



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

January 9, 2024

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

Subject: Approval of Modification to the 2022 Ventura County Administrative Policy Manual Preface Section 3 Powers and Duties Vested in the County Executive Officer by Ordinance "Personnel" #1 and #2

RECOMMENDATIONS:

It is recommended that your Board approve the proposed modification to the 2022 Ventura County Administrative Policy Manual Preface, Section 3 Powers and Duties Vested in the County Executive Officer by Ordinance, "Personnel" Sections #1 and #2, as shown in attachment A, to reflect adoption of an Ordinance which provide that the County Executive Officer with the concurrence of the Board of Supervisors appoints the Public Guardian with the concurrence of your Board and removed the Area Agency of Aging from the List of Agencies appointed by the County Executive Officer.

FISCAL/MANDATES IMPACT: None

DISCUSSION:

On your Board's agenda today is a second public hearing regarding adoption of an Ordinance to amend existing Ordinance 4399. The ordinance will repeal and replace section 5 A of Ordinance 4399, which currently provides that the Public Administrator (PA) also serves ex officio as Public Guardian (PG), and provide that the CEO with the concurrence of your Board will appoint the PG. The ordinance will also repeal and replace two sections of Ordinance 4610 as reenacted in 2022. The "Area Agency on Aging" (AAA) will be removed from the list in section 6, subdivision b. Personnel, subdivision 1) of department heads appointed by the County Executive Officer, given that your Board previously approved (on April 25, 2023) the merger of AAA into the Human Services Agency (HSA) effective July 1, 2023, including a new reporting structure that places selection and oversight of the AAA Director within the scope of the HSA Director. Section 6, subdivision b. Personnel, subdivision 2) will reflect the new separation of the roles of the PA and PG.

Modification to the Ventura County Administrative Policy Manual Preface Section 3 titled "Powers and Duties Vested in the County Executive Officer by Ordinance" is needed to align the Policy Manual with the Ordinance amendments.

This letter has been reviewed by the County Executive Office, Auditor-Controller's Office, Human Resources, and County Counsel. If you have any questions, please contact James Importante, Program Management Analyst, at (805) 654-5088.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sevet Johnson", with a stylized, flowing script.

Sevet Johnson, PsyD
County Executive Officer

Attachments:

- Exhibit 1 – Administrative Policy Manual Preface Section 3 (Redline)
- Exhibit 2 – Administrative Policy Manual Preface Section 3 (Clean)