address _____

CHDP Administrative Budget Worksheet
No County/City Match
State and State/Federal
Fiscal Year 2014/15

Column	1A	1B	1	2A	2	3A	3	4A	4	5A	5
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	CHDP % or FTE	Total CHDP Budget	Total Medi-Cal %	Total Medi-Cal Budget (4 + 5)	% or FTE	Enhanced State/Federal (25/75)	% or FTE	Nonenhanced State/Federal (50/50)
Personnel Expenses											
1. Jennifer Mann, Deputy Director	15%	\$89,479	\$13,422	0%	\$0	100%	\$13,422	70%	\$9,395	30%	\$4,027
2. Sherrie James, RD	5%	\$69,755	\$3,488	0%	\$0	100%	\$3,488	70%	\$2,441	30%	\$1,046
3. Melissa Best-Baker, Admin Analyst	5%	\$61,744	\$3,087	0%	\$0	100%	\$3,087		\$0	100%	\$3,087
4. Wendy Sline Office Tech (3 mo)	5%	\$11,323	\$566	0%	\$0	100%	\$566		\$0	100%	\$566
5. Nicola West, Office Tech (9 mo)	5%	\$31,986	\$1,599	0%	\$0	100%	\$1,599		\$0	100%	\$1,599
6. KariLight Beltrami, PHN	5%	\$51,485	\$2,572	0%	\$0	100%	\$2,572	70%	\$1,800	30%	\$772
7. Nabil Torres, Prevention Specialist	40%	\$42,752	\$17,101	0%	\$0	100%	\$17,101	70%	\$11,971	30%	\$5,130
8. Tanya Liscio, PHN	10%	\$12,758	\$1,276	0%	\$0	100%	\$1,276	70%	\$893	30%	\$383
9. Vacant, RN	10%	\$31,982	\$3,198	0%	\$0	100%	\$3,198	70%	\$2,239	30%	\$959
10.											
Total Salaries and Wages			\$46,309		\$0		\$46,309		\$28,739		\$17,569
Less Salary Savings											
Net Salaries and Wages			\$46,309		\$0		\$46,309		\$28,739		\$17,569
Staff Benefits (Specify %)	48.89%		\$23,103		\$0		\$23,103		\$14,338		\$8,765
I. Total Personnel Expenses			\$69,412		\$0		\$69,412		\$43,077		\$26,335
II. Operating Expenses											
1. Travel			\$2,000				\$2,000		\$1,400		\$600
2. Training			\$1,000				\$1,000		\$700		\$300
3. General Office Supplies			\$10,254		\$254		\$10,000				\$10,000
4. Motor Pool			\$1,500				\$1,500				\$1,500
5. Utilities			\$1,000				\$1,000				\$1,000
II. Total Operating Expenses			\$15,754		\$254		\$15,500		\$2,100		\$13,400
III. Capital Expenses											
1.											
2.											
3.											
4.											
5.											
IV. Total Capital Expenses											
IV. Indirect Expenses											
1. Internal (Specify %)	2.05%		\$1,423				\$1,423				\$1,423
2. External (Specify %)	0.00%										
IV. Total Indirect Expenses			\$1,423				\$1,423				\$1,423
V. Other Expenses											
1.											
2.											
3.											
4.											
5.											
V. Total Other Expenses			\$86,589		\$254		\$86,335		\$45,177		\$41,158
Budget Grand Total			\$86,589		\$254		\$86,335		\$45,177		\$41,158

Prepared By (Signature): *Melissa Best Baker*
 Director or Deputy Director (Signature): *Melissa Best Baker*
 Date Prepared: 11/14/14
 Phone Number: 760-878-0231
 Email Address: mbestbaker@invoconomy.us
 Date: 11/14/14
 Phone Number: 760-878-0231
 Email Address: mmann@invoconomy.us

**Children Health Development Program
 INYO County
 Budget Narrative
 Fiscal Year 2014/15**

I. PERSONNEL EXPENSES

Total Salaries:	\$46,309	
Total Benefits:	<u>\$23,103</u>	Decrease from prior year due to staff changes.
Total Personnel Expenses:	\$69,412	
Deputy Director Jennifer Mann		This position is budgeted at 15% and is unchanged from prior year.
Registered Dietician Sherrie James		This position is budgeted at 5% and is unchanged from prior year
Administrative Analyst I Melissa Best-Baker		This position is budgeted at 5% and is unchanged from prior year
Office Technician Wendy Stine/Nicole West		This position is budgeted at 5% and is unchanged from prior year
Public Health Nurse Kaleigh Behrendt		This position is budgeted at 5% and is unchanged from prior year.
Prevention Specialist Nabil Torres		This position is budgeted at 40% and is unchanged from prior year.
Public Health Nurse Tanya Liscio		This position is budgeted at 10% and is an increase from prior year.
Registered Nurse Vacant		This position is budgeted at 10% and will replace the vacancy PHN left.

II. OPERATING EXPENSES

Travel	\$2,000	Staff to attend trainings and conferences. This is an increase from the prior year.
Training	\$1,000	Staff to attend trainings and conferences. This is an increase from the prior year. Basic office supplies, purchase of new filing system and supplies for Nurse. Educational materials and physical activity equipment for prevention services. This is an increase from the prior year.
General Operating/office supplies	\$10,254	
Motor Pool	\$1,500	In county travel and travel to and from State Conferences. This is a increase from the prior year
Utilities	\$1,000	Includes phone, electricity, gas etc. This is an decrease from the prior year

III. Total Operating Expenses: \$15,754

CAPITAL EXPENSES

IV. Total Capital Expenses: \$0.00 No Capital Expenses planned for FY 13/14

INDIRECT EXPENSES

V/ Total Indirect Expenses: \$1,423 insurance, County financial accounting / payroll system. This is a slight increase from the prior

OTHER EXPENSES

Total Other Expenses: \$0

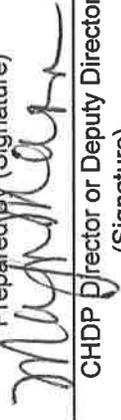
BUDGET GRAND TOTAL: \$86,589

**HPCFC Administrative Budget Summary
Fiscal Year 2014-15**

County/City Name: Inyo

Category/Line Item	1 Total Budget (2 + 3)	2 Enhanced State/Federal (25/75)	3 Nonenhanced State/Federal (50/50)
I. Total Personnel Expenses	\$14,082	\$11,969	\$2,112
II. Total Operating Expenses	\$560	\$476	\$84
III. Total Capital Expenses			
IV. Total Indirect Expenses	\$9		\$9
V. Total Other Expenses			
Budget Grand Total	\$14,651	\$12,445	\$2,205

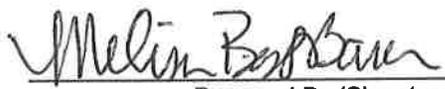
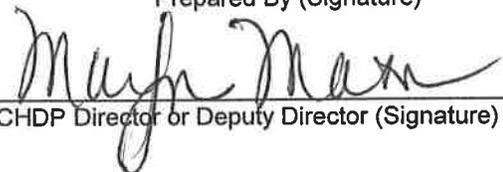
Source of Funds	1 Total Funds	2 Enhanced State/Federal (25/75)	3 Nonenhanced State/Federal (50/50)
State Funds	\$3,591	\$3,052	\$539
Federal Funds (Title XIX)	\$11,060	\$9,401	\$1,659
Budget Grand Total	\$14,651		


 Prepared By (Signature) _____ Date 11-11-14 Phone Number 760-878-0231 Email Address mbestbaker@inyocounty.us

 CHDP Director or Deputy Director (Signature) _____ Date 11/11/14 Phone Number 760-878-0241 Email Address mmann@inyocounty.us

**HPCFC Administrative Budget Worksheet
Fiscal Year 2014/15**

County/City Name: **Inyo**

Column	1A	1B	1	2A	2	3A	3
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	% or FTE	Enhanced State/Federal (25/75)	% or FTE	Nonenhanced State/Federal (50/50)
I. Personnel Expenses							
1. Tanya Liscio PHN (2 months)	25%	\$12,758	\$3,189.50	85%	\$2,711.08	15%	\$478.43
2. Vacant, RN	43%	\$18,656	\$8,022.08	85%	\$6,818.77	15%	\$1,203.31
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total Salaries and Wages	68%		\$11,212		\$9,530		\$1,682
Less Salary Savings							
Net Salaries and Wages							
Staff Benefits (Specify %)	25.60%		\$2,870		\$2,439.64		\$430.52
I. Total Personnel Expenses			\$14,082		\$11,969		\$2,112
II. Operating Expenses							
1. Travel			\$560	85%	\$476	15%	\$84
2. Training			\$0	85%	\$0	15%	\$0
II. Total Operating Expenses			\$560		\$476		\$84
III. Capital Expenses							
1.							
2.							
III. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %)	0.07%		\$9				\$9
2. External							
IV. Total Indirect Expenses			\$9				\$9
V. Other Expenses							
1.							
2.							
V. Total Other Expenses							
Budget Grand Total			\$14,651		\$12,445		\$2,205

	11-11-14	76-878-0231	mbestbaker@inyocounty.us
Prepared By (Signature)	Date prepared	Phone Number	Email Address
	11/11/14	760 872 0541	mmann@inyocounty.us
CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

**HPCFC
 INYO County
 Budget Narrative
 Fiscal Year 2014-15**

I. PERSONNEL EXPENSES

Total Salaries:	\$11,212	
Total Benefits:	\$2,870	
Total Personnel Expenses:	\$14,082	This is a decrease from prior year.

