



COUNTY of VENTURA

COUNTY EXECUTIVE OFFICE

Sevet Johnson, PsyD
County Executive Officer

Mike Pettit
Assistant County Executive Officer

Kaye Mand
County Chief Financial Officer

Shawn Atin
Assistant County Executive
Officer/
Human Resources Director
Labor Relations

November 7, 2023

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, California 93009

SUBJECT: Approval of the Appointment of Brian Miller as the Standby Officer for the District 3 Supervisor and Appointment of Melody Rafelson as the Standby Officer for the District 4 Supervisor in Order to Reconstitute the Board of Supervisors in the Event of a Declared Emergency in Accordance with the County's Continuity of Operations Plan and Government Code section 8638.

Recommendations:

- 1) Approve Brian Miller as the standby officer for the member of the Board of Supervisors for District 3 in order to reconstitute the Board in the event of a declared emergency in accordance with the County's Continuity of Operations Plan.
- 2) Approve Melody Rafelson as the standby officer for the member of the Board of Supervisors for District 4 in order to reconstitute the Board in the event of a declared emergency in accordance with the County's Continuity of Operations Plan.

Fiscal/Mandates Impact:

None

Discussion:

On November 4, 2008, your Board adopted the County Continuity of Operations (COOP) Plan, including its Continuity of Government (COG) component. The COOP Plan established guidance for the delivery of essential services in the event a state of emergency or local emergency threatens or incapacitates operations. Consistent with the provisions of the California Emergency Services Act (Government Code sections 8550-8669.7), the COG component of the COOP Plan addresses the succession methodology

for the County's governing body in the event a Board member is unavailable to serve during a declared state of emergency or local emergency.

The succession methodology chosen by your Board was one whereby a single standby officer is appointed for each member of your Board and that standby officer would, if available, serve in the member's absence. If both a member of your Board and his or her standby officer are unavailable, the remaining Board members are responsible for appointing individuals to represent that District. If all Board members are unavailable, then the chair of the Los Angeles County Board of Supervisors would be called upon to appoint temporary standby officers.

Today, we are bringing forward the names of Supervisor Long's and Supervisor Parvin's nominees to serve as the standby officers for District 3 and District 4 for consideration and approval by the full Board. Both candidates have extensive knowledge of County operations and the roles and responsibilities of elected County Supervisors given their many years of experience serving in Chief of Staff and lead staff capacities for Ventura County Board of Supervisors.

The standby officer will serve in the place of the elected Supervisor in the event that they are unavailable to fulfill their duties during a declared state of emergency or local emergency as provided in Government Code section 8641.

This letter has been reviewed by the County Executive Office and County Counsel. If you have any questions concerning this matter, please call me at 654-2681 or Mike Pettit at 654-2864.

Sincerely,



Sevet Johnson, PsyD
County Executive Officer