Public Health Nurse Tanya Liscio		This position is budgeted at 25%. This is an increase from the prior year.
-------------------------------------	--	--

Registered Nurse Vacant		This position is budgeted at 43% of her Part-Time hours and will replace Tanya Liscio.
----------------------------	--	--

II. OPERATING EXPENSES

Travel Training	\$560	Travel to training. This is an increase from prior year.
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Total Operating Expenses:	\$560	
----------------------------------	--------------	--

III. CAPITAL EXPENSES

Total Capital Expenses:	\$0.00	No Capital Expenses planned for FY13/14
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IV. INDIRECT EXPENSES

	\$9	
Total Indirect Expenses:	\$9	Pays for some Public Liability insurance.

VI OTHER EXPENSES

Total Other Expenses:	\$0	
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BUDGET GRAND TOTAL:	\$14,651	
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CCS Administrative Budget Worksheet

Fiscal Year: 2014/15

County: Inyo

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS -		
Total Cases of Open (Active) Straight CCS Children	31	26.05%
HEALTHY FAMILIES -		
Total Cases of Open (Active) Healthy Families Children	0	0.00%
MEDI-CAL/TLICP (TITLE XXI) -		
Total Cases of Open (Active) MC/TLICP Children	15	12.61%
MEDI-CAL (TITLE XIX) -		
Total Cases of Open (Active) Medi-Cal Children	73	61.34%
TOTAL CCS CASELOAD	119	100%

Category/Line Item	Title XIX Medi-Cal (Column 5 = Columns 6 + 7)						
	1	2	3	4	5	6	7
Col 1 = Col 2+3+4+5	Straight CCS	Title XXI - HF	Title XXI Medi-Cal/TLICP				
Total Budget							
I. Total Personnel Expense	90,175	28,491	0	11,367	55,319	25,354	29,965
II. Total Operating Expense	10,500	2,738	0	1,323	6,441	984	5,457
III. Total Capital Expense	0	0	0	0	0	0	0
IV. Total Indirect Expense	1,037	270	0	131	636	636	636
V. Total Other Expense	15,000	3,908	0	1,891	9,202	9,202	9,202
Budget Grand Total	116,712	30,405	0	14,712	71,598	26,338	45,260

Source of Funds	Title XIX Medi-Cal (Column 5 = Columns 6 + 7)						
	1	2	3	4	5	6	7
Col 1 = Col 2+3+4+5	Straight CCS	Title XXI - HF	Title XXI Medi-Cal/TLICP				
Total Budget							
Straight CCS							
State	15,202	15,202					
County	15,203	15,203					
Healthy Families							
State	0	0	0				
County	0	0	0				
Federal (Title XXI)							
Title XXI - Medi-Cal/TLICP							
State	2,575			2,575			
County	2,575			2,575			
Federal (Title XXI)	9,562			9,562			
Title XIX - Medi-Cal							
State	29,215				29,215	6,585	22,630
Federal (Title XIX)	42,983				42,983	19,783	22,630

Melissa Best-Baker
 Prepared By (Signature)
 Prepared By (Printed Name) **Melissa Best-Baker**
Marilyn Mann
 CCS Administrator (Signature)
 CCS Administrator (Printed Name) **Marilyn Mann**

mbestbaker@inyocounty.us
 Email Address
 mmann@inyocounty.us
 Email Address

CCS Administrative Budget Worksheet

Fiscal Year: 2014-15

County: Inyo

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS -	31	26.05%
Total Cases of Open (Active) Straight CCS Children		
HEALTHY FAMILIES -	0	0.00%
Total Cases of Open (Active) Healthy Families Children		
MEDI-CAL/TLICP (TITLE XXI) -	15	12.61%
Total Cases of Open (Active) MC/TLICP Children		
MEDI-CAL (TITLE XIX) -	73	61.34%
Total Cases of Open (Active) Medi-Cal Children		
TOTAL CCS CASELOAD	119	100%

Category/Line Item	Straight CCS						Title XXI - Healthy Families		Title XXI - Medi-Cal/Targeted Low Income Children Program (TLICP)	
	4A	4	5A	5	6A	6	CaseLoad %	CaseLoad %	CaseLoad %	
I. Personnel Expense										
Program Administration										
1. Jennifer Mann, Deputy Director-Public Health	2,978	59,563	776	0.00%	0	12.61%	0	0.00%	375	
2. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
3. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
4. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
5. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
Subtotal	2,978	59,563	776	0.00%	0	12.61%	0	0.00%	375	
Medical Case Management										
1. Michelle Landi, Public Health Nurse (1 month)	2,114	6,040	551	0.00%	0	12.61%	0	0.00%	266	
2. Anita Richardson, Registered Nurse (9 months)	17,172	49,063	4,473	0.00%	0	12.61%	0	0.00%	2,165	
3. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
4. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
5. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
6. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
7. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
8. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
Subtotal	19,286	55,103	5,024	0.00%	0	12.61%	0	0.00%	2,431	
Other Health Care Professionals										
1. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
2. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
3. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
Subtotal	0	0	0	0.00%	0	12.61%	0	0.00%	0	
Ancillary Support										
1. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
2. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
3. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
4. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
5. Employee Name, Position	0	0	0	0.00%	0	12.61%	0	0.00%	0	
Subtotal	0	0	0	0.00%	0	12.61%	0	0.00%	0	
Clerical and Claims Support										
1. Nora Rudder, HHS Specialist (3 months)	11,557	11,557	3,011	0.00%	0	12.61%	0	0.00%	1,457	
2. Nora Rudder, HHS Specialist (9 months)	34,670	24,269	6,322	0.00%	0	12.61%	0	0.00%	3,059	
3. Melissa Bees-Baker, Admin Analyst	41,183	2,059	536	0.00%	0	12.61%	0	0.00%	260	
4. Nicole West, Office Tech (9 months)	42,548	1,279	333	0.00%	0	12.61%	0	0.00%	161	
5. Wendy Sline, Office Tech (3 months)	11,323	340	89	0.00%	0	12.61%	0	0.00%	43	
Subtotal	141,381	38,504	10,291	0.00%	0	12.61%	0	0.00%	4,980	

CGS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS -	31	26.05%
Total Cases of Open (Active) Straight CCS Children		
HEALTHY FAMILIES -	0	0.00%
Total Cases of Open (Active) Healthy Families Children		
MEDI-CAL/CLICP (TITLE XXI) -	15	12.61%
Total Cases of Open (Active) MC/CLICP Children		
MEDI-CAL (TITLE XIX) -	73	61.34%
Total Cases of Open (Active) Medi-Cal Children		
TOTAL CCS CASELOAD	119	100%

Category/Line Item	Title XIX - Medi-Cal								
	1	2	3	7A	7	8A	8	9A	9
Column	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6 + 7)	Caseload %	Title XIX Medi-Cal State/Federal	Enhanced % FTE	Enhanced Title XIX Medi-Cal State/Federal (2/7/5)	Non-Enhanced % FTE	Non-Enhanced Title XIX Medi-Cal State/Federal (50/50)
I. Personnel Expense									
Program Administration									
1. Jennifer Mann, Deputy Director-Public Health	5.00%	59,563	2,978	61.34%	1,827			100.00%	1,827
2. Employee Name, Position	0.00%	0	0	61.34%	0			100.00%	0
3. Employee Name, Position	0.00%	0	0	61.34%	0			100.00%	0
4. Employee Name, Position	0.00%	0	0	61.34%	0			100.00%	0
5. Employee Name, Position	0.00%	0	0	61.34%	0			100.00%	0
Subtotal		59,563	2,978		1,827				1,827
Medical Case Management									
1. Michelle Landi, Public Health Nurse (1 month)	35.00%	6,040	2,114	61.34%	1,297	65.00%	843	35.00%	454
2. Anita Richardson, Registered Nurse (9 months)	35.00%	49,063	17,172	61.34%	10,534	65.00%	6,847	35.00%	3,687
3. Employee Name, Position	0.00%	0	0	61.34%	0	0.00%	0	100.00%	0
4. Employee Name, Position	0.00%	0	0	61.34%	0	0.00%	0	100.00%	0
5. Employee Name, Position	0.00%	0	0	61.34%	0	0.00%	0	100.00%	0
6. Employee Name, Position	0.00%	0	0	61.34%	0	0.00%	0	100.00%	0
7. Employee Name, Position	0.00%	0	0	61.34%	0	0.00%	0	100.00%	0
8. Employee Name, Position	0.00%	0	0	61.34%	0	0.00%	0	100.00%	0
Subtotal		55,103	19,286		11,831		7,690		4,141
Other Health Care Professionals									
1. Employee Name, Position	0.00%	0	0	61.34%	0	0.00%	0	100.00%	0
2. Employee Name, Position	0.00%	0	0	61.34%	0	0.00%	0	100.00%	0
3. Employee Name, Position	0.00%	0	0	61.34%	0	0.00%	0	100.00%	0
Subtotal		0	0		0		0		0
Ancillary Support									
1. Employee Name, Position	0.00%	0	0	61.34%	0			100.00%	0
2. Employee Name, Position	0.00%	0	0	61.34%	0			100.00%	0
3. Employee Name, Position	0.00%	0	0	61.34%	0			100.00%	0
4. Employee Name, Position	0.00%	0	0	61.34%	0			100.00%	0
5. Employee Name, Position	0.00%	0	0	61.34%	0			100.00%	0
Subtotal		0	0		0				0
Clerical and Claims Support									
1. Nora Rudder, HHS Specialist (3 months)	100.00%	11,557	11,557	61.34%	7,090	0.00%	0	100.00%	7,090
2. Nora Rudder, HHS Specialist (9 months)	70.00%	34,670	24,269	61.34%	14,888	65.00%	9,677	35.00%	5,211
3. Melissa Best-Baker, Admin Analyst	5.00%	41,183	2,059	61.34%	1,263	0.00%	0	100.00%	1,263
4. Nicole West, Office Tech (9 months)	3.00%	42,648	1,279	61.34%	785	0.00%	0	100.00%	785
5. Wendy Stone, Office Tech (3 months)	3.00%	11,523	340	61.34%	209	0.00%	0	100.00%	209
Subtotal		141,381	39,504		24,235		9,677		14,558

CCS Administrative Budget Worksheet

Fiscal Year: 2014-15

County: Inyo

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS -	31	26.05%
Total Cases of Open (Active) Straight CCS Children		
HEALTHY FAMILIES -	0	0.00%
Total Cases of Open (Active) Healthy Families Children		
MEDI-CAL/TLICP (TITLE XXI) -	15	12.61%
Total Cases of Open (Active) MICTLICP Children		
MEDI-CAL (TITLE XIX) -	73	61.34%
Total Cases of Open (Active) Medi-Cal Children		
TOTAL CCS CASELOAD	119	100%

Category/Line Item	Straight CCS				Title XXI - Healthy Families		Title XXI - Medi-Cal/Targeted Low Income Children Program (TLICP)	
	4A	4	5A	5	6A	6	6	
Total Budget (1 x 2 or 4 + 5 + 6 + 7)								
Total Salaries and Wages	61,768	26.05%	16,091	0.00%	0	12.61%	7,766	
Staff Benefits (Specify %)	28,407	26.05%	7,400	0.00%	0	12.61%	3,581	
I. Total Personnel Expense	90,175	26.05%	23,491	0.00%	0	12.61%	11,367	
II. Operating Expense								
1. Travel	2,500	26.05%	651	0.00%	0	12.61%	315	
2. Training	1,000	26.05%	261	0.00%	0	12.61%	128	
3. General Operating	2,500	26.05%	651	0.00%	0	12.61%	315	
4. Professional Services	1,500	26.05%	391	0.00%	0	12.61%	189	
5. Utilities	1,500	26.05%	391	0.00%	0	12.61%	189	
6. Motor pool	1,500	26.05%	391	0.00%	0	12.61%	189	
7.								
II. Total Operating Expense	10,500	26.05%	2,736	0.00%	0	12.61%	1,323	
III. Capital Expense								
1.		26.05%	0	0.00%	0	12.61%	0	
2.		26.05%	0	0.00%	0	12.61%	0	
3.		26.05%	0	0.00%	0	12.61%	0	
III. Total Capital Expense	0		0		0		0	
IV. Indirect Expense								
1. Internal	1,037	26.05%	270	0.00%	0	12.61%	131	
2. External	0	26.05%	0	0.00%	0	12.61%	0	
IV. Total Indirect Expense	1,037	26.05%	270	0.00%	0	12.61%	131	
V. Other Expense								
1. Maintenance & Transportation	15,000	26.05%	3,908	0.00%	0	12.61%	1,891	
2.		26.05%	0	0.00%	0	12.61%	0	
3.		26.05%	0	0.00%	0	12.61%	0	
4.		26.05%	0	0.00%	0	12.61%	0	
5.		26.05%	0	0.00%	0	12.61%	0	
V. Total Other Expense	15,000	26.05%	3,908	0.00%	0	12.61%	1,891	
Budget Grand Total	116,712		30,405		0		14,712	

Prepared By (Signature): *Melissa Best-Baker* Phone Number: 760 878-0231

Prepared By (Printed Name): Melissa Best-Baker

Date Prepared: 11-11-2014

CCS Administrator (Signature): *Marilyn Mann* Phone Number: 760 872-0941

CCS Administrator (Printed Name): Marilyn Mann

Date: 11/11/2014

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS	31	26.05%
Total Cases of Open (Active) Straight CCS Children		
HEALTHY FAMILIES	0	0.00%
Total Cases of Open (Active) Healthy Families Children		
MEDI-CAL/CLIP (TITLE XXI)	15	12.61%
Total Cases of Open (Active) MEDI-CAL/CLIP Children		
MEDI-CAL (TITLE XIX)	73	61.34%
Total Cases of Open (Active) Medi-Cal Children		
TOTAL CCS CASELOAD	119	100%

Column	Title XIX - Medi-Cal								
	1	2	3	7A	7	8A	8	9A	9
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6 + 7)	Caseload %	Title XIX Medi-Cal State/Federal	Enhanced % FTE	Enhanced Title XIX Medi-Cal State/Federal (2475)	Non-Enhanced % FTE	Non-Enhanced Title XIX Medi-Cal State/Federal (50/50)
Total Salaries and Wages			61,768	61.34%	37,893	45.83%	17,987	54.17%	20,526
Staff Benefits (Specify %)			28,407	61.34%	17,426		7,987		9,439
I. Total Personnel Expense			90,175	61.34%	55,319		25,354		29,965
II. Operating Expense									
1. Travel			2,500	61.34%	1,534	45.83%	703	54.17%	831
2. Training			1,000	61.34%	613	45.83%	281	54.17%	332
3. General Operating			2,500	61.34%	1,534				1,534
4. Professional Services			1,500	61.34%	920				920
5. Utilities			1,500	61.34%	920				920
6. Motor pool			1,500	61.34%	920				920
7.				61.34%	0				0
II. Total Operating Expense			10,500		6,441		884		5,457
III. Capital Expense									
1.				61.34%	0				0
2.				61.34%	0				0
3.				61.34%	0				0
III. Total Capital Expense			0		0				0
IV. Indirect Expense									
1. Internal	1.15%		1,037	61.34%	636				636
2. External	0.00%		0	61.34%	0				0
IV. Total Indirect Expense			1,037		636				636
V. Other Expense									
1. Maintenance & Transportation			15,000	61.34%	9,202				9,202
2.				61.34%	0				0
3.				61.34%	0				0
4.				61.34%	0				0
5.				61.34%	0				0
V. Total Other Expense			15,000		9,202				9,202
Budget Grand Total			116,712		71,998		26,338		45,260

Prepared By (Signature) *Melissa Best-Baker* Melissa Best-Baker
 Prepared By (Printed Name) Marilyn Mann
 CCS Administrator (Signature) *Marilyn Mann* Marilyn Mann
 CCS Administrator (Printed Name)

**CCS ADMIN
 INYO County
 Budget Narrative
 Fiscal Year 2013-14**

I. PERSONNEL EXPENSES

Total Salaries:	\$61,768	
Total Benefits:	<u>\$28,407</u>	
Total Personnel Expenses:	\$90,175	Decrease from the prior year due to staff changes.
Deputy Director-Public Health Jennifer Mann		This position is budgeted at 5% and is unchanged from the prior year.
Clinic Nurse Manager Vacant		This position has been removed from the 14/15 budget
Public Health Nurse Michelle Landi/Anita Richardson		This position is budgeted at 35% and is unchanged from the prior year.
HHS Specialist Nora Rudder		This position is budgeted at 100% for 3 months and 70% for 9 months due to staff
Administrative Analyst Melissa Best-Baker		This position is budgeted at 5% and is unchanged from the prior year
Office Technician II Wendy Stine/Nicole West		This position is budgeted at 3% and is unchanged from the prior year

II. OPERATING EXPENSES

Travel	\$2,500	Staff to attend trainings and conferences.
Training	\$1,000	This is unchanged from the prior year.
General Operating/office supplies	\$2,500	Misc. office supplies, copying, etc. This is unchanged from the prior year.
Professional Services	\$1,500	Transcription services. This is unchanged from the prior year.
Motor Pool	\$1,500	In county travel. This is unchanged from the prior year.
Utilities	\$1,500	Includes phone, electricity, gas etc. This is unchanged from the prior year.
Total Operating Expenses:	<u>\$10,500</u>	

IV. INDIRECT EXPENSES

	<u>\$1,037</u>	Public Liability insurance is considered an internal overhead cost. Cost are distributed by the CAO. This is an slight increase from the prior year
Total Indirect Expenses:	\$1,037	

VI/ OTHER EXPENSES

Maintenance and Transp.	\$ 15,000.00	This is unchanged from the prior year.
Total Other Expenses:	<u>\$ 15,000.00</u>	



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

- Consent Departmental Correspondence Action Public Hearing
 Schedule time for Closed Session Informational

For Clerk's Use
Only:

AGENDA NUMBER

16

FROM: Road Department

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Changing the name of Indian Cemetery Road in Lone Pine to Magazine Road

DEPARTMENTAL RECOMMENDATION:

Request Board A) consider changing the name of Indian Cemetery Road in Lone Pine to Magazine Road; B) adopt a resolution titled "Resolution of the Board of Supervisors, County of Inyo, State of California, Declaring Its Intent to Change the Name of Indian Cemetery Road, County Road #4039, to Magazine Road and Setting a Public Hearing on the Proposed Name Change; and C) schedule the public hearing for 11:30 a.m., on Tuesday, February 3, 2015, in the Board of Supervisors Room, at the County Administrative Center, in Independence.

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Indian Cemetery Road (County Road #4039) is located west of the Alabama Hills near Lone Pine, CA. The public has notified the Road Department that the nature of the current name of Indian Cemetery Road is directing an unnecessary volume of touristic visitors to the active Indian Cemetery near the end of the road. The Lone Pine Paiute Tribe has expressed concern regarding the disturbance of existing gravesites due to unnecessary touristic visitors. The Road Department is proposing to change the name of the road to "Magazine Road" in order to reduce the volume of touristic visitors and prevent future gravesite disturbances.

The Road Department is requesting the Board consider the name change and adopt a Resolution declaring intent to change the name. Pursuant to California Street and Highway Code Section 970.5, the Road Department is also requesting the Board schedule a Public Hearing for the proposed name change.

ALTERNATIVES:

To not change the name of Indian Cemetery Road. This alternative is not recommended as it may result in unnecessary disturbances to existing Native American gravesites.

OTHER AGENCY INVOLVEMENT:

County Counsel- Review of the resolution and procedure.

Planning- 911 addressing program

Inyo County Road Department- Revision of Maintained Mileage System

FINANCING:

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) <i>Margaret Kemp-Wilkins</i> Approved: <input checked="" type="checkbox"/> Date <u>01/06/15</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are Received)

Andy D...

Date:

1/12/15

Resolution 2015- ____

**RESOLUTION OF THE BOARD OF SUPERVISORS, COUNTY OF INYO,
STATE OF CALIFORNIA, DECLARING ITS INTENT TO CHANGE THE
NAME OF INDIAN CEMETERY ROAD, COUNTY ROAD #4039, TO
MAGAZINE ROAD AND SETTING A PUBLIC HEARING ON THE PROPOSED
NAME CHANGE**

WHEREAS, California Streets and Highway Code Section 970.5 recognizes the right of a Board of Supervisors to change the name of a County road subject to notice and a public hearing; and

WHEREAS, Indian Cemetery Road, now a County road in Inyo County; and

WHEREAS, the Inyo County Director of Public Works has informed the Board that the Lone Pine Paiute Tribe has expressed concern that the nature of the road name, Indian Cemetery Road, is directing unnecessary touristic visitors to the active Indian Cemetery resulting in disturbances of Native American gravesites;

NOW, THEREFORE BE IT RESOLVED, by the Board of Supervisors of the County of Inyo hereby declares its intent to change the name of Indian Cemetery Road, County Road #4039, located in sections 29, 32, and 33 of Township 15 South, Range 36 East, M.D.B.M., to Magazine Road, said road being that which runs approximately 0.5 miles north westerly from Tuttle Creek Road, County Road #4019;

BE IT FURTHER RESOLVED, that this Board will **conduct**, and hereby sets, a public hearing to consider the proposed name change at 11:30 AM on February 3, 2015 at the Board of Supervisors meeting room in the Administrative Center in Independence, CA, at which time any person interested may appear and present their views and comments on the proposed name change.

BE IT FURTHER RESOLVED AND ORDERED, that Notice of said hearing be prepared and posted, along with a copy of this Resolution, in at least three public places along Indian Cemetery Road at least ten (10) days before the day set for the hearing.

PASSED AND ADOPTED on this ____ day of _____, _____, by the Inyo County of Supervisors, County of Inyo:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rick Pucci, Chair
Inyo County Board of Supervisors

ATTEST:

Kevin Carunchio, Clerk of the Board

By: _____
Patricia Gunsolley, Assistant Clerk of the Board



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 17

- X Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Inyo County Water Department

FOR THE BOARD MEETING OF: January 27, 2015

SUBJECT: Recruitment of Six Seasonal Field Assistants

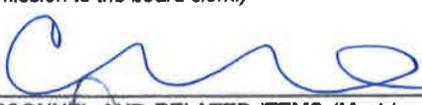
DEPARTMENTAL RECOMMENDATION: Request Board find that consistent with the adopted Authorized Position Review Policy; A) The availability of funding for the requested positions exists as certified by the Water Director and concurred with by the County Administrator and the Auditor-Controller; and B) where internal candidates meet the qualifications for the positions, the vacancies could possibly be filled through internal recruitment, but an open recruitment would be more appropriate; and C) approve the hiring of six seasonal Field Assistant I at Range 050PT (\$14.18 - \$17.21 per hour), May 16, 2015 through August 31, 2015, contingent upon the adoption of a FY 2015/2016 budget.

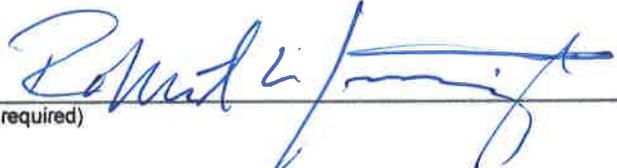
SUMMARY DISCUSSION: The Water Department has annually hired seasonal Field Assistants to assist with vegetation monitoring that has been conducted since the early-1990s. The purpose of this program is to evaluate vegetation conditions with respect to the Long-Term Water Agreement's requirements for native vegetation. The Water Department would like to re-visit 20 vegetation parcels using LADWP permanent line-point transect methods for comparison purposes and LADWP has informed the Water Department that they will need assistance with monitoring the status of revegetation projects for approximately fifteen sites.

ALTERNATIVES: The Board could decide not to approve the request. This alternative would hamper the Water Department's ability to address questions asked by the Inyo/Los Angeles Standing Committee concerning the existing vegetation monitoring programs, and fail to fulfill commitments concerning revegetation project monitoring.

OTHER AGENCY INVOLVEMENT: The Inyo County Personnel Department will assist with the recruitment of the requested positions.

FINANCING: Funds are available in the Board approved FY 2014-2015 Water Department budget (024102-5012) for one Seasonal Field Assistant from May 16, 2015 to June 30, 2015 and five Seasonal Field Assistants from June 1, 2015 to August 31, 2015 contingent on the adoption of the 2015/16 budget.

APPROVALS	
COUNTY COUNSEL: N/A	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)  Approved: <u>yes</u> Date <u>1/9/2015</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)  Approved: <u>✓</u> Date <u>1/8/15</u>

DEPARTMENT HEAD SIGNATURE:  Date: 1/12/15
 (Not to be signed until all approvals are received)
 (The Original plus 20 copies of this document are required)



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 18
--

- Consent Departmental Correspondence Action Public Hearing
 Schedule Time For Closed Session Informational

FROM: Planning

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Review and approval of the SCE Energy Efficiency Revolving Loan Fund Assessment and Planning Report

DEPARTMENTAL RECOMMENDATION:

Request the Board review and approve the draft Energy Efficiency Revolving Loan Fund (EERLF) Assessment and Planning Report.

SUMMARY DISCUSSION:

In 2009, Inyo County completed a Cost, Energy and Service Efficiencies, Action Plan (CESEAP), which analyzed energy efficiency in County facilities, and identified potential projects for increasing energy and cost savings. In 2013, Inyo County was awarded additional funding to research opportunities for seed money to set up an EERLF, and to develop policies and a plan for establishing an EERLF as a means to implement, but not be limited to, the projects identified in the Energy Action Plan. The intent of this research is to prepare policies and a plan for a EERLF which could be implemented if seed funding is identified. If external seed funding is not identified, the EERLF will not be implemented.

The Inyo County Planning Department has prepared an Assessment and Planning Report which includes:

- Case study research on EERLF type programs other jurisdictions have created;
- Identification of internal resources necessary to establish and maintain an EERLF, and;
- Analysis of potential seed funding opportunities.

Subsequent to the Assessment and Planning Report, the Inyo County Planning Department will prepare an EERLF Goals and Policy Report, which will include:

- Goals of the Inyo County EERLF program;
- Criteria for project selection;
- Methodology for tracking energy usage and payments;
- Methodology for estimating payback and cost savings;
- Identification of internal resources for implementing the EERLF, and;
- Identification of potential seed funding opportunities.

The Assessment and Planning Report was reviewed by the Inyo County Financial Advisory Committee on December 3rd, 2014 who provided the following input:

- Management of an EERLF would need to be absorbed within existing staff.
- The EERLF shall not inhibit the County's ability to select projects or funding processes outside of the EERLF.
- The Goals and Policy Report should include a preliminary estimate of the amount seed funding that would be required to implement a revolving loan fund.

These comments were incorporated into the Assessment and Planning Report as appropriate, and will be reflected in the goals and policies of the EERLF program.

The EERFL Assessment and Planning Report was preliminarily approved by your Board on December 16th, 2014 to meet contractual obligations with SCE. Staff is now requesting your Board review the report, provide feedback on the information presented therein, and approve the report for submittal to SCE.

ALTERNATIVES:

- The Board could direct changes to the Assessment and Planning Report for approval.
- The Board could not approve the Assessment and Planning Report. This is not recommended due to contractual agreements with SCE.

OTHER AGENCY INVOLVEMENT:

Southern California Edison

FINANCING:

The Energy Efficiency Revolving Loan Fund Assessment and Planning Report is being funded by Southern California Edison pursuant to a contract approved on November 5, 2013. The EERLF will provide for cost-savings to the County over time, and need not be implemented until seed money is acquired to begin funding.

<u>APPROVALS</u>	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received) Joshua Hest Date: 1/14/15

Attachments:

- Energy Efficiency Revolving Loan Fund Assessment and Planning Report

Assessment and Planning Report for Developing an Energy Efficiency Revolving Loan Fund Program

Draft Report

Strategic Plan Task 3.2.3

Deliverable B

Funded by
Southern California Edison Company
Local Government Strategic Plan Strategies Program

2013 – 2014 Program Period
under the auspices of the California Public Utilities Commission

Prepared for:

Inyo County, California
PO Drawer L
Independence, CA 93526

Prepared by:
Salas O'Brien
305 South 11th Street
San Jose, CA 95112, and

The Inyo County Planning Department
PO Drawer L
Independence, CA 93526

October 2014

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1. Introduction

Southern California Edison (SCE) designs, administers and implements a large portfolio of energy efficiency programs for its customers. SCE works in partnerships with a wide variety of entities to implement these programs, including local governments. Inyo County submitted and received funding from the last Request for Proposals (RFP) solicited by SCE in 2009. This funding enabled staff to complete a Cost, Energy and Service Efficiencies, Action Plan (CESEAP) that was approved by the Board of Supervisors on November 3, 2012.

Using the momentum from preparing the CESEAP, Inyo County staff is investigating the feasibility of developing policies and a plan for an Energy Efficiency Revolving Loan Fund (EERLF) as a means to implement the projects that will help Inyo County reach its energy efficiency goals, initially through implementing the project identified in the Energy Action Plan.

In order to better ensure the cost-effective success of an EERLF, Inyo County reviewed and assessed over 20 municipal energy efficiency revolving loan fund projects and related resources of peer municipalities and organizations. Knowledge gained from this exercise will be used to inform policies establishing an EERLF. The results of this assessment and planning process are presented in this report.

1.1 California Long-term Energy Efficiency Strategic Plan (CEESP) Alignment

1.1.1 Strategic Plan Goal

This report and the EERLF policies report support the following CEESP goals and tasks:

- Strategic Plan Goal 3: *Local governments lead by example with their own facilities and energy use practices.*
- Strategic Plan Task 3.2.3: *Develop policy for a revolving EE fund for County facilities.*

1.2 EERLF Purpose, Goals and Objectives

1.2.1 Policy Statement

The proposal is to establish a policy for the administration and use of an EERLF, and to implement the revolving fund program as a means of financing a continuing stream of energy savings in municipal facilities. As energy efficiency projects are completed at Inyo County facilities, the County will use funds generated from expected bill reductions to continually maintain the revolving loan fund to reach the County's energy efficiency goals.

Assessment and Planning Report for the Inyo County Energy Efficiency Revolving Loan Fund

1.2.2 Goals and Expected Outcomes

The goal is to develop policies establishing an EERLF program, identify potential seed funding sources for implementing the program and provide guidelines and a tracking methodology for staff to manage the implementation of the EERLF.

1.2.3 Energy Efficiency Impact

By establishing a revolving loan fund, the County will have a fund to draw from to implement projects for future energy efficiency efforts, in order to allow for County facilities to become increasingly energy efficient, and to continually reduce the County's operating expenses over time.

1.2.4 Energy Efficiency Revolving Loan Fund Criteria

- The proposed revolving loan fund will need to be easy to administer, as the County does not have full-time staff to manage energy programs.
- A tracking system will need to be established prior to implementation in order to monitor the effectiveness of the program.
- The proposed revolving loan fund will need to be useful even with only limited deposits to the fund.
- Potential seed funding will need to be identified to ensure the revolving loan fund does not draw from the County General Fund prior to implementation.

2. Review of EERLFs

2.1 Description of Reviewed EERLFs

2.1.1 Peer Municipalities

- **Alameda County Revolving Energy Fund and Municipal Utility Surcharge:** Established in 1995, the Alameda County Energy Program funds energy efficiency and renewable energy projects in County facilities. The Energy Fund consists of two programs: the Designated Energy Fund and a departmental utility surcharge. Initial seed funding for the Energy Fund was established through a demand-side energy savings program with PG&E, which allowed the County to amass more than \$3 million over ten years. The Energy Fund was used to subsidize energy efficiency projects, including on-site energy generation. In addition to the Energy Fund, the County established a surcharge on utility bills for each department to cover operating expenses for administering the Energy Fund program. The Energy Fund program is administered through the County's General Services Agency, which retrieves and pays all utility bills.

The Energy Fund and Utility Surcharge programs ensure that there is no cost for project management or funding derived from the County General Fund. The surcharge fluctuates, but is usually between 9% and 11%. Monies generated from this surcharge

Assessment and Planning Report for the Inyo County Energy Efficiency Revolving Loan Fund

have generated enough funding to pay for Energy Program manager, two project managers and two electricians to implement the program.

To finance most projects, the County uses the California Energy Commission's low interest Energy Efficiency Finance program. The Energy Program applies for the loan, repays the loan, and includes the payments in the recipient department's utility budget account. The Energy Fund is used to cover costs for projects that have a life cycle over twenty years and are implemented when the project internal return on investment is over 10%. Departments realize energy savings from their projects by keeping 100% of the savings in their budgets after the debt service is repaid.

- **San Jose Energy Fund:** Established in 2005, with a \$200,000 incentive check for a city-wide traffic signal LED retrofit project. The Energy Fund also established the Energy Officer position to facilitate the implementation of energy efficiency and renewable energy projects. The fund is replenished by depositing savings and incentives for the first two years of those projects into the Energy Fund. After two years, the savings revert to the General Fund. In addition, San Jose obtained a \$4 million Energy Efficiency and Conservation Block Grant (EECBG) for municipal energy efficiency projects, which generated enough deposits to allow for continued reinvestments in future municipal energy projects.

As the program was implemented, it became clear that the procedures of replenishing the funds with deposits and reinvesting in additional energy projects needed clarification. Thus, San Jose developed a standard operating procedure (SOP) for the Energy Fund. The SOP was reviewed and approved by all City departments and adopted by the City Council, which assisted in interdepartmental buy-in into the program. The SOP is a useful resource for assisting Inyo County in developing potential EERLF policies.

Transfers to the Energy Fund are typically based on estimated energy cost savings identified in third-party energy audits. These estimated savings are used because there are a large number of variables (e.g. weather fluctuations, changes in facility use), which can make it difficult to determine the actual utility cost savings created by an energy project. Estimated energy cost savings are transferred by fiscal year, and incentives and rebates are deposited into the Energy Fund when they are received.

- **City of Ann Arbor, Michigan, Municipal Energy Fund:** The Municipal Energy Fund was established in 1998 to be a self-sustaining source of funds for investment in energy-efficient retrofits at city facilities, so the City could continually reduce its operating costs over time. The Ann Arbor Municipal Energy Fund was originally financed through a \$1.4 million bond authorized by the City in 1988, which enabled the City to implement energy efficiency measures in 30 municipal facilities. Ten years later the bond was paid off through energy bond payments of over \$200,000 per year included in the annual City budget for each of those ten years. The Energy Commission proposed that rather than discontinuing the budget item, reduce it to \$100,000. The reduced amount was used to finance the Municipal Energy Fund. The \$100,000 dollar annual budget was discontinued in 2003-2004 (Fiscal Year) and now the Fund is relying on payments from past projects to finance new projects.

Assessment and Planning Report for the Inyo County Energy Efficiency Revolving Loan Fund

Similar to the San Jose Energy Fund, annual fund reimbursements are based on the estimated savings from the energy audits, rather than the uncertain "actual" energy savings because actual energy savings will vary with changes in the weather, use patterns and occupancy of the buildings.

According to the City of Ann Arbor, the two critical components that have contributed to the success of the program are an initial funding source (available for 3-5 years) and a manager is assigned to support and coordinate the fund and its projects. The level of the initial funding required for Inyo County would depend on funds available and the number and condition of municipal facilities. The City of Ann Arbor had approximately 60 facilities which pay about \$4.5 million/year in energy costs. The \$100,000 per year initial funding has proven to be adequate for Ann Arbor, both for the energy saving opportunities available and for the fund management.

- **Kane County, Illinois:** The Kane County Energy Efficiency Revolving Loan fund was established in 2009 through a \$2,469,100 Energy Efficiency and Conservation Block Grant (EECBG) from the Department of Energy as part of the American Recovery and Reinvestment Act. Projects eligible for the program must be located in Kane County and the applicant must be a non-profit or public entity. The project must reduce fossil fuel emissions, reduce total energy use, or improve energy efficiency. The project must also generate energy saving to be used to repay the loan. The payback period for this program was estimated to three to seven years based on projected energy savings. There was no annual interest on the loan; however a 3% loan fee was due at closing.

Unfortunately, the program was shuttered in 2009 due to a lack of interested applicants. It is believed that there was limited interest due to the economic recession. This case study indicates that a large amount of seed funding is less critical to successful implementation than program persistence and effective program management.

- **El Cerrito Energy and Water Efficiency Program:** The Energy and Water Efficiency Program (EWEP) is a revolving loan fund that was established by the City of El Cerrito in 2008 to fund projects that improve the resource efficiency of City operations. Seed funding for the revolving loan fund was established through a grant from the Bay Area Air Quality Management District to build staff climate protection capacity and help develop a dedicated fund. The EWEP is replenished annually based on a portion of the cost savings achieved by projects it funds. The EWEP is included in the City's Capital Improvement Program and is approved each year as a part of the annual budget process.

The EWEP provides a mechanism for identifying, evaluating and planning projects, and for finding matching funds; once projects are identified they still need to go through the standard City approval process. Cost benefit analysis of EWEP projects are calculated in terms of net present value which provides the City's financial managers with confidence that project investments are fiscally sound. El Cerrito has been successful in leveraging EWEP funds with other grants and rebates to attract additional funding.

Assessment and Planning Report for the Inyo County Energy Efficiency Revolving Loan Fund

As part of the EWEP, El Cerrito developed the Environmental Improvement Revolving Fund Administrative Manual to assist other municipalities establish a similar fund.

2.1.2 Peer Organizations

Not applicable.

2.1.3 NGO Resources (e.g., ICLEI, ILG, LGC)

Case Study resources for the Alameda County Designation Energy Fund and San Jose Energy fund were provided by the Local Government Commission (LGC) website. The Sierra Nevada Energy Watch and Sonoma County Energy Watch were also reviewed through the LGC website, but it was determined these programs were not applicable to Inyo County.

Information regarding the City of El Cerrito Energy and Water Efficiency Program was obtained from the Institute for Local Governments website. The International Council for Local Environmental Initiatives (ICLEI) Local Governments for Sustainability website was used as a resource for the initial identification of relevant cases studies. The ICLEI website was also used to identify potential sources of seed funding.

2.1.4 Other EERLFs and Resources

Inyo County Planning Staff, through the assistance of its subcontractors, initially identified 20 energy efficiency programs. Inyo County made the determination to focus its research on those EERLFs which were most directly applicable to the intent of Inyo County's proposed EERLF program. Many of the other resources identified addressed revolving loan fund programs for energy efficiency project in private business and residences, and Inyo County staff chose to review other programs that emphasized investment in municipal facilities.

2.2 Assessment of Existing EERLFs and Resources

2.2.1 Existing EERLF and Resource "Pros"

There were several common characteristics between the EERLFs which were reviewed that contributed to their successful implementation. Effective EERLFs obtained buy-in on the program from all municipal departments prior to implementation, and were allowed time for the program to prove a return on investment. It was commonly noted that the most difficult aspect of the EERLF program is obtaining interdepartmental buy-in, but once the program is established and successful, it has a tendency to grow exponentially. Obtaining buy-in from all departments will be essential for successful implementation in Inyo County, particularly in light of limited internal resources.

In addition, the energy efficiency funds that were successful also created a dedicated fund for the EERLF so that the fund did not draw upon the General Fund, but also so that the funding available for energy efficiency projects would not be allocated to other City and County programs.

Assessment and Planning Report for the Inyo County Energy Efficiency Revolving Loan Fund

Finally, it appears that it is possible to start a fund with a small amount of rebate money and have it be successful and that by establishing an EERLF, it is easier to leverage the fund to obtain addition grants monies.

2.2.2 Existing EERLF and Resource “Cons”

The successful EERLFs identified dedicated staff to implement and manage the program. Those staff persons typically resided in the City or County department responsible for overseeing utility payments. Inyo County likely does not have the resources to dedicate a single staff person for managing the program; however, if the program, particularly the tracking system, is well thought-out and organized, it is possible to train staff in the Public Works department to manage the EERLF program.

EERLFs that did not succeed appeared to have unclear policies in place and did not allow time for the program to prove its success. It will be important to define metrics of success in order to determine if the program is effective at attaining energy efficiency goals and achieving a return on investment.

2.2.3 Aspects to Leverage

The County had previously prepared the Cost, Energy and Service Efficiencies Action Plan (CESEAP), which identifies opportunities for investing in energy efficiency projects in County facilities. The CESEAP will serve as a road-map for investment once EERLF policies are adopted and implemented. The CESEAP has already been considered by the Board of Supervisors, the County Administrative Office and the Public Works Department, and can be leveraged for interdepartmental buy-in for an EERLF.

In addition, Inyo County receives funds from the Great Basin Unified Air Pollution Control District Clean Air Projects Program (CAPP), which provides monies for projects that reduce emissions. These funds could be leveraged to implement certain energy efficiency projects from the CESEAP that also reduce emissions; however the CAPP funds are often pre-allocated to other projects where cost savings can be directed the County General Fund. In order to use these funds for an EERLF project, it will be necessary to clearly illustrate the return on investment from the project over the long term.

2.2.3.1 Gap Analysis

The most significant gap in resources for establishing an EERLF is seed funding for implementing energy efficiency projects and funding staff to track and manage an EERLF program.

3. EERLF Development and Implementation Plan

3.1 Overview

The Planning Department, which is currently responsible for the EERLF program development, has had some discussions with other departments regarding those staff members that should be involved in discussions regarding development of a revolving fund. Many of the details of implementation will be worked out at a staff level. The key questions are: how would seed funding be established and dedicated to an EERLF in light of higher priority budget concerns; how would such a fund be staffed; how can a low-maintenance tracking system be developed for implementing the EERLF; and how can the revolving fund be structured to be successful with the limited resources currently available.

3.1.1 EERLF Requirements

Based on the research that has been completed, the following will need to be considered for further analysis and discussion.

- Staffing and administration of the revolving fund will need to be discussed and developed in detail.
- The source of funding need to be identified, although there may be the potential to use funding from the CAPP, which provides funding to the County for implementing projects that reduce emissions. However, these funds are reserved for projects that reduce air pollution, which may include energy efficiency projects in addition to other types of projects, and the County may prefer to invest these funds into other projects, rather than to allocate the money into a revolving loan fund. Other potential sources of funding, such as incentives, energy savings, and grants will be necessary and need to be identified, reviewed and considered.
- For efficiency projects that are adding value to larger projects, it will be important to look at the cost-benefit analysis in terms of the net present value to justify the added costs of energy efficiency measures for a project.
- The County should consider whether to include the fund in its Capital Improvement Program and/or the annual budget process.
- The accounting and tracking for the revolving account should be set up in such a way that there isn't risk that the monies will be commingled with General Fund monies, or viewed as a source of monies for purposes other than energy efficiency

3.1.2 Energy Efficiency Revolving Loan Fund Development

A key step in developing a policy will be to convene a small internal working group to study the best approach to developing a policy. It is expected that this group will include the County Administrative Officer, the Planning Department, the Public Works Department, the County Auditor's Office, and the Inyo County Financial Advisory Committee. This group would be expected to review and provide input in developing a fund. It is expected that after a rough policy has been developed that this policy may be reviewed by each of these departments prior to review and approval by the Board of Supervisors.

Assessment and Planning Report for the Inyo County Energy Efficiency Revolving Loan Fund

3.1.3 Energy Efficiency Revolving Loan Fund Implementation

The major hurdles in implementing an EERLF would be as follows: 1) Identifying sources of potential seed funding; 2) Gaining program buy-in and adoption from all County departments; 3) Educating staff on program implementation and/or dedicating a full-time staff person to manage the EERLF.

3.1.4 Staff Training

Staff training for administering this program is essential for its successful implementation. Each of the case studies reviewed in this report used a portion of the EERLF funding to establish at least one full-time position for managing the program. It is highly unlikely this would be possible in Inyo County. However, as the Public Works Department is currently responsible for facility maintenance, including energy efficiency projects, as well as managing utility invoices for all facilities, it would be most efficient to utilize staff resources in the Public Works Department for managing a revolving loan fund. There would appear to be limited opportunities for specific training in this specialized area; however, any opportunities that are identified will be considered.

3.1.5 Communications

It is expected that an outreach and education policy for County departments would be developed through a collaborative effort by the following County departments involved in the formation of the EERLF including the County Administrative Office, the Public Works Department, the Planning Department and the County Auditor's Office. However, since the Public Works Departments coordinates building maintenance and repairs, and has been initially identified for managing the EERLF program, communications, marketing and outreach for the program will not be a large component of project implementation.

3.1.6 Resource Identification

3.1.7 Resource Requirements

The staff resources that are expected to be involved include the County Administrative Officer, the Public Works Department, the Auditor's Office, and the Planning Department. It is not anticipated that subcontractors will not be necessary for implementing the EERLF once the program and policies have been developed.

Specialized computer hardware and software is also not necessary for implementing the EERLF; however, a system for methodically tracking energy savings as a result of energy efficiency projects and loan payments will need to be established. Staff will need to be trained to track energy use and energy savings using this methodology as part of paying utilities. Currently, utilities for all County departments and facilities are paid for by the Public Works Department, therefore it would most efficient to establish an EERLF program manager in the Public Works Department.

Assessment and Planning Report for the Inyo County Energy Efficiency Revolving Loan Fund

The EERLF is intended to be available to County facilities only. Because facilities maintenance, which includes building repairs for energy efficiency, and utility payments are both managed through the same department, it would not be necessary to develop marketing materials to successfully implement the EERLF.

3.1.8 Existing Internal Resources

As described above, the Inyo County Planning Department had previously prepared the CESEAP, which will serve as a roadmap for identifying energy efficiency projects to be implemented through an EERLF. Inyo County Planning staff will develop the policies for an EERLF and will be able to assist in establishing a tracking system and training staff to manage the fund once implemented. The Public Works Department has indicated that although a full time staff person cannot be dedicated to managing an EERLF, staff will be available to manage and track the fund as part of the Department's current facilities maintenance and management responsibilities.

3.1.9 External Resource Needs

It is not expected that any of the activities identified would require external assistance.

4. Schedule

4.1 EERLF Development and Implementation Schedule

Based on the Statement of Work, the policies and procedures for the EERLF are to be developed in approximately the next three months and brought to the Board of Supervisors for consideration. If the Board of Supervisors adopts the EERLF, the policies would not be implemented until seed funding had been obtained.

4.2 Monthly Activity Tracking Schedule

Development of the EERLF will be tracked through the monthly reporting submitted to SCE.

5. Budget

Budget Item	Cost - Q1	Cost - Q2	Cost - Q3	Cost - Q4	Cost - Q5	Total
Program Ramp-Up	\$1,823.25	\$0	\$0	\$0	\$0	\$1,823.25
Develop Policy for an EERLF	\$10,378.37	\$10,378.37	\$10,378.37	\$10,378.37	\$10,378.37	\$51,891.85
Invoicing and Reporting	\$499.84	\$499.84	\$499.84	\$499.84	\$499.84	\$2,499.20
Ramp-Down and Shutdown	\$0	0	\$0	\$0	\$0	\$0.00
Submit Final Report	\$0	\$0	\$0	\$618.85	\$618.85	\$1,237.70
TOTAL	\$12,701.46	\$10,878.21	\$10,878.21	\$11,497.06	\$11,497.06	\$57,452.00

6. Assessment of EERLF Effectiveness

The key measure of effectiveness would be the energy savings from the energy efficiency projects that are funded from the revolving loan fund. If the program proves to be successful, additional metrics would include increases in departmental participation in the EERLF, increases in the number of projects implemented through the fund, and energy rebates and incentives realized through the program.

6.1 Staff Feedback Surveys

Staff feedback surveys would not be appropriate for this task.

6.2 Energy Efficiency Impact

The beneficial energy efficiency impact related to the revolving fund would be the energy savings that would result from those projects funded by the revolving fund.

6.3 Energy Savings Metrics

The staff person responsible for managing the fund will complete an annual review of the fund including a summary of the following:

- Projects benefitting from the fund and their anticipated and/or actual energy savings;
- Projects that provided revenue/rebates toward the fund;
- Projects that may be funded through the EERLF program;
- Estimated return on EERLF;
- Energy savings attributable to energy efficiency measures and projects potentially funded through the EERLF program.

The program manager will quantitatively assess the value and benefits of the program through determining the potential for return on investment of expenditures, if the EERLF can be established. The EERLF will be designed so that the return on investment can be tracked project-by-project to further inform future energy-efficiency investment by targeting high return technology and project types.

Appendices

Appendix A: Task Scope of Work

The Work will consist of the following tasks supporting the CEESP goals specifically set forth by SCE and accepted by Implementer:

6.4 Task 1: Program Ramp-Up

A. Attend Program Kick-off Meeting

Implementer's representative(s) will attend a Program kick-off meeting with the CPM to discuss Program logistics, evaluation, monitoring and verification coordination, invoicing requirements, SOW, and any remaining Contract issues at a time and location designated by SCE.

To avoid duplication and unnecessary expenditures, the CPM will provide information and guidance regarding currently available resources (e.g., available training programs, templates, etc.) that will be used by the Implementer in assessing pre-existing resources. This will enable the Implementer to focus efforts on the areas in each task where gaps exist.

B. Program Data, Invoicing, and Reporting Tool Training

The Implementer will attend the kick-off meeting to be trained on the use of SCE's invoicing and reporting tool (IR Tool). Thereafter, the Implementer will use the IR Tool to provide the CPM with invoices and Monthly Reports.

Deliverables:

Task 1 – Deliverable(s)	Due Date(s)
1. Attend a Program Kick-off meeting that includes IR Tool training.	Determined by SCE after the issuance of the NTP.
2. Delivery of updated IR Tool to CPM for review and approval.	IR Tool training plus five (5) Business Days.

6.5 Task 2: Develop Policy for a Revolving EE Loan Fund for County Facilities (SP Task 3.2.3)

A. Task Goals and Objectives

Implementer will provide all materials developed under this task to CPM for review and comment:

- 1. Report on Status of Implementer or Subcontractor to Support the Task:**
Implementer will submit Monthly reports on the status of hiring expertise to provide to complete the activities in this task.
- 2. Assessment and Planning Report for Energy Efficiency Revolving Loan Fund (EERLF):** Implementer will perform an assessment of similar funds and programs that exist in other jurisdictions. From this assessment, Implementer will prepare a plan for developing the revolving fund program for municipal facilities. The plan shall include, at a minimum, a step-by-step, process for developing the program, as well as:
 - a. A review and assessment of similar funds and efforts of peer Local governments;
 - b. A review and assessment of potential seed money to set up a EERLF;
 - c. Goals and policies of the EERLF;

Appendices

- d. Forms and document flow procedures that provide for application intake, audit and energy-efficiency measure determination, savings analysis and measure ranking, financial return potential, and measurement and evaluation plan; and
- e. Required external resources necessary to establish an EERLF and an assessment of necessary internal resources to administer the EERLF.

The Assessment and Planning Report will include a discussion of sustainability for the Program after SCE funds are expended.

3. **Program Plan for EE Revolving Loan Fund (Draft and Final):** Based on the Assessment and Planning Report, Implementer will develop the program plan, including policies and procedures needed to establish and implement an energy-efficiency project revolving loan fund. The EERLF Policies and Procedures will establish criteria for, at a minimum:
 - a. Establishing an EERLF from seed money and an evaluation of the necessary County resources needed to implement and maintain the EERLF;
 - b. Criteria for determining candidacy of Implementer's facilities and energy-efficiency measures to ensure long-term persistence of savings and high probability of achieving significant levels of efficiency;
 - c. Criteria maintaining the fund based on cost savings achieved from the installation of energy-efficiency projects in the Implementer's facilities;
 - d. Definition of ongoing roles and responsibilities for City/County staff and others to ensure the revolving fund is properly administered and sustained;
 - e. Processes needed for making and tracking transfer payments to fund energy efficiency projects;
 - f. Procedures for allocating funds to eligible projects;
 - g. Required forms and supporting documentation that provide the basis for a project's energy and cost savings;
 - h. Detailed step-by-step process flow diagrams that provide specific milestones for project funding;
4. **Submit Draft EE Revolving Loan Fund Policy to County's Financial Advisory Committee and the Board of Supervisors for Review and Comment:** Implementer will submit the EERLF Policy for review and comment
5. **Submit Final EE Revolving Loan Fund Policy to County's Board of Supervisors for Adoption:** Implementer will submit the EERLF Policy to the County's Board of Supervisors for adoption. If the policy is adopted, Implementer will submit the date the policy becomes effective. If the policy is rejected, Implementer will submit a report to the CPM that outlines the reasons for rejection, and provides alternate plans to be pursued.

B. Task Performance Indicators

The Implementer will, at a minimum, track the following information:

1. Estimated amount needed to fund an EERLF;
2. Potential annual return on EERLF;
3. Number of potential energy efficiency Measures and projects that could be funded through the EERLF program; and
4. Energy savings attributable to energy efficiency Measures and projects potentially funded through the EERLF program.

The Implementer will quantitatively assess the value and benefits of the Program through determining the potential for return on investment (ROI) of expenditures, if the EERLF can be established. The EERLF will be designed so that the ROIs can be tracked project-by-project to

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further inform future energy-efficiency investment by targeting high return technology and project types.

Deliverables:

Task 2 - Deliverable(s)	Due Date(s)
1. Report on status of Implementer or Subcontractor to help support the Task	NTP plus 1 Month
2. EE Revolving Loan Fund Policy Assessment and Planning Report	NTP plus 6 Months
3. Present Assessment and Planning Report for EE Revolving Loan Fund to Board of Supervisors for Comment	NTP plus 7 Months
4. Draft Program Plan for EE Revolving Loan Fund	NTP plus 12 Months
5. Present Draft Program Plan for EE Revolving Loan Fund to the Financial Advisory Committee and Board of Supervisors for Comment	NTP plus 13 Months
6. Submit Program Plan for EE Revolving Loan Fund to the Board of Supervisors for to Board of Supervisors for Adoption: Provide documentation of adoption or a report stating why the EE EERLF was not adopted and related alternate plans.	NTP plus 14 Months
7. Monthly reports of tracked Performance Indicators	Monthly with Invoicing Requirements

6.6 Task 3: Invoicing and Reporting

A. Invoicing

The Implementer will submit to the CPM an invoice which includes supporting documentation in accordance with the requirements delineated Appendix A, "Invoicing Requirements" and Section 10 of the Contract.

SCE may amend the invoicing requirements from time to time, at which time SCE will notify Implementer of the changes and issue a Change Order. Implementer will implement these modifications in a timely manner and reflect any changes in future invoice documentation.

B. Reporting

The Implementer will submit to the CPM all required reports initially as a draft for review and approval by the CPM. Implementer will be responsible for implementing, adhering to, and the submission of, the items as described in Appendix D, "Regulatory Reporting Requirements", Section 9 of the Contract.

SCE may amend the reporting requirements from time to time, at which time SCE will notify Implementer of the changes and issue a Change Order. Implementer will implement these modifications in a timely manner and reflected in future invoice documentation.

Deliverables:

Task 3 Deliverable(s)	Due Date(s)
1. Prepare and submit invoices and supporting documentation to SCE	15th Calendar Day of the Month per Appendix A, "Invoicing"

Appendices

	Requirements”
2. Submit final invoice to SCE	April 15, 2015
3. Prepare and submit Monthly Report to SCE	15th Calendar Day of the Month per Appendix D, “Regulatory Reporting Requirements”
4. Submit Commission reports	Semi-annually and annually

6.7 Task 4 - Ramp-Down and Shut-Down Program

A. Program Shut-Down: All Program operations will be completely shut down after the last day of the effective period of the Contract, and no later than December 31, 2014, with the exception of preparation and submittal of the Final Report, as defined in Task 6.

Deliverables:

Task 4 Deliverable(s)	Due Date(s)
1. Complete all services	No later than December 31, 2014.

6.8 Task 5 - Submit Final Program Report

After Program completion, the Implementer will submit a final report that reviews the Program's progress and accomplishment (the "Final Report"). The Final Report will include the information referenced in Appendix E, “Final Program Report Template”.

Deliverables:

Task 5 Deliverable(s)	Due Date(s)
1. Submit draft Final Report for SCE review and approval	No later than February 15, 2015
2. Submit revised Final Report for SCE review and approval	The earlier of March 31, 2015 or within 2 weeks of receipt of SCE comments



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
19

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time Closed Session Informational

FROM: Inyo County Planning Department

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Electric Utilities for New Subdivisions

DEPARTMENTAL RECOMMENDATION: Conduct a workshop regarding electric utilities installations for new subdivisions and provide direction to staff.

SUMMARY DISCUSSION: Inyo County Code (ICC) Section 16.40.010(F) requires that utility lines, including but not limited to electric, communications, street lighting, and cable television shall be placed underground for all final maps, although appurtenances and associated equipment may be placed above ground. The County has required undergrounding of electrical lines for most subdivisions in the more developed portions of the County.¹

For several recent subdivisions within the City of Los Angeles Department of Water and Power (DWP) jurisdiction, the electric lines have been undergrounded, but above-ground transformers housed in relatively large boxes surrounded by brightly painted bollards have been installed in the front of each new parcel. Some community members have expressed concern about the aesthetics of this development, particularly the bollards. DWP has worked with developers to soften the appearance of the development.

DWP staff reports that requiring undergrounding of the transformers would require changing its policies and would significantly increase development expense. DWP has been flexible regarding the bollards and is expected to continue to allow variations in coloring in the future. Placement of the transformers near the street is often preferred to better accommodate access.

County staff believes that the current approach that requires undergrounding of electrical lines but allows for above-ground placement of the transformers is appropriate. Staff recommends that the Board confirm this approach.

ALTERNATIVES: The Board may consider directing staff to initiate an ordinance to provide a different approach to undergrounding utilities. Some options include requiring that the transformers be undergrounded, requiring placement of the utilities towards the rear of the property where they would be less visible, and allowing for above-ground power lines which could accommodate smaller transformers and potentially eliminate the bollards. As discussed above, staff believes that the current approach is most appropriate.

OTHER AGENCY INVOLVEMENT: DWP and Southern California Edison

FINANCING: General fund resources are utilized to monitor community concerns.

¹ ICC Section 16.56.010 permits the County to waive these requirements.

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i>

DEPARTMENT HEAD SIGNATURE:
(Not to be signed until all approvals are received)



Date: 1/14/15



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only: AGENDA NUMBER 20

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: OFFICE OF COUNTY COUNSEL

FOR THE BOARD MEETING OF: January 20, 2015

SUBJECT: Request Board Approval of County Counsel's Budget By Increasing Revenue and Professional Legal Services and Approve Amendment No. 2 for Legal Representation with Gregory L. James, Esq.

DEPARTMENTAL RECOMMENDATION:

Request Board (A) amend the FY 2014-15 County Counsel's Budget 010700 by increasing estimated revenue in Intra County charges (Object Code #4821) by \$12,500 and Inter Government Charges (Object Code #4824) by \$40,000, and increasing appropriation in Professional Services (Object Code #5265) by \$52,500; and (B) Approve Amendment No. 2 to the Agreement between the County of Inyo and Gregory L. James, Attorney at Law to increase the contract limit by Thirty-Five Thousand Dollars (\$35,000) to an amount not to exceed Eighty-Five Thousand Dollars (\$85,000), and (B.) authorize the Chairperson to sign the contract contingent upon the appropriate signatures being obtained and subject to Board approval of the budget. (4/5's vote required)

CAO RECOMMENDATION:

SUMMARY DISCUSSION:

Gregory L. James has a contract with the County of Inyo for the period from May 1, 2014 through June 30, 2015 for the provision of legal services with a maximum amount of \$85,000.00. His services covered by this contract are related to several on-going projects which are self-funding: including without limitation REGPA, Munroe Valley, Adventure Trails, Crystal Geyser/Cabin Bar. Mr. James bills monthly after his services have been provided. The value of the work completed to this point in the contract term will exceed the \$50,000.00 maximum, reaching \$45,584.00 as of January 20, 2015. Mr. James services were/are critical to the County moving forward on these time sensitive projects. Therefore, we ask that your Board approve this Amendment effective January 27, 2015 for the term of the contract which ends June 30, 2015.

ALTERNATIVES:

1. Decline to approve the Agreement with Gregory L. James as recommended, and direct that the office of County Counsel provide the County and its departments with legal services relating to REGPA, Adventure Trails Project, Munroe Valley, Crystal Geyser/Cabin Bar and any Environmental matters with existing attorney staff. This option would result in significant delays in completing requests for legal services for all but the most critical matters.
2. Decline to approve the Agreement with Gregory L. James as recommended, and direct staff to circulate a Request for Qualifications for another attorney or law firm to provide these services.

OTHER AGENCY INVOLVEMENT: Public Works and Planning Departments

FINANCING:

The money to cover the increases in expenditures for this contract are provided by Public Works (504605) and Planning (023800) through internal billings.

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) <i>Margaret Kemp-Milleris</i> Approved: <input checked="" type="checkbox"/> Date <u>01/08/15</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) <i>[Signature]</i> Approved: <u>1/15/15</u> Date <u>[Signature]</u>
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) <i>[Signature]</i> Approved: <input checked="" type="checkbox"/> Date <u>1/15/15</u>

DEPARTMENT HEAD SIGNATURE: *Margaret Kemp-Milleris* Date: 01/08/15
(Not to be signed until all approvals are received)

~~**DEPARTMENT HEAD SIGNATURE:** *[Signature]* Date: 01/15/15~~
(Not to be signed until all approvals are received)

DEPARTMENT HEAD SIGNATURE: *John Hart* Date: 1/15/15
(Not to be signed until all approvals are received)

[Signature] 1/15/15

[Signature] 01-15-2015

**AMENDMENT NUMBER 2 TO
AGREEMENT BETWEEN THE COUNTY OF INYO AND
GREGORY L. JAMES, ESQ.
ENVIRONMENTAL/LAND USE ATTORNEY SERVICES
REGARDING MATTERS AT THE DIRECTION OF THE COUNTY COUNSEL**

WHEREAS, the County of Inyo (hereinafter referred to as "County") and Gregory L. James, Esq. of BISHOP, CALIFORNIA (hereinafter referred to as "Contractor"), have entered into an Agreement for the provision of legal services dated May 27, 2014, for the term from May 1, 2014 to June 30, 2015.

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

1. Paragraph **3. CONSIDERATION** . is amended to read as follows:

E. Limit upon amount payable under Agreement. The total sum of all payments made by the County to Contractor for services and work performed under this Agreement, including travel and per diem expenses, if any, shall not exceed \$85,000 Dollars (hereinafter referred to as "contract limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed, including travel or per diem, which is in excess of the contract limit.

The effective date of this Amendment to the Agreement is January 27, 2015

All the other terms and conditions of the Agreement are unchanged and remain the same.

\\ \ NOTHING FOLLOWS \\ \



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

21

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF January 20, 2015

SUBJECT: Continuation of declaration of local emergency

DEPARTMENTAL RECOMMENDATION: - Request Board discuss and consider staff's recommendation regarding continuation of the local emergency, The Death Valley Roadeater Emergency, that resulted in flooding in the eastern portion of Inyo County during the month of August 2012, per Resolution #2012-32.

SUMMARY DISCUSSION: - During your August 28, 2012 Board of Supervisors meeting your Board took action to declare a local emergency, which has been named The Death Valley Roadeater Emergency, which was a result of flooding in the southeastern portion of Inyo County during the month of August. Since the circumstances and conditions relating to this emergency persist, your Board directed that the continuation of the declaration be considered on a by-weekly basis. The recommendation is that the emergency be continued until the further evaluation of the damage is completed and staff makes the recommendation to end the emergency.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

(The Original plus 20 copies of this document are required)

Date: _____



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 27

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF January 20, 2015

SUBJECT: Continuation of declaration of local emergency

DEPARTMENTAL RECOMMENDATION: - Request Board discuss and consider staff's recommendation regarding continuation of the local emergency, The Gully Washer Emergency, that resulted in flooding in the central, south and southeastern portion of Inyo County during the month of July, 2013.

SUMMARY DISCUSSION: - During your August 6, 2013 Board of Supervisors meeting your Board took action to declare a local emergency, which has been named The Gully Washer Emergency, which was a result of flooding in the central, southern and southeastern portion of Inyo County during the month of July. Since the circumstances and conditions relating to this emergency persist, your Board directed that the continuation of the declaration be considered on a by-weekly basis. The recommendation is that the emergency be continued until the further evaluation of the damage is completed and staff makes the recommendation to end the emergency.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:
 (Not to be signed until all approvals are received) _____ Date: _____
 (The Original plus 20 copies of this document are required)



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER
 23

- Consent Departmental Correspondence Action Public Hearing
 Scheduled Time for Closed Session Informational

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF January 20, 2015

SUBJECT: Continuation of declaration of local emergency

DEPARTMENTAL RECOMMENDATION: - Request Board discuss and consider staff's recommendation regarding continuation of the local emergency, The Canyon Crusher Emergency, that resulted in flooding in the portions of Inyo County during the month of August, 2013.

SUMMARY DISCUSSION: - During your September 17, 2013 Board of Supervisors meeting your Board took action to declare a local emergency, which has been named The Canyon Crusher Emergency, which was a result of flooding in the portions of Inyo County during the month of August. Since the circumstances and conditions relating to this emergency persist, your Board directed that the continuation of the declaration be considered on a by-weekly basis. The recommendation is that the emergency be continued until the further evaluation of the damage is completed and staff makes the recommendation to end the emergency.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.) Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

(The Original plus 20 copies of this document are required)

Date: _____



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

24

- Consent
 Departmental
 Correspondence Action
 Public Hearing
 Scheduled Time for
 Closed Session
 Informational

FROM: Kevin D. Carunchio, County Administrator

FOR THE BOARD MEETING OF January 20, 2015

SUBJECT: Continuation of proclamation of local emergency

DEPARTMENTAL RECOMMENDATION: - Request Board discuss and consider staff's recommendation regarding continuation of the local emergency, known as the "Land of EVEN Less Water Emergency" that was proclaimed as a result of extreme drought conditions that exist in the County.

SUMMARY DISCUSSION: - During your January 28, 2014 Board of Supervisors meeting your Board took action to proclaim a local emergency, which has been named the Land of EVEN Less Water Emergency, that is a result of severe and extreme drought conditions that exist in the County. Since the circumstances and conditions relating to this emergency persist, your Board directed that the continuation of the resolution be considered on a by-weekly basis.

ALTERNATIVES: N/A

OTHER AGENCY INVOLVEMENT: N/A

FINANCING: N/A

APPROVALS	
COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS <i>(Must be reviewed and approved by county counsel prior to submission to the board clerk.)</i> Approved: _____ Date _____
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS <i>(Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.)</i> Approved: _____ Date _____
PERSONNEL DIRECTOR:	PERSONNEL AND RELATED ITEMS <i>(Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</i> Approved: _____ Date _____

DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)
(The Original plus 20 copies of this document are required)

Date: _____